
AGENDA - REGULAR MEETING OF COUNCIL

Monday, March 27, 2023 @ 2:00 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 the Director of Corporate Services at 250.720.2823 or by email danielle.leurebourg@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara.darling@portalberni.ca

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

1. Recognition of unceded Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the 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 9

1. Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on March 13, 2023, as presented.

C. **PUBLIC INPUT PERIOD**

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

D. **DELEGATIONS**

1. **Rotary Club of Port Alberni** - Page 16
Don Jones, Director, in attendance to present an overview of the Community Cleanup Day event scheduled for Saturday April 22, 2023.

E. **UNFINISHED BUSINESS**

Includes items carried forward from previous Council meetings.

1. **Five Year Financial Plan 2023 – 2027, Bylaw No. 5075 | Amendment** - Page 18
Report dated March 20, 2023 from the Director of Finance requesting Council consideration for a Financial Plan amendment.
 - a. *THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075” as follows for the Capital Plan in progress:*
 - i. *Administration - GIS Projects – [Housekeeping] - to have Council combine the two GIS projects into one project 19001 & 22003 for \$58,010.*
 - ii. *Administration - Asset Management implementation – 21003 – moving to a staff position instead of contract services. Relinquish \$43,024 back to reserves.*

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- iii. *Paving - Harbour Rd Argyle to Dunbar – 17415 – Work to be completed within the Connect the Quays project or redevelopment of Somass Lands project funding of \$41,211 to be relinquished to reserves, expense spending to date.*
 - iv. *Paving - 6th Ave-Melrose to Bruce – 18415 – Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
 - v. *Paving - Rail Crossing - Strathern & Dunbar – 21031 repair work completed on Lathom crossing. Relinquished \$135,225 back to reserves.*
 - vi. *Paving - 15th Ave-Montrose to Bruce (westside half road reconstruction) – 22018 – Future development along this road will occur in the near future and works will be completed at that time. relinquish \$120,000 back to reserves, expense any amount to date.*
 - vii. *Storm - 6th Ave-Argyle St to Melrose – 18417 - Work deferred beyond current five-year plan, relinquish \$400,000 back to reserves, expense any amount to date.*
 - viii. *Cultural Services – [Housekeeping] - McLean Mill Capital Projects – Heritage - Projects 20019, 21021, and 22027 “McLean Mill Capital Projects - Heritage” combine for carry forward \$94,858 with 2023 McLean Mill Capital Projects – Heritage.*
 - ix. *Cultural Services - reallocate McLean Mill – UGST – Project 21019 – in the amount of \$30,000 to McLean Mill Septic site upgrades bringing the total budget to \$279,500.*
 - x. *Parks – [Housekeeping] – Combine Projects 20020, 20026, 21022, 21067, and 2022 Facilities – Asset Renewal projects totalling \$139,196 with the 2023 Facilities Upgrade.*
 - xi. *Sewer - 6th Ave-Melrose to Bruce 240m – 18603 - Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
 - xii. *Sewer - Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K – 21039 – required works completed. Relinquish \$92,789 to reserves.*
 - xiii. *Sewer - Harbour Road Trunk Sewer Replacement – Maintenance work provided improvements and currently no need to replace main. Relinquish \$300,000 back to reserves.*
 - xiv. *Sewer - Small Capital Main Replacements – 22068 – close project, no expenditures. Relinquish \$100,000 back to reserves.*
 - xv. *Water - New Twin Main Ph 4 (church St./16th Ave to Montrose St./15th Ave) – 20096 – Phase 4 completed. Relinquish \$519,856 back to reserves.*
 - xvi. *Awaiting Development completion – Burde Street – Anderson to 17th Avenue – [Housekeeping] Combine Projects 20022, 19018, 19021, 19029 – totalling \$370,000.*

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- xvii. *Paused Project - Replace 1998 Jordair Compressor - moved to 2023 – 18410 – Moved to 2024 Capital Plan - \$59,700.*
 - xviii. *Paused Projects - Electronic Filing System - Records Management – 19000 – Relinquish \$53,230 to reserve.*
 - xix. *Review approach – Water Meter Replacement Program 6 years – Project 17506, 20084, and 21048 – capitalize works complete, relinquish \$816,153 to reserve and add \$300,000 in 2023 Capital Fund from Water Reserve to complete works in capital work associated with Meter replacement in 2023.*
 - b. *THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075” to add in the 2023 Capital Plan – “10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements” in the amount of \$410,000 coming from the Capital Works Reserve.*
 - c. *THAT “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075” be read a second time as amended.*
2. **Financial Plan Q&A Summary - Page 58**
Summary of questions and responses as it relates to the 2023-2027 Financial Planning process.
3. **Committee of the Whole Meeting March 6, 2023 | Financial Reserves and Development Cost Charges**
Recommendations from the CoW held March 6, 2023 for Council consideration.
- a. *THAT members of the Committee recommend to Council that Council direct staff to prepare a report regarding the establishment of reserves based on the proposed reserves outlined in the staff report titled ‘Current and Proposed Financial Reserves’ and dated February 10, 2023.*
 - b. *THAT members of the Committee recommend to Council that Council direct staff to prepare a report regarding the increase Development Cost Charges.*
4. **Committee of the Whole Meeting March 20, 2023 | Soft Ball Fields and Building Community Funding**
Recommendations from the CoW held March 20, 2023 for Council consideration.
- a. *THAT Committee of the Whole recommend Council request a report on the feasibility of considering additional funding for soft ball field repair and maintenance in the 2023-2027 Financial Plan.*
 - b. *THAT Committee of the Whole recommend to Council to consider that Building Community Funding requests be brought forward with letter and Criteria as staff are aware of them.*

F. STAFF REPORTS

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

1. Accounts

THAT the certification of the Director of Finance dated February 27, 2023, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Quarterly Reports - Page 61

1st Quarter reports from the following departments:

- Corporate Services
- Finance and Information Technology
- Parks, Recreation & Heritage

THAT Council receive the 1st Quarter Reports from the Corporate Services Department, Finance and Information Technology Department and Parks, Recreation & Heritage Department.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

1. OCP and Zoning Bylaw Amendments | 2601 Burde Street - Page 71

Report dated March 13, 2023 from the Planner II requesting Council consideration of first and second reading of the proposed bylaws and authorization to advance the bylaws to a Public Hearing on April 24, 2023.

- a. *THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be now introduced and read a first time.*
- b. *THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now introduced and read a first time.*
- c. *THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be read a second time.*
- d. *THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a second time.*
- e. *THAT the amending bylaws be advanced to a Public Hearing on Monday April 24th, 2023 at 6:00 pm.*

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

1. BC Farmers' Markets - Page 90

Letter dated February 16, 2023 from the BC Farmers' Markets reporting the results of the 2022 BC Farmers' Market Nutrition Coupon Program and requesting that the City send a thank you letter to the Honourable Adrian Dix, Minister of Health.

THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.

I. PROCLAMATIONS

1. Guillain-Barré Syndrome (GBS)/Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Foundation of Canada - Page 92

Email dated March 13, 2023 requesting that the month of May 2023 be proclaimed as Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month in Port Alberni.

THAT Council proclaim May 2023 as 'GBS and CIDP Awareness Month' in Port Alberni.

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. It may also include correspondence that may not be relevant to City services and responsibilities. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

1. Correspondence Summary - Page 99

- a. Union of BC Municipalities | Response to Council Resolution Re: Safe and Clean Affordable Housing
- b. C. & B. Yeo | Rex Road City Boulevard
- c. O. Brown | Echo Pool Closures
- d. D. Isbister | Pool Facility Closures
- e. Alberni Valley Ringette Association | Ice Time Bookings
- f. Ministry of Forests | Spongy Moth Eradication Pesticide Use Permit Issued for Aerial Spraying
- g. Ministry of Forests | Interfor Corporation's Tenure Dispositions in Coastal BC
- h. Union of BC Municipalities | Strategic Priorities Fund Application for Integrated Asset Management and GIS Strategy (22-0912-SPF)
- i. Union of BC Municipalities | Strategic Priorities Fund Application for Sustainable Environmental Infrastructure Upgrade – Phase 1 [Argyle – 1st to 3rd] (22-0571-SPF)
- j. R. Brandon, D. Piatka, D. & L. Brown, and M. Forcier, | Falls Street Hedge Enforcement Complaints
- k. Mosaic Forest Management | Watershed Fact Sheets

K. REPORT FROM IN-CAMERA

1. Release from In-Camera | Rail Trail Agreement

THAT Council for the City of Port Alberni direct that the Mayor and Corporate Officer sign a Rail Trail Agreement between the City and the Island Corridor Foundation, for the purpose of enabling construction of a public use pathway within the Island Corridor Foundation's rail corridor, and setting conditions of use for that path.

2. Release from In-Camera | Alberni Harbour Quay

THAT Council select M. Clark and D. Jones | Ideal Me as the successful proponent to lease Unit 9 at Alberni Harbour Quay.

And Further, THAT Council authorize the Mayor and Director of Corporate Services to enter in to a lease agreement with M. Clark and D. Jones | Ideal Me for Unit 9 at Alberni Harbour Quay at a rate of \$355.97 per month plus GST for a term of 5 years with the option to renew the lease for a further 5 years.

THAT Council select K. Smith | Sea Dragon Studios as the successful proponent to lease Unit 13 at Alberni Harbour Quay.

And Further, THAT Council authorize the Mayor and Director of Corporate Services to enter in to a lease agreement with K. Smith | Sea Dragon Studios for Unit 13 at Alberni Harbour Quay at a rate of \$307.87 per month plus GST for a term of 5 years with the option to renew the lease for a further 5 years.

THAT Council select L. Gover | Sassy Woodpecker as the successful proponent to lease Unit 16 at Alberni Harbour Quay.

And Further, THAT Council authorize the Mayor and Director of Corporate Services to enter in to a lease agreement with L. Gover | Sassy Woodpecker for Unit 16 at Alberni Harbour Quay at a rate of \$287.10 per month plus GST for a term of 5 years with the option to renew the lease for a further 5 years.

3. Release from In-Camera | 2023 – 2027 Five Year Financial Plan, Bylaw No. 5075

THAT Council direct that the Draft 2023 – 2027 Five Year Financial Plan include \$35,000 in 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment Final Report and consider including additional budget to undertake similar work at other City facilities.

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 146

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

M. NEW BUSINESS

New items of business requiring Council direction as well as an opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.

1. ALC Non-Farm Use Permit on ALR Land - Page 147

Report dated March 16, 2023 from the Planner I requesting Council support the Tseshaht First Nation's application to obtain a Non-Farm Use Permit from the Agricultural Land Commission (ALC) to construct a low-impact commercial campground.

- a. THAT Council support the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission, noting that the campground use would be low impact and that the land is within Tseshaht territory.*
- b. THAT Council inform the Agricultural Land Commission that an application for a Zoning and Official Community Plan amendment may be required if the ALC approves the non-farm use along with an easement for the City to access utilities.*

2. Temporary Expanded Service Area (TESA) - Page 183

Report dated March 16, 2023 from the Manager of Planning requesting Council authorization to extend the Temporary Expanded Service Area from March 31, 2023 to December 31, 2024.

- a. THAT Council extend the Temporary Expanded Service Area (TESA) from March 31, 2023 to December 31, 2024 to align with Bulletin 23-01 which replaces policy directive 22-05.*
- b. THAT the Director of Corporate Services be delegated to execute the Licence of Occupation for the Temporary Expanded Service Area (TESA) on City owned lands.*
- c. THAT Council authorize a fee of \$300 dollars for the patio use of City owned lands for the Temporary Expanded Service Area (TESA).*
- d. THAT Council direct Staff to prepare a Bylaw to permit encroachment on City streets and sidewalks for the purpose of operating a patio.*

3. Shaw Cablesystems Limited | Municipal Access Agreement - Page 192

Report dated March 20, 2023 from the Director of Corporate Services requesting Council authorize staff to enter into a Municipal Access Agreement with Shaw.

THAT Council authorize the Mayor and Corporate Officer to execute a Municipal Access Agreement between Shaw and the City of Port Alberni.

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, March 13, 2023 @ 9:30 AM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola (Attended online)
Councillor C. Solda

Staff: T. Pley, CAO
S. Smith, Director of Development Services/Deputy CAO
D. Leurebourg, Director of Corporate Services
A. McGifford, Director of Finance
K. Bodin, Director of Human Resources
W. Thorpe, Director of Parks, Recreation & Heritage
P. Deakin, Manager of Economic Development
S. Darling, Deputy Director of Corporate Services

Call to order: @ 9:41 AM

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

Section 90 (1)(d) the security of the property of the municipality;

Section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Section 90 (1)(g) litigation or potential litigation affecting the municipality;
CARRIED

The meeting was recessed at 1:17 pm and called back to order at 4:20 pm.

The meeting was adjourned at 5:37 pm.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, March 13, 2023 @ 2:00 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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

Staff: T. Pley, Chief Administrative Officer
D. Leurebourg, Director of Corporate Services
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
R. Dickinson, Director of Engineering and Public Works
P. Deakin, Economic Development Manager
S. Darling, Deputy Director of Corporate Services | Recording Secretary

Gallery: 10

Introductory Remarks from Mayor Minions

Mayor Minions offered thanks to the community and all those involved in the response and repair of the City's main water supply line which was damaged during an accident on Franklin River Road.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Special meeting held February 27, 2023 at 9:30 am, and Regular Council meeting held at 2:00 pm, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

M. Braunagel

Commented on the unhoused population in the City.

M. Moore

Announced the opening of the Alberni Valley Makerspace, a non-profit society operating a community hub and entrepreneurial incubator for makers in the Alberni Valley by providing access to affordable tools, resources, lessons, and a shared workspace. For more information visit <https://www.albernimakerspace.ca/>.

D. DELEGATIONS

1. BC SPCA

C. Bownick, S. Sattar and L. Davis provided an overview of services and presented plans for the proposed new shelter building. For more information including volunteer opportunities visit <https://spca.bc.ca/locations/alberni-clayoquot/>

E. UNFINISHED BUSINESS

1. Council Procedures Bylaw | Agenda Distribution Amendment

MOVED AND SECONDED, THAT Council receive the staff report dated March 6, 2023 providing information related to the proposed change to the agenda distribution deadline for consideration during the Council Procedures Bylaw Amendment process.

CARRIED | Res. No. 23-52

2. Upper Johnston Road Lighting

MOVED AND SECONDED, THAT Council receive the staff report dated March 4, 2023 regarding the feasibility of the City providing power to the center median on Upper Johnston Road to enable installation of lighting on the existing trees and bushes;

AND FURTHER, THAT Council consider the request for power to the center median on Upper Johnston Road in the 2023 Capital Plan of the 2023 – 2027 Five-Year Financial Plan for the estimated cost of \$20,000.

CARRIED | Res. No. 23-53

3. Pathway and Trail Project Update

MOVED AND SECONDED, THAT Council receive the staff report dated March 5, 2023 regarding the update on pathway and trail projects for which the City has received grant funding.

CARRIED | Res. No. 23-54

4. Five Year Financial Plan 2023 – 2027, Bylaw No. 5075” | Amendment

MOVED AND SECONDED, THAT the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” be amended as follows:

i. Assign \$150,000 from the Growing Communities Fund or alternatively from General Revenue [taxation] for the purpose of a Street Renewal Master Plan.

CARRIED | Res. No. 23-55

ii. Add \$20,000 in 2023 from General Revenue [taxation] to enable the provision of power to the center median on Upper Johnston Road for the purpose of installing lighting on the existing trees and bushes.

CARRIED | Res. No. 23-56

iii. Assign \$290,000 from the Growing Communities Fund for the purpose of funding the City’s contribution to construction of the Roger Creek Connector Trail project and should the project not be eligible under the fund, bring back to Council for further consideration.

CARRIED | Res. No. 23-57

iv. Replace 2011 Freightliner Asphalt Patch Truck #266 from 2023 Capital Plan to 2024 Capital Plan.

CARRIED | Res. No. 23-58

MOVED AND SECONDED, 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 sports.

CARRIED | Res No. 23-59

MOVED AND SECONDED, THAT Council direct staff to undertake a review of the Parks, Recreation and Heritage user fees in 2023 for implementation in 2024.

CARRIED | Res No. 23-60

5. Financial Plan Q&A Summary

Council received the summary of questions and responses as it relates to the 2023-2027 Financial Planning process.

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated March 13, 2023, be received and the cheques numbered 152354 to 152420 inclusive, in payment of accounts totalling \$ 2,503,028.53, be approved.

CARRIED | Res. No. 23-61

2. Quarterly Reports

MOVED AND SECONDED, THAT Council receive the 1st Quarter Reports from the Economic Development Department, Engineering and Public Works Department and Fire Department.

CARRIED | Res. No. 23-62

Councillor Dame exited at 3:41 pm.

G. BYLAWS

1. Zoning Bylaw Amendment | 3911 & 3909 Cedar Street

MOVED AND SECONDED, THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins) Bylaw No. 5072" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5072.

CARRIED | Res. No. 23-63

Councillor Dame returned at 3:43 pm.

H. CORRESPONDENCE FOR ACTION

1. Alberni Valley Drag Racing Association

MOVED AND SECONDED, THAT Council authorize the Alberni Valley Drag Racing Society to conduct a 'cruise' event to begin at the Alberni Athletic Hall at 6:30 pm on Saturday, August 12, 2023 subject to:

- *the notification of emergency services and BC transit*
- *consultation with all affected businesses/residents*
- *provision of route map [by June 30, 2023]*
- *implementation of a Traffic Plan*
- *provision of standard liability insurance in the amount of \$5M [minimum]*

CARRIED | Res. No. 23-64

2. **Coastline Endurance Running | Trail Running Event**

MOVED AND SECONDED, THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, July 15, 2023 from 8:00 am to 4:00 pm for the purpose of a trail running event starting at the Port Alberni Rugby Club and following the route as outlined in the attached map subject to:

- *the notification of emergency services and BC Transit*
- *consultation with all affected businesses/residents*
- *responsible for implementation of a Traffic Safety Plan including qualified Traffic Control personnel as required*
- *provision of standard liability insurance in the amount of \$5M [minimum]*
- *event organizers responsible for removal of all flagging tape and stakes*
- *event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly*
- *event organizers acknowledge trails will be enjoyed as-is*

CARRIED | Res. No. 23-65

I. PROCLAMATIONS

1. **Vancouver Island Economic Alliance (VIEA)**

MOVED AND SECONDED, THAT Council proclaim June 19 – 25, 2023 as 'Island Good Days' in Port Alberni.

CARRIED | Res. No. 23-66

J. CORRESPONDENCE FOR INFORMATION

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

- a. **C. Alemany | AW Neill Street Name Change**
MOVED AND SECONDED, THAT Council direct staff to prepare a report outlining costs and implications related to the potential name change of Neill Street, which commemorates Alan Webster Neill.
CARRIED | Res. No. 23-67
- b. **Beta Sigma Phi Laureate Delta Kappa Chapter | Request for the Community Arts Council 'The Grove' to remain at Alberni Harbour Quay**
- c. **Tseshah First Nation | 26 Calls for Truth and Justice**
- d. **D. Peffers | New Aquatic Centre and turf field**
- e. **Alberni Valley Museum and Heritage Commission Minutes | February 1, 2023**

K. REPORT FROM IN-CAMERA

1. **Release from In-Camera | Harbour Quay Lease Agreements**

Council released for public consumption Notice of its Intent to lease Unit 3 to J. Marchant | Donut Shop and Unit 15 to C. Dupas | Grassroots at the Alberni Harbour Quay for a five-year term.

2. **Release from In-Camera | Sale of Somass Equipment**

Council released for public consumption the sale of salvaged materials, equipment and structures from Somass Lands as follows:

- i) Toquaht Developments Ltd. in the amount of \$74,100, plus applicable taxes, with Toquaht Developments Ltd. to be responsible for all demolition and transportation related expenses, and in compliance with the City's safety, environmental and other requirements; and*
- ii) Franklin Forest Products in the amount of \$17,900, plus applicable taxes, with Franklin Forest Products to be responsible for all demolition and transportation related expenses, and in compliance with the City's safety, environmental and other requirements.*

L. COUNCIL REPORTS

1. **Council and Regional District Reports**

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

CARRIED | Res. No. 23-68

M. NEW BUSINESS

1. **Tseshaht First Nation 26 Calls for Truth and Justice**

MOVED AND SECONDED, THAT Council direct staff to prepare a report addressing the Tseshaht First Nation | 26 Calls for Truth and Justice.

CARRIED | Res. No. 23-69

2. **Development Application | 3100 3rd Avenue**

MOVED AND SECONDED, THAT Council authorize the issuance of Development Permit No. 23-01 and that the Director of Corporate Services be authorized to sign the permit including the development plans as show on Schedule 'B', prepared by Colin Harper Architect dated March 6, 2023.

CARRIED | Res. No. 23-70

3. **UBCM | Housing Summit | Authorize Council Registration**

MOVED AND SECONDED, THAT Council authorize Councillor Dame [Councillor Douglas as alternate] to participate in the UBCM Housing Summit 'Housing BC Together' taking place April 4 – 5, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.

CARRIED | Res. No. 23-71

4. **FCM | 2023 Annual Conference and Trade Show | Authorize Council Registration**

MOVED AND SECONDED, THAT Council authorize Mayor Minions and Councillor Patola [Councillor Douglas as alternate] to participate in the Federation of Canadian Municipalities 2023 'Local Action, National Results' Annual Conference and Trade Show taking place May 25 – 28, 2023 in Toronto, Ontario with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.

CARRIED | Res. No. 23-72

5. **Three Stream Waste Collection Service | Contract Amendment**

MOVED AND SECONDED, THAT Council authorize the Mayor and Corporate Officer to amend the "3-Stream Waste Collection Service Agreement" with the Alberni-Clayoquot Regional District, to provide a \$1,700 per month reduction of costs for the handling and shipping of recyclable materials, related to the City's curbside collecting of recyclable materials within the City for 2023.

CARRIED | Res. No. 23-73

N. QUESTION PERIOD

R. Smith

Requested that the Growing Communities Fund expenditures be tracked and reported.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:04 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

RECEIVED

MAR 16 2023

CITY OF PORT ALBERNI

Rotary

Club of Port Alberni

P O Box 2, Stn Main
Port Alberni, BC V9Y 7M6



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input checked="" 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 # 0230-20 RC RCM March 27

March 15, 2023

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

Attention: Mayor and Council

Dear Madam/Sir:

The Rotary Club of Port Alberni is organizing a Community Cleanup Day to be held from 10:00 am to 2:00 pm on Saturday April 22, 2023 to coincide with Earth Day which falls on this day. Eight to ten community groups will participate in our project, with each group being assigned an area in Port Alberni to pick up trash and recyclables. Litter would be dropped off in a dumpster provided by Nicklin Waste Management which will be situated in the Scotiabank parking lot at 10th and Redford. When our litter day finishes at 2:00 pm, Nicklin Waste Management will then take the litter to the Alberni Valley Landfill.

Our Rotary club will be promoting this event on social media. Also, we will take before and after pictures of excessively littered areas and post them to social media after the event to raise awareness of the need to not litter our environment. Any recyclables will be redeemed to cover event costs with any excess funds being donated to local community organizations.

We respectfully ask the City of Port Alberni permission for us to proceed with this Community Cleanup Day and would greatly appreciate the City of Port Alberni donating litter grabbers, reflective safety vests, barricades and metal sign stands for our event. We also request to be a delegation at the March 27th City of Port Alberni Council meeting.

Yours truly,

Rotary Club of Port Alberni

D. Jones, Director

Cell:

Email:



CITY OF
PORT ALBERNI

RECEIVED

MAR 22 2023

CITY OF PORT ALBERNI

DELEGATION APPLICATION

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

CONTACT INFORMATION: (please print)

Full Name: D. Jones

Organization (if applicable): Rotary Club of Port Alberni

Street Address: [REDACTED]

Phone: [REDACTED]

Mailing Address: as above

Email: [REDACTED]

No. of Additional Participants:

[Name/Contact Information] None

MEETING DATE REQUESTED: March 27, 2023

PURPOSE OF PRESENTATION: (please be specific)

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

See the attached letter to Council

Requested Action by Council (if applicable):

Permission for Public Works to supply 12 litter pickers, 12 safety vests, 3 sign stands, 10 long barricades and 10 barricade supports

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:

March 22/23 4:49 pm.

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date:

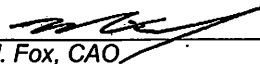
Date Approved:

Applicant Advised:

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*.

Date: March 20, 2023
File No: 1700-20-2023-2027
To: Mayor & Council
From: Mike Fox, CAO
Subject: "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075" | Amendment

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

a. THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075" as follows for the Capital Plan in progress:

- i. Administration - GIS Projects – [Housekeeping] - to have Council combine the two GIS projects into one project 19001 & 22003 for \$58,010.
- ii. Administration - Asset Management implementation – 21003 – moving to a staff position instead of contract services. Relinquish \$43,024 back to reserves.
- iii. Paving - Harbour Rd Argyle to Dunbar – 17415 – Work to be completed within the Connect the Quays project or redevelopment of Somass Lands project funding of \$41,211 to be relinquished to reserves, expense spending to date.
- iv. Paving - 6th Ave-Melrose to Bruce – 18415 – Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.
- v. Paving - Rail Crossing - Strathern & Dunbar – 21031 repair work completed on Lathom crossing. Relinquished \$135,225 back to reserves.
- vi. Paving - 15th Ave-Montrose to Bruce (westside half road reconstruction) – 22018 – Future development along this road will occur in the near future and works will be completed at that time. relinquish \$120,000 back to reserves, expense any amount to date.
- vii. Storm - 6th Ave-Argyle St to Melrose – 18417 - Work deferred beyond current five-year plan, relinquish \$400,000 back to reserves, expense any amount to date.
- viii. Cultural Services – [Housekeeping] - McLean Mill Capital Projects – Heritage - Projects 20019, 21021, and 22027 "McLean Mill Capital Projects - Heritage" combine for carry forward \$94,858 with 2023 McLean Mill Capital Projects – Heritage.
- ix. Cultural Services - reallocate McLean Mill – UGST – Project 21019 – in the amount of \$30,000 to McLean Mill Septic site upgrades bringing the total budget to \$279,500.
- x. Parks – [Housekeeping] – Combine Projects 20020, 20026, 21022, 21067, and 2022 Facilities – Asset Renewal projects totalling \$139,196 with the 2023 Facilities Upgrade.
- xi. Sewer - 6th Ave-Melrose to Bruce 240m – 18603 - Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.

-
- xii. *Sewer - Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K – 21039 – required works completed. Relinquish \$92,789 to reserves.*
 - xiii. *Sewer - Harbour Road Trunk Sewer Replacement – Maintenance work provided improvements and currently no need to replace main. Relinquish \$300,000 back to reserves.*
 - xiv. *Sewer - Small Capital Main Replacements – 22068 – close project, no expenditures. Relinquish \$100,000 back to reserves.*
 - xv. *Water - New Twin Main Ph 4 (church St./16th Ave to Montrose St./15th Ave) – 20096 – Phase 4 completed. Relinquish \$519,856 back to reserves.*
 - xvi. *Awaiting Development completion – Burde Street – Anderson to 17th Avenue – [Housekeeping] Combine Projects 20022, 19018, 19021, 19029 – totalling \$370,000.*
 - xvii. *Paused Project - Replace 1998 Jordair Compressor - moved to 2023 – 18410 – Moved to 2024 Capital Plan - \$59,700.*
 - xviii. *Paused Projects - Electronic Filing System - Records Management – 19000 – Relinquish \$53,230 to reserve.*
 - xix. *Review approach – Water Meter Replacement Program 6 years – Project 17506, 20084, and 21048 – capitalize works complete, relinquish \$816,153 to reserve and add \$300,000 in 2023 Capital Fund from Water Reserve to complete works in capital work associated with Meter replacement in 2023.*
 - b. *THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075" to add in the 2023 Capital Plan – "10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements" in the amount of \$410,000 coming from the Capital Works Reserve.*
 - c. *THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075" be read a second time as amended.*

PURPOSE

That Council consider the recommended amendments, provide any additional direction to staff, and provide second reading as it relates to the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075".

BACKGROUND

The Community Charter requires that a municipality must have a financial plan that is adopted annually. The Community Charter goes further to state that the planning period for a financial plan is 5 years, that period being the year in which the plan is specified to come into force and the following 4 years. In addition to the Financial Plan needing to set out objectives and policies of the municipality, the process must also include a process of public consultation/engagement prior to its adoption.

ALTERNATIVES/OPTIONS

- 1)
 - a. *THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075" as follows for the Capital Plan in progress:*
 - i. *Administration - GIS Projects – [Housekeeping] - to have Council combine the two GIS projects into one project 19001 & 22003 for \$58,010.*
 - ii. *Administration - Asset Management implementation – 21003 – moving to a staff position instead of contract services. Relinquish \$43,024 back to reserves.*

-
- iii. *Paving - Harbour Rd Argyle to Dunbar – 17415 – Work to be completed within the Connect the Quays project or redevelopment of Somass Lands project funding of \$41,211 to be relinquished to reserves, expense spending to date.*
 - iv. *Paving - 6th Ave-Melrose to Bruce – 18415 – Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
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 - vii. *Storm - 6th Ave-Argyle St to Melrose – 18417 - Work deferred beyond current five-year plan, relinquish \$400,000 back to reserves, expense any amount to date.*
 - viii. *Cultural Services – [Housekeeping] - McLean Mill Capital Projects – Heritage - Projects 20019, 21021, and 22027 "McLean Mill Capital Projects - Heritage" combine for carry forward \$94,858 with 2023 McLean Mill Capital Projects – Heritage.*
 - ix. *Cultural Services - reallocate McLean Mill – UGST – Project 21019 – in the amount of \$30,000 to McLean Mill Septic site upgrades bringing the total budget to \$279,500.*
 - x. *Parks – [Housekeeping] – Combine Projects 20020, 20026, 21022, 21067, and 2022 Facilities – Asset Renewal projects totalling \$139,196 with the 2023 Facilities Upgrade.*
 - xi. *Sewer - 6th Ave-Melrose to Bruce 240m – 18603 - Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
 - xii. *Sewer - Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K – 21039 – required works completed. Relinquish \$92,789 to reserves.*
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- b. *THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075" to add in the 2023 Capital Plan – "10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements" in the amount of \$410,000 coming from the Capital Works Reserve.*

c. THAT “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075” be read a second time as amended.

2) Make additional amendments to the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075”.

3) Do not amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075”

ANALYSIS

Capital Project Work in Progress | Amendments

There are various Capital Projects currently approved for expenditure on prior years, some not started as of the end of 2022, or a small amount of design work has been completed. In order to reflect the priorities currently in the work plan a recommendation is provided to support the updating the Financial Plan to match [details within ALTERNATIVES/OPTIONS above].

Capital Project addition

The 10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements are recommended for addition in 2023 Capital Plan. The proposed Capital Works are related to the Network Screening Study completed in 2021 which identified these two intersections as priorities for safety improvements. The design was completed in 2022 with construction scheduled for 2023. The intent was to include these in the 2023 during the 2022 – 2026 Financial Planning process, these were not populated in the financial plan as intended in 2022.

IMPLICATIONS

The proposed Financial Plan amendments do not impact the current proposed 7.05% taxation increase to the Average Single-Family Residential household. The amendment as presented will not have an impact on the current taxation. The Plan amendments will return funding release funds back to reserves from where sourced, if source from taxation would be placed in the Capital Works Reserve and would fund future Capital Projects.

The targeted date to adopt the Plan is April 27th. The Province requires adoption of the Financial Plan and associated bylaws before May 15th.

COMMUNICATIONS

The table below outlines the current schedule of the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075”.

Date	Meeting	Purpose
February 6, 2023	CoW	Director of Finance to provide an overview and summarize the City’s proposed Five-Year Financial Plan
February 13, 2023	RCM	Council to consider First Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
February 27, 2023	RCM	Staff to formally respond to comments and/or questions from previous CoWs and RCMs.
March 6, 2023	CoW	Opportunity for an informal exchange between Council, staff and members of the public.
March 13, 2023	RCM	Staff to formally respond to comments and/or questions from previous CoWs and RCMs.

March 20, 2023	CoW	E-Town Hall Expanding on public engagement – providing an electronic platform
March 27, 2023	RCM	Council to consider Second Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
April 11, 2023	RCM	Address any follow up Council to consider Third Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
April 27, 2023	RCM	Address any follow up Council to consider Final Adoption “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”

Council has the ability to schedule additional meetings should they be required.

BYLAWS/PLANS/POLICIES

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

SUMMARY

- The 2023–2027 draft Financial Plan identifies a proposed tax increase of 7.05% for the Average Single-Family Residential Household in the 2023 year;
- The Plan will be reviewed and confirmed by Council throughout the financial planning process and a tentative schedule is outlined above, that is subject to change if required;
- Council can balance the need to fund improvements in the community and continue current levels of service, while understanding the need to balance the impact of taxation to all taxpayers in the community;
- Adoption must occur prior to May 15, 2023.

ATTACHMENTS/REFERENCE MATERIALS

- *Proposed “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075”*
- *Proposed “Financial Plan 2023-2027” dated March 27, 2023*

c: D. Leurebourg, Director of Corporate Services
 R. Macauley, Deputy Director of Finance

**CITY OF PORT ALBERNI
BYLAW NO. 5075**

A BYLAW TO ESTABLISH A FIVE-YEAR FINANCIAL PLAN

WHEREAS Section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

NOW THEREFORE, the Municipal Council of the City of Port Alberni in open meeting assembled hereby enacts as follows:

1. Schedules 'A' & 'B' attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan of the City of Port Alberni for the five-year period from January 1, 2023 to December 31, 2027.
2. This Bylaw may be cited for all purposes as "*City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023*" and shall become effective upon adoption.

READ A FIRST TIME this 13th day of February, 2023.

READ A SECOND TIME this day of , 2023.

READ A THIRD TIME this day of , 2023.

FINALLY ADOPTED this day of 2023.

Mayor

Corporate Officer



**SCHEDULE A TO BYLAW NO. 5075
CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2023-2027**

	2023	2024	2025	2026	2027
Revenue					
Taxes					
Property Taxes	27,703,805	29,892,406	32,346,572	34,756,392	36,820,921
Other Taxes	804,028	822,077	840,667	859,816	879,538
Grants in Lieu of Taxes	229,245	229,245	229,245	229,245	229,245
Fees and Charges					
Sales of Service	4,341,991	4,535,835	4,620,129	4,742,742	4,831,717
Sales of Service/Utilities	7,220,988	7,563,559	7,858,375	8,300,580	8,696,772
Service to other Government	50,000	53,045	53,045	54,636	56,275
User Fees/Fines	602,000	613,535	625,299	637,297	649,534
Rentals	186,090	191,673	197,423	203,346	209,446
Interest/Penalties/Miscellaneous	973,100	979,340	985,716	992,231	998,887
Grants/Other Governments	1,190,000	1,195,100	1,200,302	1,205,608	1,211,020
Other Contributions	4,234,889	89,900	89,900	89,900	89,900
	<u>47,536,136</u>	<u>46,165,715</u>	<u>49,046,673</u>	<u>52,071,793</u>	<u>54,673,255</u>
Expenses					
Debt Interest	583,795	583,795	583,795	583,795	583,795
Capital Expenses	15,666,408	9,262,510	5,716,011	5,687,756	5,054,274
Other Municipal Purposes					
General Municipal	5,084,377	5,320,490	5,401,468	5,540,768	5,653,432
Police Services	8,823,414	9,205,661	9,459,677	9,722,586	10,001,032
Fire Services	4,394,298	4,851,944	4,991,248	5,130,532	5,273,873
Other Protective Services	469,126	456,147	467,384	478,930	520,789
Transportation Services	4,910,933	5,644,157	5,825,396	6,009,138	6,207,746
Environmental Health and Development	3,394,219	3,483,010	3,485,303	3,491,569	3,612,604
Parks and Recreation	6,426,140	6,812,709	6,990,396	7,156,467	7,339,762
Cultural	1,598,099	1,636,405	1,656,032	1,686,788	1,718,884
Water	1,937,328	1,989,928	2,044,037	2,099,666	2,156,870
Sewer	1,673,974	1,713,007	1,753,333	1,794,372	1,841,024
Contingency	100,000	300,000	300,000	300,000	300,000
	<u>55,062,111</u>	<u>51,259,763</u>	<u>48,674,080</u>	<u>49,682,367</u>	<u>50,264,085</u>
Revenue Over (Under) Expenses Before Other	<u>(7,525,975)</u>	<u>(5,094,048)</u>	<u>372,593</u>	<u>2,389,426</u>	<u>4,409,170</u>
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	4,513,419	1,835,404	919,521	1,206,674	520,192
Transfer from Land Sale Reserve	650,000	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	2,731,982	3,829,514	(721,244)	(3,260,230)	(4,358,492)
	<u>7,525,975</u>	<u>5,094,048</u>	<u>(372,593)</u>	<u>(2,624,426)</u>	<u>(4,409,170)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

SCHEDULE B TO BYLAW NO. 5075 REVENUE POLICY DISCLOSURE

Objectives and Policies

The City of Port Alberni's 2019 – 2023 Corporate Strategic Plan [Strategic Plan] provides municipal objectives and policy direction. The "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" [Financial Plan] will continue with initiatives arising from these stated priorities related directly to revenue generation, property taxation, and permissive tax exemptions until alternate direction has been made for an updated Corporate Strategic Plan.

The Financial Plan seeks continued levels of service that are currently provided for the community, and where required, additional resources to support that level of service have been added.

Proportion of Revenue from Funding Sources

Property Taxes – The majority of the City of Port Alberni's revenue arises from property taxation; in 2023, approximately 67% in the Financial Plan.

The Financial Plan proposes an 8.00% increase in property taxes collected for 2023, with increases in subsequent years ranging from 6.00% to 8.00%. Property tax increases over the previous five years were lower than those projected for the next five years. Property tax collected in 2022 was 14.09% higher than property tax collected in 2018. The projected annual tax increases will allow for successful implementation of corporate strategic priorities set out by Council in the Strategic Plan, as well commitments to capital projects, collective bargaining agreements, and projects that require debt service.

2023-2027 Annual Tax Rates

2023	2024	2025	2026	2027
8.00%	7.90%	8.21%	7.45%	5.94%

Parcel Taxes – No new parcel tax levies are proposed in the Financial Plan.

Fees and Charges – In 2023, approximately 23% of the City of Port Alberni's revenues will be derived from fees and charges. Services funded through fees and charges include water and sewer utilities, solid waste collection and disposal, building inspection, cemetery operations and a portion of the parks, recreation, heritage and cultural services. City Council has directed that, where possible, it is preferable to charge a user fee for services that are identifiable to specific users instead of levying a general tax to all property owners.

Borrowing Proceeds – The City borrows as needed to finance significant capital projects, with more routine capital work funded through general revenue and Community Building Funding taxes. In 2022, a borrowing request was submitted to the Municipal Finance Authority of BC in the amount of \$8.5 Million. These funds will be received in Spring of 2023.

Other Sources – Other revenue sources are rentals of City-owned property, interest/penalties, payments in lieu of taxes and grants from senior governments. In 2023, approximately 1-3% of the City of Port Alberni's revenues will be derived from these other sources.

Revenue from some rentals and interest are increasing based on CPI and prescribed interest rates now in the 5% to 7% range. Grants from senior governments vary significantly from year to year depending on successful application for conditional funding.

Distribution of Property Taxes among Property Classes

Council will provide the policy direction which will be incorporated in the *Financial Plan*. The previous year tax shares were allocated as follows:

Class 1 – Residential - Tax increases will reflect the 8.00% for this class [share to be confirmed by Council]. Between 2005 and 2022 the share of property taxation paid by Class 1 increased from 40.00% to 60.81%.

Class 4 – Major Industry - In 2006, Council directed that significant tax reductions be provided for Class 4 taxpayers over a five-year period in response to continued market weakness in the coastal forest industry and higher than average municipal tax rates for Major Industry in Port Alberni. These reductions were implemented in 2006. The City subsequently further committed that through 2013 to 2017 there would be no increase in taxes for Major Industry as part of the agreement to purchase Catalyst's sewage lagoon infrastructure. The above noted reductions and freezes resulted in the Major Industry share of taxation decreasing from 41.80% in 2005 to 18.71% in 2022.

Class 5 - Light Industry – Growth has occurred in the Class 5 property classification since 2019. Historically the rate of Class 4 and 5 were the same. These classes were delinked in 2021. The tax share of Class 5 was 2.54% in 2022.

Class 6 – Business In committing to successful implementation of our *Strategic Plan* business rates will be reviewed to allocate the increase of 8.00%. Business property tax rates had a taxation share of 17.60% in 2022.

Other Classes Approximately 0.35% of total taxation arises from the other property classes in Port Alberni. Council will consider the share of taxation paid by other classes for 2022 to allocate the tax increase of 8.00%.

Permissive Tax Exemptions

Permissive tax exemptions are provided by the City of Port Alberni as permitted under the *Community Charter* and in compliance with Council policy. Permissive tax exemptions must also fall within the budget constraints identified by Council to be considered for approval. December 31, 2023 will signal the end of the current permissive tax exemption bylaw period. Council may wish to consider a review and update of the Permissive Tax Exemption policy prior to establishment of the bylaw for 2024.

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

- athletic or recreational programs or facilities for youth;
- services and facilities for persons requiring additional supports; mental wellness and addictions;
- programming for youth and seniors;
- protection and maintenance of important community heritage;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;

- preservation of an environmentally or ecologically sensitive area designated within the Official Community Plan;

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

In 2021, 54 organizations were approved, with a total annual property tax exemption value of approximately \$226,197.64.

Revitalization Tax Exemptions

Council adopted "City of Port Alberni Revitalization Tax Exemption Program, Bylaw No.4824" in 2013, an aggressive bylaw designed to encourage revitalization of the uptown area. Council amended the Bylaw in March 2016 to include Harbour Quay and City owned properties to the Schedule of eligible properties. Also, in 2016, Council adopted a new Revitalization Tax Exemption Bylaw covering all other commercial areas. Council's objective is to stimulate growth and development in the City's commercial areas by encouraging investment in new commercial space and improvements to existing commercial buildings. In 2020, one application was received and approved. This approved application experienced the first tax exemption in 2021 and is in effect for a period of five years [expires December 31, 2025].

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

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

The City is expecting to receive approximately \$600,000 in 2023. Performance targets are not expected to change from 2022 to 2023. SCI and TFRS funds are allocated to general revenue to support local government service delivery.

Community Gaming Funding

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

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

Through 2020 to 2022, COVID-19 impacted the revenue received to support the annual funding to eligible costs. The draft Plan continues the support of the eligible costs in 2023 with an expectation of normal funding through the entire year from the Host Financial Assistance Agreement.

2023 Funding Allocation	Funds (\$) Allocated
McLean Mill National Historic Site Operations	\$216,079
Visitor Centre Funding	100,000
Offset Economic Development	159,721
Community Investment Plan/Grants in Aid	44,200
Total commitments	\$520,000



CITY OF PORT ALBERNI

FINANCIAL PLAN

2023-2027

March 27, 2023



**CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2023-2027**

	2023	2024	2025	2026	2027
Revenue					
Taxes					
Property Taxes	27,723,805	29,892,921	32,347,103	34,756,937	36,821,484
Other Taxes	804,028	822,077	840,667	859,816	879,538
Grants in Lieu of Taxes	229,245	229,245	229,245	229,245	229,245
Fees and Charges					
Sales of Service	4,341,991	4,535,835	4,620,129	4,742,742	4,831,717
Sales of Service/Utilities	7,220,988	7,563,559	7,858,375	8,300,580	8,696,772
Service to other Government	50,000	53,045	53,045	54,636	56,275
User Fees/Fines	602,000	613,535	625,299	637,297	649,534
Rentals	186,090	191,673	197,423	203,346	209,446
Interest/Penalties/Miscellaneous	973,100	979,340	985,716	992,231	998,887
Grants/Other Governments	1,190,000	1,195,100	1,200,302	1,205,608	1,211,020
Other Contributions	4,670,867	89,900	89,900	89,900	89,900
	<u>47,992,114</u>	<u>46,166,230</u>	<u>49,047,204</u>	<u>52,072,338</u>	<u>54,673,818</u>
Expenses					
Debt Interest	580,082	580,082	580,082	580,082	580,082
Capital Expenses	16,127,386	9,677,510	5,716,011	5,687,756	5,054,274
Other Municipal Purposes					
General Municipal	5,084,377	5,320,490	5,401,468	5,540,768	5,653,432
Police Services	8,823,414	9,205,661	9,459,677	9,722,586	10,001,032
Fire Services	4,394,298	4,851,944	4,991,248	5,130,532	5,273,873
Other Protective Services	469,126	456,147	467,384	478,930	520,789
Transportation Services	4,930,933	5,644,672	5,825,927	6,009,683	6,208,309
Environmental Health and Development	3,394,219	3,483,010	3,485,303	3,491,569	3,612,604
Parks and Recreation	6,426,140	6,812,709	6,990,396	7,156,467	7,338,762
Cultural	1,598,099	1,654,051	1,674,031	1,705,147	1,737,610
Water	1,937,328	1,989,928	2,044,037	2,099,666	2,156,870
Sewer	1,673,974	1,713,007	1,753,333	1,794,372	1,841,024
Contingency	100,000	300,000	300,000	300,000	300,000
	<u>55,539,376</u>	<u>51,689,211</u>	<u>48,688,897</u>	<u>49,697,558</u>	<u>50,279,661</u>
Revenue Over (Under) Expenses Before Other	<u>(7,547,262)</u>	<u>(5,522,981)</u>	<u>358,307</u>	<u>2,374,780</u>	<u>4,394,157</u>
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	4,513,419	1,835,404	919,521	1,206,674	520,192
Transfer from Land Sale Reserve	650,000	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	2,753,269	4,258,447	(706,958)	(3,010,584)	(4,343,479)
	<u>7,547,262</u>	<u>5,522,981</u>	<u>(358,307)</u>	<u>(2,374,780)</u>	<u>(4,394,157)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
REAL PROPERTY TAXES														
11111 General Purposes - Taxes	25,440,000	(unaudited) 25,418,147	(unaudited) (21,853)	(unaudited) -0.09%	27,512,134	8.15%	29,881,250	7.88%	32,135,432	8.27%	34,545,266	7.50%	36,809,813	5.98%
11112 Debt Purposes - Taxes	211,671	211,361	(310)	-0.15%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%
TAX LEVY	25,651,671	25,629,508	(22,163)	-0.09%	27,723,805	8.08%	29,892,921	7.82%	32,347,103	8.21%	34,756,937	7.45%	36,821,484	5.94%
11211 Special Area Levy	14,650	12,882	(1,768)	-12.07%	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
SPECIAL ASSESSMENTS	14,650	12,882	(1,768)	-12.07%	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
11910 Utility Tax 1%	746,741	744,051	(2,690)	-0.36%	766,028	5.26%	803,537	2.23%	821,571	2.24%	840,147	2.26%	859,279	2.28%
TAXES	26,413,062	26,386,441	(26,621)	-0.10%	28,527,833	8.01%	30,714,998	7.67%	33,187,770	8.05%	35,616,753	7.32%	37,701,022	5.85%
FEDERAL GOVERNMENT														
12110 Federal Building Grant	575	522	(53)	-9.22%	520	-9.57%	520	0.00%	520	0.00%	520	0.00%	520	0.00%
12210 CBC Grant	3,200	3,502	302	9.44%	3,500	9.38%	3,500	0.00%	3,500	0.00%	3,500	0.00%	3,500	0.00%
PROVINCIAL GOVERNMENT														
12310 Provincial Government Grant	50,000	54,003	4,003	8.01%	54,000	8.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%
12410 BC Hydro	100,000	106,065	6,065	6.07%	106,000	6.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%
12411 Public Housing Grant (in lieu of taxes)	80,000	65,313	(14,687)	-18.36%	65,000	-18.75%	65,000	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%
OTHER ENTITIES														
12910 University of Victoria	180	225	45	25.00%	225	25.00%	225	0.00%	225	0.00%	225	0.00%	225	0.00%
GRANTS IN LIEU OF TAXES	233,955	229,630	(4,325)	-1.85%	229,245	-2.01%	229,245	0.00%	229,245	0.00%	229,245	0.00%	229,245	0.00%
SERVICES PROVIDED TO GOVERNMENT														
13121 PRISONER EXPENSE RECOVERY	100,000	50,261	(49,739)	-49.74%	50,000	-50.00%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
SALES OF SERVICES														
14120 ADMINISTRATION SERVICE CHARGE	45,000	24,607	(20,393)	-45.32%	25,500	-43.33%	25,500	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%
14221 Law Enforcement Service Charge	141,500	237,941	96,441	68.16%	191,500	35.34%	192,500	0.52%	193,500	0.52%	194,520	0.53%	195,550	0.53%
14241 Fire Department Service Charge	198,338	190,379	(7,959)	-4.01%	198,490	0.08%	203,797	2.67%	209,263	2.68%	214,893	2.69%	220,691	2.70%
PROTECTIVE SERVICES	339,838	428,320	88,482	26.04%	398,990	14.76%	396,297	1.62%	402,763	1.63%	409,413	1.65%	416,241	1.67%
14310 Public Works Service Charge	77,600	6,747	(70,853)	-91.31%	77,800	0.26%	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%
14400 Public Transit Revenue	288,230	313,954	25,724	8.92%	288,349	0.04%	293,503	1.79%	298,769	1.79%	304,152	1.80%	309,652	1.81%
TRANSPORTATION SERVICES	365,830	320,701	(45,129)	-12.34%	366,149	0.09%	371,303	1.41%	376,569	1.42%	381,952	1.43%	387,452	1.44%
14433 Commercial Solid Waste Collection	10,000	12,886	2,886	28.86%	-	-100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
14434 Residential Solid Waste Collection	1,381,260	1,208,262	(172,998)	-12.52%	1,409,780	2.06%	1,519,211	7.76%	1,561,388	2.78%	1,626,023	4.14%	1,671,053	2.77%
14434 Recycle BC Collection Incentive	287,239	298,675	9,436	3.28%	293,183	2.07%	296,115	1.00%	299,076	1.00%	302,066	1.00%	305,087	1.00%
CURBSIDE WASTE COLLECTION	1,678,499	1,517,823	(160,676)	-9.57%	1,702,963	1.46%	1,815,326	6.80%	1,880,464	2.48%	1,928,089	3.63%	1,976,140	2.49%
14516 PUBLIC HEALTH-CEMETERIES	66,600	93,558	26,958	40.48%	86,000	29.13%	87,720	2.00%	89,474	2.00%	91,264	2.00%	93,089	2.00%
14550 PLANNING ADMINISTRATION	46,100	218,130	172,030	373.17%	66,712	44.71%	68,303	2.38%	69,941	2.40%	71,627	2.41%	73,363	2.42%
14560 ECONOMIC DEVELOPMENT	8,500	254,580	246,080	2895.06%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%
14600 Marine Commercial Building	87,000	68,625	(18,375)	-21.12%	63,000	-27.59%	90,000	42.86%	92,700	3.00%	95,481	3.00%	98,345	3.00%
14601 Port Building	26,000	25,023	(977)	-3.76%	27,560	6.00%	28,387	3.00%	29,238	3.00%	30,116	3.00%	31,019	3.00%
14602 Market Square	30,000	26,381	(3,619)	-12.06%	30,600	2.00%	31,518	3.00%	32,464	3.00%	33,437	3.00%	34,441	3.00%
14690 A. H. Q. Miscellaneous Revenue	2,500	-	(2,500)	-100.00%	500	-80.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
ALBERNI HARBOUR QUAY	145,500	120,029	(25,471)	-17.51%	121,660	-16.38%	150,405	23.63%	154,902	2.99%	159,534	2.99%	164,305	2.99%
RECREATION SERVICES														
RECREATION FACILITIES														
14710 Gyro Youth Centre	6,000	5,822	(178)	-2.97%	6,000	0.00%	6,180	3.00%	6,365	2.99%	6,556	3.00%	6,753	3.00%
14712 Echo '67 Centre	206,121	189,729	(16,392)	-7.95%	200,520	-2.72%	206,786	3.12%	213,209	3.11%	219,795	3.09%	226,549	3.07%
14714 Glenwood Centre	39,600	26,898	(12,702)	-32.08%	27,950	-29.42%	29,050	3.94%	30,150	3.79%	31,250	3.65%	32,350	3.52%
14716 Echo Aquatic Centre	42,344	34,424	(7,920)	-18.70%	39,000	-7.90%	40,200	3.08%	41,404	3.00%	42,612	2.92%	43,824	2.84%
14718 AV Multiplex	388,356	563,352	174,996	45.06%	499,000	28.49%	510,000	2.20%	520,000	1.96%	527,000	1.35%	534,000	1.33%
14720 Stadium & Athletic Fields	29,683	14,488	(15,195)	-51.26%	18,000	-39.36%	19,500	8.33%	21,000	7.68%	22,500	7.14%	24,000	6.67%
RECREATION PROGRAMS														
SPORT PROGRAMS														



