
AGENDA - REGULAR MEETING OF COUNCIL

Tuesday, May 23, 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 Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council for the City of Port Alberni respectfully acknowledges that we are holding our meeting on the unceded traditional territories of Tseshaht and Hupacasath First Nations.
2. Late items identified by 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 6

1. Minutes of the Special meeting held at 12:00 pm and Regular Council meeting held at 2:00 pm on May 8, 2023, and minutes of the Special meetings held at 4:30 pm and 5:00 pm on May 15, 2023, as presented.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Intersection Safety Improvement Options | 10th Avenue and Dunbar Street Project Update** - Page 15
Report dated May 11, 2023 from the Director of Engineering and Public Works providing an update for the improvements at the intersection of 10th Avenue and Dunbar Street.

THAT Council receive the staff report dated May 11, 2023 as a formal project update for the improvements at the intersection of 10th Avenue and Dunbar Street.

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 May 23, 2023, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

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. Building Bylaw No. 5077, 2023 - Page 19

Report dated May 15, 2023 from the Director of Development Services/Deputy CAO requesting Council consideration for three readings of the proposed bylaw.

- a. THAT "Building Bylaw No. 5077, 2023" be now introduced and read a first time.*
- b. THAT "Building Bylaw No. 5077, 2023" be read a second time.*
- c. THAT "Building Bylaw No. 5077, 2023" be read a third time.*

2. OCP and Zoning Bylaw Amendments | 2601 Burde Street - Page 70

Report dated May 12, 2023 from Planner II requesting Council consideration for third reading and final adoption of the proposed bylaws.

- a. THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be read a third time.*
- b. THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a third time.*
- c. That "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5070.*
- d. THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5071.*

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. Correspondence Summary - Page 89

- a. Alberni Valley Museum and Heritage Commission Minutes | April 5, 2023

K. REPORT FROM IN-CAMERA

1. That Council release for public consumption its intent to provide a letter of support to the Tseshaht First Nation to add properties to their reserve land.
2. That Council release for public consumption Notice of its Intent to lease Unit 11 to C. Cootes for the operation of Harbour Scoop and Unit 12 to J. Wang for the operation of Turtle Island Fish and Chips shop at the Alberni Harbour Quay for a five-year term.

L. COUNCIL REPORTS

1. Council and Regional District Reports

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. 2022 Surplus Funds | Notice of Motion provided April 24, 2023

THAT Council direct staff to allocate the 2022 surplus between the R.C.M.P and Parks, Recreation and Heritage Reserves.

2. Bylaw Enforcement | Notice of Motion provided May 15, 2023

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

3. **2023 – 2027 Financial Plan Amendment | Garbage Truck & Water Meters** - Page 101
Report dated May 15, 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, 2023” Capital Plan, to increase the funding allocation for “Replace 2018 Freightliner Garbage Truck #401” to \$523,940 coming from the Equipment Replacement Reserve Fund.*
- b. *THAT Council amend the “City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023” by adding the funding allocation for “2023 Water Meter Renewal” to \$300,000 coming from the Water Fund Reserve.*

4. **Manufacturer Licence New Outdoor Patio Application | Alberni Brewing Company** - Page 103
Report dated May 12, 2023 from Planner I requesting Council consideration of a Manufacturer New Outdoor Patio application.

THAT Council for the City of Port Alberni support the Manufacturer Licence New Outdoor Patio application for Alberni Brewing Company operating at 4630 Adelaide Street and endorse the comments and reasons for support as provided in the report from City staff dated May 12, 2023.

5. **Complete Communities 2023/24 Grant Application** - Page 109
Report dated May 15, 2023 from the Economic Development Manager requesting Council approval to submit a grant application.

THAT Council authorize staff to prepare and submit an application for funding to the June 16, 2023 intake of the Complete Communities Program for \$150,000 to prepare and assess a core area of the City for infrastructure improvements, develop an implementation plan for those improvements and hire an individual for up to a one-year term to do that work.

6. **Purchase Card [P-Card] Policy 3009-3** - Page 112
Report dated May 16, 2023 from the Director of Finance requesting Council consideration of the Purchase Card Policy as per the recommendation from the Committee of the Whole of May 15, 2023.

THAT Council rescind “Credit Card Policy” dated October 14, 2014 and approve Policy 3009-3 “Purchase Card Policy”.

7. **Travel Policy 3009-2** - Page 118
Report dated May 16, 2023 from the Director of Finance requesting Council consideration of the Travel Policy as per the recommendation from the Committee of the Whole of May 15, 2023.

THAT Council rescind “P6 – Travel Expense Policy – For Employees & Other Authorized Persons” dated March 9, 2015 and approve Policy 3009-2 “Travel Policy”.

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, May 8, 2023 @ 12:00 PM
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
Councillor C. Solda

Staff: M. Fox, CAO
S. Smith, Director of Development Services/Deputy CAO
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
S. Darling, Deputy Director of Corporate Services

Call to order: @ 12:00 pm.

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

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

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)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

The meeting was adjourned at 1:27 pm.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, May 8, 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

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
S. Darling, Deputy Director of Corporate Services | Recording Secretary

Gallery: 3

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 Minutes of the Special meeting held at 12:00 pm and Regular Council meeting held at 2:00 pm on April 24, 2023, and Special meeting held at 5:30 pm on April 25, 2023, as presented.

CARRIED

C. PUBLIC INPUT PERIOD

S. McRuer

Expressed the need for an Urban Forest Strategy within the Official Community Plan.

J. Leskosek

Spoke to the proposed Council Procedures Bylaw amendments.

D. DELEGATIONS

Introduction of Interim Director of Corporate Services

The Chief Administrative Officer introduced the Interim Director of Corporate Services, Donna Monteith.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated May 8, 2023, be received and the cheques numbered 152653 to 152740 inclusive, in payment of accounts totalling \$1,048,920.39, be approved.

CARRIED | Res. No. 23-142

2. RCMP Department

MOVED AND SECONDED, THAT Council receive the 1st Quarter Report from the RCMP Department.

CARRIED | Res. No. 23-143

G. BYLAWS

1. Tax Rates Bylaw No. 5083, 2023

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5083, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5083.

CARRIED | Res. No. 23-144

2. Council Procedures Amendment Bylaw No. 5082, 2023

MOVED AND SECONDED, THAT Council refer the matter of amendments to the Council Procedure Bylaw to a Select Committee, to be known as the Council Procedure Bylaw review committee:

With the following terms of reference;

- 1) The committee shall be comprised of 3 councillors, 3 members of the public and either the CAO or the Corporate Officer;*
- 2) The committee members shall be selected on or before June 12, 2023;*
- 3) The committee shall meet on at least two occasions, or more as the committee determines is necessary;*
- 4) The committee shall be empowered to seek such further input or guidance as the committee determines is necessary;*
- 5) The committee will report to Council on their progress on July 12, 2023 at the scheduled City council meeting, such report may be either interim or final.*

DEFEATED

MOVED AND SECONDED, THAT Section 42(1) 'Public Input Period' for Committee of the Whole meetings be amended to increase the time permitted per speaker from three (3) minutes to five [5] minutes.

CARRIED | Res. No. 23-145

MOVED AND SECONDED, THAT Section 42(1) 'Public Input Period' for Committee of the Whole meetings be amended to permit an increase to the maximum number of speakers from four (4) to six (6).

MOVED AND SECONDED, that the above amendment be amended by adding the words 'with each individual permitted to speak one time per Public Input Period'.

CARRIED

MOVED AND SECONDED, THAT Section 42(1) 'Public Input Period' for Committee of the Whole meetings be amended to permit an increase to the maximum number of speakers from four (4) to six (6) with each individual permitted to speak one time per Public Input Period'.

CARRIED | Res. No. 23-146

MOVED AND SECONDED, THAT Section 42 'Public Input Period' for Committee of the Whole meetings be amended to include subsection (7) 'Priority will be given to speakers whom are residents and/or taxpayers of the City'.

CARRIED | Res. No. 23-147

MOVED AND SECONDED, THAT an additional 'Question Period' be added to Regular Council meeting agendas to replace Public Input Period.

DEFEATED

Councillor Douglas left the meeting at 3:18 pm and returned at 3:22 pm.

MOVED AND SECONDED, THAT Section 22 'Question Period' be amended to include subsection (3) 'Questions will be limited to three (3) per speaker at Regular Council meetings'.

CARRIED | Res. No. 23-148

Councillor Dame left the meeting at 3:22 pm and returned at 3:25 pm.

MOVED AND SECONDED, THAT Council direct staff to identify opportunities for public electronic participation at Committee of the Whole meetings.

CARRIED | Res. No. 23-149

MOVED AND SECONDED, THAT the Council Correspondence Register be added as an addendum to the Regular Council meeting agenda.

DEFEATED

MOVED AND SECONDED, THAT Section 35 'Form of Bylaws' and Section 46 'Reports' be amended to include electronic copies in addition to printed copies.

CARRIED | Res. No. 150

MOVED AND SECONDED, THAT "Council Procedures Amendment Bylaw No. 5082, 2023" be now introduced and read a first time, as amended.

CARRIED | Res. No. 23-151

MOVED AND SECONDED, THAT "Council Procedures Amendment Bylaw No. 5082, 2023" be read a second time.

CARRIED | Res. No. 23-152

MOVED AND SECONDED, THAT "Council Procedures Amendment Bylaw No. 5082, 2023" be read a third time.

CARRIED | Res. No. 23-153

3. Development Procedures Bylaw No. 5076, 2023

MOVED AND SECONDED, THAT "City of Port Alberni Development Procedures Bylaw No. 5076, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5076.

CARRIED | Res. No. 23-154

4. **Proposed Zoning Bylaw Amendment | 2244 Mallory Drive**
MOVED AND SECONDED, THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive – Saywell Developments), Bylaw No. 5066" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5066.
CARRIED | Res. No. 23-155
5. **Proposed Zoning Bylaw Amendment | 2272 Mallory Drive - Page 63**
MOVED AND SECONDED, THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive – Saywell Developments), Bylaw No. 5067" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5067.
CARRIED | Res. No. 23-156

H. CORRESPONDENCE FOR ACTION

1. **Alberni Valley Pride Society**
MOVED AND SECONDED, THAT Council authorize the Alberni Valley Pride Society request that City Hall fly the Pride flag during Pride Week, May 29 – June 4, 2023.
CARRIED | Res. No. 23-157
2. **Valley Street Rods Car Club**
MOVED AND SECONDED, THAT Council authorize the Valley Street Rods Car Club use of the parking area at the Harbour Quay for the purpose of a car show event on Sunday, August 13, 2023 from 12:00 pm to 5:00 pm subject to:
 - the notification of emergency services and BC Transit;
 - consultation with all affected businesses/residents;
 - implementation of a Traffic Plan; and
 - provision of standard liability insurance in the amount of \$5M [minimum].**CARRIED | Res. No. 23-158**

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

The Deputy Director of Corporate Services summarized correspondence to Council as follows:
a. Union of BC Municipalities | Council 2023 AVICC Resolution Endorsement

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports**
MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.
CARRIED | Res. No. 23-159

M. NEW BUSINESS

1. **Code of Conduct Policy**
MOVED AND SECONDED, THAT Council approve the City of Port Alberni Council Code of Conduct Policy 3002-1.
CARRIED | Res. No. 23-160

2. **Liquor Licence Application Policy**

MOVED AND SECONDED, THAT Council rescind the existing Liquor Licence Application Policy approved June 25, 2013.

CARRIED | Res. No. 23-161

MOVED AND SECONDED, THAT Council approve the City of Port Alberni Liquor Licence Application Policy 3006-1.

CARRIED | Res. No. 23-162

3. **BC Transit Annual Operating Agreement**

MOVED AND SECONDED, THAT the Mayor and Corporate Officer be authorized to execute the BC Transit | 2023 – 2024 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2023 to March 31, 2024.

CARRIED | Res. No. 23-163

N. QUESTION PERIOD

M. Alhroos

Requested an update on the status of the Somass Lands redevelopment.

J. Leskosek

Questioned the proposed procedures bylaw amendments in relation to the encouragement of public participation at Council meetings.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:46 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, May 15, 2023 @ 4:30 PM
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
Councillor C. Solda

Staff: M. Fox, CAO
S. Smith, Director of Development Services/Deputy CAO
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
S. Darling, Deputy Director of Corporate Services

Call to order: @ 4:30 pm.

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)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports;

Section 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED

The meeting was adjourned at 4:59 pm.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE SPECIAL MEETING OF COUNCIL
Monday, May 15, 2023 @ 5:00 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 T. Patola
Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
S. Darling, Deputy Director of Corporate Services | Recording Secretary

Gallery: 3

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 5:00 PM.

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

CARRIED

B. DELEGATIONS

1. MNP Chartered Accountants | 2022 Audited Financial Statements

MOVED AND SECONDED, THAT the Auditor's Report and the 2022 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.

CARRIED | Res. No. 23-164

C. REPORT FROM IN-CAMERA

1. 2023-2027 Corporate Strategic Plan

Council released for public consumption, the 2023-2027 Corporate Strategic Plan.

D. NEW BUSINESS

1. Appointment of Corporate Officer

MOVED AND SECONDED, THAT Council appoint Donna Monteith as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Monteith in accordance with s.148 of the Community Charter effective May 15, 2023.

CARRIED | Res. No. 23-165

E. QUESTION PERIOD

Neil Anderson

Inquired regarding the recent implementation of key access for the public washrooms at City Hall and regarding recent amendments proposed for the Council Procedures Bylaw.

Lisa

Inquired regarding public access to Council, the Corporate Strategic Plan and the status of the Official Community Plan review and update.

Shylene

Inquired regarding the use of fluoride in municipal water systems.

F. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 5:37 pm.


CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: May 11, 2023
File No: 5460-05
To: Mayor & Council
From: M. Fox, CAO
Subject: Intersection Safety Improvement Options | 10th Avenue and Dunbar Street Project Update

Prepared by: <i>R. DICKINSON</i> Director of Engineering & Public Works	Supervisor: <i>M. Fox</i> Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council receive the staff report dated May 11, 2023 as a formal project update for the improvements at the intersection of 10th Avenue and Dunbar Street.

PURPOSE

To provide Council with a project update for the intersection safety improvements at 10th Avenue and Dunbar Street.

BACKGROUND

At the Regular meeting of Council on April 24, 2023 Council made the following resolution:

THAT Council direct staff to prepare a status report as it relates to the proposed intersection improvements for 10th Avenue and Dunbar Street including the project scope, timelines and next steps.

The following is a timeline indicating the steps that have been taken towards safety improvements to the intersection of 10th Avenue and Dunbar Street.

2021 January – City Engineer contacted ICBC about partnering on a study related to intersection safety in Port Alberni

2021 March 22 – Report to Council advising of commencement of cost shared 50/50 Network Screening Study with ICBC utilising existing budget monies

2021 March – City and ICBC hired McElhanney to perform the Network Screening Study
-recognising the priority of Dunbar and 10th the City concurrently hired Urban Systems to assess and provide a conceptual design/options for safety improvements at Dunbar/10th as the City did not want to wait for completion of a report prior to commencing improvements

2021 May – Urban Systems completed draft assessment with conceptual improvements

2021 June-August – Intersection improvement engagement

2021 Sept 7 – Report to Council with recommended improvements to Dunbar/10th

2021 Nov 8 – Report to Council regarding Network Screening Study (15 intersections of highest concern)

2021/2022 – With completion of the Network Screening Study the impacts of removing the left turn lane at Dunbar St., Argyle/10th and Argyle/Anderson intersections was revisited. Safety and geometry concerns were identified. The City Engineer decided to phase the removal of the left turn lane until geometry and safety improvements can be made at both Argyle/10th and Argyle/Anderson.

