
AGENDA - COMMITTEE OF THE WHOLE

Monday, May 15, 2023 @ 6:00 PM

In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

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

1. Recognition of unceded Traditional Territories.
 2. Late items identified by Committee members.
 3. Late items identified by the Corporate Officer.
 4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)
- That the agenda be approved as circulated.*

B. **ADOPTION OF MINUTES** - Page 3

1. Minutes of the meeting held at 6:00 pm on April 25, 2023, as presented.

C. **DELEGATIONS**

D. **UNFINISHED BUSINESS**

E. **STAFF REPORTS**

1. **Official Community Plan (OCP) Update** - Page 9
Report dated May 9, 2023 from the Director of Development Services/Deputy CAO providing an update on the Official Community Plan review and update project.

THAT the Committee of the Whole receive the report dated May 9, 2023 providing an update on the Official Community review and update project.

F. **CORRESPONDENCE**

G. **NEW BUSINESS**

1. **Travel Policy** - Page 16
Report dated May 8, 2023 from the Director of Finance providing a Travel Policy for consideration.

THAT the Committee of the Whole recommend Council rescind "P6 – Travel Expense Policy - For Employees & Other Authorized Persons" dated March 9, 2015 and approve Policy 3010-1 "Travel Policy".

2. **Purchase Card Policy** - Page 28

Report dated May 10, 2023 from the Director of Finance providing a Purchase Card Policy for consideration.

THAT the Committee of the Whole recommend Council rescind "Credit Card Policy" dated October 14, 2014 and approve Policy 3011-1 "Purchase Card Policy".

3. **Bylaw Enforcement Policy** - Page 34

Report dated May 5, 2023 from the Director of Corporate Services providing a Council Bylaw Enforcement Policy for consideration.

THAT Committee of the Whole recommend Council approve Council Bylaw Enforcement Policy 3008-01.

H. QUESTION PERIOD

I. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Tuesday, April 25, 2023 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard [Electronic Participation]
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
D. Leurebourg, Director of Corporate Services
S. Darling, Deputy Director of Corporate Services/Recording Secretary
J. Pelech, Manager of Information Technology

Other: Consultant, J. Berry of JB Consultants

Gallery: 6

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:00 PM.

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

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on March 20, 2023 be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Council Code of Conduct Policy 3002-01

The Director of Corporate Services provided the Committee with a draft Council Code of Conduct policy for consideration.

MOVED AND SECONDED, THAT Committee of the Whole recommend Council approve Council Code of Conduct Policy 3002-01.

CARRIED

Members of the Public commented/questioned as follows *[answers, if provided, are reflected below]*:

N. Anderson

Process to establish the Council Code of Conduct was not democratic with regards to the inclusion of public process and input. Request to postpone the process to provide for a more fulsome approach that incorporates public consultation. Changes proposed do not provide for public input and discussion during Council meetings. Council, staff and the public all need to be considered.

L. Walerius

Who makes Council responsible to the Code of Conduct?

Further to the enforcement measures within the Community Charter, Council is responsible for holding each other accountable. The Code of Conduct policy is a public document which also provides awareness and a level of accountability. Should Council choose, enforcement measures may be included within the policy.

When would amendments/reviews be undertaken for the Code of Conduct Policy?

The amendment or review period has not yet been determined however, each Council of the term is required to review and determine if they wish to establish a code of conduct.

J. Leskosek

Request not to remove Public Input from the Regular meeting agenda before alternative methods are established.

N. Anderson

Don't agree with regulations around establishment of a Code of Conduct and the provision that a Council has the choice to not create one.

How are employees managed when they act out of alignment with a Code of Conduct?

Employees function under contract and as per HR policies and procedures that are followed. The CAO is the employee of Council and is under the purview of Council.

What are the consequences of a Council member who acts out of accordance with the Code of Conduct?

There is the availability to establish sanctions where Council deems an infraction has occurred.

2. **Council Procedures Amendment Bylaw No. 5082, 2023**

The Director of Corporate Services provided the Committee with a draft Council Procedures Bylaw amendment for consideration.

MOVED AND SECONDED, THAT "items that are on not on the agenda" be removed from the proposed wording under Section 42(4) of the draft "Council Procedures Amendment Bylaw No. 5082, 2023"

CARRIED

MOVED AND SECONDED, THAT the Committee defer "Council Procedures Amendment Bylaw No. 5082, 2023" to a future Committee of the Whole meeting for further consideration.

DEFEATED

MOVED AND SECONDED, THAT Committee of the Whole recommend Council consider "Council Procedures Amendment Bylaw No. 5082, 2023" for three readings.

CARRIED

Members of the Committee commented/questioned as follows *[responses, if provided, are reflected below]*:

- Provision of additional Delegations with removal of the public input period.
Not presently included within amendments however should Council wish, they may provide direction to include additional delegation opportunities.
- Please provide clarity for Section 42(4) which proposes speakers may not address items not on agenda.
Intent is to have public as a delegation and/or submit written correspondence so that Council and staff may address and respond. Operational issues can be addressed to staff and/or Council. If there is a large public presence on an item, it would likely be referred to an agenda by Council to allow for a discussion. Another mechanism would include pre-informal public engagement sessions on items such as budget in lead up to the development of the Plan.
- Public Input does not require a response and therefore would not support the amendment to have the item related to only agenda business as it is often used for community event announcements and if they are operational in nature it may present the opportunity to have staff connect those individuals to the correct department.
- Correspondence not included on an agenda and rather responded to by staff does not permit the general public to see the outcome.
- Code of Conduct is for Council to hold Council accountable. Somewhat a reiteration of the Oath of Office. Procedures Bylaw is a tool for all. Provides some valuable structure for the Chair and is a tool for Council to focus on business of the City. Tool for public to clarify the abilities to engage with the

City. Intent of Procedures Bylaw has been captured, however the mechanism requires further discussion and further refinement. In favour of removal of Public Input at Regular meetings to be reinforced at Committee of the Whole meetings and would recommend Question Period be moved prior to business during Regular meetings. CoW structure can be expanded for more effective public engagement opportunities. Potentially examining town halls within the Committee of the Whole structure. Bylaw should include all possibilities for public input and inclusion of correspondence for public information purposes.

- Council meetings are for business and decisions. Shifting of the content to the Committee of the Whole as proposed in the Procedures Bylaw is in alignment with this intent. Agree with linking of Public Input to what is covered on the agenda. Administrative and operational issues should be addressed directly by staff. Suggest inclusion of potential alternative venues for informal meetings.
- Communication is important as we explore and move through these changes to ensure the public is aware of what opportunities are being provided for the public to provide their input. A recommendation to include a communications plan in conjunction with the changes.
- Public speak to Council regarding process as they are unfamiliar with how to attend City Hall and Council meetings or regarding frustrations they may be experiencing.

Councillor Douglas left the meeting at 7:28 pm and returned at 7:30 pm.

Members of the Public commented/questioned as follows [*response, if provided, are reflected below*]:

R. Smith

Request to change Question Period at Regular meetings from the end of the agenda to the beginning as public questions are about the process at the meeting and the resolutions are made in effect. Questions at a Committee of the Whole meeting could be managed differently. Would like to retain democratic right to attend and speak at meetings. Committee of the Whole meetings are scheduled only once a month which may further delay opportunities for public input and issues to be addressed. Include public representation from the beginning of these processes.

Question Period is intended to provide clarity on decisions made by Council within the meeting. Committee of the Whole meetings would serve to provide opportunity for input and questions related to shaping future decisions of Council.

Councillor Mealey left the meeting at 7:59 and returned at 8:01 pm.

J. Leskosek

Public Input period does not distract from decision making given the limited timing allocated to that function of 3 minutes per speaker.

N. Anderson

Code of conduct should encompass Council, staff and public. Use public input to provide opinion to then follow up with Questions and Question Period. There is a difference between a response and answer. Past practice included the response brought forward under Unfinished Business. This was not sufficient as it did not often provide an answer. Suggest New Business be put earlier in agenda to ensure an answer to the proposed question. Look at whole process before proceeding with bylaw rather than piecemeal amendments.

L. Walerius

Is there a requirement for Council members to attend meetings?
Attendance provisions are the same as Council which is quorum (4).

Does quorum include those members participating electronically?
Yes.

Will the provision include community engagement through electronic means?
There is not presently a provision that mandates electronic participation by the public. It has been permitted at previous Committee of the Whole meetings via webinar such as for the Financial Planning process. There is the ability within the bylaw to permit should Council wish to consider.

The proposed replacement of Section 11 to read "the Mayor or the Presiding Member may expel or exclude from the meeting a person in attendance at the meeting in accordance with Section 133 of the *Community Charter*. Is this a safety issue for Council?

The proposed wording existed previously in the procedures bylaw and has been updated to reflect the provision within the Community Charter and relates to both safety and the ability for the Chair to run the meeting.