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
14730 Glenwood Centre	3,090	177	(2,913)	-94.27%	1,500	-51.46%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%
14732 Echo Aquatic Centre	89,000	191,374	102,374	115.03%	182,000	104.49%	182,000	0.00%	182,000	0.00%	182,000	0.00%	182,000	0.00%
14734 AV Multiplex	10,800	19,494	8,694	80.50%	38,500	258.48%	38,890	1.01%	39,470	1.49%	39,969	1.26%	40,478	1.27%
LEISURE PROGRAMS														
14738 Children's Programs	92,000	205,991	113,991	123.90%	229,500	149.46%	234,750	2.28%	240,158	2.30%	245,727	2.32%	251,464	2.33%
14740 Youth Programs & Services	30,500	15,476	(15,024)	-49.26%	10,000	-67.21%	10,180	1.80%	10,363	1.80%	10,550	1.80%	10,741	1.81%
14742 Adult Programs	49,000	59,240	10,240	20.90%	68,400	39.59%	70,288	2.77%	72,250	2.78%	74,257	2.78%	76,321	2.78%
14750 Special Events	1,000	1,627	627	62.70%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
COMMUNITY SERVICES														
14760 Community Services Misc. Revenue	4,101	5,145	1,044	25.46%	5,500	34.11%	5,500	0.00%	5,500	0.00%	5,500	0.00%	5,500	0.00%
14770 Contributions & Grants	128,447	212,035	83,588	65.08%	140,447	9.34%	140,447	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%
RECREATION SERVICES	1,120,042	1,545,252	425,210	37.86%	1,467,317	31.01%	1,496,281	1.97%	1,524,816	1.91%	1,550,663	1.70%	1,576,927	1.69%
CULTURAL SERVICES														
MUSEUM SERVICES														
14810 Museum-Sales & Service	38,600	101,625	63,025	163.28%	35,800	-7.25%	44,800	25.14%	35,800	-20.09%	44,800	25.14%	38,800	-13.39%
14820 Museum-Federal Grants	3,400	-	(3,400)	-100.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%
14830 Museum-Provincial Grants	65,000	68,750	3,750	5.77%	68,000	4.62%	68,000	0.00%	68,000	0.00%	68,000	0.00%	68,000	0.00%
CULTURAL SERVICES	107,000	170,375	63,375	59.23%	107,200	0.19%	116,200	8.40%	107,200	-7.75%	116,200	8.40%	110,200	-5.16%
SALES OF SERVICES	3,922,909	4,693,375	770,466	19.64%	4,341,981	10.68%	4,535,835	4.46%	4,620,129	1.88%	4,742,742	2.65%	4,831,717	1.88%
OTHER REVENUE OWN SOURCES														
15110 Business License Fees	165,000	194,294	29,294	17.75%	170,000	3.03%	173,400	2.00%	176,888	2.00%	180,405	2.00%	184,013	2.00%
15180 Dog License Fees	11,000	16,148	5,148	46.78%	13,500	22.73%	13,835	1.00%	13,771	1.00%	13,909	1.00%	14,048	1.00%
15170 Building & Plumbing Permit Fees	300,000	310,278	10,278	3.43%	400,000	33.33%	408,000	2.00%	416,160	2.00%	424,483	2.00%	432,973	2.00%
15181 Other Const/Demolition Permit Fees	500	280	(220)	-44.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
15190 Vacant Bldg. Registration Permit Fees	1,000	-	(1,000)	-100.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
LICENCES & PERMITS	477,500	520,998	43,498	9.11%	585,000	22.51%	596,535	1.97%	608,299	1.97%	620,297	1.97%	632,534	1.97%
FINES & PARKING TICKETS	17,000	13,297	(3,703)	-21.78%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%
RENTALS	153,500	153,874	374	0.24%	186,090	21.23%	191,673	3.00%	197,423	3.00%	203,346	3.00%	209,446	3.00%
15510 Interest On Investments	240,000	238,337	(1,663)	-0.69%	300,000	25.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%
15590 Other Interest	38,000	111,544	73,544	193.54%	146,000	283.68%	146,000	0.00%	146,000	0.00%	146,000	0.00%	146,000	0.00%
RETURN ON INVESTMENTS	278,000	349,881	71,881	25.86%	446,000	61.59%	446,000	0.00%	446,000	0.00%	446,000	0.00%	446,000	0.00%
15611 Current Tax Penalties	145,000	175,442	30,442	20.99%	190,000	31.03%	190,000	0.00%	190,000	0.00%	190,000	0.00%	190,000	0.00%
15621 Arrears & Delinquent Tax Interest	48,600	48,179	(421)	-0.87%	53,600	10.29%	53,600	0.00%	53,600	0.00%	53,600	0.00%	53,600	0.00%
15625 Residential Garbage Penalties	16,500	9,154	(7,346)	-44.52%	20,000	21.21%	20,600	3.00%	21,218	3.00%	21,855	3.00%	22,510	3.00%
PENALTIES & INTEREST	210,100	232,775	22,675	10.79%	263,600	25.46%	264,200	0.23%	264,818	0.23%	265,455	0.24%	266,110	0.25%
15930 Miscellaneous Revenue	203,500	212,678	9,178	4.51%	230,500	13.27%	235,150	2.02%	239,888	2.01%	244,716	2.01%	249,635	2.01%
15940 Miscellaneous Revenue-IT Services	28,275	33,488	5,213	18.44%	33,000	16.71%	33,990	3.00%	35,010	3.00%	36,060	3.00%	37,142	3.00%
MISCELLANEOUS REVENUE	231,775	246,166	14,391	6.21%	263,500	13.69%	269,140	2.14%	274,898	2.14%	280,776	2.14%	286,777	2.14%
OTHER REVENUE OWN SOURCES	1,365,875	1,516,991	151,116	11.06%	1,761,190	28.94%	1,784,548	1.33%	1,808,438	1.34%	1,832,874	1.35%	1,857,867	1.36%
UNCONDITIONAL TRANSFERS OTHER GOVT														
PROVINCIAL GOVERNMENT														
16212 Small Community Protection Grant	235,000	226,000	(9,000)	-3.83%	255,000	8.51%	260,100	2.00%	265,302	2.00%	270,608	2.00%	276,020	2.00%
16214 Revenue Sharing - Traffic Fines	345,000	290,165	(54,835)	-15.89%	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%
16215 Community Gaming Revenue	445,840	446,083	243	0.05%	520,000	16.63%	520,000	0.00%	520,000	0.00%	520,000	0.00%	520,000	0.00%
UNCOND TFRS OTHER GOVT	1,025,840	962,248	(63,592)	-6.20%	1,120,000	9.18%	1,125,100	0.46%	1,130,302	0.46%	1,135,608	0.47%	1,141,020	0.48%
CONDITIONAL TRANSFERS OTHER														
18120 Grants/Contributions UBCM/FCM	-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
18121 Grants/Contributions Other	70,000	70,000	-	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
CONDITIONAL TRANSFERS - OTHER	70,000	70,000	-	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
OTHER TRANSFERS & COLLECTIONS														
19110 Cemetery Trust Fund	2,000	-	(2,000)	-100.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
19114 Operating Funds From Prior Years	922,000	922,000	-	0.00%	532,253	-42.27%	400,000	-24.85%	400,000	0.00%	400,000	0.00%	400,000	0.00%
19115 Transfer from RCMP Surplus Reserve	191,462	191,462	-	0.00%	204,490	6.80%	209,881	2.69%	215,636	2.68%	221,459	2.70%	227,457	2.71%
TRANSFERS FROM OWN RESERVES	1,115,462	1,113,462	(2,000)	-0.18%	738,743	-33.77%	611,981	-17.16%	617,636	0.92%	623,459	0.94%	629,457	0.96%
COLLECTIONS FOR OTHER GOV'T														
19811 Non-Residential School Tax	1,749,007	2,048,655	299,648	17.13%	1,783,987	2.00%	1,819,887	2.00%	1,856,060	2.00%	1,893,181	2.00%	1,931,045	2.00%
19812 Residential School Tax	4,380,106	4,591,169	211,063	4.82%	4,467,708	2.00%	4,557,062	2.00%	4,648,203	2.00%	4,741,167	2.00%	4,835,991	2.00%
COLLECTIONS FOR OTHER GOV'T	6,129,113	6,639,824	510,711	8.33%	6,251,695	2.00%	6,376,929	2.00%	6,504,263	2.00%	6,634,348	2.00%	6,767,036	2.00%
REGIONAL GOVERNMENT														
19820 Alberni-Clayoquot Regional Hosp Dist.	680,000	695,350	15,350	2.26%	684,504	0.66%	684,504	0.00%	684,504	0.00%	684,504	0.00%	684,504	0.00%
19821 Alberni-Clayoquot Regional District	1,491,725	1,584,758	103,033	6.91%	1,825,777	22.39%	2,033,571	11.38%	2,151,347	5.79%	2,293,679	6.62%	2,378,553	3.70%
REGIONAL GOVERNMENT	2,171,725	2,280,108	118,383	5.45%	2,510,281	15.59%	2,718,075	8.28%	2,835,851	4.33%	2,978,183	5.02%	3,063,057	2.85%
JOINT BOARDS AND COMMISSIONS														
19830 Municipal Finance Authority	700	959	259	37.00%	700	0.00%	714	2.00%	728	1.96%	743	2.06%	758	2.02%
19831 BC Assessment	182,810	208,577	25,767	14.08%	190,000	3.93%	195,700	3.00%	201,571	3.00%	207,618	3.00%	213,847	3.00%
JOINT BOARDS AND COMMISSIONS	183,510	209,536	26,026	14.18%	190,700	3.92%	196,414	3.00%	202,299	3.00%	208,361	3.00%	214,605	3.00%
OTHER TRANSFERS, COLLECTIONS	8,484,348	9,139,468	655,120	7.72%	8,952,676	5.52%	9,291,218	3.78%	9,542,413	2.70%	9,820,892	2.92%	10,044,698	2.28%
GENERAL FUND REVENUE	43,231,451	44,161,875	930,424	2.15%	45,791,678	5.92%	48,414,425	5.73%	51,258,978	5.88%	54,126,209	5.59%	56,561,301	4.50%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

GENERAL FUND - EXPENSE 2023-2027 FINANCIAL PLAN		Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
GENERAL GOVERNMENT SERVICE			(unaudited)	(unaudited)	(unaudited)										
LEGISLATIVE															
21110 Mayor		49,183	50,664	(1,481)	-3.01%	72,070	46.53%	74,117	2.84%	76,225	2.84%	78,397	2.85%	80,633	2.85%
21130 Council		139,263	136,585	2,678	1.92%	193,052	38.62%	198,827	2.99%	204,775	2.99%	210,901	2.99%	217,211	2.99%
21190 Receptions and Other Services		34,000	22,040	11,960	35.18%	34,260	0.76%	34,520	0.76%	34,785	0.77%	35,045	0.75%	36,200	3.30%
LEGISLATIVE		222,446	209,289	13,157	5.91%	299,382	34.59%	307,464	2.70%	315,785	2.71%	324,343	2.71%	334,044	2.99%
GENERAL ADMINISTRATION															
ADMINISTRATIVE															
21211 Chief Administrative Officer		185,751	184,014	1,737	0.94%	235,020	26.52%	238,657	1.55%	245,421	2.83%	252,389	2.84%	259,608	2.86%
21212 Corporate Services		599,424	654,933	(55,509)	-9.26%	678,929	13.26%	620,694	-8.58%	637,187	2.66%	654,038	2.64%	671,329	2.64%
21215 Legal Services		25,000	23,628	1,372	5.49%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21216 Bylaw Enforcement		503,370	635,636	(132,266)	-26.28%	449,373	-10.73%	458,916	2.12%	470,263	2.47%	481,864	2.47%	493,738	2.46%
22140 Parking Enforcement		25,000	-	25,000	100.00%	-	-100.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21217 Bylaw Enforcement Vehicles		14,820	16,689	(1,869)	-12.61%	20,769	40.14%	21,362	2.86%	21,973	2.86%	22,602	2.86%	23,250	2.87%
21218 Public Safety Building		-	-	-	-	48,000	0.00%	59,495	23.95%	61,030	2.58%	62,606	2.58%	64,223	2.58%
FINANCIAL MANAGEMENT															
21221 Financial Management Administration		898,099	827,069	71,030	7.91%	999,412	11.28%	1,041,605	4.22%	1,067,496	2.49%	1,094,117	2.49%	1,121,430	2.50%
21225 External Audit		34,500	27,650	6,850	19.86%	32,000	-7.25%	32,960	3.00%	33,949	3.00%	34,967	3.00%	36,016	3.00%
21226 Purchasing Administration		137,845	148,844	(10,999)	-7.98%	147,350	6.90%	150,283	1.99%	153,287	2.00%	156,386	2.02%	159,525	2.01%
21229 Other Financial Management		47,500	42,677	4,823	10.15%	66,812	40.66%	71,602	7.17%	46,960	-34.42%	47,326	0.78%	47,701	0.79%
COMMON SERVICES															
21222 Administration Vehicle		10,100	10,240	(140)	-1.39%	12,271	21.50%	12,639	3.00%	13,018	3.00%	13,409	3.00%	13,811	3.00%
21252 City Hall		116,727	127,170	(10,443)	-8.95%	119,776	2.61%	122,599	2.36%	125,465	2.34%	128,373	2.32%	131,353	2.32%
21253 Other City Buildings		2,100	1,707	393	18.71%	2,100	0.00%	2,163	3.00%	2,228	3.01%	2,295	3.01%	2,364	3.01%
21259 Other Common Services		462,500	478,537	(16,037)	-3.47%	503,140	8.79%	514,599	2.28%	526,407	2.29%	538,575	2.31%	551,533	2.41%
21260 Carbon Offsets		45,000	45,000	-	0.00%	45,000	0.00%	51,500	14.44%	53,045	3.00%	54,636	3.00%	56,275	3.00%
INFORMATION SERVICES															
21261 Information Services		751,625	744,439	7,186	0.96%	854,216	13.65%	960,743	12.47%	986,052	2.63%	975,121	-1.11%	1,001,913	2.75%
OTHER ADMINISTRATIVE SERVICES															
21282 Appraisals		25,000	23,000	2,000	8.00%	-	-	-	-	27,500	-	-	-	-	-
21283 Personnel (Human Resources)		379,686	363,146	16,540	4.36%	385,823	1.62%	434,297	12.56%	386,015	-11.12%	394,984	2.32%	436,212	10.44%
21285 Employee Wellness (EFAP)		15,372	12,242	3,130	20.36%	16,599	7.98%	17,097	3.00%	17,610	3.00%	18,139	3.00%	18,683	3.00%
RECOVERIES															
21290 Administration Services Recovered		(493,000)	(517,200)	24,200	-4.91%	(503,000)	2.03%	(513,000)	1.99%	(523,000)	1.95%	(533,000)	1.91%	(543,000)	1.88%
GENERAL ADMINISTRATION		3,786,419	3,849,421	(63,002)	-1.66%	4,138,590	9.30%	4,348,211	5.07%	4,401,906	1.23%	4,448,827	1.07%	4,595,964	3.31%
OTHER GENERAL GOV'T SERVICES															
21911 Election Expense		25,240	56,578	(31,338)	-124.16%	-	-	-	-	-	-	64,290	-	-	-
21920 Training and Development		148,937	123,385	25,552	17.16%	150,427	1.00%	154,940	3.00%	159,588	3.00%	164,376	3.00%	169,307	3.00%
21925 Council Travel and Development		55,000	42,773	12,227	22.23%	71,100	29.27%	73,233	3.00%	75,430	3.00%	77,693	3.00%	80,024	3.00%
21930 Insurance		376,750	372,540	4,210	1.12%	392,878	4.28%	404,642	2.99%	416,759	2.99%	429,239	2.99%	442,093	2.99%
21931 Damage Claims		21,000	9,091	11,909	56.71%	21,000	0.00%	21,000	0.00%	21,000	0.00%	21,000	0.00%	21,000	0.00%
21950 Grants In Aid		11,000	21,000	(10,000)	-90.91%	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%
OTHER GENERAL GOV'T SERVICES		637,927	625,367	12,560	1.97%	646,405	1.33%	664,815	2.85%	683,777	2.85%	767,598	12.26%	723,424	-5.75%
GENERAL GOVERNMENT SERVICE		4,646,792	4,684,076	(37,284)	-0.80%	5,084,377	9.42%	5,320,490	4.64%	5,401,468	1.52%	5,540,768	2.58%	5,653,432	2.03%
PROTECTIVE SERVICES															
22121 Police Services Contract		6,053,092	6,009,273	43,819	0.72%	6,730,009	11.18%	7,037,988	4.58%	7,254,656	3.08%	7,464,781	2.90%	7,673,138	2.79%
22122 Police Services Administration		1,139,285	1,109,096	30,189	2.65%	1,184,096	3.93%	1,224,518	3.41%	1,253,449	2.36%	1,283,217	2.37%	1,313,635	2.37%
22123 Police Services Consulting		32,000	32,827	(827)	-2.59%	33,000	3.13%	33,990	3.00%	35,010	3.00%	36,060	3.00%	37,142	3.00%
22130 Community Policing		191,462	232,527	(41,065)	-21.45%	154,480	-19.31%	158,481	2.58%	162,591	2.59%	166,823	2.60%	171,182	2.61%
22160 Police Building Maintenance		145,283	236,632	(91,349)	-62.88%	195,886	34.83%	212,730	8.60%	203,689	-4.25%	208,781	2.50%	230,046	10.19%
22180 Detention & Custody of Prisoners		512,040	517,458	(5,418)	-1.06%	525,933	2.71%	537,954	2.29%	550,282	2.29%	562,924	2.30%	575,889	2.30%
POLICE PROTECTION		8,073,162	8,137,813	(64,651)	-0.80%	8,823,414	9.29%	9,205,661	4.33%	9,459,677	2.76%	9,722,586	2.78%	10,001,032	2.86%
FIRE PROTECTION															
22411 Fire Protection Administration		382,873	349,844	33,029	8.63%	399,819	4.43%	410,874	2.77%	422,499	2.83%	434,006	2.72%	445,848	2.73%
22421 Fire Crew		2,906,820	3,134,846	(228,026)	-7.84%	3,397,501	16.88%	3,499,426	3.00%	3,604,409	3.00%	3,712,541	3.00%	3,823,917	3.00%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
22422 Personnel Expense	52,077	35,816	16,261	31.22%	52,597	1.00%	53,649	2.00%	54,722	2.00%	55,816	2.00%	56,932	2.00%
22431 Communication System	8,500	7,270	1,230	14.47%	8,560	0.71%	8,731	2.00%	8,906	2.00%	9,084	2.00%	9,266	2.00%
22440 Fire Investigation	2,000	-	2,000	100.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
22441 Fire Prevention	177,279	166,264	11,015	6.21%	172,095	-2.92%	186,220	8.21%	190,448	2.27%	194,767	2.27%	199,159	2.26%
22471 Fire Building Maintenance	102,713	73,559	29,154	28.38%	90,182	-12.20%	90,715	0.59%	92,285	1.73%	93,893	1.74%	95,540	1.75%
22480 Vehicle Repair & Maintenance	386,778	432,333	(45,555)	-11.78%	203,066	-47.50%	530,354	161.17%	544,068	2.76%	555,827	1.99%	566,989	2.01%
22481 Sundry Equipment Repair & Mtce	26,999	10,885	16,114	59.68%	27,269	1.00%	27,814	2.00%	28,457	2.31%	29,193	2.59%	29,949	2.59%
22482 Fire Fighting Tools/Supplies Purchases	40,557	31,060	9,497	23.42%	41,209	1.61%	42,161	2.31%	42,554	0.93%	43,405	2.00%	44,273	2.00%
FIRE PROTECTION	4,086,596	4,241,877	(155,281)	-3.80%	4,394,298	7.53%	4,851,944	10.41%	4,891,248	2.87%	5,130,532	2.79%	5,273,873	2.79%
22510 Emergency Program (Tsunami Warning)	570	1,885	(1,315)	-230.70%	585	2.63%	1,941	231.79%	1,988	2.42%	2,035	2.36%	2,076	2.01%
22921 Building & Plumbing Inspection	207,250	159,574	47,676	23.00%	308,321	48.77%	288,448	-6.45%	294,726	2.18%	301,167	2.19%	337,774	12.16%
22926 Building Inspector Vehicle	3,946	6,945	(2,999)	-76.00%	10,892	176.03%	11,995	10.13%	12,339	2.87%	12,692	2.86%	13,057	2.88%
22931 Animal Control Services Contract	149,264	147,757	1,507	1.01%	149,328	0.04%	153,763	2.97%	158,331	2.97%	163,036	2.97%	167,882	2.97%
OTHER PROTECTION	360,460	314,276	46,184	12.81%	468,541	29.98%	454,206	-3.06%	465,396	2.46%	476,895	2.47%	518,713	8.77%
PROTECTIVE SERVICES	12,520,788	12,695,852	(175,064)	-1.40%	13,686,838	9.31%	14,513,752	6.04%	14,918,309	2.79%	15,332,048	2.77%	15,795,694	3.02%
TRANSPORTATION SERVICE														
COMMON SERVICES														
23110 Engineering Administration	744,065	774,697	(30,632)	-4.12%	971,113	30.51%	1,076,338	10.84%	1,099,382	2.14%	1,123,056	2.15%	1,147,300	2.16%
23121 Engineering Consulting Services	50,000	109,999	(59,999)	-120.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
PUBLIC WORKS ADMINISTRATION														
23129 Clerical & Reception-Operation	126,145	124,459	1,686	1.34%	132,007	4.65%	134,693	2.03%	137,416	2.02%	140,220	2.04%	143,603	2.41%
23130 Supervision Operations	456,660	369,043	87,617	19.19%	455,616	-0.23%	467,971	2.71%	480,605	2.70%	493,518	2.69%	506,764	2.68%
23134 Small Tools/Equipment/Supplies	41,819	42,052	(233)	-0.56%	43,212	3.33%	44,117	2.09%	45,041	2.09%	45,985	2.10%	47,247	2.74%
23136 Works Yard Maintenance	114,299	117,659	(3,360)	-2.94%	122,607	7.27%	125,246	2.15%	127,946	2.16%	130,708	2.16%	133,533	2.16%
23137 Main Building Maintenance	166,773	145,252	21,521	12.90%	148,894	-10.72%	151,950	2.05%	155,044	2.04%	158,178	2.02%	162,172	2.53%
23138 Shop Overhead	76,955	83,206	(16,251)	-21.12%	102,897	33.71%	103,861	0.94%	106,389	2.43%	108,983	2.44%	111,649	2.45%
23160 General Equipment Maintenance	666,224	878,576	(212,352)	-31.87%	731,816	9.85%	738,353	0.89%	749,634	1.53%	761,126	1.53%	777,102	2.10%
23161 Vehicle Maintenance & Replacement	11,987	39,343	(27,356)	-228.21%	33,113	176.24%	34,107	3.00%	35,130	3.00%	36,184	3.00%	37,269	3.00%
23162 Supv Vehicle Mtce & Replacement	35,756	19,533	16,223	45.37%	36,471	2.00%	37,201	2.00%	37,945	2.00%	38,703	2.00%	39,465	3.00%
COMMON SERVICES	2,490,683	2,713,819	(223,136)	-8.96%	2,827,746	13.53%	2,963,837	4.81%	3,024,532	2.05%	3,086,661	2.05%	3,156,504	2.26%
ROAD TRANSPORTATION														
ROADS AND STREETS														
23205 Customer Service Requests-Streets	18,198	32,289	(14,091)	-77.43%	28,816	58.35%	29,491	2.34%	30,184	2.35%	30,894	2.35%	31,623	2.36%
23210 Small Tools/Supplies-Streets	12,226	-	12,226	100.00%	2,286	-81.30%	2,354	2.97%	2,425	3.02%	2,498	3.01%	2,573	3.00%
23220 Streets Inspections	42,006	40,165	1,841	4.38%	42,775	1.83%	43,678	2.11%	44,603	2.12%	45,551	2.13%	46,624	2.36%
23231 Roadway Surfaces Maintenance	782,640	284,445	498,195	63.66%	569,800	-27.20%	676,779	18.77%	693,693	2.50%	711,069	2.50%	730,395	2.72%
23233 Road Allowance Maintenance	341,067	296,831	44,236	12.97%	343,249	0.64%	676,264	97.02%	693,162	2.50%	710,524	2.50%	729,832	2.72%
23234 New Driveway Crossings	14,341	-	14,341	100.00%	14,475	0.93%	14,633	1.09%	14,795	1.11%	14,961	1.12%	15,356	2.64%
23236 Street Sweeping	244,174	189,838	54,336	22.25%	199,933	-18.53%	214,961	8.06%	220,749	2.69%	226,701	2.70%	232,820	2.70%
23237 Snow & Ice Removal	198,088	367,241	(169,153)	-85.39%	205,347	3.66%	208,899	1.73%	216,173	3.48%	223,744	3.50%	231,628	3.52%
BRIDGES AND RETAINING WALLS														
23241 Bridges & Engineered Structures	80,400	8,200	72,200	89.80%	27,938	-65.25%	28,757	2.93%	29,600	2.93%	30,468	2.93%	31,367	2.95%
STREET LIGHTING														
23250 Overhead & Decorative Lighting	314,181	401,828	(87,647)	-27.90%	384,024	22.23%	395,525	2.99%	407,372	3.00%	419,573	3.00%	432,140	3.00%
23261 Signs & Traffic Marking	242,875	249,315	(6,440)	-2.65%	256,656	5.67%	263,622	2.71%	270,761	2.71%	278,115	2.72%	285,677	2.72%
23264 Traffic & Railroad Signals	10,060	26,391	(16,331)	-162.34%	24,831	146.83%	25,553	2.91%	26,296	2.91%	27,062	2.91%	27,850	2.91%
PARKING														
23272 Off-Street Parking	14,500	17,916	(3,416)	-23.56%	18,000	24.14%	21,227	17.93%	21,667	2.07%	22,117	2.08%	22,577	2.08%
OTHER														
23291 Gravel	188,940	93,345	95,595	50.60%	116,676	-38.25%	119,121	2.10%	121,619	2.10%	124,172	2.10%	126,780	2.10%
ROADS & STREETS	2,503,696	2,007,804	495,892	19.81%	2,233,806	-10.78%	2,720,864	21.80%	2,793,099	2.65%	2,867,449	2.66%	2,947,242	2.78%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
STORM DRAINAGE														
OPEN DRAINAGE														
23311 Ditch, Creek & Dyke Maintenance	68,543	79,667	(11,124)	-16.23%	89,294	30.27%	91,225	2.16%	93,202	2.17%	95,225	2.17%	97,296	2.17%
STORM SEWERS														
23331 Storm Sewer Maintenance	130,436	103,130	27,306	20.93%	109,757	-15.85%	112,561	2.55%	115,441	2.56%	118,400	2.56%	121,441	2.57%
23333 Storm Sewer Lift Station	9,240	26,984	(17,744)	-192.03%	78,720	751.95%	80,444	2.19%	82,211	2.20%	84,021	2.20%	85,876	2.21%
23335 Storm Sewer Connections	121,795	145,169	(23,374)	-19.19%	144,237	18.43%	147,292	2.12%	150,416	2.12%	153,611	2.12%	156,878	2.13%
STORM DRAINAGE	330,014	354,950	(24,936)	-7.56%	422,008	27.88%	431,522	2.25%	441,270	2.26%	451,257	2.26%	461,491	2.27%
OTHER COMMON SERVICES														
23881 Training Program	39,371	123,215	(83,844)	-212.96%	69,458	76.42%	71,498	2.94%	73,597	2.94%	75,759	2.94%	78,031	3.00%
23882 Safety	29,766	39,043	(9,277)	-31.17%	22,010	-26.06%	22,450	2.00%	22,899	2.00%	23,357	2.00%	24,057	3.00%
23884 Special Streets Work Orders	2,935	820	2,115	72.06%	2,950	0.51%	2,964	0.47%	2,979	0.51%	2,994	0.50%	3,084	3.01%
OTHER COMMON SERVICES	72,072	163,078	(91,006)	-126.27%	94,418	31.01%	96,912	2.64%	99,475	2.64%	102,110	2.65%	105,172	3.00%
OTHER														
23510 PUBLIC TRANSIT	1,016,832	997,974	18,858	1.85%	1,077,555	5.97%	1,119,137	3.86%	1,155,151	3.22%	1,189,806	3.00%	1,225,500	3.00%
RECOVERIES														
23951 General Overhead Recovery	(893,000)	(788,815)	(104,185)	11.67%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%
23952 Main Building Expense Recovery	(24,000)	(24,000)	-	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%
23953 Shop Overhead Recovery	(107,800)	(63,334)	(44,466)	41.25%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%
23958 Equipment Charges Recovery	(587,800)	(397,049)	(190,751)	32.45%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%
23959 Gravel Cost Recovery	(112,000)	(60,464)	(51,536)	46.01%	(112,000)	0.00%	(75,000)	-33.04%	(75,000)	0.00%	(75,000)	0.00%	(75,000)	0.00%
RECOVERIES	(1,724,600)	(1,333,662)	(286,753)	16.63%	(1,724,600)	0.00%	(1,687,600)	-2.15%	(1,687,600)	0.00%	(1,687,600)	0.00%	(1,687,600)	0.00%
TRANSPORTATION SERVICE	4,688,697	4,903,963	(111,081)	-2.37%	4,930,933	5.17%	5,644,672	14.47%	5,825,927	3.21%	6,009,683	3.15%	6,208,309	3.31%
ENVIRONMENTAL HEALTH SERVICES														
SOLID WASTE COLLECTION														
24320 Residential Waste Collection	928,988	771,832	157,156	16.92%	762,527	-17.92%	937,148	22.90%	962,464	2.70%	988,495	2.70%	1,015,262	2.71%
24322 Solid Waste Containers Purchase & Mtce	15,500	-	15,500	100.00%	15,500	0.00%	15,965	3.00%	16,444	3.00%	16,937	3.00%	17,445	3.00%
24323 Solid Waste Disposal Fees	525,000	490,833	34,167	6.51%	525,000	0.00%	535,500	2.00%	546,210	2.00%	557,134	2.00%	568,277	2.00%
24324 City Facility Solid Waste Collection	12,000	792	11,208	93.40%	12,240	2.00%	12,485	2.00%	12,734	1.99%	12,989	2.00%	13,249	2.00%
ENVIRONMENTAL HEALTH	1,481,488	1,263,457	218,031	14.72%	1,315,267	-11.22%	1,501,098	14.13%	1,537,852	2.45%	1,575,555	2.45%	1,614,233	2.45%
PUBLIC HEALTH														
25161 Cemetery Maintenance	16,239	21,261	(5,022)	-30.93%	14,855	-8.52%	15,200	2.32%	15,553	2.32%	15,915	2.33%	16,284	2.32%
25162 Interments	39,274	80,206	(40,932)	-104.22%	74,049	88.54%	75,731	2.27%	77,454	2.28%	79,220	2.28%	81,029	2.28%
25163 Memorial Marker Installation	24,353	29	24,324	99.88%	19,762	-18.85%	20,170	2.06%	20,588	2.07%	21,014	2.07%	21,449	2.07%
CEMETERIES	79,866	101,496	(21,630)	-27.08%	108,666	36.06%	111,101	2.24%	113,595	2.24%	116,149	2.25%	118,762	2.25%
PUBLIC HEALTH	79,866	101,496	(21,630)	-27.08%	108,666	36.06%	111,101	2.24%	113,595	2.24%	116,149	2.25%	118,762	2.25%
DEVELOPMENT SERVICES														
26129 Planning Administration	662,860	625,098	37,762	5.70%	815,352	23.01%	829,982	1.79%	849,115	2.31%	868,788	2.32%	889,010	2.33%
26132 Consulting Services - OCP - Somass	350,000	410,338	(60,338)	-17.24%	428,000	22.29%	295,600	-30.93%	236,218	-20.09%	166,855	-29.36%	217,510	30.36%
RESEARCH AND PLANNING	1,012,860	1,035,436	(22,576)	-2.23%	1,243,352	22.76%	1,125,582	-9.47%	1,085,333	-3.58%	1,035,643	-4.58%	1,106,520	6.84%
26234 Business Development	80,000	58,132	21,868	27.34%	86,000	7.50%	87,000	1.16%	89,000	2.30%	90,000	1.12%	91,000	1.11%
26235 Economic Development	404,138	432,202	(28,064)	-6.94%	350,179	-13.35%	350,144	-0.01%	344,427	-1.63%	351,929	2.18%	352,409	0.14%
26237 Community Serv-Community Inv Program	33,200	33,200	-	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%
26238 Community Serv-Community Engagement	500	-	500	100.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
COMMUNITY DEVELOPMENT	517,838	523,534	(5,696)	-1.10%	469,879	-9.26%	470,844	0.21%	467,127	-0.79%	475,629	1.82%	477,109	0.31%
26701 Alberni Harbour Quay Overhead	18,360	31,495	(13,135)	-71.54%	18,727	2.00%	19,289	3.00%	19,868	3.00%	20,464	3.00%	21,078	3.00%
26770 Harbour Quay - Buildings Maintenance	143,727	99,595	44,132	30.71%	138,328	-3.76%	152,096	9.95%	155,438	2.20%	158,856	2.20%	162,351	2.20%
ALBERNI HARBOUR QUAY	162,087	131,090	30,997	19.12%	157,055	-3.10%	171,385	9.12%	175,306	2.29%	179,320	2.29%	183,429	2.29%
OTHER ENVIRONMENTAL DEVELOPMENT														
26810 Security Lighting Incentive Program	25,000	-	25,000	100.00%	-	-100.00%	-	-	-	-	-	-	-	-



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
26911 Chamber of Commerce Visitor Centre	89,167	85,688	3,479	3.90%	100,000	12.15%	103,000	3.00%	106,090	3.00%	109,273	3.00%	112,551	3.00%
OTHER	114,167	85,688	28,479	24.95%	100,000	-12.41%	103,000	3.00%	106,090	3.00%	109,273	3.00%	112,551	3.00%
ENVIRONMENTAL DEVELOPMENT	1,806,952	1,775,748	31,204	1.73%	1,970,286	9.04%	1,870,811	-5.05%	1,833,856	-1.98%	1,799,865	-1.85%	1,879,609	4.43%
PARKS, RECREATION & HERITAGE RECREATION FACILITIES ADMINISTRATION														
27110 Parks, Recreation & Heritage Mgmt Serv	630,826	520,676	110,150	17.46%	585,207	-7.23%	600,586	2.63%	616,398	2.63%	632,655	2.64%	649,372	2.64%
COMMUNITY CENTRES AND HALLS														
27120 Gyro Youth Centre Maintenance	59,349	88,029	(28,680)	-48.32%	52,753	-11.11%	53,981	2.33%	55,239	2.33%	56,529	2.34%	57,881	2.39%
27126 Glenwood Skate Shop	1,560	572	988	63.33%	1,590	1.92%	1,638	3.02%	1,687	2.99%	1,737	2.96%	1,790	3.05%
27128 Glenwood Centre Maintenance	74,695	72,227	2,468	3.30%	82,594	10.58%	84,455	2.25%	86,356	2.25%	88,302	2.25%	90,294	2.26%
27129 Bob Dailey Stadium	19,397	8,762	10,635	54.83%	10,233	-47.24%	10,337	1.02%	10,440	1.00%	10,542	0.98%	10,644	0.97%
27130 Echo Activity Centre Maintenance	258,986	282,251	(23,265)	-8.98%	290,631	12.22%	297,559	2.38%	304,621	2.37%	311,820	2.36%	319,169	2.36%
27134 Echo Aquatic Maintenance	456,698	489,373	(32,675)	-7.15%	497,259	8.88%	519,732	4.52%	532,505	2.46%	545,655	2.47%	559,150	2.47%
27140 AV Multiplex Concessions	160,607	213,656	(53,049)	-33.03%	190,306	18.49%	226,400	18.97%	232,600	2.74%	238,908	2.71%	245,393	2.71%
27142 AV Multiplex Skate Shop	4,000	3,017	983	24.58%	12,806	220.15%	13,101	2.30%	13,404	2.31%	13,714	2.31%	14,031	2.31%
27144 AV Multiplex Maintenance	911,714	961,046	(49,332)	-5.41%	969,610	6.35%	998,279	2.96%	1,027,905	2.97%	1,058,523	2.98%	1,090,182	2.99%
27146 Parks Building & Fieldhouses	109,834	133,145	(23,311)	-21.22%	130,665	18.97%	133,407	2.10%	136,435	2.27%	139,024	1.90%	141,969	2.12%
27148 Echo Park Complex	64,622	46,368	18,254	28.25%	71,453	10.57%	72,615	1.63%	73,870	1.73%	75,146	1.73%	76,443	1.73%
RECREATION PROGRAMS SPORT PROGRAMS														
27156 Glenwood Centre Programs	10,000	29,294	(19,294)	-192.94%	49,393	393.93%	86,416	74.96%	89,434	3.49%	92,448	3.37%	95,458	3.26%
27160 Echo Aquatic Programs	619,377	688,591	(69,214)	-11.17%	729,724	17.82%	765,373	4.89%	763,430	-0.25%	780,906	2.29%	798,811	2.29%
27163 AV Multiplex Programs	223,899	224,479	(580)	-0.26%	240,857	7.57%	277,728	15.31%	284,788	2.54%	292,055	2.55%	298,042	2.05%
LEISURE PROGRAMS														
27166 Leisure Service Programs	171,892	131,024	40,868	23.78%	274,136	59.48%	280,417	2.29%	286,857	2.30%	293,480	2.31%	297,813	1.48%
27170 Youth Services and Programs	56,995	29,835	27,160	47.65%	16,000	-71.93%	16,000	0.00%	16,000	0.00%	16,000	0.00%	16,000	0.00%
27173 Children's Programs	61,354	224,465	(163,111)	-265.85%	266,676	334.65%	286,872	7.57%	298,619	4.08%	306,918	2.78%	319,270	4.02%
27180 Adult Programs	15,000	46,781	(31,781)	-211.87%	54,316	262.11%	55,166	1.56%	56,011	1.53%	56,852	1.50%	57,688	1.47%
SPECIAL EVENTS														
27190 Special Events	21,000	4,021	16,979	80.85%	13,250	-36.90%	13,250	0.00%	13,250	0.00%	13,250	0.00%	13,250	0.00%
27198 Vehicle Maintenance & Repair	13,564	13,860	(296)	-2.18%	13,936	2.74%	14,354	3.00%	14,785	3.00%	15,228	3.00%	15,685	3.00%
RECREATION FACILITIES & PROGRAMS	3,945,369	4,211,472	(266,103)	-6.74%	4,553,395	15.41%	4,807,666	5.58%	4,914,634	2.22%	5,039,692	2.54%	5,168,335	2.55%
PARKS AND PLAYGROUNDS														
27210 Parks & Facility Management Services	282,398	311,549	(29,151)	-10.32%	219,765	-22.18%	303,279	38.00%	312,043	2.89%	321,063	2.89%	330,640	2.98%
27215 Parks Maintenance	1,149,863	841,239	308,624	26.84%	1,097,103	-4.59%	1,116,055	1.73%	1,169,068	4.75%	1,191,521	1.92%	1,224,038	2.73%
27220 Horticultural Services	416,916	348,044	68,872	16.52%	357,036	-14.36%	364,873	2.20%	372,891	2.20%	381,094	2.20%	390,657	2.51%
27225 Vehicles & Equipment Mntce & Repair	152,261	208,741	(56,480)	-37.09%	218,746	43.67%	225,022	2.87%	228,911	1.73%	232,700	1.66%	236,599	1.68%
27230 Parks Upgrading	52,942	38,359	14,583	27.55%	53,095	0.29%	71,814	35.26%	71,849	0.05%	72,397	0.76%	74,493	2.90%
27499 Equipment Recovery	(91,895)	(69,513)	(22,382)	-24.36%	(73,000)	-20.56%	(76,000)	4.11%	(79,000)	3.95%	(82,000)	3.80%	(85,000)	3.66%
PARKS & PLAYGROUNDS	1,962,485	1,678,419	284,066	14.47%	1,872,745	-4.57%	2,005,043	7.06%	2,075,762	3.53%	2,116,775	1.98%	2,171,427	2.58%
CULTURAL SERVICES														
27510 Museum Services	222,159	181,042	41,117	18.51%	228,588	2.89%	243,313	6.44%	238,156	-2.12%	243,121	2.08%	248,208	2.09%
27515 Museum Programs-Curatorial	54,500	73,013	(18,513)	-33.97%	76,500	40.37%	78,780	2.98%	81,128	2.98%	83,547	2.98%	86,039	2.98%
27516 Museum Programs-Permanent Exhibits	3,000	199	2,801	93.37%	3,060	2.00%	3,121	1.99%	3,184	2.02%	3,247	1.98%	3,295	1.48%
27517 Museum Programs-Temporary Exhibits	28,200	19,185	9,015	31.97%	28,200	0.00%	28,200	0.00%	28,200	0.00%	28,200	0.00%	28,200	0.00%
27530 Industrial Collections	39,188	48,507	(9,319)	-23.78%	39,125	-0.16%	39,591	1.19%	39,873	0.71%	40,160	0.72%	40,454	0.73%
27550 Museum Maintenance	89,581	61,657	27,924	31.17%	92,886	3.69%	95,095	2.38%	97,353	2.37%	99,661	2.37%	102,026	2.37%
27600 Vancouver Island Regional Library	839,444	839,444	-	0.00%	913,661	8.84%	941,071	3.00%	969,303	3.00%	998,382	3.00%	1,028,334	3.00%
27700 McLean Mill Operator Agreement	150,000	150,000	-	0.00%	140,000	-6.67%	130,000	-7.14%	120,000	-7.69%	110,000	-8.33%	100,000	-9.09%
27710 McLean Mill City operations	74,274	65,012	9,262	12.47%	76,079	2.43%	77,234	1.52%	78,835	2.07%	80,470	2.07%	82,328	2.31%
CULTURAL SERVICES	1,500,346	1,438,059	62,287	4.15%	1,598,099	6.52%	1,654,051	3.50%	1,674,031	1.21%	1,705,147	1.86%	1,737,610	1.90%
RECREATION & CULTURAL	7,408,200	7,327,950	80,250	1.08%	8,024,239	8.32%	8,466,760	5.51%	8,664,427	2.33%	8,861,614	2.28%	9,077,372	2.43%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
TOTAL OPERATIONS EXPENSES	32,632,783	32,762,542	(16,574)	-0.05%	35,120,606	7.62%	37,428,684	6.57%	38,295,434	2.32%	39,235,682	2.46%	40,347,411	2.83%
INTEREST & DEBT SERVICING														
28115 Interest on Prepaid Taxes	9,000	14,062	(5,062)	-56.24%	9,000	0.00%	9,000	0.00%	9,000	0.00%	9,000	0.00%	9,000	0.00%
28121 Interest Payments on Debentures	87,490	83,777	3,713	4.24%	83,777	-4.24%	83,777	0.00%	83,777	0.00%	83,777	0.00%	83,777	0.00%
28131 Principal Payments on Debentures	120,468	120,468	-	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%
28193 Banking Service Charges	8,000	6,642	1,358	16.98%	8,100	1.25%	8,200	1.23%	8,300	1.22%	8,400	1.20%	8,400	0.00%
FINANCING & BANK FEES	224,958	224,949	9	0.00%	221,345	-1.61%	221,445	0.05%	221,545	0.05%	221,645	0.05%	221,645	0.00%
TOTAL OPERATIONS AND DEBT SERVICING	32,857,741	32,977,491	(16,565)	-0.05%	35,341,951	7.56%	37,650,129	6.53%	38,516,979	2.30%	39,457,327	2.44%	40,569,056	2.82%
TRANSFERS TO RESERVES														
28910 Debt Reserve Fund Transfer	15,000	15,000	-	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%
28222 Transfer to Equipment Replacement	34,000	34,000	-	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%
28230 Transfer to Capital Works Reserve	70,000	70,000	-	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
RESERVE TRANSFERS	119,000	119,000	-	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%
TRANSFERS TO GENERAL CAPITAL RES.														
28220 Projects TBD Council Direction	-	-	-	-	-		(1,623,128)		323,998	-119.96%	3,237,807	899.33%	3,864,365	19.35%
Administration	-	-	-	-	500,000		1,432,206	186.44%	-	-100.00%	-	-	250,000	
Fire Department	80,000	80,000	-	0.00%	-	-100.00%	35,000		117,000	234.29%	-	-100.00%	240,000	
Transportation Services	-	-	-	-	-	-	-		-	-	-	-	-	
Paving and Road Construction	-	-	-	-	-	-	-		1,050,000		-	-100.00%	-	
Traffic Upgrades	27,000	27,000	-	0.00%	-	-100.00%	150,000		150,000	0.00%	50,000	-66.67%	33,000	-34.00%
Storm Drains	150,000	150,000	-	0.00%	-	-100.00%	380,000		380,000	0.00%	380,000	0.00%	380,000	0.00%
Other Public Works Projects	-	-	-	-	-	-	-		-	-	-	-	-	
Parks	47,167	47,167	-	0.00%	76,500	62.19%	-	-100.00%	79,590		81,182	2.00%	81,182	0.00%
Cultural Services	30,000	30,000	-	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
Parks, Recreation and Heritage	427,000	427,000	-	0.00%	300,000	-29.74%	250,000	-16.67%	250,000	0.00%	250,000	0.00%	250,000	0.00%
TOTAL GENERAL CAPITAL TRANSFERS	761,167	761,167	-	0.00%	906,500	19.09%	654,078	-27.85%	2,380,588	263.96%	4,028,989	69.24%	5,128,547	27.29%
OTHER SERVICES														
OTHER BUDGET CONSIDERATIONS														
29911 Contingency Funds	-	-	-	-	100,000		300,000	200.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%
OTHER BUDGET CONSIDERATIONS	-	-	-	-	100,000		300,000	200.00%	300,000	200.00%	300,000	0.00%	300,000	0.00%
TOTAL OPERATIONS, DEBT SERVICING, RESERVE AND CAPITAL TRANSFERS, CONTINGENCY	33,737,908	33,857,658	(16,565)	-0.05%	36,467,451	8.09%	38,723,207	14.78%	41,316,567	13.30%	43,805,316	13.38%	46,116,603	11.62%
TRANSFERS TO RESERVE ALLOWANCES														
28211 Transfers to Reserve Allowances	1,009,195	-	1,009,195	100.00%	371,551	-63.18%	400,000	7.66%	400,000	0.00%	400,000	0.00%	400,000	0.00%
TAXES COLLECTED FOR OTHERS														
REGIONAL DISTRICT														
28410 Alberni-Clayoquot Regional District	1,491,725	1,595,707	(103,982)	-6.97%	1,825,777	22.39%	2,033,571	11.38%	2,151,347	5.79%	2,293,679	6.62%	2,378,553	3.70%
SCHOOL DISTRICTS														
28811 Non-Residential School Tax	1,749,007	2,048,655	(299,648)	-17.13%	1,783,987	2.00%	1,819,667	2.00%	1,856,060	2.00%	1,893,181	2.00%	1,931,045	2.00%
28812 Residential School Tax	4,380,106	4,591,169	(211,063)	-4.82%	4,467,708	2.00%	4,557,062	2.00%	4,648,204	2.00%	4,741,168	2.00%	4,835,991	2.00%
REGIONAL GOVERNMENTS														
28820 Alberni-Clayoquot Regional Hosp District	680,000	695,873	(15,873)	-2.33%	684,504	0.66%	684,504	0.00%	684,504	0.00%	684,504	0.00%	684,504	0.00%
JOINT BOARDS AND COMMISSIONS														
28830 Municipal Finance Authority	700	959	(259)	-37.00%	700	0.00%	714	2.00%	725	1.54%	743	2.48%	758	2.02%
28831 BC Assessment	182,810	210,693	(27,883)	-15.25%	190,000	3.93%	195,700	3.00%	201,571	3.00%	207,618	3.00%	213,847	3.00%
TAXES COLLECTED FOR OTHERS	8,484,348	9,143,056	(658,708)	-7.76%	8,952,676	5.52%	9,291,218	3.78%	9,542,411	2.70%	9,820,893	2.92%	10,044,698	2.28%
GENERAL FUND EXPENDITURE	43,231,451	43,000,714	334,922	0.77%	45,791,678	5.92%	48,414,425	5.73%	51,258,978	5.88%	54,126,209	5.59%	56,561,301	4.50%



**CITY OF PORT ALBERNI
SEWER FUND - REVENUE & EXPENSES
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
SALES OF SERVICE														
94421 Sewer Fees	3,184,543	2,848,029	(336,514)	-10.57%	3,076,894	-3.38%	3,230,739	5.00%	3,392,276	5.00%	3,561,889	5.00%	3,739,984	5.00%
94431 Sewer Connections	80,000	-	(80,000)	-100.00%	83,600	4.50%	85,272	2.00%	86,977	2.00%	88,717	2.00%	90,491	2.00%
94432 Service Charges Sundry	5,000	-	(5,000)	-100.00%	5,225	4.50%	5,330	2.01%	5,436	1.99%	5,545	2.01%	5,656	2.00%
94433 User Charges	20,000	-	(20,000)	-100.00%	20,900	4.50%	21,318	2.00%	21,744	2.00%	22,179	2.00%	22,623	2.00%
OTHER SERVICES														
94441 Sewage Disposal Fees	70,000	68,160	(1,840)	-2.63%	73,150	4.50%	74,613	2.00%	76,105	2.00%	77,627	2.00%	79,180	2.00%
SALES OF SERVICE	3,359,543	2,916,189	(443,354)	-13.20%	3,259,769	-2.97%	3,417,272	4.83%	3,582,538	4.84%	3,755,957	4.84%	3,937,934	4.85%
OTHER REVENUE FROM OWN SOURCE														
95590 Interest Income	24,000	19,192	(4,808)	-20.03%	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%
95611 Sewer Penalty	35,000	36,990	1,990	5.69%	36,400	4.00%	38,045	4.52%	39,765	4.52%	41,562	4.52%	43,441	4.52%
91210 Sewer Local Improvement Charges	1,000	-	(1,000)	-100.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
OTHER REVENUE	60,000	56,182	(3,818)	-6.36%	61,400	2.33%	63,045	2.68%	64,765	2.73%	66,562	2.78%	68,441	2.82%
OTHER TRANSFERS														
99110 Transfer from Capital Reserve-Gas Tax	46,000	46,000	-	0.00%	-	-100.00%	-	-	-	-	-	-	-	-
99111 Transfers from Reserves & Allowances	-	32,442	32,442	-	-	-	-	-	-	-	-	-	-	-
99114 Operating Funds from Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
99211 Contribution (To) From General Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEWER FUND REVENUE	3,465,543	3,050,813	(414,730)	-11.97%	3,321,169	-4.17%	3,480,317	4.79%	3,647,303	4.80%	3,822,519	4.80%	4,006,375	4.81%
ADMINISTRATION														
104210 Sewer Administration & Other	457,418	565,185	107,767	23.56%	597,582	30.64%	612,587	2.51%	627,989	2.51%	643,767	2.51%	659,941	2.51%
ENGINEERING SERVICES														
104221 Consulting Services	34,500	22,490	(12,010)	-34.81%	35,035	1.55%	36,086	3.00%	37,169	3.00%	38,284	3.00%	39,432	3.00%
SEWER SYSTEM ADMINISTRATION														
104233 Customer Service Requests	68,132	83,452	15,320	22.49%	75,496	10.81%	77,188	2.24%	78,862	2.17%	80,576	2.17%	82,431	2.30%
104236 Small Tools/Equipment/Supplies	9,318	10,319	1,001	10.74%	9,494	1.89%	9,674	1.90%	9,858	1.90%	10,045	1.90%	10,346	3.00%
SEWER COLLECTION SYSTEM														
104240 Sewage Collection System Main	118,952	88,605	(30,347)	-25.51%	90,690	-23.76%	92,613	2.12%	94,681	2.23%	96,189	1.59%	98,716	2.63%
104241 Sewer Service Connections	179,509	127,203	(52,306)	-29.14%	177,124	-1.33%	180,773	2.06%	184,507	2.07%	188,328	2.07%	193,113	2.54%
SEWER LIFT STATIONS														
104260 Sewage Lift Stations	270,077	472,122	202,045	74.81%	330,099	22.22%	339,735	2.92%	349,655	2.92%	359,869	2.92%	370,384	2.92%
SEWER TREATMENT AND DISPOSAL														
104280 Sewage Treatment	351,615	291,852	(59,763)	-17.00%	357,454	1.66%	363,351	1.65%	369,612	1.72%	376,314	1.81%	385,661	2.48%
OTHER COMMON SERVICES														
104294 Special Work Orders	1,000	-	(1,000)	-100.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
SEWER SYSTEM	1,490,521	1,661,228	170,707	11.45%	1,673,974	12.31%	1,713,007	2.33%	1,753,333	2.35%	1,794,372	2.34%	1,841,024	2.60%
FISCAL SERVICES														
DEBT														
108120 Interest Payments On Debentures	356,680	204,703	(151,978)	-42.61%	452,305	26.81%	452,305	0.00%	452,305	0.00%	452,305	0.00%	452,305	0.00%
108130 Principal Payments On Debentures	212,215	249,316	37,101	17.48%	212,215	0.00%	413,659	94.92%	413,659	0.00%	413,659	0.00%	413,659	0.00%
TOTAL DEBT	568,895	454,019	(114,876)	-20.19%	664,520	16.81%	865,964	30.31%	865,964	0.00%	865,964	0.00%	865,964	0.00%
TRANSFER TO FUNDS AND RESERVES														
108220 Transfer To Sewer Capital Fund	1,404,127	437,514	(966,613)	-68.84%	980,675	-30.16%	899,346	-8.29%	1,026,006	14.08%	1,160,183	13.08%	1,297,387	11.83%
108910 Debt Reserve Fund Transfer	2,000	2,000	-	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
108211 Transfer to Reserves & Allowances	-	-	-	-	-	-	-	-	-	-	-	-	-	-
108920 Transfer to Infrastructure Capital Reserve	-	496,053	496,053	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS	1,406,127	935,567	(470,560)	-33.46%	982,675	-30.11%	901,346	-8.28%	1,028,006	14.05%	1,162,183	13.05%	1,299,387	11.81%
FISCAL SERVICES	1,975,022	1,389,585	(585,437)	-29.64%	1,647,195	-16.60%	1,767,310	7.29%	1,893,970	7.17%	2,028,147	7.08%	2,165,351	6.76%
EXCESS OF REVENUE OVER EXPENSE	(0)	(0)	(0)	-	-	-	-	-	-	-	-	-	-	-
SEWER FUND EXPENSES	3,465,543	3,050,813	(414,730)	-11.97%	3,321,169	-4.17%	3,480,317	4.79%	3,647,303	4.80%	3,822,519	4.80%	4,006,375	4.81%



