
AGENDA - COMMITTEE OF THE WHOLE

Monday, June 19, 2023 @ 4:00 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. Council for the City of Port Alberni respectfully acknowledges that we are holding our meeting on the unceded traditional territories of Tseshaht and Hupacasath First Nations.
2. Late items identified by 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 4

1. Minutes of the meeting held at 6:00 pm on May 15, 2023, as presented.

C. **PUBLIC INPUT PERIOD**

An opportunity for the public to address Council on topics relevant to City Council. A maximum of six [6] speakers for no more than five [5] minutes each will be accommodated.

D. **DELEGATIONS**

1. **West Coast General Medical Staff Association** - Page 10
Dr. M. Lambiotte, K. Walsh and G. DePappe in attendance to present an overview of medical staff recruitment.
2. **Dr. S. Longman**
Dr. S. Longman in attendance to discuss addictions and mental health in Port Alberni.
3. **Port Alberni Community Action Team (CAT)** - Page 11
R. Merk and E. Frood in attendance to present an overview of the Poisoned Drug Crisis in the community.

E. **UNFINISHED BUSINESS**

1. **Bylaw Enforcement Policy** - Page 18
Report dated June 13, 2023 from the Interim Director of Corporate Services providing an updated draft Bylaw Enforcement Policy.

THAT Committee of the Whole recommend Council approve Policy 3008-1 "Bylaw Enforcement".

F. STAFF REPORTS

1. **Sports Fields | Current Status and Long-Term Maintenance** - Page 26
Report dated June 8, 2023 from the Director of Parks, Recreation and Heritage providing an update about City-owned fields.
 - a. *THAT the Committee of the Whole recommend Council to direct staff to obtain preliminary costs for the recommended capital projects for City-owned sports fields for Council's consideration at a future Regular meeting.*
 - b. *THAT the Committee of the Whole recommend Council to direct staff to utilize a portion of the awarded Growing Communities Fund to complete a Parks, Recreation and Heritage master plan.*

G. CORRESPONDENCE - Page 31

- a. Tseshaht First Nation | Draft Letter in Support of an Alternative Access Road.

H. NEW BUSINESS

1. **Growing Communities Fund | Grant Priorities Plan** - Page 34
Report dated June 13, 2023 from the Director of Finance regarding allocation of the Growing Communities Funds.
THAT the Committee of the Whole recommend Council direct staff to allocate Growing Communities funds in the amount of \$5,269,000 as follows:
 - *20% of the funding to address information gaps in populating long term financial planning for community growth and the City's major assets.*
 - *80% of funding to set specific capital priorities based on the results of the long-term financial planning.*
2. **2024 Permissive Tax Exemptions Policy** - Page 43
Report dated June 5, 2023 from the Deputy Director of Finance regarding Permissive Tax Exemptions.
THAT the Committee of the Whole recommend Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.

I. QUESTION PERIOD

At the conclusion of the proceedings of Regular Council Meetings and Committee of the Whole Meetings, the Mayor or presiding member shall provide time for the public to ask questions of Council or Committee on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker at Regular Council meetings. If an answer cannot be readily provided, the Mayor or presiding member may refer the public to the appropriate department or committee for response.

J. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Monday, May 15, 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
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

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

Gallery: 5

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 amended to include an item under Staff Reports E.1 Community Representative Team | Terms of Reference. The agenda was then adopted as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on April 25, 2023, be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Official Community Plan (OCP) Update

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

CARRIED

MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council direct staff to include a Seniors representative to the Official Community Plan | Community Action Representative Team.

CARRIED

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

- Is the Community Representative Team Workshop scheduled for May 27th open to the public?
This workshop is for the Community Representative Team [CRT] members to provide project information in order for the Team to inform the greater public.
- How many members are on the CRT?
14 at present.
- Are the workshops facilitated?
Yes, they will be facilitated by both City staff and consultants of the project.
- Age range for CRT youth member?
18-25 for CRT but engagement will also take place separately within the School District.
- Council's original intent was to have two school aged members on the Community Representative Team. Request that process is delayed until the full composition of the CRT is in place with the inclusion of those youth members.
- Senior demographic is missing within CRT.
CRT is one aspect of the overall engagement strategy. A balance between the sectors and demographics must be met while keeping the group size manageable. The diverse group of individuals while representing one particular sector, will be tasked with sharing the information broadly across the community and from their personal lived experiences. Staff is able to confirm that a member of Sunshine Club is on CRT Team and 2 youth – one from high school.
- Will Council be invited to the workshop?
Yes, an invitation will be sent to Council.
- Lacking racial diversity on CRT. Will there be opportunities to engage those underrepresented groups.
There is availability as the process continues to engage those underrepresented groups and any other group Council may wish to direct.
- It was not made clear that CRT members would not be selected by Council as is the normal standard process. While the outcome of representatives chosen reflects a good cross section of individuals, it would have been more effective to follow the standard process for Committee selection.

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

Chylene

Distinction of Indigenous as referenced within the report?

For the purposes as referenced in the OCP Update Report it would reflect local First Nations or any individuals whom identify of being of Indigenous descent.

N. Anderson

Do you believe that Seniors are being properly represented in this community?

As it pertains to this process and in particular the Community Representative Team, yes.

Councillor Douglas left the meeting at 6:40 pm and returned at 6:44 pm.

Lisa

Who is on the Community Representative Team?

**Overview of Team members provided as referenced in the staff report included in the agenda package.*

L. Walerius

Who are the representatives on this team and what are the categories?

**Overview of Team members provided as referenced in the staff report included in the agenda package.*

Were the applicants asked to give their age?

The application included an age range selection.

Is there a member dedicated to the housing sector?

Housing providers are on the team i.e. Sage Haven and Community Living. Housing is a broad and expansive topic that will be explored separately as well through growth scenarios in order to develop policies (direction for how the city will develop, how the City will support those in need, take action on climate change, support affordable housing, and more) for the OCP.

How are you engaging the public in this process?

Pop-ups, open houses, surveys, etc.

F. CORRESPONDENCE

G. NEW BUSINESS

1. Travel Policy

MOVED AND SECONDED, 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".

CARRIED

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

- Any process in place to consider rental vehicles versus personal, etc. for travel expenses?
Presently addressed in the draft policy under local transportation.
- Ability to use fleet vehicles?
At present, fleet vehicles are often being used for City business. Where there is availability, fleet vehicles could be utilized.

2. Purchase Card Policy

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

CARRIED

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

- Would the amounts change for each card?
Each position would be evaluated on an operational basis and as per the policy.
- Are the expenses reportable to the public?
Public reporting is available and depending on the nature of the request may require a Freedom of Information formal request. The policy addresses the requirement for provision of reporting to the Finance Department by cardholders.

3. Bylaw Enforcement Policy

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council refer the draft Bylaw Enforcement Policy to a select committee of Council.

DEFEATED

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council refer the draft Bylaw Enforcement Policy to the June 19th Committee meeting to be further informed by priorities of the 2023 – 2027 Corporate Strategic Plan and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years.

NOT VOTED ON DUE TO AMENDING MOTION

MOVED AND SECONDED, THAT the Recommendation regarding referring the draft Bylaw Enforcement Policy to the June 19th Committee meeting to be further informed by priorities of the 2023 – 2027 Corporate Strategic Plan and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years, be amended to include a list of bylaws for review and update.