The requirement to identify oneself when they approach the podium to speak at meetings still exists in the bylaw.

It is the individual's prerogative how to identify and choice to provide location.

The provision that speakers may not address items that are not on the agenda, would this apply to both Regular and Committee of the Whole meetings?

Current intent relates to speakers addressing those decisions made by the Committee or Council of the day.

Scheduling of meetings for the year and consideration in the report to reduce summer meetings and Christmas break. Will this be addressed?

It has been proposed as an item for Council's consideration. With regards to the Committee of the Whole meeting schedule, as Council and staff adapt to the new process, it is anticipated that additional meetings may need to be scheduled as required.

Request to still include correspondence on agendas and suggest implementation of an auto-reply that correspondence has been received.

3. **City of Port Alberni Building Bylaw No. 5077**

The Director of Development Services/Deputy CAO provided members of the Committee with the draft Building Bylaw for consideration.

MOVED AND SECONDED, THAT Committee of the Whole recommend Council consider "City of Port Alberni Building Bylaw No. 5077" for three readings.

CARRIED

F. **PUBLIC INPUT/QUESTION PERIOD**

G. **ADJOURNMENT**

MOVED and SECONDED, THAT the meeting adjourn at 8:41 pm.

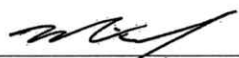
CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: May 9, 2023
File No: 6480-20-2023
To: Mayor & Council
From: M. Fox, CAO
Subject: Official Community Plan (OCP) Update

| | | |
|--|---|---|
| Supervisor: S. Smith <i>Dir. of Development Services Deputy CAO</i> | Supervisor: M. Fox <i>Chief Administrative Officer</i> | CAO Concurrence:  M. Fox, CAO |
|--|---|---|

RECOMMENDATION

THAT the Committee of Whole receive the report dated May 9, 2023 providing an update on the Official Community Plan review and update project.

PURPOSE

This report is to provide the Committee of Whole with an update on the Official Community Plan (OCP) review and update project.

BACKGROUND

Developing an OCP

Official Community Plans are adopted by bylaw and local governments are responsible for the process of developing an official community plan. The planning timeframe for the OCP is a twenty-year horizon and typically involves a number of different steps including:

- Background research
- Technical analysis – population and housing projections, GHG emissions, infrastructure, transportation, environment, hazards (flooding, tsunami inundation zones, slopes), parks, trails, etc.
- Engagement and Communication Plan supported by Council with opportunities for consultation and engagement throughout the development process to bring the draft OCP Bylaw to formal bylaw readings
- Preparation of a vision and guiding principles to guide policy development
- Draft policies
- Draft OCP bylaw
- Revisions to the bylaw
- A series of formal bylaw readings
- A public hearing
- A fourth reading of the bylaw (adoption)

Staff have worked with a consultant team to complete several research items, technical analysis is ongoing, and stakeholder outreach is well underway. A vision and touchstones (December 2022) and policy development engagement strategy (January 2023) has been supported by Council.

ALTERNATIVES/OPTIONS

This is a progress update on the OCP project for the Committee's information.

ANALYSIS

Port Alberni OCP Process to Date

OCP Project Initiation, November 2021

The OCP project was initiated in November, 2021. Background research and an engagement approach were in the process of being developed.

Round 1 of Vision and Touchstones Engagement, February to June 2022

We asked the community for input between February and June 2022 through surveys, focus groups, walking tours and workshops. Over 600 people participated. City staff and an engagement consultant then used the input to draft the first version of the Vision and Touchstones which Council supported at its Regular Council meeting of August 8, 2022.

Round 2 of Vision and Touchstones Engagement, August to October 2022

This round of engagement was initiated to understand from the community's perspective what refinements were needed and what might be missing on the draft Vision and Touchstones.

Vision and Touchstones Supported by Council, December 2022

The final Vision and Touchstones were presented and supported by Council.

Policy Development Phase, Engagement Strategy, January 2023

The Policy Development Phase 'Engagement Strategy' was presented and supported by Council.

Community Representative Team (CRT) Recruitment, March to April 2023

A call for Expressions of Interest was issued for the public, and directly to organizations that have been invited to participate in the OCP process. The intent was to form a CRT comprising of diverse demographics and expertise of between 12 and 15 people. Thirty-three applications were received. The CRT member profile is attached to this report. A CRT orientation meeting was hosted on April 20, 2023 with all members present including representatives from the Hupačasath and Tseshaht First Nations.

Touchstone Snapshots, Population and Housing Report, May 2023

Staff and the consulting team have been developing what are being called Touchstone snapshots of information for the public. These snapshots provide a description of why the touchstone is important for the OCP or the community's future, a brief analysis of the current situation relating to the touchstone and an overview of what that could mean for the OCP policy development considerations. There are eight touchstone snapshots, one climate change snapshot and the comprehensive Population and Housing report that will be released in mid-May.

Indigenous Engagement Strategy, May 2023

The consulting team has initiated outreach for Indigenous engagement with the Hupačasath and Tseshaht Nations. The intent is to host workshops with leadership, administration, the communities and youth. Council will be kept up to date on events and dates as they are known.

CRT and External Advisor Workshop, May 27 and 28, 2023

An intensive one-and-a-half-day workshop will be hosted with the CRT and external advisors invited (Port Authority, School Board, ACRD, etc). The focus will be to learn about climate change action (adaptation and mitigation) and growth scenarios. Participants will be engaged in exercises to work through scenario options, impacts, and priorities.

Public Engagement, June 2023

The outcomes of the CRT workshop will inform the engagement materials for public feedback. Tentatively, mid-June is the targeted timeline for public engagement which will likely consist of a come and go interactive event as well as online opportunities. Staff will keep Council informed regarding public engagement opportunities and report back to a future Committee of Whole meeting. Engagement with a number of elementary and high school classes is also being coordinated for youth. The focus of this engagement will be to test the level of support for climate action and the preferred growth scenario outcomes of the CRT workshop.

COMMUNICATIONS

Staff have begun and will continue to follow the Engagement Strategy for the policy development phase of the OCP project.

BYLAWS/PLANS/POLICIES

The Official Community Plan is a document, created by a bylaw, that informs our community's growth and success over a long term 20-year horizon. The OCP has objectives and policies that guide planning and land use management. It provides direction related to elements such as location and type of residential, commercial, and industrial development; availability of transportation choices and utility servicing; and environmental, social and economic issues. It must align with the requirements in the *Local Government Act* and *Community Charter*. Most recent municipal OCPs in British Columbia have been developed from extensive community engagement and input.

SUMMARY

The Official Community Plan project is progressing and public engagement with the CRT, community and First Nations will occur in May and June 2023. Once this engagement phase is complete, policy development based on engagement outcomes will begin over the summer months. It is anticipated a draft set of policies will be ready in September 2023 for feedback from the CRT prior to it being presented to Council and the public.

ATTACHMENTS/REFERENCE MATERIALS

- {Link to} [January 23, 2023 Council Report - OCP Update | Engagement Strategy for Policy Development Phase](#)
- Community Representative Team Profile

Copy: D. Monteith, Interim Director of Corporate Services
R. Dickinson, Director Engineering and Public Works
W. Thorpe, Director of Parks, Recreation & Heritage
A. McGifford, Director of Finance

Meet your Community Representative Team

The Official Community Plan (OCP) Community Representative Team (CRT) are members that represent diversity and a balance of perspectives, demographics, local knowledge and a variety of professional backgrounds and expertise.

THE RESPONSIBILITIES OF THE CRT:

- **Promote.** Help get the word out to team networks about the OCP project and promote how the community can be involved
- **Assess.** Review and provide feedback to OCP Project Team (OPT) on materials prepared for public information
- **Advise.** Provide advice and input to OPT on the engagement process and tactics
- **Strategize.** Work with the OCP project team on policy development

THE CRT IS COMPRISED OF:

- Representatives of the Hupačásath and Tseshaht Nations
- Community Organizations representing social, environmental, cultural, and economic perspectives (two environmental, two social, two economic, and two cultural representatives).
- Two, High school-aged youth
- One, 18 – 25-year-old young adults
- Two, Public members at large

THANK YOU!

We want to thank the entire CRT for their time, enthusiasm and commitment to making the City of Port Alberni a great place for ALL residents to live, work and play.



Meet the Team

MARISA BENNETT, Young adult representative ADIRP & North Island College

As a 12-year resident of Port Alberni, I want to continue to invest in this City. The OCP provides a long-term vision, and it's essential, as a stakeholder, to work together to ensure we hear a multitude of voices so the vision best captures our community.



What I ❤️ about Port Alberni!

The natural environment and history.

ELLEN FROOD, Social sector Sage Haven Society

For just under seven years, I have called this city home. I frequently describe Port Alberni as 'mighty' with many firsts with people who are unafraid to seek change. A city needs to evolve and change, which is why an OCP is important, and I want to invest in being a part of framing our future.