2023 March 17 Closed tender for construction of Dunbar/10th, awarded work to Bowerman.

Proposed Construction Scope

Phase 1 - Proposed work at Dunbar and 10th are shown on the attached design drawing. They include curb work, line painting, signage and a pedestrian activated flasher.

Phase 2 – After (or concurrent with) improvements to Argyle/10th and Argyle/Anderson, the left turn lane at Dunbar and 10th will be removed by installing a center boulevard with refuge for pedestrians, making the pedestrian crossing of 10th Ave. safer by providing a refuge between the west and east lane.

Schedule

Construction of Dunbar and 10th was tendered with construction at Redford and 10th. Construction is set to start June 5th 2023, with completion expected before September, 2023.

ALTERNATIVES/OPTIONS

Alternatives for Council are as follows:

1. THAT Council receive the staff report dated May 11, 2023 as a formal project update for the improvements at the intersection of 10th Avenue and Dunbar Street.
2. That Council direct staff to remove the left turn lane at 10th Avenue and Dunbar Street as part of the current Phase 1 construction.
3. That Council direct staff to defer construction of Dunbar and 10th until improvements can be made to Argyle/10th and Argyle/Anderson to support construction of both Phase 1 and Phase 2 concurrently (removal of the left turn lane at Dunbar/10th).

ANALYSIS

The proposed Phase 1 improvements at Dunbar Street and 10th Avenue will significantly improve vehicle, cycle and pedestrian safety through improved lighting, geometry, tighter corners to reduce vehicle speeds, and shorter crossing distances on the crosswalks with a pedestrian activated flashing beacon across 10th Avenue.

The need for Phasing the safety works at 10th Avenue and Dunbar Street become evident once the Network Screening Study was completed and Urban Systems completed a preliminary assessment of the impacted intersections of Argyle/10th and Argyle/Anderson in 2022. The preliminary assessment concluded there would be negative impacts to pedestrians, cyclists and vehicles, especially at Argyle Street and 10th Avenue due to the large intersection, long pedestrian crossings, lighting, traffic volumes, incident data, and geometry (certain trucks cannot make certain turns without changing lane and curb geometry as well as possibly relocating other infrastructure).

The extent and costs of the necessary improvements to Argyle/10th and Argyle/Anderson (as a result of removing the left turn lane at Dunbar/10th) are significant and should be looked at in more detail before the left turn onto Dunbar Street from 10th Avenue is removed.

IMPLICATIONS

The proposed improvements have been approved through the Financial Plan process.

COMMUNICATIONS

Public notice will be required during the construction phases of the project.

BYLAWS/PLANS/POLICIES

Corporate Strategic Priorities

1.1 Be a community that is connected by safe, walkable, green streets and accessible multi-modal pathways.

SUMMARY

This project supports prioritising the safety of the community and promoting multi-modal transportation by analysing intersection safety and making improvements based on priority.

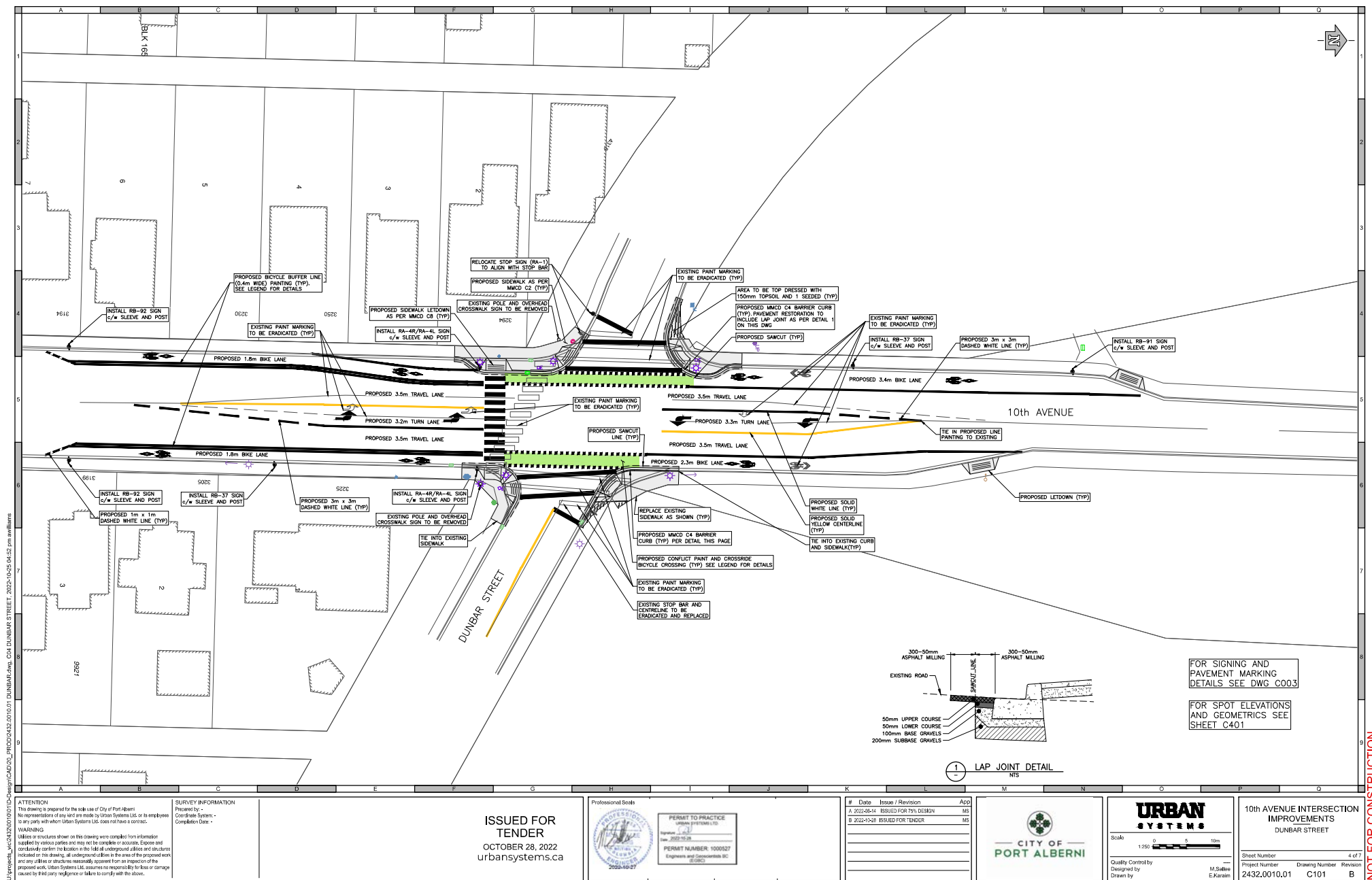
Review of the intersection at Argyle Street and 10th Avenue commenced in 2022 and is ongoing based on resource availability and priorities of other intersections identified by the Network Screen Study and issues raised by the public and Council. Currently the intersections are being assessed for either traffic signals or a roundabout.

The intersection at Argyle Street and Anderson Avenue will be completed concurrently with the intersection at Argyle Street and 10th Avenue once a decision is made on that intersection's improvements.


ATTACHMENTS/REFERENCE MATERIALS

1. Issued for Tender Design Drawing of 10th Avenue and Dunbar Street

C: A. McGifford, Director of Finance
 C. Wright – Operations Manager



Date: May 15, 2023
File No: 3900-02-5077
To: Mayor & Council
From: M. Fox , CAO
Subject: City of Port Alberni Building Bylaw No. 5077, 2023

Prepared by: <i>S. SMITH</i> Director of Development Services/Deputy CAO	Supervisor: <i>M. Fox</i> Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATIONS

1. THAT "Building Bylaw No. 5077, 2023" be now introduced and read a first time.
2. THAT "Building Bylaw No. 5077, 2023" be read a second time.
3. THAT "Building Bylaw No. 5077, 2023" be read a third time.

PURPOSE

The Building Bylaw No. 5077, 2023 outlines regulations, procedures, and fees. Staff are recommending Council consider first, second and third reading of the bylaw.

BACKGROUND

Currently the City has Building Bylaw No. 4577 adopted May 23, 2006 and consolidated to July 25, 2016. There have been many updates to the BC Building Code and the Introduction of the Step Code since the time of adoption and consolidation including the 2018 BC Building code updates and now the BC Building Code updates that will be effective as of May 2023.

Municipal Insurance Association British Columbia (MIABC), in conjunction with the Building Officials Association British Columbia (BOABC) , Professional Associations and Lidstone and Company developed a model building bylaw for small and urban municipalities in 2018. Staff consulted with Lidstone on the new Building Bylaw based upon small cities model bylaw. In addition, staff have conducted research on cities of similar size, including the ACRD to review fees for the Appendix A of the City of Port Alberni Building Bylaw No. 5077, 2023.

The Building Bylaw No. 5077, 2023 was reviewed at the April 25, 2023 Committee of Whole meeting at which time the Committee resolved as follows:

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

Offence fees for the Building Bylaw are identified in the Offence Bylaw No. 4929. These ticketing fees will be reviewed separately and any increases to these fees will form a separate amending bylaw to the Offence Bylaw No. 4929.

ALTERNATIVES/OPTIONS

1. That Council give first, second and third reading to Building Bylaw No. 5077, 2023.
2. That Council provide an alternative direction to staff.
3. That Council defeat the bylaw.

Staff recommend Option #1

ANALYSIS

Step Code

In 2017, the Province of British Columbia established the Energy Step Code Council to support the successful implementation of the BC Energy Step Code and the market transition to net-zero energy ready buildings. A representative of the Province of British Columbia's Building and Safety Standards branch chairs the Council. Government, industry, and utility stakeholders serve as Council representatives.

BCBC 2018 Revision 5, effective May 1, 2023 brings in new energy targets for simple buildings (Part 9) to meet Step Code 3 and for complex buildings (Part 3) to meet Step Code 2 targets. Staff held a workshop on November 17, 2022 at the Echo Centre where approximately 70 people in the construction and building industry attendance to have the changes highlighted for them, technical experts were present to explain and answer questions. The information was made available on the City's letsconnectpa.ca site and a mail out was undertaken to the City's list of builders, contractors and associated professionals. The Building Bylaw has incorporated the Step Code regulations as per the ministerial order.

Fees

There has been no update to the building permit fees since 2006. Staff have consulted with the City's building consultant on fees in other municipalities and across the Province to finalize the fees in Appendix A of this Bylaw. In addition, the review of procedures and processes has identified a number of fees that the City was not collecting for and has incorporated these into the fee schedule. Further, staff have identified best practice tools for establishing construction value of simple or complex buildings that will be used to calculate building permit fees.

The impact of the proposed increase in fees based upon the following building types are illustrated in the table below:

Building Type	Value of Construction	Current fee	Proposed Fee
Garage	\$30,000	\$210	\$310
Single Family Dwelling	\$500,000	\$2,474	\$3,600
Larger Single Family	\$750,000	\$3,036	\$5,350

Regarding Multi-family or complex building fees staff have used a 2022 building permit fee for 63 units which was calculated at \$23, 812 with the new fees the building permit fee would be \$72, 066 based upon \$10, 206,000.00 construction value. Attached is a table that provides a comparison of base building permits fees with Port Alberni's current and proposed fees compared to other neighbouring local governments.

IMPLICATIONS

The Building Bylaw No. 5077, 2023 will align with MIABC Model Building Bylaw templates, recent BC Building Code updates, Ministerial orders and B.C. Energy Step Code well updating fees. These increased fees will provide cost recovery for staff time and city resources.

COMMUNICATIONS

This is an administrative bylaw and does not require public notice or a public hearing. Generally, this Bylaw would be given first, second and third reading at one Council meeting and be brought back for adoption at the following Council meeting. The Committee of Whole did not direct staff to consult with the building industry prior to readings of the bylaw and therefore the bylaw will come into effect once adopted by Council.

BYLAWS/PLANS/POLICIES

Responds to Ministerial orders and aligns with BC Building Code updates from 2018 to today's date.

The proposed Building Bylaw No. 5077, 2023 responds to the following Council Strategic Priorities:

- Provide and maintain quality services

SUMMARY

Staff are recommending first, second and third reading of Building Bylaw No. 5077, 2023 to cover the updates to the BC Building Code and have the building fees align with other local government jurisdictions to cover administrative costs.

ATTACHMENTS/REFERENCE MATERIALS

- Draft "Building Bylaw No. 5077, 2023".

C:

R. Dickinson, Director of Engineering and Public Works
A. McGifford, Director of Finance

Building Bylaw Fee Analysis

Building Permit Fees (\$)

Fee Description	Proposed Port Alberni	Current Port Alberni	ACRD	Nanaimo	Comox	Duncan	Courtenay	Langford	Comox Valley Regional District
Minimum Building Permit Fee	\$100	\$30 First \$1,000 of valuation.	\$100 First \$2,000 of valuation.	\$105 First \$1,000 of valuation.	Accessory buildings under 10m2: \$35 All other buildings: \$75	\$50	\$50	\$60.10 First \$1,000 of valuation.	\$75
Low End Valuation Fee Rate	Minimum plus: \$7 for every \$1,000 of valuation.	Minimum plus: \$6 for every additional \$1,000 of valuation over \$1,000 up to \$100,000. \$5 for each additional \$1,000 of valuation over \$100,000 up to \$200,000.	Minimum plus: \$7 for every additional \$1,000 of valuation over \$2,000 up to \$499,999.	Minimum plus: \$10 for every additional \$1,000 of valuation over \$1,000 up to \$100,000.	\$7.50 for every \$1,000 of valuation up to \$100,000.	\$8 for every \$1,000 of valuation up to \$100,000.	\$7.50 for every \$1,000 of valuation.	Minimum plus: \$12 for every additional \$1,000 of valuation up to \$100,000.	Minimum plus: 0.75% of total valuation.
High End Valuation Fee Rate	\$7 for every \$1,000 of valuation.	\$4.50 for every additional \$1,000 value of work over \$200,000 up to \$500,000. \$2.25 for every additional \$1,000 value of work over \$500,000.	\$6 for every additional \$1,000 of valuation over \$500,000.	\$7 for every additional \$1,000 of valuation over \$100,000.	\$5.50 for every additional \$1,000 of valuation over \$100,000.	\$5 for every additional \$1,000 of valuation over \$100,000.	\$7.50 for every \$1,000 of valuation.	\$9.65 for every additional \$1,000 of valuation over \$100,000 up to \$1,000,000. \$4.85 for every additional \$1,000 of valuation over \$1,000,000 up to \$15,000,000.	0.75% of total valuation.