DEFEATED

MAIN MOTION AS ORIGINALLY MOVED

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council refer the draft Bylaw Enforcement Policy to the June 19th Committee meeting to be further informed by priorities of the 2023 – 2027 Corporate Strategic Plan and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years.

CARRIED

Notice of Motion to May 23, 2023 Regular Meeting | Bylaw Enforcement

THAT Council direct staff to prepare a report outlining recommendations to conduct a review and update of City Bylaws.

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

- Vacant building bylaw not included?
Council may direct staff to prioritize enforcement of vacant buildings. While there is a bylaw with regards to vacant buildings, it does require updating.
- Priorities to be decided by Council as a whole. Referral of bylaw establishment to a Select Committee may retract from that.
- Bylaw department deserves a great deal of attention given its development over recent years.
- Understand Bylaw is mainly complaint driven?
Correct, it is primarily complaint driven.

H. QUESTION PERIOD

N. Anderson

Rack and Rally Social Hub [3123 3rd Avenue] Façade update?

Development and Building Permit have been issued and are active for 2 years. While there is an active building permit and work has begun, there is not a mechanism to enforce with regards to the permit. Staff to follow-up.

L. Walerius

Request to have cameras angled on the entire Council Chambers versus individual Council members/staff during live streaming of Committee of the Whole and Regular meetings.

Suggestions to enhance the Purchase Card Policy with additional information i.e. position of the staff receiving cards and card limits, items that may be purchased day-to-day, versus capital purchases, and purchases during disasters/emergencies. Levels of associated responsibility may affect an employee's classification for pay.

J. Leskosek

Is the Community Representative Team member information available online?

Can be found on the City website within today's agenda package.

<https://portalberni.ca/council-agendas-minutes>

What is the procedure to have an item forwarded to the Committee of the Whole?

Members of the public are always welcome to contact any member of Council to suggest an item be brought forward to a Committee of the Whole. However, there is no requirement on the part of Council to bring the item forward.

I. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 7:53 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



JUN 15 2023

DELEGATION APPLICATION

CITY OF PORT ALBERNI

CONTACT INFORMATION: (please print)

Full Name: M. LAMBIOTTE

Organization (if applicable):

WEST COAST GENERAL
MEDICAL STAFF ASSOCIATION PRESIDENT

Street Address:

Phone:

Mailing Address:

Email:

No. of Additional Participants:

[Name/Contact Information]

• K. WALSH → FO (NUKES)
• G. DEARRE → REGIONAL DIRECTOR

* PROVISIONAL
ATTENDANCE

MEETING DATE REQUESTED:

19 JUNE 2023 →

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

• MEDICAL STAFF RECRUITMENT & RETENTION.
CRISIS AT WEST COAST GENERAL

Requested Action by Council (if applicable):

1) INCENTIVES - SOFT LANDING
2) IMPROVING PORT ALBERNI ATTRACTIVENESS TO RECRUIT
MEDIUM TO LONG TERM RECRUITMENT

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature:

Date:

2023.06.15

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date: June 19/23

Date Approved: June 15/23

Applicant Advised: June 15/23

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☐ Agenda ☐ Other

File #

June 19/23 Cow
0530-80

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.



JUN 14 2023

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: R. Merk

Organization (if applicable): Port Alberni Community Action Team

Street Address: 4762 Elizabeth St Port Alberni V9Y 6L9

Phone: [REDACTED]

Mailing Address: Pt Alb CAT, C/O City Of Port Alberni

Email: [REDACTED]

No. of Additional Participants:

[Name/Contact Information] E. Frood

MEETING DATE REQUESTED: Next convient opprt per City priorities

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

Request - one hour agenda item at the Committee of the Whole, next convient metg to discuss:

See attached one page outline

Requested Action by Council (if applicable):

See attached one page outline

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature: [REDACTED]

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: July 19/23 COW

Date Approved: May 26/23

Applicant Advised: May 26/23

Approved: (Deputy City Clerk)

[Signature]

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☒ Agenda ☐ Other
 File # 0550-30

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.



May 11, 2023

City of Port Alberni BC, V9Y 1V8 - Via email: corp_serv@portalberni.ca

Re: Request Committee of the Whole Meeting - The Poisoned Drug Crisis in Port Alberni

Dear City of Port Alberni Council:

We are requesting one hour at a Committee of the Whole meeting to allow the Port Alberni Community Action Team to present on the Poisoned Drug Crisis in our Community.

The 2022 Year-end [BC Coroner's numbers](#) (page 18) for Alberni/Clayoquot are devastating. Twenty-six People died in our region last year. These are the worse numbers ever reported for Alberni/Clayoquot. What is even more concerning is our death rate per population. Alberni/Clayoquot is the seventh highest in the Province! (75.1 per 100,000 population). That's a 104% increase since 2017 when we began tracking after the Poisoned Drug Overdose was declared a health emergency in BC.

Municipalities are key influencers in their regions, communities and with other levels of Government. For this reason, the City of Port Alberni plays a crucial role in responding to the Overdose Crisis.

- You can allocate resources. First, in partnership with the Community Action Team, and then by keeping the Overdose Crisis front and centre in our community.
- Secondly, by concentrating on advocacy/legal reform with other levels of Government, Health Authorities, and citizens.
- Finally, you actively leverage services within the city and our community. Most notable are the harm and stigma reduction strategies initiated by the municipality and regular, formal reporting to the citizens of the city of Port Alberni.

During our presentation, we'll cover the following. An overview of the Poisoned Drug Crisis in Port Alberni/BC/Canada. How we got here. Strategies -Enforcement versus People-Centred Policies. Evidence-based Harm Reduction, Stigma. Who is dying in Port Alberni and why? What You, The city can do – Our Asks

There will be time for questions. We actively encourage questions, especially the hard ones. Those are the questions everyone is thinking about but are hesitant to ask.

Sincerely,



R. Merk
Co-Chair
Port Alberni Community Action Team

Information & Resources on the Piosoned Drug Crisis – Port Alberni Community Action Team

The [BC Coroner's Special Death Review Panel Report](#), issued in March of this year, provides a solutions blueprint going forward. Also, the [BC Legislature Standing Committee on Health](#) released their recommendations, in November 2022.

Resources – FAQ

FAQ on all aspects of Substance/Concurrent Disorders

Note: Additional info is identified by a (super subscript - example ⁽¹⁾), These additional resources/citations will be found at the bottom of the page

1. When did substance use become a major problem in society?

The use of substances has always been a part of human society ⁽¹⁾. As technology and society have evolved, so have our attitudes toward substance use. Today, substance disorders, through evidence-based inquiry are seen as health challenges.

2. Can you define substance disorder?

Substance Disorders ⁽²⁾ are defined as health disorders characterized by an individual's compulsive use of alcohol, drugs, or other substances. This disorder can have serious negative physical, psychological, and social consequences for a person.

3. How do mental health disorders contribute to substance disorders?

Recent evidence-based research is showing that 50% to 70% ⁽³⁾ of people with substance disorders who died from an overdose also have mental health disorders. Often people suffering from mental health challenges will self-medicate by using substances most commonly accessed through illicit substance supply. We call mental/substance disorders, (concurrent disorders). This high rate of concurrent disorders of people who use substances is one of the factors why substance disorders are a health condition and not a choice.

