
AGENDA - REGULAR MEETING OF COUNCIL

Monday, May 9, 2022 @ 2:00 PM

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

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact the Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 7

1. Special meeting held at 10:30 am and Regular Council meeting held at 2:00 pm on April 25, 2022.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. **MNP Chartered Accountants** - Page 12
Cory Vanderhorst and Louise Blomer to present the Audited Financial Statements for the year 2021.

THAT the Auditor's Report and the 2021 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.

2. **Municipal and Regional District Tax Program** - Page 46

Peter Mugleston from Alberni Valley Tourism, Bill Collette from the Alberni Valley Chamber of Commerce, Calum Matthews from Tourism Vancouver Island and Pat Deakin, City of Port Alberni Economic Development Manager in attendance to provide a status update on the Municipal and Regional District Tax Program.

THAT Council for the City of Port Alberni provide a letter in support of Alberni Valley Tourism's application to the Municipal and Regional District Tax Program.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Audit Committee** - Page 47

Minutes from the October 6 and November 8, 2021 Audit Committee meetings.

THAT Council for the City of Port Alberni approve the Audit Committee meeting minutes dated October 6 and November 8, 2021.

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 9, 2022, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. **RCMP Department** - Page 52

Report from the Officer in Charge, Inspector Eric Rochette reporting on the 1st Quarter of 2022 [January to March].

This report is being provided for Council's information.

3. **Director of Parks, Recreation and Heritage – Award of Tender No. 003-22 | Port Alberni Train Station Roofing** - Page 55

Report dated May 2, 2022 from the Director of Parks, Recreation and Heritage requesting Council's authorization for award of Tender No. 003-22, the Port Alberni Train Station roofing contract.

THAT Council for the City of Port Alberni award Invitation to Tender No. 003-22 | Port Alberni Train Station Trade Contractor – Cedar Shake Roofing, to RAM Roofing Ltd., in the amount of \$117,800 plus GST, with funds coming from 2022 Capital Plan – Train Station Project.

-
4. **Director of Finance – BC Transit Annual Operating Agreement - Page 57**
Report dated May 2, 2022 from the Director of Finance seeking Council's authorization to execute the BC Transit Annual Operating Agreement.
- THAT the Mayor and the Director of Corporate Services be authorized to execute the BC Transit | 2022 - 2023 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2022 to March 31, 2023.*
5. **Manager of Planning – Official Community Plan - Page 69**
Report dated May 2, 2022 from the Manager of Planning outlining current status and next steps of the Official Community Plan Review and Update.
- THAT Council endorse the revisions as reflected in the staff report dated May 2, 2022 to Phase 3 'Vision and Community Priorities' as part of the Communications and Engagement Plan within the Official Community Plan Review and Update.*
6. **Director of Corporate Services - Extend Licences to Occupy - Page 72**
Report dated April 26, 2022 from the Director of Corporate Services seeking Council's endorsement to extend the City's Guidelines for Temporary Sidewalk Patios and use of the City's Licence to Occupy Agreement.
- a. *THAT Council of the City of Port Alberni extends its endorsement of the City's Guidelines for Temporary Sidewalk Patios and use of the Licence to Occupy agreement until March 31, 2023 while the City continues to work on establishing criteria that commercial operators will be required to meet in order to be considered permanent.*
- b. *THAT Council authorize staff to extend current executed Licences to Occupy up to March 31, 2023, aligning with the LCRB Policy Directive No. 22-05 dated April 7, 2022 subject to Licensees being required to remove any materials and/or improvements located in the expanded areas that impede safe pedestrian access.*
7. **Director of Corporate Services – Communications Support | Award of Statement of Work - Page 78**
Report dated May 2, 2022 from the Director of Corporate Services requesting Council's approval to retain corporate communications support.
- THAT Council award the Statement of Work | Quote for corporate communications support to ZINC Strategies Inc., in an amount not to exceed \$37,500.*
8. **Director of Corporate Services – Draft Policy No. 3002-1 | Council Code of Conduct - Page 80**
Report dated May 2, 2022 from the Director of Corporate Services providing Council with draft Policy No. 3002-1 'Council Code of Conduct'.
- Staff are seeking further direction from Council.*

9. **Director of Development Services | Deputy CAO – Appointment of Approving Officer**
- Page 92
Report dated April 29, 2022 from the Director of Development Services | Deputy CAO requesting appointment of a Deputy Approving Officer.

THAT Council for the City of Port Alberni appoint Marianne Wade, Manager of Planning, as the City of Port Alberni's Deputy Approving Officer effective May 9, 2022.

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. **Development Planner – Proposed Official Community Plan Bylaw & Zoning Bylaw Amendments | 4210 Cedarwood Street** - Page 93
Report dated April 29, 2022 from the Development Planner requesting Council's consideration of first and second reading of the proposed bylaws and the scheduling of a Public Hearing.
 - a. *THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be now introduced and read a first time.*
 - b. *THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be now introduced and read a first time.*
 - c. *THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be read a second time.*
 - d. *THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be read a second time.*
 - e. *THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051", and "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be advanced to a Public Hearing on Tuesday May 31, 2022 at 6:00 pm in City Hall, Council Chambers.*

H. CORRESPONDENCE FOR ACTION

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

1. Alberni Valley Drag Racing Association - Page 132

Letter dated April 12, 2022 from the Alberni Valley Drag Racing Association requesting Council's approval of the 'Thunder in the Valley, Keeping the Dream Alive' weekend event.

THAT Council authorize the Alberni Valley Drag Racing Society to conduct the 'Thunder in the Valley, Keeping the Dream Alive' event to take place at the Alberni Athletic Hall beginning with a Car Show and Charity Cruise on Saturday, August 6, 2022 and ending with a Swap Meet on Sunday, August 7, 2022 subject to:

- the notification of emergency services and BC transit*
- consultation with all affected businesses/residents*
- provision of route map [by June 30, 2022]*
- implementation of a Traffic Plan*
- provision of standard liability insurance*
- Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event, if applicable*

I. PROCLAMATIONS

1. SPARC BC - Page 133

Letter dated May 4, 2022 from SPARC BC [Social Planning and Research Council of British Columbia] requesting that Council proclaim June 4, 2022 as 'Access Awareness Day'.

THAT Council proclaim June 4, 2022 as 'Access Awareness Day' in the City of Port Alberni,

J. CORRESPONDENCE FOR INFORMATION

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

1. Correspondence Summary - Page 137

- a. Union of BC Municipalities | City of Port Alberni 2022 Endorsed Resolutions
- b. Rebecca Terepocki | Overdose Prevention Site
- c. Advisory Traffic Committee | April 20, 2022 Draft Minutes

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 145

M. NEW BUSINESS

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

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, APRIL 25, 2022 @ 10:30 AM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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

Absent: Councillor H. Poon

Staff: T. Pley, Chief Administrative Officer
S. Smith, Director of Development Services
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services

Call to order: @ 10:30 am

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

Section 90 (1)(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)(l) *discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.*

CARRIED

The meeting was terminated at 12:07 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

ENTERED

B1a

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, April 25, 2022 @ 2:00 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions | Electronically
Councillor R. Corbeil
Councillor D. Haggard [Chair]
Councillor R. Paulson
Councillor C. Solda
Councillor D. Washington

ABSENT: Councillor H. Poon

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 amended to include item I.7 under Proclamations, 'Alberni Valley Hospice Society'. The agenda was then approved as amended.
CARRIED

B. ADOPTION OF MINUTES

1. *MOVED AND SECONDED, THAT the minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on April 11, 2022 and Special meeting held April 19, 2022 at 2:30 pm be adopted.*
CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. **Housing Development | 3027-3037 2nd Avenue**
Dion Whyte, Director at New Commons Development and Katrina Kiefer, Executive Director for Canadian Mental Health provided Council with an update for the proposed housing development on City-owned lands located at 3027-3037 2nd Avenue. The project, first introduced to Council in 2020, has been amended to now include a mixture of both supportive and affordable housing units in partnership with BC Housing.

MOVED AND SECONDED, THAT Council direct staff to establish a Memorandum of Understanding for City-owned lands at 3027-3037 2nd Avenue as it relates to the proposed housing development between New Commons Development, the Canadian Mental Health Association and BC Housing.

CARRIED | Res. No. 22-82

2. **Port Alberni Folkfest Multicultural Society**
Members Angie Blake and Bonnie Ruttan of the Port Alberni Folkfest Multicultural Society provided information related to the 2022 Canada Day Parade and associated activities. Members also inquired regarding additional City support and expressed the need for community volunteers to help make the event a success.

E. UNFINISHED BUSINESS

1. **Private Members Bill C-216 [Mayor Minions Notice of Motion provided April 11, 2022]**

MOVED AND SECONDED, THAT Council support Private Member's Bill C-216 submitted by MP Gord Johns [Courtenay-Alberni] to amend the Controlled Drugs and Substances Act and to enact the Expungement of Certain Drug-related Convictions Act and the National Strategy on Substance Use Act.

CARRIED | Res. No. 22-83

F. STAFF REPORTS

1. **Accounts**

MOVED AND SECONDED, THAT the certification of the Director of Finance dated April 25, 2022, be received and the cheques numbered 150350 to 150442 inclusive, in payment of accounts totalling \$ 1,599,782.98, be approved.

CARRIED

G. BYLAWS

1. **"City of Port Alberni Tax Rates Bylaw No. 5053, 2022"**

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5053, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5053.

CARRIED | Res. No. 22-84

H. CORRESPONDENCE FOR ACTION

1. **United Steelworkers Local 1-1937 | National Day of Mourning**

MOVED AND SECONDED, THAT Council authorize that the National Day of Mourning Flag be flown at half-mast on April 28, 2022 at City Hall through to May 6, 2022 and FURTHER, THAT the City of Port Alberni observe a moment of silence in respect of those who have died on the job.

CARRIED | Res. No. 22-85

2. **BC Community Forest Association | Tabular Stumpage Rates**

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to prepare a resolution for submission to the Union of BC Municipalities for Council's consideration in advance of the June 30th submission deadline in support of the BC Community Forest Association's request that the Province of British Columbia maintain the tabular rate structure for community forest agreements.

CARRIED | Res. No. 22-86

I. PROCLAMATIONS

1. **BC Economic Development Association**

MOVED AND SECONDED, THAT Council proclaim the week of May 9 – 13, 2022 as 'Economic Development Week' in Port Alberni.

CARRIED | Res. No. 22-87

2. **Moose Hide Campaign**
MOVED AND SECONDED, THAT Council proclaim May 12, 2022 as 'Moose Hide Campaign Day' in Port Alberni.
CARRIED | Res. No. 22-88
3. **Falun Dafa Association of Vancouver**
Council received correspondence dated April 4, 2022 from the Falun Dafa Association of Vancouver requesting that Council proclaim May 13, 2022 as 'Falun Dafa Day'. Council did not proceed with a formal recommendation.
4. **Fondation Émergence, McGill University**
MOVED AND SECONDED, THAT Council proclaim May 17, 2022 as 'International Day Against Homophobia and Transphobia' in Port Alberni and authorize flying the Pride flag at City Hall in support of this day.
CARRIED | Res. No. 22-89
5. **Nature Canada**
MOVED AND SECONDED, THAT Council proclaim June 8, 2022 as 'World Ocean's Day' in Port Alberni.
CARRIED | Res. No. 22-90
6. **Operation Smile Canada**
MOVED AND SECONDED, THAT Council proclaim June 19, 2022 'Longest Day of SMILES' in Port Alberni.
CARRIED | Res. No. 22-91
7. **Alberni Valley Hospice Society**
MOVED AND SECONDED, THAT Council proclaim the week of May 1 to 7, 2022 as 'Hospice Palliative Care Week in the Alberni Valley'.
CARRIED | Res. No. 22-92

J. CORRESPONDENCE FOR INFORMATION

1. *The Director of Corporate Services summarized correspondence to Council as follows:*
 - a. City of Fort St. John | 'Extended Hour Child Care for Shift Workers'
 - b. Ministry of Jobs, Economic Recovery and Innovation | Stronger BC: A Plan for Today, a Vision for Tomorrow
 - c. District of Sicamous | Invasive Mussel Defense Program & Luxury Tax on Recreational Boats
 - d. Community Action Team | In Support of Bill C216 to Amend the Controlled Drugs and Substances Act
 - e. United Way BC | 2022 Period Promise Campaign
 - f. Alberni Valley Museum and Heritage Commission | March 2, 2022 Minutes

K. REPORT FROM IN-CAMERA

1. Appointees to Community Investment Program Committee

The Director of Corporate Services advised of the appointment of Callan Noye and Joshua Dahling to the City's Community Investment Program Committee effective April 1, 2022 and concluding December 31, 2022.

L. COUNCIL REPORTS

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

CARRIED

M. NEW BUSINESS

N. QUESTION PERIOD

1. Neil Anderson

Inquired regarding:

- Submission of a resolution to the Union of BC Municipalities in support of increased subsidies for seniors.
- Contractors hired for the Kingsway Hotel renovations.
- Establishment of a Council Code of Conduct.

2. Joseph Leskosek

Requested information on the City's communication process related to flag status and proclamations.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:20 PM.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



Consolidated Financial Statements of

CITY OF PORT ALBERNI

Year Ended December 31, 2021

**CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021**

Independent Auditor's Report	
Consolidated Statement of Financial Position	1
Consolidated Statement of Operations.....	2
Consolidated Statement of Change in Net Financial Assets.....	3
Consolidated Statement of Cash Flows	4
Notes to the Consolidated Financial Statements	5
Schedule 1: Tangible Capital Assets	19
Schedule 2: Segmented Information	20
Schedule 3: Debt	21
Schedule 4: Tax levies and grants in lieu of taxes	22
Schedule 5: General Government expenses (Unaudited)	23
Schedule 6: Protective services expenses (Unaudited)	24
Schedule 7: Transportation services expenses (Unaudited)	25
Schedule 8: Recreation and cultural services (Unaudited)	26
Schedule 9: Sales of services (Unaudited)	27
Schedule 10: Other revenue from own sources (Unaudited)	28
Schedule 11: Sewer and water utilities (Unaudited)	29

Independent Auditor's Report

To the Mayor and Council of the City of Port Alberni:

Opinion

We have audited the consolidated financial statements of the City of Port Alberni (the "City"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2021, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

Our audit was performed for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information, including schedules 1 to 11, have been presented for purposes of additional analysis. The supplementary schedules 1, 2, 3, and 4 have been subjected to the auditing procedures applied to the consolidated financial statements and, in our opinion, this supplementary information is presented fairly, in all material respects, in relation to the consolidated financial statements taken as a whole. We do not express an audit opinion on schedules 5 to 11 because our examination did not extend to the detailed information therein.

Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

May 9, 2022

Chartered Professional Accountants

DRAFT - For Discussion Purposes Only

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2021

	2021	2020
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 12,720,513	\$ 10,980,337
Investments (Note 3)	20,240,566	26,487,148
Accounts receivable (Note 4)	6,344,112	6,556,170
Inventory for resale	68,959	52,859
Investment in government business enterprise (Note 5)	1,200,374	1,512,323
	40,574,524	45,588,837
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 6)	8,454,469	6,135,519
Deferred revenue (Note 7)	9,299,524	7,145,763
Refundable deposits	1,052,203	314,332
Long-term debt (Note 8, Schedule 3)	13,479,858	13,943,928
	32,286,054	27,539,542
NET FINANCIAL ASSETS	8,288,470	18,049,295
Commitments and Contingencies (Note 14)		
Significant Event (Note 15)		
NON-FINANCIAL ASSETS		
Inventory of supplies	518,079	475,837
Prepaid expenses	139,175	273,226
Tangible Capital Assets (Note 11, Schedule 1)	143,828,035	132,151,528
	144,485,289	132,900,591
ACCUMULATED SURPLUS (Note 12)	\$ 152,773,759	\$ 150,949,886

Approved on behalf of the City

Andrew McGifford
Director of Finance

The accompanying notes are an integral part of these consolidated financial statements.

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF OPERATIONS
As at December 31, 2021

	Budget (Note 16)	2021	2020
REVENUE			
Taxation (Schedule 4)	\$ 24,680,709	\$ 24,818,993	\$ 23,730,348
Sale of services	10,548,377	11,467,272	10,541,469
Other revenue from own sources	878,555	1,230,103	785,252
Investment income	268,000	254,505	440,146
Grants and transfers (Note 13)	5,291,028	2,565,914	9,121,805
Recognition of development cost charges (Note 7)	-	165,907	-
Gain (loss) on disposal of tangible capital assets	-	(145,806)	684,376
Income (loss) from investment in government business enterprise (Note 5)	-	(11,949)	376,136
Other	360,000	-	-
	42,026,669	40,344,939	45,679,531
EXPENSES			
General government services	\$ 3,924,394	\$ 4,023,779	4,526,974
Protective services	12,405,343	13,851,539	11,593,909
Transportation services	4,103,080	6,375,826	5,698,081
Environmental health services	1,523,802	1,226,059	1,023,172
Environmental and economic development	1,520,939	1,456,896	1,835,748
Recreation and cultural services	5,846,213	6,846,620	7,579,114
Water utility	1,804,669	2,552,198	2,489,889
Sewer utility	1,724,519	2,166,413	1,933,765
Other	-	21,736	5,365
	32,852,959	38,521,066	36,686,018
ANNUAL SURPLUS	9,173,710	1,823,873	8,993,513
Accumulated surplus, beginning of year	150,949,886	150,949,886	141,956,373
ACCUMULATED SURPLUS - END OF YEAR	\$ 160,123,596	\$ 152,773,759	\$ 150,949,886

The accompanying notes are an integral part of these consolidated financial statements.