What I ❤️ about Port Alberni!

I love that we're on a saltwater inlet and have access to many beautiful sights, as well as the generosity of the people. I've lived in many communities across Canada and never had the warm welcome I did when I moved here.

ROBERT GUNN, Environment sector

Alberni Climate Action

I came to Port Alberni to work for the Nuuchaltn Tribal Council in 1973. I left in 1975 only to return in 1978 and have lived here since. In 2020, a group of concerned and interested Alberni Valley residents formed *Alberni Climate Action*. Our purpose was to educate ourselves about the climate crisis and to assess what efforts we might make on a personal and a community level to make a change.



What I ❤️ about Port Alberni!

I appreciate the community's size and relative cohesiveness and diversity, as well as the location, geography and access to the rest of the lower part of the province.

DION HOPKINS, Public member

As a born and raised Port Albernian, I wanted to contribute to this process because it's an important tool to shape the community. I regularly use Alberni's OCP and other OCPs across the island for investing and business.



What I ❤️ about Port Alberni!

For me, it's the right mix of quiet, rugged west coast views/living with a short drive to larger cities.

LEONORA KING, Environment sector

Alberni Valley Transition Town Society

As a recent Vancouver transplant, Port Alberni has many issues facing similar-sized cities around B.C. A declining resource sector, rising housing prices, an opioid and drug crisis, climate change impacts, and reconciliation challenges. However, I also believe this community has the potential to be a leader in equitably addressing these issues and transitioning to a future in which the Valley is an enriching place for all people and ecosystems.



What I ❤️ about Port Alberni!

The gardening opportunities and the proximity to nature! The houses here are also so unique and beautiful.

MELISSA MARTIN, Culture sector

Community Arts Council of the Alberni Valley

As a 32-year resident of this rich city, I want to help navigate towards creating a rich and diverse arts community. This includes giving a voice to the arts and perspective in pursuing a Healthy Arts Community.



What I ❤️ about Port Alberni!

The possibilities!

REANA MILLER, Culture & Economic sectors Community Futures Alberni-Clayoquot

Born and raised in Port Alberni and with extended family still here, I'm very committed to this community and honoured to be part of its transformation. With the OCP, there's an opportunity for meaningful growth, and it's exciting. There's a lot of good energy in the air, new projects, new people, new ideas and many perspectives.



What I ❤️ about Port Alberni!

Many things! Outdoor recreation, nature, small businesses, fantastic location, lots of builders/creators, and overall affordability. There's much to explore in the trails and backcountry with an excellent quality of life.

KEVIN SOMMERVILLE, Economic sector San Group - Economic/Industry Representative

My wife and I have lived on and off in Port Alberni since 2006. I have a business background related specifically to the Forest Industry with solid ties to the value-added sector, where the industry is evolving in these changing times. I raised four kids in Alberni and remained strongly connected to the amenities that draw families to the Valley



What I ❤️ about Port Alberni!

I have a long family history here as my great-grandfather was Port Alberni's first administrator in 1912. It's also ideally situated on the island, close to all travel corridors and endless backcountry recreation. It has a great community spirit and, most importantly, endless economic opportunities.

CRAIG SUMMERS, Social sector Port Alberni Association for Community Living

I have lived in and around the Port Alberni area my entire life. The OCP must be inclusive and accessible to all. PAACL has provided support and services to the community for over 65 years. I want to be the voice for people with developmental and intellectual disabilities.

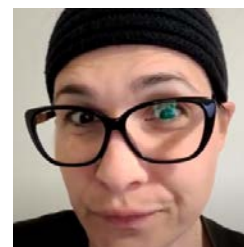


What I ❤️ about Port Alberni!

Port Alberni is a very inclusive community and individuals with disabilities feel like they belong.

LIL TARDIFF, Public member

As a newer resident of almost three years, I hope to bring a fresh perspective to the OCP. I care about a healthy, vibrant city that affords all types of residents a high quality of life, employment, and support to grow and thrive.



What I ❤️ about Port Alberni!

What isn't to love? From the backcountry to the people to the wide open streets of the city- just enough big-city amenities and small-town charm. As someone who's lived all over the island, I can confidently say there's no place quite like Port Alberni.

PORT ALBERNI 2042

CHRIS WASHINGTON, Economic sector

Uptown Merchants Association

I was born in Port Alberni, and after brief stints living in other communities, I've called this City home again for the past 13 years. I want to be involved in the OCP because times are changing. It's time for our community to move forward and adapt to those changes in a way that makes sense.



What I ❤️ about Port Alberni!

Port Alberni is a little gem. There's so much potential here for positive growth and rehabilitation.

LEN WATTS, Tseshah First Nation

Land Use Planning Coordinator

I was born and raised in this area, and after moving away to get a degree, I knew I needed to move back home.



The Tseshah First Nation is forward-thinking and has insightful input on the future development and planning of the overall community we've always been a part of.

What I ❤️ about the Tseshah Territory!

I love this part of our territory because this is where my ancestors have used and cared for the land for thousands of years. It's our home.

SARAH WILLIAMS, Representing Youth

SD70

Port Alberni has been home for me for the past 13 years. I volunteered to be a small part of the OCP process because I believe in being active in my community in any capacity.



What I ❤️ about Port Alberni!

My family and I were drawn back to PA because of the affordability and the proximity to nature, and it's a bonus there's no traffic!

Hupačasath First Nation representation

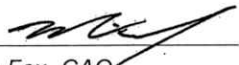
TBA

Youth representation

TBA

PORT ALBERNI 2042

Date: May 8, 2023
File No: 3950-20-3009-2
To: Committee of the Whole
From: M. Fox, CAO
Subject: Travel Policy 3009-2

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| Prepared by: <i>ANDREW MCGIFFORD</i> Director of Finance | Supervisor: <i>M. FOX</i> CHIEF ADMINISTRATIVE OFFICER | CAO Concurrence:  Mike Fox, CAO |
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RECOMMENDATION

THAT the Committee of the Whole recommend Council rescind "P6 – TRAVEL EXPENSE POLICY - For Employees & Other Authorized Persons" dated March 9, 2015 and approve Policy 3009-2 "Travel Policy".

PURPOSE

To review and discuss the potential replacement of the current City travel expense policy and consider an updated policy.

BACKGROUND

The current travel policy has been in place since October of 2014 and requires updating to enable structure for regular increases that reflect the cost of travel for Council and employees. Changes proposed will reduce the administrative process related to timely updates.

ALTERNATIVES/OPTIONS

- 1) Committee of the Whole recommend Council rescind P6 – TRAVEL EXPENSE POLICY - For Employees & Other Authorized Persons dated March 9, 2015 and approve Policy 3009-2 "Travel Policy".
- 2) Committee may seek additional information and then recommend alternative provisions in the policy before recommending to Council.
- 3) Committee not make changes and remain under the current policy.

ANALYSIS

The draft policy is intended to provide timely updates that provide a fair rate of reimbursement for expenditures that are made while conducting City business. Administratively, the current policy requires updates for increases to occur with the approval of Council. Moving forward Council would not be required to increase rates as this would be in alignment with Provincial increases.

Other local governments have been using senior government rates in order to remain current and reduce the administration of the policy. Annually, the Provincial government updates the travel rates on April 1. Increases for the province are often based on inflationary costs.

Should the recommendation be supported the policy would stand alone and travel rates would update as increases are made at the Provincial level. These rates would then be applied to the travel form [as soon as known].

In review of other local government travel policies, the reference for kilometrage may reference the Canada Revenue Agency [CRA] rate, this is currently \$0.68 per kilometer for 2023. The intent of a \$0.68 per kilometer rate is to provide a maximum rate that is deemed non-taxable. The CRA rate was consider in preparing the staff recommendation and not recommended as it was considered the upper limit for kilometrage in a travel policy.

IMPLICATIONS

Travel costs increase in the draft policy change would be as follows:

| Expenditures | Current rates | Proposed rates | Increase |
|------------------------|---------------|----------------|----------|
| Private accommodations | \$30.00 | \$37.29 | \$7.29 |
| Breakfast | \$14.00 | \$25.00 | \$11.00 |
| Lunch | \$18.00 | \$25.00 | \$7.00 |
| Supper | \$25.00 | \$34.50 | \$9.50 |
| Full day | \$57.00 | \$62.00 | \$5.00 |
| Breakfast & Lunch | \$32.00 | \$36.00 | \$4.00 |
| Lunch & Dinner | \$43.00 | \$45.50 | \$2.50 |
| Breakfast & Dinner | \$39.00 | \$45.50 | \$6.50 |
| Kilometrage | \$0.55 | \$0.61 | \$0.61 |
| Incidentals | \$0 | \$15.00 | \$15.00 |

Using an estimated value of 300 instances for per diems and incidentals.