4. What are the more common misconceptions about substance disorders?

Views at either end of the spectrum on substance disorders are not generally supported by scientific evidence, research, or evidence-based experience. Substance disorders are complex conditions ⁽⁴⁾ that require a comprehensive and individualized approach to treatment and recovery. Here are some of the more common misconceptions.

- Abstinence-only view ⁽⁵⁾: The belief that the only solution to substance disorder is complete abstinence, without the option for harm reduction or moderation.
- The "war on drugs" view ⁽⁶⁾: The belief that the use of drugs, regardless of the substance, should be criminalized and that harsher penalties and law enforcement should be used to combat substance disorders.

- The moral failing view ^{(7) (8)}: The belief that individuals with substance disorders are weak-willed or morally flawed and that they are solely responsible for their addiction.
- The "tough love" view: The belief that individuals with substance disorders should be forced into treatment ⁽⁹⁾, even against their will, to overcome their addiction. Coercion is a slippery slope!
- The "genetics alone" view: The belief that substance disorders are solely caused by genetics and that individuals have no control over their addiction. Studies ⁽¹⁰⁾ show genetics play a (small) role in substance disorders. Other factors are by far more significant.
- The "substances are not a problem" view: The belief that substance disorders and addiction are not real problems and that individuals can stop using substances at will.
- The "shaming" view: The belief that individuals with substance disorders should be publicly shamed or stigmatized as a means of deterrent.
- The "superhuman willpower" view: The belief that individuals with substance disorders should be able to overcome their addiction through sheer force of will alone.

5. What is the War on Drugs? ⁽⁶⁾

Starting in the mid-20th century, in response to the prevalence of Substance Use, many governments around the world initiated the War on Drugs. This term is used to describe the efforts of governments, usually through punitive measures to reduce the availability of illegal drugs. These efforts have included criminalization, incarceration, and mandatory treatment programs.

A direct consequence of criminalization is the psychological and social consequences associated with Substance Disorders. The most significant consequence is the stigma associated with substance use, which can lead to feelings of shame and isolation in those struggling with substance disorders.

6. Is the War on Drugs working? ⁽⁶⁾

No.

7. Why do you say this? ⁽⁶⁾

The results of Prohibition against alcohol in the early part of the 20th are a perfect example of the harm visited on individuals and society through punitive measures against substances. Governments quickly learned that regulation was way better than trying to stamp out the use of alcohol. Tobacco regulation is another example. Both alcohol and tobacco, even though they are controlled, individually cause far more harm and cost more to our society than drug use.

Additionally, if the War on Drugs policies worked, drug use would have been stamped out in the 1980s, during the most active period of the War On Drugs. All through the 20th & 21st centuries, the use of substances, known as illicit drugs has risen and is more prevalent than ever in our communities.

8. Aren't drugs way more dangerous than alcohol or tobacco?

The short answer is no ⁽¹¹⁾ – We perceive them as more dangerous because the supply is illicit and tainted with uncontrolled toxic mixtures of unknown substances. In other words, we have a poisoned

drug supply. Both alcohol and tobacco are regulated. Each dose of these substances is known and controlled. Most users of alcohol and tobacco do not overdose on a single use because the supply is tightly controlled for safety by the government. However, long-term abuse of these causes incredible and destructive health outcomes in Canada and costs society more in dollars – way more so than illicit drugs.

9. What are the consequences of Substance Disorders from a public safety perspective (criminalization)? ⁽¹²⁾

The possession, sale, and use of certain substances are criminalized in many countries. This has resulted in thousands of people being incarcerated for minor offences related to substance use. Punishments for substance-related offences vary depending on the country and type of offence. Punishments can range from fines to incarceration in prison. Most people are convicted on minor possession charges, however, they carry criminal records for the rest of their lives. These convictions have a major impact on their future quality of life and the opportunities that are open to them.

10. If punitive measures don't work, what are some other options?

In recent years, there has been a shift in how Substance Disorders are viewed. They are now seen as an illness rather than a moral choice. This is partly because Substance Disorders can have a significant impact on an individual's physical and mental health. In addition, we now know that brain chemistry and mental illness play a significant role in substance disorders.

11. What is the difference between Substance Disorder and Use?

The primary difference between Substance Disorders and Substance Use ⁽¹³⁾ is that Substance Disorders are defined as health disorders characterized by an individual's compulsive use of drugs or alcohol, whereas Substance Use is defined as the using substances like drugs or alcohol for recreational or other purposes. Many people control their use – having one cocktail before dinner, limiting the number of cigarettes each day or using marijuana, opioids or other substances occasionally. There are several different types of Substance Disorders including Alcohol Use Disorder, Tobacco Disorder, Cannabis Use Disorder, Opioid Use Disorder, Stimulant Use Disorder, etc.

12. Are Substance Disorders a Moral Choice?

The moral implications of Substance Disorders have been debated for decades. Some believe that Substance Disorders are a moral choice and should be treated as such, while others believe that substance use should be viewed as an illness that requires medical treatment. Ultimately, it is up to individuals to decide whether they believe that Substance Disorders are a moral choice or an illness. However, the latest research is showing that in many cases, substance use disorders are caused by underlying mental health issues, trauma, or social challenges and can be effectively treated with therapy, medication, and social stabilization initiatives -eg housing/reduction of poverty.

13. How can prevention or treatment help (Harm Reduction)? ⁽¹⁴⁾

Prevention and treatment play an important role in reducing the prevalence of all Substance Disorders. Prevention initiatives focus on educating people about the risks associated with substance use and

providing resources for those struggling with addiction. For example, warnings on tobacco products. Treatment programs focus on providing support for individuals who are struggling with substance disorders and helping them to manage their symptoms.

14. I keep hearing the term Harm Reduction – isn't this just another way of enabling people to use substances? ⁽¹⁴⁾

No to the enablement or aiding people to use substances. Harm Reduction is now a long-term evidence-based proven strategy that works to save lives AND protect not only people suffering from a particular disorder but also the general public. In the simplest terms, harm reduction is a strategy that keeps people alive until they are ready to enter into their healing. It also protects those suffering from substance disorders and the general public from the transmission of diseases.

15. Why do I need to know this information?


The Poisoned Drug Crisis has reached an epidemic level during the last decade in BC. All British Columbians need to understand Substance Disorders to reduce stigma, explore solutions and provide effective prevention and treatment resources to those who need them in our communities.

Resource Links:

- ⁽¹⁾ Substance Use Disorders: Historical - <https://www.mdpi.com/152456>
- ⁽²⁾ American Psychiatric Association – [What Is Substance Use Disorder?](#)
- ⁽³⁾ BC Coroner's [Special report March 2022](#) – Page 17
- ⁽⁴⁾ Oxford Academic – [Misconceptions – Opioid Use](#)
- ⁽⁵⁾ Social Work & Society Online Journal - [A Shift Away From Criminal Justice and Abstinence-based Approaches](#)
- ⁽⁶⁾ CATO Institute - [Four decades & Counting, Failure of the War On Drugs](#)
- ⁽⁷⁾ Wikipedia - [ACE - Adverse Childhood Experiences](#)
- ⁽⁸⁾ Center for Disease Control CDC – [About the ACE Study](#)
- ⁽⁹⁾ National Library of Medicine – [Effectiveness of Compulsory Drug Treatment](#)
- ⁽¹⁰⁾ PubMed Central - [Genetic Basis of Addictive Disorders](#)
- ⁽¹¹⁾ Canadian Centre on Substance Use & Addiction – [Substance Use Cost & Harm Project](#)
- ⁽¹²⁾ Government of Canada - [Alternatives To Criminal Penalties](#)
- ⁽¹³⁾ Canadian Mental Health Assoc – BC Div - [FAQ](#)
- ⁽¹⁴⁾ Hawk, M., Coulter, R.W.S., Egan, J.E. et al. Harm reduction principles for healthcare settings. Harm

Reduct J 14, 70 (2017) <https://rdcu.be/c4sUL>

Date: June 13, 2023
File No: 3950-20-3008-1
To: Mayor & Council
From: M. Fox, CAO
Subject: Council Bylaw Enforcement Policy 3008-1

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

THAT Committee of the Whole recommend Council approve Policy 3008-1 "Bylaw Enforcement".