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
As at December 31, 2021

	Budget (Note 16)	2021	2020
ANNUAL SURPLUS	\$ 9,173,710	\$ 1,823,873	\$ 8,993,513
Acquisition of tangible capital assets	(9,991,445)	(16,436,118)	(14,564,960)
Amortization of tangible capital assets	-	4,598,806	4,597,550
Loss (gain) on disposal of tangible capital assets	-	145,806	(684,376)
Proceeds from sale of tangible capital assets	-	15,000	977,883
	(817,735)	(9,852,633)	(680,390)
Acquisition of supply inventory	-	(518,079)	(475,837)
Acquisition of prepaid expenses	-	(139,175)	(273,226)
Consumption of inventory of supplies	-	475,837	490,306
Use of prepaid expenses	-	273,225	242,899
	-	91,808	(15,858)
CHANGE IN NET FINANCIAL ASSETS	(817,735)	(9,760,825)	(696,248)
Net financial assets, beginning of year	18,049,295	18,049,295	18,745,543
NET FINANCIAL ASSETS - END OF YEAR	\$ 17,231,560	\$ 8,288,470	\$ 18,049,295

The accompanying notes are an integral part of these consolidated financial statements.

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CASH FLOWS
As at December 31, 2021

	2021	2020
Cash provided by (used in):		
OPERATING ACTIVITIES		
Annual surplus	\$ 1,823,873	\$ 8,993,513
Non-cash items		
Amortization of tangible capital assets	4,598,806	4,597,550
Loss on disposal of tangible capital assets	145,806	(684,376)
Loss (income) from investment in government business enterprise	11,949	(376,136)
Actuarial adjustment	(99,821)	(86,584)
Inventory of supplies	(42,242)	14,470
Prepaid expenses	134,050	(30,327)
Changes in working capital balances		
Accounts receivable	212,058	(1,494,584)
Inventory for resale	(16,100)	(21,444)
Accounts payable and accrued liabilities	2,318,950	(349,345)
Deferred revenue	2,153,761	369,006
Refundable deposits	737,871	(131,879)
	11,978,961	10,799,864
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(16,436,118)	(14,564,960)
Proceeds from sale of tangible capital assets	15,000	977,883
	(16,421,118)	(13,587,077)
INVESTING ACTIVITIES		
Dividend from government business enterprise	300,000	2,000,000
Change in investments	6,246,582	1,971,714
	6,546,582	3,971,714
FINANCING ACTIVITIES		
Repayment of long-term debt	(364,249)	(254,557)
	1,740,176	929,944
INCREASE IN CASH AND CASH EQUIVALENTS	1,740,176	929,944
Cash and cash equivalents - beginning of year	10,980,337	10,050,393
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 12,720,513	\$ 10,980,337

The accompanying notes are an integral part of these consolidated financial statements.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

1. General

The City of Port Alberni (the "City") is a municipality in the Province of British Columbia and operates under the provisions of the Community Charter. The activities of the City are carried out through the following funds: General Revenue Fund, General Capital Fund, Reserve Funds, Water Revenue Fund, Water Capital Fund, Sewer Revenue Fund, and Sewer Capital Fund.

In December 2009 the City of Port Alberni incorporated a company known as Alberni Valley Community Forest Corporation. The City retains full ownership of the company. Alberni Valley Community Forest Corporation general operations include forestry and business activities associated with forestry including harvesting and selling timber and non-timber forest products.

2. Significant Accounting Policies

The consolidated financial statements of the City are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies are as follows:

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses, and accumulated surplus of the City. Inter-departmental balances and transactions have been eliminated.

The City's business partnership, the Alberni Valley Community Forest Corporation, which is owned and controlled by the City but not dependent on the City for their continuing operations, are included in the consolidated financial statements using the modified equity method.

Under the modified equity method, the accounting policies for the wholly owned subsidiary are not adjusted to conform to those of the city. The Alberni Valley Community Forest Corporation reports under International Financial Reporting Standards. The City's investment in this entity is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post acquisition losses and distributions received.

The City administers certain trusts on behalf of external parties which are excluded from the financial statements.

Basis of Presentation

The City practices fund accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds currently in use are:

General Revenue Funds account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the City's operating fund including collection of taxation, administering operations, roads, policing, fire protection etc.

Capital Funds account for all capital assets and unfunded work-in-progress of the City and offset by long-term debt and investment in capital assets.

Reserve Funds account for activities within designated funds established for specific purposes with the approval of the Ministry of Community Development. The funds are governed by bylaws defining their purpose and are funded primarily by budgetary contributions from the General Revenue Fund plus interest earned on the fund balances.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

2. Significant Accounting Policies *(continued from previous page)*

Water and Sewer Funds account for operations that are financed and operated in a manner similar to private business operations, where the intent is that costs of providing the services on a continuing basis be financed through user charges.

Basis of accounting

The City follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

Revenue recognition

Taxes are recognized as revenue in the year they are levied. Taxes may be adjusted by the Province by way of supplementary roll adjustments through the BC Assessment appeal process. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Charges for water and sewer usage, solid waste collection and recreation programs and admissions are recorded as sales of service and are recognized as revenue when the service or product is rendered by the City. Development contributions are recorded as contributed tangible capital assets at their fair value on the date of contribution. Other revenue is recorded when performance of services is complete, amounts are measurable, and collectability is reasonably assured. Income from investments in government business enterprises is recorded using the modified equity method based on the annual earnings from the government business enterprise for the year.

Government transfers

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Deferred revenue

Deferred revenue includes non-government grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired. Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

Investment income

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance. Investment income is allocated to various reserves and operating funds on a proportionate basis.

Cash equivalents

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

Debt

Debt is recorded net of principal repayments and actuarial adjustments.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

2. Significant Accounting Policies *(continued from previous page)*

Employee future benefits

The City and its employees participate in a Municipal Pension Plan. The Plan is a multi-employer contributory defined benefit pension plan. Payments in the year are expensed. Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefit costs as employees earn the future benefits.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition, construction, or interest from financing of the tangible capital asset. Contributed tangible capital assets are recorded as revenue at fair value at the time of contribution. The useful life is applied straight line to calculate amortization at the following estimated useful lives:

Asset	Useful life - years
Land improvements	10 to 20 years
Buildings, including building components	25 to 40 years
Machinery and equipment	5 to 30 years
Engineering structures	30 to 75 years
Storm systems	45 to 75 years
Transportation systems	15 to 60 years
Water systems	8 to 75 years
Sewer systems	8 to 75 years

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.

The City has capitalized interest costs associated with the construction of tangible capital assets, during the period of construction only.

Natural resources that have not been purchased are not recognized as assets in the financial statements.

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

Inventory of supplies

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost, using the first in, first out method.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

2. Significant Accounting Policies *(continued from previous page)*

Use of estimates

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accounts receivable, inventory, accrued liabilities, performing calculations of employee future benefits and estimating the useful lives of tangible capital assets. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the City is responsible for. Developer contributions of tangible capital assets are recorded at the City's best estimate of fair value on the date of contribution, calculated using engineering plans and standardized item cost estimates. Actual results could differ from these estimates.

Refundable deposits

Receipts restricted by third parties are deferred and reported as refundable deposits under certain circumstances. Refundable deposits are returned when the third party meets their obligations, or the deposits are recognized as revenue when qualifying expenditures are incurred.

Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the City is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2021.

At each financial reporting date, the City reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The City continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

During the year, the City purchased multiple lots related to a former mill site (the Somass lands). The City is in the early stages of engaging environmental engineers to assess the amount of potential contamination on those lots and any required remediation associated with those lots. Any liability for contaminated sites is not currently estimable. When a reasonable estimate can be obtained, the City will record a liability at that time.

Reserve accounts

Reserves for future expenditures are non-statutory reserves, which represent an allocation of revenue for specific purposes.

Financial instruments

The City's financial instruments consist of cash and cash equivalents, investments, accounts receivable, accounts payable and accrued liabilities, refundable deposits, and long-term debt. Unless otherwise indicated, it is management's opinion that the City is not exposed to any significant interest, credit, or currency risks arising from these financial instruments.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

3. Investments

Investments include funds invested in Guaranteed Investment Certificates and Money Market Funds with Raymond James and the Municipal Finance Authority of B.C. The investments are carried at market value which is equal to the carrying value. The investments have various maturity dates between Jan 2022 and Mar 2022 with a range of interest rates between 0.15% and 2.40%.

4. Accounts Receivable

	2021	2020
Property taxes	\$ 960,065	\$ 978,414
Provincial government	-	186,686
Federal government	139,540	108,159
General	5,244,507	5,282,911
	\$ 6,344,112	\$ 6,556,170

5. Investment in government business enterprise

The investment in the Alberni Valley Community Forest Corporation (AVCFC) is reported as a government business enterprise (GBE) and accounted for using the modified equity method. Under this method, the government business' accounting principles are not adjusted to conform with those of the City and inter-corporate transactions are not eliminated. The City owns 100% of the issued and outstanding shares.

The AVCFC financial statements were prepared under International Financial Reporting Standards (IFRS).

The following table provides condensed supplementary financial information for the corporation at December 31, 2021:

	2021	2020
Financial position		
Assets	\$ 1,515,587	\$ 2,022,376
Liabilities	306,469	501,309
Equity	1,209,118	1,521,067
	1,515,587	2,022,376
Operations		
Revenue	1,950,627	637,062
Expenses	1,962,576	290,926
Net income (loss)	(11,949)	376,136
Summary of investment in GBE	2021	2020
AVCFC shares	\$ 1	\$ 1
Accumulated earnings to date	1,200,373	1,512,322
	\$ 1,200,374	\$ 1,512,323

During the year the City received a dividend from AVCFC of \$300,000 (2020 - \$2,000,000)

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

6. Accounts payable and accrued liabilities

	2021	2020
Other local governments	903,604	25,700
Trade accounts	5,002,228	3,088,966
Salaries and wages	269,467	578,318
Accrued debenture interest	82,071	83,556
Accrued employee benefits	2,197,099	2,358,979
	\$ 8,454,469	\$ 6,135,519

Employee future benefits

The City provides benefits for sick leave, vacation pay and certain retirement benefit arrangements to its employees.

a) Retirement benefit payments

The City provides retirement benefits to qualifying employees who cease employment with the City after a specified length of service. Retirement benefits are estimated for individual employees as per the appropriate collective agreement, based on estimated salary costs at the time of anticipated retirements, and discounting expected pay-outs over estimated years of service.

	2021	2020
Benefit liability – beginning of year	\$ 757,700	\$ 724,800
Add: current service costs	52,900	50,700
Interest on accrued benefit obligations	21,200	29,400
Amortization of actuarial loss	16,300	16,300
Less: Benefits paid	(82,300)	(63,500)
Benefit liability – end of year	765,800	757,700
Unamortized actuarial loss (gain)	126,800	79,000
Accrued benefit obligation – end of year	\$ 892,600	\$ 836,700

The retirement liability requires no contribution from the employees.

b) Accrued vacation liability

	2021	2020
Accrued vacation liability – end of year	\$ 1,165,399	\$ 1,192,279

c) Accumulated sick leave liability

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by the appropriate collective agreement. Sick leave for management employees does not accumulate. At December 31, 2021, this liability is estimated at \$139,100 (2020 - \$330,000).

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

6. Accounts payable and accrued liabilities (continued)

d) Employee benefit obligations

	2021	2020
Accrued benefit obligation	\$ 892,600	\$ 836,700
Accrued vacation payable	1,165,399	1,192,279
Accumulated sick leave liability	139,100	330,000
Total employee benefit obligations	\$ 2,197,099	\$ 2,358,979

7. Deferred revenue

Capital grants are restricted to spending on capital project expenses. Other deferred revenue is not restricted. Federal Gas Tax Agreement funding has broad guidelines for use for projects that result in cleaner air, clearer water, or decreased greenhouse gas emissions.

	2021	2020
Capital grants, opening balance	\$ 27,997	\$ 27,997
Capital grants, receipts	551,180	-
Capital projects recognized into revenue	-	-
Capital grants, ending balance	579,177	27,997
Property taxes	1,954,557	1,566,136
Other	1,064,621	1,135,099
Development cost charges (DCC's)	1,889,119	1,763,639
Federal Gas Tax Agreement	3,812,050	2,652,892
	\$ 9,299,524	\$ 7,145,763

Development cost charges (DCCs)

Opening balance	\$ 1,763,639	\$ 1,581,681
Add: DCCs received during the year	284,232	175,713
Less: Amount recognized as revenue	(165,907)	-
Add: Interest	7,155	6,245
	\$ 1,889,119	\$ 1,763,639

Federal Gas Tax funds

Opening balance	\$ 2,652,892	\$ 2,509,877
Add: Funding received during the year	1,989,899	799,581
Less: Amount recognized as revenue	(833,374)	(674,419)
Add: Interest	2,633	17,853
	\$ 3,812,050	\$ 2,652,892

Federal Gas Tax funding is provided by the Federal government. The use of funding is established by a funding agreement between the City and the Union of British Columbia Municipalities (UBCM). These funds may be used towards designated infrastructure projects that help communities build and revitalize public infrastructure supporting economic growth and a clean environment.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

8. Debt

Debt Reserve Fund

The Alberni-Clayoquot Regional District (ACRD) obtains long-term debt, on behalf of the City, through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under the authority of the Local Government Act, to finance certain capital expenditures.

The MFA is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of a debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts.

It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund.

The loan agreements with the ACRD and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the City.

As a condition of the loan agreements, the City is obligated to provide security by way of demand notes and interest-bearing cash deposits (sinking fund balances) based on the amount of the debt. If the debt is repaid without default, the deposits are refunded to the City. The demand notes are held by the MFA and upon maturity of the debt, the demand notes are released. As of December 31, 2021, there are contingent demand notes of \$258,452 (2020 - \$258,452) that are not recorded in the City's financial statements.

Long-term Debt

All debenture debt is owed to the MFA and is reported at gross amount. The City has no debt assumed by others on its behalf and has assumed no debt for others. Debenture debt by Bylaw is detailed on Schedule 3.

Principal payments on long-term debt as of December 31, 2021, for the next five years are as follows:

Long-term Debt		
2022		364,249
2023		364,249
2024		364,249
2025		364,249
2026		364,249
Total	\$	1,821,245

Scheduled long-term debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was \$364,249 (2020 - \$254,557). Total interest expense during the year was \$380,470 (2020 - \$237,062). Included in revenue is \$99,821 (2020 - \$86,584) of actuarial adjustments on the City's annual debt principal repayments invested by MFA. This annual investment income results in a reduction in the overall cost of borrowing.

9. Trust Funds

The City operates the cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Internment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. As at December 31, 2021, the balance of funds held in trust was \$158,296 (2020 - \$167,608).

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

10. Municipal Pension Plan

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2.866 million funding surplus for basic pension benefits on a going concern basis.

The City of Port Alberni paid \$1,315,157 (2020 - \$1,318,011) for employer contributions while employees contributed \$1,100,705 (2020 - \$1,110,075) to the plan in fiscal 2022.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

11. Tangible capital assets

Tangible Capital Assets are stated at their net book value.

	2021	2020
Land	\$ 9,800,514	4,079,264
Land Improvements	4,782,113	4,979,712
Buildings	15,946,183	16,704,894
Machinery and Equipment	5,240,978	5,281,935
Engineering Structures	2,978,771	2,987,812
Storm Drains	15,953,329	16,168,911
Transportation	7,546,554	8,390,332
Water	22,556,290	20,867,741
Sewer	21,287,124	20,284,318
Leased assets	68,889	68,889
	106,160,745	99,813,808
Work-in-progress: Assets under construction not being amortized	37,667,290	32,337,720
	\$ 143,828,035	132,151,528

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

11. Tangible capital assets (continued from previous page)

For more information on additions, disposals, and amortization, refer to Schedule of Tangible Capital Assets (Schedule 1).

There were no write-downs of tangible capital assets in 2021 (2020 - \$ nil). Contributed assets recognized in 2021 were nil (2020 \$ nil). Interest capitalized in 2021 was \$204,205 (2019 \$236,280). No amortization has been recorded on assets not in use in 2021.

12. Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2021	2020
Operations		
General	\$ (25,320,719)	\$ (23,697,457)
Water	1,590,523	2,021,061
Sewer	(1,540,634)	(1,641,587)
	\$ (25,270,830)	\$ (23,317,983)
Capital		
General	\$ 28,289,990	\$ 34,571,374
Water	(591,048)	(6,410,839)
Sewer	(6,692,843)	(5,859,378)
	\$ 21,006,099	\$ 22,301,157
Equity in tangible capital assets		
General	\$ 61,165,297	\$ 49,856,058
Water	22,088,999	27,927,943
Sewer	47,093,885	40,423,599
	\$ 130,348,181	\$ 118,207,600
Reserves		
Reserve funds – statutory		
Parkland acquisition	\$ 293,368	\$ 294,898
Land Sale	90,400	1,795,875
	383,768	2,090,773
Reserve funds – restricted		
Equipment replacement	7,515,548	6,749,653
Carbon fund	305,119	171,313
Parks and recreation capital	2,373,963	2,331,444
Capital works	691,868	1,011,301
Alberni Valley Community Forest Corporation reserve	297,868	2,259,347
	11,184,366	10,117,907
Reserve funds – unrestricted		
General fund – projects and purchases	3,354,050	5,100,368
Loss on taxation	-	1,351,000
Museum purchases	62,040	59,789
RCMP – contract surplus	2,408,962	2,000,000
McLean Mill projects	334,300	334,300
Water fund – projects and purchases	7,177,145	5,287,908
Sewer fund – projects and purchases	1,785,678	5,011,916
	15,122,175	19,145,281
Total reserves	26,690,309	33,759,112
	\$ 152,773,759	\$ 150,949,886

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

12. Accumulated Surplus (continued from previous page)

The COVID-19 Safe Restart Grant for Local Governments was provided to local governments to assist with the increased operating costs and revenue short-falls as a result of the COVID-19 pandemic. The COVID-19 Safe Restart Grant may be used towards specific eligible costs for funding such as addressing revenue short-falls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, computer and other technology costs, and services for vulnerable persons.