- The Province has combined rates and the daily increase may range between \$2.50 and \$11. The highest anticipated cost of the meal increase would be in the \$3,300.
- Kilometrage increases are 11% higher in recommendation, or approximately increase of \$2,600.
- Incidentals are not in the current policy and would increase travel costs by approximately \$4,500.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

- *"P6 – TRAVEL EXPENSE POLICY - For Employees & Other Authorized Persons"*

SUMMARY

In conducting City business, Council and staff expend funds in order to attend conferences, train and complete work tasks for the City's benefit. A fair travel reimbursement structure will allow the adequate recovery of expenses for both Council and staff. Administration of the travel policy would be reduced if the policy references the Province rates increase, which are reviewed annually.

ATTACHMENTS/REFERENCE MATERIALS

- *"P6 – TRAVEL EXPENSE POLICY - For Employees & Other Authorized Persons"*
- *Province of BC – Travel - APPENDIX 1 - Travel Allowances*
- *Draft "Travel Policy" 3009-2*

| TITLE: P6 – TRAVEL EXPENSE POLICY - For Employees & Other Authorized Persons | | | | |
|--|------------------------|---------------------------|---|-------------|
| EFFECTIVE DATE: March 9, 2015 | DEPARTMENT: Finance | AUTHORIZED BY: Council | REPLACES: Aug 10/81, May 4/81, July 14/03, Jan 1/04, Oct 14/14 | PAGE 1 OF 2 |

The following expenses will be paid for persons representing the City on municipal business beyond the City boundary.

- 1.) \$57.00 per day apportioned as per the "Travel Expense Claim Form" attached as Schedule "A" to this policy.

In addition to the per diem allowance, the following shall be paid:

- a) accommodation, when necessary; for a standard room, single occupancy rate.
- b) an allowance of \$30.00 per night may be claimed for private accommodation. This rate has been established to encourage this option which may prove more versatile and cost effective.
- c) reimbursed for mileage expenses at the full rate currently in effect (approved by Council) when using private vehicles to represent the City beyond its borders;
- d) travel off Vancouver Island shall be reimbursed at an amount equivalent to either:
 - i. the full mileage rate (plus ferry expenses) or;
 - ii. the cost of scheduled economy public air transportation to and from the destination;
 whichever is least costly and regardless of which option is utilized.

While this policy is intended to provide guidelines for payment of expense allowance in most instances, it is realized that occasional special circumstances will warrant variations of the policy, and that Management should consider these on their merit.

2.) Approved Travel and Expenses

- a) Any staff members elected to the Executive of either the Vancouver Island Local Government Managers Association or Local Government Managers Association of B.C. are authorized to attend Executive meetings of either Association and that expenses necessarily incurred in connection therewith will be defrayed by the City.
- b) Council members are authorized to attend the annual conference of the following organizations on behalf of the Municipality and shall be paid in accordance with sections 1 and 2 for expenditures made or expenses incurred:
 - o Union of British Columbia Municipalities,
 - o Association of Vancouver Island and Coastal Communities.

- c) The Mayor is authorized to attend British Columbia Mayors' Caucus meetings and the Local Government Leadership Academy seminars on behalf of the Municipality and shall be paid in accordance with sections 1 and 2 for expenditures made or expenses incurred.
- d) The Mayor and one member of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities on behalf of the Municipality and shall be paid in accordance with sections 1 and 2 for expenditures made or expenses incurred.
- e) The Council member appointed as the Liaison to the Alberni Valley Community Forest Corporation is authorized to attend the annual conference of the British Columbia Community Forest Association and shall be paid in accordance with sections 1 and 2 for expenditures made or expenses incurred.
- f) Council members shall be paid for expenditures made or expenses incurred for their attendance at official meetings, workshops and other events within the municipality that are related to their respective portfolios and the Municipality. Reimbursements under this policy will be limited to actual costs incurred for personal meals and costs of registration at a maximum per event cost not to exceed \$100.
- g) Reimbursement for expenditures made or expenses incurred will also be provided to Council members for their attendance at official functions of organizations directly funded by the City of Port Alberni (i.e. Alberni Valley Chamber of Commerce, Western Vancouver Industrial Heritage Society, Port Alberni SPCA)
- h) Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of an event hosted by a not-for-profit organization where the member (generally the Mayor, but on occasion the Mayor's representative) is a guest of honour.
- i) The Mayor or Alternate Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality (i.e. ministers or officials of the provincial, federal or other foreign or local governments; business and industry leaders or prospective investors; leaders of cultural, humanitarian, educational or other non-governmental organizations).

CITY OF PORT ALBERNI TRAVEL EXPENSE CLAIM FORM

DELIVER TO: _____

DATE REQUIRED: _____

NAME: _____

MEETING TYPE: _____

MEETING LOCATION: _____

MEETING DATE: _____ TO _____

DEPARTURE TIME: _____ RETURN TIME: _____

| | | Total Amount | Paid by Claimant | Pre-paid by City |
|--|----------------------|-----------------|---------------------|---------------------|
| Air Fare (attach receipt/copy) | | | | |
| Ferries (attach receipt) | | | | |
| Hotel Accommodations (attach receipt) | | | | |
| Private Accommodations | _____ days @ \$30.00 | | | |
| Per Diems - only those meals not provided for during the conference will be paid for | | | | |
| Breakfast | @ \$14.00 | | | |
| Lunch | @ \$18.00 | | | |
| Supper | @ \$25.00 | | | |
| Private Vehicle - mileage | _____ km @ \$0.55 | | | |
| Taxi/Miscellaneous (attach receipts) | | | | |
| Registration | | | | |
| Parking (attach receipts) | | | | |
| Other (specify and attach receipts) | | | | |
| | | Amount | GST | TOTAL |
| GL / WO Account | | | | |
| GL / WO Account | | | | |
| GL / WO Account | | | | |
| 01.02.042520.3424 Personal Expenses (paid by city - to be reimbursed by employee) | | | NO TAX | |
| TOTAL AMOUNT | | | | |

Note: All amounts are in Canadian dollars.

Claimant Signature: _____ Date: _____

Approval Signature: _____ Date: _____

APPENDIX 1 - Travel Allowances

Note: This Appendix provides key reimbursement amounts.

1. Meal/Per Diem Allowances

- (1) Meal/per diem reimbursement when traveling on the Employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

| Effective April 1, 2023 | | | | | | | | | |
|-------------------------|-------------|-------------|-------------------|---------------|----------------|-------------|-------------|-------------|--------------------|
| Employee Group | Full Day \$ | Half Day \$ | Breakfast Only \$ | Lunch Only \$ | Dinner Only \$ | B&L Only \$ | L&D Only \$ | B&D Only \$ | Incidental Only \$ |
| I | 58.85 | N/A | 14.16 | 16.38 | 28.31 | 30.54 | 44.69 | 42.47 | N/A |
| II | 62.00 | N/A | 25.00 | 25.00 | 34.50 | 36.00 | 45.50 | 45.50 | 15.00 |
| III | 64.75 | 32.50 | 25.75 | 25.75 | 35.00 | 39.25 | 48.50 | 48.50 | 15.00 |

- (2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.
- (3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- (4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- (5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).
- (6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

| Group I and Group II | Group III |
|--|---------------------------------------|
| at the meal rate(s) specified in 1(1) for Group I, above | for all actual meal expenses incurred |

2. Private Vehicle Allowance

- (1) Where a private vehicle is used on the Employer's business, reimbursement shall be:
Effective April 1, 2023 \$0.61 per km
- (2) The distance allowance does not apply when using leased, rental or government vehicles.
- (3) Actual transportation toll charges may also be claimed.

3. Acceptable Parking Charges

When a private, Government, or leased/rental vehicle is used for the Employer's business, receipted parking charges will be reimbursed.

4. Vehicle Damage Reimbursement

- (1) Where an employee/appointee's private vehicle is damaged while in use on the Employer's business as specified above, the Employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$706.09 per occurrence, for:

- a) damage caused to the vehicle by wards or clients of the Province; and/or
 - b) damage caused to the vehicle by vandalism that results from employment; and/or
 - c) damage as a result of an accident while on the Employer's business.
- (2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.
- (3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

5. Commercial Transportation Charges

- (1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.
- (2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the Employer and the employee/appointee requests to use his/her private motor vehicle instead and the Employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/appointee taken the designated commercial transportation.
- (3) Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

6. Accommodation Charges

- (1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.
- (2) Where private lodging is used in lieu of commercial accommodation, reimbursement of \$37.29 maximum per day may be claimed.