**CITY OF PORT ALBERNI
WATER FUND - REVENUE & EXPENSES
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
SALES OF SERVICE														
54421 Metered Sales	3,493,783	3,517,049	23,266	0.67%	3,668,473	5.00%	3,851,896	5.00%	4,044,491	5.00%	4,246,715	5.00%	4,459,051	5.00%
54431 Connections	54,386	185,000	130,614	240.16%	54,386	0.00%	54,386	0.00%	54,386	0.00%	54,386	0.00%	54,386	0.00%
54432 Turn-On Charges	1,500	1,781	281	18.73%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%
54433 Service Charges Sundry	50,000	1,894	(48,106)	-96.21%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
SALES OF SERVICE	3,599,669	3,705,724	106,055	2.95%	3,774,359	4.85%	3,957,782	4.86%	4,150,377	4.87%	4,352,601	4.87%	4,564,837	4.88%
OTHER REVENUE FROM OWN SOURCE														
55590 Other Interest	31,930	110,098	78,168	244.81%	90,460	183.31%	90,460	0.00%	90,460	0.00%	90,460	0.00%	90,460	0.00%
55611 Water Penalty	35,000	37,038	2,038	5.82%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%
OTHER REVENUE	66,930	147,136	80,206	119.84%	125,460	87.45%	125,460	0.00%	125,460	0.00%	125,460	0.00%	125,460	0.00%
WATER FUND REVENUE	3,666,599	3,852,860	186,261	5.08%	3,899,819	6.36%	4,083,242	4.70%	4,275,837	4.72%	4,478,061	4.73%	4,690,397	4.74%
WATER SUPPLY SYSTEM														
ADMINISTRATION														
64110 Water Administration & Other	451,872	477,807	(25,935)	-5.74%	494,316	9.39%	508,763	2.92%	523,641	2.92%	538,932	2.92%	554,657	2.92%
ENGINEERING SERVICES														
64121 Engineering Consulting Services	120,000	72,937	47,063	39.22%	30,000	-75.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
WATER SYSTEM ADMINISTRATION														
64133 Customer Service Requests	104,484	89,289	15,195	14.54%	106,589	2.01%	109,084	2.34%	111,643	2.35%	114,267	2.35%	116,958	2.36%
64136 Small Tools/Equipment/Supplies	9,750	7,371	2,379	24.40%	9,750	0.00%	9,945	2.00%	10,144	2.00%	10,347	2.00%	10,554	2.00%
SERVICE OF SUPPLY														
64141 Supply Inspection & Operation	127,740	87,086	40,654	31.83%	109,947	-13.93%	112,986	2.76%	116,111	2.77%	119,326	2.77%	122,634	2.77%
PUMPING														
64161 Pumping Inspection & Operation	249,045	237,138	11,907	4.78%	252,529	1.40%	259,740	2.86%	267,162	2.86%	274,800	2.86%	282,662	2.86%
TRANSMISSION & DISTRIBUTION														
64181 Transmission/Distribution System	317,799	332,119	(14,320)	-4.51%	332,336	4.57%	341,412	2.73%	350,746	2.73%	360,345	2.74%	370,217	2.74%
64183 Connections	265,565	310,325	(44,760)	-16.85%	267,918	0.89%	274,570	2.48%	281,401	2.49%	288,415	2.49%	295,617	2.50%
64185 Meters	144,272	246,109	(101,837)	-70.59%	265,049	83.71%	272,647	2.87%	280,468	2.87%	288,518	2.87%	296,803	2.87%
64187 Hydrants	91,644	64,339	27,305	29.79%	68,894	-24.82%	70,781	2.74%	72,721	2.74%	74,716	2.74%	76,768	2.75%
WATER SUPPLY SYSTEM	1,862,171	1,924,520	(42,349)	-2.25%	1,937,328	2.93%	1,989,928	2.72%	2,044,037	2.72%	2,099,666	2.72%	2,156,870	2.72%
FISCAL SERVICES														
DEBT														
68120 Interest Payments On Debentures	44,000	44,000	-	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%
68130 Principal Payments On Debentures	38,743	38,743	-	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%
DEBT	82,743	82,743	-	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%
TRANSFERS TO FUNDS AND RESERVES														
68220 Transfers To Water Capital Fund	473,000	473,000	-	0.00%	1,879,288	297.31%	2,010,111	6.96%	2,148,597	6.89%	2,295,192	6.82%	2,450,324	6.76%
68230 Transfer to/from Infrastructure Capital Reserve	1,228,225	1,228,225	-	0.00%	-	-100.00%	-	-	-	-	-	-	-	-
68910 Debt Reserve Fund Transfer	460	460	-	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%
FISCAL SERVICES	1,784,428	1,784,428	-	0.00%	1,962,491	9.98%	2,093,314	6.67%	2,231,800	6.62%	2,378,395	6.57%	2,533,527	6.52%
EXCESS OF REVENUE OVER EXPENSE	-	143,912	143,912	-	-	-	-	-	-	-	-	-	-	-
WATER FUND EXPENSE	3,666,599	3,708,948	(42,349)	-1.15%	3,899,819	6.36%	4,083,242	4.70%	4,275,837	4.72%	4,478,061	4.73%	4,690,397	4.74%

Prior years capital projects with approved budgets

Legend	Complete at December 31, 2022
	Completed or planned for completion in 2023
	Planning in 2023 - completion in 2023/24
	Recommendation to Council - March 27, 2023

Unaudited - Actuals at March 20, 2023

ACCT	PROJ	CAPITAL PROJECT	WIP ACTUAL	BUDGET	AVAILABLE	% of project	STATUS/COMMENT
Administration							
485332	19001	Mapping and GIS Software (Asset Mgmt. Planning)	-	13,010	13,010	0.00%	Recommendation to combine with Project 22003
485553	21003	Asset Management implementation	16,976	60,000	43,024	28.29%	Recommendation to relinquish funding - use staff resource in 2023
485554	21004	Printer renewal - city wide	66,357	80,000	13,643	82.95%	Completed in March 2023
485555	21005	ERP - Process improvements	30,000	30,000	-	100.00%	Completed
485532	20017	Welcome Sign	1,806	25,000	23,194	7.23%	Work in progress
485600	20097	Community Policing Building	1,025,000	1,025,000	0	100.00%	Completed
485620	22001	Council Chambers - A/V upgrades	34,564	75,000	40,436	46.09%	Completed in March 2023
485622	22002	Computer Equipment Replacement	69,600	69,600	-	100.00%	Completed
485623	22003	GIS - Software upgrades - connectivity	3,257	45,000	41,743	7.24%	WIP - recommendation to combined funding from 19001
485624	22004	Tempest - upgrades for E-com/e-apply, mobile	44,035	86,385	42,350	50.98%	In progress with Tempest and IT
485625	22005	ERP Upgrades - accounting and payroll systems	11,588	50,000	38,412	23.18%	In progress with software company and IT
Fire							
485351	19003	19 - Firehall - Structural Prep	4,411	88,000	83,589	5.01%	To be completed in 2023 before new Platform arrives
485340	21001	Replace 1991 Pumper Truck #1	957,285	890,645	(66,640)	107.48%	Complete - \$62,481.86 PST
485626	22006	Confined Space Equipment Replacement	16,129	30,000	13,871	53.76%	Completion planned in 2023
485627	22007	Replace Garage Door Openers (7)	972	50,000	49,028	1.94%	Completion planned in 2023
Transportation							
485557	21008	Replace 2012 Int'l Flusher/Vac Truck #435	406,423	406,000	(423)	100.10%	Complete
485558	21009	Replace 2005 VOLVO TANDEM GRAVEL TRUCK #264	212,679	196,707	(15,972)	108.12%	Complete - \$13,769.49 PST
485560	21011	Replace 2007 Volvo Tandem Dump Truck #265	-	196,707	196,707	0.00%	Completion planned in 2023
485561	21012	Replace 2005 Ford F350 W/Comp Body #520	-	120,532	120,532	0.00%	Completion planned in 2023
485628	22008	Replace 2007 GMC 5500 W/SERVICE BOX #140	-	134,000	134,000	0.00%	Completion planned in 2023
485629	22009	Replace 2009 DODGE 5500 SERVICE TRUCK #141	-	112,000	112,000	0.00%	Completion planned in 2023
485630	22010	Replace 2007 GMC C5500 Utility Dump Trk #240	191	140,000	139,809	0.14%	Completion planned in 2023
485631	22011	Replace 2009 Case 580 Sm Backhoe #303	200,624	165,000	(35,624)	121.59%	Complete - Old Backhoe to be sold to fund did not trade in
485632	22012	Replace 2013 Linkbelt Excavator #342	189,389	190,000	611	99.68%	Complete
485633	22013	Replace 2007 JOHN DEERE TRACTOR 5625 #624	-	110,000	110,000	0.00%	Completion planned in 2023
485634	22014	Replace 2010 KUBOTA F3680 MOWER #625	-	53,000	53,000	0.00%	Completion planned in 2023
Paving							
485409	17415	Harbour Rd Argyle to Dunbar	8,789	50,000	41,211	17.58%	Recommendation Relinquish - Work on hold to be coordinated with Quays
485447	18415	6th Ave-Melrose to Bruce	-	280,000	280,000	0.00%	Recommendation Relinquish - Other priority projects identified
485336	20003	6th Ave - Argyle to Angus St	217,494	210,000	(7,494)	103.57%	Complete
485566	21031	Rail Crossing - Strathern & Dunbar	14,775	150,000	135,225	9.85%	Relinquish funds to Reserve - repair works completed on Lathom Xing
485567	21032	Redford & 10th Ave intersection - associated w/ signal repairs	40,648	35,000	(5,648)	116.14%	Consulting for Dunbar/10th and Redford/10th - 2023 Project
485635	22015	7th Ave - Redford St to Bute St 180m (ptp, st, sani, wtr)	-	420,000	420,000	0.00%	Work to be completed in 2023
485636	22016	Argyle / 10th Roundabout (ptp, w, st, s) Design only	13,162	135,000	121,838	9.75%	Initial Design in 2022, to be continued in 2023
485637	22017	Argyle 1st to 3rd Avenue - CSO	26,718	100,000	73,282	26.72%	Dependent upon grant funding
485638	22018	15th Ave-Montrose to Bruce (westside half road reconstruction)	-	120,000	120,000	0.00%	Recommendation Relinquish - Development delayed

ACCT	PROJ	CAPITAL PROJECT	WIP ACTUAL	BUDGET	AVAILABLE	% of project	STATUS/COMMENT
485640	22019	Wallace - 4th to 6th Ave - Paving	-	60,000	60,000	0.00%	2023-2024 completion plan
485621	22020	Johnston/Adelaide Development	95,911	25,000	(70,911)	383.64%	Development funded - other cost to come from PW/Parks operations
Traffic Upgrades							
485568	21033	Redford & 10th Ave intersection - signals & looping	-	20,000	20,000	0.00%	Work to be completed in 2023
485642	22023	3rd Ave/Argyle Street - Signal Controller Replacement	-	27,000	27,000	0.00%	2023-2024 completion plan
Storm							
485361	18417	6th Ave-Melrose to Bruce (moved 2021 budget)	-	400,000	400,000	0.00%	Recommendation Relinquish - Other priority projects identified
485523	20008	6th Ave- Argyle St Angus St 150 m (ptp wtr st san)	256,396	100,000	(156,396)	256.40%	Complete - use PW Road Maintenance to fund
485524	20009	Relining program Multiple 6th Ave-Montrose to Melrose	79	300,000	299,921	0.03%	Work to be completed in 2023
485525	20010	6th Ave-Argyle to Angus 145m (ptp, wtr, st)	3,496	60,000	56,504	5.83%	Complete - use PW Road Maintenance to fund
485570	21035	Storm Main replacements	5,741	100,000	94,259	5.74%	Complete - Use funding to support project 20008
485571	21036	Margaret St Storm Pump Upgrade	-	225,000	225,000	0.00%	Work to be completed in 2023
485639	22021	Wallace - 4th to 6th Ave - Storm	-	60,000	60,000	0.00%	2023-2024 completion plan
485641	22022	Anderson Road - Wallace to Maitland St	-	40,000	40,000	0.00%	2023-2024 completion plan
485643	22024	Re-lining Project (Coal Creek - 3rd Ave Xing/ South St - 2nd to 3rd/ 6th Ave - Mont to Mel)	-	300,000	300,000	0.00%	2023-2024 completion plan
485644	22025	CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	6,937	95,000	88,063	7.30%	Work to be completed in 2023
PW Other							
485573	21014	City Hall Window replacement	45,665	80,000	34,335	57.08%	Work to be completed in 2023
485574	21015	RCMP Storage requirements	13,920	20,000	6,080	69.60%	Complete
485586	21024	Child Care Spaces - Grant	1,106,525	4,644,989	3,538,464	23.82%	Work to be completed in 2023
Cultural Services							
485534	20019	McLean Mill Capital Projects - Heritage	23,152	60,000	36,848	38.59%	Combine into one Project for Annual Historical zone upgrades
485577	21018	McLean Mill Septic site upgrades	5,000	249,500	244,500	2.00%	Work to be completed in 2023 - bring in Project funding 21019
485579	21021	McLean Mill Capital Projects - Heritage	21,291	60,000	38,709	35.49%	Combine into one Project for Annual Historical zone upgrades
485647	22027	McLean Mill Capital Projects - Heritage	40,599	59,900	19,301	67.78%	Combine into one Project for Annual Historical zone upgrades
PRH (Parks)							
485310	15482	Clock Tower Repair/Removal Plan	541,889	706,171	164,282	76.74%	Work to be completed in 2023 - Lighting and interpretive signage
485535	20020	20 - Aquatic Centre pool - PRH - supplies	84,337	100,000	15,663	84.34%	Combine into one Project number for Facilities - Minor Capital
485539	20026	Multiplex sum equipment	7,585	19,640	12,055	38.62%	Combine into one Project number for Facilities - Minor Capital
485542	20029	Connect The Quays	727,924	5,841,411	5,113,487	12.46%	Construction begins in 2023 through 2024
485548	21010	Linking the Roger Creek Trail	765	25,000	24,235	3.06%	Complete - Engineering - project in 2023
485580	21022	Aquatic Centre Pool Repairs	12,644	25,000	12,356	50.58%	Combine into one Project number for Facilities - Minor Capital
485582	21062	Multiplex Dehumidifier-Desiccant Wheel	44,000	44,000	-	100.00%	Complete
485588	21067	Bear proof waste storage	7,646	25,800	18,154	29.64%	Combine into one Project number for Facilities - Minor Capital
485549	21020	Train Station Seismic upgrades	766,513	860,000	93,487	89.13%	Work to be completed in 2023 - Phase II separate budget
485645	22026	Victoria Quay Millstone Park Connector Foot Bridge	-	115,000	115,000	0.00%	Combine with Connect the Quays - 2023 through 2024
485660	22040	22 - Tree planting	-	75,000	75,000	0.00%	Complete in 2023
485661	22041	22 - Tree planting (21 CF)	71,716	75,000	3,284	95.62%	Complete
Facilities Upgrade							
485589	21068	Echo Canopy and Siding	10,000	10,000	-	100.00%	Complete
485667	23002	Curling Rink ice plant contribution	-	40,000	40,000	0.00%	Curling Club to source additional funding to complete 2023/24
		Facilities - Asset renewal projects	146,032	227,000	80,968	64.33%	New - various small capital facility projects
Sewer Capital							
565431	14010	Sewage Treatment Plant Upgrade SPF	40,512,339	41,000,000	487,661	98.81%	Complete
565420	18603	6th Ave-Melrose to Bruce 240m	-	280,000	280,000	0.00%	Recommendation Relinquish - Other priority projects identified
565438	20088	Johnston Rd Elizabeth to Gertrude 120m 300mm Reline	7,531	95,000	87,469	7.93%	Complete in 2023
565439	20089	Harbour Rd/Bruce St Outfall Reline	140	100,000	99,860	0.14%	Complete in 2023
565441	20091	6th Ave Argyle St. To Angus St 150m (ptp,st,sani,wtr)	94,446	90,000	(4,446)	104.94%	Complete

ACCT	PROJ	CAPITAL PROJECT	WIP ACTUAL	BUDGET	AVAILABLE	% of project	STATUS/COMMENT
565445	20095	SCADA upgrade	37,180	75,000	37,820	49.57%	Work to be completed in 2023 - Phase II separate budget
565447	21039	Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K	7,211	100,000	92,789	7.21%	Recommendation Relinquish - required work completed in 2022
565448	21041	CSO consulting	56,065	80,000	23,935	70.08%	Complete in 2023
565449	22060	Harbour Road Trunk Sewer Replacement	-	300,000	300,000	0.00%	Recommendation Relinquish - maintenance work solution instead of capital
565450	22061	Argyle Forcemain Somass River Crossing project	2,476,267	3,660,000	1,183,733	67.66%	Complete in 2023
565451	22062	Argyle 1st to 3rd Avenue - CSO - design	11,386	15,000	3,614	75.90%	Dependent upon grant funding
565452	22063	2023 Capital project design - to be identified	3,215	60,000	56,785	5.36%	2023-2024 completion plan
565453	22064	Argyle / 10th Roundabout (ptp, w, st, s) Design only	-	4,000	4,000	0.00%	2023-2024 completion plan
565454	22065	CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	-	79,000	79,000	0.00%	2023-2024 completion plan
565455	22066	Sewer Crawler	-	80,000	80,000	0.00%	2023-2024 completion plan
565457	22067	CSO - Wallace 4th - 6th (300m)	-	45,000	45,000	0.00%	2023-2024 completion plan
565458	22068	Small Capital Main Replacements	-	100,000	100,000	0.00%	Recommendation Relinquish - renew annually - \$100,000 small capital
Water Capital			-	-	-		
525436	20096	New Twin Main Ph 4 (church St./16th Ave to Montrose St./15th Ave)	519,856	1,000,000	480,144	51.99%	Recommendation Relinquish - project completed
525435	20085	SCADA Software Upgrade	25,277	75,000	49,723	33.70%	Work to be completed in 2023 - Phase II separate budget
525438	21042	Dead Ends & Distribution Upgrades	121,729	100,000	(21,729)	121.73%	Complete - Funding from project 22050
525439	21043	6th Ave - Argyle to Angus Streets	296,973	150,000	(146,973)	197.98%	Complete - Funding from Water reserve to fund additional spend
525437	21030	Cowichan Reservoir to Burde St. New Twin Main Ph 5	1,057,700	1,386,000	328,300	76.31%	Complete
525441	21045	6th Ave - Melrose to Bruce 240	14,417	100,000	85,583	14.42%	Recommendation Relinquish - Other priority projects identified
525442	21046	Burde St-7th Ave to 10th Ave 300m 150mm PVC	836,851	850,000	13,149	98.45%	Complete
525443	21047	Burde St Regulator Replacement	7,219	200,000	192,781	3.61%	Complete
525445	22050	Dead Ends & Distribution Upgrades	2,418	100,000	97,582	2.42%	Complete
525446	22051	Argyle / 10th Roundabout (ptp, w, st, s) Design only	-	15,000	15,000	0.00%	2023-2024 completion plan
525447	22052	Wallace - 4th to 6th Ave	-	10,000	10,000	0.00%	2023-2024 completion plan
525448	22053	Anderson Road - Wallace to Maitland St	2,833	40,000	37,167	7.08%	2023-2024 completion plan
525449	22054	Cowichan Reservoir to Burde St. New Twin Main Ph 6 - design	-	95,000	95,000	0.00%	Work to be completed in 2023
525451	22055	CSO - 7th Ave-Redford to Bute 180m	-	203,000	203,000	0.00%	Work to be completed in 2023
Awaiting development completion							
485519	20022	Burde Street Anderson to 17th Watermain replacement	-	100,000	100,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
485435	19018	16th Ave-Burde St	-	150,000	150,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
485454	19021	Portview Landing/4000 Burde St	-	60,000	60,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
485454	19029	Portview Landing/4000 Burde St (st, san, paving)	-	60,000	60,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
Paused projects							
485350	18410	Replace 1998 Jordair Compressor - moved to 2023	-	59,700	59,700	0.00%	Relinquish funds to Reserve - include in 2024 Capital Plan
485331	19000	Electronic Filing System - Records Management	-	53,230	53,230	0.00%	Relinquish funds to Reserve - update project scope
	21019	McLean Mill - UGST	-	30,000	30,000	0.00%	Reallocate for McLean Mill to septic field project
Review approach							
525408	17506	Water Meter Replacement Program 6 yrs.	225,633	400,000	174,367	56.41%	Capitalize current year - setup \$400,000 in funding for 2023
525434	20084	Water Meter Replacement Program 6 yrs.	158,214	400,000	241,786	39.55%	Capitalize current year - setup \$400,000 in funding for 2023
525444	21048	Water Meter Replacement Program 6 yrs.	-	400,000	400,000	0.00%	Capitalize current year - setup \$400,000 in funding for 2023

Capital Projects 2023-2027	General Revenue				Fed & Prov Assistance		Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves	ERRF	Gas Tax					Operating	Reserves	Operating	Reserves	
STRATEGIC CAPITAL PROJECTS 2023													
Rollin Art Centre - Childcare project	500,000		-		4,144,989								4,644,989
Somass Mill - redevelopment funding	76,500					650,000							650,000
Tree Planting													76,500
	576,500	-	-	-	4,144,989	650,000	-	-	-	-	-	-	5,371,489
ADMINISTRATION													
Server Upgrade/Refresh - ERRF Cycle			325,000										325,000
Computer Equipment Replacement			86,000										86,000
	-	-	411,000	-	-	-	-	-	-	-	-	-	411,000
FIRE DEPARTMENT													
2007 Dodge Dakota			70,000										70,000
Replace Ladder Truck 2 (Aerial Platform Appartus)			1,994,358										1,994,358
	-	-	2,064,358	-	-	-	-	-	-	-	-	-	2,064,358
TRANSPORTATION SERVICES													
Replace 1998 GMC 4.5M3 Dump Truck #259			288,000										288,000
Replace 1999 GMC 4.5M3 Dump Truck #260			288,000										288,000
Replace 2004 Ford F450 w/Utility Dump Box #263			145,000										145,000
Replace 1997 Big 40 Diesel Miller Welder #393			10,000										10,000
Replace 2018 Freightliner Garbage Truck #401 - moved from 2024*			443,060										443,060
Replace 2005 Ford F250 4X4 Pickup #610			47,501										47,501
Replace 2005 GMC TC5500 152" WB (Hort) #614			145,000										145,000
Replace 2005 GMC TC5500 128" WB (Utili) #615			145,000										145,000
Replace 2008 Ford Ranger 4X4 Pickup #627			83,500										83,500
Replace 2007 Dodge Caliber #721			28,000					22,600					50,600
	-	-	1,623,061	-	-	-	-	22,600	-	-	-	-	1,645,661
PAVING & ROAD CONSTRUCTION													
Paving and Storm - list of priority projects:													-
Ship Creek - 3rd Ave to Anderson Ave													-
Anderson - Ship Creek to Ravenhill Ave													-
Argyle 1st-3rd - CSO grant application													-
3rd Ave - Napier to Bute				300,000									300,000
Road Network Survey						150,000							150,000
Anderson at North Park reconstruction						150,000							150,000
CSO - Wallace 4th - 6th (p/p, st, w, s)				230,000									230,000
	-	-	-	680,000	-	150,000	-	-	-	-	-	-	830,000
TRAFFIC UPGRADES													
Intersection Safety #1a Gertrude/Roger				60,000									60,000
Traffic Signal Controller Replacement - 3rd Ave and Redford				96,000									96,000
	-	-	-	156,000	-	-	-	-	-	-	-	-	156,000
STORM													
CSO Project aligned with sewer project				380,000									380,000
	-	-	-	380,000	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER													
PARKS													
Linking Roger Creek Trails -					435,978	290,000							725,978
Lon Miles & Recreation Park field upgrades						240,000							240,000
	-	-	-	-	435,978	530,000	-	-	-	-	-	-	965,978
CULTURAL SERVICES													
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & HERITAGE													
Train Station-Phase II		320,000											320,000
Facilities Upgrade	300,000												300,000
	300,000	320,000	-	-	-	-	-	-	-	-	-	-	620,000
WATER WORKS													
Small Capital Water projects									100,000				100,000
Dunbar St-10th Ave to 11th Ave loop 200mm PVC									100,000				100,000
Bainbridge Plant to Cowichan Reservoir Supply Main Replacement DESIGN ONLY									150,000				150,000

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
Cowichan Reservoir to Burde St. New Twin Main Ph 6 (15th Ave, Fowle Cres to Cowichan Res. 580m of 500mm HDPE; 16th Ave, Argyle St to Church St) 17th Ave - 220m of 300mm PVC									2,100,000				2,100,000
Burde St-11th Ave to Esplanade 550m - Development									160,000				160,000
CSO - Argyle (1st-3rd) [240m st.w, CSO]									115,000				115,000
CSO - 6th Ave Bruce-Melrose									48,000				48,000
CSO - Wallace 4th - 6th (120m)									25,000				25,000
	-	-	-	-	-	-	-	-	2,798,000	-	-	-	2,798,000
SEWER SYSTEM													
Sewer Main Video Program											100,000		100,000
CSO - 7th Ave-Redford to Bute 180m (ptp, st, sanl, wtr) - Increase budget											270,000		270,000
Josephine Forcemain Detailed Design & Geotech											250,000		250,000
CSO - Wallace 4th - 6th (300m) Detailed Design & Geotech											45,000		45,000
Small Capital Main Replacements											100,000		100,000
	-	-	-	-	-	-	-	-	-	-	765,000	-	765,000
TOTAL CAPITAL 2023	906,500	320,000	4,098,419	1,216,000	4,670,367	1,330,000	-	22,600	2,798,000	-	765,000	-	16,127,386
OPERATING CAPITAL PROJECTS 2024													
FUNDING SOURCES													
STRATEGIC CAPITAL PROJECTS 2024													
Connect the Quays pathway (defer to 2024)	1,253,411												1,253,411
Tree Planting	78,795												78,795
	1,332,206												1,332,206
ADMINISTRATION													
Newtwork Switch replacement	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
Computer Equipment Replacement		-	86,400	-	-	-	-	-	-	-	-	-	86,400
	100,000	-	86,400	-	-	-	-	-	-	-	-	-	186,400
FIRE DEPARTMENT													
Replace 2011 CHEV SILVERADO 4X4 #13			60,564										60,564
Fueling Station	35,000												35,000
Replace 1998 Jordair Compressor - delay - still operational			59,700										59,700
Replace 2006 Ford F550 Rescue Truck #8 (from 2021)			128,961										128,961
Replace Exhaust Extraction Equipment			43,068										43,068
	35,000	-	292,293	-	-	-	-	-	-	-	-	-	327,293
TRANSPORTATION SERVICES													
Replace 2008 Dodge Ram 3500 Flatdeck (shop) #150			46,182										46,182
Replace 2008 Dodge Ram 2500 PU (Carpenter) #151			34,834										34,834
Replace 2011 Freightliner Asphalt Patch Truck #266			415,000										415,000
Replace 2006 LANGFAB DUMP PUP TRAILER - #367			45,657										45,657
Replace 1990 Britco Office Trailer #369			26,258										26,258
Replace 1992 Ingersoll Rand Compressor/Trailer #377			29,600										29,600
Replace 1996 TRIPLE AXLE TILT TRAILER - #388			47,501										47,501
Replace 1996 Wells Cargo Trailer (5wr) #389			14,118										14,118
Replace 2004 CHEV 3500 CUBE VAN (used) #616			51,724										51,724
Replace 1995 BOMAG ROLLER #395			60,596										60,596
Replace 2006 FORD E350 15 PASSENGER VAN #619			62,016										62,016
Replace 2016 Freightliner Garbage Truck #402			443,060										443,060
Replace 2018 Freightliner Garbage Truck #403			443,060										443,060
Replace 2012 Chev 3500 Service Truck #521			77,681										77,681
Replace 2014 Toyota Tacoma #522			50,470										50,470
Replace 2007 FORD F350 PICKUP (CARPENTER) #622			39,030										39,030
Replace 2013 TORO MOWER #633			122,147										122,147
		-	2,009,034	-	-	-	-	-	-	-	-	-	2,009,034
PAVING & ROAD CONSTRUCTION													
Design for future Capital projects				250,000									250,000
Capital plan designed in prior years on priority listing				800,000									800,000
	-	-	-	1,050,000	-	-	-	-	-	-	-	-	1,050,000
TRAFFIC UPGRADES													
Intersection safety	150,000												150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
STORM													
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER													
Total Station Survey Instrument - ERRF			53,835										53,835

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
	-	-	53,835	-	-	-	-	-	-	-	-	-	53,835
<u>PARKS</u>													-
	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>CULTURAL SERVICES</u>													-
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000		-	-	89,900	-	-	-	-	-	-	-	119,900
<u>PARKS, RECREATION & HERITAGE</u>													-
Replace 1997 CLARKE FLOOR SCRUBBER - ERRF			18,842										18,842
Facilities Upgrade	250,000												250,000
	250,000	-	18,842	-	-	-	-	-	-	-	-	-	268,842
<u>WATER WORKS</u>													-
Design for future Capital projects									-	100,000			100,000
Capital plan designed in prior years on priority listing									-	1,200,000			1,200,000
	-	-	-	-	-	-	-	-	-	1,300,000	-	-	1,300,000
<u>SEWER SYSTEM</u>													-
CSO - Wallace 4th - 6th (300m)											1,300,000		1,300,000
Decommission old lagoon additional costs											800,000		800,000
Small Capital Sewer projects											100,000		100,000
South Street raised sewer culvert replacement											300,000		300,000
	-	-	-	-	-	-	-	-	-	-	2,500,000	-	2,500,000
	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL GENERAL CAPITAL 2024	2,277,206	-	2,460,404	1,050,000	89,900	-	-	-	-	1,300,000	2,500,000	-	9,677,510
<u>OPERATING CAPITAL PROJECTS 2025 FUNDING SOURCES</u>													-
	Operating	Reserves	ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue Operating	Water Revenue Reserves	Sewer Revenue Operating	Sewer Revenue Reserves	Total Project Expenditure
<u>ADMINISTRATION</u>													-
Computer Equipment Replacement			88,848										88,848
	-	-	88,848	-	-	-	-	-	-	-	-	-	88,848
<u>FIRE DEPARTMENT</u>													-
Turnout Gear	25,000												25,000
Parking lot upgrade	92,000												92,000
	117,000	-	-	-	-	-	-	-	-	-	-	-	117,000
<u>TRANSPORTATION SERVICES</u>													-
Replace 2013 Volvo Dump Tandem Axle #267			194,386										194,386
2005 John Deere Loader #350			288,285										288,285
Replace 2005 Volvo Grader #355			306,818										306,818
Replace 2015 Ventrac Mower			41,184										41,184
	-	-	830,673	-	-	-	-	-	-	-	-	-	830,673
<u>PAVING & ROAD CONSTRUCTION</u>													-
Design for future Capital projects	250,000												250,000
Capital plan designed in prior years on priority listing	800,000												800,000
	-	-	-	-	-	-	-	-	-	-	-	-	-
	1,050,000	-	-	-	-	-	-	-	-	-	-	-	1,050,000
<u>TRAFFIC UPGRADES</u>													-
Intersection safety	150,000												150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
<u>STORM</u>													-
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	380,000
<u>WORKS-OTHER</u>													-
	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>PARKS</u>													-
Tree Planting	79,590												79,590
	79,590	-	-	-	-	-	-	-	-	-	-	-	79,590
<u>CULTURAL SERVICES</u>													-
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	119,900

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure	
	Operating	Reserves							Operating	Reserves	Operating	Reserves		
<u>PARKS, RECREATION & HERITAGE</u>													-	
Facilities Upgrade	250,000												250,000	
	250,000		-	-	-	-	-	-	-	-	-	-	250,000	
													-	
<u>WATER WORKS</u>													-	
Design for future Capital projects	-								100,000				-	
Capital plan designed in prior years on priority listing	-								1,250,000				1,250,000	
	-	-	-	-	-	-	-	-	1,350,000	-	-	-	1,350,000	
													-	
<u>SEWER</u>													-	
Design for future Capital projects											100,000		100,000	
Capital plan designed in prior years on priority listing											1,200,000		1,200,000	
	-	-	-	-	-	-	-	-	-	-	1,300,000	-	1,300,000	
													-	
TOTAL CAPITAL 2025	2,056,590		919,521	-	89,900	-	-	-	1,350,000	-	1,300,000	-	5,716,011	
													-	
OPERATING CAPITAL PROJECTS 2026													-	
FUNDING SOURCES	General Revenue	Reserves	ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue	Reserves	Sewer Revenue	Operating	Reserves	Total Project Expenditure
<u>ADMINISTRATION</u>														-
Computer Equipment Replacement			90,325											90,325
	-	-	90,325	-	-	-	-	-	-	-	-	-	-	90,325
														-
<u>TRANSPORTATION SERVICES</u>														-
Replace 2014 TYMCO SWEEPER #411			367,220											367,220
Replace 2011 GMC SIERRA P/U #629			49,008											49,008
Replace 2013 TOYOTA TACOMA #630			35,006											35,006
Rreplace 2013 TOYOTA TACOMA #632			35,006											35,006
		-	486,240	-	-	-	-	-	-	-	-	-	-	486,240
														-
<u>PAVING & ROAD CONSTRUCTION</u>														-
Design for future Capital projects				250,000										250,000
Capital plan designed in prior years on priority listing				800,000										800,000
	-	-	-	1,050,000	-	-	-	-	-	-	-	-	-	1,050,000
														-
<u>TRAFFIC UPGRADES</u>														-
Traffic Signal Controller Replacement	50,000													50,000
	50,000													50,000
														-
<u>STORM</u>														-
CSO projects	380,000													380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	380,000
														-
<u>WORKS-OTHER</u>														-
Garbage Carts			630,109											630,109
	-	-	630,109	-	-	-	-	-	-	-	-	-	-	630,109
														-
<u>PARKS</u>														-
Tree Planting	81,182													81,182
	81,182	-	-	-	-	-	-	-	-	-	-	-	-	81,182
														-
<u>CULTURAL SERVICES</u>														-
McLean Mill Capital Projects	30,000				89,900									119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	-	119,900
														-
<u>PARKS, RECREATION & HERITAGE</u>														-
Facilities Upgrade	250,000													250,000
	250,000	-	-	-	-	-	-	-	-	-	-	-	-	250,000
														-
<u>WATER WORKS</u>														-
Design for future Capital projects									100,000					100,000
Capital plan designed in prior years on priority listing									1,200,000					1,200,000
									1,350,000					1,350,000
														-
SEWER SYSTEM														-
Capital plan designed in prior years on priority listing											900,000			900,000
LWMP Update per regulatory requirements											200,000			200,000
Small Capital Main Replacements											100,000			100,000

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
	-	-	-	-	-	-	-	-	-	-	1,200,000	-	1,200,000
TOTAL CAPITAL 2026	791,182	-	1,206,674	1,050,000	89,900	-	-	-	1,350,000	-	1,200,000	-	5,687,756
OPERATING CAPITAL PROJECTS 2027 FUNDING SOURCES	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
ADMINISTRATION													
ERP Replacement	250,000		250,000										500,000
Computer Equipment Replacement			95,325										95,325
	250,000	-	345,325	-	-	-	-	-	-	-	-	-	595,325
TRANSPORTATION SERVICES													
Replace 1992 HWAY STREET BANDER #378			21,852										21,852
Replace 2014 NISSAN NV VAN 2500 SERIES (water) #523			57,130										57,130
Replace TYCROP TOP DRESSER #626			42,847										42,847
Replace 2015 Dodge Durango - BEO #130			53,038										53,038
		-	174,867	-	-	-	-	-	-	-	-	-	174,867
FIRE DEPARTMENT													
Replace thermal Cameras	55,000												55,000
Fire Pump Test Pit	50,000												50,000
Replace portable Radios	85,000												85,000
Replace High Angle Rope Equipment	50,000												50,000
	240,000												240,000
TRAFFIC UPGRADES													
Traffic Signal Controller Replacement	33,000												33,000
	33,000	-	-	-	-	-	-	-	-	-	-	-	33,000
STORM													
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER													
	-	-	-	-	-	-	-	-	-	-	-	-	-
PARKS													
Tree Planting	81,182												81,182
	81,182	-	-	-	-	-	-	-	-	-	-	-	81,182
CULTURAL SERVICES													
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & HERITAGE													
Facilities Upgrade	250,000												250,000
	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000
WATER WORKS													
Design for future Capital projects									100,000				100,000
Capital plan designed in prior years on priority listing									1,200,000				1,200,000
									1,350,000				1,350,000
SEWER SYSTEM													
Design for future Capital projects											1,200,000		1,200,000
Harbour Road Trunk Sewer Replacement (2022 project delayed - June 13, 2022) - Further Investigation - maint. Work completed											300,000		300,000
CSO - 6th Ave Bruce - Melrose (Ptp stm, sewer, water) moved from 2023											230,000		230,000
CSO - 6th Ave Bruce - Melrose											100,000		100,000
Small Capital Main Replacements											1,830,000		1,830,000
	-	-	-	-	-	-	-	-	-	-	1,830,000	-	1,830,000
TOTAL CAPITAL 2027	1,264,182	-	620,192	-	89,900	-	-	-	1,350,000	-	1,830,000	-	5,084,274



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

	21-Aug-2000	Updated				
	2022	2023	2024	2025	2026	2027
RECEIPTS						
Balance forward	2,373,963	856,352	741,997	869,533	999,008	1,130,469
Investment Income	25,000	25,000	25,000	25,000	25,000	25,000
Recreation Services Surcharge	73,800	75,645	77,536	79,475	81,461	83,498
Other Deposits	25,000	25,000	25,000	25,000	25,000	25,000
Transfers	-	-	-	-	-	-
Sale of Property	-	-	-	-	-	-
	2,497,763	981,997	869,533	999,008	1,130,469	1,263,967
EXPENSES						
Parks & Recreation Properties and Facilities	1,641,411	240,000	-	-	-	-
	1,641,411	240,000	-	-	-	-
REVENUE OVER (UNDER) EXPENSES	856,352	741,997	869,533	999,008	1,130,469	1,263,967
FUND EQUITY - ENDING	856,352	741,997	869,533	999,008	1,130,469	1,263,967

**CITY OF PORT ALBERNI****EQUIPMENT REPLACEMENT RESERVE FUND - 5 YEAR PLAN**

Established: 31-Dec-1973

	2022	2023	2024	2025	2026	2027
Sale of Equipment	-	-	-			
Investment Income	40,000	30,000	30,000	30,000	30,000	30,000
Transfers from General Revenue	70,000	70,000	70,000	70,000	70,000	70,000
Contributions - ERRF Schedule	1,003,756	704,297	1,053,944	1,106,641	1,161,973	1,220,072
	1,113,756	804,297	1,153,944	1,206,641	1,261,973	1,320,072
EXPENSES						
Transfer to Capital Works Bylaw	-	-				
ERRF funding borrowed (Train Station) - returned in 2024	210,000		(210,000)			
Equipment Purchases	1,023,600	4,098,419	2,460,404	919,521	1,206,674	520,192
	1,233,600	4,098,419	2,250,404	919,521	1,206,674	520,192
REVENUE OVER EXPENSES	(119,844)	(3,294,122)	(1,096,460)	287,120	55,299	799,880
FUND EQUITY - ENDING	5,603,019	2,308,897	1,212,437	1,499,557	1,554,856	2,354,735



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

8-Aug-1994

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Investment Income	35,000	35,000	35,000	35,000	35,000	35,000
New Deal Gas Tax Funds	835,923	835,923	872,264	-	-	-
Miscellaneous	80,000	80,000	80,001	80,001	80,001	80,001
	<u>950,923</u>	<u>950,923</u>	<u>987,265</u>	<u>115,001</u>	<u>115,001</u>	<u>115,001</u>
EXPENSES						
Gas Tax - capital projects	1,040,000	1,216,000	1,050,000	-	1,050,000	-
Gas Tax - operating (capacity bldg)	-	-	-	-	-	-
Capital Expenditures - Special						
Capital Expenditures- Capital works	380,000	-	-			
	<u>1,420,000</u>	<u>(265,077)</u>	<u>1,050,000</u>	<u>-</u>	<u>1,050,000</u>	<u>-</u>
REVENUE OVER EXPENSES	<u>(469,077)</u>	<u>(265,077)</u>	<u>(62,735)</u>	<u>115,001</u>	<u>(934,999)</u>	<u>115,001</u>
FUND EQUITY - ENDING	<u>\$ 2,835,338</u>	<u>\$ 2,570,261</u>	<u>\$ 2,507,526</u>	<u>\$ 2,622,527</u>	<u>\$ 1,687,528</u>	<u>\$ 1,802,529</u>



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

pre 1970

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Sale of Property	1,000	1,200,000	-	-	-	-
Investment Income	2,700	26,000	20,000	18,000	18,000	18,000
Transfer from RCMP Surplus	-	-	-	-	-	-
Transfer from Off Street Parking Res	-	-	-	-	-	-
	<u>3,700</u>	<u>1,226,000</u>	<u>20,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Acquisitions and Expenses	-	650,000	-	-	-	-
	<u>-</u>	<u>650,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
REVENUE OVER EXPENSES	<u>3,700</u>	<u>576,000</u>	<u>20,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
FUND EQUITY - ENDING	<u>94,100</u>	<u>670,100</u>	<u>690,100</u>	<u>708,100</u>	<u>726,100</u>	<u>744,100</u>



**CITY OF PORT ALBERNI
DEVELOPMENT COST CHARGES RESERVE FUND - 5 YEAR PLAN**

22-Mar-2010

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Contributions	30,000	30,000	30,000	30,000	30,000	30,000
Investment Income	55,000	75,000	60,000	3,500	3,500	3,500
	<u>85,000</u>	<u>105,000</u>	<u>90,000</u>	<u>33,500</u>	<u>33,500</u>	<u>33,500</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Acquisitions and Expenses	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>			
REVENUE OVER EXPENSES	<u>85,000</u>	<u>105,000</u>	<u>90,000</u>	<u>33,500</u>	<u>33,500</u>	<u>33,500</u>
FUND EQUITY - ENDING	<u>1,974,119</u>	<u>2,079,119</u>	<u>2,169,119</u>	<u>2,202,619</u>	<u>2,236,119</u>	<u>2,269,619</u>



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

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Sale Proceeds	3,000	3,000	3,000	3,000	3,000	3,000
Investment Income	4,000	7,500	4,000	3,000	3,000	3,000
	<u>7,000</u>	<u>10,500</u>	<u>7,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
EXPENSES						
Transfer to General Revenue	<u>2,000</u>	<u>2,000</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>
REVENUE OVER EXPENDITURE	<u>5,000</u>	<u>8,500</u>	<u>4,999</u>	<u>3,999</u>	<u>3,999</u>	<u>3,999</u>
FUND EQUITY - ENDING	<u>188,327</u>	<u>196,827</u>	<u>201,826</u>	<u>205,825</u>	<u>209,824</u>	<u>213,823</u>



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

Established: 13-May-2013

	2022	2023	2024	2025	2026	2027
Beginning Balance	305,119	337,119	516,519	718,519	920,519	1,122,519
Contributions	200,000	200,000	200,000	200,000	200,000	200,000
Investment Income	2,000	2,000	2,000	2,000	2,000	2,000
	<u>202,000</u>	<u>202,000</u>	<u>202,000</u>	<u>202,000</u>	<u>202,000</u>	<u>202,000</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses						
City Hall - Window replacement - project delayed	80,000					
Connect the Quays - use in future year	90,000					
Replace 2007 Dodge Caliber #721		22,600				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	170,000	22,600	-			
REVENUE OVER EXPENSES	<u>32,000</u>	<u>179,400</u>	<u>202,000</u>	<u>202,000</u>	<u>202,000</u>	<u>202,000</u>
FUND BALANCE	<u>337,119</u>	<u>516,519</u>	<u>718,519</u>	<u>920,519</u>	<u>1,122,519</u>	<u>1,324,519</u>



CITY OF PORT ALBERNI

ALBERNI VALLEY COMMUNITY FOREST RESERVE - Established: 14-Oct-2014

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Beginnig Balance	297,868	297,868	297,868	297,868	297,868	297,868
Dividends Received	-	-	-	-	-	-
Donations Received	-	-	-	-	-	-
Investment Income	10,000	10,000	10,000	10,000	10,000	10,000
	10,000	10,000	10,000	10,000	10,000	10,000
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses	10,000	10,000	10,000	10,000	10,000	10,000
	10,000	10,000	10,000	10,000	10,000	10,000
REVENUE OVER EXPENSES	-	-	-	-	-	-
FUND EQUITY - ENDING	1,200,373	1,200,373	1,200,373	1,200,373	1,200,373	1,200,373
	-	-	-	-	-	-



CITY OF PORT ALBERNI
PARKLAND ACQUISITION RESERVE - 2022 - 2026

Established: 12-Jun-2006

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Investment Income	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Sale of Parkland	-	-	-	-	-	-
Parkland Dedication Deposits	-	-	-	-	-	-
Historical correction	-	-	-	-	-	-
	10,000	10,000	10,000	10,000	10,000	10,000
EXPENSES						
Acquisition of Parkland	-	-	-	-	-	-
	-	-	-	-	-	-
REVENUE OVER (UNDER) EXPENSES	10,000	10,000	10,000	10,000	10,000	10,000
FUND EQUITY - ENDING	\$ 303,368	\$ 313,368	\$ 323,368	\$ 333,368	\$ 343,368	\$ 353,368

CITY OF PORT ALBERNI - 2023 Proposed taxation share

NET TAXABLE VALUE		TAX SHARE		TAX INCREASE IN CLASS	TAX % INCREASE	PERCENT TAX SHARE		EFFECTIVE TAX RATE PER THOUSAND		CLASS MULTIPLE	
2022	2023	2022	2023	2022 est.	2023 est.	2022	2023	2022	2023	2022	2023

Class	\$	\$	\$	\$	\$	%	%	%	\$	\$	rate	rate
RESIDENTIAL	3,465,710,100	3,876,055,900	15,598,315	16,860,484	1,262,169	8.09%	60.81%	60.82%	4.5008	4.3499	1.00	1.00
UTILITIES	2,603,420	2,724,555	68,398	73,894	5,496	8.04%	0.27%	0.27%	26.2722	27.1214	5.84	6.23
SUPP. HOUSING	2	2	-	0	-	-	0.00%	0.00%	4.5008	4.3499	1.00	1.00
MAJOR IND.	87,386,100	87,615,800	4,798,308	5,185,914	387,606	8.08%	18.71%	18.71%	54.9093	59.1893	12.20	13.61
LIGHT IND.	19,101,800	20,264,200	651,371	703,624	52,253	8.02%	2.54%	2.54%	34.1000	34.7225	7.58	7.98
BUSINESS	356,532,349	375,080,800	4,514,374	4,879,044	364,670	8.08%	17.60%	17.60%	12.6619	13.0080	2.81	2.99
NON-PROFIT	4,568,100	4,711,100	20,521	20,477	(44)	-0.21%	0.08%	0.07%	4.5008	4.3499	1.00	1.00
FARM	85,405	84,872	384	369	(15)	-3.93%	0.00%	0.00%	4.5008	4.3499	1.00	1.00
TOTALS	3,935,987,276	4,366,537,229	25,651,671	27,723,805	2,072,134	8.08%	100.00%	100.00%				

AVERAGE SINGLE FAMILY RESIDENCE

2022		2023		CHANGE	
VALUE	AMOUNT	VALUE	AMOUNT	DIFFERENCE	% CHANGE
\$479,598	\$2,158.55	\$531,206	\$2,310.70	\$152.15	7.05%

SINGLE FAMILY RESIDENCES - BC Assessment

2022	2023
6,462	6,489
3,099,161,200	3,446,997,900



2023 - 2027 Financial Plan Questions & Responses

The following is an active document reflecting questions and responses in relation to the 2023-2027 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the Financial Planning process. Citizens are encouraged to engage throughout the process by submitting comments/questions to council@portalberni.ca.

Date	Q or C	QUESTION/COMMENT	RESPONSE
February 6 CoW			
Public Input/Question Period	1	Request for placeholder within financial plan for proposed Youth Comprehensive Strategy project.	<i>Will be brought forward with available options to fund at a future Financial Plan meeting.</i>
	2	Not comfortable with decrease to contingency fund from 200,000 to 100,000.	<i>Council may increase or decrease any line item in the Financial Plan and staff can provide options for Council to source the funding or to reallocate funds.</i>
	3	Merchants of Johnston Road would like to see decorative lighting added to the corridor.	<i>In order to populate the Financial Plan, additional details and quotes may need to be provided.</i>
	4	Park space in Westport Place needs to be addressed.	<i>The Westcoast Native Healthcare Society will be attending the February 13th Regular meeting as a delegation and will address park space in relation to their ongoing developments. A Parks Master Plan will be established in alignment with the Official Community Plan review and update that is presently underway.</i>
	5	Consideration of funding for ball fields repair and maintenance.	<i>In 2022, Council directed \$240,000 of funding within the 2023 Financial Plan, specifically for Lon Miles And Recreation Park ball fields. Regular maintenance of all other fields will be sourced from line items 27210 through 27230 [based on expenditure criteria] of the Financial Plan.</i>
	6	Consideration of funding for trail maintenance.	<i>Regular maintenance of trails will be sourced from the line items 27210 through 27230 [based on expenditure criteria] of the Financial Plan.</i>
	7	Status of Water Meter Replacement project and future funding available to complete?	<i>Director of Engineering and Public Works to prepare staff report for future meeting.</i>
	8	Clarity regarding the return to pre-Covid service levels at Museum?	<i>Hours of operations and staffing levels returned to pre 2019 levels.</i>
	9	Have gaming funds been restored to pre-Covid levels?	<i>Host Community Gaming funding returned to pre-COVID levels in 2022. The 2023 Financial Plan reflects this revenue expectation.</i>
	10	How much contingency funding was used in 2022? [Committee member acknowledged this question and requested contingency funding used in previous 5 years be brought forward].	<i>Contingency over the past five years (2018 to 2022) - Line 29911: 2022 - \$200,000 2021 - \$ 11,896 2020 - \$ 16,163 2019 - \$ 20,752 2018 - \$200,000</i>
	11	Request for additional funding to be committed to ball fields repair and ongoing maintenance.	<i>Council may increase or decrease any line item in the Financial Plan and staff can provide options for Council to source the funding or reallocate funds.</i>

	12	City website updates: Procurement and Asset Management Policy, Audit Committee meeting agendas and minutes from previous years.	<i>We are working to rectify the outdated policy manual and ensuring an up-to-date copy is available on the website. The issue noted with regards to the Audit Committee agendas and minutes missing from previous years was due to a security update recently performed and has since been addressed and rectified. We have been actively recruiting for the communications manager position for some time, which is responsible for upkeep and maintenance of the website. We understand the importance of the website and the access to City content it provides the public. Staff are doing their best to update and manage the website content within the department's current limited capacity.</i>
	13	Roger Creek map signage faded.	<i>Regular maintenance of trails, including trail signage will be sourced from the line items 27210 through 27230 [based on expenditure criteria] of the Financial Plan and dependent upon project priorities and staff capacity.</i>
	14	How is the funding allocated for Tree Planting Program?	<i>As a strategic priority of Council, the budget was populated with an additional \$75,000 of funding in 2021 in the Parks Maintenance operational budget. In 2022 and moving forward, the tree planting budget is a specific line item in the City's Capital Plan. In 2023, the proposed amount is \$76,500. The City utilized a contractor in the first years allocations and in 2022 the approach changed to using City staff to plant the trees. When City staff are used the hours, equipment and supplies are all charged against the project. Areas that trees were plant included Williamson Park and Rex Road.</i>
	15	Request for action plan to address expenditures within the budget and plans for increasing revenue.	<i>Revenue sources are outlined with the Financial Plan. Council may direct staff should they wish to address opportunities for additional revenue sources.</i>
	16	Will City senior management be present at future Financial Plan meetings to address public inquiries where possible?	<i>Senior management staff will be in attendance and if and where possible will address inquiries. Questions that require follow-up will be included on the Q&A document and addressed at a future meeting.</i>
February 27 RCM			
Public Input/Question Period	17	Questions related to City agreement with FortisBC: What is the operating fee revenue received by the City from FortisBC on March 1 for the years 2018 through 2022 inclusive? Will the March 1, 2023 operating fee revenue be made available during this year's budget deliberations once that fee has been received by the City? Where is this revenue captured [line number, category, and schedule] on the City's financial documents? For the revenue that is derived from this operating fee, where is this revenue typically directed for use in the City budget?	<i>2018 - \$77,896.52 - received March 1, 2019 2019 - \$85,440.81 - received March 1, 2020 2020 - \$98,631.48 - received March 1, 2021 2021 - \$122,002.58 - received March 1, 2022 2022 - \$162,129.75 - to be received March 1, 2023 Revenue is captured within the line item 011910 - Utility Tax 1%. The funding is used in the General Revenue Fund.</i>
	18	Questions related to Agreements [2] between the City and the Alberni Valley Chamber of Commerce [expired December 31, 2022]: Have either, or both of these Agreements been renewed? What are the time lengths for each Agreement? What is the total contracted amount for the life of each agreement?	<i>The agreements with the Alberni Valley Chamber of Commerce are still being negotiated and as such have not been renewed to date.</i>

19	What is the procedure for funding received by the City from senior governments/grant funds, etc.?	<i>When senior government provides grant funding, a local government must then ensure the funding requirements are met, each instance is specific on how the funds are used. The recently announced \$1-billion Growing Communities Fund funding program noted "will be going to local governments in B.C. to help build community infrastructure and amenities to meet the demands of unprecedented population growth." Further details on requirements will be provided and that will be shared once received.</i>
20	Cost allocation within Financial Plan for 2023 related to Somass Lands [security, insurance, etc.]?	<i>The Financial Plan includes \$650,000 funded from the Land Sale Reserve in 2023 to fund all costs associated with managing the property, including, site security, project management, risk management as required, development contracts, etc. These costs will be separated moving forward under a specific project number.</i>

Corporate Services

PURPOSE

To provide Council with an overview of departmental operations of Corporate Services, including Communications, Bylaw Enforcement and Community Policing.

Corporate Services

Long awaited Council Chambers electronics upgrades were complete for the February 27th meeting of Council. These upgrades allow for increased electronic access for both the public and Councillors who need to attend virtually from time to time. The technology has since been tested for virtual meeting attendance and virtual town hall formats.

In addition to these upgrades, minor changes will also be made to the seating arrangements in Chambers allowing for more staff to be able to sit at presentation tables to address Council.

Unit 3 at the Harbour Quay was re-leased to the Donut Shop for a further 5 year term. Unit 15 was re-leased to Grassroots under new ownership for a 5 year term. Proposals have been reviewed for Unit 9 and 16 and preferred proponents selected to proceed to lease negotiations.

Bylaw Enforcement

Public Safety Building

Bylaw services is now comfortably settled into their new office in the Public Safety Building. An open house for the public was held on February 11th. Bylaw enforcement, Corporate Services staff, members of City Council, past and present, Community Policing volunteers, and the RCMP all participated to welcome over 100 people through the new building. Uptake of the new building is growing steadily, we average about three walk-ins per day. The boardroom is being used for regular monthly meetings by the Restorative Justice Committee (RCMP participation) and the Community Action Team for the opioid overdose crisis (Council participation as well as Bylaw, Fire Department, and Park & Rec Staff participation).

Significant Issues

Homelessness and substandard housing are issues that consume a significant amount of time. There are no easy answers to this issue and we continue to engage with our peers to develop strategies. The Walyaqil Tiny Home community on 4th Avenue is expected to be ready to occupy this April. Staff have continued to work with the Port Alberni Friendship Centre, operators of Walyaqil, to facilitate a smooth transition of tenants from the unlawful trailer park next door. Staff have also continued engagement with the owner of the trailer park property and have entered into a Compliance Agreement in which he agreed to vacate and remove the trailers within 45 days of receiving notice that Walyaqil is ready to occupy. A Court Order remains a legal option if the Compliance agreement is not fulfilled.

Bylaws in Development

In response to issues that came up this winter over snow removal we have researched and drafted a new Traffic Regulation Bylaw that is currently under review by staff. We hope to present this new bylaw to Council in the second quarter. Staff are also working with the Parks and Recreation Department to update the Parks Regulation Bylaw. At 42 years old it is one of the oldest bylaws currently in use. Research is underway on developing a Bylaw that can effectively address residential rental standards. Research is also underway on a bylaw that can effectively incentivize owners of vacant, or derelict property to either develop or sell the property.

Statistics (January 1st to March 15th, 2023)

Calls dispatched – 188 (Q1- 2022 – 174), 49 of which remain active.

Tickets issued – 72 (Q1-2022 – 100)

The Traffic Regulation Bylaw continues to draw the most public complaints with street storage of boats, trailers, and unlicensed or wrecked vehicles making up 32 of the 188 calls.

Conclusion

These are challenging times for lower income members of our City. Rental accommodation has become unaffordable to people on social support and social housing is in limited supply. The result is that shelters are running at full capacity and the streets and parks are taking the overflow. Increased substance use is both a cause and symptom of this dynamic. We continue to do our best to engage compassionate strategies to deal with the issues.