The City of Port Alberni received \$3,536,000 in COVID-19 Safe Restart Grant in 2020 and reports the balance in the General fund – projects and purchases reserve.

	2021	2020
Opening balance	2,241,022	-
COVID-19 Safe restart grant received	-	3,536,000
Deductions:		
Parks and recreation revenue shortfall	(582,472)	(417,849)
Parks and recreation expenditures	(318,219)	(82,941)
COVID-19 costs	(493,930)	(330,374)
BC transit revenue (net) shortfall (excess)	106,950	(106,950)
Community gaming funds shortfall	(231,966)	(356,864)
Closing balance of unspent funds	721,385	2,241,022

13. Grants and Transfers

The City recognizes the transfer of government funding as revenue in the period received and when all related eligibility criteria and stipulations have been satisfied. The government transfers reported on the Consolidated Statement of Operations are:

	2021	2020
Operating Grants		
Federal	\$ -	\$ 3,536,000
Provincial	1,699,488	1,397,067
Total Government Operating Grants	1,699,488	4,933,067
Local	8,500	12,721
Capital		
Federal	833,374	699,419
Federal/Provincial	-	3,476,598
	833,374	4,176,017
Total Government Grants and Transfers	2,541,362	9,121,805
Other Grants – Non-Government	24,552	-
Total Grants and Transfers	\$ 2,565,914	\$ 9,121,805

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

14. Commitments and Contingencies:

- a) Regional District Debt:
Debt issued by the Regional District of Alberni Clayoquot is a direct joint and several liability of the District and each member municipality including the City.
- b) Claims for damages:
In the normal course of a year, the City is faced with lawsuits and other claims for damages of a diverse nature. At year end, the City's estimated exposure for such liabilities is not considered to be significant. The City carried general liability insurance with a private insurance carrier in the amount of \$5 million, plus an umbrella policy in the amount of \$45 million. When claims are paid the expense is charge to the General Government expense category.
- c) Commitments:
The City entered into a long-term contract with the Royal Canadian Mounted Police for the provision of police services effective April 1, 2012. Under the terms of this contract, the City is responsible for 90% of policing costs. The 2021 estimated cost of this contract is \$6,898,403 (2020 - \$6,195,994).

15. Significant Event

In early 2020, there was an outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, provincial, and municipal governments regarding travel, municipality operations and isolation/quarantine orders. The impact of COVID has varied throughout the duration of the pandemic. In 2021, operations were affected by staff shortages including unfilled positions and absenteeism. Supply chain disruptions have delayed or altered projects and Provincial Health restrictions due to COVID have closed or reduced capacity in facilities including parks and recreation. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the City as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

16. Budget

The budget data presented in these consolidated financial statements includes both operating and capital budgets. The City of Port Alberni budget was approved by Council on April 12, 2021, with the adoption of the Five-Year Financial Plan (2021-2025) Bylaw No 5023, 2021. The chart below reconciles the approved budget per the Financial Plan to the budget reported in these consolidated financial statements.

	2021 Budget
Consolidated Budgeted Surplus, per City of Port Alberni Financial Plan Bylaw No. 5023	\$ -
Add	
Acquisition of tangible capital assets	9,991,445
Contingency	3,736,000
Debt repayments	476,634
Less	
Proceeds of borrowing	-
Transfers from reserves	5,030,369
Consolidated Budgeted Surplus, per Statement of Operations	\$9,173,710

17. Segmented information

The City of Port Alberni provides a wide range of services to its citizens including police, fire, recreation, roads, sewer and water. For reporting purposes, the City's operations and activities are organized and reported by Fund as described in Note 1. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide are as follows:

General government services

General government provides internal support services to Council and other departments who provide direct services to its citizens. General government consists of governance, corporate management and program support. Internal departments include Legislative (Council), Chief Administrator's Office, City Clerk's Department, Financial Services, Information Technology, and Human Resources.

Protective services - Police, Fire, and Building Inspection

The Royal Canadian Mounted Police is Canada's national police service. They are committed to preserving the peace, upholding the law and providing quality service in partnership with Canadian communities and for all Canadian citizens. The mandate of the Port Alberni Fire Department is to provide fire suppression services; fire prevention programs; training and education related to prevention, detection or extinguishment of fires.

CITY OF PORT ALBERNI
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

17. Segmented information (continued from previous page)

It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders. Building inspection services are provided in order to assist residents and builders in constructing projects which meet minimum construction standards.

Transportation services

The Public Works Department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, traffic control and street lighting.

Environmental health services

The function of environmental health services is to provide for the collection and disposal of solid waste as well as providing cemetery services to the citizens of Port Alberni.

Environmental and economic development

Environmental development provides services relating to planning, economic development and tourism. The Planning Department develops and administers land use regulations to ensure an orderly and well-planned community. Economic Development includes responsibilities for diversification of the economy through business retention, business attraction and marketing key properties owned by the City.

Recreation and cultural services

The mission of the Parks, Recreation and Heritage Department is to enrich the quality of life of residents and visitors. The parks, facilities, programs and services are designed and delivered to provide the greatest benefit to the community as a whole. The Museum Department works with the community to collect, document, preserve and present all aspects of the cultural heritage of the Alberni Valley and West Coast of Vancouver Island. Cultural services also contribute towards the information needs of citizens through the provision of library services in partnership with the Vancouver Island Regional Library.

Water utility

The Water Department provides for the supply and treatment of safe drinking water to the citizens of Port Alberni.

Sewer utility

The Sewer Department provides for the collection and treatment of wastewater.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2. For additional information see Segmented Information (Schedule 2).

CITY OF PORT ALBERNI
SCHEDULE 1: TANGIBLE CAPITAL ASSETS
As at December 31, 2021

	ASSETS				ACCUMULATED AMORTIZATION				NET BOOK VALUE 2021	NET BOOK VALUE 2020
	Balance December 31, 2020	2021 Additions	2021 Disposals	Balance December 31, 2021	Balance December 31, 2020	2021 Additions	2021 Disposals	Balance December 31, 2021		
Land	4,079,264	5,721,250	-	9,800,514	-	-	-	-	9,800,514	4,079,264
Land Improvements	12,804,828	187,843	-	12,992,671	7,825,116	385,442	-	8,210,558	4,782,113	4,979,712
Buildings	36,610,388	233,424	(113,970)	36,729,842	19,905,494	964,782	(86,617)	20,783,659	15,946,183	16,704,894
Machinery & Equipment	15,234,057	626,434	(93,145)	15,767,346	9,952,122	652,391	(78,145)	10,526,368	5,240,978	5,281,935
Engineered Structures	4,240,108	31,771	-	4,271,879	1,252,296	40,812	-	1,293,108	2,978,771	2,987,812
Storm Drains	24,871,544	126,548	-	24,998,092	8,702,633	342,130	-	9,044,763	15,953,329	16,168,911
Transportation	44,171,888	2,515	-	44,174,403	35,781,556	846,293	-	36,627,849	7,546,554	8,390,332
Water	37,939,225	2,659,316	(341,690)	40,256,851	17,071,484	852,315	(223,238)	17,700,561	22,556,290	20,867,741
Sewer	31,526,522	1,517,447	-	33,043,969	11,242,204	514,641	-	11,756,845	21,287,124	20,284,318
Leased assets	1,425,000	-	-	1,425,000	1,356,111	-	-	1,356,111	68,889	68,889
Work in progress	32,337,720	5,329,570	-	37,667,290	-	-	-	-	37,667,290	32,337,720
	245,240,544	16,436,118	(548,805)	261,127,857	113,089,016	4,598,806	(388,000)	117,299,822	143,828,035	132,151,528

CITY OF PORT ALBERNI
SCHEDULE 2: SEGMENTED INFORMATION
As at December 31, 2021

	General Government	Protective Services	Transportation Services	Environmental Health Services	Environmental & Economic Development	Recreation and Cultural Services	Water Utility	Sewer Utility	Other Funds	Consolidated 2021	Budget (Note 16)	Consolidated 2020
Revenue												0
Taxes	\$ 24,818,993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,818,993	\$ 24,680,709	\$ 23,730,348
Sales of services	354,235	372,826	365,031	944,657	277,449	892,645	3,903,005	3,321,830	1,035,594	11,467,272	10,548,377	10,541,469
Other revenue from own sources	450,402	415,167	-	9,154	177,986	-	40,582	36,990	99,822	1,230,103	878,555	785,252
Investment income	90,957	-	-	-	-	-	67,309	68,968	27,271	254,505	268,000	440,146
Grants	852,775	-	17,347	-	198,004	664,414	-	-	833,374	2,565,914	5,291,028	9,121,805
Recognition of development cost charges	-	-	-	-	-	90,907	-	75,000	-	165,907	-	-
Gain/loss on disposal of assets	-	-	-	-	-	-	-	-	145,806	(145,806)	-	684,376
Income (loss) from investment in Government Business Enterprise	-	-	-	-	(11,949)	-	-	-	-	(11,949)	-	376,136
Other	-	-	-	-	-	-	-	-	-	-	360,000	-
Total revenue	26,567,362	787,993	382,378	953,811	641,490	1,647,966	4,010,896	3,502,788	1,850,255	40,344,939	42,026,669	45,679,531
Expenses												
Salaries, wages, and benefits	2,377,166	5,415,567	2,963,358	486,328	751,603	3,691,524	862,527	521,236	-	17,069,309	17,594,743	16,388,247
Debt servicing	9,123	83,515	-	-	-	7,874	116,197	47,107	-	263,816	495,316	285,363
RCMP contract	-	6,683,045	-	-	-	-	-	-	-	6,683,045	5,831,524	4,778,443
Grants	4,300	-	-	-	328,409	-	-	-	-	332,709	218,500	267,894
Other contracts	46,316	-	912,963	-	100,939	-	-	-	-	1,060,218	1,387,714	965,685
Goods and services	1,385,500	1,397,458	906,277	737,548	206,613	2,053,443	721,159	1,083,429	21,736	8,513,163	7,325,162	9,402,836
	3,822,405	13,579,585	4,782,598	1,223,876	1,387,564	5,752,841	1,699,883	1,651,772	21,736	33,922,260	32,852,959	32,088,468
Amortization	201,374	271,954	1,593,228	2,183	69,332	1,093,779	852,315	514,641	-	4,598,806	-	4,597,550
Total expenses	4,023,779	13,851,539	6,375,826	1,226,059	1,456,896	6,846,620	2,552,198	2,166,413	21,736	38,521,066	32,852,959	36,686,018
Annual surplus (deficit)	22,543,583	(13,063,546)	(5,993,448)	(272,248)	(815,406)	(5,198,654)	1,458,698	1,336,375	1,828,519	1,823,873	9,173,710	8,993,513
	General Government	Protective Services	Transportation Services	Environmental Health Services	Environmental & Economic Development	Recreation and Cultural Services	Water Utility	Sewer Utility	Other Funds	Consolidated 2020	Budget	Consolidated 2019
Revenue												
Taxes	\$ 23,730,348	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,730,348	\$ 23,739,850	\$ 23,439,470
Sales of services	243,511	446,312	310,501	764,904	152,394	885,462	3,697,711	3,157,946	882,727	10,541,469	10,463,865	10,463,191
Other revenue from own sources	239,441	311,210	-	(6)	148,123	-	(54)	(46)	86,584	785,252	668,715	942,393
Investment income	259,720	-	-	-	-	-	30,956	43,738	105,733	440,146	268,000	716,073
Grants	4,154,067	-	-	-	679,301	137,420	-	3,476,598	674,419	9,121,805	2,124,260	11,172,799
Gain/loss on disposal of assets	-	-	-	-	-	-	-	-	684,376	684,376	-	(49,853)
Income (loss) from investment in Government Business Enterprise	-	-	-	-	376,136	-	-	-	-	376,136	-	1,565,052
Other	-	-	-	-	-	-	-	-	-	-	395,000	4,629
Total revenue	28,627,087	757,522	310,501	764,898	1,355,955	1,022,882	3,728,613	6,678,235	2,433,838	45,679,531	37,659,690	48,253,754
Expenses												
Salaries, wages, and benefits	2,523,980	5,445,514	2,668,438	348,435	563,917	3,562,238	842,183	433,542	-	16,388,247	17,191,482	17,248,682
Debt servicing	16,284	86,223	-	-	-	7,087	92,761	83,008	-	285,363	487,816	345,855
RCMP contract	-	4,778,443	-	-	-	-	-	-	-	4,778,443	5,550,410	4,863,405
Grants	49,615	-	-	-	218,279	-	-	-	-	267,894	130,700	502,024
Other contracts	33,213	-	869,236	-	63,236	-	-	-	-	965,685	955,082	1,177,254
Goods and services	1,743,838	1,004,725	508,945	672,554	922,254	2,911,991	734,062	899,102	5,365	9,402,836	7,520,587	7,491,819
	4,366,930	11,314,905	4,046,619	1,020,989	1,767,686	6,481,316	1,669,006	1,415,652	5,365	32,088,468	31,836,077	31,629,039
Amortization	160,044	279,005	1,651,462	2,183	68,062	1,097,798	820,883	518,113	-	4,597,550	-	4,658,156
Total expenses	4,526,974	11,593,910	5,698,081	1,023,172	1,835,748	7,579,114	2,489,889	1,933,765	5,365	36,686,018	31,836,077	36,287,195
Annual surplus (deficit)	24,100,113	(10,836,388)	(5,387,580)	(258,274)	(479,793)	(6,556,232)	1,238,724	4,744,470	2,428,473	8,993,513	5,823,613	11,966,559

CITY OF PORT ALBERNI
SCHEDULE 3: DEBT
As at December 31, 2021

Security Issuing Bylaw	Purpose	Term in Years	Annual Interest Rate	Maturity Date	Original Issue	Balance Dec. 31, 2020	Principal Paid	Actuarial Recognized	Balance Dec. 31, 2021	Debt Reserve Cash Balance Dec. 31, 2020	Debt Reserve Income & Expenses	Debt Reserve Cash Balance Dec. 31, 2021
Long-term debt												
4575	General	25	1.75%	19-Apr-31	3,375,064	1,892,652	81,042	59,296	1,752,314	53,113	903	54,016
4807	General	30	3.00%	14-Oct-44	428,300	284,138	102,523	2,026	179,589	4,668	80	4,748
4846	General	20	2.20%	8-Apr-35	912,000	739,065	32,249	6,053	700,763	10,397	177	10,574
					4,715,364	2,915,855	215,814	67,375	2,632,666	68,178	1,160	69,338
4848	Water	30	2.20%	8-Apr-45	2,000,000	1,792,244	38,743	7,271	1,746,230	22,799	388	23,187
4807	Waste Water	30	3.00%	14-Oct-44	5,321,700	4,785,829	-	25,175	4,760,654	61,738	1,050	62,788
4939	Waste Water	30	1.45%	09-Apr-50	4,450,000	4,450,000	109,692	-	4,340,308	45,147	768	45,915
					9,771,700	9,235,829	109,692	25,175	9,100,962	106,885	1,818	108,703
					16,487,064	13,943,928	364,249	99,821	13,479,858	197,862	3,366	201,228

CITY OF PORT ALBERNI
SCHEDULE 4: TAX LEVIES AND GRANTS IN LIEU OF TAXES
As at December 31, 2021

	Budget (Note 16)		2021	2020
TAX LEVIES				
General purpose	\$ 23,721,229	\$ 23,849,069	\$ 22,602,042	
Off-street parking	14,500	14,266	10,714	
Utility	725,000	736,720	768,761	
Parcel Tax	-	-	123,234	
	24,460,729	24,600,054	23,504,750	
Grants in lieu of taxes	219,980	218,939	225,598	
Total Municipal Taxes	24,680,709	24,818,993	23,730,348	
COLLECTIONS FOR OTHER GOVERNMENTS				
School Districts	5,040,892	6,003,287	5,040,891	
Alberni Clayoquot Regional Hospital District	700,665	671,425	667,300	
Alberni Clayoquot Regional District	1,372,574	1,462,475	1,495,840	
B.C. Assessment	181,000	187,634	182,328	
Vancouver Island Regional Library	804,622	804,622	792,460	
Municipal Finance Authority	700	676	676	
	8,100,453	9,130,119	8,179,495	
Total Taxes Collected	\$ 32,781,162	\$ 33,949,112	\$ 31,909,843	

CITY OF PORT ALBERNI
SCHEDULE 5: GENERAL GOVERNMENT EXPENSES
As at December 31, 2021
(UNAUDITED)

	Budget (Note 16)	2021	2020
Legislative	\$ 211,546	\$ 207,000	\$ 200,045
City manager's office	213,636	149,752	228,305
Municipal clerk's office	563,541	523,143	556,200
Legal fees	20,000	30,488	83,092
Financial management	840,239	850,477	863,122
Administration vehicle	9,913	16,553	16,884
External audit	27,300	28,358	26,775
Purchasing	126,480	150,521	138,651
Buildings	161,522	246,291	212,864
Information services	733,309	906,487	822,098
Appraisals	-	4,655	3,425
Personnel	335,482	324,431	328,349
Election expenses	-	-	-
Training and development	160,941	84,329	83,791
Damage claims	22,082	2,135	411
Grants and grant funded programs	11,000	4,300	49,615
Office equipment supplies and printing	449,203	387,971	411,555
Public liability insurance	450,000	413,533	466,990
Other general services	56,200	49,049	397,700
Administration recoveries	(483,500)	(507,492)	(498,000)
Reconciliation Committee	-	-	5,551
Asset Management Plan	-	142,675	114,100
Debt servicing	15,500	9,123	16,273
Total	\$ 3,924,394	\$ 4,023,779	\$ 4,526,974