City of Port Alberni
BUILDING BYLAW NO. 5077, 2023

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City of Port Alberni

BUILDING BYLAW NO. 5077, 2023

A Bylaw for Administration of the Building Code and Regulation of Construction

GIVEN that the City Council

- A. may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):
 - (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
 - (b) the conservation of energy or water;
 - (c) the reduction of greenhouse gas emissions;
 - (d) the health, safety or protection of persons or property;
- B. is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in Port Alberni in accordance with the *Community Charter* and the *Building Act*;
- C. has employed trained building officials for the purposes of this bylaw;

NOW THEREFORE the Council of the City of Port Alberni enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as “Building Bylaw No. 5077, 2023”.

PART 2: PURPOSE OF BYLAW

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.

- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to *construction* in the City in the public interest.
- 2.4 The purpose of this bylaw does not extend to
- (a) the protection of *owners, designers or constructors* from economic loss;
 - (b) the assumption by the City or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors or designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person a warranty of design or workmanship with respect to any *building or structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
 - (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the City is free from latent, or any, defects; or
 - (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw applies to the geographical area of the City and to land, the surface of water, air space, *buildings or structures* in the City.
- 3.2 This bylaw applies to the design, construction or *occupancy* of new *buildings or structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings and structures*.
- 3.3 This bylaw does not apply to
- (a) except as set out in Part 11 [*Retaining Walls*] of this bylaw, a fence;
 - (b) an accessory *building* with a floor area of less than 10 square metres;
 - (c) a trellis, an arbour, a wall supporting soil that is less than 1.22 metres in height, or other similar landscape *structures* on a parcel zoned for single-family *residential occupancy* uses under the City's zoning bylaw;
 - (d) a *building or structure* commonly known as "Canadian Standards Association Z240 MH series, Z241 series or A277 series", except as regulated by the Building Code.

Limited Application to Existing Buildings

- 3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the City, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.
- 3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to addresses any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction*, *alteration*, *excavation*, *reconstruction*, *demolition*, *removal*, *relocation* or change the use or *occupancy* of any *building* or *structure*, including other work related to construction
- (a) except in conformity with the requirements of the *building code* and this bylaw; and
 - (b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
- (a) unless a subsisting *final inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
 - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or construction undertaken pursuant to this bylaw.

- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.
- 4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building*, *structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the City on property in the administration of this bylaw.
- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.
- 4.10 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

- 5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the City will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;
 - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or

- (c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.
- 5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

- 6.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may
 - (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building or structure* complies with the requirements and provisions of this bylaw and the *building code*; and
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code*.

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the City, and must state the reason in writing.
- 6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions

contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

Right of Entry

- 6.5 Subject to section 16 of the *Community Charter*, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

- 6.6 Subject to applicable enactments, a *building official* may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the City or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
 - (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
 - (e) an *owner* to have work inspected by a *building official* prior to covering;
 - (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
 - (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
 - (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;
 - (i) an *owner* to correct any *unsafe condition*; and
 - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.
- 6.7 Every reference to “*owner*” in section 6.6 includes a reference to the *owner’s agent* or *constructor*.

6.8 Every person served with a notice under this Part must comply with that notice

- (i) within the time ordered, or
- (ii) if no time is ordered, immediately.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to

- (a) *constructing*, repairing or *altering* a *building* or *structure*, including a *pool* or *retaining wall*;
- (b) moving a *building* or *structure* into or within the City;
- (c) demolishing a *building* or *structure*;
- (d) *occupying* a new *building* or *structure*;
- (e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*.
- (f) changing the use or *occupancy* of a *building*,

unless the works are the subject of another valid and subsisting *building permit*.

7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

7.3 Every *owner* must

- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;
- (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all municipal inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
- (c) prior to the issuance of a *building permit*, execute and submit to the City an *owner's* undertaking in the form, where required by the *building official*.

- 7.4 Every *owner*-and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the City and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.
- 7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during construction,
- (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and
 - (b) post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address.

Damage to Municipal Works

- 7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.
- 7.7 In addition to payment of a security deposit under sections 10.8 to 10.14, every *owner* must pay to the City, within 30 days of receiving an invoice for same from the City, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Demolition

- 7.8 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide to the City a vacancy date;
 - (b) pay capping and inspection chamber installation fees as set out in the City's bylaws governing waterworks and sewer; and
 - (c) ensure that all municipal services and other services are capped and terminated at the property line in a City standard inspection chamber and valve arrangement.
- 7.9 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the *site* is levelled or graded, or made safe if levelling and grading are not possible.

Notice

- 7.10 Every *owner* must, at least 48 hours prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.
- 7.11 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 24 hours of when the change or termination occurs.
- 7.12 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.
- 7.13 Without limiting sections 10.30 to 10.37, every *owner* must give at least 48 hours' online or written notice to a *building official*
- (a) of intent to do work that is required or ordered to be corrected during *construction*;
 - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and
 - (c) when work has been completed so that a final inspection can be made.
- 7.14 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in Appendix A immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

- 8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.
- 8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.

- 8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The provision by the *owner* to the City of letters of assurance in accordance with the requirements of the *building code* shall occur prior to
- (a) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the City with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official*.

Requirement for a Registered Professional

- 9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application
- (a) prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) prior to a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the City with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
 - (c) except for garages, carports and garden structures, *foundation* and *excavation* components of new *simple buildings* and *additions* greater than 55 square metres to *simple buildings* in accordance with the *building code*;
 - (d) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;

- (e) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
- (f) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
- (g) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than two dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and
- (h) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
 - (i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
 - (ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the City.

9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 are relied upon by the City and *its building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.

9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.

9.7 For a building permit issued for the construction of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans

submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the City or its *building officials* on the *registered professionals*.

- 9.8 If a *building permit* is issued for a construction of a *complex building*, the *permit* fee is reduced by 10% of the fees payable under Appendix A to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the City's Official Community Plan as a development *permit* area;
 - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the City, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
 - (c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
 - (d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
 - (e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the City's sewage disposal system, the *owner* must apply for and obtain approval from the City and other applicable public authorities for an alternate *private sewage disposal system*;
 - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the City's waterworks system, the *owner* must apply for and obtain approval from the City and other applicable public authorities for an alternate water supply system;

- (g) if the parcel that is the subject of the *building permit* application is not intended to be connected to The City's storm water drainage system, the *owner* must apply for and obtain approval from the City and other applicable public authorities for the alternate storm water drainage and detention system; and
- (h) if all on site and off site works and services required by a City bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the City and deliver to the City letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must

- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the building code, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, firewalls and facilities;
- (e) include a copy of a survey plan prepared by a British Columbia land surveyor;
- (f) include a site plan prepared by a *registered professional* showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;

- (vi) north arrow;
- (vii) if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
- (viii) zoning compliance summary;
- (ix) the location, dimensions and gradient of parking and parking access;
- (x) proposed and *existing* setbacks to property lines;
- (xi) natural and finished grade at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;
- (xii) first storey floor elevation;
- (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiv) line of upper floors;
- (xv) location and elevation of curbs, sidewalks, manholes, and service poles;
- (xvi) location of *existing* and proposed service connections;
- (xvii) location and species of all trees greater than 10 centimetres in diameter;
- (xviii) location of top bank and water courses;
- (xix) access routes for firefighting;
- (xx) *accessible* paths of travel from the street to the *building*;
- (xxi) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the City's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (g) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and

ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;

- (h) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
- (i) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the City zoning bylaw and development permit;
- (j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;
- (k) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
- (m) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
- (n) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;
- (o) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section; and
- (p) include illustration of any slopes on the subject parcel that exceed 30%.

10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant

- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the City's subdivision and development servicing bylaw;

- (b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
- (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

10.4 An application for a *building permit* with respect to a *simple building* must

- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (e) include a site plan showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
 - (viii) the location, dimensions and gradient of parking and parking access;

- (ix) proposed and *existing* setbacks to property lines;
- (x) natural and finished grade at *building* corners and datum determination points;
- (xi) *first storey* floor elevation;
- (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiii) line of upper floors;
- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of *existing* and proposed service connections;
- (xvi) location and species of all trees greater than 10 centimetres in diameter;
- (xvii) location of top bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;
- (xx) zoning compliance summary; and
- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the City's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to

illustrate that the *building* or *structure* conforms with the City zoning and development permit;

- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (k) except for garages, carports and garden structures located on land, include a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*;
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section; and
- (n) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of section 10.4 of this Part, if a *project* involves

- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 square metres;
- (b) two or more *buildings* that will contain four or more dwelling units; or
- (c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant,

a *building official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the *project*:

- (d) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- (e) a roof plan and roof height calculations;
- (f) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;

- (g) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and
- (h) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Site and Location Information

10.6 Without limiting sections 10.2(f) or 10.4(d) of this Part, the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to

- (a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
- (b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaw have been complied with;
- (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
- (d) in relation to *construction* of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

10.7 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the City

- (a) the *building permit* fee prescribed in Appendix A; and
- (b) any fees, charges, levies or taxes imposed by the City and payable under an enactment at the time of issuance of the *building permit*.

Security Deposit with Building Permit Application

10.8 An applicant for a *building permit* must pay to the City, at the time of the application, the security deposit as prescribed in Appendix A of this bylaw.

10.9 The security deposit sum set out in section 10.8 of this Part

- (a) covers the cost borne by the City to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
- (b) covers the cost borne by the City to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
- (c) serves as the security deposit for provisional *occupancy* when the final inspection notice makes provision for a security deposit; or
- (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

10.10 The security deposit or applicable portion must be returned to the applicant

- (a) when the *building official* is satisfied that no further damage to public works or public lands will occur;
- (b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and
- (c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;

only if the applicant has requested the return of the security.

10.11 Any credit greater than the amount of the security deposit used by the City for the purposes described in sections 10.9 of this Part will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the City to complete corrective work to public lands, public works, or the site is recoverable by the City from the *permit* holder, the *constructor* or the *owner* of the property.

10.12 If the proposed work includes *excavation* or construction on lands within 10 metres of works or services owned by the City, the *owner* must deliver to the *building official* a signed agreement in a form prescribed by the City's Public Works Superintendent under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the construction associated with the *building permit* will be repaired by the *owner* at its expense and to the satisfaction of the Public Works Superintendent, and the *owner* must deposit with the City security in accordance with sections 10.8.

10.13 Any *application* or *permit* that was opened prior to the adoption of this bylaw and that has not been closed to the satisfaction of the *building official* within two years of the date of being opened expires on the earlier of:

(a) seven years from the date on which the *permit* was opened; or

(b) sixty days after adoption of this bylaw.

10.14 Any security or other deposits held by the City shall be forfeited and paid to the City as a fee for the cost of closing open applications or permits where an application or a permit expires prior to the owner receiving a final inspection report, a final occupancy permit or an extension of its effective date.

Permit Fee Refunds

10.15 No fee or part of a fee paid to the City may be refunded if construction of the *building* has started.

10.16 A *building permit* or other *permit* fee may be partially refunded as set out in Appendix A, only if

(a) the *owner* has submitted a written request for a refund;

(b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and

(c) the *permit* has not expired.

10.17 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.48 of this Part.

Design Modification

10.18 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the City a *building permit* fee based on the plan review hourly rate set out in Appendix A.

Construction Before Permit Issued

10.19 The *building permit* or other *permit* fee is doubled for every *permit* application if construction commenced before the *building official* issued a *permit*, to a maximum of \$10,000.00.

Expiration of Application for a Permit

- 10.20 A *building permit* or a mechanical *permit* application expires 180 days from the date a complete application is received under this Part if the *building permit* or mechanical *permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the City.

Issuance of a Building Permit

10.21 If

- (a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
- (b) the *owner* has paid all applicable fees set out in Appendix A and has provided security in accordance with section 10.8 of this Part;
- (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
- (e) the *owner* has retained an architect if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the City requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the City gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

- 10.22 Despite section 10.21, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

Compliance with the Homeowner Protection Act

- 10.23 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*

- (a) is covered by home warranty insurance; and

(b) the *constructor* is a licensed “residential builder” as defined in that Act.

10.24 Section 10.23 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.

10.25 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

10.26 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.47, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the City to do so.

10.27 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.48, permanent type fencing with privacy screen complying with the City’s Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

10.28 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under Appendix A. The transfer or assignment of a *building permit* is not an extension of a *building permit*.

10.29 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

10.30 If a *registered professional* provides letters of assurance in accordance with this Part, the City will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.

- 10.31 Despite section 10.30 of this Part, a *building official* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 10.32 A *building official* may attend periodically at the site of the construction of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 10.33 For all work in respect of *simple buildings* the *owner* must give at least 72 hours' notice to the City when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) *excavation*, within 24 hours of the start of *excavation*;
 - (c) *foundation* and footing forms, before concrete is poured;
 - (d) prior to inspection under section 10.33(e), plumbing located below the finished slab level;
 - (e) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;
 - (f) after inspection under section 10.33(e) hydronic heating pipes and below slab insulation;
 - (g) installation of rough-in plumbing before it is covered;
 - (h) installation of *building* services before being covered;
 - (i) rough in of factory-built chimneys and fireplaces and solid fuel burning appliances;
 - (j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (k) insulation and vapour barrier;
 - (l) *construction* of an exterior deck if the deck serves as a roof;
 - (m) on-site *constructed* tubs or showers and tub or shower trap tests;

- (n) the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and
 - (o) the *health and safety aspects of the work* and the conservation, GHG emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 10.34 A *building official* will only carry out an inspection under section 10.33 if the *owner* or the *owner's agent* has requested the inspection online or in writing in accordance with this bylaw.
- 10.35 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.33, if a *registered professional* provides letters of assurance, the City will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 10.36 No person may conceal any aspect of the work referred to in section 10.33 of this bylaw until a *building official* has *accepted* it in writing.
- 10.37 For work in respect of *complex buildings*, the *owner* must
- (a) give at least 48 hours' online or written notice to the City when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the *owner* or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
 - (b) give at least 48 hours' online or written notice to the City when requesting a pre-occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and Fire Services the compliance with the *health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable City requirements and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and
 - (c) cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required

Documentation described in this *bylaw*, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

- 10.38 The *building official* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the City or the applicable provisions of the *Homeowner Protection Act*.
- 10.39 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 10.40 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building official* is deemed to have issued a stop work order under section 10.38.
- 10.41 The *owner* must immediately, after the posting of a notice under section 10.38, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the City.
- 10.42 Subject to section 10.38, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.38 until the stop work order notice has been removed by the *building official*.
- 10.43 The notice referred to in section 10.38 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 10.44 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.
- 10.45 If a notice is posted under section 10.44, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

Inspection and Other Fees

10.46 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix A for

- (a) a second and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;
- (b) a special inspection during the City's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques; and
- (c) inspection required under this bylaw which cannot be carried out during the City's normal business hours.

Permit Expiration

10.47 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if the *permit* is not closed within two years of the date of issuance of the permit, or

- (a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
- (b) work is discontinued for a period of 180 days;
- (c) the work is not completed within two years of the date of issuance of the *permit*.

Permit Extension

10.48 A *building official* may extend the period set out under section 10.47 for only one period, not to exceed twelve months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if

- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and
- (b) the non-refundable fee set out in Appendix A has been paid.

Building Permit Revocation

10.49 The *building official* may revoke a *building permit* if there is a violation of

- (a) a condition under which the *permit* was issued; or
- (b) a requirement of the *building code* or of this or another bylaw of the City,

such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

10.50 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official*.

10.51 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".

10.52 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".