Community Policing

Community Policing Highlights are explored in detail attached to this report. For the period January 1 through February 28, some highlights include:

- 29 Active Volunteers contributing 639 hours – 2 new volunteers trained
- 106 Property Crime Awareness letters distributed
- 4,425 vehicles monitored for distracted driving, with 2 warning letters issued
- 3,996 behivles monitored through speed watch program, with 16 warning letters issued
- 15 bikes registered through 529 Garage, with 4 bikes reunited with their owners
- 411 hours of crime watch
- 675 visual inspections for auto crime and education on protecting vehicles from theft.

LINKAGE TO CORPORATE STRATEGIC PLAN

Council's Strategic Plan 2019-2023 identified a goal to "foster a complete community, where people are safe and feel safe", and further identified the strategy to:

Develop a Public Safety Building in the Uptown District where City Bylaw Services and RCMP Community Policing Services are co-located.



This new space offers a space where people can feel safe to engage with Bylaw Enforcement and Community Policing, to utilize a public washroom, and provides a meeting space for many community groups that work with the City's vulnerable populations.

Ongoing work in all corporate services department align with Council's strategic goal of providing and maintaining quality services.

SUMMARY

This report provides a brief overview of projects and programs in the Corporate Services Department from January 1 through March 15, 2023, including corporate services generally, Bylaw Enforcement and Community Policing Departments.

Port Alberni Community Policing

IMPACT ON COMMUNITY SAFETY

Jan 1st to Feb 28th, 2023



Port Alberni Community Policing partnered with many agencies, businesses and citizens of Port Alberni to improve personal and neighborhood safety through a variety of safety oriented activities. Here are some highlights.

Visit us at: www.pacommunitypolicing.com

Distracted Driving

4,425

vehicles were monitored through our ICBC sponsored speed watch program and

2

warning letters were sent to anyone observed by our volunteers using electronic devices.

Property Crime Awareness Letters

106

property crime awareness letters were hand delivered by our volunteers to city residents and their surrounding neighbors that were impacted by theft, theft from auto, theft of auto and break and enter.



Speed Watch

3,996

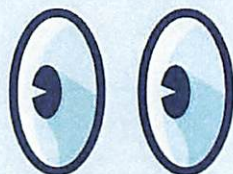
vehicles were monitored through our ICBC sponsored speed watch program and

16

warning letters were sent to anyone observed by our volunteers speeding 20 km or over the local speed limit



Crime Watch



Volunteers spent

411

hours providing additional eyes and ears for Port Alberni Neighbourhoods and reported 25 suspicious or criminal incidents to police

"Our Biggest Asset....Community Policing Volunteers!"

29

Active

volunteers contributed

639 hours

2 new Volunteers trained



Bike Theft

15

bikes were registered through 529 Garage and 4 bikes were reunited with bike's owner

0

bikes were donated to local programs by the Bikes for Kids program



Auto Crime

675

cars were visually inspected



5

vehicle owners were provided education on how to protect their vehicles from theft

Finance and Information Technology

PURPOSE

To provide Council with an overview of departmental operations.

COMMUNICATIONS

The Finance and Information Technology are considered largely an internal service department. Work and Projects are considered routine in most cases.

Tasks and projects:

- Financial Planning processes, time consuming process for Department.
- Year end and audit preparations.
- Quarterly Audit Committee meeting.
- Payroll upgrades - work continues on the moving to electronic platform.
- Supporting procurement across the organization.
- Continued selling of Somass Mill site assets.
- Supporting the organization with the Water Main break on Franklin River Road.
- Utility Billing and Year end outstanding taxes notices in January/February.
- Various grant reporting requirements as required.
- Supporting the new order management and point of sale software at the Multiplex.
- Renewal of the annual Insurance policy with updated values with MIABC.
- Continued work on upgrading online financial service options – Business Licences and dog renewals, credit card payment options.
- Upgrading systems and tying the Public Safety Building into the City system.
- Completion of the procurement of the new HyperConverged Infrastructure for City servers, databases, and file storage.
- Installation of the new Council Chambers Audio and Visual hardware and software.
- Upgrading phone systems at all facilities and integrating the Public Safety Building into the City network.
- Migration to Office 365 products for greater efficiency, team collaboration, and licensing advantages.
- SCADA upgrade work, including a remote SCADA monitor for Engineering Department in City Hall.
- New webpage for Combined Sewer Overflows.
- Beginning of asset management for Information Technology assets.

SUMMARY

Much of the work and processes that the Finance and Information Technology Departments undertake is routine and internal service delivery based. The first half of the year is focused on Financial Planning, year end reconciliation and reporting and finally the annual taxation and collection of taxes.

Parks, Recreation and Heritage

PURPOSE

To provide Council with an overview of departmental operations.

Facilities

Project: Public Safety Building → Renovation and Grand Opening

One of Council's priorities identified in the 2019 – 2023 Corporate Strategic Plan was to “foster a complete community, where people are safe and feel safe”, and included a specific goal regarding public safety:

5.2.3: Develop a Public Safety Building in the Uptown District where City Bylaw Services and RCMP Community Policing Services are co-located.

Facility construction was completed in October 2022, and the grand opening was held February 11, 2023.

Challenges

- Availability of materials was scarce across all industries, while price of materials was at an all-time high.

Scope

- Renovate the existing building at 3075 3rd Avenue, including upgraded HVAC equipment, welcoming public foyer with washroom and adding standard offices and amenities for staff.

Goal

- To provide Bylaw Services, Community Policing and RCMP support from a central, welcoming location.



Project: City Hall Window Replacement

Completed: December 2022

Challenges

- Inclement weather (safety and logistics).

Scope

- Each window was removed and replaced; the existing frames were retained.

Goal

- Replace failed windows that no longer held their insulative properties with new thermal, double-glazed units.



Project: Echo Centre Siding

Completed: December 2022

In a continued effort to maintain our City facilities at a high standard and due to age, the siding at Echo Centre required preventative and restorative work.

Challenges

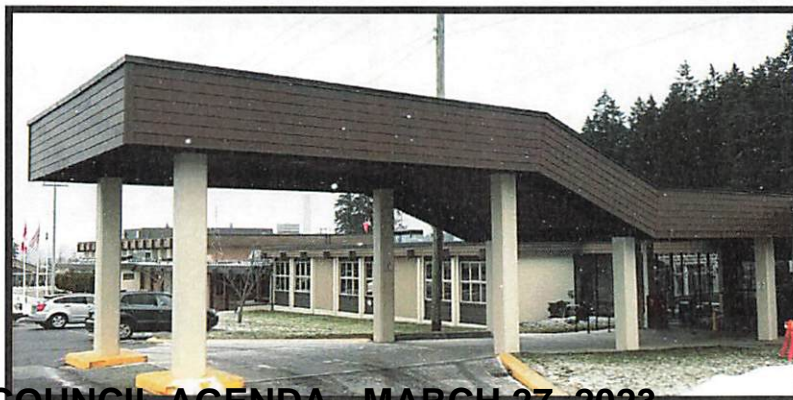
- Vehicle and pedestrian traffic.

Scope

- Remove existing rotten cedar siding and replace with cement Hardie board siding.

Goal

- To freshen up the look of the exterior of Echo Centre (built in 1967), protect the infrastructure, and improve our FireSmart rating.



Museum

Exhibits:

Marvelous Mushrooms: October 6 to January 7

- An exhibit on the many and varied mushrooms of BC.
- The opening event featured guest speakers Andy Mackinnon and Kem Luther, Exhibit Curators and co-Authors of the new book “Mushrooms of British Columbia”.

The Suitcase Project: December 2 to January 28

- A multimedia exhibit showcasing the work of photographer Kayla Isomura. Kayla began her research by asking Yonsei and Gosei (fourth and fifth generation) Japanese Canadians and Americans what they would pack if uprooted from their homes in a moment's notice.

The Clutesi Exhibit: Opens March 18, 2023

- We are honoured to be the first museum to open this exhibit, displaying it on Nuu-Chah-Nulth territory.
- Partners for this exhibit include the Clutesi Family, Bateman Foundation, the University of Victoria, the Royal BC Museum, Carr House and Alberni Residential School Survivors.

Special Events:

Film Fest

- Returned in September; all films to date have been sold out (1 show per month).
- 172 seats x 7 shows in fall, winter and spring = 1,204 audience members.

Christmas Market at the Industrial Heritage Center

- Museum staff assisted with the market and sold Museum Shop items; 160 guests attended.

Family Day: February 20, 2023

- 210 attended over the 3-hour event and participated in old-fashioned toys and games, a detective tour, an eye spy tour, activities, crafts and snacks.

Dinosaur Family Pop Up Program: February 25, 2023

- 251 attended and participated in a variety of dinosaur activities, events, crafts and story time.

Programs:

School Programs

- 7 themed programs were offered: Mushrooms of BC, The Suitcase Project, Dinosaur Discovery, Pioneer Family, Grasses and Cedar bark, Museum Discovery and Archaeology.

Public Programs

- A variety of public programs were offered: Thursday Night Family Craft Nights, Adult Learn to Knit classes, Family Literacy Day, Saturday Children's Birthday Parties, Adult Evening Guest Lectures



Victorian Tea Party Birthday

Parks

Projects:

- Leaf clean-up
- Snow and ice control
- Encampment clean-ups
- Garden bed maintenance and preparation for planting annuals
- Garbage can replacement (partnership with ADSS art classes)
- Repair turf maintenance equipment in preparation for mowing

- Tree planting on Rex Road
 - Removed old and dying trees, retaining all healthy trees
 - 24 trees planted in total



Recreation

Swimming Lessons

- In October 2022, our program shifted from the traditional Red Cross Swim Lessons to Lifesaving Society Learn to Swim Program, as the Red Cross is no longer the governing agency for swimming programs.
- Lessons continue to be very popular, resulting in significant waitlists due to difficulty in meeting demand; we are working to bring additional instructors online.

	Registered Preschool Lessons	Preschool Lesson Waitlist	Registered School Age Lessons	School Age Lesson Waitlist
Fall 2022	170	202	298	108
Winter 2023	176	196	241	88

Advanced Courses

- The Bronze Medallion course offered during Spring Break is full (12 participants).
- Our goal is to hire 8 – 10 new Lifeguard/Swim Instructors over the coming 6 months.

Youth Programs

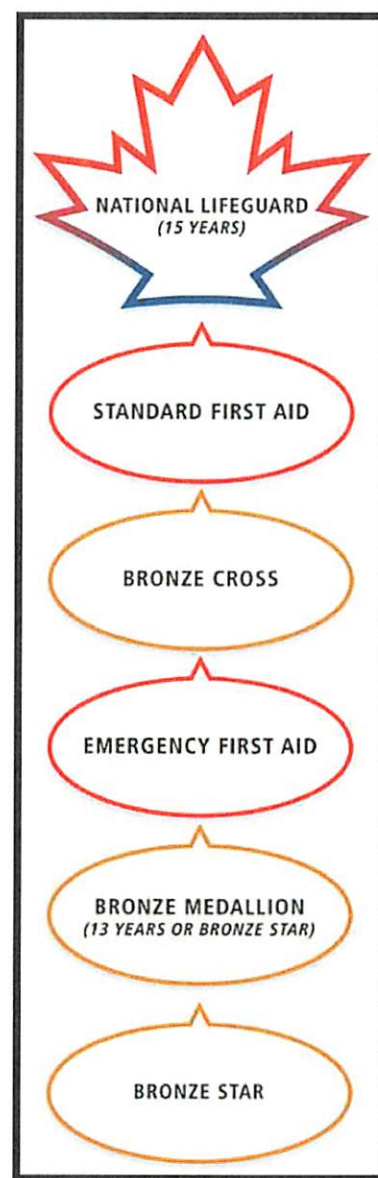
Fall 2022	Registration Numbers (Waitlist)
Winter Camp	45
Cooking & Baking	9
Education & Leadership	28 (1 waitlist)
General Arts	80 (2 waitlist)
Music & Dance	22
Pro-D Days	74 (7 waitlist)
Alberni Trail Riding	62
Birthday Parties	61 (34)
Hockey: Programs	32
Hockey: Private Lessons	44 (45-minute sessions)
Total	457 (44)

Winter 2023	Registration Numbers (Waitlist)
Cooking & Baking	5
Education & Leadership	5
Music & Dance	27 (2)
Pro-D Days	49
Birthday Parties	49 (29)
Hockey: Programs	52
Hockey: Private Lessons	93 (45-minute sessions)
Totals	280 (31)

Adult Programs

Fall 2022	Registration Numbers (Waitlist)
General Arts	47 (4)
Music & Dance	10
Group Fitness	103
Yoga	88 (5)
Totals	248 (9)

Winter 2023	Registration Numbers (Waitlist)
Cooking & Baking	41
Education & Leadership	49
General Arts	36 (20)
Music & Dance	7
Group Fitness	116 (1)
Yoga	46 (7)
Totals	295 (28)

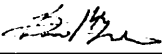
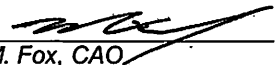


Steps to Becoming a Lifeguard



Dance Class

Date: March 13, 2023
File No: 6480-20/3360-20 2601 Burde Street
To: Mayor and Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments at 2601 Burde Street, Port Alberni**
BLOCK 24, DISTRICT LOT 139, ALBERNI DISTRICT, PLAN 1401A
Applicant: Steven Irg, Tanya Irg

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director: S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

1. THAT "Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070" be now introduced and read a first time.
2. THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now introduced and read a first time.
3. THAT "Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070" be read a second time.
4. THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a second time.
5. THAT the amending bylaws be advanced to a Public Hearing on Monday April 24th, 2023 at 6:00 pm.

PURPOSE

The City has received a development application proposing amendments to the Official Community Plan (OCP) and Zoning Bylaw at 2601 Burde Street. The applicant is seeking to change the land use designation and zoning of the property to enable a subdivision that would create five (5) low-density residential lots.

BACKGROUND

The subject properties are designated *Future Residential (FUR)* in the Official Community Plan (OCP), and are classified *FD Future Development* in Zoning Bylaw No. 4832. The property at 2601 Burde Street is currently occupied by a single-detached residential home with frontage onto Burde Street. The remainder of the property is undeveloped and contains a mix of trees and brush. The property has previously been logged. The undeveloped portion of the property has frontage onto Dundalk Avenue South, which is currently partially paved with asphalt.

The property is approximately 875 metres east of the Uplands residential neighbourhood. The nearest major road intersection is 2.63 kilometres west at 10th Avenue. The surrounding area is a mix of large rural lots, and historically created smaller lots with single detached homes. Zoning is a mix of rural, semi rural, and residential properties. The boundary with the Alberni Clayoquot Regional District is on the east side of Dundalk Avenue South.

Subject Property and Site Context

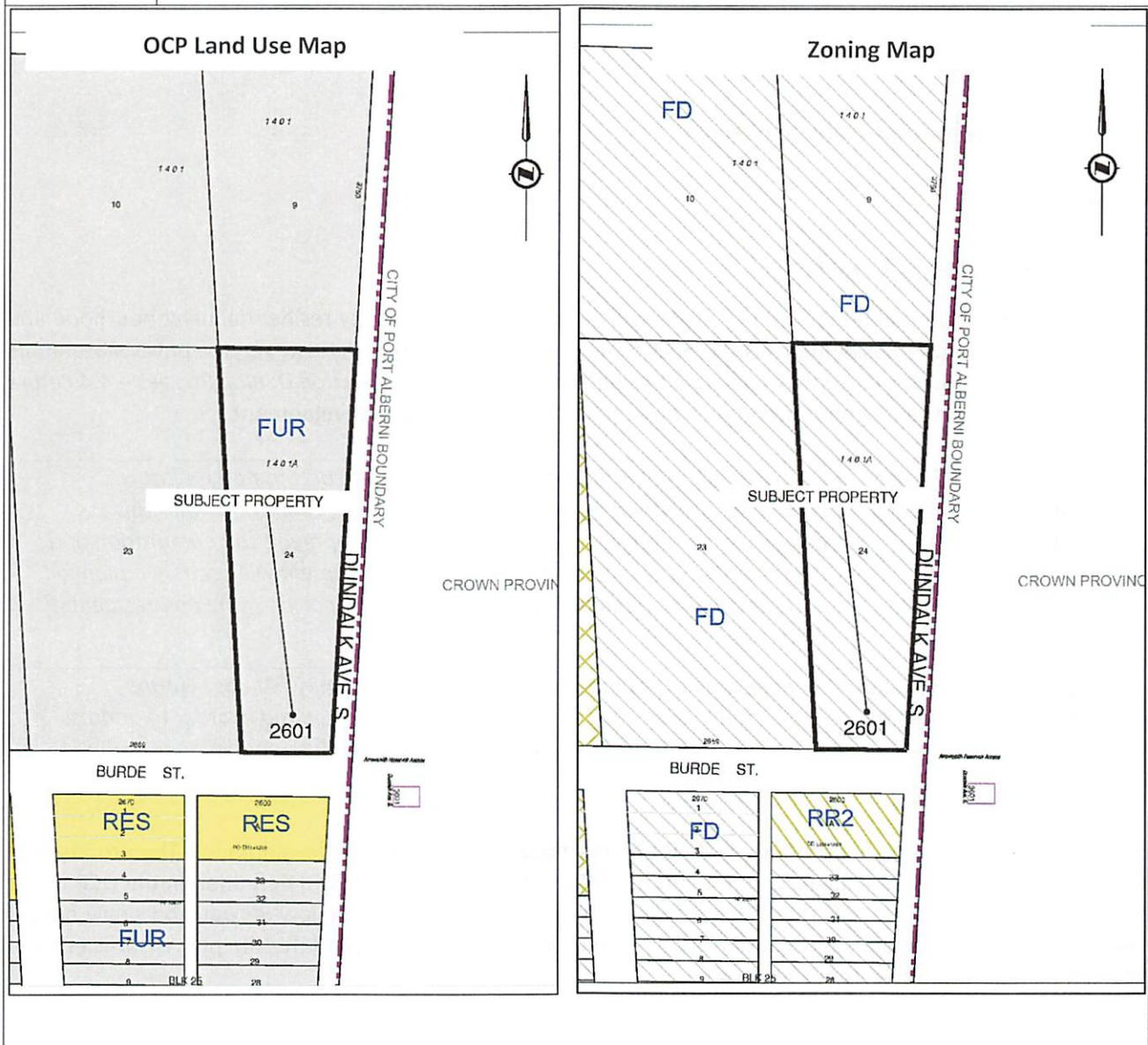
Location	At the east end of Burde Street at the corner of Dundalk Avenue near the boundary of the City of Port Alberni and the Alberni Clayoquot Regional District. Neighbourhood named “Arrowsmith Heights” in OCP.
Total Area	Property total approx. 10,279 m ² (2.54 acres)
Current Land Use (OCP)	Future Residential (FUR)
Proposed Land Use (OCP)	Residential (RES)
Current Zoning	FD Future Development
Proposed Zoning	R2 Semi-Rural Residential
Relevant Guidelines	<ul style="list-style-type: none"> • OCP Section C Plan Goals & Land Use Designations – Table 3 • OCP Section D Plan Policies – 4.0 Residential • OCP Section D Plan Policies – 4.2 Residential (RES) • OCP Section D Plan Policies – 9.2 Sanitary Sewer • Zoning Bylaw section 5.10 – RR2 Semi Rural Residential zone • Sewage System Regulation / BC Public Health Act

Figure 1 – Subject Property Map



Table 1 – Surrounding Neighbourhood Land Use

North	FD Future Development, ACRD boundary
South	FD Future Development, RR2 Semi-Rural Residential
East	ACRD boundary
West	FD Future Development, RR1 Rural Residential, RR2 Semi-Rural Residential



ALTERNATIVES/OPTIONS

1. *THAT "Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070" be now introduced and read a first time.*

THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now introduced and read a first time.

THAT "Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070" be read a second time.

THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a second time.

2. Council may decline to give first reading.
3. Council may provide alternate direction.

ANALYSIS

1. OCP Policy and Land Use Designation

The proposed Residential (RES) land use aligns with surrounding low-density residential neighbourhood and the definition of Future Residential (FUR) in Section 4.0 Residential in the OCP. However, the policy statements in the OCP under *Section C: Goals & Land Use Designations – Table 3*, and *Section D: Plan Policies – 4.4 Future Residential* state that a neighbourhood plan be required as a condition of development.

Section C: Plan Goals & Land Use Designations – Table 3	<i>Future Residential FUR Identifies areas that will accommodate future residential growth at a low density for up to 20 years. Lands with this designation will require as a condition of development, the preparation of a neighbourhood plan that identifies how development will occur in a planned and sustainable manner. This designation may include some non-residential land uses.</i>
Section D: Plan Policies - 4.4.2 Future Residential	<i>In those areas designated in the Official Community Plan as "Future Residential", a detailed neighbourhood plan is required in order to address the specifics of the proposed land use. The neighbourhood plan must be approved prior to an OCP designation change by Council.</i>

Staff recommends a "neighbourhood plan" not be required as a condition of development. The proposed 5-lot single family subdivision aligns with the intent of the Future Residential (FUR) definition in the OCP under Section 4.0 Residential (p. 35). The OCP intent is for future development to be low density and single family. Given the small area of land, and low density of development, staff are satisfied the site plan is sufficient and that a neighbourhood plan is not required.

OCP policy also considers future sanitary sewer service to the Arrowsmith Heights neighbourhood:

Section D: Plan Policies – 9.2.3 Sanitary Sewer	<i>Development of the Arrowsmith Heights area at an urban density will require construction of a sewer trunk as a precondition of development.</i>
--	--

The applicant's proposal to create five (5) half-acre lots with *RR2 Semi-Rural Residential* zoning is considered to be low density development. Staff do not consider this to be an "urban density" requiring construction of a sewer trunk main as a precondition of development.

2. Zoning Bylaw, 2014 No. 4832

The proposed *RR2 Semi-Rural Residential* zone aligns with existing low-density residential neighbourhood, and aligns with the City's housing goals. The RR2 zone permits secondary suites that provide some additional rental accommodation. Zoning Bylaw descriptions for the current and proposed zoning are below:

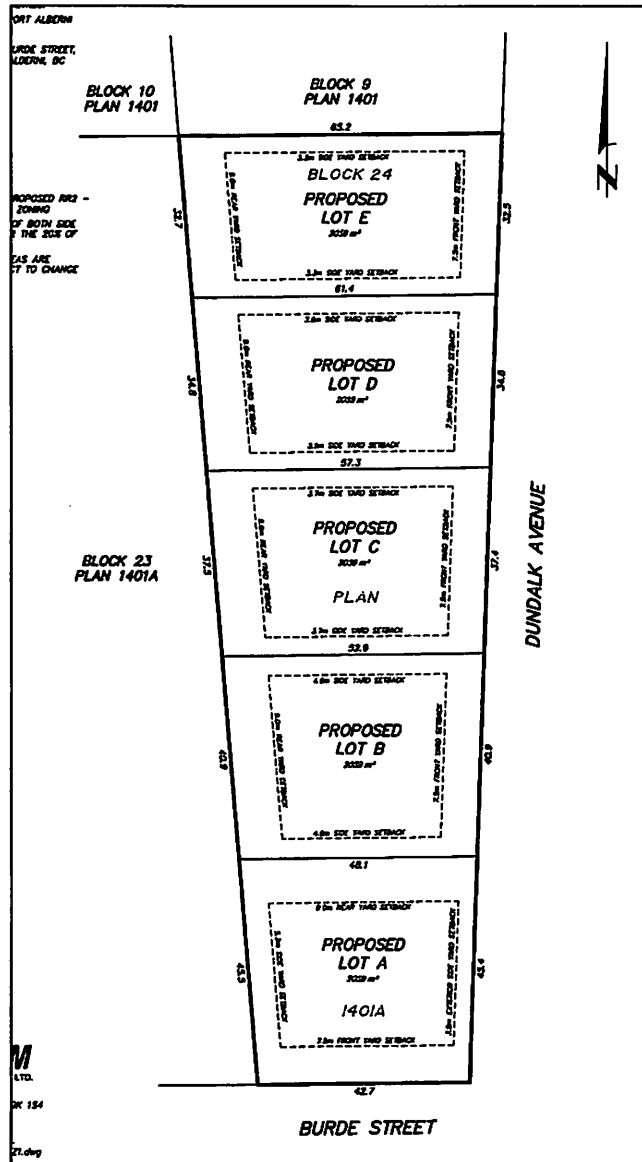
Current	5.8 FD Future Development	<i>The purpose of this zone is to retain land required for future development in large parcels, to the extent possible, so that urban development may someday proceed in an orderly fashion. These zone provisions enable lands to be used for open space, parks, or forestry uses on an interim basis.</i>
Proposed	5.10 RR2 Semi-Rural Residential Zone	<i>The purpose of this zone is to provide for low density development of a semi-rural character</i>

Site Layout

The applicant has submitted a preliminary site plan which is attached to this report. The proposed five (5) lot subdivision meets the requirements of the *RR2 Semi-Rural Residential* zone.

Table 2 – Zone Requirements and Proposed Lot Dimensions				
<i>Site Regulations</i>	<i>FD Future Development</i>	<i>RR2 Semi Rural Residential</i>	<i>Current Lot dimensions</i>	<i>Minimum proposed lot dimensions</i>
<i>Minimum Lot Area</i>	40,000 m ² (9.88 acres)	1,160 m ² (0.28 acres)	10,300 m ² (2.54 acres)	2,059 m ²
<i>Minimum Frontage</i>	150 m	23 m	42.7 m	32.5 m

Figure 3 – Zone Requirements and Proposed Lot Dimensions



Infrastructure and Servicing

Infrastructure upgrades will be required to service the development including water utilities and road improvements on Dundalk Avenue. The applicant will be responsible for the cost of designing and constructing all improvements. Details will be confirmed by the Approving Officer during subdivision. Development will only be permitted if the infrastructure requirements such as water, road access, and fire protection are met.

Staff review has identified a need for a vehicle turn around at the end of Dundalk Avenue, a new water main, storm water drainage, and road surface upgrades. More information is included in the attached Engineering Services Report dated October 3, 2022.

This neighbourhood is not serviced by municipal sanitary sewers system. As an alternative, the development would be serviced by an on-site sanitary system, which are regulated by the Province of BC under the *Sewerage System Regulation*. These systems must be designed by an authorized wastewater practitioner, and have a maintenance plan registered with the Province. The property owner is responsible for maintenance and ensuring compliance with provincial regulations.

Staff Notes:

- Staff recommend a restrictive covenant (s.219 Land Title Act) be placed on property title as a condition of development. The covenant would require the properties be connected to municipal sanitary sewer service upon future construction of the sewer trunk extension which supports the intent of Council Policy in the OCP under section 9.2.3 *Sanitary Sewer*.
- The current OCP review will begin a community conversation on the future land use of the Arrowsmith Heights neighbourhood.
- Increased traffic would be limited to two dwellings per lot since the RR2 zone allows only one (1) single detached dwelling with one (1) secondary suite.
- Development Permit would not be required as single-family properties are not included on *Schedule B Development Permit Areas Map* in the OCP.
- The OCP amendment requires a Public Hearing to be held.

EXTERNAL REFFERALS

Agency/department	Comments
RCMP	No comments received as per the date of this report.
Canada Post (Regional)	No concerns
Fortis	FortisBC has no gas lines in the area and therefore has no concerns.

IMPLICATIONS

Supporting this application at 2601 Burde Street would enable a subdivision application for the creation of five lots, and a total of four new single detached dwellings. The new dwellings would be serviced by municipal water, but connected to private on-site sanitary septic systems. Staff recommend a restrictive covenant be placed on land title requiring the property be connected to municipal sanitary sewer if/when service is extended to the Arrowsmith Heights neighbourhood. Council should consider the appropriateness of the proposal including potential neighbourhood impacts, and potential benefits to the community.

COMMUNICATIONS

The development application (ZON22-08) was reviewed by the Advisory Planning Commission at their meeting on October 20, 2022. The Commission passed a motion recommending Council support the application, but asked for clarity regarding OCP policy *Section D - 4.4.2 Future Residential* and the requirement for a neighbourhood plan.

In accordance with Section 475 of the Local Government Act (LGA), the City provided an additional opportunity for input to those whose interests may be affected by the application. This is required for all OCP amendments. City staff mailed letters to all owners and occupants of property within 750 metres of the subject property. Staff determined the standard 75 metre notice specified in *Development Application Notice Bylaw No. 4614* was not sufficient given the large lot sizes in the area, and expanded the mailing radius to include the entire Arrowsmith Heights neighbourhood. A total of 74 letters were mailed, and 1 response received. A summary of feedback is below:

- Concern over the size of the lots not suiting the rural neighbourhood.
- Concern over the roadway and it's width.
- Concern over the number of lots affecting water pressure and fire protection for the properties on Dundalk Avenue.

If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include notification to owners and occupants within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*, and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.

BYLAWS/PLANS/POLICIES

1. Official Community

The application proposes to change the land use designation from Future Residential to Residential. The proposed land use aligns with the Residential designation and OCP policy in *Section D: Plan Policies – 4.2 Residential (RES)*:

2. Zoning Bylaw 2014 (Bylaw 4832):

The application proposes to amend the Zoning Bylaw map to change the classification from FD Future Development to RR2 – Rural Residential. The proposed development aligns with purpose of the RR2 zone in Zoning Bylaw section 5.10: *The purpose of this zone is to provide for low density development of a semi-rural character.*

SUMMARY

The City has received an application for amendments to the OCP and *Zoning Bylaw No. 4832* proposing to change the land use designation of the property to Residential, and the zoning to RR2 Semi-Rural Residential. This would allow the applicant to apply for a subdivision to create a total of five (5) low-density residential lots.

Staff support the proposed amendments and recommend that amending bylaws 5070 and 5071 be given first and second readings, and that Council advance the application to a Public Hearing on April 24, 2023.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission October 20, 2022 Meeting Minutes*
- *Engineering Services Report dated October 3, 2022*
- *Draft OCP Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070*
- *Draft Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071*

C: *D. Leurebourg, Director of Corporate Services*
 A. McGifford, Director of Finance
 R. Gaudreault, Building/Plumbing Inspector



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on October 20, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Joe McQuaid (Acting as Chair)
Harley Wylie (Alt. – Tseshah̓t (č̓ iṣaaʔath̓) F.N)
Jolleen Dick, Councillor, Hupačasath F.N
Amy Anaka
Callan Noye
Peter Dionne, R.C.M.P. Liaison
Amy Needham, Parks Liaison
Councillor Deb Haggard, Council Liaison

Staff

Marianne Wade, Manager of Planning
Brian McLoughlin, Development Planner
Cara Foden, Planning Technician

Guests

Applicant: Steve Irg
Applicant: Dion Hopkins
Public:

Regrets

Ken Watts, Chief, Tseshah̓t (č̓ iṣaaʔath̓) F.N)
Ed Francoeur (Chair)
Christine Washington, SD70
Ken McRae, (Vice - Chair)
Stefanie Weber
Scott Smith, Dir. of Dev. Services/Deputy CAO
Derrin Fines, P.A.F.D. Liaison

Alternates (not in attendance)

Councillor Helen Poon (Alt.– Council Liaison)
S./Sgt. Mike Thompson (Alt.– RCMP)
Larry Ransom (Alt.– S.D.70)



1. Acknowledgements and Introductions:

The Acting Chair acknowledged that this Advisory Planning Commission (APC) meeting is held within the unceded, traditional territories of the Hupačasath Nation and the č̓ iṣaaʔath̓ (Tseshah̓t) First Nation. Welcome and introductions.

2. Minutes: Adoption of September 15, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the September 15, 2022 regular meeting.

(Noye / Dick) CARRIED

3. DEVELOPMENT APPLICATIONS – Official Community Plan and Zoning Bylaw amendments

2601 Burde Street - Block 24, District Lot 139, Alberni District, Plan 1401A (PID:007-437-161)

APPLICANT: S. and T. Irg

- The Planner summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked questions about the water and sewer services that would be required.
 - The Planner indicated that a water line was available along Burde St. and the applicant would likely be required to extend the line to service a proposed subdivision.
 - The Planner also indicated that the City Engineer had requested that a Section 219 Covenant be registered on the Land Title in order to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available. The

proposed OCP and Zoning bylaw amendments would facilitate subdivision but would require the approval of Island Health for appropriate septic system installations.

- The APC voiced concern about increasing development in the upper Burde St. area and asked staff if the City had a plan in place for future servicing of the area. Staff indicated that there is not a plan in place currently however the issue of future servicing would be a subject of review and policy discussion as the new Official Community Plan review continues to move forward. Public engagement has been significant to date.
- The timing of the proposed OCP amendment was discussed as the OPC is currently under review and the new OCP may have implications for the applicant.
- The APC asked for clarification on the impacts of proceeding with amending the OCP while the OCP review project is still active. It was noted that the current OCP contains policy that all development proposals, for land within the 'Future Residential' designation, be subject to preparation and approval of a Neighbourhood Plan. The APC commented that a Neighbourhood Plan had not been required of the applicant and asked for clarification.
- The Manager of Planning provided information regarding the rights of the applicant / landowner and potential ramifications if the City were to attempt to "freeze" the current rights of the landowner for the duration of the OCP review project. Staff also described the density proposed as being consistent with current rural policy in the OCP. The applicant has not proposed an "urban" level of development or density.
- Park dedication requirements will be reviewed during the subdivision process.

Motion:

That the Advisory Planning Commission recommends to City Council that Council support the application with the condition that a Section 219 Covenant be registered on the Land Title to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available.

(Wylie / Noye) CARRIED

4. DEVELOPMENT APPLICATIONS – Zoning Bylaw amendment

3911 Cedar Street - Lot S (DD EX32142) District Lot 112, Alberni District, Plan 43267 PID: 026-235-731;

3909 Cedar Street - Lot 17, District Lot 112, Alberni District, Plan 43267 PID: 004-985-419

APPLICANT: D. Hopkins dba 1077823 BC Ltd.

- The Planner II summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked if both properties were being amended to the R3 zone and noted that the R3 zone does not permit secondary suites. The APC were advised that the applicant had indicated to staff that the existing home on 3911 Cedar St. did not currently contain a secondary suite and was aware that rezoning from R1 to R3 would remove the potential for a suite to be created in the existing home.

Motion:

That the Advisory Planning Commission recommends to City Council that Council support the application.

(Anaka / Noye) CARRIED

5. Status Update: OCP Vision and Guiding Principles

- The Manager of Planning gave a verbal update regarding the status of the OCP review project including public engagement to-date. She indicated that the City had received 300 of the surveys that had been made available online and via hardcopy. Five pop-up opportunities had been completed and a number of targeted meetings. A workshop was well attended on September 14th. A “Bull’s Eye” exercise with students and teachers had received positive feedback and Councilor Haggard thanked the Manager of Planning for involving youth in the OCP project.
- Analysis of the public input is being compiled for presentation in a report that will present potential direction for the OCP policy development phase of the project.

6. OTHER BUSINESS:

- The Manager of Planning indicated to the APC that the November Agenda will include a discussion of APC membership as two current APC members are not eligible for reappointment having served the maximum term allowable under the APC Bylaw.

7. ADJOURNMENT: The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on November 17, 2022.

(Noye / McQuaid) CARRIED



Ed Francoeur (Chair)

THE CITY OF PORT ALBERNI ENGINEERING SERVICING REPORT

FILE:

DATE: October 3, 2022

LEGAL: BLOCK 24, DISTRICT LOT 139, PLAN 1401A

LOCATION: 2601 Burde St

SUBJECT: Development Application - Amendment to Zoning Bylaw

Engineering has no objection to the proposed amendment to the zoning bylaw provided it conforms to bylaw standards. The following report identifies key site-specific requirements and bylaw issues which are to be satisfactorily addressed as a condition of Subdivision. All works on City property to follow City of Port Alberni Engineering Standards and MMCD Standards.

1.00 Roads

- 1.01 The Applicant to engage a Civil Engineer licensed in the Province of BC to provide a Dundalk Ave road design to meet Service Level 1 Standards. Design to be approved by the Director of Engineering. Road Section to be a minimum of 6 meters of lane with a 1.5m shoulder on the west side delineated by a white fog line.

Temporary turnaround fronting the property must be provided as per drawing R-6 of the CPA Engineering Specifications.

2.00 Sewerage

- 2.01 On site sanitary treatment is acceptable as a sanitary sewer is not present to connect to. Property owners will be required to connect to the future sewer line when it is available as per the City's Sewer Bylaw. At time of subdivision, this information must be put on each Property Title.

3.00 Drainage

- 3.01 All lots must be serviced with storm sewer. All lots must be designed to allow for gravity site drainage. Storm water discharges must be restricted to a predevelopment condition with a runoff coefficient of 0.25 (grassland equivalent) for 6 month and 10 year return flows. The overland flow route for each lot must be verified and onsite grading or curbing done as required to direct major event flows and protect any flow routes that cross property line(s).
- 3.02 The applicant is required to verify the location of all onsite buried works and obtain an easement or abandon the works as necessary to ensure any private works are protected or fully contained within each lot.
- 3.03 Applicant to have a Civil Engineer licensed in the Province of BC complete a Stormwater Management Plan for the proposed property and adjacent road ROW.

4.00 Water

- 4.01 The Applicant to engage a Civil Engineer licensed in the Province of BC to provide a water design to be approved by the Director of Engineering and Island Health.
- 4.02 All water requirements must be shown on the engineering plans prior to final approval.

5.00 Shallow Utilities

- 5.01 All electrical, communications and CATV wiring must be installed as per all applicable standards and bylaws for the zoning designation of the property. Additional power poles will not be approved within the City Right of Way. The applicant may be required to submit BC Hydro approved drawings power supply from an existing source. The drawings are to address Telus and Cable issues as well.
- 5.02 All conditions of BC Hydro, Telus, Fortis Gas and CATV must be satisfied. Aft shallow utilities must be shown on the engineering plans prior to approval. The City reserves the right to approve proposed line assignments of shallow utilities.

6.00 Geotechnical

6.01 A geotechnical investigation of the site will be required. The report should address all geotechnical issues which may affect the proposed development such as:

- a) Site soil and groundwater characteristics
- b) Site suitability for intended development
- c) Recommendations for foundation design
- d) Recommendations for slab-on-grade construction
- e) Any special requirements for construction
- f) Location and stability of fill areas
- g) Restricted building areas
- h) Road design
- i) Drainage practices
- j) Potential flood areas

7.00 Site Grading

7.01 Site grading plans (also known as lot grading plans) for each lot and adjacent Road ROW will be required to ensure the proposed grading fits with surrounding areas. Building Permits are required for all walls exceeding 1.2m in height.

7.02 Site grading plan to show driveway location and grades.

8.00 Statutory Right of Ways and Easements:

8.01 Existing and proposed servicing that will cross subdivision lines must be protected by an Easement and may not be built upon.

Robert-Lee Dickinson

Director of Engineering and Public Works

CITY OF PORT ALBERNI

BYLAW NO. 5070

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN
FOR THE CITY OF PORT ALBERNI

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

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070**".

2. Official Community Plan Amendment:

- 2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Block 24, District Lot 139, Alberni District, Plan 1401A (PID:007-437-161), located at **2601 Burde Street**, from 'Future Residential' to '**Residential**' use as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME this day of , 2023.

READ A SECOND TIME this day of , 2023.

A PUBLIC HEARING WAS HELD this day of , 2023.

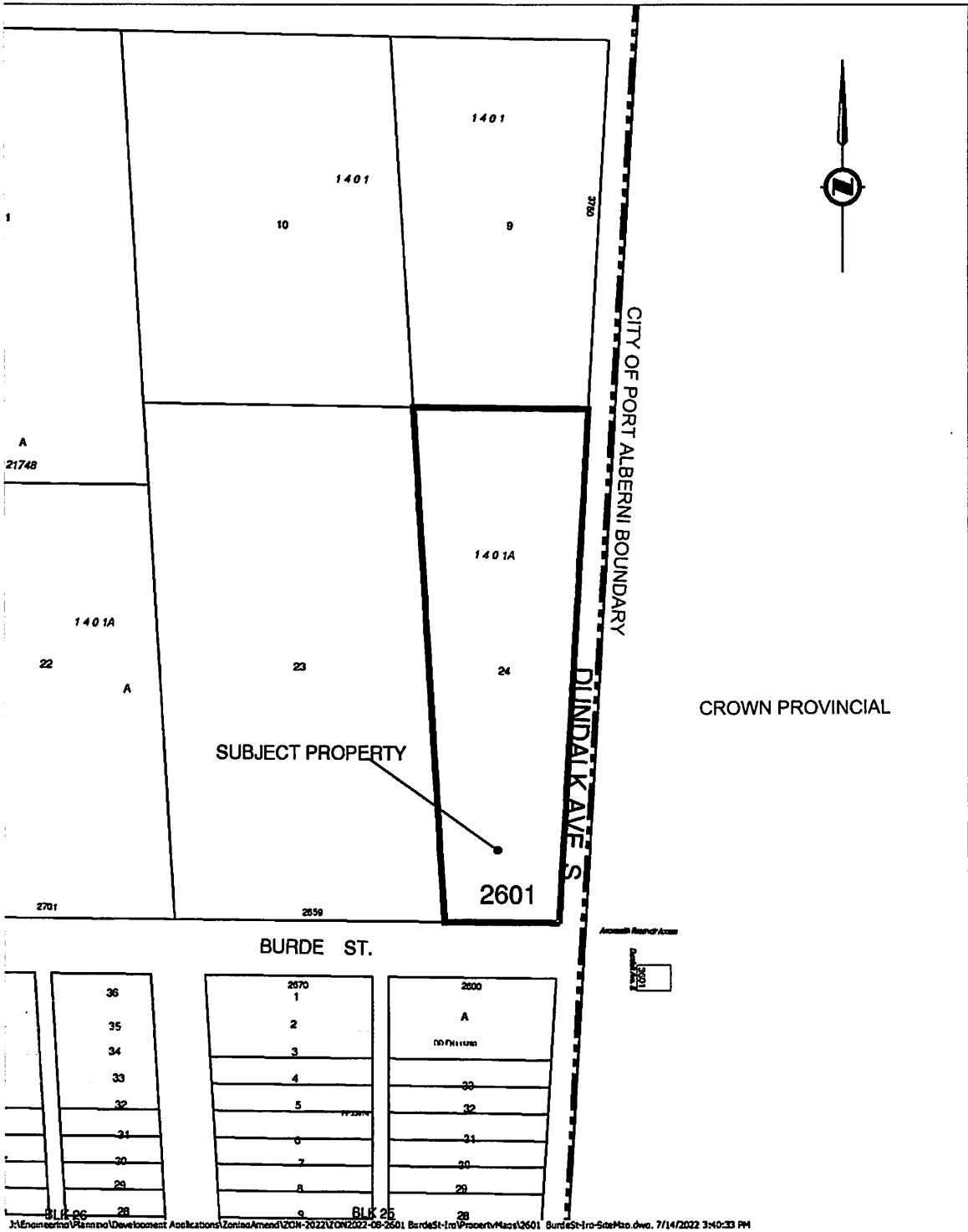
READ A THIRD TIME this day of , 2023.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

Schedule "A" to Bylaw 5070



CITY OF PORT ALBERNI

BYLAW NO. 5071

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 58 (2601 Burde Street - Irg) Bylaw No. 5071**".

2. Zoning Amendment

2.1 That Block 24, District Lot 139, Alberni District, Plan 1401A (PID:007-437-161), located at **2601 Burde Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'FD Future Development' to '**RR2 Semi Rural Residential**'.

3. Map Amendment

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

READ A FIRST TIME this day of , 2023.

READ A SECOND TIME this day of , 2023.

A PUBLIC HEARING WAS HELD this day of , 2023.

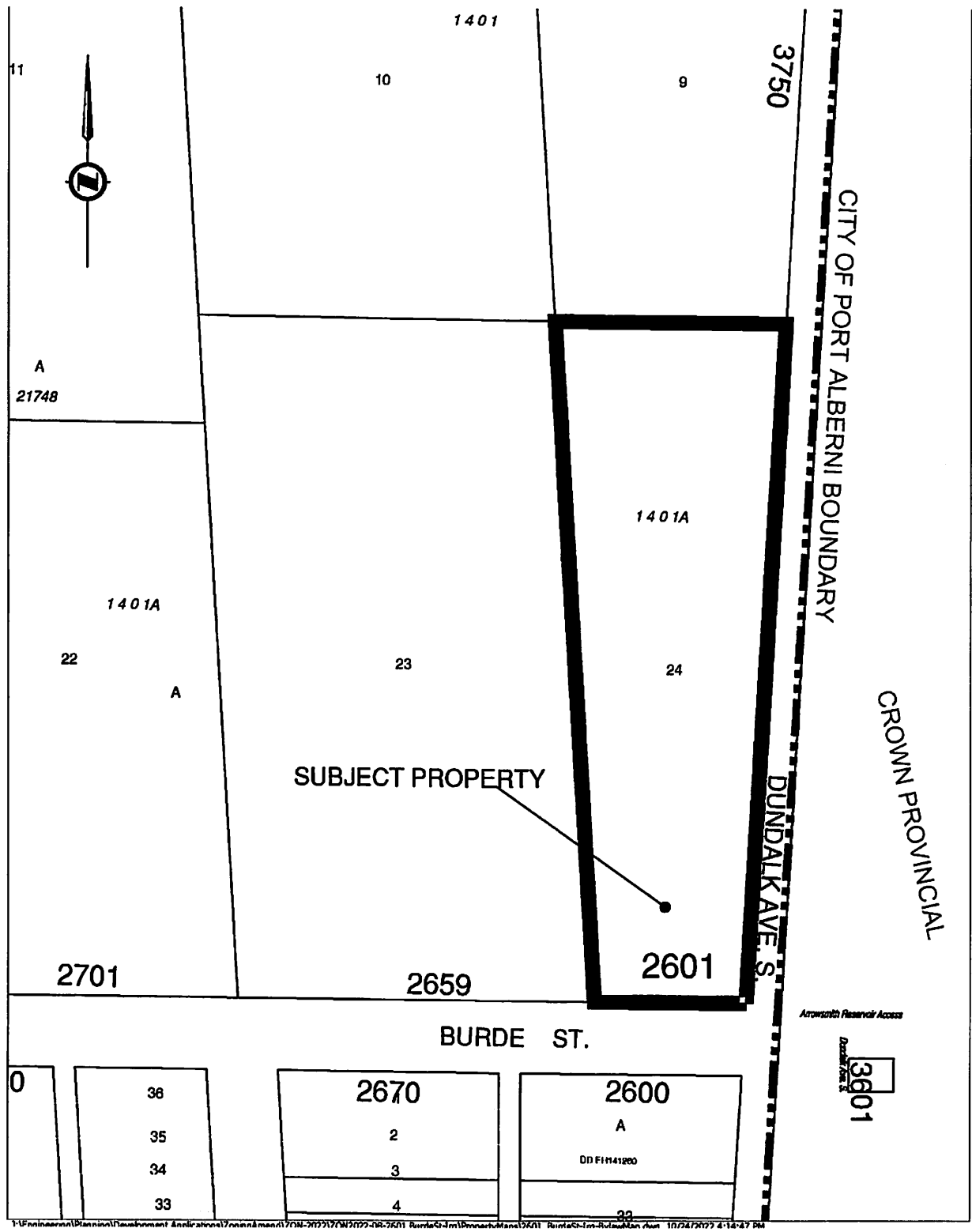
READ A THIRD TIME this day of , 2023.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5071



RECEIVED

MAR 13 2023

CITY OF PORT ALBERNI

February 16, 2023



☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Comm. Action*
File # *RCM Mar 27, 23*
0230-20-BCFM

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

Dear Mayor Sharie Minions and Council,

We are writing to share a great story from your community with wonderful outcomes:

- People in your community accessed fresh, healthy local food from local farmers.
- Local farmers saw greater economic activity - strengthening their sustainability.

Each year, with funding from the Province of British Columbia, the BC Association of Farmers Markets delivers the BC Farmers' Market Nutrition Coupon Program across the province. In 2022, through an increase in funding we expanded the number of seniors and elders in the program and increased the weekly coupon allocation per family from \$21 to \$27.

In Your Community

In **Port Alberni**, we proudly partnered with **Canadian Mental Health Association, Island Health - Port Alberni Early Years Program and Sage Haven Society** who provided lower-income pregnant persons, families, and seniors with coupons to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs and honey directly from farmers at your local farmers' market.

And with these coupons they redeemed **\$26,256** with local farmers at the **Spirit Square Farmers Market**.

Over **137** lower-income residents from **Port Alberni** ate and enjoyed more local, fresh foods, learned about healthy eating, and felt connected to their community. At the same time, your local food system was strengthened with farmers in your community who benefited from this additional income to sustain their farms.

Our Request To You

If you agree the BC Farmers' Market Nutrition Coupon Program is a valuable program, we kindly ask you to send a thank you letter to the Minister of Health, Adrien Dix. Your encouragement and feedback means a lot and can strengthen support for ongoing funding for the BC Farmers' Market Nutrition Coupon Program.

BC Association of Farmers' Markets

208 1089 West Broadway Vancouver, BC V6H 1E5
604 734 9797 bcfarmersmarket.org bcfarmersmarket@trill.com



We are ready to dig in and work with your community again in 2023!

With gratitude,



H. O'Hara
Executive Director



W. Bystedt
President, Board of Directors

BC Association of Farmers' Markets

205-1089 West Broadway Vancouver, BC V6H 1E5
604-249-9797 bcfarmersmarkets.org bcfarmersmarkettrail.com

RECEIVED

MAR 15 2023

CITY OF PORT ALBERNI

From: C [REDACTED] Dean <cdean@gbscidp.ca>
Sent: March 13, 2023 11:09 PM
To: Sharie Minions <sharie_minions@portalberni.ca>
Subject: GBS/CIDP Foundation of Canada Proclamation Request

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Proc</i>
File # <i>0630-01</i>	

ACM Mar 27/23

My name is C [REDACTED] Dean. I have been a Survivor since 2008 of a rare autoimmune illness called Guillain-Barré Syndrome. I am also a BC Liaison with the GBS/CIDP Foundation of Canada and have been a member of the Foundation since 2008.

As a Liaison, part of my role and the role of the other Liaisons is to support patients with GBS/CIDP and their variants, in and out of the hospital in the City of Port Alberni area.

If it was not for Covid, we would be holding in-person events like peer-to-peer support group meetings and Walk & Roll events. Until we get back to our in-person support group meetings (which we are hoping to do later this year), we are offering virtual support group meetings approximately every 2 months (our next support group meeting is tentatively scheduled for a date to be determined in the 2nd week of April, 2023).

We have multiple liaisons in BC and we continue to support our patients and their families virtually or by phone, by email and by text. The Foundation's Medical Advisory Board includes prominent Neuromuscular Specialists across Canada including Dr. Kristine Chapman, who practices out of the Vancouver General Hospital.

The GBS/CIDP Foundation of Canada continues to support and educate patients and families upholding our Mission and Vision which can be found on the accompanying Tri-fold.

I have attached the Tri-fold, along with our Proclamation Request.

Please contact me with any questions or concerns you may have regarding the Port Alberni City Council approving this proclamation.

C [REDACTED] Dean,
GBS/CIDP Liaison



GBS/CIDP Foundation of Canada

Guillain-Barré Syndrome/Chronic Inflammatory Demyelinating Polyneuropathy
Support, Education, Research, Advocacy

Honorary Board

Larry Brenneman (*deceased*)
Tom Feasby, MD
Angelika Hahn, MD
Susan Keast, *Founder*
Serge Payer
Kenneth Shonk, MD

Executive Director

Donna Hartlen

Officers

Darryl Bedford
President
Holly Gerlach
Vice President
Howard Huss
Treasurer

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Rami Massie, MD
Elizabeth Pringle, MD
Zaeem Siddiqi, MD
Jiri Vajsar, MD
Chris White, MD
Douglas Zochodne, MD

March 11, 2023

City of Port Alberni City Council
4850 Argyle Street
Port Alberni, B.C.
V9Y 1V8

Dear Mayor Sharie Minions:

We are writing to respectfully request that the city of Port Alberni proclaim May 2023 as GBS/CIDP Awareness Month. The Month of May, has been internationally designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on these rare conditions. The GBS/CIDP Foundation of Canada is a national, not for profit patient organization that supports patients and families afflicted with Guillain-Barré Syndrome, Chronic Inflammatory Demyelinating Polyneuropathy, and variants such as Multifocal Motor Neuropathy. We serve patients through support, education, research and advocacy.

GBS has a sudden onset of symptoms, which can cause complete paralysis within a day. Recovery can be unpredictable, patients and their families face an uncertain future, usually requiring months of hospital care without knowing if or when they will recover, or whether they will face long-term disabilities. Earlier diagnosis, treatment, and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves. The cause of these conditions is unknown, and can develop in any person, regardless of age, gender or ethnic background.

We are working to raise awareness of these rare conditions so that future patients get help sooner and will know that our organization is here to provide hope. We provide support and information through trained volunteers, our website, materials provided to hospitals, and organize local and online peer-to-peer support group meetings. We provide patient educational events and build awareness within the medical community. We advocate for access to diagnosis and appropriate treatment, and also support Canadian research that aims to improve the quality of life of GBS, CIDP, and MMN patients.

While considered rare diseases, in Canada GBS affects 2 in 100,000, and in Zika outbreaks 9-24 in 100,000. CIDP affects 5-7 in 100,000. For more information: www.gbscidp.ca
Please let us know if there is anything further you require for our proclamation request to be approved for this year and for subsequent years.

Please see the attached email or application from Cheryl Dean. Cheryl is a GBS survivor and is our lead BC liaison. She is supporting patients in your community.

Thank you for your consideration.


K. Brooks
Patient Advocate & Volunteer Coordinator
kbrooks@gbscidp.ca
1-403-510-3170
www.gbscidp.ca

Canadian charity registration number: 887327906RR0001

3100 Garden Street, PO Box 80060 RPO Rossland Garden, Whitby, Ontario, L1R 0H1
PH: 1-647-560-6842 gbscidp.ca



Proclamation

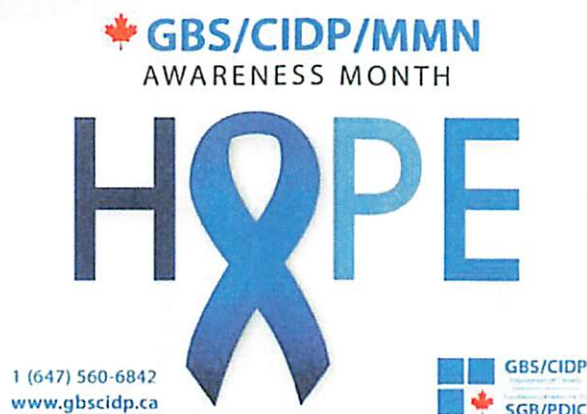
WHEREAS, The Month of May, has been internationally designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), rare, paralyzing and potentially catastrophic disorders of the peripheral nerves; and

WHEREAS Guillain-Barré Syndrome (GBS), Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), and their variants such as Multifocal Motor Neuropathy (MMN), are rare conditions which are paralyzing and potentially catastrophic inflammatory disorders of the peripheral nerves, which can be characterized by rapid onset of weakness and, often, paralysis of the legs, arms, breathing muscles and face, in some cases leading to complete paralysis and requiring life-sustaining hospital care, and

WHEREAS the cause of GBS, CIDP, and MMN is unknown, and these conditions can develop in any person, regardless of age, gender or ethnic background, and

WHEREAS GBS, CIDP, and MMN have a slow and unpredictable recovery, patients and their families face an uncertain future, usually requiring months of hospital care without knowing if or when they will recover, or whether they will face long-term disabilities. Earlier diagnosis, treatment, and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves, and

WHEREAS in 2003, GBS/CIDP Foundation of Canada, a patient organization providing support, education, research, and advocacy, was founded so that no patient or family would go through GBS, CIDP, MMN or their variants alone.