CITY OF PORT ALBERNI
SCHEDULE 6: PROTECTIVE SERVICES EXPENSES
As at December 31, 2021
(UNAUDITED)

	Budget (Note 16)	2021	2020
Police protection	\$ 7,766,649	\$ 9,098,214	\$ 6,936,775
Fire protection	3,870,382	4,002,475	3,859,631
Emergency measures	550	8,436	7,102
Building and plumbing inspections	113,638	173,856	148,537
Animal pound operations	151,328	139,164	149,263
Bylaw enforcement	411,593	345,879	406,379
Debt servicing	91,203	83,515	86,223
	\$ 12,405,343	\$ 13,851,539	\$ 11,593,910

CITY OF PORT ALBERNI
SCHEDULE 7: TRANSPORTATION SERVICES EXPENSES
As at December 31, 2021
(UNAUDITED)

	Budget (Note 16)	2021	2020
COMMON SERVICES			
Engineering administration	\$ 588,360	\$ 706,430	\$ 700,665
Engineering consulting services	166,017	242,605	126,031
Public works supervision	347,573	395,298	374,011
Equipment and supplies	45,328	109,633	36,432
Building and yard maintenance	265,953	253,422	302,387
Equipment maintenance	775,986	1,088,391	1,021,107
	<u>2,189,217</u>	<u>2,795,779</u>	<u>2,560,633</u>
ROADS AND STREET MAINTENANCE			
Roadway surfaces maintenance	1,216,005	1,994,008	1,784,983
Snow and ice removal	192,977	202,391	113,403
Parking	14,500	10,959	14,330
Gravel	206,227	108,847	231,836
Bridges and retaining walls	43,655	47,776	56,152
Street lighting	311,035	335,086	389,974
Traffic control	238,305	293,351	314,002
	<u>2,222,704</u>	<u>2,992,418</u>	<u>2,904,680</u>
OTHER			
Ditch and dyke maintenance	100,880	139,312	112,344
Storm sewers	215,052	802,551	578,667
Public transit	976,629	910,373	869,210
Other	90,498	66,257	45,640
Recoveries	(1,691,900)	(1,330,864)	(1,373,093)
	<u>(308,841)</u>	<u>587,629</u>	<u>232,768</u>
	<u>\$ 4,103,080</u>	<u>\$ 6,375,826</u>	<u>\$ 5,698,081</u>

CITY OF PORT ALBERNI
SCHEDULE 8: RECREATION AND CULTURAL SERVICES
As at December 31, 2021
(UNAUDITED)

	2021				2020		
	Budget Revenue	Actual Revenue	Budget Expense	Actual Expense	Budget Operating Deficit	Actual Operating Deficit	Actual Operating Deficit
RECREATION SERVICES							
Administration	\$ -	\$ -	\$ 593,541	\$ 457,953	\$ (593,541)	\$ (457,953)	\$ (416,445)
Leisure Centre	247,150	187,059	560,934	589,954	(313,784)	(402,895)	(336,368)
Swimming pool	231,925	92,570	445,326	511,988	(213,401)	(419,418)	(331,800)
Arena	492,033	255,874	866,672	1,450,500	(374,639)	(1,194,626)	(1,057,153)
Parks, Playgrounds, and other Programs	21,500 75,890	8,653 306,815	1,813,391 989,778	1,963,679 1,110,667	(1,791,891) (913,888)	(1,955,026) (803,852)	(1,847,529) (1,075,703)
	<u>1,068,498</u>	<u>850,971</u>	<u>5,269,642</u>	<u>6,084,741</u>	<u>(4,201,144)</u>	<u>(5,233,770)</u>	<u>(5,064,998)</u>
CULTURAL SERVICES							
Museum services	24,800	11,774	386,571	429,926	(361,771)	(418,152)	(336,945)
McLean Mill	-	29,900	190,000	331,953	(190,000)	(302,053)	(1,291,709)
	<u>24,800</u>	<u>41,674</u>	<u>576,571</u>	<u>761,879</u>	<u>(551,771)</u>	<u>(720,205)</u>	<u>(1,628,654)</u>
	<u>\$ 1,093,298</u>	<u>\$ 892,645</u>	<u>\$ 5,846,213</u>	<u>\$ 6,846,620</u>	<u>\$ (4,752,915)</u>	<u>\$ (5,953,975)</u>	<u>\$ (6,693,652)</u>

CITY OF PORT ALBERNI
SCHEDULE 9: SALES OF SERVICES
As at December 31, 2021
(UNAUDITED)

	Budget (Note 16)	2021	2020
GENERAL REVENUE			
General Services	\$ 2,012,631	\$ 2,256,726	\$ 1,809,954
Arena	492,033	255,874	353,646
Leisure Centre	247,150	187,059	195,122
Parks, playgrounds and other	21,500	8,653	11,545
Swimming Pool	231,925	92,570	98,586
Programs	75,890	306,815	180,835
Museum	24,800	11,774	15,828
McLean Mill	-	29,900	29,900
	3,105,929	3,149,371	2,695,416
MISCELLANEOUS REVENUE		1,035,594	882,727
SERVICES PROVIDED TO OTHER GOVERNMENTS	171,238	57,472	107,669
WATER REVENUE			
Sale of water	3,951,843	3,885,851	3,613,668
Connections and sundry charges	97,698	17,154	84,043
	4,049,541	3,903,005	3,697,711
SEWER REVENUE			
Sale of sewer service	3,111,167	3,161,365	3,029,811
Connections and sundry charges	110,502	160,465	128,135
	3,221,669	3,321,830	3,157,946
	\$ 10,548,377	\$ 11,467,272	\$ 10,541,469

CITY OF PORT ALBERNI
SCHEDULE 10: OTHER REVENUE FROM OWN SOURCES
As at December 31, 2021
(UNAUDITED)

	Budget (Note 16)	2021	2020
Licences and permits	\$ 247,280	\$ 404,130	\$ 297,705
Fines and costs	17,000	10,038	13,506
Land and building rentals	145,500	177,986	148,123
Penalties and interest	247,800	279,179	189,507
Miscellaneous revenue	220,975	258,948	49,828
Other revenue from own sources - Capital Fund	-	99,822	86,583
	<u>\$ 878,555</u>	<u>\$ 1,230,103</u>	<u>\$ 785,252</u>

CITY OF PORT ALBERNI
SCHEDULE 11: SEWER AND WATER UTILITIES

As at December 31, 2021

(UNAUDITED)

	Budget (Note 16)	2021	2020
WATER UTILITY			
Administration	496,701	643,366	607,168
Service of supply	219,175	269,843	249,304
Pumping	295,627	315,820	334,733
Transmission and distribution	749,166	1,278,781	1,254,224
Debt servicing	44,000	44,388	44,460
	\$ 1,804,669	\$ 2,552,198	\$ 2,489,889
SEWER UTILITY			
Administration	\$ 545,386	\$ 489,252	\$ 511,569
Sewage treatment and disposal	319,086	561,957	488,871
Sewage collection system	343,332	560,517	576,402
Sewage pump stations	170,102	507,580	273,668
Other	2,000	-	246
Debt servicing	344,613	47,107	83,009
	1,724,519	2,166,413	1,933,765



CONTACT INFORMATION: (please print)

Full Name: Peter Mugleston Organization (if applicable): Alberni Valley Tourism

Street Address: albernivalleytourism.com

Phone: [REDACTED]

Mailing Address:

Email:

No. of Additional Participants:

[Name/Contact Information] 4 [see below]

MEETING DATE REQUESTED: May 9, 2022

PURPOSE OF PRESENTATION: (please be specific)

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

Peter Mugleston Alberni Valley Tourism, Bill Collette Alberni Valley Chamber of Commerce

Calum Matthews Tourism Vancouver Island, Pat Deakin City of Port Alberni to provide an update on the Municipal

District Tax Program application being submitted by Alberni Valley Tourism.

Requested Action by Council (if applicable):

Letter of support to accompany the application to the MRDT Program.

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

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

SIGNATURE(S):

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

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: May 9, 22

Date Approved: April 2022

Applicant Advised: April 2022

Approved: (Deputy City Clerk)

[Signature]

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

File # 0550-30-May 9-22

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

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

ENTERED

02

MINUTES OF THE AUDIT COMMITTEE
Wednesday, October 6, 2021 @ 4:30 PM
in the City Hall Committee Room

PRESENT: Councillor D. Washington, Chair
Councillor R. Corbeil
Councillor C. Solda

RESOURCE STAFF: Andrew McGifford, Director of Finance
Tanis Feltrin, Receptionist

MEDIA: David Wiwchar, The Peak 93.3FM

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 4:34 PM.

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

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on April 19, 2021, be adopted.
CARRIED

C. UNFINISHED BUSINESS

D. QUARTERLY ANALYSIS OF MAYOR AND COUNCIL TRAVEL + DEVELOPMENT EXPENSES

1. The Director of Finance provided an overview up to August 31, 2021.

E. REPORTS

General Fund - Revenue

Additional information was requested regarding the following:

Director of Finance provided a summary of the General Revenue Fund, advising of the higher than expected revenue shortfall for Parks and Recreation services. Based on the year to date as of August 31, 2021 it is unlikely the budgeted income will be realized in 2021. A portion of the COVID-19 Safe Restart Grant may be required to cover the revenue shortfall.

- What funds have been allocated at present to Parks and Recreation services?
In 2020 Parks and Recreation was allocated \$410,000 of the COVID Safe Restart Grant funds however, there is \$2.5 million remaining for 2021.
- Are there shortfalls in other departments?
An assessment will take place as yearend approaches. It is anticipated that funding will be required to supplement reduced revenue streams due to COVID-19.
- Are we using the COVID-19 Safe Restart Grant in place of gaming funds that we would have normally received?
Yes, the gaming centre was not open due to COVID-19 and the funding commitments that normally use these funds were made in 2021 with the understanding that the gaming revenue may not be received. The COVID-19 Safe Restart funds can be used where gaming funds are not realized.

ENTERED

E1a

General Fund - Expenditures

Additional information was requested regarding the following:

- Road Surfaces Maintenance are at 50% of the budgeted amount, will it be at 100% by the end of the year?
The expenses reflected are as of August 31, 2021. The budgeted expenditures may still be realized by yearend.
- Were COVID-19 Safe Restart Grant funds used to support BC Transit expenditures?
Yes, BC Transit revenue was supplemented in 2020 with COVID-19 Safe Restart Grant funding. In 2021 separate senior government funding was provided for transit service in order to address operational funding shortfalls and allow local governments to continue without service reductions.
- Are the variances reflected in waste collections due to the roll out of the organics collection service?
Yes, the three-stream waste collection program was planned to begin earlier in 2021, both revenues and expenses will not meet expectation in 2021.
- Security lighting program does not appear to have been utilized this year.
Community Safety did not have a staff lead to undertake the program. Adjustment have been made to support more efficient submissions and approvals. These funds could be utilized in 2022 should Council direct that during the 2022-2026 Financial Planning process.

Sewer Revenue Fund Update

Additional information was requested regarding the following:

- With all the new development happening wouldn't we see an increase in revenue?
Revenue rates can vary based on a number of factors such as new builds utilizing low flow fixtures and a general increased diligence from residents concerning water consumption.

Water Revenue Fund Update

Additional information was requested regarding the following:

- Metered Sales – is this a discrepancy (Low revenue vs. budget)?
No, the amount captured only includes the first billing cycle of 2021 [January to April]. The next Audit meeting will reflect May to August which is the highest period of the year due to summer demand.

Capital All Funds Update

Additional information was requested regarding the following:

- Regarding equipment purchases, can the vendor go back on their quoted price?
No, once we have accepted the bid or tender the contract price is finalized.
- Will we get to all of the projects listed this year?
Unlikely to occur, some are weather dependent, some are still be planned, Council will see all outstanding projects in the 2022-2026 Financial Plan.
- Mill Stone Park – is this project complete?
Staff changes in the Parks Department and the year-end confirmation of completion was not provided for 2020. The Manager of Parks will confirm status for 2021-year end.
- Is the lighting upgrade complete at the Multiplex?
Yes, and we are receiving a grant from BC Hydro for the upgrade.

F. VENDOR CHEQUE REGISTER REPORT

The Director of Finance provided an overview regarding the vendor cheque register report from April 1, 2021 to August 31, 2021.

- What were the payments made to Colin Bates?
Economic Development consulting work for Seaweed Research.
- Cheque to Addy Power?
Multiplex light fixtures and controls.
- Cheque to Badger Daylighting?
Contractor used when our pumper truck is not available.
- Cheques to Danielle Karass Communication?
Contractor fulfilling the vacant Communications Manager position.
- Cheques to Mary Clare Massicotte?
Programs with the Community Action Team.
- Cheque to Paper Excellence?
This was a refund cheque, they were inadvertently paying the San Groups water bill. This has been corrected and the San Group will be billed for their water use.
- Cheque to Randy Reynolds?
Programs with the Community Action Team.

G. INVESTMENTS REPORT

The Director of Finance provided a verbal update regarding the City's investments.

H. OTHER COMPETENT BUSINESS

The Committee requested a separate report of the McLean Mill expenditures.
Director of Finance to provide at the next Audit Committee meeting.

I. QUESTION PERIOD

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 5:53 pm.
CARRIED

Respectfully submitted,



Councillor Dan Washington, Chair



Twyla Slonski, Corporate Officer

MINUTES OF THE AUDIT COMMITTEE
Monday, November 8, 2021 @ 11:00 AM
Council Chambers

PRESENT: Councillor D. Washington, Chair
Councillor R. Corbeil
Councillor C. Solda

RESOURCE STAFF: Andrew McGifford, Director of Finance

MEDIA: David Wiwchar, The Peak 93.3FM

PUBLIC: Leslie Walerius

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 11:02 PM.

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

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on October 6, 2021, be adopted.

CARRIED

C. UNFINISHED BUSINESS

D. QUARTERLY ANALYSIS OF MAYOR AND COUNCIL TRAVEL + DEVELOPMENT EXPENSES

1. The Director of Finance provided an overview for the third quarter of 2021.
Councillor Solda asked about the UBCM charge on her expense line – did not attend as it was virtual format – staff to review.

E. REPORTS

The Director of Finance presented a report dated October 31, 2021, 2020 providing an overview of the McLean Mill National Historic Site & AVCoC reviewing the history of the contract and the activities and services performed by AVCoC. Further reviewed the Capital Expenditures and project in the Capital Plan.

The Director of Finance provide a verbal report regarding the General, Water, and Sewer operations and Capital Funds as of October 31, 2021.

Committee would like to know how much we will see from the Gaming revenue, and funding moving forward – Next meeting the actual will be provided and discuss the 2022 expected revenue.

ENTERED
E16

The Committee review the McLean Mill and wanted to know what UGST meant. This was for the Underground fuel storage tanks. This project did not proceed after investigation early in 2021.

F. VENDOR CHEQUE REGISTER REPORT

The Director of Finance provided an overview regarding the vendor cheque register report from September 1, 2021 to October 31, 2021.

Committee members request that the vendor cheque register report be provided/compiled by vendor name with expenditure descriptions if possible for future meetings.

- What was the expense paid to Richard Acosta?
Follow up - Bank overpayment to property owner (home owner grant paid by bank)
- Details for Fort Garry Fire Trucks Cheque number 149146 & 149327?
Follow up - Fire truck repair and supplies – 2 Valve repair kits, SCBA Bottle valve kit, and Spring hinge lift bar.
- Payments to TK elevator?
For the various elevators that the City must maintain and inspect. Follow up – the Multiplex four hours of maintenance and 3 hours at McLean Mill with the payments listed.
- Western Forest Products payment, what was this for?
To reimburse Western Forest Product for the subdivision and survey cost of the SRW at the Somass Mill.

G. INVESTMENTS REPORT

The Director of Finance provided a verbal update regarding the City's investments.

H. OTHER COMPETENT BUSINESS

I. QUESTION PERIOD

Ms. Walerius requested information about the Water meter replacement project.
This project was started in 2017 but has not been competed due to resource availability. Amounts are carried forward annually. Follow up – this project will be rescope and brought back to Council.

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 11:54 am.
CARRIED

Respectfully submitted,

Councillor Dan Washington, Chair



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the first quarter of 2022 (January to March). Included in this report is a comparator to the same time frame during the previous four years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the quarter.

- Officers received and responded to a total of 2,896 calls for service, 2,388 of these calls occurred in the City of Port Alberni.
- The number of Criminal Offences are up by 27% for the quarter compared to 2021.
- Property Offences are up by 28% for the quarter compared to 2021. Theft from Vehicle are down by 23% for the quarter compared to last year.
- The number of Domestic Reports are down by 20% for the quarter compared to 2021.

Port Alberni RCMP's 2022/23 Annual Performance Plan Priorities:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch.
- **Family Violence:** Focus on education, awareness and community support to foster a "wrap around" approach of harm reduction. Creating a supportive environment for victims of family violence to come forward.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.
- **Youth:** Positive interactions with youth through school and sporting events. Increased,

ENTERED

F2

proactive engagement with the youth in our community.