7. Miscellaneous Out-of-Pocket Expenses

Reimbursement will be made for the following out-of-pocket expenses incurred while on travel status:

| | Group I | Group II & Group III |
|--------------------------|---|---------------------------------|
| 1) Telephone Calls | Where overnight accommodation is required, upon production of receipts, one five minute telephone call to the employee's home in British Columbia may be claimed for each night away. | Included in per diem |
| 2) Portage | \$0.50 maximum upon arrival at commercial accommodation and \$0.50 maximum upon departure. | Included in per diem |
| 3) Dry Cleaning/ Laundry | Dry cleaning/laundry services may be claimed every seven consecutive days away from headquarters or geographic location. | Included in per diem |

8. Meal/Per Diem Expenses When Traveling to the United States

- (1) For travel to and from the United States, the meal and per diem rates specified in section 1(1) will be in U.S. currency. Deduction(s) for partial day travel or for meals provided at public expense will be in accordance with section 1(3) and 1(4).

9. Meal/Per Diem Expenses When Traveling to Foreign Locations

- (1.) For travel to and from all other foreign locations, the meal rates (for Group I) and total per diem rates (for Group II and Group III) shall be calculated as follows from the "**Meal Total**" rates published by the federal Foreign Affairs and International Trade's monthly Schedules to Foreign Service Directives and Meal Rates, which can be located at: https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng%22%20/%20%22s140-tc-tm (Appendix D). See Subsection 2, following the table below, for rates for partial days, or for situations where one or more meals are provided at public expense.

| | Group I meals | Group II (per diem) | Group III (per diem) |
|--------------------|--|-------------------------------|-------------------------------|
| Full day meal rate | 100% of the federal "meal total" rate | | |
| Per diem rate | N/A (See Section 7 above – Out of Pocket Expenses) | 120% of the "meal total" rate | 130% of the "meal total" rate |

- (2) Where foreign travel is for a partial day and/or meals are provided at public expense, the individual meal rates as published in the Foreign Service directive are to be deducted for those meal(s) not required. When the individual meal rates are not published, the following percentages of the full day "meal total" rates (rounded to the nearest dollar) are to be deducted from the full day/per diem rate calculated in subsection (2) above.

| | Group I | Group II | Group III |
|-----------|---------|----------|-----------|
| Breakfast | 25% | 20% | 20% |
| Lunch | 25% | 20% | 20% |
| Dinner | 50% | 35% | 35% |

10. Other Foreign Travel Expenses

- (1) All other foreign travel expenses, including foreign currency exchange, will be reimbursed in accordance with Treasury Board Orders and Directives.
- (2) Reimbursement may also be claimed for reasonable expenses incurred which relate directly to foreign travel:
- a) car rental insurance;
 - b) Visa(s) and passport(s);
 - c) inoculation(s);
 - d) travelers' cheques;
 - e) bottled water;
 - f) preventive medication, i.e. malaria tablets, etc.;
 - g) premiums for additional medical insurance to provide coverage equivalent to that available under the Medical Services Plan in B.C.;
 - h) additional dry cleaning/laundry costs;
 - i) additional baggage insurance;
 - j) reasonable travel gratuities;
 - k) similar directly related travel costs.

11. Local Travel Expenses at Foreign Locations

- (1) This section applies to the employees/appointees who are posted from B.C. to a foreign office or who are hired locally at a foreign office and whose job responsibilities require them to travel away from their foreign office on the Employer's business.
- (2) Meal/per diem allowances will be reimbursed in accordance with section 8 and are subject to deduction for meals not required as per section 8.
- (3) Where a private vehicle is used in accordance with Treasury Board Orders and Directives, reimbursement will be at the distance rate specified by External Affairs Canada for that location.
- (4) Parking and transportation toll charges will be reimbursed.
- (5) Where commercial transportation is required, the actual travel costs will be reimbursed in accordance with Treasury Board Orders and Directives.
- (6) Actual commercial accommodation costs will be reimbursed up to the maximum amount established by External Affairs Canada for that location.
- (7) Private accommodation will be reimbursed at 25% of the maximum accommodation level established by External Affairs Canada for that location.
- (8) Actual reasonable miscellaneous expenses such as dry cleaning, personal telephone calls home, etc. will be reimbursed for Group I employees/appointees.

12. Meal Allowances for Dependents on Relocation

Where a Group I, II or III employee/appointee incurs meal expense(s) for his/her spouse and or dependent(s) during relocation, the expense(s) will be reimbursed as follows:

- (1) Dependents 12 years of age and under may claim one-half of the Group I meal allowances;
- (2) Spouse and dependents over 12 years of age may claim the full Group I meal allowances.

13. Extraordinary Loss

Where an employee/appointee on the Employer's business incurs a loss of or damage to personal property which is pertinent to the performance of his/her duties, that is not otherwise covered by government policy or insurance, the Employer may reimburse the lesser of the loss, or the repair or the deductible portion of the employee/appointee's insurance policy, up to a maximum of \$500.

POLICY No. 3009-2

Approved:

Resolution No:

Date of Last Review:

CITY OF
PORT ALBERNI



TRAVEL POLICY

1. PURPOSE

To establish a policy and procedures to be followed by City of Port Alberni (CPA) Council and employees who travel on approved business or who have been given approval for attendance at conferences, seminars and other training and education purposes.

2. POLICY STATEMENT

It is the policy of the City to travel in the spirit of best value for taxpayer dollars, with consideration that will include total cost, quality, expertise, and environmental and social sustainability impacts.

3. PROCESS

Subject to the approvals required below, employees who travel on CPA business or who are attending at seminars, conferences and other training/development purposes will:

- i. Obtain approval for travel in advance from their supervisor. Where necessary, an accountable advance is available to cover travel expenses by completing the travel advance/claim form. The Finance department requires a minimum of ten days to process requests for accountable advances.
- ii. Travel by the most economical means.
- iii. Obtain the government rate for accommodation where available.
- iv. Be allowed meal allowances and a per diem rate for meals and other related expenses.
- v. Be reimbursed for reasonable out of pocket expenses.
- vi. Provide receipts for all claimed travel expenses except where meal allowances and a per diem rate is claimed.
- vii. Complete a travel advance/expense form accompanied by appropriate receipts to supervisor within 30 days after return from travel and forward to supervisor for approval and then to Finance for processing.

4. APPROVALS

For travel, approval must be received from the employee's manager and budget available to undertake that travel.

- i. Any staff members elected to the Executive of either the Vancouver Island Local Government Managers Association or Local Government Managers Association of B.C. are authorized to attend Executive meetings of either Association and that expenses incurred in connection there with will be defrayed by CPA.
- ii. Council is authorized to attend the annual conference of the following organizations:
 - a. Union of British Columbia Municipalities; and
 - b. Association of Vancouver Island and Coastal Communities.
- iii. Travel outside the CPA but within British Columbia, requires the departments Director approval.
- iv. The Chief Administrative Officer's [CAO] approval is required for travel outside of British Columbia.
- v. The CAO will obtain approval from the chair of the Board for their own travel outside British Columbia.
- vi. The Mayor is authorized to attend British Columbia Mayors' Caucus meetings and the Local Government Leadership Academy seminars on behalf of CPA and shall be paid in accordance with policy for expenditures made or expenses incurred.



- vii. The Mayor and one member of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities on behalf of the Municipality and shall be paid in accordance with the policy for expenditures made or expenses incurred.
- viii. The Council member appointed as the Liaison to the Alberni Valley Community Forest Corporation is authorized to attend the annual conference of the British Columbia Community Forest Association and shall be paid in accordance with policy for expenditures made or expenses incurred.
- ix. Council members shall be paid for expenditures made or expenses incurred for their attendance at official meetings, workshops and other events within the municipality approved for attendance. Reimbursements under this policy will be limited to actual costs incurred for personal meals and costs of registration at a maximum per event cost not to exceed \$150.
- x. Reimbursement for expenditures made or expenses incurred will also be provided to Council members for their attendance at official functions of organizations directly funded by the City of Port Alberni (i.e. Alberni Valley Chamber of Commerce, Western Vancouver Industrial Heritage Society, Port Alberni SPCA).
- xi. Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of an event hosted by a not-for-profit organization where the member (generally the Mayor, but on occasion the Mayor's representative) is a guest of honour.
- xii. The Mayor or Alternate Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality (i.e. ministers or officials of the provincial, federal or other foreign or local governments; business and industry leaders or prospective investors; leaders of cultural, humanitarian, educational or other non-governmental organizations).

5. GUIDELINES

A. Travel

- i. Employees should carefully weigh alternate means of travel, taking into consideration costs, convenience, amount of work time taken for travel, the need for a vehicle at destination, number of employees traveling together, air fare discounts and using a CPA vehicle rather than a personal vehicle, etc.
- ii. Airfare is to be economy class and booked far enough ahead to qualify for discounted rates, if practical.
- iii. Kilometrage for using a personal vehicle shall be paid at the rate per kilometer pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- iv. Employees are encouraged to use a fleet vehicle, if possible and available, rather than their personal vehicle.
- v. If a trip includes travel with BC Ferries, reservation charges would be covered.
- vi. Travel that combines CPA and personal business must be reimbursed at the lesser of
 - a. actual transportation expenses; or
 - b. an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
- vii. Additional expenses arising from personal extensions to business travel are the employee's responsibility.
- viii. Expenses for an employee's spouse or family members are not reimbursable.