Mission :

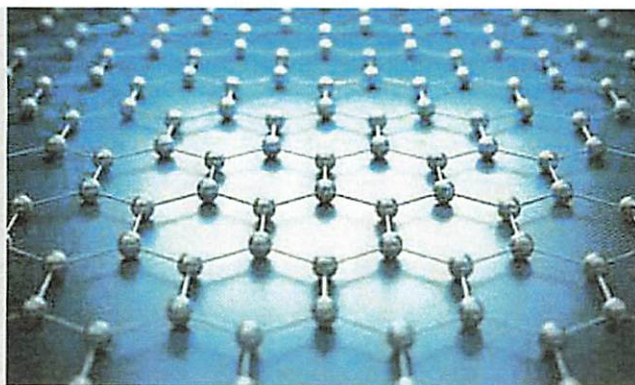
To engage in advocacy, including treatment access, (at the federal, provincial and grassroots levels) to improve the quality of life for individuals and families affected by GBS, CIDP, or variants such as MMN.

Vision :

Every person affected by GBS, CIDP, or variants such as MMN, will have access to early and accurate diagnosis, expert interdisciplinary treatment and support, and through continued research, a cure will be developed.

GBS/CIDP Foundation of Canada is a registered Canadian charity. Our foundation is made up of trained caring volunteers who have had GBS, CIDP, and variants, who are dedicated to the support of our patient community in hopes that no patient goes through these disorders alone.

If you or someone you know would like more information, please contact the foundation. Medical professionals are welcome to contact us for literature and to get more information on how to connect your patients with the foundation.



For more information, please contact:

*Support • Education • Research
• Advocacy*



GBS/CIDP Foundation of Canada
3100 Garden Street
PO Box 80060 RPO Rossland Garden
Whitby, ON L1R 0H1

1(647) 560-6842
info@gbscidp.ca
www.gbscidp.ca

The foundation is extremely fortunate to have the commitment and expertise of dedicated neurologists that are on our Medical Advisory Board. For a list, visit www.gbscidp.ca.

Find us on :



Charity Registration: 887327906RR0001

Guillain-Barré Syndrome

**Chronic Inflammatory
Demyelinating
Polyneuropathy**

Multifocal Motor Neuropathy

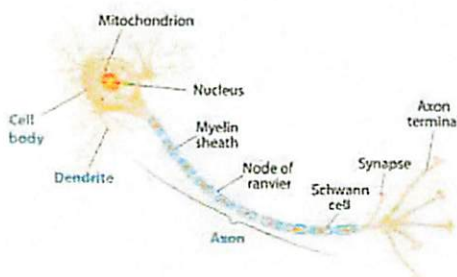
**Miller Fisher Syndrome &
variants**



Guillain-Barré Syndrome (GBS)

is an inflammatory disorder of the peripheral nerves, those outside the brain and spinal cord. Rapid onset of weakness and often paralysis of the legs and arms within a few weeks of onset accompany this disorder. Back pain or pain in the extremities as well as numbness and tingling can also be part of the initial presentation. Patients during early days of onset may require intensive care to monitor breathing and other body functions. Rehabilitation helps during the recovery phase, which can take months or even years. GBS can affect any person, at any age, of either gender, or any ethnic background. **Miller Fisher Syndrome (MFS)** is a variant of GBS which also presents rapidly and affects the peripheral nerves. However, MFS more commonly causes unsteadiness and imbalance and affects the eye muscles causing double vision, visual blurring or droopy eyelids.

Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) is an inflammatory disorder of the peripheral nerves. There is increasing weakness as well as numbness and tingling of the legs and arms that can develop over a period of a few months and symptoms continue if untreated. It is caused by damage to the covering of then nerves, called myelin. If treated early and aggressively, therapies can limit the damage to the nerves and contribute to a better quality of life. Like GBS, CIDP can start at any age, and with either gender.



Acquired Motor Sensory Neuropathy (AMSAN)

, also known as Lewis Sumner Syndrome is often considered a variant of CIDP. It shares many features with CIDP but typically has a more asymmetric (more side to side differences), and multifocal (specific areas affected) presentation compared to patients with CIDP.

Multifocal Motor Neuropathy (MMN)

is an inflammatory nerve disease affecting the myelin sheath, or the insulation of nerves, similar to CIDP and GBS. It typically has a slow course over many years and affects the arms with weakness in the muscles that bend the fingers, however any nerve and muscle group can be affected. On nerve testing (EMG), "blocking" of the responses to the nerves that go to the muscles is seen. Sometimes, antibodies to a molecule called GM1-ganglioside are present and can be detected with additional testing. This can help with the diagnosis.

Treatments :

- Immunotherapies, such as IVIG
- Plasma Exchange
- In contrast to CIDP, MMN is not usually responsive to medications such as prednisone or other immunosuppressives

Services Available :

- Hospital visitation by knowledgeable volunteers
- Telephone support
- Local support group meetings
- Educational material
- Names of physicians specializing in the disorders
- Educational presentations
- Newsletters
- National & Regional Conferences
- Research funding
- Patient advocacy
- Awareness events
- Patient stories

Treatments :

- High dose of intravenous immunoglobulin (IVIG)
- Plasma Exchange

Treatments :

- Immunotherapies, (IVIG, SCIG)
- Plasma Exchange
- Prednisone
- Immunosuppressives

Mission :

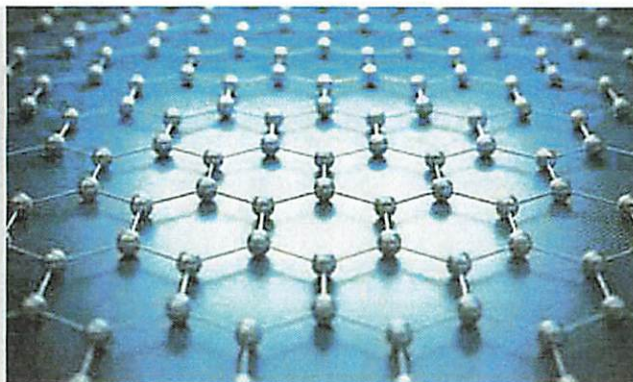
Mener des actions de mobilisation, y compris pour l'accès au traitement (aux niveaux fédéral, provincial et local) afin d'améliorer la qualité de vie des personnes et des familles touchées par le SGB, la PDIC ou des variantes telle que la NMM.

Vision :

Assurer l'accès à toute personne atteinte par le SGB, la PDIC ou des variantes telles que la NMM à un diagnostic précoce et précis, ainsi qu'à un traitement et à un soutien par des experts interdisciplinaires et, grâce à la recherche, au développement de meilleurs soins.

Le **Fondation canadienne du SGB et de la PDIC** est un organisme de bienfaisance canadien fondé en 2003. Notre fondation poursuit son histoire de liaison avec les patients et leurs familles grâce à des bénévoles dévoués qui, eux aussi, ont été touchés par le SGB, la PDIC et ses variantes, telles que la NMM. Nous espérons qu'aucun patient et qu'aucun membre de leur famille n'aura à vivre avec ces troubles seul.

Si vous ou quelqu'un que vous connaissez souhaitez obtenir de plus amples renseignements, veuillez communiquer avec la fondation. Les professionnels de la santé sont également invités à nous contacter pour obtenir de la documentation et des renseignements sur la façon de mettre leurs patients en contact avec la fondation.



Fondation canadienne du
SGB/PDIC

*Pour de plus amples renseignements, veuillez
communiquer avec :*

*Soutien • Éducation • Recherche
• Mobilisation*



Fondation Canadienne du
SGB/PDIC

Fondation canadienne du SGB et de la PDIC
3100, rue Garden
C.P. 80060 COP Rossland Garden
Whitby (Ontario) L1R 0H1

1(647) 560-6842
info@gbscidp.ca
www.gbscidp.ca

*La fondation a la chance inouïe de bénéficier
de l'engagement et de l'expertise de
neurologues dévoués au sein de son conseil
consultatif médical. Pour consulter la liste
des spécialistes, visitez www.gbscidp.ca.*

Visitez notre site Web : www.gbscidp.ca



Charity Registration: 887327906RR0001

Syndrome de Guillain-Barré

**Polyneuropathie
inflammatoire
démýélinisante chronique**

**Neuropathie motrice
multifocale**

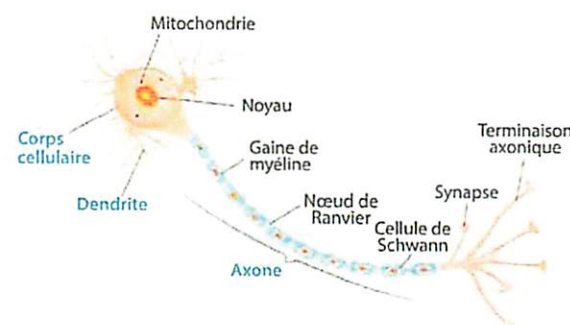
**Syndrome de Miller Fisher
et variantes**



Le **syndrome de Guillain-Barré (SGB)**

est un trouble inflammatoire des nerfs périphériques, soit les nerfs situés à l'extérieur du cerveau et de la moelle épinière. Cette maladie se manifeste par une faiblesse soudaine et s'accompagne souvent d'une paralysie des jambes et des bras survenant quelques semaines après l'apparition des premiers symptômes. Une douleur au dos ou aux extrémités des membres, de même qu'un engourdissement et des picotements peuvent également faire partie du tableau clinique initial. Dans les premiers jours suivant l'apparition des symptômes, les patients peuvent nécessiter des soins intensifs afin de surveiller leur respiration et d'autres fonctions physiologiques. Une réadaptation s'avère utile pendant la phase de rétablissement, qui peut s'échelonner sur des mois, voire des années. Le SGB peut toucher tant les hommes que les femmes, de tout âge et de toute origine ethnique. Le syndrome de Miller-Fisher (SMF) est une variante du SGB qui se manifeste tout aussi rapidement et qui atteint également les nerfs périphériques. Cependant, le SMF entraîne plus souvent une instabilité et une perte d'équilibre, en plus d'atteindre les muscles oculaires, causant une vision double ou trouble ou encore un affaissement des paupières.

La **polyneuropathie démyélinisante inflammatoire chronique (PDIC)** est un trouble inflammatoire des nerfs périphériques entraînant une faiblesse croissante ainsi qu'un engourdissement et des picotements dans les jambes et les bras pouvant évoluer sur quelques mois. Les symptômes persistent en l'absence de traitement. La maladie est causée par des lésions à la myéline, la gaine recouvrant les nerfs. Un traitement précoce et intensif peut limiter les lésions nerveuses et contribuer à une meilleure qualité de vie. Tout comme le SGB, la PDIC peut survenir à tout âge, chez les hommes comme chez les femmes.



La **neuropathie sensitivo-motrice acquise (NSMA)**, également appelée « syndrome de Lewis-Sumner », est souvent considérée comme une variante de la PDIC. Les deux maladies ont de nombreuses caractéristiques communes, mais la NSMA se manifeste généralement de façon plus asymétrique (plus de différences entre les deux côtés du corps) et multifocale (zones précises atteintes) que la PDIC.

Tout comme la PDIC et le SGB, la **neuropathie motrice multifocale (NMM)** est une maladie inflammatoire des nerfs qui atteint la myéline, la gaine protectrice des fibres nerveuses. En général, elle évolue lentement sur de nombreuses années, se manifeste dans les bras et entraîne une faiblesse dans les muscles fléchisseurs des doigts. Toutefois, n'importe quel groupe neuromusculaire peut être atteint. L'électromyographie (EMG) permet d'observer un « blocage » du flux nerveux musculaire. Parfois, des anticorps dirigés contre une molécule appelée « ganglioside GM1 » sont présents et peuvent être détectés à l'aide de tests supplémentaires, ce qui peut aider à poser le diagnostic.

Traitements :

- Immunothérapies, telles que les IgIV
- Échange plasmatique
- Contrairement à la PDIC, la NMM ne répond habituellement pas à des médicaments comme la prednisone ou d'autres immunosuppresseurs

Services offerts :

- Visites à l'hôpital par des bénévoles qualifiés
- Soutien téléphonique
- Rencontres de groupes de soutien locaux
- Documentation éducative
- Noms de médecins spécialistes de ces maladies
- Présentations éducatives
- Bulletins d'information
- Conférences régionales et nationales
- Financement de la recherche
- Défense des droits des patients
- Activités de sensibilisation
- Témoignages de patients

Traitements :

- Immunoglobulines intraveineuses (IgIV) à dose élevée
- Échange plasmatique

Traitements :

- Immunoglobulines (IgIV, IgSC)
- Échange plasmatique
- Prednisone
- Immunosuppresseurs

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MAR 10 2023

CITY OF PORT ALBERNI

March 6, 2023

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



<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 # _____	

Dear Mayor Minions:

Re: Provincial Response to 2022 Resolutions

UBCM has received the Province's response to your Council resolution(s) from 2022. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Convention & Resolutions, then under Resolutions & Responses.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Sincerely,



J. Ford
UBCM President

Enclosure

Whereas the Ministry of Social Development and Poverty Reduction funds housing for low income clients;

And whereas the clients often arrange for monthly payments of rent directly to the landlord;

And whereas these forms of housing often do not meet minimum safety and cleanliness standards:

Therefore be it resolved that the UBCM urge the provincial government to ensure they are funding clients to live in safe and clean affordable housing.

Convention Decision: Endorsed

Provincial Response

Ministry of Housing

Ensuring British Columbians have access to well-built, safe, affordable, and functional housing is a key priority for the Province. This includes ensuring that lower income individuals and families and clients of the Ministry of Social Development and Poverty Reduction have access to safe and clean affordable housing.

Through the BC Building Code, the Province regulates how buildings are constructed and renovated. The BC Building Code sets minimum requirements for health, safety, accessibility, fire and structural protection, as well as energy and water efficiency. The BC Fire Code provides additional fire safety requirements in existing buildings and facilities. BC codes, which are based on model national codes, are updated every five years in part to address emerging health and safety issues.

Rules that govern standards of maintenance for rental buildings fall under the Residential Tenancy Act (RTA). Under the RTA, a landlord must provide and maintain a rental property in a state that is suitable for occupancy by a tenant and meets health, housing, safety and building standards required by law. The "health, safety and housing standards required by law" referred to in the RTA include standards of maintenance bylaws that are established and enforced by local governments. If a landlord is not upholding their obligations under the RTA, a tenant may apply to the Residential Tenancy Branch for dispute resolution and request that the arbitrator order the landlord to fulfill their responsibilities for maintaining the rental property.

Government is continuing to focus on delivering safe, affordable housing across the housing continuum. Since 2017, under the 10-year housing plan, Homes for BC A 30-Point Plan for Housing Affordability in British Columbia, more than 40,000 units of new affordable housing are complete or underway in over 100 communities across BC. This includes over 6000 units for the homeless.

*Homes for BC A 30-Point Plan for Housing Affordability in British Columbia URL
https://www.bcbudget.gov.bc.ca/2018/homesbc/2018_homes_for_bc.pdf*

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MAR 07 2023

CITY OF PORT ALBERNI

☒ Council
☐ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
File # 220-80

☐ Economic Development
☒ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other

March 27 RCM

C [REDACTED] & B [REDACTED] Yeo

Port Alberni, BC V9Y 5T5

City Hall
Port Alberni BC

To: Charles Mealey, Debbie Haggard, Cindy Solda, Dustin Dame, John Douglas, Todd Patola, Sharrie Minions, Tim Pley & City Works

RE: Rex Road City Boulevard

Our names are C [REDACTED] and B [REDACTED] Yeo who live on Rex Road. I would like the City Council to look at the trees the City Works just planted on Rex Road. They are a multitude of different species and look terrible! These trees create a **huge** work load for myself and my husband, we are 70 and 75 years old. In the spring we have thousands of small worm-like seed pods and then in the fall we have billions of loonie sized leaves to rake up, these leaves create a huge nuisance well into December. As a matter of fact the street cleaner just came in February to clean up the left over leaves that fell in 2022. Also the roots on 3 of the gigantic trees are spreading into our yard and they are really close to our house, I do hope they will not create any problems to our perimeter drains.

I have to call the City Works numerous times to clean up the city tree leaves that are on the road so the city drains do not clog up. This year and last year we have to make sure the drains are cleared when it snows. However, when it does fall, we make sure again the drains are clear but then the snow plow comes and buries the drains along with more leaves!

Your council are trying to save money, this was a **TOTAL** waste of tax payers money. How much did the trees cost as well as the worker's wages? I want to know!

Thank you for your attention in this complicated matter.

Yours sincerely

[REDACTED]
C [REDACTED] Yeo

[REDACTED]
B [REDACTED] Yeo

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MAR 13 2023

CITY OF PORT ALBERNI

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<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Comm. Summary</i>

File # 7710-01 *RCM Mar 27, 23*

From: O [REDACTED] Brown [REDACTED]
Sent: March 8, 2023 12:46 PM
To: Willa Thorpe <willa_thorpe@portalberni.ca>; Shawn Bourgoin <Shawn_Bourgoin@portalberni.ca>;
Sharie Minions <sharie_minions@portalberni.ca>
Subject: Echo pool closures

Dear Shawn Bourgoin

I am just writing about the recent cuts and closures on the Echo swimming pool.

The weekends is the only time that many people that work can use the pool for themselves and with their family. It is sad that a public facility has to close down the only time that certain people can access it. Is it not possible to cut times(if any) that the pool is not so busy like a Monday afternoon instead of making the facility unavailable for a whole day? The pool is a life line for many people with chronic medical conditions and it is a threat to their lifestyles when closures occur.

You mentioned that this will be for a year - what is the reason for such a long time or this specific time period? What is going to change in a year?

I feel the management should have the public's interests in mind and should avoid this trajectory of closures of a public funded facility.

O [REDACTED] Brown.

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MAR 13 2023

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other
File # 7710-01

From: D [REDACTED] Isbister [REDACTED] CITY OF PORT ALBERNI

Sent: March 11, 2023 11:05 AM

To: Willa Thorpe <willa_thorpe@portalberni.ca>; Shawn Bourgoin <Shawn_Bourgoin@portalberni.ca>; Sharie Minions <sharie_minions@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>; Dustin Dame <Dustin_Dame@portalberni.ca>; Debbie Haggard <debbie_haggard@portalberni.ca>; John Douglas <John_Douglas@portalberni.ca>; Charles Mealey <Charles_Mealey@portalberni.ca>; Todd Patola <Todd_Patola@portalberni.ca>

Subject: Pool Facility Closures

Hello,

I have been using the Port Alberni pool and facilities for the last 10 years. I have found them to be clean and comfortable and the staff has always been kind, polite and willing to assist in any way that they can. I am very concerned about the lack of hours available to the public and the recent cuts to public pool times. The pool is a foundation of this community servicing people of all ages and backgrounds; especially servicing the elderly, the disabled and allowing young families the opportunity to grow their children and this towns future. It is simply not acceptable to have the pool closed during weekends. This is the only time hard working families can take the time to play and relax with their friends, family and community. Why has the city decided that the pool is no longer an important part of this community? I would urge you to reconsider this trend and instead put resources into the pool and allow this community to use it as often as possible. How can we increase the hours of availability for public pool times? How can we as a community grow in a healthy way towards a better Port Alberni?

Thank you,

D [REDACTED] Isbister



Alberni Valley Ringette Association

2379 8th Ave

Port Alberni, BC, V9Y 8G1

(604) 803-5931

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MAR 16 2023

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Deve'
<input type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/P'
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & H.
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other
File # <u>0230-20 AV Ringette</u>	

March 14, 2023

Good afternoon

The Alberni Valley Ringette Association is now established in Port Alberni. Ringette is a uniquely Canadian winter sport that's as challenging as it is enjoyable. It was created by Sam Jacks in 1963 and has since been dubbed the fastest sport on ice. The main objective of ringette is to use a stick to hit a ring into the opposing team's goal. The team with the highest score at the end wins. Being a predominantly female sport, ringette opens the opportunity for youth girls to participate in team based sport helping to build confidence and inspire an active lifestyle.

How is ringette different than hockey?

- 30-second shot clock: The short shot clock leads to a fast-paced game that requires constant motion.
- Everyone wins: The fast pace and constant passing of ringette discourages ring hogs and fosters teamwork.
- No-contact policy: There is no intentional body contact, making it much safer than hockey.

Vancouver Island currently has only two active ringette associations: Comox Valley and Victoria. Having ringette in Port Alberni will not only divide the gap between Comox and Victoria by bringing in players from neighboring cities such as Nanaimo and Parksville, but will also bring out-of-town players from the Mainland to participate in tournaments hosted by our association. There has been an outpouring of interest and support since establishing our Come Try Ringette event scheduled for Sunday, April 23rd, from in-town, to players in Parksville and Nanaimo.

Currently we are struggling with securing ice times at the Alberni Valley Multiplex. The other associations that require ice, such as the hockey leagues and Mount Arrowsmith Skating Club, have monopolized all the decent ice times for years and after speaking with the Multiplex booking agent, these associations will always retain these spots into the future, not allowing our association any chance of securing ice times appropriate for our member divisions.

My ask from the City of Port Alberni:

- To implement an opening date for ice time bookings, such as April 1st, after seasons have ended. This will allow all associations a fair chance at booking their ice times for the next season. This way no one is "grandfathered" into ice times.
- Flexibility and review of existing ice times. Preference being given to school age players to secure ice times between the hours of 4:30pm and 8:30pm on weekdays and have adult leagues take early morning, daytime or late night time slots.
- Additional ice surfaces to be added or built to accommodate the growing interest in ice sports and increase of registered players.

We are hoping to gain your support in our efforts to make ringette an amazing additional sport to offer in Port Alberni not only to residents, but to our neighboring communities.

Sticks in a bundle are unbreakable!

Yours kindly,

K████Krol

President - Alberni Valley Ringette Association

RECEIVED

MAR 14 2023

CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" 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 # 0400-20-MDE

From: Bains, B [REDACTED] FOR:EX <B[REDACTED]@Bains@gov.bc.ca>

Sent: March 14, 2023 11:50 AM

To: Sharie Minions <sharie_minions@portalberni.ca>; fboyko@acrd.bc.ca; pcote@acrd.bc.ca

Cc: Osborne.MLA, Josie LASS:EX <Josie.Osborne.MLA@leg.bc.ca>

Subject: Spongy Moth Eradication Pesticide Use Permit Issued for Aerial Spraying

Spongy Moth Aerial Spray Program Update:

I would like to inform you that the Ministry of Environment and Climate Change Strategy have issued the Ministry of Forests a pesticide use permit (PUP No. 738-0036-23-23) to aerially treat a 763 hectare area to eradicate establishing spongy moth populations. We encourage your offices to post the permit for inspection by the public. The permit and map are posted on the Ministry's spongy moth news page and all subscribers to the news page received an automated update of the permit issuance. Additionally, an advertisement with the permit details will be published in the Alberni Valley News in the next two weeks (exact date is yet to be determined).

The program is estimated to start sometime between April 15th and mid-May. We run a biological model (BioSim) to track the spongy moth caterpillar's development and we time our sprays accordingly. As we approach our start date I will be updating our spongy moth news page regularly (www.gov.bc.ca/spongymoth-news). There is also an option to subscribe to the news page (right column box) that provides automated updates to subscribers. All residents within the treatment area and a 300 m buffer zone will also receive a postcard (delivered via Canada Post) approximately 7 – 10 days prior to the first aerial spray. There will be three sprays in total and they will be approximately 7 – 10 days apart. All sprays are weather dependent (we do not spray if it is raining or if winds exceed 8 km/hour) and are completed in the early morning hours (starting at first light and completed by 7:30 am over populated areas and 8:30 am in rural or forested areas).

The Ministry will also issue an information bulletin/press release 7 – 10 days prior to commencement of the first spray. At least 24 hours prior to each spray, lawn signs will also be set-up around the spray boundary with program information and spray date and timing. Electronic message boards will be used on any major highways that intersect the spray zones.

If you have any questions or comments about our program or the issued permit please let me know and I would be more than happy to respond via phone, video conference or email.

Thank-you,

B[REDACTED]

B[REDACTED] Bains, MSc, RPF
Provincial Forest Entomologist
Forest Science, Planning and Practices Branch
Office of the Chief Forester
Ministry of Forests
Office: 236-468-2295

I acknowledge with respect and gratitude the Coast Salish peoples of the QayQayt Nation whose ancestral, unceded and traditional territories that I live and work on.



March 13, 2023

PUP No. 738-0036-23-23

VIA EMAIL

Attn: B [REDACTED] Bains

Ministry of Forests
P.O. Box 9513 Stn. Prov. Govt.
Victoria, BC V8W 9C2

Dear Permit Holder:

Enclosed is Pesticide Use Permit No. 738-0036-23-23 issued under the provisions of the *Integrated Pest Management Act*. Your attention is respectfully directed to the terms and conditions outlined in the permit that must be complied with.

It is the responsibility of the permit holder to ensure that all activities conducted under this permit are carried out with due regard to the rights of third parties and comply with other applicable legislation that may be in force.

This decision may be appealed to the Environmental Appeal Board in accordance with Section 14 of the *Integrated Pest Management Act*. An appeal must be delivered within 30 days from the date that notice of the decision. For further information, please contact the Environmental Appeal Board at (250) 387-3464.

Administration of this permit will be carried out by staff from the Environmental Protection Division's Regional Operations Branch. Plans, data and reports pertinent to the permit are to be submitted by email or electronic transfer to the director, designated officer, or as further instructed.

Yours truly,

[REDACTED]

P [REDACTED] Lawrie, P.Ag
Authorizations Section Head, Industry, Fish and IPM
On behalf of the Administrator, *Integrated Pest Management Act*

Attachments

Ministry of Environment &
Climate Change Strategy

Integrated Pest Management
Environmental Protection Division

Mailing Address:
2080A Labieux Road
Nanaimo BC V9T 6J9

Telephone: 250 751-3100
Facsimile: 250 751-3103
Website: www.gov.bc.ca/env



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

PESTICIDE USE PERMIT No. 738-0036-23-23

Pursuant to Section 6 of the Integrated Pest Management Act

British Columbia Minister of Forests
P.O. Box 9513 Stn. Prov. Govt.
Victoria, BC V8W 9C2

is authorized to use pesticides subject to the conditions listed below. Contravention of any of these conditions is a violation of the *Integrated Pest Management Act* and may result in prosecution.

1. Authorized Pesticide Use

Pesticide use must be for the purpose of eradicating introduced populations of the Spongy Moth (*Lymantria dispar*) from public and private land in the Campbell River and Port Alberni areas shown in Maps 1 and 2.

- 1.1 The authorized pesticide is Foray® 48B, P.C.P No. 24977, active ingredient: *Bacillus thuringiensis* subsp. *kurstaki* at a rate of 4 L/ha or 50 Billion Cabbage Looper Units (BCLU)/ha per application.
- 1.2 The authorized method of application is aerial by rotary or fixed-wing aircraft.
- 1.3 A maximum of four aerial pesticide applications are permitted for each treatment location.
- 1.4 The maximum treatment area per application must not exceed:
 - (a) 303 ha – Campbell River
 - (b) 763 ha – Port Alberni
- 1.5 Aerial application is permitted on or over lands that are within the treatment boundaries delineated on Maps 1 and 2 where permission has been granted by the land owner, the land holder, an Order In Council, or other legal instrument.

Date Issued: March 13, 2023



P. Lawrie, P.Ag.
On behalf of the Administrator – *Integrated Pest Management Act*



2. Treatment dates

- 2.1 The permit holder is authorized to conduct pesticide use from 15 (fifteen) days after the date of publication of the permit as described in Condition 4.1 until the permit expires on December 31, 2023.

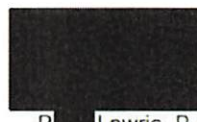
3. Access to Permit Information

- 3.1 To allow inspection and copying by the public, within seven days of permit issuance, the permit holder must:
- (a) post a copy of the permit, including relevant maps, on the Ministry of Forests website and send a message to subscribers of the page;
 - (b) provide a copy of the permit, including relevant maps, to local municipal halls for posting.
- 3.2 The posted permit and maps must remain at the location specified in Condition 3.1 until seven days after all pesticide spray activities under the permit have ceased.

4. Notification

- 4.1 Within 15 days of issuance of the permit, the permit holder must publish a notice that complies with Condition 4.2 in at least one community newspaper circulated within each treatment area.
- 4.2 A notice for the purpose of Condition 4.1 must contain the following information:
- (a) the name, address and telephone number of the permit holder;
 - (b) the permit number;
 - (c) the purpose of pesticide use;
 - (d) the trade name, P.C.P. No. and the active ingredient of the pesticide to be used;
 - (e) the method of application;
 - (f) a map showing the locations of the treatment areas and primary zones of spray drift deposition;
 - (g) the date of project commencement and completion;
 - (h) information on where copies of the permit and maps of the treatment area may be examined; and

Date Issued: March 13, 2023



On behalf of the Administrator – *Integrated Pest Management Act*



- (i) information on how and when health support lines and applicable electronic media can be accessed by the public to obtain information on the pesticide use.
- 4.3 At least seven days prior to commencement of the first pesticide application, a press release providing details of pending local pesticide use that complies with Condition 4.4 must be sent to a minimum of one community newspaper, one locally broadcast AM radio station, one locally broadcast FM station, and one locally broadcast television station that serve the communities in and around the treatment areas.
- 4.4 A press release for the purpose of Condition 4.3 must contain at least the following, or comparable wording:

The first in a series of aerial spray operations using the pesticide product Foray 48B (active ingredient Btk) to control introduced populations of the Spongy Moth may commence as early as April 15, 2023. A maximum of four sprays will take place at approximately seven to ten day intervals until June 30, 2023. Each spray is expected to commence 1 hour before sunrise and end no later than 8:30am, with some restrictions, on each of four spray application mornings. People who wish to minimize their exposure may remain indoors with their windows and doors closed during the spraying and for at least 30 minutes thereafter. Changes in weather conditions may cause proposed applications to be cancelled or delayed with little advance notice.

- 4.5 At least 24 hours before commencing each pesticide application, the permit holder must provide notification (written, if possible) that complies with Condition 4.6 to the following persons or their representatives:
 - (a) the Medical Health Officer for each health authority in which an application will take place;
 - (b) the principals of all schools within the treatment area and primary zone of spray drift deposition;
 - (c) the owners or managers of any licensed care facilities within the authorized spray area and primary zone of spray drift deposition;
 - (d) all persons subscribed to the Spongy Moth News webpage subscription email application;
 - (e) the mayor of each town or city in which an application will take place; and
 - (f) an IPM Compliance Officer via email ipmreporting@gov.bc.ca.

- 4.6 Notification for the purpose of Condition 4.5 must include;

Date Issued: March 13, 2023



P. Lawrie, P.Ag.

On behalf of the Administrator – Integrated Pest Management Act



- (a) the date and estimated start time of pesticide application; and
 - (b) estimates of how long the upcoming pesticide application will likely take to be completed.
- 4.7 Immediate notification that complies with Condition 4.8 must be provided to the persons outlined in Condition 4.5 when a pending pesticide application has been cancelled, delayed or deferred.
- 4.8 Notification for the purpose of Condition 4.7 must include:
- (a) that a pending pesticide application has been cancelled, delayed or deferred; and
 - (b) when the pesticide application is rescheduled for, or the next pesticide application is likely to occur.
- 4.9 At least 48 hours before commencement of each spray application, the permit holder must place treatment notices that comply with Condition 4.10 so they are clearly visible to anyone entering the treatment areas.
- 4.10 A treatment notice for the purpose of Condition 4.9 must:
- (a) be at least 75 cm x 65 cm in size;
 - (b) be constructed of water-resistant material;
 - (c) display, in bold, block letters, the words “NOTICE OF PESTICIDE USE”, or in place of the words “pesticide use”, the words “SPONGY MOTH AERIAL SPRAYING”;
 - (d) contain a cautionary symbol, like a stop sign or a raised hand;
 - (e) indicate the name of the permit holder;
 - (f) indicate the permit number;
 - (g) indicate the treatment date;
 - (h) indicate the purpose of pesticide use;
 - (i) indicate the trade name, P.C.P. No., and active ingredient of the pesticide used;
 - (j) indicate the method of application;
 - (k) contain precautionary advice to minimize exposure to the pesticide or its residues, including, but not limited to “to minimize contact with the pesticide, remain indoors with windows and doors closed during active spraying and for at least 30 minutes thereafter”;

Date Issued: March 13, 2023



P. Lawrie, P.Ag.

On behalf of the Administrator – Integrated Pest Management Act



- (l) contain a map showing the location of the treatment area and primary zone of spray drift deposition;
- (m) contain the date of project commencement and completion;
- (n) contain information on health lines and websites that can be accessed by the public to obtain spray-related information or to discuss health-related concerns associated with the pesticide use.

- 4.11 At least one hour before commencement of each pesticide application, the permit holder must ensure that treatment signs are displayed via LED variable message boards (highway signs) any highway approaching a treatment area. Each sign must be clearly visible and will inform any person approaching the area of the pesticide use.
- 4.12 The permit holder must conduct any additional notification agreed upon during the consultation process in the manner agreed upon with the parties to be notified.
- 4.13 Prior to the first pesticide application, the permit holder must submit a copy of the signed Order In Council to an IPM Authorization Officer via email and to ipmreporting@gov.bc.ca.
- 4.14 The permit holder must develop, maintain and implement a location-specific plan for communicating details to the public, relevant health authorities, government agencies and local governments regarding the proposed and completed pesticide uses.

5. Monitoring

- 5.1 During the periods of pesticide use, the permit holder must ensure that wind speed is monitored using an appropriate anemometer within the permitted area.
- 5.2 The permit holder must use spray monitoring devices to determine the uniformity of coverage of the spray treatment and the extent of spray drift.
- 5.3 The permit holder must monitor the health lines listed in Conditions 4.2(i) and 4.10(n) for health-related concerns.

6. Restrictions

- 6.1 The permit holder must comply with all applicable provisions under the *Integrated Pest Management Act*.
- 6.2 The permit holder must comply with the requirements of the label for the pesticide being applied.

Date Issued: March 13, 2023



On behalf of the Administrator – *Integrated Pest Management Act*



- 6.3 The permit holder must maintain and implement the location-specific treatment plan submitted on March 7, 2023. Should there be any discrepancy between the treatment plan and clauses in this permit, the permit shall prevail.
- 6.4 All personnel involved in the project must be informed of the terms and conditions of the permit and any permit amendments prior to pesticide use.
- 6.5 Application equipment and droplet size must be selected to minimize drift while still achieving the primary treatment objective of Spongy Moth eradication.
- 6.6 All application equipment must be properly calibrated prior to use.
- 6.7 All pesticide products and application equipment used must be maintained in secure conditions that prevent tampering or the introduction of contaminants.
- 6.8 Any contractor used for conducting the aerial pesticide applications must possess a valid BC pesticide use service licence which includes the Aerial category.
- 6.9 All individuals conducting aerial pesticide applications must possess a valid BC pesticide applicator certificate in the Aerial category.
- 6.10 Aerial applications must be conducted between civil morning twilight and:
- (a) 0730 hours for the Campbell River treatment area (Map 1)
 - (b) 0730 hours below (south/south-west) Beaver Creek Road in the Port Alberni treatment area (Map 2)
 - (c) 0830 hours above (north/north-east) Beaver Creek Road in the Port Alberni Treatment area (Map 2).
- 6.11 At all times during aerial operations, the pilot(s) must be in continuous auditory contact with ground-based personnel that are familiar with the permit and treatment area.
- 6.12 Pesticides must not be applied in areas where wind speeds are greater than 8 km/hr.
- 6.13 Areas affected by pesticide spills that result in impacts not authorized by or consistent with this permit must immediately be evaluated and cleaned-up or decontaminated as appropriate.

7. Record Keeping and Reporting

- 7.1 All available information on public health concerns raised and addressed through the

Date Issued: March 13, 2023



P. Lawrie, P.Ag.

On behalf of the Administrator – *Integrated Pest Management Act*



health lines listed in Conditions 4.2(i) and 4.10(n) must be documented.

- 7.2 Any adverse effect reported to the health lines listed in Conditions 4.2(i) and 4.10(n) must be reported to the pesticide manufacturer.
- 7.3 For each pesticide treatment under this permit, the permit holder must keep a record containing the following information:
- (a) if the use was performed as a service, the name and license number of the licensee who performed the service;
 - (b) if the use was not performed as a service, the name and certificate number of the pesticide applicator certificate holder who used the pesticide;
 - (c) the date and time of the pesticide use;
 - (d) the name of the pest targeted by the use or the purpose of the pesticide use;
 - (e) the trade name of each pesticide used and its registration number under the federal Act;
 - (f) the method and rate of application and the total quantity used;
 - (g) the prevailing meteorological conditions, including temperature, precipitation, and speed and direction of the wind;
 - (h) the pesticide application flight path maps;
 - (i) the results from spray monitoring devices.
- 7.4 All records required under this permit must be retained for a period of 3 years after pesticide use and must be provided to an IPM Officer upon request.
- 7.5 The permit holder must prepare and submit a summary report to ipmreporting@gov.bc.ca by January 31, 2024. The summary report must include:
- (a) the name and address of the permit holder;
 - (b) the trade name, P.C.P. No., active ingredient, and quantity (in L) of pesticide used per application and the total quantity (in L) of pesticide used;
 - (c) the area treated (in ha);
 - (d) a description of the timing of treatments;
 - (e) a summary of the information or concerns raised through the health lines in Condition 4.2(i) and 4.10(n), the responses made, and recommended actions to address these concerns for future programs;

Date Issued: March 13, 2023



P. Lawrie, P.Ag.

On behalf of the Administrator – Integrated Pest Management Act



- (f) the pesticide treatment efficacy based on monitoring trap catches;
 - (g) the results of the spray zone and drift zone monitoring required under Condition 5.2;
 - (h) all pertinent maps and recommended follow-up activities for the treatment area.
- 7.6 Pesticide spills that result in impacts not authorized by or consistent with this permit must be immediately reported to the Provincial Emergency Program at 1-800-663-3456.
- 7.7 If a pesticide spill results in impacts not authorized by or consistent with this permit, as soon as practicable, the permit holder must submit a report on the spill and activities undertaken under Condition 6.13 to the IPM Compliance Section Head and to ipmreporting@gov.bc.ca.
- 7.8 Permit non-compliance that results in impacts not consistent with the intent of this permit must be reported to the IPM Compliance Section Head and to ipmreporting@gov.bc.ca within 48 hours of the infraction's discovery. Further action taken, to the satisfaction of the IPM Compliance Section Head, may be required to evaluate the potential impact of the non-compliance and on human health and/or the environment.

Date Issued: March 13, 2023

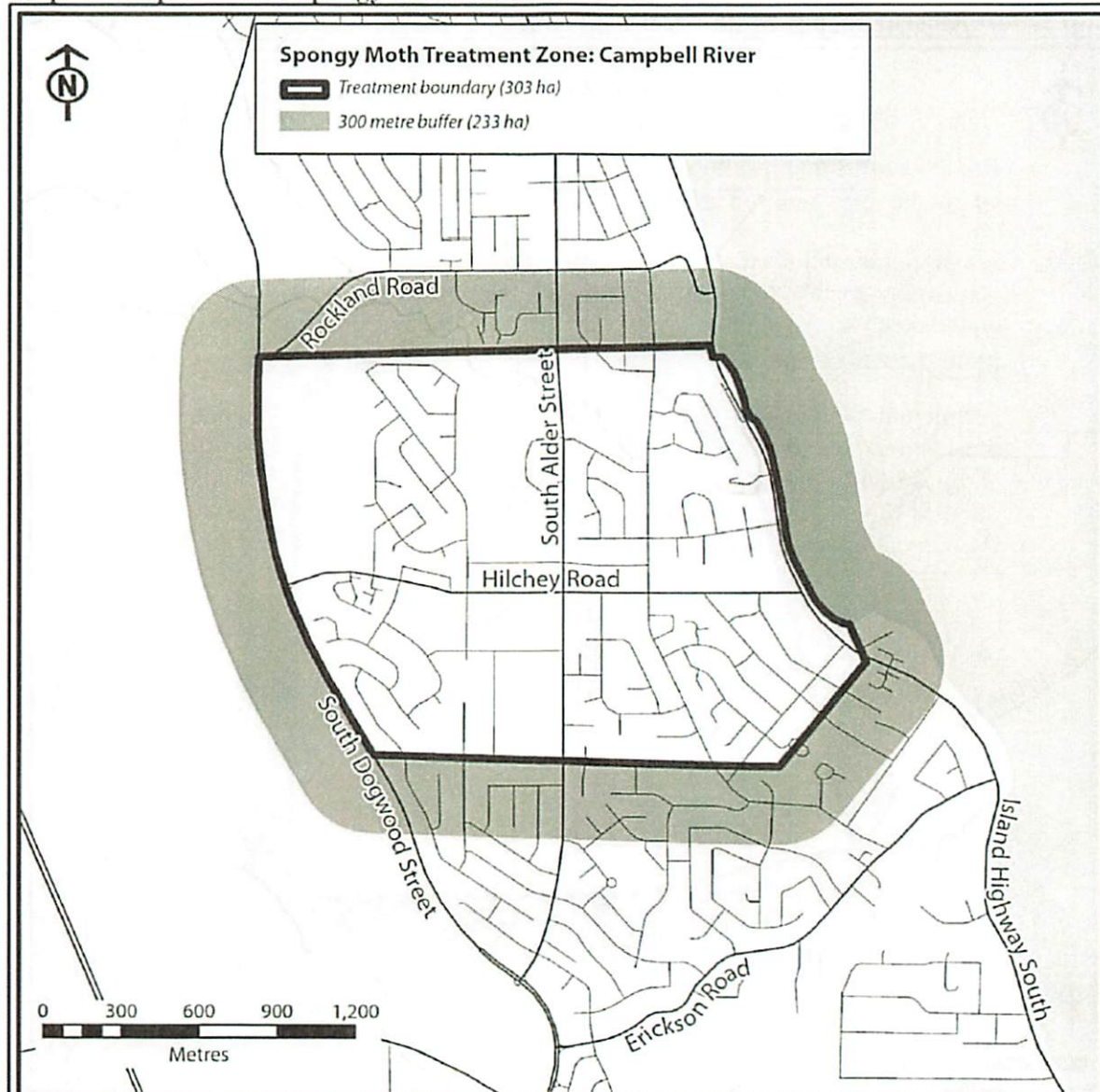


P. Lawrie, P.Ag.

On behalf of the Administrator – *Integrated Pest Management Act*



Map 1. Campbell River Spongy Moth Treatment Area



Date Issued: March 13, 2023



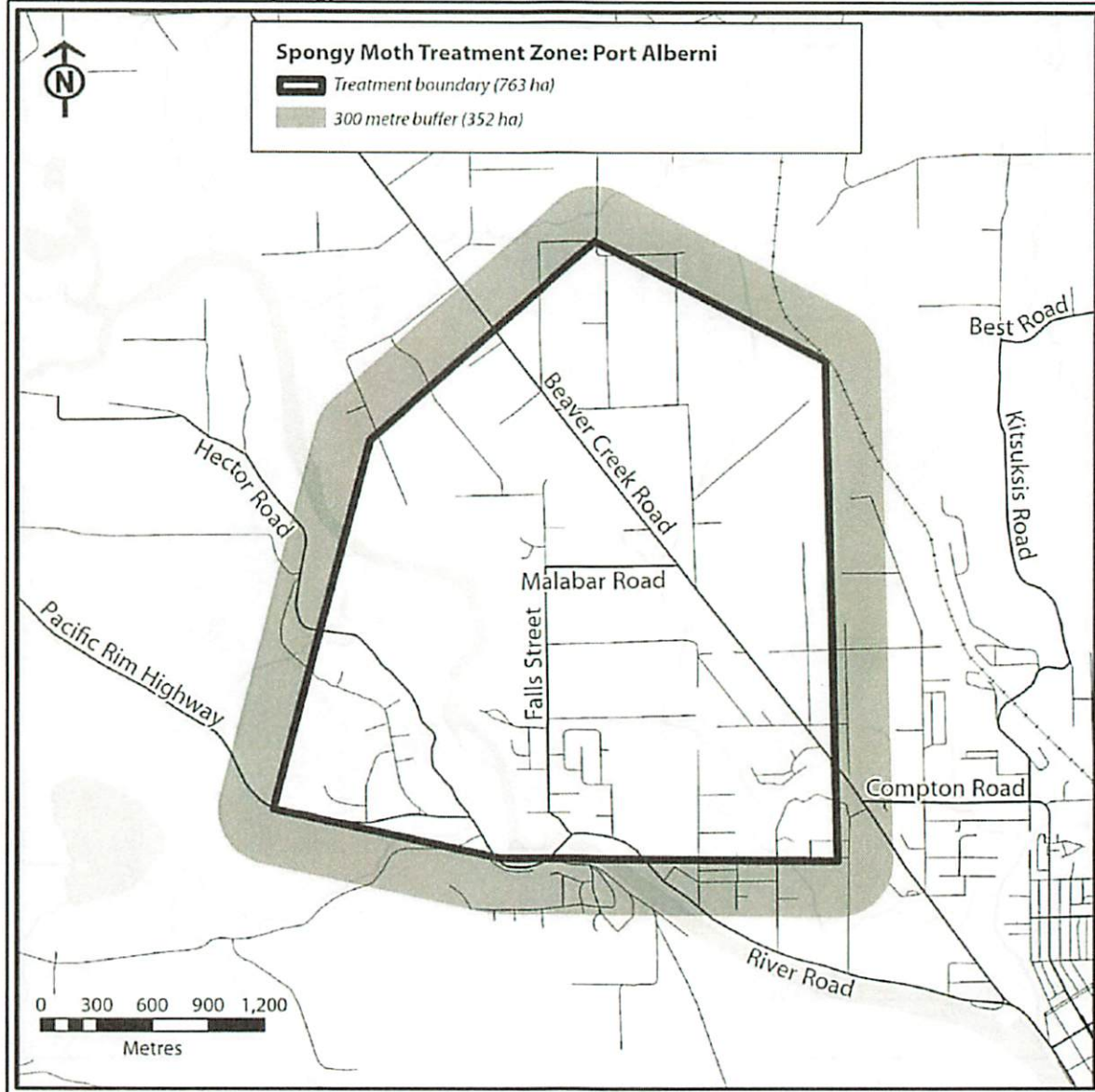
P. Lawrie, P.Ag.

On behalf of the Administrator – Integrated Pest Management Act

Page 9 of 10

Permit No. 738-0036-23-23

Map 3. Port Alberni Spongy Moth Treatment Area



Date Issued: March 13, 2023



P. Lawrie, P.Ag.

On behalf of the Administrator – Integrated Pest Management Act

Page 10 of 10

Permit No. 738-0036-23-23

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MAR 14 2023

CITY OF PORT ALBERNI



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

File # *0400-20-MDF*

File: 19040-20/1330

Reference: 273557

March 14, 2023

VIA EMAIL: sara.darling@portalberni.ca

Mayor Sharie Minions and Councillors
City of Port Alberni
4850 Argyle Street
Port Alberni, British Columbia
V9Y 1V8

Dear Mayor Minions and Councillors:

Re: **Interfor Corporation's Tenure Dispositions in Coastal British Columbia**

The Ministry of Forests (FOR) is writing to notify you of requests received from Interfor Corporation (Interfor) to transfer Crown forest tenures, resulting in the disposition of 558,607 m³/year of timber harvesting rights to First Nation controlled entities and 104,486 m³/year to a manufacturing company. Interfor is conducting a strategic review of their remaining coastal operations and may request approval for disposition of additional tenures and permits in the future.

The requested tenure dispositions require the approval of the Minister of Forests. In reviewing these requests, the minister must consider the effect of the proposed transfers on the marketing of fibre and the public interest. The minister may attach conditions to an approval to address concerns resulting from the dispositions.

The ministry is engaging with stakeholders and the public on the proposed dispositions in support of the minister's decisions. Further details on the proposed dispositions, Interfor's statement on the proposed dispositions, and how the public can provide input is available at: [Information and Providing Input on the Interfor Tenure Dispositions](#). This website allows for the submission of comments regarding the proposed transfers. Additionally, information is provided in the attached backgrounder. This letter is being sent to all municipalities and regional districts where Interfor has operations that may be impacted by the proposed transfers. Consultation with potentially affected First Nations has also been initiated.

Page 1 of 2

Ministry of Forests

Forest Tenures Branch

Mailing Address:
PO Box 9510 Stn Prov Govt
4th Floor, 2975 Jutland Road
Victoria, BC V8W 9C2

Tel: (778) 974-2387
Email: doug.kelly@gov.bc.ca
Website: www.for.gov.bc.ca

Mayor Sharie Minions and Councillors

As a key stakeholder, your comments, expressing support or concerns on the proposed dispositions with respect to protecting the public's interest, will be documented for consideration by the minister. If you wish to respond with a letter, or have further questions, please direct them to Emma Neill, Senior Timber Tenures Forester, Forest Tenures Branch at Emma.Neill@gov.bc.ca. Upon request, an information session (using either an online platform or in-person) can be scheduled with FOR representatives and Interfor representatives to outline the transfer process and answer any questions you may have.

To increase awareness of these proposed transfers, and to enhance our ability to engage with the public, we respectfully request that this information and website link be shared on your website and social media pages.

Yours truly,



D. Kelly
Director

Attachment: Proposed Tenure Disposition in Coastal British Columbia – December 2022

pc: S. Hadway, Regional Executive Director, West Coast Region, Ministry of Forests
S.Hadway@gov.bc.ca
J. Proteau, District Manager, South Island Natural Resource District
Ministry of Forests
J.Proteau@gov.bc.ca
E. Neill, Senior Timber Tenures Forester, Forest Tenures Branch
Ministry of Forests
Neill@gov.bc.ca

Proposed Tenure Disposition in Coastal British Columbia

December 2022

The Ministry of Forests ("the Ministry") has received several requests from Interfor Corporation (Interfor) to sub-divide and transfer a number of forest tenures in Coastal British Columbia.

If approved the tenure dispositions (transfers) will result in approximately 558,607 m³ of timber harvesting rights being transferred to First Nation controlled entities, and 104,486 m³ being transferred to non-First Nation companies.

The sub-division and transfer requests require the approval of the Minister of Forests. To support the Minister, the Ministry will be consulting with First Nations and engaging with communities, the public, and workers, to gather information so that the Minister can ensure that the tenure dispositions are in the best interests of British Columbians.

Interfor is conducting a strategic review of their remaining Coastal timber harvesting rights and may request the disposition of additional forest tenures and permits at a later date. These requests would be considered by the Ministry separately and would require additional information gathering and consultation.

The Tenure Disposition Requests

Interfor's requests consists of

- Three Replaceable Forest Licence (RFL) sub-divisions to create a total of eight RFLs and the subsequent transfer of six of these RFLs to new holders.
- Six RFLs transfers to new holders (this is in addition to the six RFLs transfers noted above).
- One Tree Farm Licence (TFL) sub-division to create two TFLs and the subsequent transfer one of these TFLs to a new holder.

Interfor and the intended new tenure holders are advancing to purchase agreements. The Province is not involved in the purchase agreements nor are they privy to the negotiations.



Ministry of
Forests

The following table highlights the tenure dispositions requested:

<i>General Location</i>	<i>Timber Supply Area (TSA) or TFL</i>	<i># Sub-divisions requested (new and amended tenures created)</i>	<i># Transfers Requested</i>	<i>Annual Allowable Cut Transferred (m3)</i>
South Island	Arrowsmith	1 (2)	3	98,971
North and Central Island	North Island	0	2	168,184
Central Coast	Great Bear Rainforest South	1 (3)	2	125,000
North and Central Coast	Great Bear Rainforest North	0	1	24,488
Central Coast	Tree Farm Licence 45	1 (2)	1	25,000
Sunshine Coast	Sunshine Coast	1 (3)	4	221,450
Total		4 (10)	13	663,093

A more detailed description of the tenure sub-divisions and transfers can be found in the Appendix. The Ministry will also be providing detailed information specific to each tenure disposition for each TSA and the TFL in a separate document.

Are there other tenures or permits being transferred?

Interfor has requested that the Ministry transfer several road permits and some cutting permits to the new tenure holders. It is also expected that Interfor may request the transfer or assignment of other permits and licences such as special use permits and licences of occupation to the new tenure holders. These permits and licences may be transferred concurrently with the transfer of the FLs or TFL or independently. Details of the ancillary permits and licences to be disposed of by Interfor will be provided in the detailed information for each tenure transfer.

What are the legal requirements for the subdivision of a Forest Tenure?

The *Forest Act* allows a tenure holder to request the Minister to sub-divide a tenure into one or more tenures. The *Forest Act* also requires that the tenures being created are of the same type as the parent tenure and that the combined AACs of the newly created tenures equal the AAC of the original tenure. The decision maker may refuse the subdivision if they consider that it would compromise forest management. All newly created agreements from a tenure subdivision must have a term with an expiry no later than the earliest expiry date of the original tenure.

With regard to the subdivision of a TFL, a new TFL would be created that consists of a specified area derived from the original TFL.



Ministry of
Forests

What are the legal requirements for the transfer of a Forest Tenure?

The *Forest Act* allows the holder of a forest tenure to apply to the Minister (or delegate) to transfer the tenure to a new holder. The Minister (or delegates) approval is required before the transfer can proceed.

In considering whether to approve a tenure transfer, the decision maker must consider the effect of the disposition on

- the marketing of fibre in British Columbia, and
- the public interest.

If the transfer would result in a party holding rights to harvest Crown timber in an amount that would be detrimental to competition in the marketing of fibre in British Columbia, or it would not be in the public interest for the intended recipient to hold the tenure, then the decision maker must not approve the transfer, or may only approve the transfer if conditions are attached that addresses the competition or public interest concerns.

A market competition assessment will be conducted by the Ministry as detailed in the Disposition and Change of Control regulation, and that assessment along with information pertaining to the public interest will be provided to the decision maker to support their decision.

The *Forest Act* also requires that for a tenure transfer to be completed:

- all monies owed to government must be paid.
- all private land included in a TFL remain in the TFL.
- if the tenure had replaceable contractor rights, those rights be assumed by the new holder of the tenure (see additional information on the next page).

How is the public interest considered?

Public forests have a public value; therefore, it is expected that a forest tenure holder provide benefits to British Columbians.

The public interest related to a tenure transfer is not defined in legislation; however, the relevant factors to be considered by a decision maker are generally confined to the implications of the intended recipient holding the agreement. This will generally include the decision maker determining if the intended recipient is able and willing to manage the tenure in the best interests of British Columbians. A decision maker will review each transfer request based on government objectives, the specific circumstances, and the implications of the disposition.