Respectfully submitted,

Inspector Eric Rochette
Officer in Charge
Port Alberni RCMP



Mayor and Council Report

Port Alberni Municipal

Q1 2022 (January to March)

<i>Calls for Service</i>	Q1 2018	Q1 2019	Q1 2020	Q1 2021	Q1 2022
Total Calls for Service	2285	2455	2667	2565	2388

<i>Occurrences by Crime Type</i>	Q1 2018	Q1 2019	Q1 2020	Q1 2021	Q1 2022
Violent Crime	80	132	143	128	131
Property Crime	331	382	499	301	387
Other Criminal Code	150	153	202	168	249
Drug Offences	31	25	18	20	12
Total Criminal Code	592	692	862	629	799
Criminal Traffic	43	36	30	12	29

<i>Violent Crime</i>	Q1 2018	Q1 2019	Q1 2020	Q1 2021	Q1 2022
Assaults	39	81	69	70	85
Harassment	4	9	11	15	6
Robbery	1	2	2	2	1
Sex Offences	6	6	12	15	15



Uttering Threats	9	16	27	22	23
Domestic Violence	20	30	43	30	24



<i>Property Crime</i>	Q1 2018	Q1 2019	Q1 2020	Q1 2021	Q1 2022
Auto Theft	6	3	7	6	9
Bike Theft	8	5	2	8	8
Break and Enter - Business	9	19	17	7	7
Break and Enter - Residence	15	16	15	5	6
Break and Enter - Other	21	7	14	10	7
Mischief to Property	77	64	139	125	127
Theft	52	65	76	58	64
Possess Stolen Property	4	7	13	5	4
Shoplifting	29	41	65	20	48
Theft From Vehicle	49	42	112	31	24
Fraud	21	41	22	26	29

<i>Other Criminal Code</i>	Q1 2018	Q1 2019	Q1 2020	Q1 2021	Q1 2022
Cause Disturbance	59	70	93	74	107
Breach of Probation	32	36	45	21	14
Breach of Bail	34	30	56	50	43

Date: May 2, 2022
File No: 5330-20-Train Station
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: Award of ITT #003-22 | Train Station Roofing

Prepared by:  W. Thorpe Director of Parks, Recreation and Heritage	Supervisor: T. PLEY Chief Administrative Officer	A CAO Concurrence:  S. Smith, Acting CAO
---	---	---

RECOMMENDATION

That Council for the City of Port Alberni award Invitation to Tender No. 003-22 | Port Alberni Train Station Trade Contractor – Cedar Shake Roofing, to RAM Roofing Ltd., in the amount of \$117,800 plus GST, with funds coming from 2022 Capital Plan – Train Station Project.

PURPOSE

To seek Council's direction in awarding a section of tender #003-22, the Port Alberni Train Station roofing contract.

BACKGROUND

At Council's Regular meeting held April 11, 2022, Council approved the 2022 – 2026 capital projects, which includes the Train Station seismic upgrades:

THAT "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5045.

CARRIED | Res. No. 22-67

The City of Port Alberni engaged a Construction Manager, MKM Projects Ltd. to coordinate and manage the Structural Upgrades to the existing Train Station. The Construction Manager issued a public invitation to tender (#003-22) in March 2022 for a number of trade contract services including that of a roofing contractor for the City-owned Train Station. Proposals were received by the Construction Manager and opened on March 31, 2022.

ENTERED

F3

Summarized results of the one submission received:

Proponent	Proposal Price (+ GST)
RAM Roofing Ltd.	\$117,800

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni award Invitation to Tender #003-22 | Port Alberni Train Station Trade Contractor – Cedar Shake Roofing, to RAM Roofing Ltd., in the amount of \$117,800 plus GST, with funds coming from the 2022 Capital Plan – Train Station project.
2. Council provides staff with alternate direction.
3. Council does not award the ITT at this time.

ANALYSIS

The existing roof is not viable in its current state, as it is not currently watertight. The roofing contract includes two complete sections of roof on the Train Station, the ~2800ft² flat section of roof, and ~4,200ft² sloped section of roof. The current construction project is within the budget allocated in the 2022 – 2026 Financial Plan.

IMPLICATIONS

This roofing work is an integral component of the Train Station upgrade as outlined in the 2022 – 2026 Financial Plan, and associated grant award. Should Council elect not to move forward with the roof replacement at this time, it will impact the City's ability to confirm a final tenant in the space. In addition, it may compromise the status of the City's grant application.

COMMUNICATIONS

As the Train Station is a registered historic building, staff will work closely with the proponent to ensure all work is completed in alignment with the Standards and Guidelines for the Conservation of Historic Places in Canada. Due to the location of the Train Station offset from the main thoroughfares at Argyle St. and Kingsway Ave., minimal impacts to pedestrian and vehicle traffic are expected during this work.

BYLAWS/PLANS/POLICIES

This invitation to tender process aligns with Council's *2019-2023 Corporate Strategic Plan* and the priority of "Provide and maintain quality services".

SUMMARY


Per City of Port Alberni Purchasing Policy, an award of construction proposals over \$75,000 in value, even with pre-existing budget approval, must be approved by Council. Staff recommend that Council for the City of Port Alberni award invitation to tender #003-22 | Port Alberni Train Station Trade Contractor – Cedar Shake Roofing, to RAM Roofing Ltd., in the amount of \$117,800 plus GST, with funds coming from the 2022 Capital Plan – Train Station project.

ATTACHMENTS/REFERENCE MATERIALS

- *City of Port Alberni Purchasing Policy [ref.]*
- *2019-2023 Corporate Strategic Plan [ref.]*

C: T. Slonski, Director of Corporate Services
A. McGifford, Director of Finance

Date: May 2, 2022
File No: Legal File No. 757 [2240-20-757]
To: Mayor & Council
From: Scott Smith, Acting CAO | Director of Development Services
Subject: BC Transit Annual Operating Agreement [AOA] | 2022-2023

Prepared by: <i>A. MCGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	A CAO Concurrence:  Scott Smith, Acting CAO
--	--	--

RECOMMENDATION

THAT the Mayor and the Director of Corporate Services be authorized to execute the BC Transit | 2022 - 2023 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2022 to March 31, 2023.

PURPOSE

To receive Council's authorization to execute the BC Transit Annual Operating Agreement [AOA] – 2022-2023, covering the period from April 1, 2022 to March 31, 2023.

BACKGROUND

The City of Port Alberni enters into the AOA with BC Transit to provide transit service within the City. The AOA provides a shared service funding model with the province. BC Transit assumptions for revenues related to farebox cash, tickets and passes are based on our most current information and trends, including recovery estimates related to the pandemic.

The 'Safe Restart' program was announced by the provincial and federal governments which provided funding to cover costs of BC Transit communities in 2020-2022 related to the pandemic. Local government partners were allocated 'Safe Restart' funding to address fare losses and added pandemic related expenses. This provided the City of Port Alberni an ability to continue the essential service without increases in taxation over pre-pandemic plans. This funding allocation to the City continued until March 31, 2022 and totaled approximately \$30,000.

The service is contracted to PW Transit Canada and the '2022-2026 Financial Plan' considers the agreement.

ALTERNATIVES/OPTIONS

1. That the Mayor and the Director of Corporate Services be authorized to execute the BC Transit | 2022 - 2023 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2022 to March 31, 2023.
2. That Council decline authorizing execution of the BC Transit 2022-2023 Annual Operating Agreement.
3. That Council provide alternate direction.

ENTERED
F4

ANALYSIS

The AOA has taken the impact of the pandemic into consideration and also includes the 'Safe Restart' program funding support from senior governments.

IMPLICATIONS

The City of Port Alberni's 2022-2026 Financial Plan includes provisions for the BC Transit AOA for 2022-2023 therefore there are no additional financial implications related to execution of the agreement.

Should Council elect not to execute the BC Transit AOA for 2022-2023 City public transit service could be affected.

COMMUNICATIONS

Following Council authorization, the agreement will be signed and forwarded to BC Transit.

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

- The AOA is an annual agreement with BC Transit and has been in place for many years to deliver transit service in the City of Port Alberni.
- The 2022-2026 Financial Plan includes provisions to operate the transit service, the estimated financial implications associated with the pandemic, and senior government funding support.

ATTACHMENTS/REFERENCE MATERIALS

- BC Transit 2022-2023 Annual Operating Agreement

Copy: T. Slonski, Director of Corporate Services

J:\Finance\Director\Agenda Reports & Procedures\Dir Finance Council Memos\2022\BC_Transit_AOA_2022-23.docx

ANNUAL OPERATING AGREEMENT

between

City of Port Alberni

and

British Columbia Transit

Effective
April 1, 2022

Information contained in Schedule 'C' Budget is subject to the *Freedom of Information & Protection of Privacy Act*. Consult with BC Transit prior to releasing information in these schedules to individuals or companies other than those who are party to this agreement.

CONTENTS

SECTION 1: DEFINITIONS.....	3
SECTION 2: INCORPORATION OF SCHEDULES.....	3
SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT	3
SECTION 4: TERM AND RENEWAL	4
SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	4
SECTION 6: SETTLEMENT OF DISPUTES.....	4
SECTION 7: MISCELLANEOUS PROVISIONS	4
SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES	5
SECTION 9: SAFE RESTART CONTRIBUTION	6
SECTION 10: GOVERNING LAW	6
SECTION 11: COUNTERPARTS.....	6
SECTION 12: NOTICES AND COMMUNICATIONS.....	7
SCHEDULE A: TARIFF AND FARES	8
APPENDIX 1: TARIFF NOTES.....	8
APPENDIX 2: TARIFF AND FARES.....	8
SCHEDULE B: SERVICE SPECIFICATIONS.....	9
SCHEDULE C: BUDGET	10

ANNUAL OPERATING AGREEMENT

April 1, 2022 – March 31, 2023

BETWEEN: **City of Port Alberni**
(the "Municipality")

AND: **British Columbia Transit**
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "Incurred" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2022, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2023, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) *For Conventional Transit Service:*
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - i. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - ii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
- b) *For Custom and Paratransit Transit Service:*
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - i. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - ii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
 - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;

- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 - 1. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - i. The Local Transit Fund may be used towards lease fees.
 - ii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided a joint one-time contribution to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21.

The Authority applied the Safe Restart Contribution as follows:

- a) As a one-time allocation towards the Municipality's share of 2020/21 eligible operating expenses;
- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2024.

SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Business Development
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

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

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2022.

City of Port Alberni

British Columbia Transit

Vice President, Business Development

Vice President, Finance and Chief Financial Officer

SCHEDULE "A": TARIFF AND FARES

Port Alberni Conventional – September 1, 2021

PRODUCT	AUDIENCE	PRICE
CASH	ALL	\$2.00
TICKETS (10)	ALL	\$18.00
DAYPASS	ALL	\$4.00
MONTHLY PASS	ADULT	\$48.00
MONTHLY PASS	STUDENT/SENIOR	\$25.00
SEMESTER PASS	COLLEGE	\$100.00
	CHILD 12 and Under	FREE

SCHEDULE "B": SERVICE SPECIFICATIONS

Effective April 1, 2019

Port Alberni Conventional Service:

The Local Transit Service Area for Port Alberni conventional service shall be: the municipal boundaries of the Corporation of the City of Port Alberni.

The Annual Service Level for Port Alberni conventional service shall be **12,500** Revenue Service Hours

The Exception Days recognized annually for the Port Alberni conventional service are:

Exception Days	Service Level
Good Friday	Sunday
Easter Monday	Sunday
Victoria Day	Sunday
Canada Day	Sunday
BC Day	Sunday
Labour Day	Sunday
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	No Service
Boxing Day	Sunday
New Year's Day	Sunday
Family Day	Sunday

SCHEDULE C: BUDGET

PORT ALBERNI CONVENTIONAL

	OFFICIAL AOA 2022/23
TOTAL REVENUE	\$226,199
TOTAL OPERATING COSTS	1,694,112
TOTAL COSTS (including Local Government Share of Lease Fees)	1,827,581
NET LOCAL GOVERNMENT SHARE OF COSTS	781,171

Date: May 2, 2022
File No: 6480-20-2022
To: Mayor & Council
From: Scott Smith, Acting CAO | Director of Development Services
Subject: Official Community Plan (OCP) Update

Prepared by:  MARIANNE WADE MANAGER OF PLANNING	Supervisor: S. SMITH DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO	A CAO Concurrence:  S. Smith Acting CAO
---	--	--

RECOMMENDATIONS

That Council endorse the revisions, as reflected in the staff report dated May 2, 2022, to Phase 3 'Vision and Community Priorities' as part of the Communications and Engagement Plan within the Official Community Plan Review and Update.

PURPOSE

This report outlines the current status of the OCP update and review project and outlines the next steps.

BACKGROUND

In October 2021 McElhaney was awarded a contract to review and update the current OCP. Since the time of this award, and after the January 26, 2022 Committee of the Whole presentation, staff changes have occurred within the composition of the McElhaney team which has impacted the Communications and Engagement Plan presented to the Committee of the Whole.

Phase 1 and Phase 2 in this Plan have been implemented and we are now at Phase 3. In order to fill the role of the communications and engagement specialist, the City has retained a community engagement planner, Kelly Learned of FRANK Planning Collaborative, to collaborate with the McElhaney team. FRANK Planning Collaborative and Kevin Brooks of McElhaney have worked together previously on OCP work and have a solid working relationship.

Given the changes to the communications and engagement planner role, staff is proposing revisions to the timeline for engagement with Council, community and stakeholders to complete Phase 3 Vision and Community Priorities.

The graph below outlines the revised schedule for Phase 3 'Vision and Community Priorities' with milestones and actions for engagement with the community, stakeholders, staff and Council with the goal of having vision and community priorities in place by August 8, 2022.

ENTERED

F5



ALTERNATIVES/OPTIONS

1. That Council endorse the revisions, as reflected in the staff report dated May 2, 2022, to Phase 3 'Vision and Community Priorities' as part of the Communications and Engagement Plan within the Official Community Plan update.
2. That Council provide alternative direction.

ANALYSIS

Engaging FRANK Planning Collaborative will keep Phase 3 'Vision and Community Priorities' moving forward which is a critical step to framing the OCP update and review project. FRANK Planning Collaborative will be directed by City staff and will work collaboratively with McElhaney to support the OCP review and update project.

IMPLICATIONS

The contract awarded to McElhaney in October 2021 will be adjusted to reflect this revision to their scope of work to cover FRANK Planning consulting costs to support Phase 3 'Vision and Community Priorities'. The proposed costs submitted to staff will be covered within the \$150,000 project budget.

As per the January 26, 2022 Communications and Engagement Plan, Phase 3 has been delayed which has some impact to the overall project schedule. Staff will review timelines and update Council in a forthcoming Council meeting.

COMMUNICATIONS

After the May 9, 2022 Council meeting, Staff will work with FRANK Planning Collaborative to prepare the communications to inform the public on the schedule for Phase 3 engagement along with updating the City's Let's Connect platform.

BYLAWS/PLANS/POLICIES

The Official Community Plan is intended to be a "living" document that lays out the vision and goals to guide our community's growth and success over the long term. The OCP has objectives and policies that guide planning and land use management. It provides direction related to elements such as location and type of residential, commercial, and industrial development; availability of transportation choices and utility servicing;

and environmental, social and economic issues. It must align with the requirements in the *Local Government Act* and *Community Charter*.

SUMMARY

McElhaney was awarded the contract to review and update the OCP in October 2021. Since that time they have completed tasks in Phase 1 and 2. In January 2022, Phase 3 'Vision and Community Priorities' was initiated but has since been delayed following a change in the communications and engagement specialist role within the McElhaney team. In order to move forward, the City has engaged FRANK Planning Collaborative to work with McElhaney in completing Phase 3. Revisions to the McElhaney contract will be made to reflect this situation and the costs of FRANK Planning Collaborative consulting services will be within the \$150,000 budget line. FRANK Planning Collaborative and McElhaney have agreed to this revision to address the staffing change at McElhaney.

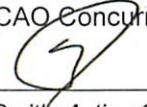
ATTACHMENTS/REFERENCE MATERIALS

None

*Copy: T. Slonski, Director of Corporate Services
A. McGifford, Director of Finance*

J:\Common\A_Items_for_Agenda\Reports for Approval\May 9 OCPstatus_sd_tls.docx

Date: April 26, 2022
File No: Legal File No. 1213 [LoO]
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: Extend Licences to Occupy | Temporary Sidewalk Patios

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	A CAO Concurrence:  S. Smith, Acting CAO
--	---	---

RECOMMENDATION[S]

- THAT Council of the City of Port Alberni extends its endorsement of the City's Guidelines for Temporary Sidewalk Patios and use of the Licence to Occupy agreement until March 31, 2023 while the City continues to work on establishing criteria that commercial operators will be required to meet in order to be considered permanent.
- THAT Council authorize staff to extend current executed Licences to Occupy up to March 31, 2023, aligning with the LCRB Policy Directive No. 22-05 dated April 7, 2022 subject to Licensees being required to remove any materials and/or improvements located in the expanded areas that impede safe pedestrian access.

PURPOSE

To seek Council's endorsement to extend the City's Guidelines for Temporary Sidewalk Patios including the use of the City's Licence to Occupy Agreement until March 2023.

BACKGROUND

One of City Council's responses to the COVID-19 pandemic was creating the opportunity for commercial operators to extend their operations onto public lands [City sidewalks]. This was achieved with Council's establishment of guidelines associated with occupying public space as well as a formal Licence to Occupy agreement, albeit on a temporary basis. The Liquor and Cannabis Regulation Branch also amended their policies to permit expanded service areas. Since the onset of the pandemic, both provincial and municipal authorizations continue to be extended, including the most recent Policy Directive No. 22-05 from the LCRB dated April 7, 2022 which amends the repeal date of TESA [Temporary Expanded Service Area] provisions in the LCLR [Liquor Control and Licensing Regulation] from June 1, 2022 to March 31, 2023.