B. Accommodation

- i. Government rates are to be requested when booking accommodation, and at single occupancy rates.
- ii. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.
- iii. Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.
- iv. A flat rate may be claimed for non-commercial accommodation. No receipt is required. This rate is pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].



C. Meal Allowances and Per Diem Rates

- i. Meal [per diem] reimbursement when traveling on the CPA business will be in accordance with **Employee Group II rates**, pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- ii. Incidentals are defined as all other related travel expenses not covered specifically within this policy and may be claimed for each 24-hour period.
- iii. If claiming the above meal allowances or per diem rate, receipts are not required.
- iv. In order to be reimbursed for meals when not claiming a meal allowance or per diem rate, receipts are required to be submitted.
- v. When meals are paid for on behalf of more than one individual, all attendees must be listed and receipts submitted. As a guideline, meals per person, should be within the range of the per diem rates currently in effect.
- vi. Purchase of any beverage containing alcohol is not a reimbursable expense.

D. Local Transportation


- i. Local transportation will be by CPA fleet vehicle, car rental, taxi, bus or rapid transit. Receipts must be submitted to claim local transit expenses including parking, where possible.
- ii. Out of town car rental will be approved in circumstances where taxi or public transit is not practical.

Name
Title

Name
Title



Date: May 10, 2023
File No: 3950-20-3009-3
To: Committee of the Whole
From: M. Fox, CAO
Subject: Purchase Card [P-Card] Policy 3009-3

| | | |
|--|---|--|
| Prepared by: <i>ANDREW MCGIFFORD</i> Director of Finance | Supervisor: <i>M. FOX</i> CHIEF ADMINISTRATIVE OFFICER | CAO Concurrence:  M. Fox, CAO |
|--|---|--|

RECOMMENDATION

THAT the Committee of the Whole recommend Council rescind "Credit Card Policy" dated October 14, 2014 and approve Policy 3009-3 "Purchase Card Policy".

PURPOSE

To review and discuss the potential replacement of the current City Credit Card policy with the updated P-Card policy.

BACKGROUND

Currently the City has three credits cards. The authorized cardholders and credit limits include:

- Mayor \$ 5,000
- City Manager [CAO] \$ 5,000
- Director of Finance \$15,000

The Director of Finance credit card is presently shared across the organization which does not align with best practice.

ALTERNATIVES/OPTIONS

- 1) Committee of the Whole recommend Council rescind "Credit Card Policy" dated October 14, 2014 and approve Policy 3009-3 "Purchase Card Policy".
- 2) Committee may seek additional information and then recommend alternative provisions in the policy before recommending to Council.
- 3) Committee not make changes and remain under the current policy.

ANALYSIS

The current credit card policy is dated and not reflective our needs and the current best practices. Credit card requirements have been changing due to security and fraud issues, including the implementation of multifactor authentication.

Under the new policy, card holders will be required to submit monthly expense reporting to Finance within 10 days after the cut-off period with all receipts and coding completed for entry. The P-Card purchases will have the same purchase limits within the Procurement Policy for each cardholder, their limits would reflect this requirement. P-Card credit limits would also reflect the normal values incurred for each position. Should these processes not be followed, P-Card privileges would be revoked by the Card administrator [Director of Finance].

IMPLICATIONS

Cost implications are an additional \$25 per card under the current banking package. Only those positions that require a card will be provided one as approved by the CAO. At this time there may be 10 additional cards issues across the organization. Costing in the range of \$250 more per year for P-Card use.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

- *"CREDIT CARD POLICY - PROCEDURES"*

SUMMARY

The use of P-Cards provides the City employees with the ability to secure resources needed to provide services to the residents of the community. An updated policy will provide P-cards to those that need to use them and to make timely purchases within the procurement limits.

ATTACHMENTS/REFERENCE MATERIALS

- *"CREDIT CARD POLICY - Procedures"*
- *Draft "Purchase Card Policy" 3009-3*

| | | | | |
|--|-------------------------------|----------------------------------|-------------------------|--------------------|
| TITLE: CREDIT CARD POLICY | | | | |
| EFFECTIVE DATE: October 14, 2014 | DEPARTMENT: Finance | AUTHORIZED BY: Council | REPLACES: New | PAGE 1 OF 1 |

The purpose of this policy is to provide guidance on the use of and responsibility for City credit cards.

Operating Principles:

Authorized cardholders and credit limits:

| | |
|---------------------|----------|
| Mayor | \$ 5,000 |
| City Manager | \$ 5,000 |
| Director of Finance | \$15,000 |

Each City of Port Alberni credit card holder is responsible for appropriate use of the credit card (City business only) and all charges placed on the credit card. Card usage may be rescinded at the City's discretion, at any time. Misuse of credit cards may result in disciplinary action and/or revocation.

Use of the credit card is not intended to bypass the City's purchasing policy or travel expense policy, but to be used in accordance with the City's policies to complement existing purchasing procedures, for the acquisition of goods and services, and travel.

The City credit card is for City business only, and without exception, is not to be used for private, personal expenses. In the event a partner/spouse/significant other will be accompanying City officials on City business, the expenses attributable to the partner/spouse/significant other are to be charged to a personal credit card.

Credit card purchases are reviewed monthly for accuracy, supporting documentation, and appropriateness. Charges for unacceptable purchases will be recovered from the cardholder.

Usage Guidelines:

| Acceptable Use | Unacceptable Use |
|--|---|
| Payment for goods and/or services under \$5,000 | Personal expenses or private business |
| Deposits or fees for conferences or accommodations in compliance with the travel expense policy. | Cash withdrawals |
| Conference fees | Stationery and general supplies available from regular City vendors and suppliers |
| Supplies as required, with approval from department head | Purchases of computer hardware by a cardholder other than the Director of Finance |
| Minor items of equipment – computer hardware only to be purchased with the Director of Finance's card | Splitting purchases to bypass purchasing policy requirements |
| Travel related expenses, in compliance with the City's travel policy | Purchase of alcohol |
| Official entertainment in compliance with the travel expense policy (i.e. meals). No alcohol. The purpose of the entertainment, those attending and their organization must be identified. | Memberships or subscriptions for personal use |
| Purchase of internet as required when travelling on Municipal business. | Parking infractions |

| | | | | |
|---|-------------------------------|----------------------------------|-------------------------|--------------------|
| TITLE: CREDIT CARD POLICY - PROCEDURES | | | | |
| EFFECTIVE DATE: June 25, 2013 | DEPARTMENT: Finance | AUTHORIZED BY: Council | REPLACES: New | PAGE 1 OF 2 |

PROCEDURES

All applications for credit cards are to be routed through the Director of Finance.

Cardholders are accountable for transactions incurred on their credit cards and for the safe keeping of their card. It is also the responsibility of the cardholder to track unknown transactions.

Cardholders are required to keep a record of the transaction and provide sufficient detail as to the nature and purpose of the transaction.

Due to the volume of transactions, the Administrative Assistant completes a monthly summary of the Mayor's credit card expenses, and submits it to the Deputy Director of Finance. The City credit card users are to provide invoices and receipts that support the transactions.

From time to time, an authorized delegate will use the Director of Finance's card (for example, bookings for all of the Councillors for UBCM, online purchases where the credit card is a more appropriate form of payment than completing a cheque requisition or purchase order). UNDER NO CIRCUMSTANCES is the card to be photocopied and kept in a desk drawer for "convenience." The Director of Finance is responsible for the security of the card. Current policy is that the card is stored in the locked box in the safe in the vault. The Director of Finance and the Deputy Director of Finance each have a key.

The Mayor and City Manager normally carry their cards on their person, and are responsible themselves for keeping them secure.

Invoices and receipts must be provided with the transaction slip. Transaction slips alone are insufficient documentation for tax purposes (HST, GST, PST, tax deductible payments). Other supporting documentation may include: printed screen shots of on line orders; letters, memos, or resolutions explaining/approving the expense; or email correspondence and file notes.

If a cardholder misplaces receipts for transactions in excess of \$50, they must complete a statutory declaration form and either attach it to the monthly expense report or submit it to the Deputy Director of Finance. Missing transaction receipts for amounts less than \$50 require an acceptable explanation that the transaction falls under the Acceptable Use guidelines.

The Director of Finance will request reimbursement to the City for any private expenses incurred by the cardholder. In the event of repeated non-compliance with the Acceptable Use guidelines, the card will be revoked and cancelled.

Disputed Amounts:

The cardholder must resolve disputed transactions with the supplier and Bank of Montreal Mastercard. The process must be started immediately on discovery of the disputed transaction. See the Director of Finance or the Deputy Director of Finance for direction and contact information.