To determine the public interest the ministry will use various forms of information gathering. The scope and method of the engagement will depend on the size and complexity of the tenure transfer and the interest expressed by the public and interest groups. Common methods of engagement include using ministry web sites, letters, email, and meetings. Additional information can be found at [Identifying the Public Interest in Proposed Timber Tenure Dispositions](#). Ministry staff will be available to answer enquiries raised during the engagement process.



Ministry of
Forests

What are the First Nation consultation requirements?

The province has a duty to consult with and, when required, accommodate First Nations whenever it proposes a decision or activity that could potentially impact treaty rights or aboriginal rights (including title rights - claimed or proven). The duty stems from court decisions and agreements entered into with individual First Nations and is consistent with the province's commitment to implement the United Nations Declaration on the Rights of Indigenous Peoples.

Decision makers with authority to make tenure transfer decisions are responsible for ensuring adequate consultation with potentially affected First Nations is carried out and accommodations are provided when warranted.

What happens to existing license obligations, such as silviculture?

Generally, the new tenure holder will assume the ongoing and new obligations (e.g., stumpage, free growing, road maintenance, hazard abatement, etc.) associated with the tenure. In some cases, the existing and new tenure holder will make specific arrangements regarding past obligations such as meeting silviculture requirements.

What happens to replaceable contractors operating within these licences?

There are multiple replaceable contractors that operate on Interfor's Coastal forest tenures. The Timber Harvesting Contractor and Subcontractor Regulation outlines the legal requirements for affecting a contractor's rights when a licence is transferred or subdivided. In the case of a transfer, the new licensee must either assume the contractual obligations or offer a new contract with the same terms and conditions as the original contract. Similar principles apply for a subdivision with the amount of work to remain consistent for each contractor. Discussions will occur between Interfor and the intended tenure recipient to ensure contractor rights are managed in accordance with the legal requirements. Additional information can be found here: [Timber Harvesting Contract and Subcontract Regulation](#).



Ministry of
Forests

Appendix: Interfor's Subdivision and Transfer Requests

South Island Natural Resource District – Arrowsmith Timber Supply Area

<i>Existing Tenure</i>	<i>Proposed Subdivided Tenures</i>	<i>AAC (m³/year)</i>	<i>Intended Recipient</i>
A19235	A19235	29,486	San Industries Ltd.
	A98667 (proposed)	20,000	Matchlee General Partnership Ltd on behalf of the Mowachaht / Muchalaht First Nation
A86838	NA	49,485	Cisaa Forestry LLP (Tseshah First Nation)

Sunshine Coast Natural Resource District – Sunshine Coast Timber Supply Area

<i>Existing Tenure</i>	<i>Proposed Subdivided Tenures</i>	<i>AAC (m³/year)</i>	<i>Intended Recipient</i>
A19220	A19220	81,031	NA (retained by Interfor)
	A98741 (proposed)	18,550	Klahoose First Nation
	A98809 (proposed)	81,450	Klahoose Forestry Limited Partnership (Klahoose First Nation)
A19224	NA	81,450	Tsain-ko Development Corporation (Shíshálh Nation)
A98515	NA	40,000	Tsain-ko Development Corporation (Shíshálh Nation)

Campbell River Natural Resource District – North Island Timber Supply Area

<i>Existing Tenure</i>	<i>Proposed Subdivided Tenures</i>	<i>AAC (m³/year)</i>	<i>Intended Recipient</i>
A94730	NA	104,689	KCFN Forestry Ventures LP (KA:'YU:'K'T'H'/CHE:'TLES7ET'H' First Nations)
A94732	NA	63,495	Quatsino First Nation

Coast Mountain Natural Resource District – Great Bear Rainforest North Timber Supply Area

<i>Existing Tenure</i>	<i>Proposed Subdivided Tenures</i>	<i>AAC (m³/year)</i>	<i>Intended Recipient</i>
A16841	NA	24,488	Metlakatla Forestry Corporation (Metlakatla First Nation)

North Island Central Coast Natural Resource District – Great Bear Rainforest South Timber Supply Area

<i>Existing Tenure</i>	<i>Proposed Subdivided Tenures</i>	<i>AAC (m³/year)</i>	<i>Intended Recipient</i>
A19238	A19238	42,395	NA (retained by Interfor)
	A98746 (proposed)	50,000	T'Se'Kame Forestry Ltd.
	A98747 (proposed)	75,000	San Industries Ltd.

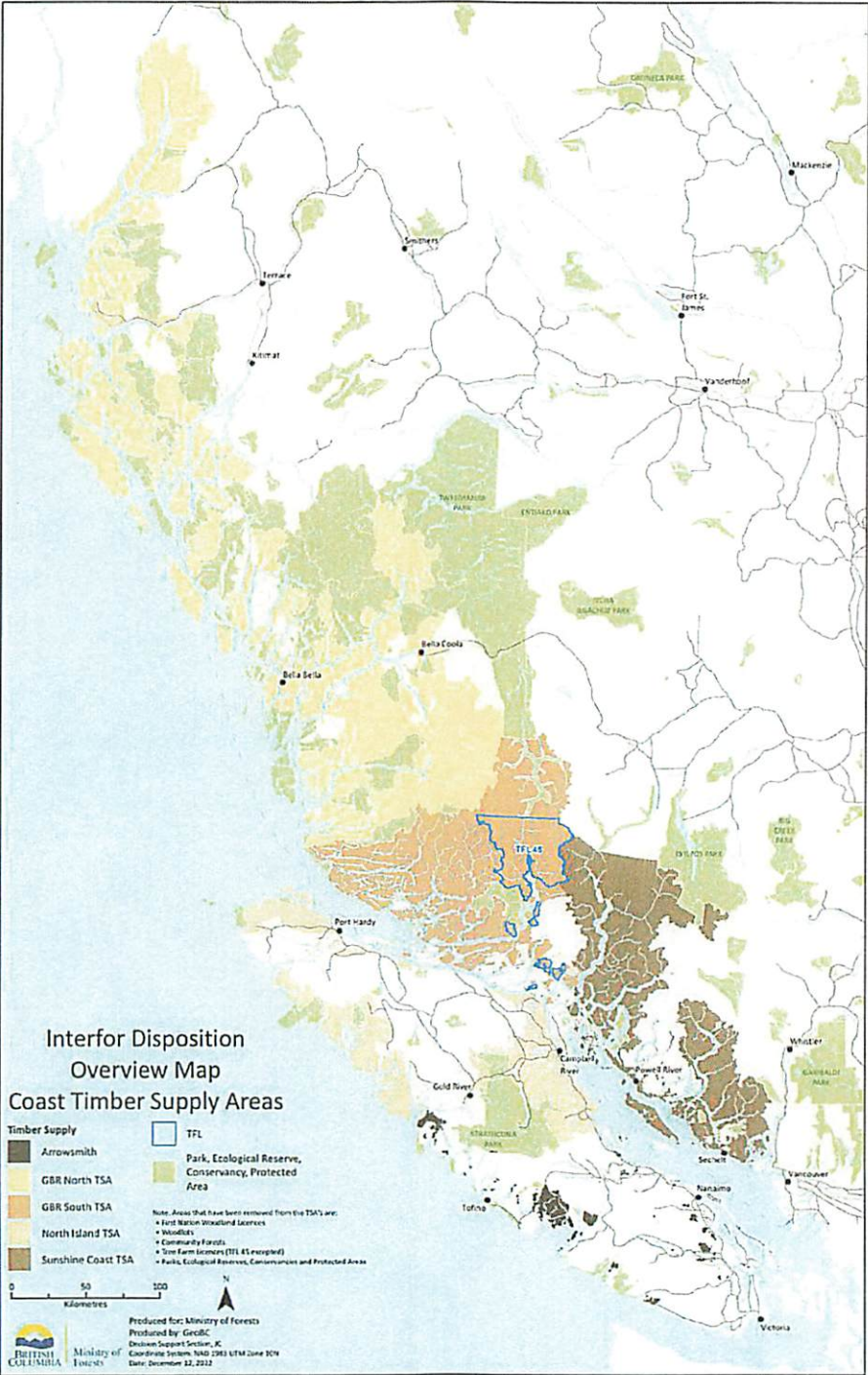
North Island Central Coast and Campbell River Natural Resource Districts

<i>Existing Tenure</i>	<i>Proposed Subdivided Tenures</i>	<i>Approximate AAC (m³/year)</i>	<i>Intended Recipient</i>
TFL 45	TFL 45	104,920	NA (retained by Interfor)
	TFL 64	25,000	Matsayno Sustainability Corporation as general partner for and on behalf of Matsayno Sustainability Limited Partnership (Kwiakah First Nation)



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Appendix: Coastal Overview Map



Ministry of
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CITY OF PORT ALBERNI



March 16, 2023

Tim Pley
Chief Administrative Officer
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering & W.
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Other	<input type="checkbox"/> Other
Agenda	
1855-01	

Dear Tim Pley:

RE: STRATEGIC PRIORITIES FUND APPLICATION

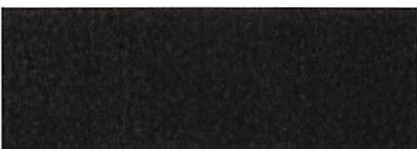
Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the Integrated Asset Management and GIS Strategy (22-0912-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed.

Should you have any questions regarding the 2022 SPF intake, please contact B. Felker, Manager, Canada Community-Building Fund by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely,



G. MacIsaac, Chair
Canada Community-Building Fund Management Committee

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MAR 20 2023

CITY OF PORT ALBERNI

March 16, 2023

Tim Pley
Chief Administrative Officer
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8



<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	<u>1655-01</u>

Dear Tim Pley:

RE: STRATEGIC PRIORITIES FUND APPLICATION

Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the Sustainable Environmental Infrastructure Upgrade – Phase 1 [Argyle – 1st to 3rd] (22-0571-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

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Sincerely,



G. MacIsaac, Chair
Canada Community-Building Fund Management Committee

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MAR 22 2023

CITY OF PORT ALBERNI

<input 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 checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0220-20

From: R. Brandon

Sent: Tuesday, March 21, 2023 1:03 PM

To: Sharie Minions <sharie_minions@portalberni.ca>; John Douglas <John_Douglas@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>; Dustin Dame <Dustin_Dame@portalberni.ca>; Debbie Haggard <debbie_haggard@portalberni.ca>; Charles Mealey <Charles_Mealey@portalberni.ca>; Todd Patola <Todd_Patola@portalberni.ca>

Subject: Bylaw Violation letter

Mayor Minions, I just received the attached letter from the City stating I am in violation of the city bylaws and will be fined \$200.00 if I am not in compliance by April 10/23.

This is ridiculous, my yard is in pristine condition and has been for the past 24 years since I moved to Port Alberni. (see attached photos).

Do your bylaw officers have nothing better to do than threaten to fine me \$200.00 for having a nice yard, I am sure they could use their time in a more appropriate manner.

This bylaw needs to be changed or amended because there is no way I will pay a fine for having a nice yard.

Regards and I look forward to your response.



CITY OF PORT ALBERNI

Bylaw Services
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

BYLAW VIOLATION NOTICE

March 16, 2023

BRANDON, R [REDACTED] R

PORT ALBERNI BC [REDACTED]

Bylaw Enforcement File # [REDACTED]

Dear Property Owner,

Re: [REDACTED]

Please be advised that on March 10, 2023, the above noted property was inspected for compliance with *Zoning Bylaw #4832* and *Property Maintenance Bylaw #4712*, in response to a complaint. The following violations were observed:

Zoning Bylaw #4832:

- Fences, hedges and walls not greater than 1.25 m (4.1 ft) in height are permitted in the front yard. Fences, hedges and walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the property to the front yard setback.

Property Maintenance Bylaw #4712:

- Grass, weeds, and brush are growing in excess of 15 cm in height. All uncultivated growth is to be cut and maintained to less than 15 cm (6 inches) in height.

You are hereby directed to take all steps necessary to bring the property into compliance by rectifying the violations listed above no later than **April 10, 2023**.

As the owner of this property it is your responsibility to ensure compliance with the bylaws. The City of Port Alberni prefers voluntary compliance of its bylaws over enforcement action. Your prompt attention to this matter will ensure that enforcement action is not required. Please contact the undersigned if you have any questions or concerns.

CITY OF PORT ALBERNI

[REDACTED]
Andrea Alexander
Bylaw Enforcement Officer
Ph: (250) 720-2871
Email: andrea_alexander@portalberni.ca

Failure to comply with the requirements of this Notice by the aforementioned date will result in a \$200 fine. Furthermore, the work may thereafter be undertaken by the City of Port Alberni at your expense as per Section 17 of the *Community Charter*. Prosecutions conducted under provisions of the *Offence Act* may result in a minimum fine of \$1000 up to a maximum fine of \$10,000 upon conviction. A property owner who has been subject to a Notice may be immediately charged or ticketed for violating a similar provision of the *Property Maintenance Bylaw* for the following twelve months.



From: D [REDACTED] Piatka [REDACTED]
Sent: Wednesday, March 22, 2023 2:04 PM
To: Sharie Minions <sharie_minions@portalberni.ca>
Cc: Todd Patola <Todd_Patola@portalberni.ca>; Charles Mealey <Charles_Mealey@portalberni.ca>;
John Douglas <John_Douglas@portalberni.ca>; Debbie Haggard <debbie_haggard@portalberni.ca>;
Dustin Dame <Dustin_Dame@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>
Subject: BYLAW VIOLATION NOTICE

Good afternoon,

I am writing this email in response to a letter I received regarding a bylaw violation notice sent out for the residents on the city side of Falls St.

I live on Falls St. and have lived there for 12 years, I have always had a hedge out front of my property and it was one of the reasons we purchased the property, it provides privacy and blocks out some of the traffic noise from the street. Last year we paid Totem Tree Service \$2300 to cut and maintain our hedge and do so every couple of years. Yesterday, Tuesday March 21st, I received a letter from the City of Port Alberni saying that my hedge is now too high and that I have overgrown grass and weeds in my yard. For one, we haven't been able to mow yet this year because the ground is too wet still and secondly, our property is always mowed and taken care of, we take pride in our home and yard. We mow the city's grass in front of our hedge and make sure it also is maintained. As for the hedge, it has been there for over 25 years and was there before any of these bylaws came into effect. Cutting our hedge down to 4 ft. will cause it to die, which I have confirmed with Totem Tree Service. Our hedge provides privacy and helps block the noise from the many dump trucks on our road, including the city dump trucks. We certainly do not have the budget to comply to this bylaw infraction by April 10th nor could we get a contractor in to complete the work. I have spoken with every neighbour on the block and not one of them is wanting or willing to comply with this.

I was informed by your bylaw officer Andrea Alexander that there was no point in appealing this infraction, that I would be forced to pay \$250 to appeal and that it will be denied anyway. I am not happy with that answer. We are looking for answers and a way to resolve this without ruining the look of our neighbourhood and the happiness of our residents.

I look forward to hearing your thoughts on this matter.

Regards,

D [REDACTED] Piatka
REALTOR®
Cell: [REDACTED]
Website: [REDACTED]
Instagram: [REDACTED]
RE/MAX MID-ISLAND REALTY
4201 Johnston Rd, Port Alberni, BC V9Y 5M8

From: D [REDACTED] Brown [REDACTED]
Sent: March 23, 2023 11:45 AM
To: Mike Fox <mike_fox@portalberni.ca>
Subject: Falls St Hedges

City Staff, Mayor and Council,

In regards to the letter we recently received from the by-law office of Port Alberni requesting the residents of Falls St to cut down, well established and well maintained hedges. These hedges, many over 30 years old, add to the character and woodsiness of the neighbourhood. Being on the edge of town with Paper Mill Dam and Stamp River right across the road, the hedges create the perfect transition from residential to rural. This has been a contributing factor to many of the residents purchasing in the area.

If these hedges are cut to 4ft as suggested, it is most likely they will not survive, at best they will be an eyesore for years to come. As they stand, they provide much needed shade for the gardens planted behind them and provide a dust and noise barrier from the heavy industrial traffic heading out Beaver Creek.

In a time of high interest rates, high inflation and increased property taxes, it seems counterproductive to ask homeowners to devalue their homes over something so frivolous. There should be incentives for those willing to invest in their properties and surrounding areas, not the opposite. Qualicum Beach being a great example.

We propose that our hedges be allowed to remain and grandfathered in rather than being affected by a by-law that clearly hasn't been enforced in the past 30 years. The focus of the by-law officers should be new builds and the numerous derelict buildings around town and not the already established neighbourhoods.

We look forward to hearing from you.

D [REDACTED] & L [REDACTED] Brown
[REDACTED]
Port Alberni, B.C.
V9Y 7K5

Darren Cell: [REDACTED]
Laura Cell: [REDACTED]

Mayor Minions,

I received a letter from the city stating I am in violation of the city bylaws and will be fined 200.00 if I am not in compliance by April 10th/23

This is ridiculous, my yard is always kept up , meet and tidy. Has been for over 40 years of living here.

I think there are more important things for your bylaw officers to do.

Threatening people who take care of their yard is not the way to go.

If you want people to stay within the city, I think this is discouraging.

I am sure they could use their time in a more appropriate manner.

This bylaw needs to be changed or amended, because , there is no way you should have to pay for having a well kept yard

Regards, look forward to your response.

M. Forcier

Community Drinking Watersheds

MARCH 2020

Timberland Manager for **TimberWest** | **ISLAND**
TIMBERLANDS

Mosaic Forest Management identifies protecting water quality as a top priority in our management practices and sustainability commitments across our forest lands. In particular, several communities on Vancouver Island have licences to draw water from sources within our private managed forests, and protecting drinking water sources is a key shared accountability between Mosaic and community water managers.

WHAT IS A WATERSHED?

A watershed is any area of land that catches rain or snow and drains into a body of water. In this document, we are speaking specifically about community drinking watersheds, which are defined as the specific drainages that feed community water sources.

HOW IS DRINKING WATER REGULATED?

Drinking water in British Columbia is heavily regulated along the whole supply chain from source to tap. Water purveyors are responsible for delivering safe drinking water that meets the standards prescribed in the *Drinking Water Protection Act* and the *Drinking Water Protection Regulation*, as well as conditions of their operating permits. Regional Health Authorities are responsible for oversight to ensure compliance, and both the Health Authority and the water purveyors undertake extensive, mandated water testing and monitoring.

As a managed forest owner, Mosaic is prohibited from negatively impacting drinking water quality by the provisions of the *Private Managed Forest Land Act*. We also maintain formal relationships with licensed

DID YOU KNOW?



Management of drinking water quality and sources is **heavily regulated** in British Columbia.

Community drinking water sources can be located within **public** or **private** lands in B.C.



Mosaic maintains **collaborative relationships** with water purveyors with licences to draw water from within our lands. We partner and modify plans and practices based on risks and consultation with community water managers.

water purveyors, and share information on our planned activities. We are responsible for ensuring forest practices do not negatively impact water quality in the drainages associated with a water licence, and make any necessary amendments to planned activities based on our consultation work with relevant authorities and communities.

PRIVATE MANAGED FOREST LAND ACT:

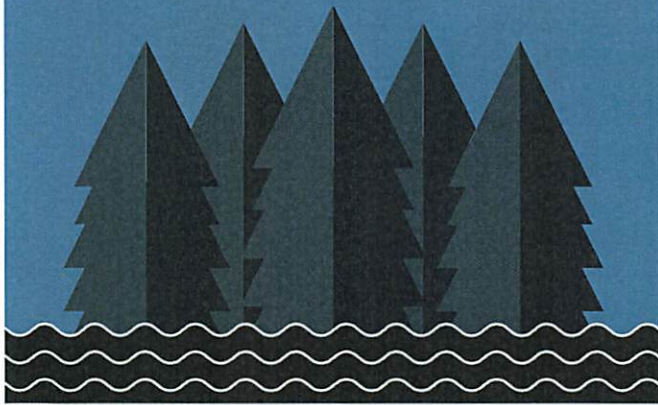
"...a primary forest activity must not cause a material adverse effect on the quality of drinking water that may affect human health at the point of diversion of a drinking water intake."

DID YOU KNOW?

As part of our collaboration with community water purveyors, **Mosaic provides a suite of services and benefits to water managers free of charge**, including fire protection, access and road maintenance, and security.

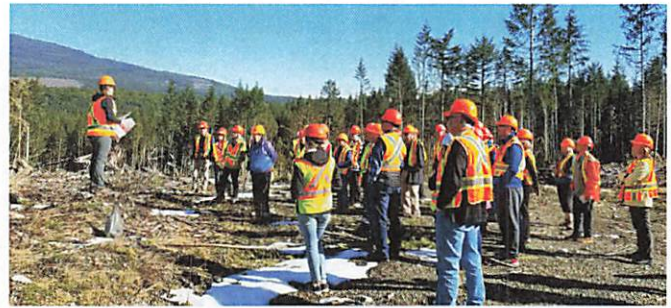


Mosaic's watershed management programs are designed and implemented by qualified, registered professionals, including hydrologists, biologists and foresters.



SUSTAINABLE FOREST MANAGEMENT IN WATERSHEDS

- » **MOSAIC EMPLOYS SPECIALIZED, MODIFIED MANAGEMENT PRACTICES** within drinking watersheds, informed by detailed scientific analysis and monitoring.
- » **WE HAVE CONDUCTED** high resolution laser imaging across our land base that allows us to generate detailed geo-referenced topographical maps, surface water flows, geological features, and forest canopy definition down to the single tree.
- » **WE UNDERTAKE WATERSHED AND TERRAIN ASSESSMENTS** and deploy a continual water quality monitoring program.
- » **ANY HARVEST AREAS ARE CAREFULLY DESIGNED** based on detailed technical data and reviewed with community water purveyors in advance.



TOGETHER WITH COMMUNITY WATER MANAGERS, Mosaic hosts dozens of watershed tours each year, where members of the public can learn about management of water resources and sustainable forestry.



MOSAIC AND THE REGIONAL DISTRICT OF NANAIMO worked together to produce a video that details our collaborative partnership on water management, which can be viewed at www.MosaicForests.com/watersheds.

COMMUNITY BENEFITS

When managed appropriately and to high standards, locating community drinking watersheds within managed forest lands creates cost savings and management benefits for communities.

Mosaic's work with drinking water managers allows:

- Communities to benefit from our forest professionals' expertise in managing the resource and providing important watershed data through partnerships with indigenous, local and provincial governments.
- In addition, water resource managers from the community have both road infrastructure and access provided and maintained through our operations, yielding significant annual cost savings to taxpayers.
- We also employ access control and security throughout our private managed forest lands, which greatly reduces the risk of human-caused wildfire or unwanted and unmonitored access to water intakes and other sensitive areas.
- Our extensive resources in wildfire response provide a rapid, first-line of defense against wildfire, the impacts of which can be catastrophic for surface water resources.

Mosaic is proud of the collaborative management programs we deliver with our community partners. More information on watershed management, including links to relevant regulations and information on water purveyors and their management plans and testing, can be found at www.MosaicForests.com/watersheds.



Keep up to date on our latest by following
@mosaicforests on Facebook, @mosaicforests on Twitter,
@mosaicforests on Instagram



Let's
Explore

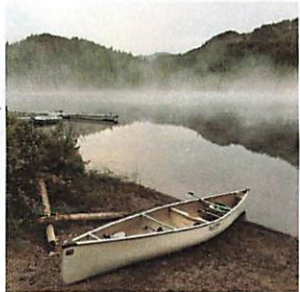
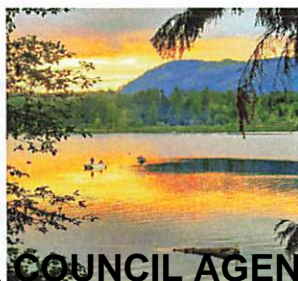


Photo Contest

Celebrate the best of summer by entering Mosaic's annual photo contest! Submit your favourite images of BC's wild West Coast for a chance to win a camping pass valid at any Mosaic campsite.

For details, visit MosaicForests.com/camping.



Mosaic Forest Management is in the business of sustainable forest stewardship, managing private timberlands and Crown forest tenures in Coastal British Columbia for more than a century. Mosaic employs several thousand people directly and indirectly, and is strongly committed to achieving positive economic, social and sustainability outcomes from the working forest.

While we manage access for safety reasons, we've been able to partner in more than 125 formal access agreements that allow the use of our lands for hiking, mountain biking, research, beekeeping, fishing, ATV use and other access requests. We offer fourteen not-for-profit campgrounds on scenic Vancouver Island. For more information, visit MosaicForests.com/camping.

MOSAIC
FOREST MANAGEMENT



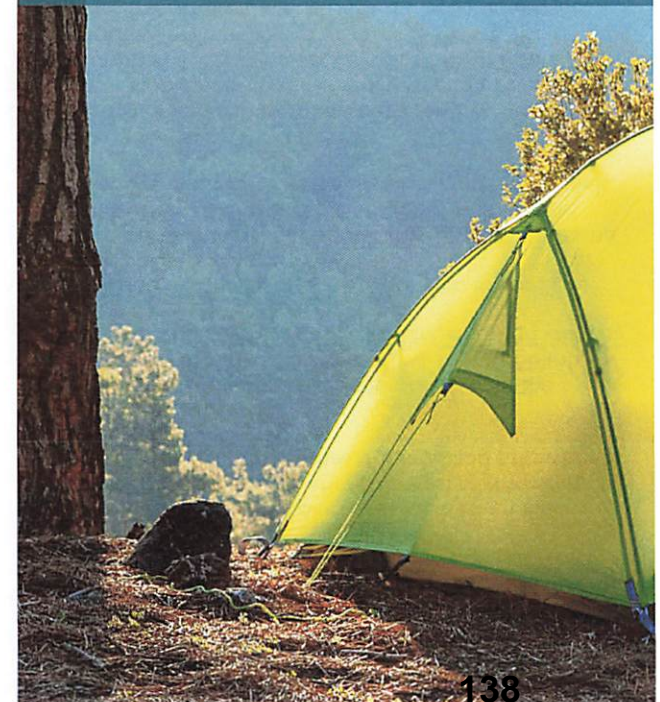
COVID-19 and other infectious disease protocols at Mosaic campsites are consistent with the direction of the Provincial Health Officer.

Please review the latest protocols before visiting a Mosaic campsite by visiting MosaicForests.com/camping

Mosaic Campsites

Map & Information Guide

MOSAIC
FOREST MANAGEMENT



Mosaic offers camping at fourteen scenic locations on Vancouver Island, British Columbia. For details and reservations, visit MosaicForests.com/camping.

1. Gooseneck Lake

Located 28 km west of Campbell River, features a scenic lake and plentiful wildlife.

2. Wokas Lake

Located at the end of Upper Quinsam Lake, west of Campbell River.

3. Willington Point

Located 30 km west of Campbell River on the shores of beautiful Upper Quinsam Lake.

4. Macktush

Located 32 km west of Port Alberni on the Alberni Inlet, offering 98 campsites, walking trails, and a boat launch for access to world-class sockeye fishing. Tents, motorhomes, trailers, and fifth wheels permitted at this campsite.

5. Kissinger

Situated approximately 65 km west of Duncan on the shores of Kissinger Lake permits tents, motor homes, trailers, and fifth wheels.

6. Heather

Situated approximately 60 km west of Duncan at the head of Cowichan Lake permits motor homes, trailers, and fifth wheels.

7. Little Shaw

Situated approximately 55 km west of Duncan, this is a walk-in only campsite located on the north shore of Cowichan Lake. Tents are permitted at this campsite.

8. Caycuse

Situated approximately 50 km west of Duncan on the south shore of Cowichan Lake permits tents, motor homes, trailers, and fifth wheels.

9. Riverside

One of our Nanaimo Lakes sites located 35 km southwest of Nanaimo, permits tents, campers and small trailers.

10. Windy Point

One of our Nanaimo Lakes sites located on the shores of First Lake, 35 km southwest of Nanaimo, permits tents, motor homes, trailers, and fifth wheels.

11. Old Mill

One of our Nanaimo Lakes sites located on the shores of First Lake, 35 km southwest of Nanaimo, permits tents, motor homes, trailers, and fifth wheels.

12. Deadwood

One of our Nanaimo Lakes sites located on the shores of First Lake, 35 km southwest of Nanaimo, permits tents, motor homes, trailers, and fifth wheels.

13. ʔaʔuk ʔaama kanis (ah-uk aah-ma ka-niss) Loon Lake

Located 10 km east of Port Alberni, BC, ʔaʔuk ʔaama Kanis offers fishing and hiking opportunities, and permits tents, motor homes, trailers and fifth wheels.

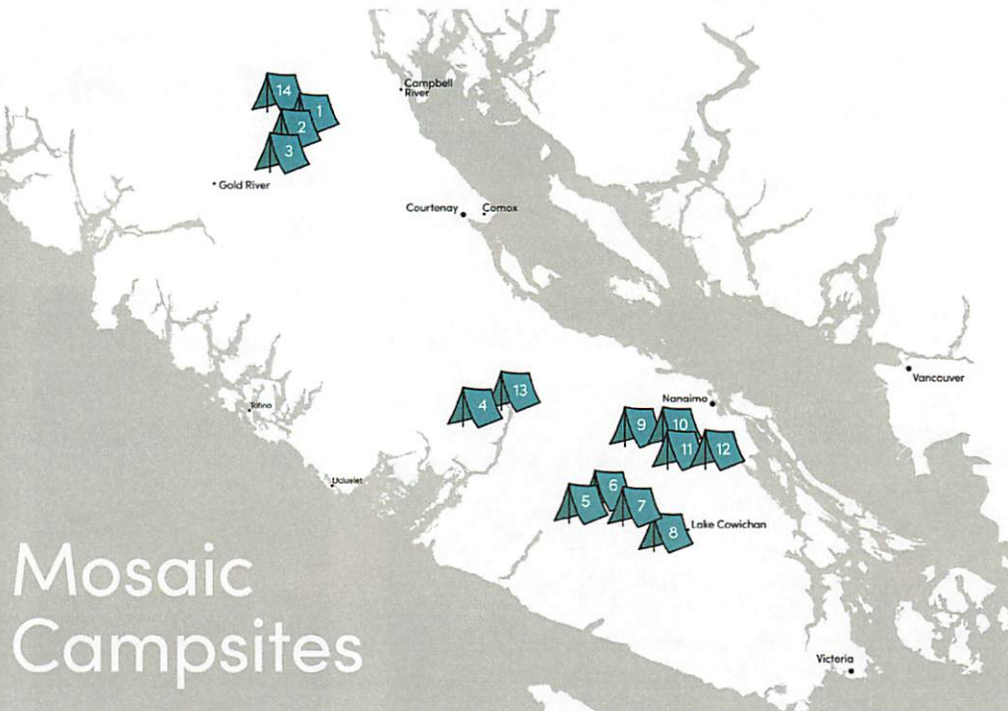
14. Upper Campbell Reservoir

A partnership campground between BC Hydro and Mosaic near the southeastern end of Upper Campbell Reservoir near Campbell River offers beautiful trails, a beach area, and fishing. For more information, please visit BC Hydro's website.

WE NEED YOUR HELP!

If you witness suspicious activity while visiting Mosaic forest lands, please report it to 911 if it is an emergency, or to your local RCMP for non-emergencies.

Call BC Wildfire Service at 1-800-663-5555 or *5555 from a cellphone to report a wildfire.



Mosaic Campsites

KNOW BEFORE YOU GO

Please visit MosaicForests.com/camping to book your campsite. Your campsite host will provide check-in information and detailed directions, including gate opening and closing times. Camping on Mosaic forest lands is permitted only at designated campsites.

RULES OF THE ROAD

- >> Turn headlights on
- >> Read the signs
- >> Drive only on designated roads
- >> Observe the posted speed limit

March 2022

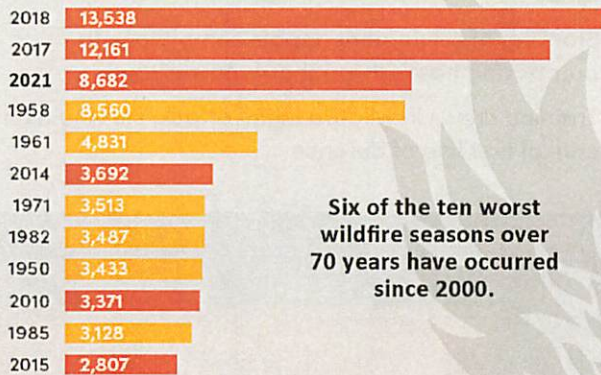
Protecting Our Forests from Wildfire

The forests of Vancouver Island are where we live, work and play. Every summer, the risk of wildfire impacts our communities and operations – and with climate change, that risk is becoming more severe and occurring more often.

Mosaic takes extensive measures to reduce the risk of wildfire, and we have comprehensive plans and response procedures that we activate when wildfires occur.

TOP 10 WILDFIRE SEASONS IN BC SINCE 1950

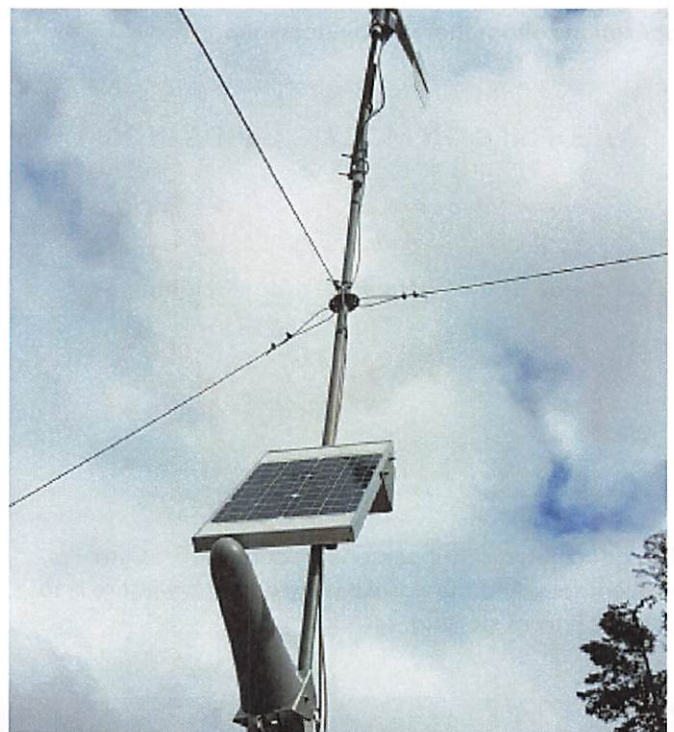
Chart shows number of square kilometres burned in wildfires each season. Does not include false alarms, nuisance fires or training fires.



Source: <https://www2.gov.bc.ca/gov/content/safety/wildfire-status/about-bcws/wildfire-statistics/wildfire-averages>

KEEPING AN EYE ON THE WEATHER – REMOTELY

Using weather data to guide our operations is key to wildfire prevention. Weather – including temperature, relative humidity, precipitation and wind speed, significantly impacts on if wildfires start, how they spread, and how difficult they are to contain. Mosaic has installed remote, state-of-the-art weather stations across our operations, and we do our own monitoring



Weather stations across Mosaic's forest lands collect and transmit real-time fire weather data that guides our forest management decision making.

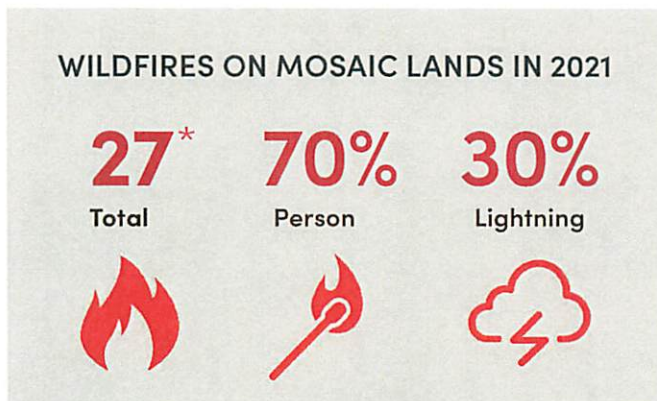
and forecasting of wildfire risk. Recognizing that 70% of wildfires in our region are person-caused when weather data indicates wildfire risk is high or extreme, we have the ability to restrict access to our private forest lands.

Mosaic's fuel management program is another important tool in preventing wildfire. We manage fuels (potentially combustible material in the forest) in various ways, including chipping, on-site burning, and the sale of firewood cutting permits. Every year, Mosaic donates funds collected through the sale of firewood cutting permits and doubles it through a matching contribution to a deserving community organization.

REDUCING THE RISK OF PERSON-CAUSED WILDFIRE

When wildfire risk increases, Mosaic may restrict access to its forestlands to reduce the risk of wildfire. While Mosaic's not-for-profit public campsites can remain open, sometimes with campfire bans, recreational access to the Mosaic backcountry is closed while the wildfire risk is high.

Did you know that in Coastal BC, most wildfires are caused by people? Restricting public access when wildfire risk increases is one of the ways Mosaic protects our forestland assets, the safety of our neighbours, and the values our communities rely on, including the health of watersheds on our private land. When wildfire risk increases, we also modify our operations – altering work schedules to run equipment at night when the wildfire risk is lower or ceasing operations altogether when necessary.



The good news is that person-caused wildfires are preventable. And the easiest way to fight a wildfire is to prevent it from starting.

People start wildfires in several ways, and in most cases it's not deliberate*. For example:

- » Open burning
- » Vehicle and engine use
- » Industrial activity
- » Fireworks, sky-lanterns, outdoor flame lighting
- » Discarding burning items (cigarettes)
- » Arson*

RAPID RESPONSE

The most critical element in controlling a wildfire once it has ignited is rapid response and getting resources and water on the fire before it spreads.

As private landowners, Mosaic has invested in its own wildfire management capabilities, together with our contractors, to ensure our forests and neighbours are protected.

During wildfire season, Mosaic works in coordination with the Provincial Wildfire Response program to conduct:

- » Daily aerial and ground-based surveillance
- » Helicopter-based rapid attack
- » Staging of 100 all-terrain fire trucks around our lands
- » Stocking of equipment depots complete with pumps and hoses throughout Mosaic lands
- » Training crews in wildfire initial attack, serving as a critical first line of defence

WHAT YOU CAN DO

- » Respect wildfire bans and forest closures
- » Report wildfires immediately
- » Educate yourself on being FireSmart. Learn how to protect your family and your property from wildfire – visit firesmartbc.ca
- » Spread the word – let your friends and family know what to do if they see a wildfire, and how to learn about wildfire prevention
- » The BC Wildfire Service mobile app is available for Apple (iOS) and Android devices and is free to download in the App Store and Google Play



IF YOU SEE A WILDFIRE
Call BC Wildfire Service
1 800-663-5555 or
*5555 from a cell phone

MOSAIC
FOREST MANAGEMENT

Vancouver Island Recreation Opportunities

RESPONSIBLE AND SAFE ACCESS TO MOSAIC PRIVATE FOREST LANDS

DECEMBER 2020

Timberland Manager for **TimberWest** | **ISLAND**
TIMBERLANDS

Mosaic is the timberland manager for TimberWest and Island Timberlands – two private forest landowners on Vancouver Island. Our core business is sustainable forest management, and our managed forest lands have been producing a renewable supply of timber for more than 100 years.

Alongside their value as a sustainable timber resource, our forests provide recreational opportunities for wildlife viewing, hiking, biking, camping, hunting, fishing, and firewood cutting.

This Factsheet describes the various recreational opportunities available on Mosaic forest lands.

CAMPING

Mosaic offers camping at several scenic locations on Vancouver Island. Full details are available at www.mosaicforests.com/camping.

HUNTING

Mosaic provides several designated areas for general hunting on its managed forest land, and also offers access opportunities to hunters who have won Limited Entry Hunt (LEH) tags. If you have an LEH tag, please contact us at hunting@mosaicforests.com to coordinate access. First Nation hunting requests should contact Mosaic through Ryan Frederickson at Ryan.Frederickson@mosaicforests.com.

ROAD ACCESS

Mosaic offers access to designated roads on weekends only and when safety and operational conditions permit. Opportunities are updated weekly with details available online at www.mosaicforests.com/access.



ACCESS AGREEMENTS

Mosaic has long standing Access Agreements with a number of organized groups, including mountain-bike clubs, fish and game clubs, hiking groups, ATV clubs and snowmobile clubs.

While enjoying access opportunities to Mosaic private forest lands, club members advocate for responsible stewardship of Mosaic forests lands by helping to reduce wildfire, vandalism and illegal dumping. To learn more about Mosaic Access Agreements, visit www.mosaicforests.com/access.

WE NEED YOUR HELP!

Public access on Mosaic forest land is successful when we look out for each other and the forests. Suspicious activity on Mosaic forest lands should be reported to 911, or to your local RCMP detachment for non-emergencies. To report a wildfire, please call 1 800 663-5555, or *5555 from a cell phone.

Recreation Opportunities

FIREWOOD

Mosaic offers firewood cutting opportunities as part of its sustainable approach to forest management. Firewood cutting permits can be purchased online to cut firewood at designated locations on weekends only for personal use, such as heating a home.

Full details are available online at www.mosaicforests.com.



DID YOU KNOW?

Each year, Mosaic donates all the proceeds from the sale of firewood permits to a deserving community organization. In 2019 Mosaic's matching donation of \$20,000 went to KidSport BC, a non-profit organization supporting youth sports.

SEASONAL CLOSURES

Access opportunities to Mosaic managed forest lands change seasonally and regionally depending on safety, operational, and weather conditions. For example, roads may be closed when the risk of wildfire is high, or during periods of harvesting activity.

Mosaic uses many tools to manage access, including its website, signage, gates, permits, and formal land use agreements.

KNOW BEFORE YOU GO

Recreational access to Mosaic forest lands is available on most weekends. Why weekends? Because industrial activities occur on Mosaic lands mainly during the week.

Before heading out for weekend access to Mosaic forest lands, visit www.mosaicforests.com/access for the latest information on safety notifications and gate opening and closing times.

RULES OF THE ROAD

Travelling on Mosaic private roads on the weekend? Please ensure you know the gate opening and closing schedules, and that you drive with care:

- » TURN HEADLIGHTS ON
- » READ THE SIGNS
- » DRIVE ONLY ON DESIGNATED ROADS
- » OBEY THE POSTED SPEED LIMIT
- » YIELD TO INDUSTRIAL TRAFFIC THAT MAY BE USING THE ROADS AT ANY TIME



FOR MORE INFORMATION

For information about access to Mosaic forest lands, please email us at access@mosaicforests.com or visit www.mosaicforests.com/access.



Keep up to date on our latest by following

REGULAR COUNCIL AGENDA - MARCH 27, 2023

MOSAIC
FOREST MANAGEMENT

Scholarships and Training Opportunities for Indigenous Partners

JUNE 2021

Timberland Manager for TimberWest ISLAND
TIMBERLANDS

Mosaic Forest Management is committed to building strong, collaborative and respectful relationships with First Nations partners across our operating regions and beyond. We recognize and respect the rights of Indigenous peoples, and believe that their participation in our business is key to success.

One focus area for Mosaic is to increase Indigenous representation in our workforce, both within Mosaic's staff as well as by encouraging Indigenous hires throughout our supply chain. This is a key business objective reinforced by our commitment to Progressive Aboriginal Relations Certification (see sidebar). Beyond hiring practices that encourage Indigenous applicants, we believe we have a role to play in contributing to education and forestry skills development for students and workers. For that reason, we have many scholarship and training opportunities available for Indigenous learners at various stages in their education and career development.

SCHOLARSHIPS AND BURSARIES

Scholarships for Graduating High School Students

Mosaic offers each School District in our operating areas on B.C.'s Coast an annual \$1,000 scholarship to be awarded to a graduating Indigenous student entering a forestry-related discipline (trades, technical, degree), alternatively an Indigenous student entering a fisheries or other Natural Resource Management field. These awards are administered by the individual school districts directly, and students can find out more about these awards by contacting their school's Indigenous student support worker.

Progressive Aboriginal Relations Certification

Progressive
Aboriginal
RELATIONS

**SILVER
LEVEL**

Canadian Council for
Aboriginal Business



Mosaic Forest Management is proud to be recognized for our leadership as a partner for Indigenous peoples through Progressive Aboriginal Relations (PAR) Certification.

PAR certification, a program of the Canadian Council for Aboriginal Business, crystallizes our commitment to pursuing highly-constructive partnerships with First Nation communities.

By being PAR certified, Mosaic Forest Management demonstrates through independent oversight that we are a committed partner with the policies, systems and resources dedicated to achieving positive outcomes in our Indigenous relationships.

PAR evaluates Mosaic's initiatives and outcomes in four key performance areas:

- Leadership actions
- Employment
- Business development
- Community relations

Post-Secondary Scholarships

Mosaic has established scholarships at the following post-secondary institutions. Applications and awards are administered by the educational institutions directly, not by Mosaic.

<p>» VANCOUVER ISLAND UNIVERSITY</p>	<p>Three awards (\$2,000 each) for academic performance in the forestry programs, awarded in June each year. Preference is given to Indigenous students.</p> <p>One bursary (\$1,000) for a forestry student demonstrating financial need, awarded in December each year. Preference is given to Indigenous students.</p> <p>Awards for partial tuition for Indigenous students entering Welding, Heavy Equipment Technician, or Heavy Equipment Operator Road Builders Programs.*</p> <p>Bursary support for Indigenous students entering Welding, Heavy Equipment Technician or Heavy Equipment Operator Road Builders Programs.*</p> <p>*These awards and bursaries are in place until fully assigned.</p>
<p>» UNIVERSITY OF BRITISH COLUMBIA</p>	<p>One \$1,600 bursary awarded yearly (Bob Willington Memorial Endowment)</p> <p>One endowed scholarship supporting an annual award of approximately \$4,000 to an Indigenous Graduate student in a forestry management discipline.</p>
<p>» NORTH ISLAND COLLEGE</p> <p>» UNIVERSITY OF NORTHERN BRITISH COLUMBIA</p> <p>» B.C. INSTITUTE OF TECHNOLOGY</p>	<p>One annual \$4,000 bursary to an Indigenous student entering the forestry program, or other related field including Indigenous Leadership. Priority to an Indigenous student from Coastal B.C., demonstrating financial need and leadership.</p>

Indspire

Indspire is a nationally registered charitable organization dedicated to raising funds to support Indigenous peoples in Canada, especially youth, achieve their full potential. Mosaic has a five-year agreement with Indspire to provide annual scholarships of up to \$5,000 to post-secondary students from Coastal B.C., entering a forestry related program at an accredited institution. These scholarship applications and awards are administered by Indspire.

TRAINING OPPORTUNITIES

Indigenous Intern Leadership Program

The Indigenous Intern Leadership Program, made possible by the BC Assembly of First Nations and the Business Council of BC Champions table, brings together qualifying recent graduates with BC employers for a two-year work opportunity. Mosaic is a business partner in this program, and has supported three interns. More information on this program is available at: www.bcbc.com/advocacy/initiatives.

First Nations Partner Training

Mosaic has an internal fund dedicated to identifying and delivering training opportunities in partnership with First Nations. Typically, this fund would support small groups to pursue certificate-style training courses such as pesticide applicator training, firefighting training, supervisor training, silviculture surveyor training, and other certificate programs for starting a career in forestry. These are short courses that provide direct, practical forestry skills training with a focus on job-readiness. Group applications for this type of training are made to Mosaic directly, and awarded at the discretion of the First Nations Relations Team. Applications can be obtained by contacting Mosaic's Manager, First Nations Partnerships.

Language Revitalization Fund

In 2019, the United Nations marked the International Year of Indigenous Languages. In recognition of this important initiative and its direct relevance to First Nations partners, Mosaic established a one-time \$25,000 fund to support the teaching, revitalization and preservation of languages within local First Nations communities. Applications for funding can be obtained by contacting Mosaic's Manager, First Nations Partnerships.

» FOR MORE INFORMATION contact:

Ken Price, Manager - Partnerships
ken.price@mosaicforests.com



Keep up to date on our latest by following

REGULAR COUNCIL AGENDA MARCH 27, 2023

MOSAIC
 FOREST MANAGEMENT

Councillor Report

For March 27, 2023

Councillor Debbie Haggard

March 8, 2023 – Alberni Clayoquot Regional District Board meeting - Highlights include:

- Continued discussion on the 2023 – 2027 Financial Plan
- Official Community Plan for Beaufort and Beaver Creek were received

March 9, 2023 – Community Action Team meeting – Highlights include:

- A drug poisoning overdose advisory was issued for Port Alberni on March 8, 2023
- A guest speaker has been secured for the International Overdose Awareness Day event
- Social media ads have been developed, published and shared as part of the ongoing social media campaign

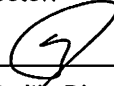

March 15, 2023 – Alberni Clayoquot Health Network meeting - Highlights include:

- Interested members of the ACHN will virtually attend the Communities Ending Poverty Conference April 25 – 27
- Communities Building Youth Futures held a conference in Port Alberni with over 40 youth attending and participating in a variety of workshops
- The Coordinator of ACHN, Marcie DeWitt, will be a presenter at AVICC in April

March 20, 2023 – City Council and the new CAO, Michael Fox, had a meet and greet session. Each council member identified their priorities for the remainder of the term and Michael asked questions so that he could fully understand council's strategic priorities.

March 20, 2023 – There was a Committee of the Whole E-Town Hall meeting to review, discuss and ask questions of the 2023 – 2027 financial budget. I would like to thank the public for participating in the discussion and asking questions of the proposed financial plan.

Date: March 16, 2023
File No: 3015-01
To: Mayor and Council
From: M. Fox, CAO
Subject: **Council Resolution – ALC Non-Farm Use Permit on ALR Land**
Parcel A, Lot 2, DISTRICT Lots 2 2A 6 and 66, ALBERNI DISTRICT, VIP72153 (PID: 025-030-264)
Applicant: Tseshaht Somass Society Inc., Tseshaht First Nation

Prepared by: Haley Stevenson <i>H. Stevenson Planner I</i>	Supervisor: M. Wade <i>M. Wade Manager of Planning</i>	Director:  <i>S. Smith, Dir. of Development Services Deputy CAO</i>	CAO Concurrence:  <i>M. Fox, CAO</i>
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RECOMMENDATION[S]

1. *THAT Council support the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission, noting that the campground use would be low impact and that the land is within Tseshaht territory.*
2. *THAT Council inform the Agricultural Land Commission that an application for a Zoning and Official Community Plan amendment may be required if the ALC approves the non-farm use along with an easement for the City to access utilities.*

PURPOSE

The City has received a referral from the Agricultural Land Commission (ALC) regarding the Tseshaht First Nation's (under the registered company name Tseshaht Somass Society Inc.) application to obtain a Non-Farm Use Permit for Lot 2, DISTRICT Lots 2 2A 6 and 66, ALBERNI DISTRICT, VIP72153 (subject property). ALC is requesting a resolution from Council on whether they support or do not support the Non-Farm Use application and any comments.

BACKGROUND

The Tseshaht First Nation has applied to the ALC for a Non-Farm Use Permit on the subject property with plans to construct a low-impact commercial campground with 50-100 sites that will support both RVs and tents, and washroom facilities. Agricultural uses, including economic gardens, are proposed for the non-campground portion of the subject property. The Nation's Comprehensive Community Plan, Highest and Best Use Study, and Strategic Plan all support the development of a commercial campground and agricultural ventures.

The applicants have provided a conceptual site plan that demonstrates a 63.5-acre area for a campground located along the waterfront of the Somass River, a 23.5-acre community garden fronting onto the east side of Shoemaker Bay Road, 16.6 acres for a research/university garden, and 13.2 acres for an economic garden on land east of the community garden and south of the campground, and the remaining 32.1 acres of the property for partnerships with other local agencies as seen in Figure 1.

Subject Property

The subject property, located within the City of Port Alberni boundaries, is approximately 24.4 hectares (60.29 acres), the majority of which is designated Agricultural Land Reserve (ALR). It is one of four parcels that make up Lot 2 of Alberni District Plan VIP72153 (PID: 025-030-264) owned by Tseshah First Nation. The remaining three parcels are located within the ACRD and are also included in the Non-Farm Use Permit application to the ALC. The lands within the City of Port Alberni are outlined in yellow in Figure 1 and identified in Figure 2.

Figure 1 – Conceptual Site Plan

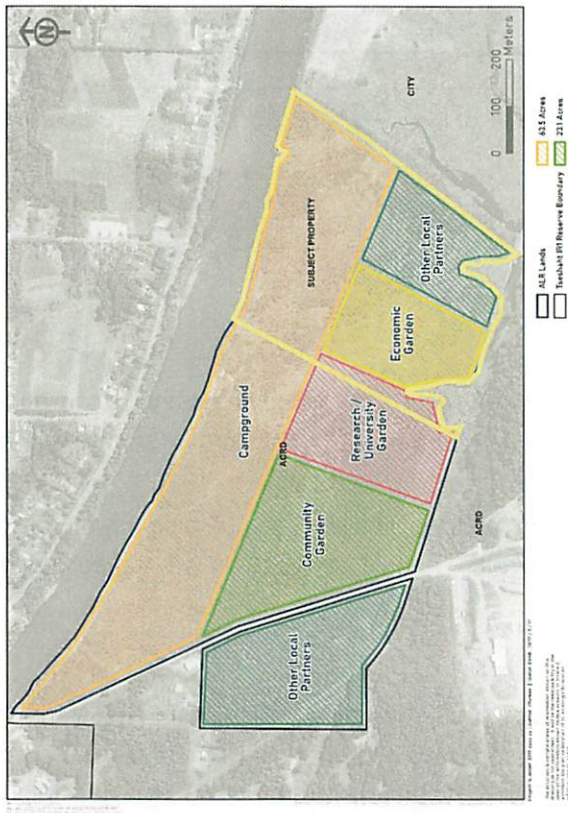


Figure 2 – Subject Property



Site Context

The subject property is designated as Parks and Open Space (POS) and Urban Agriculture (UAG) in the OCP as shown in Figure 3. The subject property has split zoning consisting of Parks and Recreation (P2), Agriculture (A1), and Utility (M4) as seen in Figure 4.