For convenience, the last directives of City Council regarding TESAs is restated here [RCM September 27, 2021]:

MOVED and SECONDED, THAT Council of the City of Port Alberni extends its endorsement of the City's Guidelines for Temporary Sidewalk Patios and use of the Licence to Occupy agreement until June 1, 2022. [Res. No. R21-225]

ENTERED

MOVED and SECONDED, THAT Council direct staff to establish criteria that commercial operators would be required to meet in order to be considered permanent including but not limited to public safety, accessibility, construction materials, designs, sidewalk grades, barriers from street traffic, permitting requirements and agreement fees. [Res. No. R21-226]

Amongst other requirements, issued licences include a termination date that aligns with the Liquor and Cannabis Regulation Branch [LCRB] policy directives. We are now approaching the termination date of June 1, 2022 and with that, a new policy directive issued by the LCRB No. 22-05. This new directive speaks to the LCRB extending all current Temporary Expanded Service Areas [TESA] authorizations to March 31, 2023. This to allow local governments time to implement new patio policies and subsequently receive and process applications to make expanded service areas permanent.

ALTERNATIVES/OPTIONS

- Option 1 – That Council extend the City’s use of the City’s Guidelines for Temporary Sidewalk Patios and the use of the Licence of Occupation Agreement [LoO] until March 31, 2023 subject to commercial operators being required to remove materials and any improvements that impede safe pedestrian access and while staff continue to work on establishing criteria including an application process that commercial operators will be required to meet in order to be considered permanent.
- Option 2 – That Council allow the Licences to Occupy to expire and direct staff to notify the LCRB of same.
- Option 3 - That Council provide alternate direction.

ANALYSIS

In response to the COVID-19 pandemic, City Council quickly enabled commercial operators the ability to expand their operations onto City owned sidewalks by creating ‘Temporary Sidewalk Patio Guidelines’ as well as approving a general Licence to Occupy.

Since the on-set of the pandemic, five local businesses entered into formal agreements with the City to extend their service areas with operators working cooperatively with City staff and other levels of government where required. Business owners who took the opportunity to expand their service areas and enter into an agreement with the City did so knowing that the occupancy was temporary in nature. Following policy directive from the LCRB, TESAs were extended until June 1, 2022. As we approach this expiry date, another policy directive has been issued by LCRB extending the TESA authorizations until March 31, 2023. This to ensure local governments have time to implement new patio policies and subsequently receive and process applications to make expanded service areas permanent.

At the writing of this report, the City continues to work on establishing requirements that a commercial operator would have to meet in order to be considered permanent. In addition, and following receipt of the April 7, 2022 policy directive from the LCRB amending the previous expiry date of June 1, 2022 to March 31, 2023, staff are requesting that Council once again support extending the City’s patio guidelines and occupancy licences to permit the expanded service areas with those commercial operators who have entered into said licences with the City subject to one condition being that commercial operators are not permitted to impede safe pedestrian access. Commercial operators who have placed materials and or erected improvements on public lands that impede the safe flow of pedestrian traffic will be required to remove materials and/or

improvements prior to their licences being extended. Should Council support extending the temporary occupancies, City staff will work with those commercial operators* to achieve adjustments to their outdoor spaces to ensure safe pedestrian access and in advance of renewing their licences. In addition, staff will continue to work on developing guidelines, criteria and an application process that will permit permanent occupancy.

*Commercial Operators | Twin City Brewing Company & Alberni Brewing.

Option 2 – Licence of Occupation agreements authorized by the City are set to expiry June 1, 2022. Council may elect to allow the current LoOs to expiry and notify the LCRB accordingly.

IMPLICATIONS

LCRB has now extended the TESA authorizations until March 31, 2023 with said extension to grant time to local governments to implement new patio policies and subsequently receive and process applications to make expanded services areas permanent. As staff continue to work on establishing criteria that commercial operators would be required to meet in order to be considered permanent, extending the licences to coincide with the new expiry date of March 31, 2023 for existing TESA authorizations and through the LCRB supports previous direction from Council.

Not permitting the extension of the licences would result in commercial operators who have entered into a licence to occupy City sidewalks having to remove their outdoor patios no later than midnight June 1, 2022 as outdoor patios remaining after that deadline date would be non-compliant.

COMMUNICATIONS

Form of communication is subject to Council direction received.

BYLAWS/PLANS/POLICIES

Relaxing of City practices and implementing measures to enable the local business sector to recover in response to COVID-19 aligns with Council's Strategic Priorities to 1 | Respond to demographic change/improve quality of life and 2 | Enable the new economy. Noting that these measures were temporary in nature, the City continues to work on formalizing criteria that would speak to permanent occupancies. The LCRB, recognizing that local governments require additional time to implement new patio policies and subsequently receive and process applications to make expanded areas permanent, the LCRB has issued another policy directive which authorizes the General Manager of the LCRB to extend TESA authorizations to March 31, 2023.

SUMMARY

The COVID-19 pandemic resulted in the closure of many commercial operations with the hospitality sector being one of the more heavily impacted industries. At the writing of this report, we continue to respond to the pandemic. The province, the hospitality industry, the LCRB and Council of the City of Port Alberni have continued to support and extend services in order to allow businesses to continue to operate and plan accordingly.

In June of 2021, the City was advised that the LCRB Policy Directive 20-26 authorizing TESAs until October 31, 2021 would be repealed and a new policy directive, No. 21-09 extending the TESAs until June 1, 2022. We have

now received another new policy directive, No. 22-05 which gives the GM of the LCRB the ability to extend TESA authorizations to March 31, 2023. Staff will continue to work on formalizing criteria including an application process that would see the temporary expansion areas become permanent with the exception that commercial operators must remove any and all materials/improvements that impede safe pedestrian access.

ATTACHMENTS/REFERENCE MATERIALS

1. LCRB Policy Directive No: 22-05

*Copy: S. Smith, Director of Development Services | Deputy CAO
R. Dickinson, Director of Engineering and Public Works
M. Wade, Manager of Planning
P. Deakin, Economic Development Manager*

Date: April 7, 2022

To: Liquor Primary, Food Primary and Manufacturer Licensees
All LCRB Staff
All Industry Associations
All Local Governments, Indigenous Nations, and Police Agencies

Re: Temporary Expanded Service Area, extension of provisions

Current Regulation Provisions

Under Liquor Control and Licensing Regulation (LCLR) section 109.4, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may amend the period for which an existing Temporary Expanded Service Area (TESA) authorization is valid.

Under LCLR s. 109.5, all TESA provisions in the LCLR are set to repeal on June 1, 2022. All TESA authorizations are set to expire at the same time.

New Regulation Provisions

LCLR s. 109.5 has been amended so that the repeal date of TESA provisions in the LCLR is now March 31, 2023. This will enable the GM to extend existing TESA authorizations from June 1, 2022 up to March 31, 2023.

Local governments and First Nations will be provided with an opportunity to raise concerns about existing TESA authorizations in their jurisdictions before those TESAs are extended. Please consult the LCRB website for more details.

Licensees do not need to apply to the LCRB for an extension, and there will be no fee charged.

Approved TESAs must remain in compliance with local bylaws and requirements, and all other requirements relating to TESA authorizations remain the same. If the local authority bylaws or requirements change and prevent the operation of TESAs in that jurisdiction, the local authority should advise the LCRB.

Disclaimer

This communication is intended to be used only for general informational purposes and may not apply to all situations. This communication does not constitute legal advice nor is it a comprehensive statement of the legal obligations that arise under the *Liquor Control and Licensing Act*, regulations, or any other applicable laws. When interpreting and applying the information contained in this communication, you are encouraged to seek specific advice from your professional advisors as appropriate in the circumstances.

Further Information

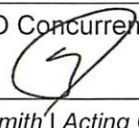
Further information regarding liquor and cannabis control and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <http://www.gov.bc.ca/lcrb>.

If you have any questions regarding these changes, please email the Liquor and Cannabis Regulation Branch at LCRBLiquorPolicy@gov.bc.ca.

Original signed by

Jillian Rousselle,
A/Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch

Date: May 2, 2022
File No: 2240-25
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: Communications Support | Award of Statement of Work

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  S. Smith Acting CAO
---	---	--

RECOMMENDATION[S]

THAT Council award the Statement of Work | Quote for corporate communications support to ZINC Strategies Inc., in an amount not to exceed \$37,500.

PURPOSE

To obtain Council's approval to retain ZINC Strategies Inc. [ZINC], for the purpose of providing corporate communications support to the City of Port Alberni.

BACKGROUND

With the recent resignation of the City's Manager of Communications, and until such time as the City concludes its recruitment process [currently underway], the Corporate Services department requires professional communications support in order to adequately manage and respond to the current communication needs of the City.

ALTERNATIVES/OPTIONS

1. THAT Council approve soul sourcing and award the Statement of Work for corporate communications support to ZINC, in an amount not to exceed \$37,500.
2. THAT Council not award the Statement of Work.
3. THAT Council provide alternate direction.

ANALYSIS

In January of this year, the City's Manager of Communications returned to work on a part time basis [twenty-hours per week], and planning to return to full time by mid-April. To assist the Manager of Communications in meeting the demands of the department, the City engaged the services of ZINC, to provide the required communications support.

With the resignation of the Communications Manager, and until such time as the City concludes the recruitment process, the City will need to retain external communications support.

ENTERED

F7

Given ZINC's, familiarity with the City's current communication needs, the number of in-progress tasks, ZINC's professionalism and expertise in preparing the various communication needs of the City, staff are requesting that Council support sourcing this work and authorize staff to re-engage the services of ZINC, to continue to provide the City with professional communication support over the next few months.

IMPLICATIONS

While the recruitment process is formally underway to fill the role of Communications Manager within the Corporate Services Department, not retaining external communications support in the interim could negatively impact current and future City projects that require ongoing proactive communications to ensure that employees and the public receive clear, relevant, timely and consistent information.

Engaging external communications support, albeit a modified service delivery method, will not have financial implications as there is available budget allocated for this purpose within Corporate Services for 2022.

COMMUNICATIONS

No formal communications are required should Council support sourcing this work and engage ZINC directly.

BYLAWS/PLANS/POLICIES

The ability for the City to engage professional services is captured in the City's Policy titled 'Purchasing – Professional Services (Consultants)' administered by the City Manager [CAO]. Under this policy, ZINC's engagement for the first few months of the 2022 calendar year fell within the scope of approval by the CAO. Should Council support sourcing and re-engaging ZINC for the months of May, June and July, this would take the value of the services being provided over the threshold of \$50,000 and therefore, must be approved by resolution of City Council.

SUMMARY

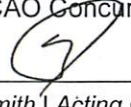
The City has a number of standing communication commitments and other project needs taking place over the next few months and as such, moving forward in the absence of communications support would be extremely challenging. While the City works through the recruitment process for a new Communications Manager and to ensure the City is able to meet its communication needs, staff are looking to re-engage the professional services of ZINC, who has been providing the City with communications support since January of this year. Re-engaging ZINC, will result in exceeding policy threshold and staff's ability to engage these professional services in the absence of a resolution of City Council.

ATTACHMENTS/REFERENCE MATERIALS

1. Purchasing – Professional Services (Consultants) [ref.]

Copy: T. Pley, Chief Administrative Officer
A. McGifford, Director of Finance

Date: May 2, 2022
File No: 3950-20-3002-1
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: Policy No. 3002 – 1 | Draft Council Code of Conduct

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	A CAO Concurrence:  S. Smith Acting CAO
--	--	--

RECOMMENDATION[S]

Staff are seeking further direction from Council.

PURPOSE

For Council to consider establishing a Code of Conduct.

BACKGROUND

At Council's Regular meeting held February 28, 2022, and stemming from questions raised by a member of the public relating to renovations carried out at the Kingsway Hotel, Mayor Minions, on behalf of Council opened the meeting with comments regarding the issue. Included in the Mayor's comments was Council's commitment to explore establishing a Council Code of Conduct and more clear policy around how Council and staff respond to community concerns.

ALTERNATIVES/OPTIONS

No alternatives are being provided given further direction from Council is being requested.

ANALYSIS

Responsible conduct on the part of elected officials is central to good governance and noting that conduct issues have emerged at various municipalities over time, a Working Group on Responsible Conduct [WGRC] was established. The WGRC is a joint initiative between the Union of British Columbia Municipalities [UBCM], the Local Government Management Association [LGMA] and the Ministry of Municipal Affairs [MMA]. The work of this group is ongoing and has produced a number of reference materials speaking to responsible conduct.

While past City of Port Alberni Council's have contemplated establishing a Code of Conduct, a formal policy has yet to be developed. While a formal policy does not exist, there are other tools currently available to ensure responsible conduct on the part of elected officials, such as education and training, and legislation [e.g., *Community Charter*; *Local Government Act*, *Workers Compensation Act*; *BC Human Rights Code*]. However, in light of Council's commitment to explore a Code of Conduct, attached to this report, in draft form is Policy No. 3002-1 | Council Code of Conduct.

As a starting point, staff have populated the draft policy with the model 'Code of Conduct' as prepared by the [WGRC] dated August 2018; and updated April 2021. In addition, a number of papers, including a Companion Guide [attached here for Council's reference] have been created by the WGRC to guide Councils when contemplating a Code of Conduct. Staff are inviting Council's review of this guide to ensure Council's Code of Conduct captures Council's objectives including but not limited to scope, principles and values, and incorporating any other provisions and policies Council deems relevant.

Further to the above, Bill 26 was introduced at the legislature and subsequently received Royal Assent on November 25, 2021. This new legislation will require all local governments to publicly consider whether to establish a new code of conduct or revise an existing one within six months of a general local election [October 15, 2022]. The changes brought about by Bill 26 will not take effect until a regulation to bring them into force is passed and while it was anticipated that this would take place Spring 2022, local governments have yet to be advised of same.

IMPLICATIONS

With Bill 26 receiving Royal Assent in November of 2021, a new regulation will be passed requiring that all local governments publicly consider whether to establish a new code of conduct or revise an existing one, noting that these changes will not take effect until a regulation to bring them into force is passed. As such, Council of the day may choose to pause on establishing a Code of Conduct noting that the next general local election will take place in October of this year and the new Council will be required to re-visit this item.

COMMUNICATIONS

Form of communication will be subject to Council direction received.

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

City of Port Alberni Council has expressed their desire in exploring a Code of Conduct. The WGRC has prepared a number of supporting documents to assist Councils with this work including providing a model 'Code of Conduct' as a starting point for Councils. The model Code of Conduct is captured in the attached draft Policy No. 3002-1 | Council Code of Conduct for Council's review along with the Companion Guide. Prior to further work on this initiative, staff are inviting further discussion with Council to ensure Council's objectives are met.

ATTACHMENTS/REFERENCE MATERIALS

1. Draft Policy No. 3002-1 | Council Code of Conduct
2. Companion Guide titled Getting Started on a Code of Conduct for Your Council / Board | Updated April 2021

Copy: T. Pley, Chief Administrative Officer

POLICY No. 3002-1 | Council Code of Conduct

Approved:

Resolution No.:

Date of Last Review:

CITY OF
PORT ALBERNI



PURPOSE

As local elected representatives ["members"], we recognize that responsible conduct is essential to providing good governance for the City of Port Alberni.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

SCOPE

This Code of Conduct applies to the members of the City of Port Alberni. It is each member's individual responsibility to uphold both the letter and the spirit of the Code of Conduct in their dealings with other members, staff and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council.

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. **Respect** – means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.



3. **Accountability** – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

STANDARDS OF CONDUCT

Integrity: Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.
- Members will follow on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

Respect: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discussion and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.



Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.



Getting Started on a Code of Conduct for Your Council / Board

August 2018; updated April 2021

Produced by the Working Group on Responsible Conduct

What is Responsible Conduct?

Responsible conduct is grounded in conducting oneself according to principles such as honesty and integrity, and in a way that furthers a local government's ability to provide good governance to their community

Keep in mind...

before thinking about the content of your Code of Conduct, ensure that everyone is on the same page about what you want to achieve and how you want to get there. Agreeing on the objectives and the process upfront will help make the Code of Conduct more meaningful and successful

Introduction

The Working Group on Responsible Conduct has developed a model Code of Conduct that can be used as a starting point by local government councils/boards to develop their own customized Code of Conduct.

This companion guide provides discussion questions, things to keep in mind, and other helpful tips and resources to facilitate a council/board's conversation in developing their own Code of Conduct. This guide is also useful for councils/boards that already have a Code of Conduct in place, but may want to review or refresh it.

What is a Code of Conduct?

A Code of Conduct is a written document that sets shared expectations for conduct or behaviour. A council/board can adopt a Code of Conduct to establish expectations for how members should conduct themselves while carrying out their responsibilities, and in their work as a collective decision-making body for their community.

Responsible conduct of elected officials is not optional; it is essential to good governance. A Code of Conduct is one tool that can be used by a local government council/board to promote or further responsible conduct. Information about complimentary tools can be found in *"Forging the Path to Responsible Conduct in Your Local Government"* (see *"List of Resources & Helpful Links"* section in this guide).

Before you get Started

Before you discuss the content of your Code of Conduct, it is important to ensure that all council/board members understand the purpose of embarking on the development of a Code of Conduct, have clear expectations about what the Code of Conduct will/will not do, and that there is consensus on the process for developing it.

Ensuring that everyone is on the same page before diving into the details of your Code of Conduct will help make the development process easier and the Code of Conduct more meaningful. Ask yourselves:

- Q Why is developing a Code of Conduct important to us?
- Q What are our key objectives in developing a Code of Conduct?
- Q Do we each understand the role of a Code of Conduct (i.e. that it is in addition to, not instead of, legal rules and local government policies)?
- Q What kind of process do we want to undertake to develop our Code of Conduct? Do we want to do this ourselves, with staff or get assistance from a facilitator or other consultant?
- Q Would we benefit from training or education about responsible conduct or Codes of Conduct generally before we get started on developing our own?
- Q Should our staff check in with other local governments that have already developed a Code of Conduct?