10.53 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under Appendix A, less

- (a) any non-refundable portion of the fee; and
- (b) 15% of the refundable portion of the fee.

Occupancy

10.54 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a final inspection notice has been issued by a *building official*.

10.55 A final inspection notice will not be issued unless

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
- (b) all aspects of the work requiring inspection and acceptance pursuant to sections 7.11 to 7.16 of Part 7 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;

- (c) the *owner* has delivered to the City as-built plans of works and *services* in digital format as required by the City;
 - (d) the *owner* has provided to the City a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and elevation determined in accordance with the City's land use regulations;
 - (e) all other documentation required under applicable enactments has been delivered to the City; and
 - (f) the *owner* has delivered to the City as-built drawings of the *building* or *structure* in digital format as required by the City.
- 10.56 When a *registered professional* provides letters of assurance in accordance with this bylaw, the City will rely solely on the letters of assurance when issuing a final report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design, the building code*, this bylaw and other applicable enactments respecting safety.
- 10.57 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under construction when
- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and
 - (b) the requirements set out in section 10.55 have been met with respect to it.
- 10.58 A final inspection notice may not be issued unless
- (a) all letters of assurance and the Confirmation of Required Documentation described in this bylaw have been submitted when required in accordance with the requirements of this bylaw;
 - (b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.30 through 10.37 of this bylaw have both been inspected and *accepted*;
 - (c) the *owner* has executed and delivered to the City every agreement, instrument or form required by the City in relation to the work or the site; and
 - (d) all required offsite works respecting safety have been completed.

Temporary Buildings

10.59 Subject to the bylaws of the City and orders of Council, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for occupancy if

- (a) the *permit* is for a period not exceeding one year; and
- (b) the *building* or *structure* is located in compliance with the City's zoning bylaw, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to City utility services.
- (c) application for the extension of a *temporary building* permit may be made prior to the one-year period is complete for consideration by Director of Development Services.

10.60 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application in the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include

- (a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;
- (b) plans and supporting documents showing construction details of the *building* or *structure*;
- (c) a statement by the *owner* indicating the intended use and duration of the use;
- (d) plans and supporting documents showing the proposed parking and loading space;
- (e) a written description of the *project* explaining why the *building* is temporary;
- (f) a copy of an issued development *permit*, if required;
- (g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;
- (h) a report or drawing by an engineer, architect or designer confirming compliance with the *building code*, this bylaw, the City's zoning bylaw and other applicable bylaws;
- (i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security
 - (i) may be used by the City to remove the *building* after one year of the date of the final inspection required under this bylaw; or

- (ii) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw; and
 - (j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.
- 10.61 Before receiving a *building permit* for a *temporary building* or *structure for occupancy*, the *owner* must pay to the City the applicable *building permit* fee set out in Appendix A.
- 10.62 A *permit fee* for a *temporary building* or *structure* is not refundable.

Sanitary Facilities

- 10.63 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *permit*, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a
- (a) sanitary sewer; or
 - (b) septic disposal system approved under the *Health Act*,
- by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

PART 11: RETAINING WALLS AND GRADES

- 11.1 No person may construct, or structurally repair, a *retaining wall* without a *building permit*.
- 11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.

PART 12: BUILDING MOVE

- 12.1 No person may move a *building* or *structure* into or within the City
- (a) except where certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *building code*; and
 - (b) a *building permit* has been issued for the *building* or *structure*.

PART 13: NUMBERING OF BUILDINGS

- 13.1 Immediately upon issuance of a *building permit* governing the *construction*, *alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the City
- (a) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and
 - (b) until such time as the *building* is removed from the site or has been demolished.
- 13.2 Despite section 13.1, the City's Director of Engineering may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.
- 13.3 Without limiting sections 13.1 or 13.2, the *building official* must, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction.
- 13.4 Without limiting sections 13.1 through 13.3, on issuance of an *occupancy permit*, the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the *building* such that the number is visible from an adjacent highway that is not a lane.

PART 14: POOLS

Swimming Pool Permit and Fencing

- 14.1 Without limiting section 5.1 of this bylaw, a person must not construct, or structurally repair, a swimming *pool* without a valid *building permit*.

- 14.2 A swimming *pool*, including a spa or hot tub must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.85 metres, a maximum height of 2.4 metres, and no openings greater than 100 mm at their greatest dimension.

Pool Gate

- 14.3 Access through a fence enclosing a swimming *pool*, spa or hot tub must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the swimming *pool*, spa or hot tub side of the gate.

Spa or Hot Tub Lid

- 14.4 In lieu of a fence, a spa or hot tub may be covered with a locking cover, which would prevent unauthorized access to the water.

Maintenance

- 14.5 A person may not use or *occupy* a swimming *pool*, including a spa or hot tub unless the *owner* or *occupier* of property on or in which a *pool*, spa or hot tub is located maintains every fence or cover required under sections 14.2 to 14.4 in good order. and without limitation maintains and repairs in good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

Leaks or Other Failures

- 14.6 A person may not obtain a valid and subsisting *building permit* for or use or *occupy* a swimming *pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *pool* will not cause or result in leaks or other failures of the *pool*.

PART 15: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 15.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the City incorporates by reference the British Columbia Energy Step Code in accordance with sections 15.2 through 15.5.
- 15.2 A *building* regulated by Part 3 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step Two of the Energy Step Code or as updated through the BC Building Code.
- 15.3 A *building* regulated by Part 9 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step Three of the Energy Step Code or as updated through the BC Building Code.

- 15.4 Any building regulated under 15.2 and 15.3 and constructed under a permit issued as of May 1st 2023 must include a building energy label posted prior to issuance of occupancy permit.
- 15.5 A *building* regulated by Part 3 or Part 9 of the *Building Code* may use the prescriptive approach to meet the minimum requirements of the Energy Step Code or as updated through the BC Building Code. The use of the prescriptive approach must be approved by the building official.

PART 16: ACCESS ROUTE FOR FIRE VEHICLE

- 16.1 Prior to the issuance of a *building permit* for a *building* under Part 9 of the *building code*, the *owner* must satisfy the *building official* that the *building* or *structure* for which the *permit* is issued will be served by a fire access route.

PART 17: OFFENCES

Violations

- 17.1 Without limiting Part 4 of this bylaw, every person who
- (a) violates a provision of this bylaw;
 - (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; and
 - (c) neglects to do anything required to be done under any provision of this bylaw,
- commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 17.2 Every person who fails to comply with any administrative requirement issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 17.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in Appendix A of this bylaw.

Deemed Offence

- 17.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 17.5 No person is deemed liable under section 18.4 who establishes, on a balance of probabilities, that the construction or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 17.6 Nothing in section 18.5 affects
- (a) the City's right to require and the *owner's* obligation to obtain a *permit*; and
 - (b) the obligation of the *owner* to comply with this bylaw.

Ticketing

- 17.7 The offences in Offence Bylaw No. 4929 Schedule A are designated for enforcement under s. 264 of the *Community Charter*.
- 17.8 The following persons are designated as bylaw enforcement officers under section 264(1)(b) of the *Community Charter* for enforcing the offences in Offence Bylaw No. 4929 *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.
- 17.9 The words or expressions set forth in Offence Bylaw No. 4929 are authorized pursuant to s. 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in the description column in Schedule A.
- 17.10 The amounts appearing in Offence Bylaw No. 4929 Schedule A Column A1, A2, and A3 are the fines established pursuant to s. 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

PART 18: INTERPRETATION

Definitions

- 18.1 In this bylaw

accepted means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

addition means an *alteration* to any building which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

alternative solution means an alternative solution authorized under the *building code*;

alteration means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw

Architects Act means the Architects Act RSBC 1996, c. 17;

building code means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

building official means the person designated in or appointed to that position by the City, and includes a building inspector, plan checker, plumbing inspector gas inspector, or electrical inspector designated or appointed by the City, and for certainty the *building official* is the “building inspector” referred to in the *Community Charter* and *Local Government Act*;

complex building means:

(a) a *building* used for a *major occupancy* classified as:

- (i) *assembly occupancy*;
- (ii) *care occupancy*;
- (iii) *detention occupancy*;
- (iv) *high hazard industrial occupancy*,
- (v) *treatment occupancy*; or
- (vi) *post-disaster building*,

(b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

- (i) *residential occupancy*;
- (ii) *business and personal services occupancy*;
- (iii) *mercantile occupancy*; or

(iv) *medium and low hazard industrial occupancy,*

coordinating registered professional means a *registered professional* retained pursuant to the *building code* to coordinate all design work and field reviews of *the registered professionals* required for a development;

construct includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

constructor means a person who *constructs*;

Engineers and Geoscientists Act means the *Engineers and Geoscientists Act* RSBC 1996, c. 116;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building that lie below the finished grade immediately adjacent to the building;

GHG means greenhouse gas;

health and safety aspects of the work means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing;

permit means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a final inspection notice, to occupy a *building* or part of a *building*;

pool means a *structure* or *constructed* depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth, at any point, exceeding 0.6 m, including an in-ground *pool* and hot tub;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

project means any construction operation;

retaining wall means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it and requires professional engineering;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as

- (a) *residential occupancy*;
- (b) *business and personal services occupancy*;
- (c) *mercantile occupancy*;
- (d) *medium hazard industrial occupancy*; or
- (e) *low hazard industrial occupancy*;

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.2 meters in height;

temporary building includes a sales office, construction office or a *structure* in which tools are stored during construction of a *building* or other *structure*;

value of the work means that amount that is calculated as follows:

- (a) for construction of a *building* containing a *residential occupancy* that is served by only one stove; or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of
 - (i) the declared *value of the work*; or
 - (ii) the value calculated using a method from Marshall Swift, an appraiser or another valuation method approved by the building official;
- (b) for all other construction, the greater of
 - (i) the declared *value of the work*; or
 - (ii) the value calculated using a method from Marshall Swift, an appraiser, or another valuation method approved by the building official.

18.2 In this bylaw the following words and terms have the meanings

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy*, *building*, *building area*, *building height*, *business and personal services occupancy*, *care occupancy*, *constructor*,

coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition;

- (b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service and soil*; and
- (c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.

18.3 Every reference to this bylaw in this or another bylaw of the City is a reference to this bylaw as amended to the date of the reference.

18.4 Every reference to

- (a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and
- (b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.

18.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

18.6 Appendix A are attached to and form part of this bylaw.

Severability

18.7 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

PART 19: REPEAL

19.1 BUILDING BYLAW NO. 4577, 2005 AND ALL AMENDMENTS THERETO, ARE HEREBY REPEALED.

READ A FIRST TIME this ____ day of _____, 2023.

READ A SECOND TIME this ____ day of _____, 2023.

READ A THIRD TIME this ____ day of _____, 2023.

ADOPTED this ____ day of _____, 2023.

Mayor _____

Corporate Officer _____

City of Port Alberni
BUILDING BYLAW No. 5077, 2023

Appendix A – Fees

Building permit	FEES
1) Base Fee	\$100.00
2) Plus, per \$1,000 of valuation, or portion thereof If a building permit is issued for a construction under the supervision of a Coordinating Registered Professional, the permit fee is reduced by 10% of the fees payable under this Bylaw, up to a maximum reduction of \$500.00.	\$7.00
Renewal of lapsed building permit	
(a) Base fee	\$100.00
(b) Plus, per \$1,000 of valuation, or portion thereof	\$9.50
Excavation and/or Foundation permit for Part 3 buildings	\$1,330.00 plus 1/3 the cost of the final building permit fee (plus applicable development cost charges)
Plumbing permit – per fixture	
(a) Base fee	\$65.00
(b) Per fixture	\$10.00
Fire sprinkler system – per fixture	
(a) Base fee	\$65.00
(b) Per sprinkler	\$2.00
Re-inspections (first inspection no charge)	\$100.00
Inspection – outside normal City business hours – per hour	\$200.00
Compliance inspection of existing buildings application	
(a) Up to 600 sq. m	\$100.00
(b) Over 600 sq. m	\$400.00
Transfer of building permit to new owner or update to owner's address	\$100.00
Plan check deposit – non-refundable	
(a) % of building permit fee	15%
(b) Minimum fee	\$100.00
This payment will be reduced from the final building permit issuance fees.	
Submission of new plans after plan review that include major changes that result in more than three hours of staff time to review, additional fees per hour of staff time may be applicable.	\$150.00

Installation of solid fuel burning appliance	\$100.00
Demolishing a building	
(a) Fee	\$100.00
(b) Bond fee	\$500.00
Siting of a manufactured building	
(a) For construction between \$30,000 and \$200,000	\$300.00
(b) For construction over \$200,000	\$600.00
Retaining walls – greater than 1.2 meters in height	\$150.00
Moving a building	\$200.00
Temporary building refundable security deposit This will be refunded in full upon removal of the temporary building.	10% of Construction Value
Report on equivalency with BC Building Code	\$200.00
Where any work has started prior to the issuance of a building permit	
(a) % of permit fee otherwise payable	200%
(b) Maximum penalty	\$10,000.00
Inspection or plan review not covered by other categories – per hour of staff time	\$75.00
Removal of Section 57 Notice on Title	\$500.00
Single family/two family dwelling – bonding against damage to the city street and final site servicing/grading	\$2,000.00
Multi-residential/commercial/industrial/institutional – bonding against damage to City Street and final site servicing/grading This fee is not applicable when the Owner has entered into a Works and Services agreement and provided necessary bonding	\$2,000.00 or \$110.00 per metre of frontage whatever is greater
Refunds – as a % of total building permit fees (excluding plan check deposit fee)	
(a) Prior to excavation or commencement of construction	85%
(b) After initiation of construction including foundation	0%
Any development cost charges paid as part of a building permit are non-refundable.	
Land title search This fee does not cover any other documents such as Covenants, Rights of Ways, etc. The cost of retrieving these from the LTSA shall be borne by the applicant. Land title searches are only completed as part of an application submission.	Fees are as per the LTSA charges
Note: Fees will increase annually at the rate of the CPI unless the bylaw is amended	


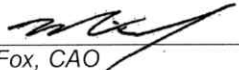
City of Port Alberni

BUILDING BYLAW No. 5077, 2023

Appendix B – Value of Work

For building permit applications for multi-family dwellings (three or more units), mixed-use, commercial, industrial, institutional, and all other categories not addressed above, at the discretion of the City, the value of construction shall be based on the contract price together with a reasonable allowance for extras or, where there is no contract price, the cost estimated by a Building Official of construction of the building according to the plans submitted in support of the permit application. The City reserves the right to use the Marshall Swift or other industry databases such as Altus or Butterfield Consultants to calculate the total construction cost, at its discretion.

Date: May 12, 2023
File No: 3360-20 2601 Burde Street
To: Mayor and Council
From: M. Fox, 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: 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 read a third time.
2. THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a third time.
3. THAT "Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5070.
4. THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5071.

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 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.

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

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

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

THAT "Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5070.

THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5071.

1. Council may decline to give third reading.
2. Council may provide alternate direction.

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 during subdivision. The covenant would require 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

At the Regular meeting on March 27, 2023 Council gave 1st and 2nd Readings to the proposed bylaw amendments, and advanced the bylaws to a Public Hearing. The Public Hearing was held on April 24, 2023 and the report has been attached for reference. A total of 74 letters were mailed prior to the Public Hearing section 466 of the *Local Government Act*. Notices were also placed in the newspaper and posted at the property. Ten (10) letters were received, and they were in support of the application. No members of the public spoke at the Public Hearing.