PURPOSE

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

BACKGROUND

At the May 15, 2023 Committee of the Whole meeting, draft Bylaw Enforcement Policy 3008-01 was discussed. The Committee recommended Council direct that the policy be revised to incorporate the new *2023-2027 Corporate Strategic Plan* and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years. At the June 12, 2023 Regular Council Meeting, Council referred the draft Bylaw Enforcement Policy 3008-01 to the June 19th Committee of the Whole meeting with the changes as directed above.

Originally, the City had one Bylaw Officer reporting to Development Services. With over 1000 bylaw files per year it was determined that there was a need to increase capacity in this area. In 2018, the Bylaw Services department was officially formed consisting of a Manager, two Bylaw Officers, a part time Parking Enforcement Officer, and a Clerk. In 2020, the Manager's position was renamed the Community Safety Manager who would also oversee the Community Policing Manager. At that time the Parking Enforcement Officer position was discontinued. In 2022, the Bylaw Department moved into the new Public Safety building with an annual budget of \$449,373. Over the last six years there have been a number of staff changes but not to the actual composition. The total amount of bylaw files processed stay steady at 1039 in 2022. Currently the department has an interim part-time Community Safety Manager, however the goal is to fill the position full time as budgeted. The full-time position will be renamed Manager of Community Safety and Social Development, demonstrating leadership in a collective impact network liaising with external agencies focused on health and social issues.

It is best practice for a municipality to clearly define its priorities and objectives of a bylaw enforcement program through a policy (see attached). The recently released *2023-2027 Corporate Strategic Plan* talks about building a community where people feel safe, welcome and proud to live. Staff considered several of the five key areas of focus in creating a policy to achieve this.

Responding to Demographic Change

- *1.4.1 Review existing plans and guiding documents. Develop new plans for current and future use that reflect current values*

Port Alberni is experiencing growth. The attraction of new businesses and residents, as well as tourism will change the demographics of the City over time. Creating a policy is an important step towards fulfilling this strategic focus. This Bylaw Enforcement Policy is designed to outline Council's priorities for the bylaw enforcement program, with the goal of achieving voluntary compliance. Using reasonable standards through a progressive enforcement approach involving increased public education and awareness of City regulations is current best practice and falls within the scope of this goal and strategy.

Enabling the New Economy

- *2.2 The economy grows with an emphasis on small business*
- *2.2.3 Encourage full use of commercial buildings aligning with community plans and bylaws*

Fair enforcement of parking rules in business zones is supportive of small business in that it facilitates customers ease of access. Although vacant commercial buildings tend to be a life and safety issue addressed by other departments, these properties should not be unsightly.

Provision and Maintenance of Quality Service

- *3.3 City provides quality services to residents*
- *3.3.2 City resources are available to facilitate the effective provision of services*

A thoughtful Bylaw Enforcement Policy contributes to ensuring quality service delivery. Having a full compliment of staff with guidelines to follow improve both the quality and effectiveness of services.

Fostering a Complete Community (Safe, Healthy, Inclusive)

- *5.1 The community is aesthetically appealing ... Citizens are proud of their community*

Complaints regarding property and boulevard maintenance, building without a permit, non-compliance use within zoning, littering and dumping, street storage, unlicensed vehicles on the streets, camping in public spaces, and signage are all examples of priorities that can support fostering a complete community.

As discussed at the previous meeting, the Policy provides guidance for bylaw officers to 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. 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 discretion to gain compliance through formal notices, fines, or in extreme cases, forced compliance and remedial action mechanisms.

It should be noted that 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

ALTERNATIVES/OPTIONS

1. *Committee of the Whole recommend Council adopt the Bylaw Enforcement Policy as revised and presented.*
2. *Committee of the Whole make further recommendations for Council to consider to incorporate into the policy.*

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.

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 3008-1 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 3008-1
2. <https://bcombudsperson.ca/assets/media/Special-Report-No-36-Bylaw-Enforcement-Best-Practices-Guide-for-Local-Governments.pdf>
3. Policy Examples:
 - [City of Port Coquitlam](#)
 - [Regional District of Nanaimo](#)
 - [City of Duncan](#)
4. [2023 - 2027 Corporate Strategic Plan](#)

c: *Mike Fox, CAO*
S. Smith, Director of Development Services | Deputy CAO
M. Zenko, Acting Manager of Community Safety

POLICY No. 3008-1 Bylaw Enforcement

Approved:

Resolution No.:

Date of Last Review:

CITY OF
PORT ALBERNI



1) POLICY STATEMENT

- 1.1 Municipal bylaws are enacted by the City, under the regulatory authority of the *Community Charter* and the *Local Government Act*.
- 1.2 The Bylaw Enforcement Policy aligns with the *Corporate Strategic Plan*, building a community where people feel safe, welcome and proud to live.
- 1.3 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.
- 1.4 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 aligned with the *Corporate Strategic Plan*. These include, but are not limited to, parking enforcement, unsightly premises, property and boulevard maintenance, building without a permit, non-compliance use within zoning, littering and dumping, street storage, unlicensed vehicles on the streets, camping in public spaces, and signage. 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.


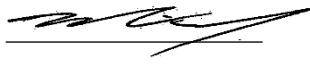
Name
Title

Name
Title

DRAFT



Date: June 8, 2023
File No: 5920-01
To: Committee of the Whole
From: M. Fox, CAO
Subject: Sports Fields | Current Status and Long-Term Maintenance

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

- THAT the Committee of the Whole recommend Council to direct staff to obtain preliminary costs for the recommended capital projects for City-owned sports fields for Council's consideration at a future Regular meeting.
- THAT the Committee of the Whole recommend Council to direct staff to utilize a portion of the awarded Growing Communities Fund to complete a Parks, Recreation and Heritage master plan.

PURPOSE

To provide the Committee of the Whole with an update about City-owned fields.