Lost or Stolen Cards:

In the event of a lost or stolen credit card, the cardholder shall notify the Bank of Montreal immediately, as well as the Director of Finance and the Deputy Director of Finance. The phone number as of the date of this policy is **1-800-361-3361** for Canada and the US, and **514-877-0330** for International.

Increasing or Decreasing Credit Limits:

A cardholder's request to increase or decrease a credit limit must be substantiated.

Cancellation and Return of Credit Cards:

Cardholders must return their cards to the Director of Finance if/when they retire, resign, or otherwise leave the City's employ, and if they are instructed to do so by the Director of Finance. Return of the credit card does not relieve the cardholder from the responsibility to substantiate outstanding expenses.

POLICY No. 3009-3

Approved:

Resolution No:

Date of Last Review:

CITY OF
PORT ALBERNI



PURCHASE CARD POLICY

PURPOSE

To establish the roles and responsibilities of City of Port Alberni [CPA] exempt staff for the use of Purchasing Cards [P-Cards].

POLICY

The CPA will utilize P-Cards for the purchase and payment of goods and services where it is efficient, economical and operationally advantageous to do so and within the prescribed limits outlined in Procurement Policy.

ROLES AND RESPONSIBILITIES

1. Responsibilities

- a. Chief Administrative Officer [or designate]
 - i. Authorizing cardholder and cardholder limits.
- b. Cardholder
 - i. Reviewing and familiarizing with the Purchasing Card Online Procedure.
 - ii. Adhering to the Purchasing Cardholder Agreement.
 - iii. Ensuring card security and reporting lost or stolen cards immediately to the card company and the CPA P-Card Administrator.
 - iv. Ensuring all purchases are business related and not for personal use.
 - v. Reconciling monthly statements and providing receipts and backup promptly and as necessary.
 - vi. Reporting any disputed transactions to the CPA P-Card Administrator immediately upon identification.
- c. Authorizing Managers [or designate]
 - i. Identifying opportunities and potential individuals that may benefit from having a P-Card while carrying out their duties.
 - ii. Approving cardholder applications.
 - iii. Making recommendations on single transaction and monthly limits for cardholders.
 - iv. Reviewing and approving monthly statements for cardholders.
 - v. Identifying and reporting any possible infractions of this policy to the CPA P-Card.
- d. Administrator
 - i. Coordinating, overseeing and managing the P-Card program

Name


Title

Name

Title



Date: May 5, 2023
File No: 3950-20-3008-1
To: Mayor & Council
From: M. Fox, CAO
Subject: Council Bylaw Enforcement Policy 3008-01

| | | |
|---|---------------------------------------|--|
| Prepared by: <i>DANIELLE LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES | Supervisor: <i>MIKE FOX</i> CAO | CAO Concurrence:  M. Fox, CAO |
|---|---------------------------------------|--|

RECOMMENDATION[S]

THAT Committee of the Whole recommend Council approve Policy 3008-01 "Bylaw Enforcement."

PURPOSE

The purpose of this report is for Council to discuss the City's approach to bylaw enforcement and provide direction on enforcement priorities through a policy.

BACKGROUND

This policy is designed to outline Council's goals and priorities for the bylaw enforcement program of the City. The goal of the Bylaw Enforcement program is to achieve voluntary compliance with reasonable standards through a progressive enforcement approach involving increased public education and awareness of City regulations and the rationale for them. This means the City enforcement officers will generally begin with dialogue and education, providing verbal or written notice of an infraction, then providing formal written notice, and proceeding to formal inducements to comply (tickets, legal proceedings), or forced compliance where required.

At the core of the policy is educating people on infractions and the purposes of bylaws. It also involves staff working with people using reasonable timelines and without causing undue hardship where possible to get them into compliance. For more serious infractions, or repeat offences, staff are empowered to use other steps to gain compliance through formal notices, fines, or in extreme cases, forced compliance and remedial action mechanisms.

The policy outlines three enforcement priorities:

- 1) Violations affecting public health and safety – identified by complaint or proactive enforcement.
- 2) Proactive enforcement of bylaws identified as Council priorities within this policy.
- 3) Level ii and iii priority Valid Complaints as staff resources allow.

Further, valid complaints will be further triaged by the following levels:

- i. Risk of harm to public health, safety, or environment – These will be enforced either proactively or by complaint and fall into the Priority 1 category.
- ii. Significant negative impact to adjacent properties or public property - Level ii and iii complaints will generally fall under Priority 3 and will be enforced as staff resources allow.
- iii. General nuisance.

Priority 2 enforcement matters are specific bylaws or offences identified by Council that will be proactively enforced by enforcement officers. These have been drafted in the policy under Appendix A. Council may, at any time, amend this appendix or pass a resolution altering the bylaw enforcement priorities. For the purposes of discussion, the following bylaws have been recommended as priority areas for enforcement:

| BYLAW | Infraction Type |
|-----------------|---|
| Traffic/Streets | Parking in the following areas: <ul style="list-style-type: none"> • 3rd Avenue • Argyle Street • Harbour Quay • Johnston Road • Gertrude Street • Elizabeth Street • Adelaide Street |
| Traffic/Streets | Unlicensed/abandoned vehicles on street |
| Parks | Camping in parks and public spaces |
| Zoning | Visibility at intersections |
| Building | Building without a permit |

Vexatious complaints will not be acted on. A vexatious complaint is a complaint made for retaliatory or bad faith purposes, or that is part of a pattern of conduct by the complainant that amounts to abuse of the complaint process.

This policy is presented as a comprehensive solution to concerns that were raised around the enforcement of hedge and fence heights. Where no policy is in place, staff have no clear direction on the offences that Council would like to see prioritised. Outside of offences that have the potential to cause harm to health, safety, environment or property, without Council identifying enforcement priorities, there is little that staff can fall back on in determining which bylaws should be a focus of enforcement. With this policy Council can be assured that staff have been provided clear direction on the enforcement program, so that vexatious complaints are not acted on, and Priority 3 offences are only acted on as staff resources allow, and are triaged based on the parameters outlined in the policy. This prevents reactionary decisions or halting of enforcement on individual bylaws or provisions.

As an example, under this policy with the hedge and fence enforcement issue, hedge and fence heights would be considered a general nuisance, making it a low Priority 3 item. This would mean, when a complaint is received of this nature, it is documented by staff, but the matter would only be investigated once all items of higher priority (Priority 1, Priority 2, and Level i and ii Valid Complaints) were addressed.

It is important to continue to provide for thorough regulation through bylaws to ensure that when issues arise that need to be addressed, the City has the mechanisms in place to take the enforcement action needed. The City bylaw services department is not equipped, nor mandated to enforce every infraction of every bylaw. Therefore, it is equally important that staff are given appropriate guidelines to operate in and use their discretion, which is a core purpose of this enforcement priority policy.

When developing this policy, the following municipalities were identified and used in research and development of the draft:

- Coquitlam
- Duncan
- Regional District of Nanaimo

Further, it is best practice for a municipality to clearly define its priorities and objectives of a bylaw enforcement program through a policy (see attachment 2).

ALTERNATIVES/OPTIONS

1. *Committee of the Whole recommend Council adopt the Enforcement Priorities Policy as presented.*
2. *Committee of the Whole make further recommendations for Council to consider to incorporate into the policy.*
 - *Council should review the recommended bylaws and provisions that administration has drafted as recommendations for Priority 2 focus and ensure that these are aligned with Council's priorities.*
 - *Council should review the recommended levels of assessment for Valid Complaints to ensure that they align with Council's priorities.*

ANALYSIS

By clearly outlining enforcement priorities, Council can ensure that the City Bylaw Enforcement Program is accomplishing Council's intentions. Once the enforcement priorities are identified, City staff will create processes and internal policies that will help the implementation of the overarching Council enforcement priority policy goals.

This policy provides clear direction to enforcement staff on Council's priority areas for enforcement, as well as outlining the progressive enforcement approach focusing on education first before taking further enforcement measures.

A bylaw enforcement policy allows Council to outline, in a public way, the goals of the local government's bylaw enforcement program and to set clear expectations and standards for bylaw enforcement. By addressing matters that frequently arise, a bylaw enforcement policy can promote the efficient use of resources. An enforcement priorities policy also protects staff allegations of conflict or unfair processes, when staff can point to clear direction from Council. The policy conversely, holds staff accountable to implementing the priorities of Council and acting within the policy.

IMPLICATIONS

A bylaw enforcement policy is identified as a best practice for municipalities by the BC Ombudsperson. This policy designates which offences and bylaws Council wants to focus bylaw enforcement efforts on. This helps efficiently use limited resources to ensure that the bylaw enforcement program best meets the needs of the community and the vision of Council.

COMMUNICATIONS

The policy will be brought to Council to be adopted and then will be made available on the City's website.