Location	Land immediately south of the Somass River at the end of Airport Road.
Part Area	24.4ha (60.29 acres)
Official Community Plan (OCP)	<i>Schedule A - Land Use Map:</i> <ul style="list-style-type: none"> - <i>(UAG) Urban Agriculture</i> - <i>(POS) Parks and Open Space</i> - <i>(IND) Industrial</i> <i>Schedule B Development Permit Areas Map: N/A</i>
Current Zoning	<i>(A1) Agriculture</i> <i>(P2) Parks and Recreation</i> <i>(M4) Utility</i>
Surrounding Neighborhood Land Use	North: Somass River South: ACRD Electoral Area D (Sproat Lake) East: Vacant ALR Land similar to subject property West: ACRD Electoral Area D (Sproat Lake)

Figure 3 – OCP Land Use Designation

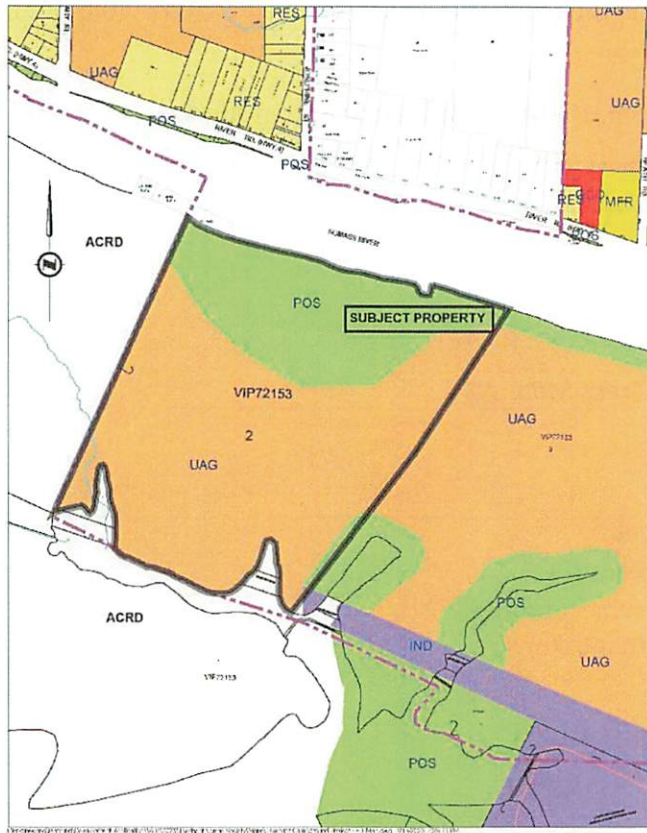
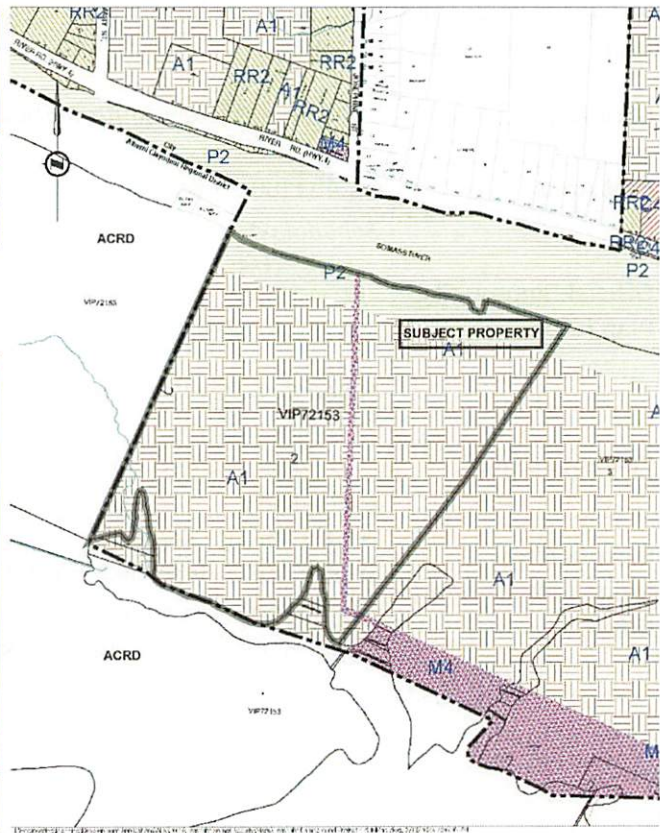


Figure 4 – Current Zoning



ANALYSIS

OCP

In a review of the *Official Community Plan Bylaw No. 4602*, staff has identified that *Section C Plan Goals & Land Use Designations*, and *Section D Plan Policies, subsections 1.0 The Natural Environment, 3.0 Community, 7.0 General Economic Development* apply to this application. The following staff analysis considers how the proposal aligns with relevant policies.

- No Development Permit is required for the subject property.
- OCP policy encourages the use of UAG designated lands for the production, processing, distribution, and sale of locally grown products, and the overall promotion of local agriculture. The proposal aligns with these policies.
- Lands designated as POS are intended for community recreational activities and/or are preserved due to environmental significance. OCP policy emphasizes requirements for shoreline and riparian area protection including the use of riparian setbacks, environmental reporting, and working in conjunction with Provincial and Federal agencies to protect Fisheries Sensitive Zones. As the application proceeds, consultation with Federal and Provincial Agencies will be required, which will assist in aligning development with the OCP's environmental policies.

- To help minimize loss and property damage, OCP policy encourages agricultural and recreational uses for flood-susceptible lands. The proposal aligns with these policies. As the subject property is located within the City's Tsunami Hazard Zone, permanent structures associated with the proposed development would be subject to the City of Port Alberni's Floodplain Bylaw No. 4288 building standards.
- OCP policy commits to exploring economic development initiatives with the Tseshaht First Nation and encourages the development and enhancement of locally based tourism opportunities.

Zoning

In a review of the *Port Alberni Zoning Bylaw No. 4832*, staff has identified that *Section 5.7: A1 - Agriculture*, *Section 5.32: P2 – Parks and Recreation*, and *Section 5.30: M4 – Utilities* apply to this application. The following staff analysis considers how the proposal aligns with relevant Zoning Bylaws.

- The agricultural uses (community garden, research garden, economic garden, and other local partners) proposed for the rear of the property comply with the permitted uses of A1.
- Campground uses are currently only permitted in Highway Commercial (C4) and Commercial Recreation (C8) zones. A text amendment to *Zoning Bylaw No. 4832* would likely be required to permit this use on the subject property.
- The property's P2 zoning along the Somass River serves to help preserve the natural riparian area and protect environmentally sensitive ecological systems. Development in this area would be subject to the requirements previously mentioned.
- The property's M4 zoning delineates on-site City infrastructure for which statutory rights-of-ways exist. See more information in *Infrastructure and Servicing* below.

Infrastructure and Servicing

Sewage Disposal and Water Supply:

- The subject property currently has no City sewer or water services. Development would require on-site sewage disposal and on-site water supply.

Access:

- The subject property can currently be accessed via an informal road along its northern border, shown on Figure 5 in purple, and via the Sewage Treatment Facility access road in the property's south-east corner. Infrastructure upgrades may be required to service the development. This would be assessed by the Engineering Department during the development application process.

City Infrastructure:

- There is existing City infrastructure on the subject property. A Forced Sewer Main (FSM) runs north to south through the property, connecting to the City's sewage treatment facility, for which a statutory right-of-way exists. An easement is required along the property and adjacent property's northern border to provide access to infrastructure. The approximate location of the required easement is shown in Figure 5.

Fire Protection:

- Lot 1 and the west half of Lot 2 is located within the Sproat Lake Fire Protection Area. The east half of Lot 2 is located within the City of Port Alberni. Establishment of fire protection service system would be required.

Figure 5: Access & Required Easement Area



REFFERALS

The Tseshaht Nation's Non-Farm Use Permit application was referred to the City's Development Review Committee. The following comments were made:

- Port Alberni Fire Department emphasized the need for establishing of a fire protection service system to address the split jurisdiction.
- The Director of Parks and Recreation supported the application's proposed use of land for a campground and agricultural ventures.
- The Director of Engineering emphasized the need to secure access to the site's City infrastructure.

IMPLICATIONS

If the Non-Farm Use Permit application is approved by the ALC, access to the site's City infrastructure will need to be secured, and applications will be required for amendments to the *Port Alberni Zoning Bylaw No. 4832* and *OCP Bylaw No. 4602* to accommodate the proposed development.

COMMUNICATIONS

The application has been referred separately to the ACRD. A resolution was passed by the Alberni-Clayoquot Regional District Board of Directors regarding the Agricultural Land Commission Application – Report for AD22005, TSESHAHT SOMASS SOCIETY, LOTS 1 & 2, VIP72153, SOMASS FLATS (SPROAT LAKE) at their regular council meeting held on December 14, 2022. The resolutions were as follows:

THAT the Board of Directors supports and endorses the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission noting that the campground use would be low impact; and further that this land is within Tseshaht territory and the ACRD support Tseshaht's right to determine the best use for their land.

THAT the Alberni-Clayoquot Regional District Board of Directors recommend the Agricultural Land Commission refer and consult Hupacasath First Nation on the Tseshaht Somass Society's non-farm use application.

BYLAWS/PLANS/POLICIES

Corporate Strategic Plan, 2019 – 2023

- Goal 5.5: The City continues on a thoughtful and sustainable path of reconciliation with First Nations and First Nations citizens.

Reconciliation Report, July 2019, Partnership Recommendations

- Identify a means to increase employment opportunities for First Nation people in the City and community.

SUMMARY

Staff recommends that Council supports the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission, noting that the campground use would be low impact and that the land is within Tseshaht territory. That a Zoning and Official Community Plan amendment may be required for the non-farm use application along with an easement for access to City utilities.

ATTACHMENTS/REFERENCE MATERIALS

1. *Tseshaht Somass Society Provincial Agricultural Land Commission – Applicant Submission*
2. *Alberni Clayoquot Regional District Staff Report & Resolution*

C: D. Leurebourg, Director of Corporate Services
A. McGifford, Director of Finance
R. Dickinson, Director of Engineering and Public Works
W. Thorpe Director Parks, Recreation and Heritage
M. Owens, Fire Chief

TITLE SEARCH PRINT

File Reference: 3399.0007.01

Declared Value \$281120

2021-01-29, 08:30:48

Requestor: Urban Employees

****CURRENT AND CANCELLED INFORMATION SHOWN******Land Title District**

Land Title Office

VICTORIA

VICTORIA

Title Number

From Title Number

FA143708

ES25482

Application Received

2006-12-08

Application Entered

2006-12-21

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

TSESHAHT SOMASS SOCIETY, INC.NO. S0051490
6TH FLOOR, 73 WATER STREET
VANCOUVER, BC
V6B 1A1**Taxation Authority**Port Alberni Assessment Area
Port Alberni, City of**Description of Land**

Parcel Identifier:

025-030-213

Legal Description:

LOT 1 OF DISTRICT LOTS 2A AND 6 ALBERNI DISTRICT PLAN VIP72153

Legal NotationsTHIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND
COMMISSION ACT; SEE AGRICULTURAL LAND RESERVE PLAN NO. 1, DEPOSITED
APRIL 26, 1974HERETO INTER ALIA IS ANNEXED EASEMENT ES37260 OVER LOT 6,
PLAN VIP72153

TITLE SEARCH PRINT

File Reference: 3399.0007.01

Declared Value \$281120

2021-01-29, 08:30:48

Requestor: Urban Employees

Charges, Liens and Interests

Nature: UNDERSURFACE RIGHTS
Registration Number: 69171G
Registered Owner: ALBERNI LAND COMPANY LIMITED
ESQUIMALT AND NANAIMO RAILWAY CO.
Remarks: INTER ALIA
AFB 36.402.19652F DD 13188N
AS TO AN UND 1/4 INT IFB 1.47.159I
DD 13188N
AS TO AN UND. 3/4 INT.
UND 3/4 INTEREST OF ALBERNI LAND COMPANY
TRANSFERRED TO EC12885

Nature: RIGHT OF WAY
Registration Number: 279388G
Registration Date and Time: 1963-06-04 13:29
Registered Owner: BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
Remarks: INTER ALIA
PART OUTINED IN RED ON PLAN 997 RW

Nature: UNDERSURFACE RIGHTS
Registration Number: EC12885
Registration Date and Time: 1989-02-13 11:31
Registered Owner: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH
COLUMBIA
Remarks: INTER ALIA
CERTIFICATE OF VESTING, SECTION 241, LTA
AS TO THE UNDIVIDED 3/4 INTEREST OF
ALBERNI LAND COMPANY LIMITED IN 69171G, DD 13188N

Nature: STATUTORY RIGHT OF WAY
Registration Number: EN20603
Registration Date and Time: 1999-03-11 09:19
Registered Owner: CITY OF PORT ALBERNI
Remarks: INTER ALIA
PART FORMERLY PARCEL A, DISTRICT LOTS 2
AND 6, ALBERNI DISTRICT EXCEPT PART OUTLINED
IN RED ON PLAN 525R, EXCEPT PLANS 32672
AND 51275

TITLE SEARCH PRINT

File Reference: 3399.0007.01

Declared Value \$281120

2021-01-29, 08:30:48

Requestor: Urban Employees

Nature:	STATUTORY RIGHT OF WAY
Registration Number:	EP344
Registration Date and Time:	2000-01-04 12:36
Registered Owner:	ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Remarks:	INTER ALIA PART FORMERLY PARCEL A (DD 13188N) OF DL 2 AND 6, ALBERNI DISTRICT EXCEPT PLANS 525R, 32673 AND 51295
Nature:	COVENANT
Registration Number:	ES25474
Registration Date and Time:	2001-04-05 09:51
Registered Owner:	THE CROWN IN RIGHT OF BRITISH COLUMBIA
Remarks:	INTER ALIA AREA B ON PLAN VIP72152
Nature:	COVENANT
Registration Number:	ES25476
Registration Date and Time:	2001-04-05 09:51
Registered Owner:	THE CROWN IN RIGHT OF BRITISH COLUMBIA
Remarks:	ALBERNI-CLAYOQUOT REGIONAL DISTRICT INTER ALIA
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	ES25487
Registration Date and Time:	2001-04-05 09:54
Registered Owner:	ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Remarks:	PART IN PLAN VIP72154
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	ES25488
Registration Date and Time:	2001-04-05 09:54
Registered Owner:	CITY OF PORT ALBERNI
Remarks:	INTER ALIA

TITLE SEARCH PRINT

File Reference: 3399.0007.01

Declared Value \$281120

2021-01-29, 08:30:48

Requestor: Urban Employees

Nature:	STATUTORY RIGHT OF WAY
Registration Number:	ES25489
Registration Date and Time:	2001-04-05 09:55
Registered Owner:	PACIFICA PAPERS INC. INCORPORATION NO. A49080
Transfer Number:	ES25489 TRANSFERRED TO ES76594
Registered Owner:	NORSKE SKOG CANADA LIMITED INCORPORATION NO. 393761-5 CHANGE OF ADDRESS SEE EV47018
Transfer Number:	ES76594 NAME CHANGED BY FA3791
Registered Owner:	CATALYST PAPER CORPORATION INCORPORATION NO. A0055302
Transfer Number:	FA3791 NAME CHANGED BY CA8122712
Registered Owner:	CATALYST PAPER CORPORATION INCORPORATION NO. A0112995
Transfer Number:	CA8122712
Remarks:	INTER ALIA
Nature:	COVENANT
Registration Number:	ES25490
Registration Date and Time:	2001-04-05 09:55
Registered Owner:	THE CROWN IN RIGHT OF BRITISH COLUMBIA
Remarks:	INTER ALIA
Nature:	EASEMENT
Registration Number:	ES25492
Registration Date and Time:	2001-04-05 09:56
Remarks:	APPURTENANT TO LOT 2, PLAN VIP72153
Nature:	EASEMENT
Registration Number:	ES25496
Registration Date and Time:	2001-04-05 09:57
Remarks:	INTER ALIA APPURTENANT TO LOT 3, PLAN VIP72153 (LIMITED ACCESS EASEMENT)
Nature:	MORTGAGE
Registration Number:	ES76602
Registration Date and Time:	2001-09-05 10:08
Registered Owner:	THE CANADA TRUST COMPANY
Remarks:	INTER ALIA EXTENSION OF ES65321 MORTGAGE OF ES25489
Cancelled By:	FB246771
Cancelled Date:	2009-02-10

TITLE SEARCH PRINT

File Reference: 3399.0007.01

Declared Value \$281120

2021-01-29, 08:30:48

Requestor: Urban Employees

Nature: ASSIGNMENT OF RENTS
Registration Number: ES76603
Registration Date and Time: 2001-09-05 10:08
Registered Owner: THE CANADA TRUST COMPANY
Remarks: INTER ALIA
EXTENSION OF ES65322
AS TO ES25489

Cancelled By: FB246772
Cancelled Date: 2009-02-10

Nature: MORTGAGE
Registration Number: CA7594106
Registration Date and Time: 2019-06-28 15:15
Registered Owner: PT BANK NEGARA INDONESIA (PERSERO) TBK
Remarks: INTER ALIA
OF ES25489

Nature: ASSIGNMENT OF RENTS
Registration Number: CA7594107
Registration Date and Time: 2019-06-28 15:15
Registered Owner: PT BANK NEGARA INDONESIA (PERSERO) TBK
Remarks: INTER ALIA
OF ES25489

Duplicate Indefeasible Title NONE OUTSTANDING

Transfers NONE

Pending Applications NONE

Corrections

EV47018 CHANGE OF ADDRESS NOTED ES25489 2003-05-09 16:06:00



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 65687

Application Status: Submitted to ALC

Applicant: Tseshahht Somass Society Inc. No. S0051490

Agent: Urban Systems Ltd.

Local Government: Alberni-Clayoquot Regional District

Local Government Date of Receipt: 08/12/2022

ALC Date of Receipt: 12/21/2022

Proposal Type: Non-Farm Use

Proposal: The purpose of this proposal is to support the sovereignty of Tseshahht First Nation. The parcels related to our application have never been ceded to the Crown and our permission was never given for the Province to lock our Territorial lands within restrictive land use regulations. Never has the Province or the ALC consulted Tseshahht First Nation on the ALR and its application to lands within our Territory.

Tseshahht will be constructing a low-impact commercial campground with 50-100 sites that will support both RVs and tents. Washroom facilities will also be provided in accordance with current best practices to mitigate negative impact to the land and the watershed. Our Comprehensive Community Plan, Highest and Best Use Study, and Strategic Plan all support the development of a commercial campground and agricultural ventures.

It is relevant to note that current zoning from the City of Port Alberni, Alberni-Clayoquot Regional District, and the ALC regulations currently permit accommodation to be constructed on ALR lands. However, the need to request this Non-Farm use permit is owing to the scale of our intended development. Current regulation limits accommodation units to 10, whereas we are seeking to develop 50-100.

Agent Information

Agent: Urban Systems Ltd.

Mailing Address:

Primary Phone:

Email:

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 025-030-213

Legal Description: LOT 1 OF DISTRICT LOTS 2A AND 6 ALBERNI DISTRICT PLAN VIP72153

Parcel Area: 19.8 ha

Civic Address:

Date of Purchase: 12/21/2006

Farm Classification: Yes

Owners

1. **Name:** Tseshaht Somass Society Inc. No. S0051490

Address:

Phone:

Email:

2. **Ownership Type:** Fee Simple

Parcel Identifier: 025-030-264

Legal Description: LOT 2 OF DISTRICT LOTS 2 2A 6 AND 66 ALBERNI DISTRICT PLAN VIP72153

Parcel Area: 69 ha

Civic Address:

Date of Purchase: 12/21/2006

Farm Classification: Yes

Owners

1. **Name:** Tseshaht Somass Society Inc. No. S0051490

Address:

Phone:

Email:

Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple

Parcel Identifier: 000-174-246

Owner with Parcel Interest: Tseshaht Somass Society Inc. No. S0051490

Parcel Area: 34.5 ha

Land Use Type: Unused

Interest Type: Full Ownership

Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

There is no current agricultural activity on either parcel. In the past the parcel was used as an airstrip and for commercial forestry activity.

2. **Quantify and describe in detail all agricultural improvements made to the parcel(s).**

There are currently no agricultural improvements on either parcel.

3. **Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

The parcels currently provide recreational value to people (walking, biking, etc.) and were recently cleared. Some members fish from the riverbank and there is some rustic camping occurring by individuals.

Adjacent Land Uses

North

Land Use Type: Other

Specify Activity: Reserve Land - Administrative/Institutional Use

East

Land Use Type: Other

Specify Activity: Somass River - boating, fishing, recreation

South

Land Use Type: Unused

Specify Activity: Delta/floodplain

West

Land Use Type: Industrial

Specify Activity: Industrial logging and small number of large-lot residential

Proposal

1. How many hectares are proposed for non-farm use?

25.7 ha

2. What is the purpose of the proposal?

The purpose of this proposal is to support the sovereignty of Tseshah First Nation. The parcels related to our application have never been ceded to the Crown and our permission was never given for the Province to lock our Territorial lands within restrictive land use regulations. Never has the Province or the ALC consulted Tseshah First Nation on the ALR and its application to lands within our Territory.

Tseshah will be constructing a low-impact commercial campground with 50-100 sites that will support both RVs and tents. Washroom facilities will also be provided in accordance with current best practices to mitigate negative impact to the land and the watershed. Our Comprehensive Community Plan, Highest and Best Use Study, and Strategic Plan all support the development of a commercial campground and agricultural ventures.

It is relevant to note that current zoning from the City of Port Alberni, Alberni-Clayoquot Regional District, and the ALC regulations currently permit accommodation to be constructed on ALR lands. However, the need to request this Non-Farm use permit is owing to the scale of our intended development. Current regulation limits accommodation units to 10, whereas we are seeking to develop 50-100.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

No - these lands are the only available lands owned by Tseshah First Nation that can be use to accommodate a commercial campground. Our other lands are already scheduled for housing, administrative and other community-focused infrastructure developments.

4. Does the proposal support agriculture in the short or long term? Please explain.

Yes through the revenues generated by the commercial campground, Tseshah will be able to support agricultural development(s) on the remaining parcel area. In particular, revenues will help support

community agriculture projects which we anticipate will occur on the remaining portion of the sites.

Additionally, we have entered into conversations with the local School District and other community groups to pursue agricultural development on the remaining portion of the parcels and intend to utilize the revenue generated from the campground to support a community agricultural effort on the land.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

- Proposal Sketch - 65687
- Other correspondence or file information - Parcel and ALR Overlay
- Certificate of Title - 025-030-213
- Certificate of Title - 025-030-264

ALC Attachments

None.

Decisions

None



Provincial Agricultural Land Commission - Applicant Submission

Contact Information

Local Government: Alberni-Clayoquot
Local Government File Number (Optional): AD22005
Name: Kathy McArthur
Position: Planning Assistant
Department: Planning
Phone Number:
Mobile Number (Optional):
Email:

Local Government Report

Is this proposal consistent with the current zoning designation?

No

Is this proposal consistent with the current OCP designation?

No

Is authorization under Section 25 (3) or Section 30 (4) of the ALC Act required? If yes, please attach resolution or documentation.

Yes

Mandatory Attachments (pdf or jpeg)

- Staff Report - 65687
- Resolution - 65687

Optional Attachments (pdf or jpeg)

None.

Local Government Resolution

Authorize application to proceed to the ALC



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

Non-Farm Use Application within the Agriculture Land Reserve

To: ACRD Board of Directors

Meeting Date: December 14, 2022

File No.: AD22005

Registered Owner: Tseshaht Somass Society **Agent:** Zack Haigh, Urban Systems Ltd.

Legal Description: LOT 1 OF DISTRICT LOTS 2A AND 6 ALBERNI DISTRICT PLAN VIP72153 and LOT 2 OF DISTRICT LOTS 2 2A 6 AND 66 ALBERNI DISTRICT PLAN VIP72153

Location: Somass Flats on the south side of the Somass River

Electoral Area: Area "D" (Sproat Lake)

Recommendation: THAT the Board of Directors supports and endorses the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission noting that the campground use would be low impact; and further that this land is within Tseshaht territory and the ACRD supports Tseshaht's right to determine the best use for their land.

Applicant's Intention: The Tseshaht First Nation, under the registered company name Tseshaht Somass Society, intends to construct a campground on the subject lands as per their application to the Provincial Agricultural Land Commission (ALC). The purpose of the proposal is outlined in the ALC application as follows:

"The purpose of this proposal is to support the sovereignty of Tseshaht First Nation. The parcels related to our application have never been ceded to the Crown and our permission was never given for the Province to lock our Territorial lands within restrictive land use regulations. Never has the Province or the ALC consulted Tseshaht First Nation on the ALR and its application to lands within our Territory.

Tseshaht will be constructing a low-impact commercial campground with 50-100 sites that will support both RVs and tents. Washroom facilities will also be provided in accordance with current best practices to mitigate negative impact to the land and the watershed. Our Comprehensive Community Plan, Highest and Best Use Study, and Strategic Plan all support the development of a commercial campground and agricultural ventures.

It is relevant to note that current zoning from the City of Port Alberni, Alberni-Clayoquot Regional

AD22005

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

District, and the ALC regulations currently permit accommodation to be constructed on ALR lands. However, the need to request this Non-Farm use permit is owing to the scale of our intended development. Current regulation limits accommodation units to 10, whereas we are seeking to develop 50-100."

Staff note that the east half of Lot 2 is located within the City of Port Alberni and a separate ALC application has been made for those lands. The Non-Farm Use application for the portion of the lands within the City boundary has been referred to the City of Port Alberni who will respond to the ALC separately from the ACRD.

Observations:

1. **Property Description:** The two parcels total 68.2 ha (168.64 ac) in lot area. A +/- 24 ha (59.3 ac) portion of Lot 2 is located within the City of Port Alberni and the remainder of Lot 2 and the entirety of Lot 1 is located within Electoral Area "D" (Sproat Lake). The majority of the property is cleared with the exception of a buffer of trees along the perimeters of the property and a treed area remaining on the west side of Shoemaker Bay Road. A portion of the property has been developed into hay fields and the entire property is completely level aside from the treed portion west of Shoemaker Bay Road.
2. **Soil Capability:** Provincial soil mapping, which indicates the land capability for agriculture, classifies the property as an approximate mix of 80% Class 3 AW and 20% Class 3 PA with soil moisture deficiency, stoniness, and excess water noted as limitations in some areas.

Land Capability Subclass for Mineral Soils

A = Soil Moisture Deficiency
P = Stoniness
W = Excess Water

Soil Capability Class and Subclass explanations are as follows:

Class 3 – Land in this class has limitations that require moderately intensive management practices or moderately restrict the range of crops, or both.

Soil Moisture Deficiency – Crops are adversely affected by droughtiness caused by low soil water holding capacity or insufficient precipitation.

Stoniness – Soils are limited by the presence of coarse fragments which significantly hinder tillage, planting and/or harvesting.

Excess Water – Soils are limited by excess water, other than from flooding, which limits agricultural use. The excess water may be due to poor drainage, high water tables, seepage, and/or runoff from surrounding areas.

4. Services:

- (a) **Sewage Disposal:** On-site sewage disposal.
- (b) **Water Supply:** On-site water supply.

AD22005

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

- (c) **Fire Protection:** Lot 1 and the west half of Lot 2 is located within the Sproat Lake Fire Protection Area. The east half of Lot 2 is located within the City of Port Alberni.
- (d) **Access:** Access to the property is constructed off the south east end of Tsuma-As Drive. The properties are also bordered by Shoemaker Bay Road and Rowe Road on the south west side

5. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve (ALR):** The majority of the property is located within the ALR. Approximately 9.4 ha (23.2 ac) in the south west corner is outside of the ALR.
- B. **Official Community Plan:** The Sproat Lake Official Community Plan designates the properties as a combination of Agricultural Use and Conservation. The objectives of the Agriculture Use designation are to maintain and foster agricultural use and food production, promote diversification of agricultural products, encourage the protection of clean groundwater for agricultural operations, and facilitate activities identified in the Alberni Valley Agricultural Plan.

The properties are within Development Permit Area I – Riparian Areas Protection encompassing the lands within 15 metres of any minor stream and within 30 metres of the Somass River, and within Development Permit Area II – Protection from Natural Hazards encompassing the lands within the tsunami inundation zone. A development permit application may be required prior to any construction, land alteration or campground site development on the properties.

The campground proposal does not comply with the objectives and policies of the Agriculture Use and Conservation land use designations in the Sproat Lake OCP and an OCP amendment application to redesignate the properties to a Commercial Use designation may be required if the ALC Non-Farm Use application moves forward. Issuance of a development permit may be required to satisfy the guidelines of DPA I and DPA II.

- C. **Zoning:** The properties are zoned a mix of Rural (A2) District and Forest Rural (A3) District. The proposal to develop a 50-100 site low-impact RV and tent campground with washroom facilities is not supported by the permitted uses in the A2 and A3 zones.

The campground proposal does not comply with the permitted uses in the A2 District and A3 District zoning and a zoning amendment application to rezone to a commercial campground zone may be required if the ALC Non-Farm Use application moves forward.

Comments:

The Tseshaht First Nation intends to construct a low-impact commercial campground with 50-100 sites that will support both RVs and tents. Washroom facilities would be provided in accordance with current best practices to mitigate negative impact to the land and the watershed. In the Non-Farm Use application to the ALC, the Tseshaht First Nation note that their Comprehensive Community Plan, Highest and Best Use Study, and Strategic Plan all support the development of a commercial campground at the site and agricultural ventures.

AD22005

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

It is further noted in the Non-Farm Use application that “through the revenues generated by the commercial campground, Tseshaht will be able to support agricultural development(s) on the remaining parcel area. In particular, revenues will help support community agriculture projects which we anticipate will occur on the remaining portion of the sites. Additionally, we have entered into conversations with the local School District and other community groups to pursue agricultural development on the remaining portion of the parcels and intend to utilize the revenue generated from the campground to support a community agricultural effort on the land.”

The applicants have provided a conceptual site plan that demonstrates a 63.5 acre area for a campground located along the waterfront of the Somass River, a 23.5 acre community garden fronting onto the east side of Shoemaker Bay Road, 16.6 acres for a research/university garden and 13.2 acres for an economic garden on land east of the community garden and south of the campground, and the remaining 32.1 acres of the property for partnerships with other local agencies.

Staff are recommending that the ACRD Board support the application and that it be forwarded to the Agricultural Land Commission for their consideration as a Non-Farm Use application for land within the ALR. Staff also recommend that the Board further resolve that this land is within the Tseshaht traditional and that the ACRD supports Tseshaht’s right to determine the best use for their land.

Options Considered:

1. THAT the Board refer the application to the Agricultural Advisory Committee for their review before considering passing a resolution on whether to forward the application on to the ALC.

Submitted by:

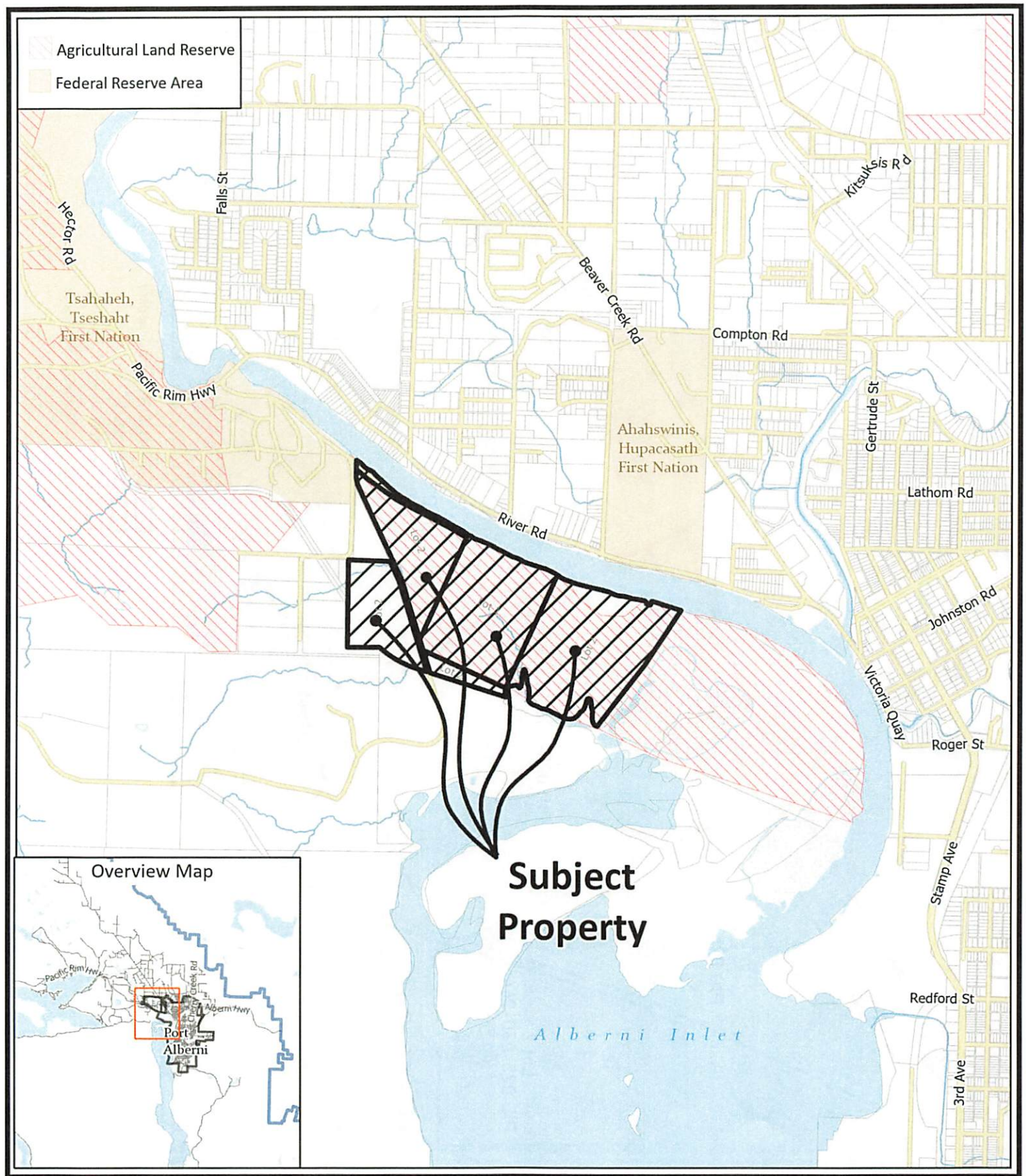
Michael Irg
Mike Irg, MCIP, RPP
General Manager of Planning and Development


Approved by:

Daniel Sailland
Daniel Sailland, MBA
Chief Administrative Officer

AD22005

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



 LOT 1 OF DISTRICT LOTS 2A AND 6 ALBERNI DISTRICT PLAN VIP72153 and LOT 2 OF DISTRICT LOTS 2A 6 AND 66 ALBERNI DISTRICT PLAN VIP72153

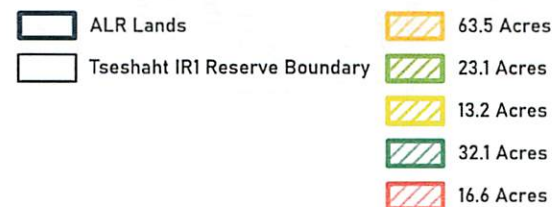


Project Number: 3399.0017.01 | Author: RTurner | Status: Draft | 2022 / 8 / 12

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.

- Tseshaht IR1 Reserve Boundary
- Lot Boundary
- City of Port Alberni
- ALC Agricultural Land Reserve

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 65687

Application Status: Under LG Review

Applicant: Tseshaht Somass Society Inc. No. S0051490

Agent: Urban Systems Ltd.

Local Government: Alberni-Clayoquot Regional District

Local Government Date of Receipt: 08/12/2022

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: The purpose of this proposal is to support the sovereignty of Tseshaht First Nation. The parcels related to our application have never been ceded to the Crown and our permission was never given for the Province to lock our Territorial lands within restrictive land use regulations. Never has the Province or the ALC consulted Tseshaht First Nation on the ALR and its application to lands within our Territory.

Tseshaht will be constructing a low-impact commercial campground with 50-100 sites that will support both RVs and tents. Washroom facilities will also be provided in accordance with current best practices to mitigate negative impact to the land and the watershed. Our Comprehensive Community Plan, Highest and Best Use Study, and Strategic Plan all support the development of a commercial campground and agricultural ventures.

It is relevant to note that current zoning from the City of Port Alberni, Alberni-Clayoquot Regional District, and the ALC regulations currently permit accommodation to be constructed on ALR lands. However, the need to request this Non-Farm use permit is owing to the scale of our intended development. Current regulation limits accommodation units to 10, whereas we are seeking to develop 50-100.

Agent Information

Agent: Urban Systems Ltd.

Mailing Address:

290 A England Avenue

Courtenay, BC

V9N 6L6

Canada

Primary Phone: (778) 847-5252

Email: zhaigh@urbansystems.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 025-030-213

Legal Description: LOT 1 OF DISTRICT LOTS 2A AND 6 ALBERNI DISTRICT PLAN
VIP72153

Parcel Area: 19.8 ha
Civic Address: N/A
Date of Purchase: 12/21/2006
Farm Classification: Yes
Owners

1. **Name:** Tseshaht Somass Society Inc. No. S0051490
Address:
6th Floor, 73 Water Street
Vancouver, BC
V6B 1A1
Canada
Phone: (250) 724-1225
Email: kenwatts@tseshaht.com
-

2. **Ownership Type:** Fee Simple
Parcel Identifier: 025-030-264
Legal Description: LOT 2 OF DISTRICT LOTS 2 2A 6 AND 66 ALBERNI DISTRICT PLAN VIP72153
Parcel Area: 69 ha
Civic Address: N/A
Date of Purchase: 12/21/2006
Farm Classification: Yes
Owners

1. **Name:** Tseshaht Somass Society Inc. No. S0051490
Address:
6th Floor, 73 Water Street
Vancouver, BC
V6B 1A1
Canada
Phone: (250) 724-1225
Email: kenwatts@tseshaht.com
-

Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple
Parcel Identifier: 000-174-246
Owner with Parcel Interest: Tseshaht Somass Society Inc. No. S0051490
Parcel Area: 34.5 ha
Land Use Type: Unused
Interest Type: Full Ownership
-

Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**
There is no current agricultural activity on either parcel. In the past the parcel was used as an airstrip and for commercial forestry activity.
2. **Quantify and describe in detail all agricultural improvements made to the parcel(s).**
There are currently no agricultural improvements on either parcel.
3. **Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

The parcels currently provide recreational value to people (walking, biking, etc.) and were recently cleared. Some members fish from the riverbank and there is some rustic camping occurring by individuals.

Adjacent Land Uses

North

Land Use Type: Other

Specify Activity: Reserve Land - Administrative/Institutional Use

East

Land Use Type: Other

Specify Activity: Somass River - boating, fishing, recreation

South

Land Use Type: Unused

Specify Activity: Delta/floodplain

West

Land Use Type: Industrial

Specify Activity: Industrial logging and small number of large-lot residential

Proposal

1. How many hectares are proposed for non-farm use?

25.7 ha

2. What is the purpose of the proposal?

The purpose of this proposal is to support the sovereignty of Tseshah First Nation. The parcels related to our application have never been ceded to the Crown and our permission was never given for the Province to lock our Territorial lands within restrictive land use regulations. Never has the Province or the ALC consulted Tseshah First Nation on the ALR and its application to lands within our Territory.

Tseshah will be constructing a low-impact commercial campground with 50-100 sites that will support both RVs and tents. Washroom facilities will also be provided in accordance with current best practices to mitigate negative impact to the land and the watershed. Our Comprehensive Community Plan, Highest and Best Use Study, and Strategic Plan all support the development of a commercial campground and agricultural ventures.

It is relevant to note that current zoning from the City of Port Alberni, Alberni-Clayoquot Regional District, and the ALC regulations currently permit accommodation to be constructed on ALR lands. However, the need to request this Non-Farm use permit is owing to the scale of our intended development. Current regulation limits accommodation units to 10, whereas we are seeking to develop 50-100.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

No - these lands are the only available lands owned by Tseshah First Nation that can be used to accommodate a commercial campground. Our other lands are already scheduled for housing, administrative and other community-focused infrastructure developments.

4. Does the proposal support agriculture in the short or long term? Please explain.

Yes through the revenues generated by the commercial campground, Tseshaht will be able to support agricultural development(s) on the remaining parcel area. In particular, revenues will help support community agriculture projects which we anticipate will occur on the remaining portion of the sites.

Additionally, we have entered into conversations with the local School District and other community groups to pursue agricultural development on the remaining portion of the parcels and intend to utilize the revenue generated from the campground to support a community agricultural effort on the land.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

- Agent Agreement-Urban Systems Ltd.
- Proposal Sketch-65687
- Other correspondence or file information-Parcel and ALR Overlay
- Certificate of Title-025-030-213
- Certificate of Title-025-030-264

ALC Attachments

None.

Decisions

None.



December 19, 2022

The following is a certified true copy of resolutions passed by the Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on December 14, 2022:

**AD22005, TSESHAHT SOMASS SOCIETY, LOTS 1 & 2, VIP72153, SOMASS FLATS
(SPROAT LAKE)**

Agricultural Land Commission Application – Report

MOVED: Director Solda

SECONDED: Director Patola

THAT the Board of Directors supports and endorses the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission noting that the campground use would be low impact; and further that this land is within Tseshaht territory and the ACRD support Tseshaht's right to determine the best use for their land.

CARRIED

MOVED: Director Solda

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors recommend the Agricultural Land Commission refer and consult Hupacasath First Nation on the Tseshaht Somass Society's non-farm use application.

CARRIED

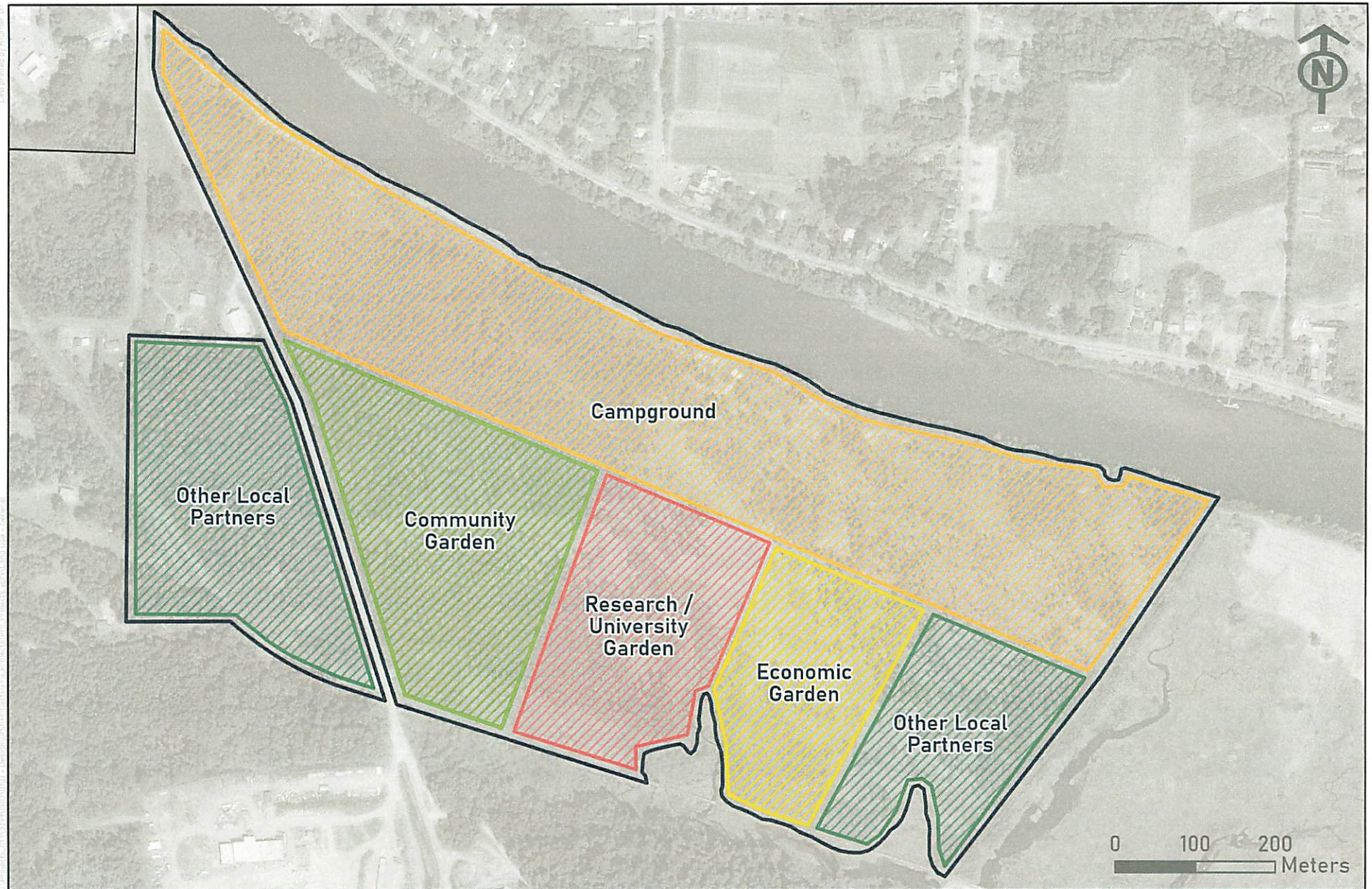
Wendy Thomson,
General Manager of Administrative Services



Project Number: 3399.0017.01 | Author: RTurner | Status: Draft | 2022 / 8 / 12

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.

- Tseshaht IR1 Reserve Boundary
- Lot Boundary
- City of Port Alberni
- ALC Agricultural Land Reserve



Project Number: 3399.xxxx.xx | Author: RTurner | Status: Draft | 2022 / 8 / 12

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.

ALR Lands	63.5 Acres
Tseshah IR1 Reserve Boundary	23.1 Acres
	13.2 Acres
	32.1 Acres
	16.6 Acres

TITLE SEARCH PRINT

File Reference: 3399.0017.01

Declared Value \$632520

2022-07-14, 14:54:55

Requestor: Urban Employees

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN******Land Title District**

Land Title Office

VICTORIA

VICTORIA

Title Number

From Title Number

FA143707

ES25483

Application Received

2006-12-08

Application Entered

2006-12-21

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

TSESHAHT SOMASS SOCIETY, INC.NO. S0051490
6TH FLOOR, 73 WATER STREET
VANCOUVER, BC
V6B 1A1**Taxation Authority**

Port Alberni Assessment Area

Port Alberni, City of

Description of Land

Parcel Identifier:

025-030-264

Legal Description:

LOT 2 OF DISTRICT LOTS 2 2A 6 AND 66 ALBERNI DISTRICT PLAN VIP72153

Legal NotationsTHIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND
COMMISSION ACT; SEE AGRICULTURAL LAND RESERVE PLAN NO. 1, DEPOSITED
APRIL 26, 1974

HERETO IS ANNEXED EASEMENT ES25492 OVER LOT 1, PLAN VIP72153

HERETO INTER ALIA IS ANNEXED EASEMENT ES37260 OVER LOT 6,
PLAN VIP72153

TITLE SEARCH PRINT

File Reference: 3399.0017.01

Declared Value \$632520

2022-07-14, 14:54:55

Requestor: Urban Employees

Charges, Liens and Interests

Nature:

Registration Number:

Registered Owner:

Remarks:

EXCEPTIONS AND RESERVATIONS

M76300

ESQUIMALT AND NANAIMO RAILWAY COMPANY

INTER ALIA

AS TO PT DL 2 IN DD23242I:

AFB 36.402.19652F - AS TO AN UND. 1.4 INTEREST;

97505G; DD 25822N; SECTION 172(3); FOR ACTUAL

DATE AND TIME OF REGISTRATION SEE ORIGINAL GRANT

FROM ESQUIMALT AND NANAIMO RAILWAY COMPANY

AS TO PT IN DL 66: AFB9.693.7434A; 154716G;

AFB9.693.7434A; 154716G

Nature:

Registration Number:

Registered Owner:

Remarks:

UNDERSURFACE RIGHTS

69171G

ALBERNI LAND COMPANY LIMITED

ESQUIMALT AND NANAIMO RAILWAY CO.

INTER ALIA

AS TO PT IN DL 2A EXC. PT IN PLAN 525R & REM PT OF

PCL A OF DL 2 & 6: AFB 36.402.19652F; DD 13188N;

AS TO AN UND. 1/4 INTEREST-IFB 1.47.159I

DD 13188N; AS TO AN UND. 3/4 INT. OF

ALBERNI LAND COMPANY TRANSFERRED TO EC12885

AS TO REM PT IN DL 2A IN PLAN 525R AND PT PCL A

OF DL 6 IN PLAN 525R: AFB 36.402.19652F;

DD 13188N

Nature:

Registration Number:

Registration Date and Time:

Registered Owner:

Remarks:

RIGHT OF WAY

279388G

1963-06-04 13:29

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

INTER ALIA

PART OUTLINED IN RED ON PLAN 997 RW

Nature:

Registration Number:

Registration Date and Time:

Registered Owner:

Remarks:

UNDERSURFACE RIGHTS

EC12885

1989-02-13 11:31

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF

BRITISH COLUMBIA

INTER ALIA

CERTIFICATE OF VESTING, SECTION 241, LTA

AS TO PT DL 2 IN DD 23242I - AS TO AN UND. 3/4 INT

TRANSFER OF 23242I AND IFB 1.47.159I;

AS TO PT DL 2A EXC. PT OUTLINED IN RED ON PL 525R-

AS TO AN UND. 3/4 INT. OF ALBERNI LAND COMPANY LTD

IN 69171G; DD 13188N;

AS TO PT IN PCL A OF DL 2 & 6 - AS TO UND.3/4 INT

OF ALBERNI LAND COMPANY LTD IN 69171G DD 13188N

TITLE SEARCH PRINT

File Reference: 3399.0017.01

Declared Value \$632520

2022-07-14, 14:54:55

Requestor: Urban Employees

Nature:	STATUTORY RIGHT OF WAY
Registration Number:	EM51332
Registration Date and Time:	1998-06-01 13:57
Registered Owner:	CATALYST PAPER CORPORATION INCORPORATION NO. A0112995
Transfer Number:	CA8122717
Remarks:	INTER ALIA
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	EM51334
Registration Date and Time:	1998-06-01 13:57
Registered Owner:	CATALYST PAPER CORPORATION INCORPORATION NO. A0112995
Transfer Number:	CA8122718
Remarks:	INTER ALIA PART FORMERLY PARCEL A OF DISTRICT LOT 6 ALBERNI DISTRICT IN PLAN 525R EXCEPT PLAN 32673 AND PART IN DL 2A IN PLAN 525R PART FORMERLY PCL A OF DL 6 IN PLAN 525R EXCEPT PLAN 32673
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	EN20603
Registration Date and Time:	1999-03-11 09:19
Registered Owner:	CITY OF PORT ALBERNI
Remarks:	INTER ALIA PART FORMERLY PT DL 2 IN DD 23242I; PART FORMERLY DL 66 AND PT FORMERLY PCL A (DD 13188N) OF DL 2 & 6 EXCEPT PLAN 525R, 32673 AND 51295
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	EP344
Registration Date and Time:	2000-01-04 12:36
Registered Owner:	ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Remarks:	INTER ALIA PARTS FORMERLY: PARCEL A (DD 13188N) OF DL 2 & 6, ALBERNI DIST EXCEPT PT IN PLANS 525R, 32673 & 51295; PT DL 2, ALBERNI DIST IN DD 23242I; AND PARCEL A (DD 13188N) OF DL 6, ALBERNI DIST IN PLAN 525R EXCEPT PT IN PLAN 32673

TITLE SEARCH PRINT

File Reference: 3399.0017.01

Declared Value \$632520

2022-07-14, 14:54:55

Requestor: Urban Employees

Nature: PRIORITY AGREEMENT
Registration Number: EP345
Registration Date and Time: 2000-01-04 12:36
Remarks: INTER ALIA
GRANTING EP344 PRIORITY OVER EM51332 AND EM51334

Nature: COVENANT
Registration Number: ES25474
Registration Date and Time: 2001-04-05 09:51
Registered Owner: THE CROWN IN RIGHT OF BRITISH COLUMBIA
Remarks: INTER ALIA
AREAS A, C AND D ON PLAN VIP72152

Nature: COVENANT
Registration Number: ES25476
Registration Date and Time: 2001-04-05 09:51
Registered Owner: THE CROWN IN RIGHT OF BRITISH COLUMBIA
ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Remarks: INTER ALIA
ALL EXCEPT PART FORMERLY DL 2A IN PLAN 525R
AND PT PCL A (DD 13188N) OF DL 6 IN PLAN 525R

Nature: STATUTORY RIGHT OF WAY
Registration Number: ES25488
Registration Date and Time: 2001-04-05 09:54
Registered Owner: CITY OF PORT ALBERNI
Remarks: INTER ALIA

Nature: STATUTORY RIGHT OF WAY
Registration Number: ES25489
Registration Date and Time: 2001-04-05 09:55
Registered Owner: CATALYST PAPER CORPORATION
INCORPORATION NO. A0112995
Transfer Number: CA8122712
Remarks: INTER ALIA

Nature: COVENANT
Registration Number: ES25490
Registration Date and Time: 2001-04-05 09:55
Registered Owner: THE CROWN IN RIGHT OF BRITISH COLUMBIA
Remarks: INTER ALIA

Nature: EASEMENT
Registration Number: ES25493
Registration Date and Time: 2001-04-05 09:56
Remarks: APPURTENANT TO LOT 6, PLAN VIP72153

TITLE SEARCH PRINT

File Reference: 3399.0017.01

Declared Value \$632520


2022-07-14, 14:54:55

Requestor: Urban Employees

Nature:	EASEMENT
Registration Number:	ES25496
Registration Date and Time:	2001-04-05 09:57
Remarks:	INTER ALIA APPURTENANT TO LOT 3, PLAN VIP72153 (LIMITED ACCESS EASEMENT)
Nature:	MORTGAGE
Registration Number:	CA343722
Registration Date and Time:	2006-12-11 11:45
Registered Owner:	BANK OF MONTREAL
Remarks:	INTER ALIA
Nature:	ASSIGNMENT OF RENTS
Registration Number:	CA343723
Registration Date and Time:	2006-12-11 11:45
Registered Owner:	BANK OF MONTREAL
Remarks:	INTER ALIA
Nature:	MORTGAGE
Registration Number:	CA7594106
Registration Date and Time:	2019-06-28 15:15
Registered Owner:	PT BANK NEGARA INDONESIA (PERSERO) TBK
Remarks:	INTER ALIA OF ES25489 OF EM51332 OF EM51334
Nature:	ASSIGNMENT OF RENTS
Registration Number:	CA7594107
Registration Date and Time:	2019-06-28 15:15
Registered Owner:	PT BANK NEGARA INDONESIA (PERSERO) TBK
Remarks:	INTER ALIA OF ES25489 OF EM51332 OF EM51334

Duplicate Indefeasible Title NONE OUTSTANDING**Transfers** NONE**Pending Applications** NONE

Date: March 16, 2023
File No: Legal File No. 1213
To: Mayor & Council
From: M. Fox, CAO
Subject: Temporary Expanded Service Area (TESA)

Prepared by: <i>M. WADE</i> Manager of Planning	Supervisor: <i>S. SMITH</i> Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- THAT Council extend the Temporary Expanded Service Area (TESA) from March 31, 2023 to December 31, 2024 to align with Bulletin 23-01 which replaces policy directive 22-05.
- THAT the Director of Corporate Services be delegated to execute the Licence of Occupation for the Temporary Expanded Service Area (TESA) on City owned lands.
- THAT Council authorize a fee of \$300 dollars for the patio use of City owned lands for the Temporary Expanded Service Area (TESA).
- THAT Council direct Staff to prepare a Bylaw to permit encroachment on City streets and sidewalks for the purpose of operating a patio.