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


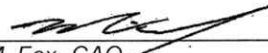
Staff recommend that amending bylaws 5070 and 5071 be given third reading and final adoption as the proposed land use aligns with the intent of OCP policy, and the requirements of the RR2 Rural Residential zone.

ATTACHMENTS/REFERENCE MATERIALS

- *Staff Report to Council | March 13, 2022*
- *Public Hearing Report | April 24, 2023*
- *OCP Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070*
- *Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071*

C: D. Monteith, Interim Director of Corporate Services
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector
R. Dickinson, Director of Engineering and Public Works

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

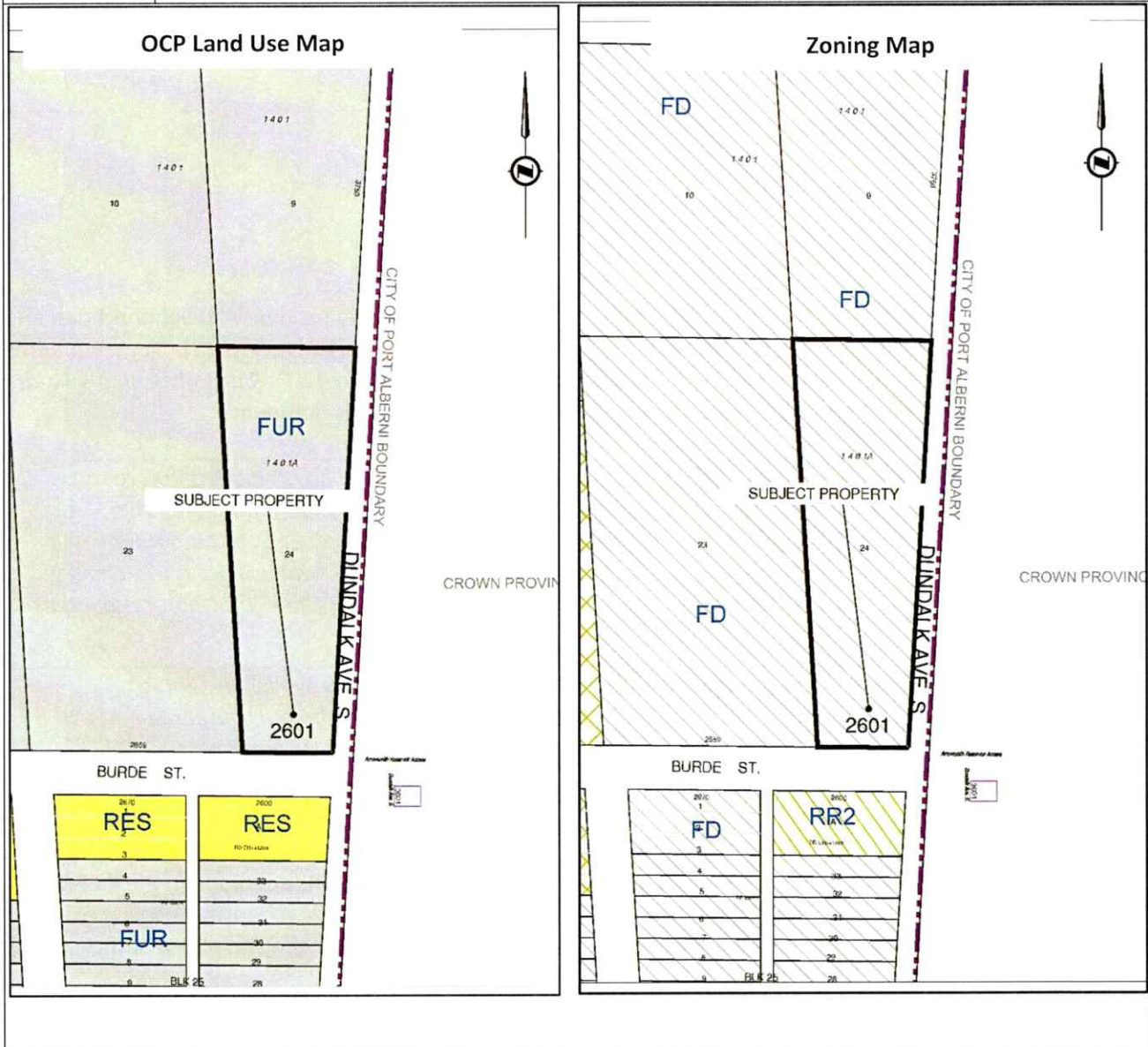
Location	At the east end of Burde Street at the corner of Dundalk Avenue near the boundary of the City of Port Alberni and the Alberni Clayoquot Regional District. Neighbourhood named “Arrowsmith Heights” in OCP.
Total Area	Property total approx. 10,279 m ² (2.54 acres)
Current Land Use (OCP)	Future 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:

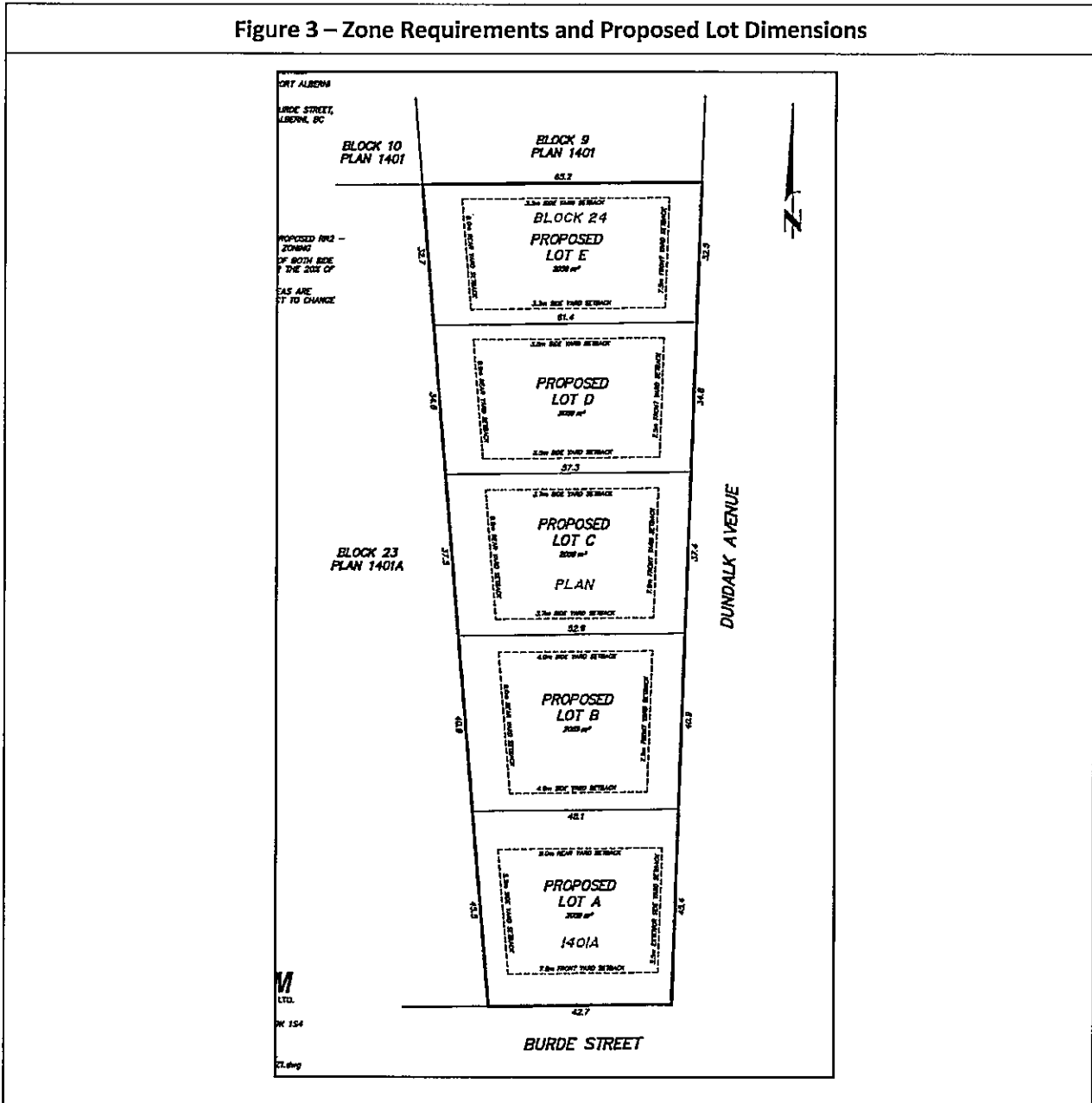
Current	5.8 FD Future Development	<i>The purpose of this zone is to retain land required for future development in large parcels, to the extent possible, so that urban development may someday proceed in an orderly fashion. These zone provisions enable lands to be used for open space, parks, or forestry 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

PUBLIC HEARING REPORT
Monday, April 24, 2023 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Absent: Councillor D. Haggard

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
B. McLaughlin, Planner
S. Darling, Deputy Director of Corporate Services

Gallery: 2

CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

Chair Minions noted that the Public Hearing is held pursuant to section 464, 465 and 466 of the *Local Government Act*. Chair Minions then invited the Deputy Director of Corporate Services to provide a summary of the application.

1. Description of the Application:

The Deputy Director of Corporate Services provided a summary of the application as follows:

The applicant has applied to amend the land use designation and zoning of the property located at 2601 Burde Street to enable a subdivision that would create five (5) low-density residential lots.

The proposed bylaws are:

- i. "Official Community Plan Amendment No. 40 (2601 Burde Street - Irg), Bylaw No. 5070".

The Bylaw, if amended, will change the designation of the site from 'Future Residential' use to 'Residential' use.

- ii. "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071".

The Bylaw, if amended, will rezone the site from 'FD Future Development' to 'RR2 – Rural Residential'.

2. **Background Information from the Development Services Department:**

Planner II provided background information regarding the proposed amendments by way of summarizing the report of April 13, 2023.

3. **Correspondence:**

- Email dated April 17, 2023 from C. Audet
- Email dated April 17, 2023 from D. Sutton
- Email dated April 17, 2023 from T. Audet
- Email dated April 19, 2023 from A. Prouten
- Email dated April 19, 2023 from T. Smith
- Email dated April 18, 2023 from L. Myrfield
- Email dated April 19, 2023 from M. & C. Salmon
- Email dated April 20, 2023 from A. Smith

4. **Late Correspondence Regarding the Matter:**

- Email dated April 20, 2023 from J. Fedirchuk
- Email dated April 18, 2023 from M. Vanderhoeven

5. **Questions/Comments from Council:**

Questions from Council included the following:

- Staff recommends a neighborhood plan not be required as a condition of development. What is the benefit of having a neighborhood plan?
A neighbourhood plan would cover the entire Arrowview Heights area including roads, parks, form and character, goals for the area, schools, etc. For a smaller development of such as this, it would be burdensome to request the applicant complete a neighborhood plan.
- Are the costs of a neighborhood plan born by the developer and if many small development applications are approved overtime, would that result in an unplanned neighbourhood?
At present the scope of development does not warrant a neighbourhood plan. The proposed application aligns with the intent of the Official Community Plan.
- What is the definition of Urban Density?
"Urban density" is mentioned in the Official Community Plan policy but is not defined. Staff consider rural zoning classifications in the Zoning Bylaw (RR1, RR2) to not be an "urban density" of development.
- Is there presently a waterline in place at the site?
Yes, but an extension is required to serve the additional properties. A private contractor would determine that design and City Engineering would approve the plan.
- Was any correspondence received from the adjacent property owners?
Previous to first and second reading of the amending bylaws, staff mailed pre-engagement letters and there were concerns noted related to increased traffic and water pressure. Engineering and Public Works have since provided an updated Engineering Services Report that outlines requirements.

6. **Public Representation:**

The applicants were in attendance and were asked if they wished to speak to the application. They declined on the merit that the Planner had effectively provided the relevant information.

7. **Closing Remarks by the Chair:**

I would like to remind those present that once the Public Hearing has closed, members of Council may not, as a group or as individuals, receive any further oral or written presentations on this matter, including what might be perceived as informal discussions immediately after the termination of this meeting. I ask all parties to comply with this.

Before closing the Public Hearing, Chair Minions called three times for any further speakers on any of the matters contained in the proposed bylaws.

Chair Minions called the first time for any further input from the public.

Chair Minions called for a second time for input from the public.

Chair Minions called for a third time for input from the public.

There being no further speakers, Chair Minions declared the Public Hearing closed.

8. **Termination of the Public Hearing:**

MOVED and SECONDED, THAT this Public Hearing terminate at 6:17 pm.

CARRIED

Sara Darling
Deputy Director of Corporate Services

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 27th day of March, 2023.

READ A SECOND TIME this 27th day of March, 2023.

A PUBLIC HEARING WAS HELD this 24th day of April, 2023.

READ A THIRD TIME this day of , 2023.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

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 27th day of March, 2023.

READ A SECOND TIME this 27th day of March, 2023.

A PUBLIC HEARING WAS HELD this 24th day of April, 2023.