★ **TIP:** It may take multiple sessions and a variety of approaches to develop a Code of Conduct that works for you – don't feel you have to get it done in one sitting or using any one particular method.

Setting the Scope

Developing a Code of Conduct requires consideration about its scope, including who it applies to and in what capacity. For example, the model Code of Conduct prepared by the Working Group on Responsible Conduct is intended to apply to local elected officials.

Keep in mind...

that elected officials must always conduct themselves in accordance with the law – this includes rules set out in local government legislation and other legislation, such as human rights rules. Ensure that your Code of Conduct is consistent with existing laws and policies

When thinking about the scope and application of your Code of Conduct, ask yourselves:

- Q Other than the elected members of your council/board, will the Code of Conduct apply to anyone else over which the local government has authority (e.g. senior staff)? If it includes staff, how will that work with existing policies and laws (e.g. employment contracts, collective agreements, workplace laws/policies)?
- Q Will the Code of Conduct apply to any or all of your local government committees and/or commissions? If so, are there specific considerations, limitations or criteria on how the Code of Conduct will apply to these bodies?
- Q Will the Code of Conduct apply to elected members in carrying out all of their roles and responsibilities in all circumstances (e.g. when an elected official sits on an advisory committee with members of the public and others not covered by a council/board's Code of Conduct)?

- ★ **TIP:** Make sure the scope of your Code of Conduct aligns with the objectives you initially identified for developing a Code of Conduct. The broader the scope of the Code of Conduct, the more difficult it may be to implement and put into practice.

Thinking about Principles & Values

The model Code of Conduct developed by the Working Group on Responsible Conduct is built on four key foundational principles -- *integrity, respect, accountability, and leadership and collaboration*. At a minimum, every Code of Conduct should incorporate these four principles, but your council/board may want to build on these principles and provide more context regarding the values and objectives underlying the Code of Conduct. Ask yourselves:

- Q Are there additional principles that are fundamentally important to our council/board (e.g. openness; impartiality; transparency; equity)? If so, what are they and how are they defined? Should they be included in our Code of Conduct?
- Q Are there particular values that are important to us that should be explicitly articulated as value statements in our Code of Conduct (e.g. “we practice high standards of ethical behaviour and conduct our decision-making in an open and transparent way to inspire trust”; “we strive for continuous improvement”; “we believe that different lived experiences, diverse ideas and conflicting views help us make better decisions for the community”)?
- Q Are there principles in our Code of Conduct that we want to include in other policies or procedures to ensure our expectations for conduct are consistent (e.g. ensure any principles set out in the procedure bylaw are consistent with principles set out in the Code of Conduct)?

- ★ **TIP:** Use clear, concise language that can be easily understood by everyone at all levels of the organization as well as the public.

Keep in mind...

that a Code of Conduct does not need to be complex or elaborate – it simply needs to spell out the standards your council/board feels are important to be commonly understood

Setting Standards of Conduct

The model Code of Conduct developed by the Working Group on Responsible Conduct sets out a range of standards of conduct that reflect the four key foundational principles. Because these are broadly applicable, they are necessarily written as general statements.

Your council/board can customize by adding other standards, expanding on the ones provided or by providing specific statements or examples of expected behaviour. Ask yourselves:

Q Are there specific behaviours that should be identified and encouraged under our Code of Conduct? For example:

- members should listen courteously and attentively to all discussions at the council/board meeting, and focus on the business at hand
- members must make every effort to show up to all meetings on time and well prepared to take an active role in the business at hand
- members should always consider the **impact** that their choice of language may have on other individuals, regardless of the members's intent

Q Are there specific behaviors that should be identified and discouraged under our Code of Conduct? For instance:

- members must not interrupt each other during a meeting, including by talking over another person
- members must not engage in specific physical actions or language, such as shaking a fist, eye rolling, turning their back to people who are speaking, making faces, pointing aggressively, using curse words, using racist, sexist, trans/gender phobic or ageist slurs, or making comments about a person's appearance
- members must stop talking and pay attention when the chair is talking or seeking order

★ **TIP:** No Code of Conduct will capture every situation that may arise. Consider which standards of conduct matter the most to your council/board now and incorporate additional standards as needed.

★ **TIP:** Look at other published Codes of Conduct for ideas you feel may be appropriate for your council/board's Code of Conduct (see "List of Resources & Helpful Links" section of this guide).

★ **TIP:** Ensure that your standards of conduct are clear and easy to interpret (e.g. any member should be able to see whether they are or are not meeting the standard).

Keep in mind...

that it is important to balance rules about appropriate conduct (including language, communication and other physical actions) with the importance of open discourse that is necessary for governing bodies

Keep in mind...

that achieving consensus at the council/board table about the content of the Code of Conduct may be challenging, but having these difficult conversations is an important part of developing a meaningful Code of Conduct

Incorporating other Provisions

Local governments may choose to include additional provisions in their Code of Conduct, such as ones related to supporting compliance and enforcement. Such provisions are not required; articulating an enforcement process within a Code of Conduct is a relatively new practice in BC and there are still uncertainties. At the same time, depending on a council's or board's shared understanding of the purpose of its Code of Conduct, provisions related to informal resolution, administratively-fair formal processes and sanctions may be considered useful. Ask yourselves:

- Q What measures do we have in place for continuous improvement at our council or board, to foster responsible conduct, maintain good governance and resolve conduct issues informally? In other words, are we putting sufficient effort into prevention and informal resolution of conduct issues? If we don't have anything in place, what should we consider to help prevent and informally address less-than-responsible conduct?
 - Q Are there provisions to support compliance that we could include in our Code of Conduct that are consistent with our shared understanding of the purpose of our Code? (e.g. requirements for members to acknowledge they understand and will abide by Code of Conduct; requirement that members endeavor to resolve interpersonal disputes in good faith; articulate informal resolution processes and/or formal enforcement processes and sanctions)?
 - Q What expert advice (e.g. legal) do we need to develop administratively fair formal enforcement processes and appropriate sanctions? Do we have the resources and capacity to follow through on such enforcement processes if they are needed (e.g. to ensure independent impartial investigation of a complaint)?
 - Q Does everyone understand what sanctions can/cannot be included in a Code of Conduct? What do we have in place to improve the post-sanction environment (e.g. to repair relationships among council and board members)? How will we move forward constructively as a collective?
- ★ **TIP:** Review *"Forging the Path to Responsible Conduct in Your Local Government"* if considering additional provisions related to enforcement (see *"List of Resources & Helpful Links"* section in this guide).

Keep in mind...

there may be stereotypes, faulty assumptions or misinformation behind some conduct issues; what equity training, education or other actions will be needed to support prevention?

Keep in mind...

that local governments **cannot** impose disqualification from office as a sanction for a Code of Conduct breach

Incorporating other Policies

Local governments are likely to have a range of existing policies on a number of topics, from communications to information management to human resources. A Code of Conduct may be a useful place to connect to some of these policies. Ask yourselves:

- Q What existing policies do we already have that could be referenced in our Code of Conduct (e.g. respectful workplace policy; use of social media; handling of information; gifts and personal benefits)?
- Q Are there any existing policies that need to be updated to reflect or reference the Code of Conduct?
- ★ **TIP:** You do not need to replicate all of your organization's existing policies in a Code of Conduct. Key policies can simply be referenced where appropriate, throughout your Code of Conduct.

Keep in mind...

that if it is challenging to achieve consensus at adoption or any other stage of the development process – don't be afraid to seek out a facilitator or another consultant

Adopting and Publishing your Code of Conduct

Once you have come to a consensus on the content of your Code of Conduct, ask yourselves:

- Q How will we try to ensure that all members are comfortable with a Code of Conduct that is adopted? What can we do if some members disagree with the Code of Conduct?
- Q Should each council/board member formally commit to the Code of Conduct in some way? What would this look like (e.g. each member signs the document)?
- Q How are we going to communicate or present the Code of Conduct to staff, the public and others? Should it be on our website? How else can we make it known?
- ★ **TIP:** Make sure your Code of Conduct is easily accessible by everyone in the organization, as well as the public.

Keep in mind...

that making your Code of Conduct accessible, transparent and available to the public will help build public confidence and demonstrate a commitment to good governance

Putting the Code of Conduct into Action

Finding ways to integrate the Code of Conduct into your ongoing governance will help ensure that it remains a relevant and effective 'living' document. Consider how you will maintain, use and keep your Code by Conduct 'alive' and meaningful by asking yourselves:

- Q How will we use and refer to the Code of Conduct (e.g. by including it in every agenda package? Displaying it on the wall? Framing it on every member's desk?)?
- Q Should there be education or any other supports for our council/board members or employees about the Code of Conduct (e.g. at a set time such as the start of every term)? How will new members be oriented to it (e.g. after a by-election)?
- Q How do we know that that the Code of Conduct is working for us? How will we review and evaluate the Code of Conduct (e.g. when/how often should we review it? Should there be a set process for reviews? How will changes be incorporated)?
- ★ **TIP:** It may be useful to establish a process for feedback on the Code of Conduct to ensure that when a review happens, all of the relevant feedback is readily available and can be considered.

Keep in mind...

that your Code of Conduct is not 'set in stone'; it can be revisited and reviewed regularly

List of Resources & Helpful Links

WORKING GROUP ON RESPONSIBLE CONDUCT RESOURCES

Model Code of Conduct

http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/MODEL_CODE_OF_CONDUCT_Aug2018_FINAL.pdf

Responsible Conduct of Local Elected Officials Website (Policy Paper; Foundational Principles Brochure)

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/conduct-of-locally-elected-officials/responsible-conduct>

Responsible Conduct of Local Elected Officials – Consultation Paper (March 2017)

http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/ResponsibleConductLocalGovtElectedOfficials_Consultation_Paper_March302017.pdf

Forging the Path to Responsible Conduct in Your Local Government (April 2021)

<https://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/Forging%20the%20Path%20to%20Responsible%20Conduct.pdf>

EXAMPLES OF LOCAL GOVERNMENT CODES OF CONDUCT (BC)

City of Abbotsford

<https://municipal.qp.gov.bc.ca/civix/document/id/coa/coaother/c00708>

District of Sparwood

<https://sparwood.civicweb.net/document/67075>

District of Saanich

<https://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/Council~Policies/code-of-conduct.pdf>

City of Surrey

https://www.surrey.ca/sites/default/files/bylaws/BYL_reg_20020.pdf

District of North Cowichan

https://www.northcowichan.ca/assets/Municipal~Hall/Policies/Council_Policy_Standards_of_Conduct.pdf

City of Prince George

https://www.princegeorge.ca/City%20Hall/Documents/Mayor%20and%20Council/Council_Code_of_Conduct.pdf

District of North Vancouver

<http://app.dnv.org/OpenDocument/Default.aspx?docNum=2611131>

Regional District of Okanagan Similkameen

<https://www.rdos.bc.ca/assets/BOARD/Policies/Code-of-Ethics-Policy.pdf>

Regional District of Central Okanagan

https://www.regionaldistrict.com/media/201242/Code_of_Conduct.pdf

District of Sooke

<https://sooke.civicweb.net/document/11215>

Thompson-Nicola Regional District

<https://tnrd.civicweb.net/document/148611>

RESOURCES ABOUT ROLES AND RESPONSIBILITIES

Town of Smithers (orientation manual)

[https://www.smithers.ca/uploads/2018_Elected_Officials_Orientation_Handbook_\(with_attachments_links\).pdf](https://www.smithers.ca/uploads/2018_Elected_Officials_Orientation_Handbook_(with_attachments_links).pdf)

RESOURCES ABOUT SOCIAL MEDIA POLICIES

Social Media Resource Guide (Alberta Urban Municipalities Association)

https://www.auma.ca/sites/default/files/Advocacy/Programs_Initiatives/citizen_engagement/social_media_resource_guide.pdf
[Note: page 26 pertains to Elected Officials and Social Media Policy]

Islands Trust (sample policy)

<http://www.islandstrust.bc.ca/connect/social-media-guidelines/>

District of Sparwood (sample policy)

<https://sparwood.civicweb.net/filepro/document/45294/Social%20Media%20Policy.pdf>

City of Guelph (sample policy)

<http://guelph.ca/news/social-media/social-media-principles-and-guidelines-for-elected-officials/>

RESOURCES ABOUT HARASSMENT / HUMAN RIGHTS

City of Vancouver: Human Rights & Harassment policy

<https://policy.vancouver.ca/AE00205.pdf>

City of Richmond: Respectful Workplace Policy

https://www.richmond.ca/_shared/assets/Respectful_Workplace_Policy22820.pdf

District of Sooke: Anti-bullying Policy

<https://sooke.civicweb.net/document/11213>

RESOURCES ABOUT PRIVACY & HOW INFORMATION IS HANDLED

Privacy Management (Office of the Information & Privacy Commissioner)

<https://www.oipc.bc.ca/guidance-documents/1545>

District of Saanich (sample privacy management policy)

<http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/privacy-management-may-2017.pdf>

RESOURCES ABOUT PROCEDURE BYLAWS

Procedure Bylaw Guide: For BC's Local Governments

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/procedure_bylaw_guide_for_bc_local_governments_december_2020.pdf

Produced by the Working Group on Responsible Conduct

The *Working Group on Responsible Conduct* is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.



Date: April 29, 2022
File No: Personnel File
To: Mayor & Council
From: Scott Smith – Deputy CAO | Director of Development Services
Subject: Appointment of Deputy Approving Officer

RECOMMENDATION

That Council for the City of Port Alberni appoint Marianne Wade, Manager of Planning, as the City of Port Alberni's Deputy Approving Officer effective May 9, 2022.

PURPOSE

To appoint a Deputy Approving Officer for subdivision in accordance with the requirements of the *Land Title Act*.

BACKGROUND

The Council must appoint an Approving Officer to consider subdivision application in the City of Port Alberni. Council adopts bylaws that set regulations for subdivisions, but cannot direct the Approving Officer to approve or deny subdivisions. The Director of Development Services/Deputy CAO has previously been appointed as Approving Officer.

ANALYSIS

It is important to have a Deputy Approving Officer to assist in subdivision applications and to have a second officer to be authorized to approve subdivisions. Marianne Wade, Manager of Planning has been an Approving Officer in her career and has the experience and qualifications.

IMPLICATIONS

Statutory Approving Officers are responsible to the City and Province to carry out the duties set out in Acts when considering subdivision applications within the City of Port Alberni.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

The Approving Officer is responsible to review all applicable bylaws, legislation and case law when considering subdivisions.

SUMMARY

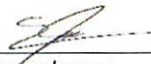


The Approving Officer is responsible to review all applicable bylaws, legislation and case law when considering subdivisions. It is important to have a Deputy Approving Officer to assist in subdivision applications and to have a second officer authorized to approve subdivisions. Marianne Wade, Manager of Planning has been an Approving Officer in her career and has the experience and qualifications necessary to perform the requirements of this role.

ATTACHMENTS/REFERENCE MATERIALS

N/A

ENTERED
F9

Date: April 29, 2022
File No: 3360-20-4210 Cedarwood Street
To: Mayor & Council
From: Scott Smith, Acting CAO | Director of Development Services
Subject: **DEVELOPMENT APPLICATION – Proposed Official Community Plan Bylaw & Zoning Bylaw Amendments**
4210 Cedarwood Street
LOT 1 DISTRICT LOT 1 ALBERNI DISTRICT PLAN EPP117819
PID: 031-660-266
Applicant: Citaapi Mahtii Housing Society

Prepared by:  Price Leurebourg, Development Planner	Supervisor:  Marianne Wade, Manager of Planning	A CAO Concurrence:  S. Smith, Acting CAO
---	--	---

RECOMMENDATIONS

- THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be now introduced and read a first time.
- THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be now introduced and read a first time.
- THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be read a second time.
- THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be read a second time.
- THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051", and "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be advanced to a Public Hearing on Tuesday May 31, 2022 at 6:00 pm in City Hall, Council Chambers.

PURPOSE

To consider a development application to amend the Official Community Plan No. 4602 and Zoning Bylaw No. 4832 for 4210 Cedarwood Street. The applicant is proposing the RM3 High Density Multiple Family Residential zoning in order to facilitate the development of a 4-storey, 35-unit affordable housing residential building funded by BC Housing's Community Housing Fund. This is a partnership with the Citaapi Mahtii Housing Society, BC Housing and the City of Port Alberni.

ENTERED

G-1

BACKGROUND

The City of Port Alberni has received a development application for 4210 Cedarwood Street requesting amendments to the Official Community Plan No. 4602 and Zoning Bylaw No. 4832. The applicant proposes to rezone the property in order to facilitate the construction of a 4-storey affordable rental residential building. The development will provide 35 dwelling units, ranging from studios to four-bedroom units. Parking will be provided, along with storage and bike racks. Attached to the residential building will be a 189 square metre (2034 square foot) amenity space for the residents to utilize.

The Citaapi Mahtii Housing Society proposes to demolish the vacated Cedarwood school and develop the site with affordable rental housing to address the housing needs identified within the First Nations community. The location is central and close to schools, hospitals, government services, parks, and playgrounds. The project will also provide indoor and outdoor amenity spaces for the residents.

The development will be in partnership with BC Housing, the Citaapi Mahtii Housing Society and the City of Port Alberni. It will be built to meet the BC Housing Design and Construction Standards, and the new provincial standards for energy efficiency and sustainability.

The applicant is requesting to amend the OCP designation of the property from 'Institutional' to 'Multi-Family Residential', and to include the property in 'Development Permit Area No. 1 Multi-Family Residential'. In addition, they are looking to rezone the property from 'P2 – Parks and Recreation' to 'RM3 High Density Multiple Family Residential' to support the proposed use.