PURPOSE

To extend the current March 31, 2023 expiry date on the existing Temporary Expanded Service Area (TESA) and Licence of Occupation to December 31, 2024. The extension is to permit the TESA patios to continue operating on City owned land with a Licence of Occupation and align with the Liquor and Cannabis Regulation Branch (LCRB) Bulletin 23-01. The LCRB will reissue authorization letters to these businesses who currently have a TESA approval. Staff are requesting authorization be delegated to the Director of Corporate Services to issue the Licence of Occupation in order for continued operations for these patios after March 31, 2023.

BACKGROUND

At the regular meeting of May 9, 2022 Council passed a resolution to extend the TESA to March 31, 2023 and staff issued new Licence of Occupation for the patios on City owned lands. This report included City's Guidelines for Temporary Sidewalk Patios, this report from the regular council meeting of April 26, 2022 is attached.

ALTERNATIVES/OPTIONS

1. That Council extend the Temporary Expanded Service Area (TESA) from March 31, 2023 to December 31, 2024 to align with Bulletin 23-01 which replaces policy directive 22-05.
2. That the Director of Corporate Services be delegated to execute the Licence of Occupation for the Temporary Expanded Service Area (TESA) on City owned lands.
3. That Council authorize a fee of \$300 dollars for the use of City owned lands for the Temporary Expanded Service Area (TESA).
4. That Council direct Staff to prepare a Bylaw to permit encroachment on City streets and sidewalks for the purpose of operating a patio.
5. That Council allow the Licences to Occupy to expire and direct staff to notify the LCRB of same.
6. That Council provide alternate direction to staff.

Staff recommend options 1 to 4

ANALYSIS

Patio Policies

Staff are developing a Bylaw for patios on City owned land that will consider the LCRB process for approval. Currently, the City has no process for approving the permanent or seasonal patios nor any fees associated with recovery of staff resources, inspections or advertisements in the newspaper.

These patios require design review for zoning requirements, fire inspection, building inspection, public advertisement in the newspaper and coordination with internal departments and external agencies. Most municipalities have fees for a patio application, inspections, occupancy load calculations, and notification.

At this time staff are recommending a nominal fee in the Licence of Occupation to cover staff resources.

LCRB

Currently the City does not have a Liquor Licensing Bylaw to outline the process for the City in accepting applications, public notification, review of plans for compliance with BC Building Code, Zoning regulations and report writing for council resolutions. Staff will be working on the development of this Bylaw to coordinate with LCRB regulations, process, and fees. Most municipalities have an application fee and Bylaw for the LCRB requirements.

Fees for use of City Land

Most municipalities have an annual fee for sidewalk patios on city owned land. There are various ways of calculating this: by seats and tables or square footage of patio area. For example, the City of Victoria would charge a square footage fee of \$3.80 per square foot outside of the downtown area and \$6.20 per square foot in the downtown area. In addition, there is a charge for an occupant load review of \$100 to \$150. Further there is an application charge of \$50.00 for staff to review. Staff are undertaking a review of the fee calculations in similar municipalities and will provide a recommendation for the fees in the draft bylaw for Council's consideration. As such staff are recommending a nominal fee to cover review of the applications, inspections and occupant load of \$300.00.

IMPLICATIONS

The objective of this extension is to allow time for staff to prepare a Bylaw to address lounge licence requirements and businesses occupying city land for Council's consideration.

If Council chooses not to extend the in the licence of occupations then the businesses affected would not be permitted to operate the patios that are approved under TESA.

COMMUNICATIONS

Staff are working with affected owners and representatives from the LCRB.

BYLAWS/PLANS/POLICIES

Guidelines for Temporary Sidewalk Use will be followed for compliance of patios with a Licence to Occupy.

SUMMARY

Staff recommend extension of the TESA from March 31, 2023 to December 24, 2023 along with delegation of Licence of Occupation issues for extensions to the Director of Corporate Services, having a fee in the Licence of Occupation and developing a Bylaw for patios on City owned land.

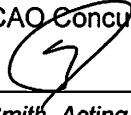
ATTACHMENTS/REFERENCE MATERIALS

1. Regular Council report May 9, 2022
2. Guidelines for Temporary Sidewalk Use

C: *D. Leurebourg, Director of Corporate Services*
R. Dickinson, Director Engineering and Public Works
M. Owens, Fire Chief

[J:\Engineering\patios\council\TESACouncilReport](#)

Date: April 26, 2022
File No: Legal File No. 1213 [LoO]
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: Extend Licences to Occupy | Temporary Sidewalk Patios

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	A CAO Concurrence:  S. Smith, Acting CAO
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RECOMMENDATION[S]

- THAT Council of the City of Port Alberni extends its endorsement of the City's Guidelines for Temporary Sidewalk Patios and use of the Licence to Occupy agreement until March 31, 2023 while the City continues to work on establishing criteria that commercial operators will be required to meet in order to be considered permanent.
- THAT Council authorize staff to extend current executed Licences to Occupy up to March 31, 2023, aligning with the LCRB Policy Directive No. 22-05 dated April 7, 2022 subject to Licensees being required to remove any materials and/or improvements located in the expanded areas that impede safe pedestrian access.

PURPOSE

To seek Council's endorsement to extend the City's Guidelines for Temporary Sidewalk Patios including the use of the City's Licence to Occupy Agreement until March 2023.

BACKGROUND

One of City Council's responses to the COVID-19 pandemic was creating the opportunity for commercial operators to extend their operations onto public lands [City sidewalks]. This was achieved with Council's establishment of guidelines associated with occupying public space as well as a formal Licence to Occupy agreement, albeit on a temporary basis. The Liquor and Cannabis Regulation Branch also amended their policies to permit expanded service areas. Since the onset of the pandemic, both provincial and municipal authorizations continue to be extended, including the most recent Policy Directive No. 22-05 from the LCRB dated April 7, 2022 which amends the repeal date of TESA [Temporary Expanded Service Area] provisions in the LCLR [Liquor Control and Licensing Regulation] from June 1, 2022 to March 31, 2023.

For convenience, the last directives of City Council regarding TESAs is restated here [RCM September 27, 2021]:

MOVED and SECONDED, THAT Council of the City of Port Alberni extends its endorsement of the City's Guidelines for Temporary Sidewalk Patios and use of the Licence to Occupy agreement until June 1, 2022. [Res. No. R21-225]

MOVED and SECONDED, THAT Council direct staff to establish criteria that commercial operators would be required to meet in order to be considered permanent including but not limited to public safety, accessibility, construction materials, designs, sidewalk grades, barriers from street traffic, permitting requirements and agreement fees. [Res. No. R21-226]

Amongst other requirements, issued licences include a termination date that aligns with the Liquor and Cannabis Regulation Branch [LCRB] policy directives. We are now approaching the termination date of June 1, 2022 and with that, a new policy directive issued by the LCRB No. 22-05. This new directive speaks to the LCRB extending all current Temporary Expanded Service Areas [TESA] authorizations to March 31, 2023. This to allow local governments time to implement new patio policies and subsequently receive and process applications to make expanded service areas permanent.

ALTERNATIVES/OPTIONS

- Option 1 – That Council extend the City's use of the City's Guidelines for Temporary Sidewalk Patios and the use of the Licence of Occupation Agreement [LoO] until March 31, 2023 subject to commercial operators being required to remove materials and any improvements that impede safe pedestrian access and while staff continue to work on establishing criteria including an application process that commercial operators will be required to meet in order to be considered permanent.
- Option 2 – That Council allow the Licences to Occupy to expire and direct staff to notify the LCRB of same.
- Option 3 - That Council provide alternate direction.

ANALYSIS

In response to the COVID-19 pandemic, City Council quickly enabled commercial operators the ability to expand their operations onto City owned sidewalks by creating 'Temporary Sidewalk Patio Guidelines' as well as approving a general Licence to Occupy.

Since the on-set of the pandemic, five local businesses entered into formal agreements with the City to extend their service areas with operators working cooperatively with City staff and other levels of government where required. Business owners who took the opportunity to expand their service areas and enter into an agreement with the City did so knowing that the occupancy was temporary in nature. Following policy directive from the LCRB, TESAs were extended until June 1, 2022. As we approach this expiry date, another policy directive has been issued by LCRB extending the TESA authorizations until March 31, 2023. This to ensure local governments have time to implement new patio policies and subsequently receive and process applications to make expanded service areas permanent.

At the writing of this report, the City continues to work on establishing requirements that a commercial operator would have to meet in order to be considered permanent. In addition, and following receipt of the April 7, 2022 policy directive from the LCRB amending the previous expiry date of June 1, 2022 to March 31, 2023, staff are requesting that Council once again support extending the City's patio guidelines and occupancy licences to permit the expanded service areas with those commercial operators who have entered into said licences with the City subject to one condition being that commercial operators are not permitted to impede safe pedestrian access. Commercial operators who have placed materials and or erected improvements on public lands that impede the safe flow of pedestrian traffic will be required to remove materials and/or

improvements prior to their licences being extended. Should Council support extending the temporary occupancies, City staff will work with those commercial operators* to achieve adjustments to their outdoor spaces to ensure safe pedestrian access and in advance of renewing their licences. In addition, staff will continue to work on developing guidelines, criteria and an application process that will permit permanent occupancy.

*Commercial Operators | Twin City Brewing Company & Alberni Brewing.

Option 2 – Licence of Occupation agreements authorized by the City are set to expiry June 1, 2022. Council may elect to allow the current LoOs to expiry and notify the LCRB accordingly.

IMPLICATIONS

LCRB has now extended the TESA authorizations until March 31, 2023 with said extension to grant time to local governments to implement new patio policies and subsequently receive and process applications to make expanded services areas permanent. As staff continue to work on establishing criteria that commercial operators would be required to meet in order to be considered permanent, extending the licences to coincide with the new expiry date of March 31, 2023 for existing TESA authorizations and through the LCRB supports previous direction from Council.

Not permitting the extension of the licences would result in commercial operators who have entered into a licence to occupy City sidewalks having to remove their outdoor patios no later than midnight June 1, 2022 as outdoor patios remaining after that deadline date would be non-compliant.

COMMUNICATIONS

Form of communication is subject to Council direction received.

BYLAWS/PLANS/POLICIES

Relaxing of City practices and implementing measures to enable the local business sector to recover in response to COVID-19 aligns with Council's Strategic Priorities to 1 | Respond to demographic change/improve quality of life and 2 | Enable the new economy. Noting that these measures were temporary in nature, the City continues to work on formalizing criteria that would speak to permanent occupancies. The LCRB, recognizing that local governments require additional time to implement new patio policies and subsequently receive and process applications to make expanded areas permanent, the LCRB has issued another policy directive which authorizes the General Manager of the LCRB to extend TESA authorizations to March 31, 2023.

SUMMARY

The COVID-19 pandemic resulted in the closure of many commercial operations with the hospitality sector being one of the more heavily impacted industries. At the writing of this report, we continue to respond to the pandemic. The province, the hospitality industry, the LCRB and Council of the City of Port Alberni have continued to support and extend services in order to allow businesses to continue to operate and plan accordingly.

In June of 2021, the City was advised that the LCRB Policy Directive 20-26 authorizing TESAs until October 31, 2021 would be repealed and a new policy directive, No. 21-09 extending the TESAs until June 1, 2022. We have

now received another new policy directive, No. 22-05 which gives the GM of the LCRB the ability to extend TESA authorizations to March 31, 2023. Staff will continue to work on formalizing criteria including an application process that would see the temporary expansion areas become permanent with the exception that commercial operators must remove any and all materials/improvements that impede safe pedestrian access.

ATTACHMENTS/REFERENCE MATERIALS

1. LCRB Policy Directive No: 22-05

*Copy: S. Smith, Director of Development Services / Deputy CAO
R. Dickinson, Director of Engineering and Public Works
M. Wade, Manager of Planning
P. Deakin, Economic Development Manager*

Guidelines for Temporary Sidewalk Use

The City of Port Alberni is excited to see that local retail businesses are preparing to reopen their doors and/or modify the way that they offer their services in response to the new COVID-19 standards. We want to support and work with the local businesses to make things easier for a quicker and safer start up.

For those businesses that are looking to expand their retail or food and beverage operations onto City-owned property we have outlined a few things that must be taken into consideration prior to moving forward with your operational changes.

General Criteria

1. Retail or patio use applicants are to obtain a "License to Occupy" for temporary sidewalk use on City property, which will remain valid until October 31, 2020.
2. Prepare an accurately drawn plan showing the location of the proposed use(s) and building entrances, curb line, trees, and other structures (e.g. utilities, vents or exhaust, street lights, bike racks, and other relevant structures).
3. Confirm that the proposed use is congruent with zoning and a current business license is in place.
4. Proof of general liability insurance policy for a minimum of \$2 million, naming the City of Port Alberni as an additional insured.
5. Written permission of additional property owner(s) and/or business owner(s) if the proposed sidewalk patio extends in front of a business not included in this permit application or onto another property.
6. Complete a COVID-19 Plan, as per WorkSafeBC and post on site.
7. Meet the Guidelines for sidewalk use.

Guidelines for Sidewalk Use

- Unless otherwise authorized, pedestrian passageways are to be 2.0m wide, are to be located on the sidewalk, and shall not include areas that are grass, soil, gravel, tree grate, or other similar areas. As well as, the pedestrian passageway must be wheelchair or scooter accessible, unless shown to be impractical.
- Sidewalk use is not permitted in a location where it would impede visibility or safety.
- Clearance for pedestrian passageways shall remain as straight and clear as possible.
- Adequate clearance is to be maintained from the sidewalk use area to the nearest utility and/or feature (e.g. utility pole, tree, municipal planter/bench/picnic table, bike rack, bus shelter, etc.) to ensure their safe function and maintenance.
- The business holding the permit is responsible for the proper maintenance and cleaning of the sidewalk use area at all times.
- City owned trash receptacles are not permitted within the sidewalk use area.
- All objects associated with the sidewalk use area which could pose a hazard (e.g. furnishings, umbrellas, fixtures, planters, etc.) are to be located within the sidewalk patio area and be securely fastened.

- No additional business signage is permitted in the sidewalk use area or on the patio barriers.
- All provincial orders and guidelines regarding social distancing are to be observed at all times (Example: separation between parties, maximum number of individuals per party and the buildings revised occupancy levels).

Additional Guidelines/Criteria for Food & Beverage Owners/Operators

- Where sidewalk patios are established they are to be enclosed and delineated by a barrier such as railings, rope and stanchions, planters or similar free-standing method. The height of any perimeter barrier must be between 85cm-95cm above the permit area surface. Perimeter barriers are to be stable and secure at all times.
- Sidewalk patios must maintain a minimum distance of 1.0m from the nearest curb to separate the sidewalk patio from parked vehicles and traffic unless the sidewalk patio has permission to occupy the adjacent parking stall.
- Clearly mark your patio's entry and exit as well as maintain a clear Emergency Exit, if required. If deemed appropriate, mark the flow of guest traffic for your sidewalk patio in a "none permanent" manner.
- *If alcohol is to be served, receive a Temporary Expanded Service Area Authorization from the Liquor and Cannabis Regulation Branch. This will require the business owner to apply to the LCRB directly via their online application portal. [NOTE: The City of Port Alberni has elected to review all individual requests for liquor primary and manufacturer applications. Therefore, licensees, as part of the application process, will be required to provide written approval from the City of Port Alberni with their application to the LCRB. The City will readily provide this approval following receipt of an executed copy of a License to Occupy.]*
- If the business has the appropriate permit to serve alcohol in the expanded area all requirements outlined by Liquor and Cannabis Regulation Branch must be adhered to (i.e. fencing to delineate the Licensed Area).

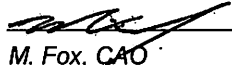
Your business' "License to Occupy" will remain valid until October 31, 2020, unless the sidewalk use is deemed unsafe or does not meet the requirements of any regulatory agency (i.e. WorkSafeBC, Health Board etc.) or City of Port Alberni (i.e. City Bylaws).

If you have any questions or would like to discuss using City property for your retail or food & beverage operation, please contact:

Melissa Tardif
250-720-2835
melissa_tardif@portalberni.ca

Shawn Bourgoin
250-720-2519
shawn_bourgoin@portalberni.ca

Date: March 20, 2023
File No: 2240-24_SHAW
To: Mayor & Council
From: M. Fox, CAO
Subject: Shaw Access Agreement

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

THAT Council authorize the Mayor and Corporate Officer to execute a Municipal Access Agreement between Shaw and the City of Port Alberni.

PURPOSE

This agreement is to allow Shaw access to construct, maintain and operate its equipment on City of Port Alberni Rights-of-Way (ROW).

BACKGROUND

Telecommunications companies are required to gain municipal consent to construct its equipment within the ROW and the municipality is granting non-exclusive rights to access and use the ROW, so long as public use and enjoyment is not unduly impacted.

Shaw will still be required to get permits for any works that require a permit including:

- i. the installation of buried Equipment crossing a road;
- ii. the installation of new Above-ground Equipment;
- iii. the relocation of buried Equipment or Above-ground Equipment; and
- iv. the replacement of existing Above-ground Equipment with equipment that is significantly larger.

This agreement is another example of the types of agreements staff are hoping to have Council delegate authority for approval, as these are fairly routine in nature.

ALTERNATIVES/OPTIONS

1. Council may authorize the Mayor and Corporate Officer to execute the agreement.
2. Council may provide further direction for negotiations with Shaw.
3. Council may delegate the authority to staff to sign routine access agreements.
4. Council may decide to take no action at this time.

ANALYSIS

- Option 1 This is a routine access agreement for ongoing works with Shaw. This agreement will help facilitate Shaw operations, while still meeting municipal permit and access requirements.
- Option 2 Council may provide additional direction on lease negotiations. This is a fairly standard form lease agreement that Shaw provides all municipalities in its service areas for access. Any additional direction from Council for changes to the lease agreement should be explicit.
- Option 3 Council may delegate the authority to staff to sign routine access agreements.
- Option 4 Council take no action.

IMPLICATIONS

This is a routine access agreement for ongoing works with Shaw. This agreement will help facilitate Shaw operations, while still meeting municipal permit and access requirements. Shaw is offering to pay more per permit than currently required. This is because they require a permit fee within their agreements. This permit fee will be reviewed in five years. Any changes to permit fees from Council requires notification to be sent to Shaw.

COMMUNICATIONS

The resolution authorizing the signing of the lease will be released April 11, 2023, and the associated report, if desired.

SUMMARY

This agreement is to allow Shaw access to construct, maintain and operate its equipment on City of Port Alberni Rights-of-Way (ROW).

ATTACHMENTS/REFERENCE MATERIALS

1. Proposed Lease Agreement - Shaw

Copy: R. Dickinson, Director of Engineering

MUNICIPAL ACCESS AGREEMENT

BETWEEN

THE CITY OF PORT ALBERNI

AND

SHAW CABLESYSTEMS LIMITED

DRAFT

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MUNICIPAL ACCESS AGREEMENT

This Municipal Access Agreement shall be effective as of the ____ day of _____, 20__ (the “Effective Date”).

BETWEEN:

CITY OF PORT ALBERNI
(the “Municipality”)

- and -

SHAW CABLESYSTEMS LIMITED
(the “Company”)

(each, a “Party” and, collectively, the “Parties”)

RECITALS

WHEREAS the Company is a “telecommunications common carrier” as defined in the *Telecommunications Act*, S.C. 1993, c.38 (“**Telecom Act**”) or “distribution undertaking” as defined in the *Broadcasting Act*, S.C. 1991, c.11 (collectively, a “**Carrier**”) and is subject to the jurisdiction of the Canadian Radio-television and Telecommunications Commission (the “**CRTC**”);

AND WHEREAS, the Company requires to construct, maintain and operate its Equipment in, on, over, under, across or along (“**Within**”) highways and other public rights-of-way in the Municipality (“**Right-of-Way**” or “**ROW**”);

AND WHEREAS, pursuant to section 43 of the Telecom Act, the Company requires the Municipality’s consent to construct its Equipment Within the ROW and the Municipality is willing to grant the Company a non-exclusive right to access and use the ROW; provided that such use will not unduly interfere with the public use and enjoyment of the ROW, nor any rights or privileges previously conferred or conferred after the Effective Date by the Municipality on Third Parties to use or access the ROWs;

AND WHEREAS the Parties have agreed that it would be mutually beneficial to outline the terms and conditions pursuant to which the Municipality hereby provides its consent;

NOW THEREFORE in consideration of the mutual terms, conditions and covenants contained herein, the Parties agree and covenant with each other as follows:

1. **DEFINITIONS AND INTERPRETATION**

1.1. **Definitions.**

- (a) **“Above-ground Equipment”** means any structure located on the surface of the ROW used to house or support the Equipment, and includes cabinets, pedestals, poles and lamp poles but excludes aerial Equipment.
- (b) **“Affiliate”** means:
 - i. in the case of the Company, “affiliate” as defined in the *Canada Business Corporations Act* that is also a Carrier.
 - ii. in the case of the Municipality, a local board, agency or commission of the Municipality or a corporation which is partially or solely owned by, and is controlled by, the Municipality, and which has as a primary purpose, the management and maintenance of the ROWs.
- (c) **“Business Day”** means any day except Saturday, Sunday, any day which is a federal statutory holiday in Canada or any day on which banking institutions in the Province of British Columbia are authorized or required by law or other governmental action to close.
- (d) **“Emergency”** means an unforeseen situation where immediate action must be taken to preserve the environment, public health, safety or an essential service of either of the Parties.
- (e) **“Hazardous Substance”** means any harmful substance including, without limitation, electromagnetic or other radiation, contaminants, pollutants, dangerous substances, dangerous goods and toxic substances, as defined, judicially interpreted or identified in any applicable law (including the common law).
- (f) **“Equipment”** means the transmission and distribution facilities owned by the Company and its Affiliates, comprising fibre optic, coaxial or other nature or form of cables, pipes, conduits, poles, ducts, manholes, handholds and ancillary structures and equipment located Within the ROWs.
- (g) **“Municipal Engineer”** means the Director of Engineering and Public Works of the Municipality or the individual designated by him or her.
- (h) **“Municipality’s Costs”** means the reasonable and verifiable costs and expenses of the Municipality, including the cost of labour and materials, plus a reasonable overhead charge of 10%.
- (i) **“Permit”** means a Work on City Streets Permit, a Soil Removal/Deposit Permit (if

soil to be deposited in Municipal limits) or a Hydrant Use Permit (if use of hydrant is required during construction)..

- (j) **“Service Drop”** means a cable that, by its design, capacity and relationship to other cables of the Company, can be reasonably considered to be for the sole purpose of connecting backbone of the Equipment to not more than one individual customer or building point of presence or property.
- (k) **“Third Party”** means any person that is not a party to this Agreement nor an Affiliate of either Party, and includes any person that attaches its facilities in, on or to the Equipment under an agreement with the Company.
- (l) **“Work”** means, but is not limited to, any installation, removal, construction, maintenance, repair, replacement, relocation, operation, adjustment or other alteration of the Equipment performed by the Company Within the ROWs, including the excavation, repair and restoration of the ROWs.

- 1.2. **Recitals and Schedules.** The beginning part of this Agreement entitled “Recitals” and the following schedules are annexed to this Agreement and are hereby incorporated by reference into this Agreement and form part hereof:

Schedule A - Fees and Charges Payable by the Company

2. USE OF ROW

- 2.1. **Consent to use ROW.** The Municipality hereby consents to the Company’s use of the ROW for the purpose of performing its Work, subject to the terms and conditions of this Agreement and in accordance with all applicable municipal by-laws, rules, policies, standards and guidelines (**“Municipal Guidelines”**) pertaining to the Equipment and the use of the ROW.
- 2.2. **Proviso.** Notwithstanding **Section 2.1** and any other provisions of this Agreement, to the extent that any of the Municipal Guidelines or any terms contained within a Permit are inconsistent with the terms of this Agreement, the Company shall not be required to comply with such Municipal Guidelines or Permit terms.
- 2.3. **Scope of municipal consent.** The Company shall not, in the exercise of its rights under this Agreement, unduly interfere with the public use and enjoyment of the ROW.
- 2.4. **No ownership rights.** The Parties acknowledge and agree that:
 - (a) the use of the ROW under this Agreement shall not create nor vest in the Company any ownership or property rights in the ROW; and
 - (b) the placement of the Equipment Within the ROWs shall not create or vest in the Municipality any ownership or property rights to the Equipment.

- 2.5. **Condition of ROWs.** The Municipality makes no representations or warranties as to the state of repair of the ROW or the suitability or fitness of the ROW for any business, activity or purpose whatsoever, and the Company hereby agrees to accept the ROW on an “as is” basis.

3. PERMITS TO CONDUCT WORK

3.1. Where Permits required.

- (a) Subject to **Section 3.2**, The Company requires a Permit for any Work Within the ROW that requires excavation including:
- i. the installation of buried Equipment crossing a road;
 - ii. the installation of new Above-ground Equipment;
 - iii. the relocation of buried Equipment or Above-ground Equipment;
and
 - iv. the replacement of existing Above-ground Equipment with equipment that is significantly larger.
- (b) For each Permit required above, the Company shall submit to the Municipality a completed application, in a form specified by the Municipality and including the applicable fees set out in **Schedule A**, including the pavement degradation fee.
- (c) Subject to **Section 3.5**, the Municipality will issue the applicable Permits within 15 days of receiving a complete Application, or such other time as agreed to by the Parties having regard to the complexity of the Work covered by the Application and the volume of Permit Applications before the Municipality at that time.

3.2. No Permits for routine Work. Notwithstanding **Section 3.1**, the Company may, with advance notice as required by the Municipality’s traffic management policies, but without first obtaining a Permit:

- (a) utilize existing ducts or similar structures of the Equipment;
- (b) carry out routine maintenance and field testing to its Equipment; and
- (c) install and repair Service Drops;

provided that, except where hand-digging, the Company shall not break up or otherwise

disturb the hard surface of the ROW without the Municipality's prior written consent.

- 3.3. **Expiry of Permit.** In the event that the Company has not commenced construction of the approved Work associated with a particular Permit within 180 days of the date of issuance of the Permit, and has not sought and received an extension to the Permit from the Municipality, which extension shall not be unreasonably withheld, the Permit shall be null and void. In such circumstances, any fees paid by the Company in respect of the expired Permit shall not be refunded and the Company must obtain a new Permit for the Work.
- 3.4. **Submission of plans.** Unless otherwise agreed to by the Municipality, the Company shall, prior to undertaking any Work that requires a Permit, submit the following to the Municipal Engineer:
- (a) construction plans of the proposed Work, showing the locations of the proposed and existing Equipment and other facilities, and specifying the boundaries of the area within the Municipality within which the Work is proposed to take place; and
 - (b) all other relevant plans, drawings and other information as may be normally required by the Municipal Engineer from time to time for the purposes of issuing Permits.
- 3.5. **Refusal to issue Permits.** In case of conflict with any *bona fide* municipal purpose, including reasons of public safety and health, conflicts with existing infrastructure, proposed road construction, or the proper functioning of public services, all as identified in writing to the Company by the Municipality, the Municipality may request amendments to the plans referred to in **Section 3.4** or may choose to refuse to issue a Permit in accordance with **Section 3.1**.
- 3.6. **Restoration of the Company's service during Emergencies.** Notwithstanding **Section 3.1**, in the event of an Emergency, the Company shall be permitted, provided that the Company gives notice to the Municipality as soon as reasonably practicable, to perform such remedial Work as is reasonably necessary to restore its services without complying with **Section 3.1**; provided that the Company does comply with **Section 3.1** within five (5) Business Days of completing the Work.
- 3.7. **Temporary changes by Municipality.** Notwithstanding any other provision in this Agreement, the Municipality reserves the right to set, adjust or change the approved schedule of Work by the Company for the purpose of coordinating or managing any major events or activities, including the restriction of any Work during those restricted time periods; provided however, that any such adjustment or change shall be conducted so as minimize interruption to the Company's operations. The Municipality shall use its commercially reasonable efforts to provide to the Company forty-eight (48) hours advance written notice of any change to the approved schedule of Work, except that, in

the case of any Emergency, the Municipality shall provide such advance notice as is reasonably possible in the circumstances.

- 3.8. **Security.** On the Effective Date, the Company shall deliver to the Municipality and shall maintain during the term of this Agreement cash or an irrevocable, and automatically renewing letter of credit, issued by and presentable at a financial institution and location acceptable to the Municipality, in an amount equal to Security in the \$25,000 (the "Security"). Subject to the Municipality providing information or confirmation reasonably requested by the issuing financial institution, the Municipality may use the Security to remedy any default of the Company under this Agreement or any losses or liabilities incurred by the Municipality arising from or in any way related to the Works or this Agreement. In the event that the Municipality uses the Security as described in the previous sentence, the Company shall with 30 days of notice from the Municipality replenish the Security to the amount referenced above. The Municipality may hold the Security until the Municipality is satisfied that the Company has fulfilled all of its obligations under this Agreement, or within one year of the expiration of this Agreement, whichever occurs first, at which time the Municipality shall release the Security, or portion remaining thereof, if any, to the Company without interest.

4. MANNER OF WORK

- 4.1. **Compliance with Applicable Laws, etc.** All Work shall be conducted and completed to the satisfaction of the Municipality and in accordance with:
- (a) the applicable laws (and, in particular, all laws and codes relating to occupational health and safety);
 - (b) the Municipal Guidelines;
 - (c) this Agreement; and
 - (d) the applicable Permits issued under **Section 3.1.**
- 4.2. **Stoppage of Work.** The Municipality may order the stoppage of the Work for any *bona fide* municipal purpose or cause relating to public health and safety or any circumstances beyond its control. In such circumstances, the Municipality shall provide the Company with a verbal order and reasons to stop the Work and the Company shall cease the Work immediately. Within two (2) business days of the verbal order, the Municipality shall provide the Company with a written stop work order with reasons. When the reasons for the Work stoppage have been resolved, the Municipality shall advise the Company immediately that it can commence the Work.
- 4.3. **Coordination of Work.** The Company shall use its reasonable efforts to minimize the necessity for road cuts, construction and the placement of new Equipment Within the ROW by coordinating its Work and sharing the use of support structures with other

existing and new occupants of the ROW.

- 4.4. **Emergency contact personnel.** The Company and the Municipality shall provide to each other a list of 24-hour emergency contact personnel, available at all times, including contact particulars, and shall ensure that the list is kept current.
- 4.5. **Emergency work by Municipality.** In the event of an Emergency, the Municipality shall as soon as reasonably practicable contact the Company and, as circumstances permit, allow the Company a reasonable opportunity to remove, relocate, protect or otherwise deal with the Equipment, having regard to the nature of the Emergency. Notwithstanding the foregoing, the Municipality may take all such measures it deems necessary to address the Emergency and otherwise re-establish a safe environment, and the Company shall pay the Municipality's Costs that are directly attributable to the Work or the presence of the Equipment in the ROWs.
- 4.6. **"As-built" drawings.** Where required by the Municipality, the Company shall, no later than 90 days after completion of any Work provide the Municipal Engineer with accurate "as-built" drawings, prepared in accordance with such standards as may be required by the Municipal Engineer, sufficient to accurately establish the plan, profile and dimensions of the Equipment installed Within the ROWs. Such drawings shall only be used for the purposes of facilitating the Municipal Engineer's conduct of planning and issuance of Work permits. The "as-constructed" drawings must be protected through reasonable measures and must not be shared beyond those who require it for the purposes described above, nor must they be used for any other purpose or combined with other information.
- 4.7. **Where Equipment is located incorrectly.** Where the location of any portion of the Equipment in a ROW is located outside a distance of 1 metre horizontally (centre-line to centre-line) from the location approved in the Permit or as shown on the as-built drawings (as accepted by the Municipality) and, as a result, the Municipality is unable to install its facilities Within the affected ROWs in the manner it expected based on the Permit or as-built drawings (the "**Conflict**"), the following shall apply:
- At the option of the Company, either:
- (a) the Company may at its costs relocate its Equipment that is located incorrectly to accommodate the installation of the Municipality's facilities. The Municipality shall assist the Company in identifying an alternative location for the Company's Equipment to be relocated in the ROW; or
 - (b)
 - i. if the Municipality's facilities may still be installed Within the ROW, the Company shall be responsible for all costs incurred by the Municipality to redesign the facilities and all installation costs

which exceed the estimated cost of installing the facilities; or

- ii. if the Municipality's facilities cannot be installed Within the ROW, the Company shall pay all costs incurred by the Municipality to redesign and install the facilities in an alternate location, including all costs of securing alternate rights of way.

4.8. **Agents and Sub-contractors.** Each Party agrees to work with the other Party directly to resolve any issues arising from any of the acts, omissions or performance of its agents and sub-contractors.

5. **REMEDIAL WORK**

5.1. **General.** Following the completion of any Work, the Company shall leave the ROW in a neat, clean, and safe condition and free from nuisance, all to the satisfaction of the Municipality. Subject to **Section 5.5**, where the Company is required to break or otherwise disturb the surface of a ROW to perform its Work, it shall repair and restore the surface of the ROW to substantially the same condition it was in before the Work was undertaken, all in accordance with the Municipal Guidelines and to the satisfaction of the Municipal Engineer.

5.2. **Permanent Road Restoration.** If the Company has excavated, broken up or otherwise disturbed the surface of a ROW, the requirements for the Company completing the road restoration work will vary depending on if and when pavement has been recently repaved or overlaid, as follows:

- (a) if pavement has been repaved or overlaid during the five-year period immediately prior to the date of issuance of the Permit, then the Municipality may require that the Company grind and overlay the full lane width of pavement in the ROW;
- (b) if pavement has been repaved or overlaid during the two-year period immediately prior to the date of issuance, then the Municipality may require that the Company grind and overlay the full width of the pavement in the ROW;
- (c) in either **subsections (a) or (b)** above, if Third Parties, including the Municipality as a provider of services to the public, has excavated, broken up or otherwise disturbed the pavement to be ground and overlaid, the costs of that grind and overlay will be apportioned between the Company and the Third Parties on the basis of the area of their respective cuts;
- (d) the Municipality will not require grind and overlay under **subsections (a) or (b)** above for road restoration work involving:
 - i. service connections to buildings where no other reasonable means of

providing service exists and the Company had no requirement to provide service before the new pavement was placed;

ii. Emergencies; and

iii. other situations deemed by the Municipal Engineer to be in the public interest; and

(e) if the Municipality has required the Company to grind and overlay under either **subsections (a) or (b)** above, the Company will have no obligation to pay Pavement Degradation fees under **Schedule A** in relation to that pavement.

5.3. **Temporary repair.** Where weather limitations or other external conditions beyond the control of the Company do not permit it to complete a final repair to the ROW within the expected period of time, the Company may complete a temporary repair to the ROW; provided that, subject to **Section 5.5**, the Company replaces the temporary repair with a final repair within a reasonable period of time. All repairs to the ROW by the Company shall be performed in accordance with the Municipal Guidelines and to the satisfaction of the Municipality.

If a temporary repair gives rise to an unsafe condition, then this shall be deemed to constitute an Emergency and the provisions of **Section 4.5** shall apply.

5.4. **Warranty for repairs.** The Company warrants its temporary repair, to the satisfaction of the Municipality until such time as the final repair is completed by the Company, or, where the Municipality is performing the final repair, for a period of two (2) years or until such time as the final repair is completed by the Municipality, whichever is earlier. The Company shall warrant its final repairs for a period of two (2) years from the date of their completion.

5.5. **Repairs completed by Municipality.** Where:

- (a) the Company fails to complete a temporary repair to the satisfaction of the Municipality within 10 Business Days of being notified in writing by the Municipality, or such other period as may be agreed to by the Parties; or
- (b) the Company and the Municipality agree that the Municipality should perform the repair,

then the Municipality may effect such work necessary to perform the repair and the Company shall pay the Municipality's Costs of performing the repair.

6. LOCATING FACILITIES IN ROWs

6.1. **Locates.** The Company agrees that, throughout the Term it shall, at its own cost, record and maintain adequate records of the locations of its Equipment. Each Party shall, at its

own cost and at the request of the other Party (or its contractors or authorized agents), physically locate its respective facilities by marking the ROW using paint, staking or other suitable identification method ("**Locates**"), under the following circumstances:

- (a) in the event of an Emergency, within two hours of receiving the request or as soon as practicably possible, following which the requesting Party will ensure that it has a representative on site (or alternatively, provide a contact number for its representative) to ensure that the area for the Locates is properly identified; and
- (b) in all other circumstances, within a time reasonably agreed upon by the Parties.

- 6.2. **Provision of Mark-ups.** The Parties agree to respond within 10 Business Days to any request from the other Party for a mark-up of municipal infrastructure or Equipment design drawings showing the location of any portion of the municipal infrastructure or Equipment, as the case may be, located within the portion of the ROWs shown on the plans (the "**Mark-ups**"), and shall provide such accurate and detailed information as may be reasonably required by the requesting Party.

In situations where the mark-ups for underground facilities provided by the Company to the City and which the City requires for pre-design/planning purposes, do not contain sufficient design information and survey detail, the Company is to undertake field investigations to verify the location of these underground facilities. The vertical coordinates are to be provided in the format chosen by the City (such as depth of cover or metres above sea level) and within a level of accuracy agreed upon by the City and the Company. The City and the Company are to each pay 50% of the costs associated with the field investigations.

- 6.3. **Inaccurate Locates.** Where the Company's Locates do not accurately correspond with either the Mark-ups or physical location of the Equipment, and as a result, the Municipality is unable to install its facilities Within the affected ROWs in the manner it expected based on the Locates provided by the Company (the "**Error**"), the Company shall pay the Municipality the direct costs stemming from the Error.

An Inaccurate Locate resulting from equipment relocated due to ground movement stemming from, among other things, weather conditions or work or activities carried out by a third party or the Municipality is not an Error. In the event of a disagreement as to the existence of an Error, the parties agree to work together to determine whether or not the Error stems from ground movement or work or activities carried out by third parties or the Municipality.

If it is determined that the conditions of the municipal right-of-way have changed, the parties agree to be reasonable, including with respect to the allocation of direct costs stemming from the change.

7. RELOCATION OF PLANT

- 7.1. **General.** Where the Municipality requires and requests the Company to relocate its Equipment for bona fide municipal purposes, the Municipality shall notify the Company in writing and, the Company shall, within 180 days thereafter or such other time as agreed to by the Parties having regard to the schedules of the Parties and the nature of the relocation required, perform the relocation and any other required and associated Work.
- 7.2. **Municipality's efforts.** The Municipality will make good faith efforts to provide alternative routes for the Equipment affected by the relocation to ensure uninterrupted service to the Company's customers. Once the Company has provided the Municipality with all information the Municipality requires to enable it to process a Permit application, the Municipality shall provide, on a timely basis, all Permits required to allow the Company to relocate the Equipment.
- 7.3. **Reimbursement by Municipality for the Company's Relocation Costs.** The Municipality shall reimburse the Company for all of its reasonable and verifiable costs of completing a relocation requested by the Municipality (the "**Relocation Costs**").

8. FEES AND OTHER CHARGES

- 8.1. **General.** The Company covenants and agrees to pay to the Municipality the fees, charges and Municipality's Costs in accordance with this Agreement, including the fees and charges set out in **Schedule A**.
- 8.2. **Invoices.** Unless expressly provided elsewhere in this Agreement, where there are any payments to be made under this Agreement, the Party requesting payment shall first send a written invoice to the other Party, setting out in detail all amounts owing, including any applicable provincial and federal taxes and interest payable on prior overdue invoices, and the payment terms. The Parties agree that all payments shall be made in full by no later than 60 days after the date of the invoice was received.
- 8.3. **Payment of taxes.** The Company shall pay, and shall expressly indemnify and hold the Municipality harmless from, all taxes lawfully imposed now or in the future by the Municipality or all taxes, rates, duties, levies or fees lawfully imposed now or in future by any regional, provincial, federal, parliamentary or other governmental body, corporate authority, agency or commission (including, without limitation, school boards and utility commissions) but excluding the Municipality, that are attributable to the Company's use of the ROW.

9. TERM AND TERMINATION

- 9.1. **Initial term and renewal.** This Agreement shall have an initial term of **25** years commencing on the Effective Date and shall be renewed automatically for successive 25

year terms unless:

- (a) this Agreement is terminated by either Party in accordance with this Agreement;
- (b) a Party delivers initial notice of non-renewal to the other Party at least 60 days prior to the expiration of the then current term; or
- (c) this Agreement is replaced by a New Agreement (as defined below) between the Parties.

- 9.2. **Termination by either Party.** Either Party may terminate this Agreement without further obligation to the other Party, upon providing at least twenty-four (24) hours' notice in the event of a material breach of this Agreement by the other Party after notice thereof and failure of the other Party to remedy or cure the breach within thirty (30) days of receipt of the notice. If, however, in the view of the non-breaching Party, it is not possible to remedy or cure the breach within such thirty (30) day period, then the breaching Party shall commence to remedy or cure the breach within such thirty (30) day period and shall complete the remedy or cure within the time period stipulated in writing by the non-breaching Party.
- 9.3. **Termination by Municipality.** The Municipality may terminate this Agreement by providing the Company with at least twenty-four (24) hours' written notice in the event that the Company assigns or transfers this Agreement or any part thereof other than in accordance with **Section 16.7**.
- 9.4. **Automatic Termination.** This Agreement shall automatically terminate if the Company becomes insolvent, makes an assignment for the benefit of its creditors, has a liquidator, receiver or trustee in bankruptcy appointed for it or becomes voluntarily subject as a debtor to the provisions of the *Companies' Creditors Arrangement Act* or the *Bankruptcy and Insolvency Act*.
- 9.5. **Obligations and rights upon termination or expiry of Agreement.** Notwithstanding any other provision of this Agreement, if this Agreement is terminated (other than in accordance with **Sections 9.2, 9.3 and 9.4**) or expires without renewal, then, subject to the Company's rights to use the ROWs pursuant to the Telecom Act and, unless the Company advises the Municipality in writing that it no longer requires the use of the Equipment:
- (a) the terms and conditions of this Agreement shall remain in full force and effect until a new municipal access agreement (a "**New Agreement**") is executed by the Parties; and
 - (b) the Parties shall enter into meaningful and good faith negotiations to execute a New Agreement and, if, after six (6) months following the expiry of this Agreement, the Parties are unable to execute a New Agreement, then either

Party may apply to the CRTC to establish the terms and conditions of the New Agreement.

- 9.6. **Removing abandoned Equipment.** Where the Company advises the Municipality in writing that it no longer requires the use of any Equipment, the Company shall, at the Municipality's request and within a reasonable period of time as agreed to by the Parties, act as follows at the Company's sole cost and expense:

- (a) Remove the abandoned Equipment that is above ground;
- (b) Subject to (c) immediately below, make safe any underground vaults, manholes and any other underground structures that are not occupied or used by a Third Party, (collectively "**Abandoned Underground Structures**");
- (c) Where, in the reasonable opinion of the Municipal Engineer, the Abandoned Underground Structures will interfere with any municipally-approved project that will require excavation or otherwise disturb the portions of the ROWs in which the Abandoned Underground Structures are located, then the Company shall, at or about the time the excavation of such portions of the ROWs for said project commences, remove the Abandoned Underground Structures therein.

Upon removal of the abandoned Equipment or upon the removal or making safe of Underground Structures, the Company shall repair any damage resulting from such removal or making safe and restore the affected ROWs to the condition in which they existed prior to the removal or making safe. If the Company fails to remove such Equipment and restore the ROWs within the time specified above and to the satisfaction of the Municipal Engineer, the Municipality may complete such removal and restoration and the Company shall pay the associated Municipality's Costs.

- 9.7. **Continuing obligations.** Notwithstanding the expiry or earlier termination of this Agreement, each Party shall continue to be liable to the other Party for all payments due and obligations incurred hereunder prior to the date of such expiry or termination.

10. INSURANCE

- 10.1. The Company shall obtain and keep in force throughout the existence of the Agreement insurance naming the Municipality as an additional insured and protecting the Municipality and the Company against claims by any person, including any member of the public using the Lands, for personal injury, death, property loss or damage, and third party liability or public liability claims arising from any accident or occurrence on the Lands or other loss relating to the Company's use of the Lands to an amount of not less than Five Million (\$5,000,000.00) Dollars per occurrence (the "Insurance Policy").

- (a) The Insurance Policy shall provide that it is not terminable without the giving of 30 days' written notice to the Municipality.

- (b) At the time of execution of this Agreement, the Company shall deliver to the Municipality certificate of insurance evidencing that the Company has obtained the Insurance Policy on the terms set out herein.
- (c) At any time during the Term of this Agreement, but no more than once every 12 months, the Municipality may require the Company to provide evidence, in the form of a current certificate of insurance, to it that the Insurance Policy is valid and in full effect.

11. LIABILITY AND INDEMNIFICATION

11.1. **Definitions.** For the purposes of this **Article 11**, the following definitions shall apply:

- (a) **“Municipality”** means the Municipality and its elected and appointed officials, officers, employees, contractors, agents, successors and assigns;
- (b) **“Company”** means the Company and its directors, officers, employees, contractors, agents, successors and assigns;
- (c) **“Claims”** means any and all claims, actions, causes of action, complaints, demands, suits or proceedings of any nature or kind;
- (d) **“Losses”** means, in respect of any matter, all losses, damages, liabilities, deficiencies, Costs and expenses; and
- (e) **“Costs”** means those costs (including, without limitation, all legal and other professional fees and disbursements, interest, liquidated damages and amounts paid in settlement, whether from a third party or otherwise) awarded in accordance with the order of a court of competent jurisdiction, the order of a board, tribunal or arbitrator or costs negotiated in the settlement of a claim or action.

11.2. **No liability, Municipality.** Except for Claims or Losses arising, in whole or in part, from the negligence or wilful misconduct of the Municipality, the Municipality shall not:

- (a) be responsible, either directly or indirectly, for any damage to the Equipment howsoever caused; and
- (b) be liable to the Company for any Losses whatsoever suffered or incurred by the Company,

on account of any actions or omissions of the Municipality under this Agreement.

11.3. **No liability, both Parties.** Notwithstanding anything else in this Agreement, neither Party shall be liable to any person in any way for special, incidental, indirect,

consequential, exemplary or punitive damages, including damages for pure economic loss or for failure to realize expected profits, howsoever caused or contributed to, in connection with this Agreement and the performance or non-performance of its obligations hereunder.

- 11.4. **Indemnification.** Each party (the “Indemnifying Party”) hereby indemnifies and saves harmless the other party, its officers, directors, elected officials, employees and agents (the “Indemnified Party”) from and against any and all losses, claims, costs, expenses, damages and liabilities, causes of action, suits and judgments including all costs of defending or denying the same on a solicitor and client basis, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor’s fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the Indemnified Party arising, directly or indirectly, out of:
- (a) the activities of the Indemnifying Party under this Agreement;
 - (b) a breach by the Indemnifying Party of any of the covenants contained in this Agreement;
 - (c) any wrongful act or neglect of the Indemnifying Party on or about the ROW;
 - (d) any damage to property related to the Indemnifying Party’s use and occupancy of the ROW;
 - (e) the death of or injury to any person arising out of or in any way connected with, directly or indirectly, the Indemnifying Party’s use and occupancy of the ROW.

This section does not apply to the extent to which such liabilities, damages, costs, claims, suits or actions arising out of the gross negligence or willful misconduct of the Indemnified Party, its agents, servants, employees or contractors.

12. ENVIRONMENTAL LIABILITY

- 12.1. **Municipality not responsible.** The Municipality is not responsible, either directly or indirectly, for any damage to the natural environment or property, including any nuisance, trespass, negligence, or injury to any person, howsoever caused, arising from the presence, deposit, escape, discharge, leak, spill or release of any Hazardous Substance in connection with the Company’s occupation or use of the ROW, unless such damage was caused directly or indirectly by the negligence or wilful misconduct of the Municipality or those for which it is responsible in law.
- 12.2. **Company to assume environmental liabilities.** The Company agrees to assume all environmental liabilities, claims, fines, penalties, obligations, costs or expenses whatsoever relating to its use of the ROW, including, without limitation, any liability for

the clean-up, removal or remediation of any Hazardous Substance on or under the ROW that result from:

- (a) the occupation, operations or activities of the Company, its contractors, agents or employees or by any person with the express or implied consent of the Company Within the ROW; or
- (b) any Equipment brought or placed Within the ROW by the Company, its contractors, agents or employees or by any person with the express or implied consent of the Company;

except to the extent to which such damage was caused directly or indirectly in whole or in part by the negligence or wilful misconduct on the part of the Municipality or those for which it is responsible in law.

13. FORCE MAJEURE

Except for the Parties' obligations to make payments to each other under this Agreement, neither Party shall be liable for a delay in its performance or its failure to perform hereunder due to causes beyond its reasonable control, including, but not limited to, acts of God, fire, flood, or other catastrophes; government, legal or statutory restrictions on forms of commercial activity; or order of any civil or military authority; national emergencies, insurrections, riots or wars or strikes, lock-outs or work stoppages ("**Force Majeure**"). In the event of any one or more of the foregoing occurrences, notice shall be given by the Party unable to perform to the other Party and the Party unable to perform shall be permitted to delay its performance for so long as the occurrence continues. Should the suspension of obligations due to Force Majeure exceed two (2) months, either Party may terminate this Agreement without liability upon delivery of notice to the other Party.

14. DISPUTE RESOLUTION

14.1. **General.** The Parties hereby acknowledge and agree that:

- (a) this Agreement has been entered into voluntarily by the Parties with the intention that it shall be final and binding on the Parties until it is terminated or expires in accordance with its terms;
- (b) it is the intention of the Parties that all Disputes (as defined in **Section 14.2**) be resolved in a fair, efficient, and timely manner without incurring undue expense and, wherever possible, without the intervention of the CRTC; and
- (c) the CRTC shall be requested by the Parties to consider and provide a decision only with respect to those matters which form the basis of the original Dispute as set out in the Dispute Notice issued under this **Article 14**.

- 14.2. **Resolution of Disputes.** The Parties will attempt to resolve any dispute, controversy, claim or alleged breach arising out of or in connection with this Agreement (“**Dispute**”) promptly through discussions at the operational level. In the event a resolution is not achieved, the disputing Party shall provide the other Party with written notice of the Dispute and the Parties shall attempt to resolve such Dispute between senior officers who have the authority to settle the Dispute. All negotiations conducted by such officers shall be confidential and shall be treated as compromise and settlement negotiations. If the Parties fail to resolve the Dispute within thirty (30) days of the non-disputing Party’s receipt of written notice, either Party may initiate legal proceedings and/or submit the Dispute to the CRTC for resolution.
- 14.3. **Continued performance.** Except where clearly prevented by the nature of the Dispute, the Municipality and the Company agree to continue performing their respective obligations under this Agreement while a Dispute is subject to the terms of this **Article 14.**

15. NOTICES

- 15.1. **Method of Notice.** Any notice required may be sufficiently given by personal delivery or, if other than the delivery of an original document, by facsimile transmission to either Party at the following addresses:

If to the Municipality:

Attn: Director of Corporate Services
4850 Argyle Street
Port Alberni, BC V9Y 1V8

If to the Company:

Shaw Cablesystems Limited
630 – 3 Avenue SW
Calgary, AB T2P 4L4

With a copy to:

Attn: EVP, Chief Legal & Regulatory
Officer
Facsimile: 403-716-6544

Attn: SVP, Network & Supply Chain Ops

- 15.2. **Delivery of notice.** Any notice given pursuant to **Section 15.1** shall be deemed to have been received on the date on which it was delivered in person, or, if transmitted by facsimile during the regular business hours of the Party receiving the notice, on the date it was transmitted, or, if transmitted by facsimile outside regular business hours of the Party receiving the notice, on the next regular Business Day of the Party receiving the notice; provided, however, that either Party may change its address and/or facsimile number for purposes of receipt of any such communication by giving ten (10) days’ prior written notice of such change to the other Party in the manner described above.

16. GENERAL

- 16.1. **Entire agreement.** This Agreement, together with the Schedules attached hereto, constitutes the complete and exclusive statement of the understandings between the Parties with respect to the rights and obligations hereunder and supersedes all proposals and prior agreements, oral or written, between the Parties.
- 16.2. **Gender and number.** In this Agreement, words importing the singular include the plural and vice versa, words importing gender, include all genders.
- 16.3. **Sections and headings.** The division of this Agreement into articles, sections and subsections and the insertion of headings are for convenience of reference only and do not affect the interpretation of this Agreement. Unless otherwise indicated, references in this Agreement to an article, section, subsection or schedule are to the specified article, section or subsection of or schedule to this Agreement.
- 16.4. **Statutory references.** A reference to a statute includes all regulations and rules made pursuant to the statute and, unless otherwise specified, the provisions of any statute or regulation which amends, supplements or supersedes the statute or the regulation.
- 16.5. **Including.** Where the word “including” or “includes” is used in this Agreement it means “including (or includes) without limitation as to the generality of the foregoing”.
- 16.6. **Currency.** Unless otherwise indicated, references in this Agreement to money amounts are to the lawful currency of Canada.
- 16.7. **Assignment.** This Agreement may not be assigned, in whole or in part, without the prior written consent of the other Party. Notwithstanding the foregoing, either Party shall have the right to assign this Agreement to an Affiliate without the consent of the other Party, provided that: i) it is not in material breach of this Agreement; ii) it has given prompt written notice to the other Party; iii) any assignee agrees to be bound by the terms and conditions of this Agreement; and iv) the assignee is not in direct competition with the other Party, in which case, prior written consent would be required. Notwithstanding the foregoing, the Company may assign this Agreement to a purchaser of all or substantially all of the assets or business of the Company provided that the assignee agrees to be bound by the terms and conditions of this Agreement.
- 16.8. **Parties to act reasonably.** Each Party shall at all times act reasonably in the performance of its obligations and the exercise of its rights and discretion under this Agreement.
- 16.9. **Amendments.** Except as expressly provided in this Agreement, no modification of or amendment to this Agreement shall be effective unless agreed to in writing by the Municipality and the Company.

SHAW CABLESYSTEMS LIMITED

by its authorized signatories:

Name:

Name:

Date: _____

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SCHEDULE A

FEES AND CHARGES PAYABLE BY THE COMPANY

1. Permit Application Fees

The Company shall pay Permit fees in the amount of \$100.00 (One Hundred dollars) for each Permit required under this Agreement. The City shall be entitled to review such fee in accordance with its ordinary review of such rate as conducted by City Council, to determine if any changes to the fee is required to recognize changes in the City's costs to issue Permits. Any increases to the fees proposed by the City hereunder shall be subject to review by the Company to ensure such increase is aligned with legislative and regulatory requirements and must be expressly accepted by the Company to become effective. In the event the parties are unable to agree on the increases to the fees within 90 days of a proposed increase, either party may invoke section 14. (Dispute Resolution) should any increase in fees be deemed unreasonable by the Company.

2. Pavement Degradation Costs

These fees reflect the fact that once pavement has been cut, the strength and longevity of the pavement cannot be restored. The cut edges lead to cracks and ultimately potholes and other defects that require ongoing maintenance and premature replacement. These fees reflect increased ongoing maintenance costs and loss of pavement life.

Pavement Age	Rate (per square metre)
0-5 years	\$47.93
6-10 years	\$35.95
11-15 years	\$23.96
16-20 years	\$11.98
21 years and older	N/A