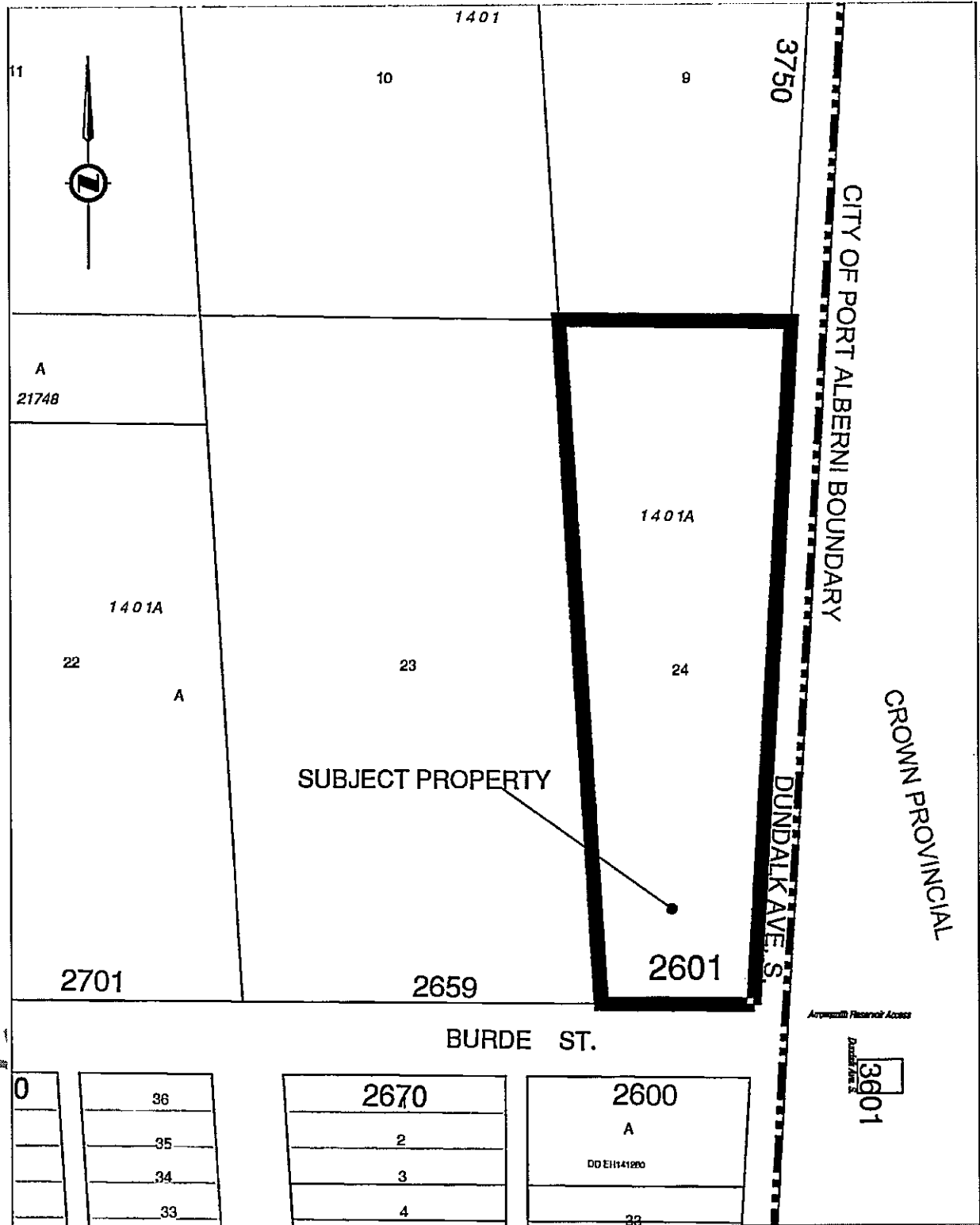
READ A THIRD TIME this day of , 2023.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5071



RECEIVED

MAY 12 2023

CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Heritage Commission Meeting

April 5, 2023

Minutes

Location:
McLean Mill

Attendees:

City Council	Charles Mealey
Community Arts Council	Claudia Romaniuk
Community at Large	Colin Schult
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
School District 70	Pam Craig
Staff	Willa Thorpe

Regrets:

ACRD
Tseshah First Nation

<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 type="checkbox"/> Other

File # 0540-20- AVMHC **RCN May 23/23**

Called to order: 7:02pm

1. Moved by Pam that the agenda of the April 5, 2023 meeting be approved as circulated.
2. Moved by Ken that the minutes of the March 1, 2023 meeting be approved as circulated.
3. Old Business
4. Correspondence
 - a. BC Arts Council → 2023 Operating Grant at AV Museum
 - b. Ladysmith & District Historic Society → Invitation to attend an event on May 27, 10am – 4pm at the historic railyard
5. New Business – none
6. Reports
 - a. Regional District – no report
 - b. Community Arts Council
 - i. Gallery Exhibits
 1. Alberni Valley Landmarks – January 31 to March 24. People's Choice Winner – Shelley Penner
 2. Climate Change – March 29 – May 26. Meet and Greet was Saturday, April 1. 26 Artists exhibiting, 14 are new to us. 45 pieces of



Heritage Commission Meeting

April 5, 2023

Minutes

art. 73 people attended the meet and greet, including most of the artists.

3. June 1 to 23 Student art exhibit – Grad at the Grove – Meet and Greet Saturday June 3, 1-3

ii. Workshops

1. Connie Chaplin – Eco/Botanical printing on watercolour paper and silk scarf workshop April 22
2. Susan Schaefer – Through the Forest – into the Light, acrylic painting workshop May 6
3. Susan Schaefer – Sunflowers – acrylic painting – Saturday July 15

- iii. Website → Melissa and Meghann Rader, one of our new board members, have been working on a new design for our website, making it more user friendly

- iv. Boardroom → The upstairs boardroom in our gallery has been rented for April 13, 14, 15, and 16. We are looking at other opportunities for renting this room and space.

- v. Raffle → We are getting our spring raffle basket ready for April 11 – June 24.

- vi. Book Sale → We were happy to be allowed access to Gill School for the following year.

- vii. Moving → We are moving the remainder of our stuff from Rollin on April 14 to a storage facility secured for us by the city.

- viii. Solstice Arts Festival → June 17, 11am-6pm.



Heritage Commission Meeting
April 5, 2023
Minutes

c. Maritime Heritage Society



PAMHS Report to the Heritage Commission
April 5, 2023

- **Newsletter** - the April edition of our newsletter "Ahoy Mateys" is now complete and will be emailed out to members shortly.
- **Craft Drop In** – A kids Craft Drop-In was held on Wednesday, March 22. 46 people (25-30 children) attended throughout the day, for an average of 30 mins per visit. Paper lighthouses, wooden ship paint craft, button-maker were popular choices. Watch our Facebook page for future kids craft events.
- **Dory Build** – Chris Johnson is building a small traditional Grand Banks Dory (wooden rowboat) in the shipyard. This project will take 12 weeks, and is open to the public to watch on Thursdays. The vessel will be constructed using hand tools. Check out the plans for this interesting project on our Facebook Page.
- **Lighthouse Repairs** – This iconic Port Alberni waterfront building is now over 20 years old and while it has been well maintained it is showing its age. The Roof was replaced in 2022 and major repairs to the building siding are still required. This will be an expensive project with quotes in the order of \$50,000 to complete the work. PAMHS is fundraising, applying for available grants, and looking for community donors to help us get this done.
- **Open Hours** – We are now open 4 days a week, Thursdays to Sundays from 11am to 4pm. Stop in to our Gallery and Lighthouse to meet our Facilities Coordinator Chris Johnson and learn some interesting facts about our maritime history in Port Alberni. If you haven't renewed your membership for this year stop by.
- **Visitors** - In March we had 149 visitors to our Facilities which is a significant increase from 68 we had in February.

d. Chamber of Commerce

- i. March has finally brought sunny skies and we are feeling the effects. The Visitor Center welcomed 343 visitors last month most in the final couple of weeks. We continue to finalize our financials for 2022 and work on our budget for 2023. Planning for our busy season at the Visitor Center and the continuation of the Ambassador Program at the Grove is ongoing. We are still looking for volunteer Ambassadors for 3 or more hours a week. If you know anyone who would like to help, please have them contact us at the visitor center.



Heritage Commission Meeting

April 5, 2023

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- ii. The McLean Mill 10km, formally the Paper Chase Run, took place on Apr 2. This will be the final year that this event is spear-headed by the Chamber and we are proud to be handing it off to Ridgeview Health and Performance. Sasha Visona and her team did an amazing job this year helping us welcome 407 runners. Over 700 people registered but some may have been scared off by the forecast. In truth the weather could not have cooperated better and the 550 racers and spectators enjoyed an amazing morning at McLean Mill. Delicious food from Starboard Grill, cold beer from Dog Mountain Brewing and awards from Two five oh Awards and Design and Billy Beauty Inc, along with help from many generous sponsors made this a stand out part of this year's series. Thank you to the many volunteers who helped out and we look forward to finalizing our numbers and donating the proceeds to KidSport.
 - iii. We decided to postpone our Network Event for March 29th due to ongoing developments around the evolution of rail and the Island Corridor. We look forward to holding a meeting around this topic once things are more definite and settled. Please watch our website and Facebook page for more information about upcoming events.
 - iv. Jolleen Dick has now officially joined us as the new CEO of the Alberni Valley Chamber of Commerce. We are truly excited to have her passion and experience leading us into the next chapter at the Chamber and invite you to reach out to welcome her.
- e. McLean Mill
- i. We continue to prepare for the 2023 season. Site clean-up has been front and center as we prepare to welcome our guests this spring and summer. Winter has left its mark, as always, so removing branches, filling potholes and deep cleaning our buildings to prepare for the first big event of 2023 has taken most of our time.
 - ii. Speaking of our first event McLean Mill played host to the rebranded Paper Chase run on Apr 2nd. Presented by Ridgeview Health and Performance and the Alberni Chamber of Commerce and now called the McLean Mill 10km, as part of the Vancouver Island Race Series, this race welcome runners from all over the Island. We estimate over 550 people enjoyed the heritage and nature of our unique environment as they stretched their legs over a challenging run.
 - iii. The campground started booking as of March 16th and we welcome our first campers on April 7th. We are once again be offering 7 serviced RV sites, 2 non-powered RV sites and 5 tent sites. E-Bike rentals are also available now to reserve on-line for those who wish to take in the trails on wheels and are free to those 55+ as an ongoing part of the Bike SEAT program.




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- iv. We are working on interpretive signage for our Self-Guided Walking tours. These 30 A Frame signs will work with an updated site map to share pictures and information about key stops and points of interest as visitors tour the grounds. Each sign will also encourage guests to book a guided tour to unlock all the history and stories of McLean Mill. We will be unveiling these on our official opening day Thursday May 18th.
- v. As always, we are proud to be the stewards of this key attraction of our community and are excited that 2023 brings us the opportunity to share it with our residents and visitors alike.

f. Industrial Heritage Society



Western Vancouver Island Industrial Heritage Society

April 5th, 2023 Report to the Heritage Commission

1. The IHS held two Parks and Rec Visits over spring break, and three Elementary school classes have scheduled visits. The kids got to go around to four different stations and learn about multiple aspects of Industrial Heritage, while also getting to do a craft that they got to take home. A 'Father & child' event is being organized in conjunction with the Museum for Fathers' Day weekend.
2. Richard Spencer and David Hooper worked on reporting and getting the word out when the Two-Spots bell was discovered stolen on March 22nd. The police and media were notified, as well as the local pawn shops and foundry. Bert Simpson has tightened up the security fencing and gate around the un-alarmed section of the Roundhouse. He has also made the "No 2" nose button more secure -e. more work to steal. However, the blunt reality is that thieves find no difficulty in penetrating the chain-link fencing and locks are easily cut these days. The IHS is looking into better security options for the Roundhouse going forward.
2. Directors and Members are preparing for our Annual General Meeting on April 12th at 7:00pm at Echo Centre. We will have our election of directors and a guest speaker presentation by Frank Holm on the "History of the Alberni Inlet".
3. Two larger events are in the works around the IHS, one being the Annual Antique Truck Show held at the Industrial Heritage Centre Labour Day Weekend, and the No. 7 Steam locomotive Festival which will be held at the roundhouse in early August.
4. In consultation with the Fire Department, IHS members, led by Bob East, have been implementing the new Fire Safety Plan, with new signage, lighting and procedures.
5. After three years of 'Covid' dislocation, the Crew is trying to resume a regular Maintenance programme at the I.H.C. The crew are continuing systematic maintenance and repair work on vehicles in the City's Industrial Collection. Our main lowbed was recently re-decked, painted and inspected; the 1937 McLeans' "White" is presently getting a Brake job and work done on the Carburetor. The 1938 "Mack" received new brakes. The 1955 "Brock Hayes" was serviced and the brakes checked out and the 1932 "Hayes-Anderson" has been receiving necessary attention, too.
6. Vegetation control (blackberry cutting) is resuming at the APR site.



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g. Historical Society

- i. May 18, 2023 is the date for the Alberni District Historical Society AGM. This meeting will be held in Echo Centre at 7pm.
- ii. Volunteer hours for March was 222 3/4. Thanks to our dedicated volunteers.
- iii. Researching is ongoing mostly via emails. E-transfer is so great for receiving donations for this research.
- iv. Do you know of a local organization that will be folding? The Archives collects minutes and financials from their AGM's and lists of their Board of Directors. Please let the organization know of our service.
- v. The Archives are open Tues.-Thurs., 11am to 3 pm.

h. Community at Large

April activities around town:

5th – PA Blood Donation Event – BW Barclay 2-645pm

6th – Mount Klitsa Garden Club – 7pm Echo Centre – Speaker on Medicinal remedies from Wild Herbs

7th – Easter Extravaganza – Hansen Hall Society event by Northgate Church 230-430

7th – Friday Night Market @ Harbour Quay 4-8pm event by Wesco Foods, local food vendors, artists, crafters, and music

7th – Easter Bunny – hosted by Steampunk Café 10-3, photos by donation to Salvation Army

8th – AV Easter Egg Hunt by BC Volunteer Fire Dept 1130-130

8th – Community Easter Egg Hunt – First Baptist Church 12-2

9th – Bunny Trail Walk – BC Community Hall 11am-1pm, bunnies, bugs and animals created from repurposed items

11th – AV Nature Club 7pm basement of Christian Reformed Church, speaker is Forest for Dinner

13th – Cougar Annie's Tales @ Chars Landing – 730pm

14th – Tsunami 11th Relative – documentary – Echo Community Centre – event by AV Emergency Program 630-8pm – free entrance to promote Tsunami Preparedness Week Apr 6-15

15th – Battle of the Bands – The Zattzoo Project – Rainbow Room 6pm

16th – Greater Victoria Police Chorus – ADSS Theatre, sponsored by CCFB, 2pm, tix from the Grove

16th – Dragon Boating, open house at SL Landing 11-3pm, open to everyone over 15

19th – The OK, Dope Stand-Up Comedy Tour live at DMB 8pm

19th – AVTTS monthly meeting @ Char's Landing 6pm

20th == I Hate Hamlet – Portal Players April 20-May 6, Thurs/Fri/Sat.

20th – French Movie Night – AES 6-8pm



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La Guerre des Tuques - for younger viewers
L'arracheuse de Temps - for older children (subtitles available)
20th – Big Beast Stand-Up Comedy – 4680 Victoria Quay (RCL) \$25 8pm
21st – Alberni Arts Hub at the AV Makerspace 7-9pm
Tour the venue, meet artists, creatives and arts supporters. Also meet the Octopus
22nd – PA Community Clean Up – register to clean up your neighbourhood,
favourite park or street
22nd – 2023 McLean's Mill 3d Shoot event by Alberni Bowmen Archery Club –
Camping/Lunches/Pig Roast
22nd – Downtown Mischief in PA – Kinsmen Club 8pm
22nd – Bloomin' Tea @ trinity Hall – Don your prettiest Spring Hat 1-3pm \$15,
entertainment, prizes, etc.
23rd – Come try Ringette – AV Multiplex free for ages 4 and up 10-12
23rd – Barkley Sounds Community Choir celebrate 20 years with a Spring Medley –
AV United Church 2pm
27th – Work BC Annual Career Fair – PA Athletic Hall 9am-3pm – Event by BC RCMP
27th – Alberni District Co-Op AGM @ BW Barclay 630pm
28th – Pet Teeth Cleaning -- @ Animal Ark 10am-5pm
29th – Space Cowboy – Steve Miller Tribute Band – Kinsmen Club 7-10pm

i. School District

- i. Superintendent Tim Davie and Trustees Craig, Ransom, Washington and Zanette attended a two-day Alberni Valley Opioid Crisis Forum at Tseshaht Maht Mahts Gym March 27 & 28. The purpose of the gathering of First Nations, Hereditary Chiefs, many community groups, Health representatives, RCMP, First Responders. Education and more, developed strategies to address the Opioid Crisis in the Alberni Valley. The group is pursuing avenues of government support for a local 'Healing Centre'. The Community Action Team presented a report "Humans- Hear Their Voices" <https://youtu.be/dCqXwtK3DDw>
- ii. The Board of Education spent two days on the west coast Mar 30 & 31 meeting with Ucluelet Council and Tofino Council, Trustees Toured all three schools on the coast and attended the
- iii. Tla-o-qui-aht presentation of "naa?uu" a depiction of the history of the Tla-o-qui-aht First Nation.
- iv. The official opening of the newly seismic upgraded Ucluelet Secondary School has been slated for June 21, 2023 on the National Indigenous Peoples Day.
- v. The Board of Education is now amid conducting consultation with partner groups to develop a new 'Strategic Plan'. There is an opportunity for



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parents and community to contribute to the Strat Plan on the School District website – check it out until April 28th.