BACKGROUND

In recent months, Council passed two resolutions regarding City-owned fields:

- That Council direct staff to prepare a report regarding the status of City-owned ball fields. (R22-282)
- That Council direct staff to prepare a report outlining the future repair and maintenance requirements related to City fields, with a priority focus on those utilized by youth sport. (R23-59)

There are eight City-owned field locations in Port Alberni:



Map	Location Name	Primary User Group(s)
1	Klitsa (Lon Miles, Pee Wee, Mosquito, Tadpole)	Minor Baseball Sr. Men's Baseball (Lon Miles)
2	Bob Dailey	Special Olympics Track & Field Summer Co-ed Soccer Minor Soccer Track Club
3	Echo Minor (4-plex)	Minor Softball Minor Soccer Okee Dokee/Funtastic Slo-Pitch Tournament
4	Echo Major (Wood)	Minor Softball 55+ Slo-Pitch Wednesday Slo-Pitch Minor Soccer Okee Dokee/Funtastic Slo-Pitch Tournament
5	Sweeney	Minor Softball Sunday Mixed Slo-Pitch Special Olympics Slo-Pitch Wednesday Slo-Pitch Minor Soccer Okee Dokee/Funtastic Slo-Pitch Tournament
6	Russell	Minor Softball Sunday Mixed Slo-Pitch Wednesday Slo-Pitch Okee Dokee/Funtastic Slo-Pitch Tournament
7	Recreation Park	Sr. Men's Baseball 55+ Slo-Pitch Ladies Slo-Pitch Men's Slo-Pitch
8	Rugby	Black Sheep

Though City crews prepare every field for play each spring and complete maintenance of each field throughout the year, this annual preparation has changed significantly over time, as the City's resources and Council priorities have shifted. In addition, the City does not have an existing long-term maintenance plan for any location. To ensure our field facilities are viable in future years, it is imperative that the City develop a master plan.

In the fall of 2022, staff began developing a long-term maintenance plan by engaging a consultant to review field conditions and recommend future maintenance needs of each field. In the spring of 2023, staff reached out individually to the 15 organizations who represent the most frequent field user groups, to capture feedback about the current state of fields and user group preferences for long-term maintenance. In addition, the results of the field consultation were reviewed in-person with the six largest user groups to ensure alignment between the consultant's findings and experiences of each organization.

Recommended capital projects:

Location	Project
Klitsa (Lon Miles)	Convert outfield from soil base to sand base, install drainage
	Install infield drainage and irrigation
Echo Minor (4 diamonds)	Install infield drainage
	Install drainage around perimeter of field
Echo Major (2 diamonds)	Install drainage around perimeter of field
Sweeney (2 diamonds)	Install drainage around perimeter of field
Russell (4 diamonds)	Install drainage around perimeter of field
	Replace cinder and install irrigation
Russell (Diamonds 2, 3, 4)	Install bleacher seating
Recreation Park	Repair and repaint grandstand (lead paint abatement)
	Convert outfield from soil base to sand base, install drainage
	Re-establish washroom facilities
Rugby	Re-establish drainage ditch
	Install bleacher seating
All fields	Purchase equipment (deep tine machine, thatching machine)

ALTERNATIVES/OPTIONS

1. Committee recommends Council direct staff to obtain preliminary costs for the recommended capital projects for Council's consideration at a future Regular meeting.
2. Committee recommends Council direct staff to utilize a portion of the awarded Growing Communities Fund to complete a Parks, Recreation and Heritage master plan.
3. Committee recommends alternate direction to Council.
4. Committee takes no action.

ANALYSIS

This recommendation of completing significant maintenance on City fields is a result of not having long-term plans in place. Developing a master plan for Parks, Recreation and Heritage will inform Council on future maintenance needs and will assist Council in determining what level of service to provide the community. The City was recently awarded \$5.2 million in the Growing Communities Fund; this fund could facilitate the creation of an appropriate Parks, Recreation and Heritage master plan. An estimated cost for the master plan is \$400,000.

IMPLICATIONS

Completing the recommended capital work listed in this report is likely to cost hundreds of thousands of dollars per field. If a soil-based field is converted to a sand base, that field would be unplayable for one year. Though unavailable for a single year, converted fields would not require future replacement.

COMMUNICATIONS

Staff will relay Council direction to all corresponding user groups.

BYLAWS/PLANS/POLICIES

Developing long-term maintenance plans for fields aligns with strategies within Council's 2023 – 2027

Corporate Strategic Plan:

- 2.1.1 Encourage tourism-related development and infrastructure.
- 3.1.1 Identify opportunities, establish priorities, engage the public and stakeholders, and move with purpose on the right projects.
- 3.3.2 City resources are available to facilitate the effective provision of services.
- 4.2.1 Develop and implement an asset management plan, including natural assets.

SUMMARY

The City of Port Alberni does not currently have master plans for any aspects of Parks, Recreation or Heritage, and the current resources for field maintenance do not meet the needs of our user groups. Staff suggest that the Committee recommend Council to direct staff to obtain preliminary costs for the recommended capital projects for Council's consideration at a future Regular meeting, and direct staff to utilize a portion of the awarded Growing Communities Fund to complete a Parks, Recreation and Heritage master plan.

ATTACHMENTS/REFERENCE MATERIALS

N/A

RECEIVED

JUN 13 2023

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0400-70-Tsashaht **June 19/23 (CW)**

From: Ken Watts <KenWatts@tseshaht.com>

Sent: Saturday, June 10, 2023 3:52 PM

Subject: Re: DRAFT letter-Local, regional and First Nations governments calling upon Canada and BC to take action on firefight and create official alternative access road to West Coast as Cameron Lake Bluff fire carry's on

Hello local, regional and First Nations governments,

Thanks for the unified messaging today about visitors. In follow up to Friday's statement and the email I previously sent, Tseshaht believes we need to carry this momentum and unity into next week with the open letter (copied below to be inserted on a similar letterhead). We have support for the updated letter below from those in **bold and underlined**, and interest from those *italicized* below.

Tseshaht would like for your support by Monday, June 12th and it be posted on Tuesday (if you need more time on Wednesday). Thanks

DRAFT

(OPTIONAL LOGOS)

June __, 2023

OPEN LETTER

RE: Local, regional and First Nations governments/organizations call upon Canada and BC to take action on firefighting and create official alternative access road to West Coast as Cameron Lake Bluff fire carry's on

Honourable Premier Eby

Prime Minister Justin Trudeau

Delivered by email

We the following local, regional and First Nations governments/organizations:

1. **Tseshaht First Nation**
2. ***Hupacasath First Nation***
3. City of Port Alberni
4. **Alberni-Clayoquot Regional District(ACRD)**
5. District of Tofino
6. ***District of Ucluelet***
7. Toquaht Nation
8. ***Yuulu?i?ath Government***
9. Ahousaht First Nation
10. **Tla-o-qui-aht First Nation**
11. Hesquiaht First Nation
12. Uchucklesaht Tribe
13. *Huu-ay-aht First Nation*
14. **Ditidaht First Nation**
15. **Nuu-chah-nulth Tribal Council**

want to thank all BC Wildfire/Forest Firefighters who are not only battling blazes locally in First Nations unceded territory, but across B.C. These individuals on the frontlines risk their lives daily for our health and safety. Kleco, Kleco.

Secondly, we as local, regional and First Nations governments/organizations are all calling upon the Province of British Columbia (BC) to contract the Coulson Aviation company to help fight not only the fire at Cameron Lake, but fires across BC immediately. It is disappointing to know a local company and its resources to help keep unceded First Nations territories and our citizens

safe; are not being utilized. Local, regional, First Nations governments/organizations continue to take a proactive role in protecting the hahoulthee of Nuu-chah-nulth First Nations Ha'wiih(hereditary chiefs' territory), most recently Tla-o-qui-aht First Nation fought a wildfire within their territory prior to emergency response arriving.

We look forward to seeing more investments including a contract with this local company as soon as possible helping protect our land, air, waters, people, and animals. While the company works in Alberta, across Canada and other countries across the world; we believe that utilizing all supports such as Coulson Aviation should occur immediately.