BYLAWS/PLANS/POLICIES

Draft Policy 3008-01 Bylaw Enforcement.

SUMMARY

The goal of the Bylaw Enforcement program is to achieve voluntary compliance with reasonable standards through a progressive enforcement approach involving increased public education and awareness of City regulations and the rationale for them. The purpose of the policy is to provide Council direction on priority bylaws and offences for bylaw enforcement to focus their time and resources.

ATTACHMENTS/REFERENCE MATERIALS

1. Draft Policy 3008-01
 2. <https://bcombudsperson.ca/assets/media/Special-Report-No-36-Bylaw-Enforcement-Best-Practices-Guide-for-Local-Governments.pdf>
 3. Policy Examples:
 - <https://www.coquitlam.ca/DocumentCenter/View/2995/Bylaw-Enforcement-Policy-PDF>
 - <https://www.rdn.bc.ca/sites/default/files/inline-files/Policy%20B3-02%20Bylaw%20Enforcement%20Policy%20%28April%202021%29.pdf>
 - <https://duncan.civicweb.net/filepro/documents/43115/?preview=175327>
- c: S. Smith, Director of Development Services / Deputy CAO
M. Zenko, Acting Manager of Community Safety

POLICY No. 3008-01 Bylaw Enforcement

Approved:

Resolution No.:

Date of Last Review:

CITY OF
PORT ALBERNI



Bylaw Enforcement

1) POLICY STATEMENT

- 1.1 The goal of the Bylaw Enforcement program is to achieve voluntary compliance with reasonable standards through a progressive enforcement approach involving increased public education and awareness of City regulations and the rationale for them.
- 1.2 The City has no duty to take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction, allowing discretion based on need and urgency.

2) PURPOSE

- 2.1 The purpose of this policy is to provide guidance on the receipt of complaints and initiation of investigation and enforcement proceedings as they related to contravention of designated City regulatory bylaws.

3) SCOPE AND APPLICATION

- 3.1 The City's approach to bylaw enforcement, outside of health and safety violations and Council determined priorities, is primarily complaint based. The City does not have the resources to proactively monitor all areas of the City to confirm compliance with all potentially applicable bylaws.
- 3.2 It is the policy of the City of Port Alberni to refuse disclosure of complainant or responder information unless consent is obtained from the person who supplied the information or ordered to do so by a higher authority.
- 3.3 This policy applies to all staff engaged in bylaw enforcement activities on behalf of the City.

4) DEFINITIONS

- 4.1 Proactive Enforcement: Enforcement action taken on the initiative of a bylaw enforcement officer or other designated official that was not a response to a complaint.
- 4.2 Progressive Enforcement: Enforcement action on a continuum starting with education and awareness, progressing to verbal warning, written warning and stronger deterrents such as tickets (monetary penalty), or other means of forced compliance under the provisions of the Community Charter, where required.
- 4.3 Valid Complaint: complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant's name, address and telephone number, and which is not a vexatious complaint.
- 4.4 Vexatious Complaint: complaint that is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.



5) POLICY

- 5.1 The primary goal of bylaw enforcement is to gain compliance with municipal bylaws through a tiered process by means of progressive enforcement.
- 5.2 In situations where compliance could cause hardship, staff will use discretion and undertake a reasonable and appropriate enforcement approach to achieve compliance over a longer time frame, as outlined in a compliance agreement taking all relevant factors into consideration.
- 5.3 Steps towards compliance begin with:
- a) Voluntary compliance on a case-by-case basis through education;
 - i. Verbal or written notice educating the offender about the offence and requesting voluntary compliance in a reasonable amount of time;
 - ii. Enforcement officers will seek an open dialogue, where possible to facilitate understanding and cooperation;
 - iii. The posting of signs may also be considered notice;
 - b) Formal written direction to comply by a specified date;
 - c) Formal inducements to comply including tickets and/or legal proceedings if voluntary compliance is not achieved;
 - d) Forced compliance through remedial action mechanisms or work done by the City at the expense of the offender.
- 5.4 Bylaw enforcement officers may not follow all steps to achieve compliance in every circumstance. For priority offences, offences with immediate risk of harm to health, safety or environment, or for repeat offences, bylaw enforcement may proceed to later steps in the compliance process outlined in Section 5.3.
- 5.5 As time permits, bylaw enforcement officers may take opportunities to educate people of bylaw infractions when they notice an offence in progress in order to prevent the potential escalation of the issue.
- 5.6 Enforcement priorities are as follows:
- a) Priority 1: Violations affecting public health and safety – identified by Valid Complaint or Proactive Enforcement.
 - b) Priority 2: Proactive enforcement of bylaws identified as Council priorities within this policy.
 - c) Priority 3: Level ii and iii Valid Complaints as staff resources allow.
- 5.7 The City's response to Valid Complaints will be prioritised according to the following levels:
- i. Risk of harm to public health, safety, or environment
The alleged bylaw violation may adversely impact the environment or public safety. These violations will be investigated and enforced as soon as possible given the availability of staff and other resources. Prior warning notices or education may not be appropriate or practical. Bylaw services staff will also take proactive enforcement action on violations that have public health or safety implications.
 - ii. Significant negative impact to adjacent properties or public property
The alleged bylaw contravention is significantly impacting adjacent properties in a negative manner, but it generally does not pose an immediate risk to the health or public safety of the community. Such violations will be causing, or have the potential to cause, some manner of personal harm, economic harm, or harm to the fair administration and well-being of the community if not stopped, or the ability of individuals to peacefully use and enjoy public property. The City's investigation and enforcement of Priority 2 matters will most often be initiated in response to valid complaints received by the City. These will be investigated and enforced as staff resources allow. Investigating staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances, particularly with new offenders. In some cases



due to the severity of the impacts, or for repeat offences, bylaw may take immediate enforcement action.

iii. General nuisance

The alleged bylaw contravention may be a matter that is a general community concern. These contraventions are less serious in nature and generally do not affect the health or public safety of the community. The City's investigation and enforcement of Priority 3 matters is initiated in response to complaints. Staff receiving a complaint will use discretion to determine whether there is sufficient geographic or other connection between the complainant and the location of the alleged violation to constitute a valid complaint. Investigating staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances. If a confirmed violation is minor in nature and/or if it appears the complaint may be a vexatious complaint or is part of a larger neighbourhood conflict, staff may conclude it is not in the City's or community's best interest to pursue the matter.

5.8 Offences on private property will not be proactively enforced unless:

- a) There is risk of harm to a person, neighbouring property, or the natural environment;
- b) The offence is a continuation of a previous offence;

5.9 Council may specify bylaws, sections of bylaws, or specific offences as priority enforcement areas for proactive enforcement. Council's priority bylaws for proactive enforcement are identified in Appendix A. Council may also from time-to-time identify other bylaws, sections of bylaws, or specific offences for priority and proactive enforcement by way of resolution.

6) COMPLAINTS PROCEDURE

6.1 Complaints may be received in person, by phone, in writing or via email, and will be entered in the City's complaint database for tracking, follow-up and statistical information.

6.2 While all complaints will be received and logged, not all complaints will be investigated:

- a) Anonymous complaints will not be acted upon unless the alleged violation falls within the scope of Priority 1 or is something the City otherwise proactively enforces (e.g. parking, signs on public property); and
- b) Vexatious complaints will not be acted on.

6.3 Upon receipt of a valid complaint, enforcement staff in the appropriate department(s) or division(s) will be assigned to investigate in accordance with the priorities described in this policy.

6.4 Should a violation be confirmed, staff will exercise discretion to determine whether further enforcement is appropriate in accordance with the principles set out in this policy and, if enforcement is appropriate, the best method to gain compliance. Relevant considerations include, but are not limited to, the nature, number and duration of the violation(s); the current, short- and long-term impacts of the violation(s); the potential for precedent; and the resources available to resolve the matter. Enforcement staff with questions about the appropriate use of discretion should discuss with their supervisors and/or managers. Supervisory and management staff in the Legal and Bylaw Enforcement division are also available for assistance.

6.5 The City's bylaw enforcement resources are prioritized to ensure the timely receipt and investigation of complaints. It is not the City's practice to proactively provide follow-up information to complainants. Staff will respond to specific requests for information (subject to confidentiality requirements) as time permits.

Name
Title

Name
Title



APPENDIX A

Council Identified Priority Bylaws for Proactive Enforcement

The following bylaws will be enforced on a proactive basis per Council direction:

| BYLAW | Infraction Type |
|-----------------|---|
| Traffic/Streets | Parking in the following areas: <ul style="list-style-type: none">• 3rd Avenue• Argyle Street• Harbour Quay• Johnston Road• Gertrude Street• Elizabeth Street• Adelaide Street |
| Traffic/Streets | Unlicensed/abandoned vehicles on street |
| Parks | Camping in parks and public spaces |
| Zoning | Visibility at intersections |
| Building | Building without a permit |