- vi. Budget discussions are ongoing – the deadline for submission to the Ministry is in June.
- vii. Spectacular “High School Musical” performed at ADSS Mar 31 & April 1. Students, directors, teachers & ADSS Admin, stage crew and ADSS musicians all put on an amazing show. A huge cast of many had an experience to last them a lifetime.



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j. City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held March 27, 2023.
This is not the official minutes. For more information, please contact the Director of Corporate Services at 250.720.2823 or email: danielle.leurebourg@portalberni.ca

Introductory Remarks from Mayor Minions
Mayor Minions introduced the City's new Chief Administrative Officer, Michael Fox.

■ **PUBLIC INPUT**

M. Youd
Spoke to a petition submitted to Council by residents of 6th Avenue [Melrose Street to Bruce Street] requesting that capital infrastructure funding previously allocated for the area not be deferred.

J. Leskosek
Corrected an item of public input provided by himself during a previous Council meeting.

■ **DELEGATIONS**

Rotary Club | Community Clean Up Day
Council provided support for the Rotary Club community wide clean-up day scheduled Saturday, April 22nd from 10 am - 2 pm in conjunction with Earth Day and authorized staff to provide a donation of gloves, trash bags, and litter grabbers from the Public Works department. For more information or to volunteer, please call 250.731.6555.

■ **UNFINISHED BUSINESS**

Five Year Financial Plan 2023 – 2027, Bylaw No. 5075
Council approved a number of amendments to the Five Year Financial Plan bylaw and provided second reading. For information on the Financial Planning process including ways to participate, visit www.portalberni.ca/budget.

Financial Plan Q&A Summary
Council received the summary of questions and responses as it relates to the 2023 – 2027 Financial Planning process.

March 6th CoW Recommendations
Council endorsed recommendations from the March 6th Committee of the Whole meeting directing staff to prepare reports as it relates to the establishment of reserves and increases to Development Cost Charges.

March 20th CoW Recommendations
Council endorsed recommendations from the March 20th Committee of the Whole meeting directing staff to prepare a report related to the feasibility of additional funding for softball field repair and maintenance in the 2023-2027 Financial Plan.

Council further endorsed the recommendation that Growing Communities Fund requests be brought forward with provincial criteria as staff are made aware of them.

■ **STAFF REPORTS**

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

■ **BYLAWS**

"Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" and "Zoning Map Amendment No. 58 (2601 Burde Street – Irg) Bylaw No. 5071" were introduced, given first and second reading, and advanced to a Public Hearing to be held on Monday, April 24, 2023 at 6:00 pm in City Hall Council Chambers.

The proposed bylaws upon adoption will enable a subdivision application that would create five (5) low-density residential lots.

■ **PROCLAMATIONS**

On behalf of the Guillain-Barré Syndrome/Chronic Inflammatory Demyelinating Polyneuropathy Foundation of Canada, Council proclaimed the month of May 2023 as 'GBS and CIDP Awareness Month' in Port Alberni.

■ **CORRESPONDENCE**

BC Farmers' Markets Nutrition Coupon Program
Council directed 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.



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Council also received their correspondence summary which included letters from:

- Union of BC Municipalities | Response to Council Resolution Re: Safe and Clean Affordable Housing
 - C. & B. Yeo | Rex Road City Boulevard
 - O. Brown | Echo Pool Closures
 - D. Isbister | Pool Facility Closures
 - Alberni Valley Ringette Association | Ice Time Bookings
 - Ministry of Forests | Spongy Moth Eradication Pesticide Use Permit Issued for Aerial Spraying
 - Ministry of Forests | Interfor Corporation's Tenure Dispositions in Coastal BC
 - Union of BC Municipalities | Strategic Priorities Fund Application for Integrated Asset Management and GIS Strategy (22-0912-SPF)
 - Union of BC Municipalities | Strategic Priorities Fund Application for Sustainable Environmental Infrastructure Upgrade – Phase 1 [Argyle – 1st to 3rd] (22-0571-SPF)
 - R. Brandon, D. Platka, D. & L. Brown, and M. Forcier, | Falls Street Hedge Enforcement Complaints
- Council deferred enforcement of the respective provisions of Zoning Bylaw 4832 pending the May 15th Committee of the Whole meeting at which time a report will be brought forward for consideration outlining alternatives on the matter.
- Mosaic Forest Management | Watershed Fact Sheets
 - R. Toso | Commercial Parking Enforcement
 - M. Youd | 6th Avenue Capital Funding Petition

■ **REPORT FROM IN-CAMERA**

Rail Trail Agreement

Council released execution of 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.

Alberni Harbour Quay

Council released Notice of its Intent to lease the following units at the Alberni Harbour Quay for a five-year term:

- Unit 9 to M. Clark and D. Jones | Ideal Me
- Unit 13 to K. Smith | Sea Dragon Studios
- Unit 16 to L. Gover | Sassy Woodpecker

2023 – 2027 Five Year Financial Plan, Bylaw No. 5075

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

■ **NEW BUSINESS**

ALC Non-Farm Use Permit on ALR Land

Council supported Tseshaht First Nation's application for non-farm use for a proposed campground noting 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.

Temporary Expanded Service Area

Council extended the Temporary Expanded Service Area to December 31, 2024 to permit patios to continue operating on City owned land and authorized an application fee of \$300.

Council further directed staff to establish a Bylaw outlining the process for which approval of permanent or seasonal patios on City owned land is undertaken.

Shaw Cablesystems Limited | Municipal Access Agreement

Council authorized execution of a Municipal Access Agreement between Shaw Cable and the City of Port Alberni.

■ **QUESTION PERIOD**

R. Fraser

Inquired regarding financial plan amendments and other budget related items.

J. Leskosek

Inquired regarding public access and safety guidelines as it would relate to sidewalk patios.

■ **COUNCIL MEETINGS**

We encourage you to remain informed on City business and community topics by following meetings of Council which are livestreamed on the City website, portalberni.ca, at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

■ **MEETINGS AT A GLANCE**

Wednesday, April 5th

7:00 pm – Alberni Valley Heritage Commission
McLean Mill

Tuesday, April 11th

2:00 pm – Regular Council
Council Chambers



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k. Museum

i. Exhibits:

1. The George Clutesi exhibit opened on March 18; the official gala opening is Saturday April 22, at 2pm. The exhibit is amazing and has already been well received and lots of interest. We are working with family elders and contractors to plan the opening, special events and school programs during the run of the exhibit. School programs are in development now as is a Pro-D workshop for teachers. Other events in process include a book club event and two summer art event/lecture programs Kirsten and Shelley have devoted a lot of time in the design, research, planning and installation as well as facilitating communication between the research team in Victoria and the Clutesi family.
 2. Eyes on the Skies: Managing Air Traffic in Canada (September to January) from the Canadian Aviation and Space Museum. Eyes on the Skies examines the rapid evolution of air traffic management, exploring the systems, people, and technologies that keep these busy skies safe.
- ii. Work is beginning on the planning for the 2024 biannual Art Invitational exhibit.
 - iii. Film Fest – The winter series has been successful with one film remaining in the series for April 23 – it is sold out.
 - iv. Museum Shop – We have some special sales on right now and will be gearing up for spring and summer seasons. The Easter line from Peace by Chocolate is selling well.
 - v. School and Public programs – Birthday parties continue to book up fast, we are preparing school and public programming for the Clutesi exhibit, and working on some public spring programs: A Mother's Day Tea, Father's Day event at the IHC, International Museum Day program. We just ran two successful Spring Break Camps and are working on planning summer camps.
 - vi. Research work is still underway with members of the Hu-Ay-Aht and their contract curator regarding repatriation of artefacts.

l. Hupačasath First Nation – no report

m. Tseshaht First Nation – no report

7. Next Meeting


- a. Wednesday, May 3 → 7pm (Maritime Heritage)



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8. Adjourn
 - a. Moved by Colin to adjourn the meeting at 8:19pm

Date: May 15, 2023
File No: 3900-20-5075-01
To: Mayor & Council
From: Mike Fox, CAO
Subject: **2023-2027 Financial Plan Amendment | Garbage Truck & Water Meters**

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

- a. THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" Capital Plan, to increase the funding allocation for "Replace 2018 Freightliner Garbage Truck #401" to \$523,940 coming from the Equipment Replacement Reserve Fund.
- b. THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" by adding the funding allocation for "2023 Water Meter Renewal" to \$300,000 coming from the Water Fund Reserve.

PURPOSE

To seek an amendment to the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" Capital Plan for the purchase of the new Garbage truck and inclusion of the 2023 water meter replacement project in the 2023 Capital Plan listing.

BACKGROUND

Section 165(1) of the *Community Charter* provides authority for the City's Five-Year Financial Plan. Section 165(2) allows Council to amend the Financial Plan, by bylaw, at any time in order to provide for changes that occur during the year. The City's practice, which is common among other municipalities, is to review budget to actual amounts for revenues and expenditures and/or capital project changes throughout the year and to amend the City's Five-Year Financial Plan towards the end of the year so the Plan accurately reflects budget projections for operations and capital.

ALTERNATIVES/OPTIONS

1. THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" Capital Plan, to increase the funding allocation for "Replace 2018 Freightliner Garbage Truck #401" to \$523,940 coming from the Equipment Replacement Reserve Fund, and THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" by adding the funding allocation for "2023 Water Meter Renewal" to \$300,000 coming from the Water Fund Reserve.
2. That Council not approve additional in the Financial Plan.
3. That Council provide alternate direction.

ANALYSIS

When sourcing the replacement value for the garbage truck last fall, the approximate value provided did not include all inputs into the new vehicle (some attachments). This is the reason for a shortfall funding on the replacement. Inflation still is having an effect on the cost of supplies and service.

Council provided direction in the *"City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023"* Capital Plan for water meter replacement on March 27, 2023 to *"add \$300,000 in 2023 Capital Fund from Water Reserve to complete works in capital work associated with Meter replacement in 2023."* When the budget amendments were completed this was not included in the Capital plan document for presentation.

IMPLICATIONS

As it relates to the solid waste fleet, funding comes from utility fees. The increase in funding for the garbage truck will be from the Equipment Replacement Reserve Fund [ERRF] this year. This budget amendment will increase the contribution to the ERRF in future year to provide the funding required for future replacements. The increased cost for the replacement of garbage trucks set will form part of the Solid waste collection rates charged to property owners participating in the service.

The intent to have the 2023 water meter work undertaken was direction previously provided by Council during the Financial Planning process. This amendment to the presentation will provide that in the budget document. Funding is from the Water Fund Reserve.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

- *"City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023"*
- *"Procurement Policy - 3009-1" [Ref]*

SUMMARY

These amendments are presented to Council in order to provide funding to complete the planned work in the current year after the *"City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023"* has been adopted. These amendments are common when actual costs are realized and additional funding is required to undertake planned procurement. Staff must seek an increase to funding through an amendment to the 'Financial Plan' if there is no budget authority to proceed. Once the amendment is supported staff can then action the purchase or financial activity.




ATTACHMENTS/REFERENCE MATERIALS

N/A

c: C. Wright, Manager Operations

Date: May 12, 2023
File No: 4320-50-4630 Adelaide St.

To: Mayor and Council
From: M. Fox, CAO
Subject: **Council Resolution – Manufacturer Licence New Outdoor Patio application for Alberni Brewing Company**
4630 Adelaide Street, Port Alberni
Applicants: H. Welsh, Alberni Brewing Company

Prepared by:  H. Stevenson Planner I	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT Council for the City of Port Alberni support the Manufacturer Licence New Outdoor Patio application for Alberni Brewing Company operating at 4630 Adelaide Street and endorse the comments and reasons for support as provided in the report from City staff dated May 12, 2023.

PURPOSE

Council resolution and comments are required regarding Alberni Brewing Company's Manufacturer New Outdoor Patio application at 4630 Adelaide Street, Port Alberni.

BACKGROUND

Alberni Brewing Company has applied to the LCRB to add a New Outdoor Patio to their Manufacturer Licence. Pursuant to Section 38 (1) of the *Liquor Control and Licencing Act*, such a liquor licence must not be issued or amended unless the applicant has given the local government notice of application in accordance with the regulations. Council is required to consider the location of the establishment, person capacity, and hours of liquor service of the establishment when providing a resolution regarding the application.

Location

The subject establishment is located at 4630 Adelaide Street, approximately 64 m north of the Johnston Rd. and Adelaide St. intersection. The property is zoned *C7 Core Business* in *Zoning Bylaw No. 4832* and is surrounded by other *C7* properties and *C5 Transitional Office* properties.