Finally, we now know the potential impacts the current Highway 4 closure around Cameron Lake due to the Cameron Lake Bluffs fire can have on our economy, food security, fuel, social and mental health. Therefore, we are calling upon both the Government of Canada and the Province of BC to make immediate investments in securing a permanent second access road into the City of Port Alberni as all our local, regional and First Nations governments/organizations rely on in all aspects of our life.

We are happy to meet with officials from your governments, as we believe now is the time for action. We look forward to your response regarding this urgent matter.

Kleco, Kleco

CC-
MLA and Minister Josie Osbourne

MP Gord Johns

BC Minister of Transportation and Infrastructure, Rob Fleming

BC Minister of Public Safety and Solicitor General, Mike Farnworth

Nuu-chah-nulth Tribal Council

Wahmeesh(Ken Watts)

Tseshaht First Nation – Elected Chief Councillor


Email: kenwatts@tseshaht.com

Phone: [250.724.1225](tel:250.724.1225)

Cell: [250.720.6100](tel:250.720.6100)

Fax: [250.724.4385](tel:250.724.4385)

Date: June 13, 2023
File No: 1855-20-CGF
To: Mayor and Council
From: M. Fox, CAO
Subject: Growing Communities Fund | Grant Priorities Plan

Prepared by: ANDREW MCGIFFORD Director of Finance	Supervisor: MIKE FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT the Committee of the Whole recommend Council direct staff to allocate Growing Communities funds in the amount of \$5,269,000 as follows:

- 20% of the funding to address information gaps in populating long-term financial planning for community growth and the City's major assets.
- 80% of funding to set specific capital priorities based on the results of the long-term financial planning.

PURPOSE

To seek support from the Committee of the Whole [Cow] for the approach recommended by staff to allocate the Growing Communities Fund [GCF] based on two specific activities. One, use 20% of funding to inform the approach for identifying specific capital priorities by creating a robust long-term financial plan that focuses on community growth and sustainable Infrastructure. Two, use the completed long-term plan to set specific capital priorities with the remaining 80% of funds, capital projects through Council and the Financial Planning process.

BACKGROUND

In March 2023, it was announced that the City is the recipient of a \$5,269,000 grant under the Provincial GCF program. The Province provided a one-time total of \$1 billion in grants to all 188 BC municipalities and regional districts. Grants are distributed using a formula that adjusts for population size and per-capital population growth between 2016 and 2021, based on BC Stats. The principle objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities.

The funding provided should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. The funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

The following terms and conditions have been placed on the funds to ensure the optimal transparency of their use:

- The funds from the grant must be placed in a separate dedicated reserve fund established by bylaw [s. 188 of the *Community Charter* allows Council to establish a reserve fund, by bylaw, for a specified purpose and direct that money be placed to the credit of the reserve fund];
- The City must annually report on the use of money in this reserve fund over the calendar year, and the balance of the reserve fund at the end of the calendar year;
- This report must be included as a separate schedule to the annual audited financial statements;
- This annual reporting must continue until the reserve fund is completely utilized (i.e. drawn down to zero);
- Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required;
- Requirements including parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage.

The provincial government anticipates that the funds will be expended within approximately five years of receipt.

ALTERNATIVES/OPTIONS

- 1) That the Committee of the Whole recommend Council direct staff to allocate Growing Communities funds in the amount of \$5,269,000 as follows:
 - 20% of the funding to address information gaps in populating long-term financial planning for community growth and the City's major assets.
 - 80% of funding to set specific capital priorities based on the results of the long-term financial planning.
- 2) The Committee seek additional information and then recommend alternative approach to fund capital projects.
- 3) The Committee proceed without allocation of planning funds and prioritize on an as needed basis.

ANALYSIS

The GCF is a great opportunity to support advancement in the City's asset management program. Understanding that the intent of the funds is supporting growth of the community, staff have considered the immediate and short term needs and provided a suggested path to advance asset management to support future growth of the community.

One of the City's Strategic Asset Management guiding principles is to create a holistic approach that considers interrelationships between City infrastructure and socio-culture, environmental, and economic goals. While there may have been specific studies and project plans undertaken over the years, never has there been a holistic planning approach. Obtaining critical information on the interrelationships of the City infrastructure is essential in the long-term financial plan process. Staff intend to obtain this information through completing a series of planning projects called "master plans". Master plans will provide the information required to complete a long-term financial plan which in turn, will then be the basis for prioritizing projects and provide the necessary information Council requires to make capital decisions presented during the budget process. Until the time plans are complete, staff are recommending that the City's portion of the Growing Communities Fund, \$5,269,000, be contributed to a Growing Community Fund Reserve and allocated out to be used under the following broad categories:

- 20% - Set funding aside to address the information gaps in populating the long-term financial asset needs for growth in the community.
 - \$1,053,800 [plus interest]
- 80% – To be used to fund capital projects reducing the infrastructure deficit related to community growth and projects identified as top priorities of Council.
 - \$4,215,200 [plus interest]

Specific planning projects include the following:

- *Mobility Master Plan* – listed as the "Road Networking Survey" in the 2023 Capital plan. The City's overall road network is considered poor as it relates to "Engineered expected life" due to the combined age of the consolidated infrastructure. The City will also consider a set design standard for streets.
- *Storm Infrastructure Master Plan* – this work will be completed with the Sanitary Infrastructure Master Plan. As environmental regulatory requirements improve there is increased expectations for detention

and treatment. At present, 97% of City stormwater released directly into habitat without detention or treatment. Municipal Nature assets need to be considered moving forward and evaluation of these assets will need to be considered in the planning processes.

- *Water and Sewer Infrastructure Master Plan* – These plans are not considered in the GCF funding request. Council direction over the past few years has been to separate the utilities to ensure that the services are funded through utility fees. These steps have occurred and master planning can be undertaken within the funds available in the Water and Sewer infrastructure reserves.
- *Parks, Recreation and Heritage Master Plan* – Plan[s] will support and roll up discussions related to a facilities condition assessment, fees and charges update, and a parks master plan. Creating a scope of work could consolidate works undertaken already, including the accessibility audit and then incorporate the long-term maintenance needs that user groups have brought forth. Staff will also seek the levels of service Council is prepared to support related to the Heritage services in the community moving forward.
- Other considerations within the master planning across all services include:
 - Determine level of service we want to provide and use for Asset Management;
 - Trails standards plan;
 - Urban forest management plan; and
 - Active transportation Plan.
- *Fire Services Master Plan* – As the community grows, service level commitments require strategic growth to our protective services including Fire. The fire service master plan will provide a guide to how growth could occur and what infrastructure would be required for a more densified community. When development requests are considered, the impact on fire commitments should be factored in and planning will provide that service lens. The community also needs to look at the urban interface on wild fires and how to move forward with fire smarting the City's urban forest. Completion of the noted master plans will inform a reset and update of the Development Cost Charges bylaw [DCC]. A review of best practices including amenity agreements could be a consideration.