Table 1: Site Context	
Location	64 m north of the Johnston Rd. and Adelaide St. intersection.
OCP Schedule A - Land Use Designation	<i>GCO General Commercial</i>
Zoning Classification	<i>C7 Core Business</i>
Surrounding Neighborhood Land Use	North: <i>C7 Core Business</i> (commercial use)
	South: <i>C7 Core Business</i> (commercial use)
	East: <i>C7 Core Business</i> (commercial use)
	West: <i>C5 – Transitional Office</i> (residential and small-scale commercial uses)

Figure 1: Subject Property Map

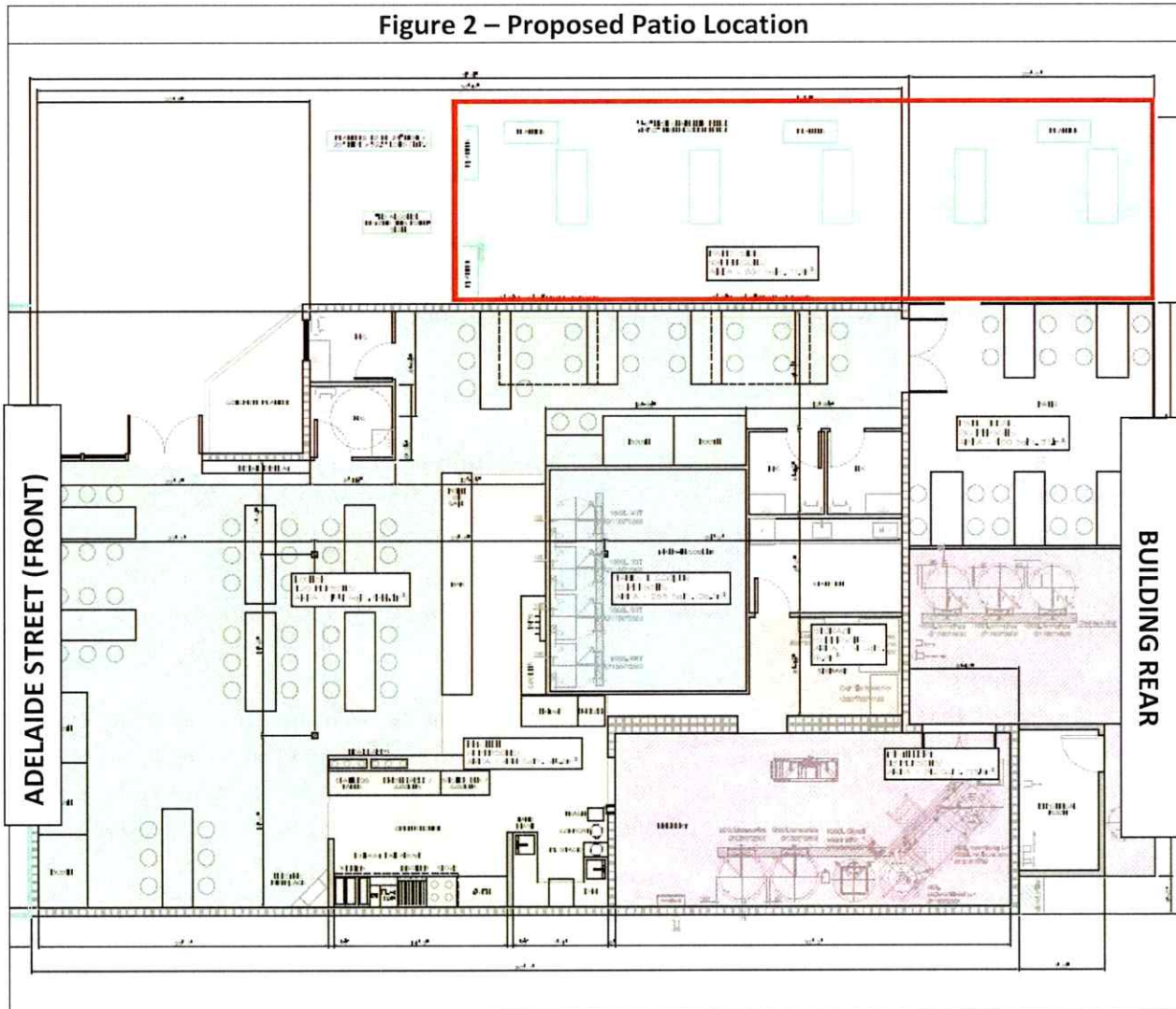


Person Capacity and Hours of Service

The proposed 837 ft² outdoor patio is located on the property's southern side (nearest Johnston Rd.) and is capable of seating 64 persons, see **Figure 2**. The patio addition would connect to the establishment's existing outdoor patio located to the rear of the building. The proposed capacity of 64 persons for the new patio cannot be used to increase the establishment's occupancy load, which will remain 139 persons.

The establishment's hours of liquor service are as follows:

Table 2: Hours of Liquor Service							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	11:00	11:00	11:00	11:00	11:00	11:00	11:00
End	23:00	23:00	23:00	23:00	24:00	24:00	22:00



ANALYSIS

Council's resolution regarding the application must address each of the following criteria:

- 1) The impact of noise on the community in the immediate vicinity of the establishment or service area.
- 2) The general impact on the community if the application is approved.
- 3) The views of local residents.

The following comments are provided in regards to the above criteria:

Noise

The proposed patio could result in additional noise in the immediate vicinity. The surrounding properties are a mix of C7 and C5. Nearby C5 properties have both residential and small-scale commercial uses. The patio area would be set back approximately 11 m from the nearest C5 property (located immediately west) and an existing 5 ft fence would separate the patio from the rear of the property. This would help mitigate noise for nearby residential properties. The additional noise from an added patio is not expected to greatly alter the commercial area's existing noise levels.

General Impact on the Community

If the application is approved, the general impact on the community is expected to be positive as it will support growth in tourism and offer a social venue for residents. As the occupancy load of the establishment would not be increased, staff does not expect any impact to the area's parking availability.

Public Input

Public Notice of the application was advertised in the Alberni Valley News for two consecutive weeks, in papers issued on Wednesday May 3, 2023 and Wednesday May 10, 2023. The public was given until Tuesday May 23, 2023 at 12:00 pm to provide comment. As of the date that this report was written, the City has received one letter of correspondence in support of the application. Staff will provide a verbal update to Council for any late correspondence.

Reasons for Support

Staff recommends that Council provide resolution in support of the Manufacturer Licence New Outdoor Patio application as the general impact to the community is expected to be positive, additional noise from the proposed patio is not expected to greatly alter the commercial area's existing noise levels, and the City received no letters of opposition in response to the Notice for Public Comment.

OPTIONS

1. *THAT Council for the City of Port Alberni support the Manufacturer Licence New Outdoor Patio application for Alberni Brewing Company operating at 4630 Adelaide Street and endorse the comments and reasons for support as provided in the report from Staff dated May 12, 2023.*
2. *THAT Council for the City of Port Alberni support with conditions the Manufacturer Licence New Outdoor Patio application for Alberni Brewing Company operating at 4630 Adelaide Street providing rational for conditions and alternative or additional comments to those provided in the report from Staff dated May 12, 2023.*
3. *THAT Council for the City of Port Alberni not support the Manufacturer Licence New Outdoor Patio application for Alberni Brewing Company operating at 4630 Adelaide Street and provide rational based on the regulatory criteria of the LCRB.*

SUMMARY

Staff recommends that Council support the New Outdoor Patio for Manufacturer Licence application for Alberni Brewing Company operating at 4630 Adelaide Street and endorse the comments and reasons for support based on the regulatory criteria of the LCRB as provided in the report from City staff dated May 12, 2023.

ATTACHMENTS/REFERENCE MATERIALS

1. Notice for Public Comment

C: *S. Darling, Deputy Director of Corporate Services
R. Gaudreault, Building and Plumbing Official
M. Owens, Fire Chief*

J:\Engineering\Liquor Licencing\Liquor Licence Applications\2023\Alberni Brewing\Side Patio Permanent\Council



CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

Alberni Brewing Company is applying to the Liquor and Cannabis Regulation Branch (LCRB) for a Lounge Expansion to their existing manufacturing facility located at **4630 Adelaide Street**, Port Alberni. The applicant proposes to establish a new side patio that would permit liquor service to 64 persons, with a Total Occupancy Load of 139 persons for the establishment. The LCRB is seeking a resolution from City Council. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby residents.

Hours of Liquor Service: Sunday (11:00 am – 10:00 pm)
Monday/Tuesday/Wednesday/Thursday (11:00 am – 11:00 pm)
Friday/Saturday (11:00 am -12:00 am)

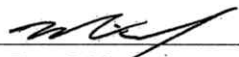
Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to the attention of:

Director of Corporate Services
4850 Argyle Street
Port Alberni BC, V9Y 1V8
email: corp_serv@portalberni.ca

Written submissions must be received by 12:00 pm on Tuesday, May 23, 2023.

All questions should be directed to the Development Services department downstairs at Port Alberni City Hall or via email at developmentsservices@portalberni.ca.

Date: May 15, 2023
File No: 1855.01
To: Mayor & Council
From: M. Fox, Chief Administrative Officer
Subject: Complete Communities 2023/24 Grant Application

Prepared by: <i>PAT DEAKIN</i> Economic Development Manager	Supervisor: <i>M. FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox, CAO
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RECOMMENDATION[S]

That Council authorize staff to prepare and submit an application for funding to the June 16, 2023 intake of the Complete Communities Program for \$150,000 to prepare and assess a core area of the City for infrastructure improvements, develop an implementation plan for those improvements and hire an individual for up to a one-year term to do that work.

PURPOSE

To seek Council approval for an application to the Complete Communities Program. A Council Resolution is a required document for the application and would serve to direct staff time accordingly.

BACKGROUND

The Complete Communities Program is intended to support local governments in making evidence-based land use planning decisions through assessments of their housing needs, continuum of care, employment opportunities, amenities and services within a core area.

Given development momentum, core areas under consideration for this work could include the Somass Lands, upper 3rd Avenue, lower Argyle Street or upper Burde Street.

The municipality must select a minimum of three of the four lenses used in BC Ministry of Housing's *Complete Communities Guide* for assessment: these are housing, infrastructure, transportation and daily needs.

The Program provides 100% funding up to a maximum of \$150,000 for preparation, assessment and development of an implementation plan. Funds can also be used to hire or contract an individual to assist in this work.

The budget for this project is not yet complete but it is expected it will amount to \$150,000. At this time no additional funding beyond the maximum provincial contribution is anticipated to be required.

The two intake deadlines set out are June 16, 2023 and January 12, 2024. The City's application is being developed for June 16, 2023.

ALTERNATIVES/OPTIONS

1. *That Council authorize staff to prepare and submit an application for funding to the June 16, 2023 intake of the Complete Communities Program for \$150,000 to prepare and assess a core area of the City for infrastructure improvements, develop an implementation plan for those improvements and hire an individual for up to a one-year term to do that work.* Direct staff to apply to the January 2024 intake.
2. Do not apply to the Complete Communities Program.

ANALYSIS

Option 1:

That Council authorize staff to prepare and submit an application for funding to the June 16, 2023 intake of the Complete Communities Program for \$150,000 to prepare and assess a core area of the City for infrastructure improvements, develop an implementation plan for those improvements and hire an individual for up to a one-year term to do that work.

That Council declare its willingness to provide overall grant management through City staff.

Pro: This would maximize the provincial contribution to a City of Port Alberni application.

Pro: No municipal contribution is required.

Pro: Current development interest in several areas of the City is high and the timing of this application would maintain momentum.

Pro: The Program allows for the hiring of an individual or contractor to assist in the work thus not impacting current staff capacity too heavily.

Pro: Reporting requirements are not onerous.

Pro: The work may assist in the Official Community Plan review and update.

Pro: No downsides to this course of action are apparent.

Option 2: Apply to the January 2024 intake.

Pro: This provides additional time for developing what might end up being a more complete application.

Con: An opportunity may be lost to provide a timely perspective on development being proposed.

Option 3: Do not apply to the Complete Communities Program.

Pro: Staff time being invested in existing projects would not be diluted.

Con: An opportunity may be lost to provide another perspective on development being proposed.

IMPLICATIONS

The primary implications are that:

- A successful application will provide the municipality with a no-cost assessment of factors that would make the community more liveable
- Some staff time will be required to prepare and submit the application as well as direct, monitor and evaluate the work of the individual hired to do the work.

COMMUNICATIONS

No communications beyond Council's adoption of a resolution are needed at this time.

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

Council is being asked to approve an application to the Complete Communities Program for the June 16, 2023 intake.


ATTACHMENTS/REFERENCE MATERIALS

- Links to the Application and the Program & Application Guide are provided immediately below:
- <https://www.ubcm.ca/lgps/complete-communities>
- https://www.ubcm.ca/sites/default/files/2023-04/LGPS_CompleteCommunitiesProgGuide_2023_0.pdf

Copies:

- *CAOM/I Fox*
- *Director of Finance A. McGifford*
- *Interim Director of Corporate Services D. Monteith*
- *Director of Development Services/Deputy CAO S. Smith*

Date: May 16, 2023
File No: 3950-20-3009-3
To: Mayor and Council
From: M. Fox, CAO
Subject: Purchase Card [P-Card] Policy 3009-3

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

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

PURPOSE

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

BACKGROUND

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

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

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

At the May 15, 2023 Committee of the Whole meeting, staff presented a draft policy for consideration. The Committee proceeded to resolve as follows:

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

CARRIED

ALTERNATIVES/OPTIONS

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

ANALYSIS

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

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

IMPLICATIONS

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

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

- “CREDIT CARD POLICY - PROCEDURES”

SUMMARY

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

ATTACHMENTS/REFERENCE MATERIALS

- “CREDIT CARD POLICY - Procedures”
- Draft “Purchase Card Policy” 3009-3

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

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

Operating Principles:

Authorized cardholders and credit limits:

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

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

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

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

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

Usage Guidelines:

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

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

PROCEDURES

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

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

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

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

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

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

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

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

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

Disputed Amounts:

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

Lost or Stolen Cards:

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

Increasing or Decreasing Credit Limits:

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

Cancellation and Return of Credit Cards:

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

POLICY No. 3009-3

Approved:

Resolution No:

Date of Last Review:



PURCHASE CARD POLICY

PURPOSE

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

POLICY

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

ROLES AND RESPONSIBILITIES

1. Responsibilities


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

Name
Title

Name
Title



Date: May 16, 2023
File No: 3950-20-3009-2
To: Mayor and Council
From: M. Fox, CAO
Subject: Travel Policy 3009-2

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

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

PURPOSE

To review and discuss the potential replacement of the current City travel expense policy and consider an updated policy as recommended by the Committee of the Whole May 15, 2023.

BACKGROUND

The current travel policy has been in place since March 2015 and requires updating to enable structure for regular increases that reflect the cost of travel for Council and employees. Changes proposed will reduce the administrative process related to timely updates.

At the May 15, 2023 Committee of the Whole meeting, staff presented a draft policy for consideration. The Committee proceeded to resolve as follows:

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

CARRIED

ALTERNATIVES/OPTIONS

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

ANALYSIS

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

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

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

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

Points of clarification from discussion at the CoW meeting on May 15th:

- *Will the policy require or limit reimbursement to the lowest cost of different forms of travel?* The policy does reference that it be considered when conducting travel. It is not an absolute, as there are different factors in each situation and the best approach can be considered given all the factors at the time of planning the travel.
- *Could the use of fleet be permitted for Council when travel occurs?* Yes, that opportunity is available if the fleet vehicles are available for use. The fleet vehicles that are currently in use daily, the opportunities for use may not present itself, but could be an option for travel consideration. Council would be covered for fleet use under the auto insurance policy.

IMPLICATIONS

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

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

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

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

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

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

SUMMARY

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

ATTACHMENTS/REFERENCE MATERIALS

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

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

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

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

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

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

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

2.) Approved Travel and Expenses

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

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

CITY OF PORT ALBERNI TRAVEL EXPENSE CLAIM FORM

DELIVER TO: _____

DATE REQUIRED: _____

NAME: _____

MEETING TYPE: _____

MEETING LOCATION: _____

MEETING DATE: _____ TO _____

DEPARTURE TIME: _____ RETURN TIME: _____

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

Note: All amounts are in Canadian dollars.

Claimant Signature: _____ Date: _____

Approval Signature: _____ Date: _____

APPENDIX 1 - Travel Allowances

Note: This Appendix provides key reimbursement amounts.

1. Meal/Per Diem Allowances

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

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

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

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

2. Private Vehicle Allowance

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

3. Acceptable Parking Charges

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

4. Vehicle Damage Reimbursement

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

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

5. Commercial Transportation Charges

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

6. Accommodation Charges

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

7. Miscellaneous Out-of-Pocket Expenses

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

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

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

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

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

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

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

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

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

10. Other Foreign Travel Expenses

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

11. Local Travel Expenses at Foreign Locations

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

12. Meal Allowances for Dependents on Relocation

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

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

13. Extraordinary Loss

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

POLICY No. 3009-2

Approved:

Resolution No:

Date of Last Review:

CITY OF
PORT ALBERNI



TRAVEL POLICY

1. PURPOSE

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

2. POLICY STATEMENT

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

3. PROCESS

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

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

4. APPROVALS

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

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



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

5. GUIDELINES

A. Travel

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

B. Accommodation

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



C. Meal Allowances and Per Diem Rates

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

D. Local Transportation

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

Name
Title

Name
Title