IMPLICATIONS

The financial implications of the allocation are currently not impacting the tax requisition of the City. Once the planning documents and condition assessments are complete, the long-term planning would then dictate the financial commitments needed and a strategic approach to addressing those needs would be considered by Council. The general allocation of planning funds for the GCF are as follows:

- Engineering & Public Works - \$500,000 [includes \$150,000 in the 2023 Capital Plan allocation]
- Parks, Recreation and Heritage - \$300,000
- Fire - \$100,000
- DCC update - \$150,000

The 2023-2027 Financial Plan already includes \$150,000 in the Engineering & Public Works Capital Plan [GCF funding], Parks, Recreation, and Heritage includes \$80,000 in the operational plan for facilities and parks planning.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

- *“City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”*

SUMMARY

In March 2023, it was announced that the City is the recipient of a \$5,269,000 grant under the Provincial GCF program. The recommended approach is to allocate funding to the planning needs in order to provide good information to make good decisions in the long-term planning for growth in the City. Staff recommend utilization of the Growing Communities Fund by allocating funds into two broad categories that focus on infrastructure sustainability and community growth. First allocating 20% of the funding to addressing information gaps in populating long-term financial planning for sustainable infrastructure and community growth. This includes the creation of specific project plans that are to form the basis of the long-term planning. Second, allocating the remaining 80% of funding to set specific capital priorities based on the information provided in the long-term financial plan.

ATTACHMENTS/REFERENCE MATERIALS

- Growing Communities Fund award letter



March 16, 2023

Ref: 271994

Their Worship Mayor Sharie Minions
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Minions:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the City of Port Alberni is the recipient of a \$5,269,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

.../3

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: LGIF@gov.bc.ca. Further information on the program will be available on the following webpage:
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang
Minister

pc: Tim Pley, Chief Administrative Officer, City of Port Alberni
Andrew McGifford, Director of Finance, City of Port Alberni

Attachment with Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

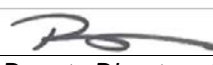
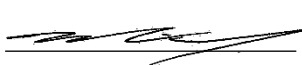
- For this first 2,000 residents, adjustment of 100% = $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% = $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% = $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% = $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ($=2,000 + 2,400 + 3,000 + 2,000$).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000

Date: June 5, 2023
File No: 1970-03
To: Mayor & Council
From: M. Fox, CAO
Subject: **Permissive Tax Exemptions Policy**

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

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

PURPOSE

To review and recommend the current Permissive Tax Exemption [PTE] policy in advance of the 2024 application process.

BACKGROUND

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

In June 2019 Council reviewed and endorsed a new policy to guide both the process and Council's priorities for granting exemptions. A cap for overall value of exemptions was set at 1.15% of annual property tax revenues and criteria for exemption was established. In addition to the requirements of the *Community Charter*, Council included criteria that the land or buildings shall provide for at least one of the following:

- Athletic or recreational programs or facilities for youth;
- Services and facilities for persons requiring additional supports; mental wellness and addictions;
- Programming for seniors;
- Protection and maintenance of important community heritage;
- Arts, cultural or educational programs or facilities;
- Emergency and rescue services;
- Services for the public in a formal partnership with the City or
- Preservation to an environmental or ecologically sensitive area designated within the Official Community Plan

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

In 2023 a request for a ten-year PTE Bylaw for the Island Corridor Foundation [ICF] was approved [Bylaw No. 5069]. Provision in the current policy does not address a ten-year time frame, currently the policy provides only a four-year term. Council has an opportunity to review the terms for ICF rail and track corridor in the policy for 2025 and beyond if they wish to align the policy with the newly created bylaw.

The 2020-2023 Bylaw is now up for renewal. Permissive tax exemptions must be reviewed and approved by Council by the October 31st deadline each year as set out in Section 224 of the *Community Charter*. Given the timing for approval, staff recommended that the Committee of the Whole recommend Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.

ALTERNATIVES/OPTIONS

- 1) That the Committee of the Whole recommend Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.
- 2) That the Committee of the Whole recommend Council to direct staff to amend the 2020 – 2023 Permissive Tax Exemption Bylaw and Places of Public Worship Exemption Bylaw to extend to 2024.

ANALYSIS

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

Staff have undertaken a review of comparable municipalities PTE policies [schedule A]; which confirmed that the City's current Policy is robust and includes current best practices used by other municipalities making it suitable for application of the new 4-year term [2024-2027].

Should Council instead choose an amendment to the current 2020-2023 bylaws to extend to 2024, staff will ask that organizations reconfirm their eligibility to receive an exemption by July 31, 2023 and also invite new applications for consideration. In accordance with the PTE policy, staff will conduct a review of current PTE recipients as well as new applications for the 2024 tax year.

IMPLICATIONS

The four-year term on the current PTE bylaw ends December 31, 2023. A review of the current Permissive Tax Exemption policy dated June 10, 2019 in relation to comparable municipalities determined it continues to meet best practices and is suitable for application of the new 4-year term [2024-2027].

Creating a committee to review/update policy and application changes would push back the application and approval process which would not permit staff to approve tax exemptions by the October 31st deadline. Amending the current bylaw to include the 2024 tax year would give Council more time to discuss whether policy or application changes are required moving forward 2025 and beyond] and how the review would take place i.e. select committee.

COMMUNICATIONS

Public notice is provided in accordance with section 227 of the *Community charter*, allowing organizations who meet the criteria of the policy to apply for exemption additionally public notice is required before final adoption of the bylaw has taken place.

BYLAWS/PLANS/POLICIES

- *Permissive Tax Exemption Policy*
- *"Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997 and 4997-2"*
- *"Places of Public Worship Exemption, Bylaw No. 4998 & 4998-1"*

SUMMARY

The *Community Charter* provides the legislative authority for both permissive and statutory tax exemptions, Council has the ability to Grant Permissive exemption under section 224 of the *Community Charter*. The City's current PTE Bylaws will expire December 31, 2023 and Council will need to approve a new bylaw for years 2024 and beyond. Following a review of the current Permissive Tax Exemption Policy and ensuring it continues to align with best practices, staff are recommending establishment of new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.

ATTACHMENTS:

- *Schedule A: "Summary of Permissive Tax Exemption Policies as of 2023"*
- *Permissive Tax Exemption policy dated June 10, 2019*
- *Excerpt from the Annual Report summarizing 2022 Permissive Tax Exemptions*

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

Summary of Permissive Tax Exemption Policies 2023											
	Port Alberni	Victoria	Courtenay	Parksville	Ladysmith	Campbell River	Duncan	Salmon Arm	Kelowna	North Vancouver	Vernon
Council responsible for approving policy	X	X	X	X	X	X	X	X	X	X	X
Council responsible for approving tax exemption requests annually	X	X	X	X	X	X	X	X	X	X	X
Finance Department is responsible for receiving and processing all PTE applications	Clerk's with support of Finance	X	X	jointly Finance & Clerks	X	Clerk's with support of Finance	X	X	X	Staff with Community Services Advisory Committee	X
Finance Department is responsible for reviewing applications for PTE and making recommendations to Council	X	X	X	jointly Finance & Clerks	X	CPC committee with support of Staff	X	X	X	Staff with Community Services Advisory Committee	X
CAP based on a percentage of tax levy	1.15%	1.60%	2%	\$225,000 max		1.70%		subject to budgetary constraints		0.60%	
PTE's from prior years will be proportionally reduced if total PTE's exceed current years budget	X	X		X		X				X	
Organizations MUST be a Registered Charity or Non-Profit Organization			X		X	X	X	X	X		
Term in years	4	3	1 & 5 & 10	3	3	5	1	3	1	3	3
Term in years: Churches, Private Schools & Hospitals	Churches in perpetuity, with amendments when required last written 2004				and			3	up to 5		
Term in years: Rail & Track	10	10	10	10	10	not specified	not specified	not specified	not specified	not specified	not specified
Organization must publically acknowledge exemption		X		X	"may"	X			"may"		"may"
Organization must be seen as working towards self-sufficiency - by seeking funding from other sources - or PTE may not be granted	X	X		X		X		X		X	
Exemptions will not be granted for land greater than normally required for off street parking, buffer zones or to make a reasonably shaped parcel	X	X		X		X					
PTE may not be granted if organization doesn't make use of volunteers to provide services		X		X						X	
Organizations that provide Liquor and/or meals services as their primary function and/or source of revenue are not eligible for PTE	X	X			X	X			X		
Evaluation Categories:											rates set annually
Special Needs & Supportive Housing	up to 100%	up to 100%	up to 100%	up to 100%		up to 100%				up to 100%	
Social Service Properties	up to 100%	up to 100%	up to 100%	up to 100%		up to 100%				up to 100%	up to 100%
Arts & Cultural facilities	up to 100%	up to 100%	up to 100%	up to 100%		up to 100%				up to 100%	up to 75%
Educational Facilities	up to 100%	≅ to % of provincial funding allotted based on Certificate of Group Classification issued by the Inspector of Independent Schools	up to 100%			up to 100%				up to 100%	up to 100%
Athletic or recreational facilities	up to 100%	up to 50%	up to 100%	up to 50% and up to 100% if meet other criteria		up to 100%				up to 100%	up to 75%
Affordable Rental Housing mention		X		seniors complex's only							
Places of Worship	up to 100%	up to 100%	up to 100%	up to 100% (and deemed necessary)		up to 100%				up to 100%	Max of 7% area of church building. Manages not eligible
Rail & Track property	up to 100%	up to 100%	up to 100%	up to 100%		up to 100%					
Benefits to community (priorities)											
provides recreational facilities for public use	X	X	X		X	X	X	X	X		X
provides recreational programs to the public	X	X	X		X	X	X	X	X		X
provides programs/facilities used by youth, seniors or other special needs groups	X	X	X		X	X	X	X	X		X
preserves heritage important to community charter	X		X			X					X
preserves an environmentally, ecologically significant area of the community	X		X	up to 50% - no public access & up to 100% with limited public access		X					
offers cultural or educational programs to the public which promote Community spirit, cohesiveness and/or tolerance	X		X			X					X
Offers services to the public in a formal partnership with the municipality	X		X		X	X	X		X		
Services & Activities should be equally available to all residents of the City		X		X	X	X	X		X		

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

PREAMBLE

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

POLICY

1. Overall Amount

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

2. Process

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

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

Application forms must be accompanied by:

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

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

3. Eligibility Criteria

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

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

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

4. Duration of Exemption

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

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

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

5. Extent and Conditions

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

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

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

PLACES OF PUBLIC WORSHIP EXEMPTIONS

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

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

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

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

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

PERMISSIVE TAX EXEMPTIONS

Financial Statements

Under the provisions of Section 224 of the *Community Charter*, Council may, on or before October 31, exempt land and/or improvements from municipal property taxes for the next calendar year, subject to meeting certain requirements which in general, restrict exemption to non-profit organizations using the lands for specific non-profit purposes.

The *Community Charter* also provides for statutory (automatic) tax exemptions for a range of properties held or used by governments and public agencies, including places for public worship. These exemptions do not require Council authorization.

In 2022, Property Taxes foregone through Permissive Tax Exemptions equaled \$233,471.69.

REGISTERED OWNER	EXEMPTION
CHARITABLE OR NOT FOR PROFIT	
Alberni Community & Women's Services Society (2 properties)	\$6,126.97
Alberni Valley Alano Club	\$483.70
Alberni Valley Childcare Society (Stepping Stones Too)	\$5,405.91
Alberni Valley Rescue Squad	\$7,960.51
Bread of Life Centre	\$1,872.89
Canadian Mental Health Association, Port Alberni Branch (7 properties)	\$18,464.39
CTH Management Association (Kiwanis Hilton Children's Centre; 2 properties)	\$7,503.14
Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wil Society)	\$9,451.30
Port Alberni Association for Community Living (6 properties)	\$22,434.07
Island Corridor Foundation	\$16,431.14

REGISTERED OWNER	EXEMPTION
Port Alberni Maritime Heritage Society (2 properties)	\$7,809.99
Portal Players Dramatic Society	\$3,977.36
Somass War Memorial Building Society (Royal Canadian Legion Branch 293)	\$1,218.57
ATHLETIC OR RECREATIONAL PROGRAMS YOUTH/SENIORS	
Alberni Athletic Association	\$19,322.34
Port Alberni Black Sheep Rugby Club	\$6,918.41
Port Alberni Gymnastics Association	\$13,561.82
Port Alberni Lawn Bowling Club	\$2,359.21
MUNICIPAL PROPERTY	
The Alberni Valley Bulldogs	\$1,236.05
Alberni District Fall Fair (2 properties)	\$10,887.09
Alberni Valley Curling Club	\$5,861.83
Alberni Valley Junior Baseball Association	\$102.76
Alberni Valley Minor Hockey Association	\$444.34
Alberni Valley Minor Softball	\$526.84

REGISTERED OWNER	EXEMPTION
Alberni Valley Youth Soccer Association	\$2,453.29
Community Arts Council of the Alberni Valley	\$4,336.31
Echo Sunshine Club	\$136.05
Mount Arrowsmith Skating Club	\$411.05
Tsunami Swim Club	\$246.05
Port Alberni Men's Slowpitch League	\$65.28
Western Vancouver Island Industrial Heritage Society	\$9,581.56
PARTNERING AGREEMENTS	
BC SPCA	\$26,110.49
Central Park - 'Gaiga Square'	\$1,606.58
Uchucklesaht Capital Assets Inc.	\$1,804.87
HOSPITAL/COMMUNITY CARE FACILITY/SENIORS	
Alberni-Clayoquot Continuing Care Society	\$2,589.34
Alberni-Clayoquot Continuing Care Society (Echo Village)	\$2,899.69
Alberni Valley Senior Citizens' Homes (Pioneer Towers)	\$1,267.06
Alberni-Clayoquot Continuing Care Society (Fir Park Village)	\$1,267.06
Alberni Valley Hospice Society (Hospice Centre)	\$5,450.78
Alberni Valley Hospice Society (Ty Watson House)	\$2,649.14

REGISTERED OWNER	EXEMPTION
PLACES OF PUBLIC WORSHIP	
Alberni Valley Christian Reformed Church	\$1,760.08
Alberni Valley Gurdwara Society	\$364.92
Alberni Valley United Church	\$1,399.60
Arrowsmith Baptist Church	\$741.18
BC Association of Seventh Day Adventist Church	\$1,102.89
Bishop of Victoria - Notre Dame Church	\$1,761.33
Church of the Nazarene (Canada Pacific District) Southside Community Church	\$353.76
Gateway Community Church	\$1,574.81
Glenwood Gospel Hall	\$1,460.42
Grace Lutheran Church	\$670.83
Horn of Oil Ministries	\$1,385.19
Jericho Road Church	\$412.82
Khalsa Diwan Society - Guru Nanak Sikh Temple	\$852.38
Lathom Road Gospel Hall	\$420.90
Pentecostal Assemblies of Canada (Elim Tabernacle)	\$690.73
Sri Sanatan Dharam Society	\$819.42
Trinity Anglican Lutheran Church	\$1,579.16