Status of the Application

The development application to rezone 4210 Cedarwood Street was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised. Site servicing details will need to be confirmed with the Director of the Engineering and Public Works. The applicant will be required to enter into a works and servicing agreement as part of issuance of a building permit. A no build covenant was placed on title as part of the subdivision title which will be discharged when the conditions outlined in the covenant have been met.

The Advisory Planning Commission reviewed the development application at the October 21, 2021 meeting. Summary meeting minutes are attached. The APC recommended that City Council proceed with the OCP and Zoning Bylaw amendments.

ALTERNATIVES/OPTIONS

1. That Council proceed with first and second reading of "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" and "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" and schedule a Public Hearing on Tuesday May 31, 2022 at 6:00 pm in Council Chambers.
2. That Council provide alternative direction.

ANALYSIS

Corporate Strategic Plan

The *City of Port Alberni Corporate Strategic Plan: 2019-2023* is City Council's leadership document that guides and aligns municipal work and spending. Of the five strategic priorities, this development advances the following goals and strategies:

<u>Priority 1.</u> Respond to demographic change/improve quality of life	
Goals	Strategies
<i>Goal 1.3: The City adapts in response to ongoing demographic change and community development.</i>	<i>Strategy 1.3.1: Review existing plans and guiding documents. Develop new plans for current and future use that reflect current values.</i>
The development will look to address the housing needs within the First Nations community by providing homes for those most in need. The residents will be multi-generational and will include singles, seniors, and families. The four-storey apartment building will accommodate 35 units that includes a mix of studios, 1-bedroom, 2-bedroom, 3-bedroom, and 4-bedroom apartments.	
<u>Priority 2.</u> Enable the new economy	
Goals	Strategies
<i>Goal 2.5: The City takes an active and innovative role in the redevelopment of brownfield sites.</i>	<i>Strategy 2.5.1: Utilizing tools, methods and resources available to a local government, facilitate the redevelopment of brownfield sites.</i>
The proposed project will be the redevelopment of the former school site at 4210 Cedarwood Street. By contributing the land to the Citaapi Mahtii Housing Society, the City is encouraging the redevelopment of a vacant school site for the provision of safe and affordable housing.	
<u>Priority 3.</u> Provide and maintain quality services	
Goals	Strategies
<i>Goal 3.1: The highest and best use is made of City-owned assets.</i>	<i>Strategy 3.1.1: Identify the opportunities, establish priorities, engage the public and stakeholders, and move with purpose on the right projects.</i>
The proposed project will be the redevelopment of the former school site at 4210 Cedarwood Street. By contributing the land to the Citaapi Mahtii Housing Society, the City is encouraging the redevelopment of a vacant school site for the provision of safe and affordable housing.	

Official Community Plan

The OCP sets the policy direction for the City regarding the designation and regulation of land use. The land use categories established in the OCP are intended to guide community development; however, the OCP is also considered to be a “living document” and Council may consider OCP amendments that respond to changing circumstances within the City.

The proposed development aligns with the intent of the Multi-Family Residential designation. The Multi-Family Residential land use is also consistent with the surrounding neighbourhood, which features a high concentration of lands designated Multi-Family Residential, Institutional, General Commercial, and Parks and Open Space.

The subject property is not currently within a Development Permit Area. If the property is re-designated as Multi-Family Residential, the property would then be added to the Development Permit Area No. 1 Multi-Family Residential. Section 488 of the *Local Government Act* allows Development Permit Areas to be established to regulate the form and character of commercial, industrial, or multi-family development. A restrictive covenant has been placed on title, prohibiting construction and the issuance of building and occupancy permits until certain conditions are met. This includes entering into a Development Services Agreement for servicing infrastructure works.

The subject property is a 15-minute walking distance from commercial services; however, the property is located within easy walking distance of a variety of indoor and outdoor public recreational facilities. Residents of the proposed facility will also have convenient access to public transportation as the property is located within a five-minute walk of Routes 2 and 3, west of Alberni District Secondary School.

Zoning Bylaw

The proposed multi-family residential use is consistent with the surrounding neighbourhood, which consists largely of properties zoned P2 Parks and Recreation, R1 Single Family Residential, RM2 Medium Density Multiple Family Residential and C3 Service Commercial.

The plan, as proposed, will require variances to the Zoning Bylaw at the development permitting stage. The applicant will be requesting a variance to the maximum height of the principal building in the RM3 zone from 14 metres (45.9 feet) to 15.24 metres (50 feet). The applicant will also seek a reduction in the number of parking spaces from 44 to 35.

IMPLICATIONS

The proposed application would amend the Official Community Plan Bylaw to change the designation of the property from ‘Institutional’ to ‘Multi-Family Residential’. The proposed application would also amend the Zoning Bylaw to rezone the property from ‘P2 Parks and Recreation’ zone to ‘RM3 High Density Multiple Family Residential’ zone.

The proposed amendments to the OCP and Zoning Bylaw would permit the development of a four-storey affordable rental residential building with an attached one-storey amenity space. This proposal would add 35 affordable dwelling units to the City’s housing inventory. This proposed affordable housing development addresses some of the housing needs outlined in the Housing Needs Assessment Report dated February 2021. Council’s consideration of first and second reading of the proposed bylaw amendments is the next step in the development review process.

COMMUNICATIONS

An open house was held on August 4, 2021 from 5:30 pm to 7:30 pm at the development site (4210 Cedarwood Street). Members of the Citaapi Mahtii Housing Society went door to door in the 2 weeks prior to provide information packages and invitations to the public engagement session. Members of Council, City staff as well as residents and local organizations attended the event.

An email was received to notify the City of a potential conflict between this development and the neighbouring Circle Dairy commercial operation. Though there were no objections to the development, they noted their business operations begin at 4:00 am with trucks arriving onsite between 4:30 am and 8:00 am. The applicants have been made aware of the email and have determined it will not be a nuisance to residents due to the level of insulation planned for the building.

A public hearing must be held sometime after the first reading of the bylaw amendments, and before the third reading of the bylaw. Before the public hearing, public notice would be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing. City Council is not able to waive the public hearing for the proposed development application because amendments to the Official Community Plan are required.

Prior to final adoption, approval from the Ministry of Transportation and Infrastructure will be required.

BYLAWS/PLANS/POLICIES

The proposed application is to amend the Official Community Plan Bylaw No. 4602 and Zoning Bylaw No. 4832. The following OCP and Zoning Bylaw amendments are proposed:

1. The subject property is designated '**Institutional**' on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation to '**Multi-Family Residential**'
2. The subject property, is not currently designated as being in one of the Development Permit Areas on the Official Community Plan Schedule B – Development Permit Areas Map. An amendment is requested to designate the property as '**Multi-Family Residential**' in D.P. Area 1.
3. The subject properties are currently zoned '**P2 Parks and Recreation**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to '**RM3 High Density Multiple Family**'.

SUMMARY

In considering the application to rezone the subject properties, City Council should consider if and how the proposed changes in use align with the Official Community Plan objectives. City Council should also consider whether the proposed amendments are appropriate for the impacted site and other impacted zones where the proposed use is permitted. The impact of the changes to the immediate neighborhoods should be considered.

The proposed change in OCP land use designation from '*Institutional*' to '*Multi-Family Residential*' is consistent with adjacent land uses and the overall proposal aligns with policy objectives for community and housing in the OCP.

The Planning department supports proceeding with the proposed amendments; however, it must be noted that this support does not yet extend to all variances required as a result of the current plans. The development is proposed in a suitable location and staff supports the amendments, but modifications to the plan may be required at the development permitting stage.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission October 21, 2021 Meeting Minutes*
- *Staff Report to the Advisory Planning Commission dated October 13, 2021*
- *"Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051"*
- *"Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society) Bylaw No. 5052"*

Copy: T. Slonski, Director of Corporate Services

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2020\4210-CedarwoodSt-DYSArchitecture\Council\First Reading\4210-CedarwoodSt-DYSArchitecture-Council Memo_1st_2nd.docx



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on October 21, 2021 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ken McRae (Chair)
Amy Anaka
Jolleen Dick, Councillor, Hupačasath F.N.
Chris Washington, S.D.70 Liaison
Ken Watts, (CEO Tseshah (č išaa?ath) F.N)
Ed Francoeur (Vice-Chair)
Peter Dionne, R.C.M.P. Liaison
Councillor Deb Haggard, Council Liaison

Regrets

Andre Guerin, P.A.F.D. Liaison
Amy Needham, Parks Operations Liaison
Callan Noye
Stefanie Weber
Joe McQuaid

Staff

Scott Smith, Dir. of Dev. Services/Deputy CAO
Brian McLoughlin, Development Planner
Price Leurebourg, Development Planner
Cara Foden, Planning Technician

Guests

Members of the Public: None

Applicants for :

W. Hoogland
W. Samuel
G. Amos
D. Simpson
D. Imada

Alternates (not in attendance)

Larry Ransom (Alt.- S.D.70)
Councillor Helen Poon (Alt.- Council)
L. Sam, (Alt. - Tseshah (č išaa?ath) F.N)
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Welcome and introductions.

2. Minutes - Adoption of September 29, 2021 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the September 29, 2021 regular meeting.

(Washington / Francoeur) CARRIED

3. DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw and Zoning Bylaw Amendments

4210 Cedarwood Street - Lot A, District Lot 1, Alberni District, Plan EPP9096,
PID:028-345-584; and

4222 Cedarwood Street - A portion of Lot 15, Block 5, District Lot 1, Alberni District, Plan
VIP11410 Except Plan EPP9096 & Except t Part Leased to Stepping Stones Daycare
PID: 005-022-266

Applicant: W. Samuel dba Citaapi Mahtii Housing Society

- City Development Planner (P.L.) summarized his report dated October 13, 2021.

- APC discussed the proposed amendments and report.
 - Discussion of the potential Variance of required parking spaces was broad. The Developer has proposed a Variance of eleven (11) stalls. The City planning staff indicated they were potentially supportive of a Variance of required parking but not the full amount requested. The City Planning staff would support a variance of up to four (4) stalls. The Director of Development Services advised that staff would continue to work with the applicant, prior to the Development Permitting stage.
 - The applicants were asked where the required parking stalls could be accommodated within the site plan. The Architect and the applicant indicated that they believed the current parking requirements were excessive as a number of the proposed dwelling units were studio or one (1) bedroom units. They advised the APC that many of the studio and one bedroom (1) units were intended to be occupied by persons who are low income members of the indigenous community.
 - The APC voiced concern that the neighbourhood would be impacted negatively by increased street parking if there were not enough off-street parking stalls required however they did support some potential lowering of the parking requirement.
 - With respect to the lane allowance the APC asked if the applicant was planning to pave the laneway. The Director of Development Services indicated that City staff would continue to work with the applicant to ensure that the laneway would be surfaced appropriately for the development in a manner supported by the Engineering Department. This would be required prior to final adoption of the bylaw amendments.
 - The Cultural centre aspect of the development was also discussed with respect to parking requirements. The applicants clarified that the Cultural centre was to be used for a maximum of 40 to 50 people who were primarily residents and guests of the facility. It is not intended to be rented out commercially to the broader community. The Director of Development Services indicated that, as such, the Cultural centre space would be permitted under the RM3 zoning.
 - Discussion of the requested height Variance was brief with the Architect confirming that only a small portion of the sloped roof would exceed the maximum permitted height by less than five (5) feet.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to properties legally described as:*
 - i. *Lot A. District Lot 1, Alberni District, Plan EPP9096 (PID: 028-345-584) located at **4210 Cedarwood Street**; and*
 - ii. *a portion of Lot 15, Block 5, District Lot 1, Alberni District, Plan VIP11410 Except Plan EPP9096 & Except that Part Leased to Stepping Stones Daycare, PID: 005-022-266 located at **4222 Cedarwood Street**;*
- a) *Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation of 4210 Cedarwood Street from 'Institutional' to 'Multi-Family Residential'.*

- b) *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to change the designation of 4210 Cedarwood Street to **D.P. Area 1 'Multi-Family Residential'**.*
- c) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on 4210 Cedarwood Street from '**P2 Parks and Recreation'** to '**RM3 High Density Multiple Family Residential'**.*
- 2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before Council considers final adoption:*
 - a) *Submit security in the amount required for completion of the required Water and Sanitary Sewer and Storm works as determined by the City's Engineering Department.*

(Washington / Francoeur) CARRIED

4. STATUS UPDATE:

The Director of Development Services updated the APC with respect to the following:

- OCP RFP – McElhanney has been awarded the contract.
- OCP/ZON amends for 4905 Cherry Ck Rd received Final Adoption on Oct 12..
- City owned land RFP's – Director of Development Services/Deputy CAO.
- Train Station seismic upgrades and Expression of Interest

5. OTHER BUSINESS - None

- 6. ADJOURNMENT** – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **November 18, 2021.**

(Washington / Dick) CARRIED

Ken McRae (Chair)



APC-SummaryMinutes-Oct21-2021.docx



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Price Leurebourg, Development Planner

DATE: October 13, 2021

SUBJECT: DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw and Zoning Bylaw Amendments
4210 Cedarwood Street
Lot A, District Lot 1, Alberni District, Plan 2EPP9096 (PID: 028-345-584)
Applicant: Citaapi Mahtii Housing Society

ISSUE

For consideration is a joint application for map amendments to the Official Community Plan (OCP) and the Zoning Bylaw. The subject property is located at 4210 Cedarwood Street. The applicant is proposing to rezone and re-designate the property to allow *multi-family* housing to be built.

BACKGROUND

The City of Port Alberni has received a development application for 4210 Cedarwood Street requesting amendments to the Official Community Plan and Zoning Bylaws. The applicant proposes to re-zone the property in order to facilitate the construction of a 4-storey residential building. The development will provide 35 dwelling units, ranging from studios to four-bedroom units.

The Citaapi Mahtii Housing Society propose to demolish the vacated Cedarwood school and develop the site with the hopes that it will help to address the housing deficit within the First Nations community. The location is central and close to schools, shopping, hospitals, government services, parks, and playgrounds. The project will also provide indoor and outdoor amenity spaces for the residents.

The development will be in partnership with BC Housing and the City of Port Alberni. It will be built to meet the BC Housing Design and Construction Standards, and the new provincial standards for energy efficiency and sustainability.

The site is currently owned by the City of Port Alberni. In December 2019, the City of Port Alberni and the Ahousaht First Nation entered into a Memorandum of Understanding (MOU) with the objective of working together to address the need for safe and accessible housing for Ahousaht members in the community. Though not legally binding, the MOU outlines the

intention to sell the land at 4210 Cedarwood Street for the purpose of building the housing facility, OCP amendment, Zoning Bylaw amendment, development and building permit approvals.

The following OCP and Zoning Bylaw amendments are proposed:

1. The subject property, is currently designated '**Institutional**' on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation of the property to '**Multi-Family Residential**'.
2. The subject property, is not currently designated **as being in one of the Development Permit Areas** on the Official Community Plan Schedule B – Development Permit Areas Map. An amendment is requested to designate the property as '**Multi-Family Residential**' in D.P. Area 1.
3. The subject property is currently zoned '**P2 Parks and Recreation**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone the subject property to '**RM3 High Density Multiple Family Residential**' zone.

DISCUSSION

Official Community Plan Policy

The OCP sets the policy direction for the City regarding the designation and regulation of land use. The land use categories established in the OCP are intended to guide community development; however, the OCP is also considered to be a "living document" and Council may consider OCP amendments that respond to changing circumstances within the City. Relevant provisions are discussed below.

In Section C - Plan Goals and Land Use Objectives, item 1.5 *Community* lists the following goals:

- *To ensure that a range of housing choice is provided in order to meet the needs of current and future residents*
- *To ensure services are accessible and promote a vibrant, healthy, united, safe and livable community*

Additionally, General Provisions within the OCP establish broad housing objectives that align with institutional housing as a use within the community:

- *The City supports efforts to provide integrated special needs, affordable, and rental housing within the community*
- *The provision of a wide range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged*

The proposed development is compatible with the Multi-Family Residential use designation, and there are numerous provisions for this type of housing facility in the OCP. The Multi-Family Residential land use designation is also consistent with the surrounding neighbourhood, which

features a high concentration of lands designated Multi-Family Residential, Institutional, General Commercial.

Development Permit Area

The subject property is not currently within a Development Permit Area. If the property is re-designated as Multi-Family Residential, the property would then be added to the Development Permit Area No. 1 Multi-Family Residential. Section 488 of the Local Government Act allows Development Permit Areas to be established to regulate the form and character of commercial, industrial, or multi-family development.

Zoning

The subject property is currently zoned *P2 – Parks and Recreation*. The applicant is proposing to rezone the property to *RM3 – High Density Multiple Family Residential* to allow the development of a multi-family residential building.

Surrounding Area

A multi-family residential use at 4210 Cedarwood Street is consistent with the surrounding neighbourhood, which is composed largely of properties zoned for parks and recreation, multifamily and single-family residential use. A direction-based summary of neighbourhood composition is provided below:

Table 1 – Neighbourhood Land Use Mix	
North	R1 – Single Family Residential C3 – Service Commercial
South	R1 – Single Family Residential RM2 – Medium Density Multiple Family Residential.
East	P2 – Parks and Recreation
West	C3 – Service Commercial RM2 – Medium Density Multiple Family Residential

Site Plan

The applicant has submitted a full development proposal as part of their application (attached). A four-storey residential building with an attached one-storey cultural centre is proposed to be located along the east property line. Two driveways exist to the site, with one leading to the dwellings and the other to the cultural centre. Parking is provided off both driveways.

Table 2 – Proposed Dwelling Units	
Studio	8
One bed	7
Two beds	4
Three beds	12
Four beds	4
Total	35

A review of the proposed development confirms that it will meet most of the requirements of the Zoning Bylaw including the *Site Development Regulations* of the RM3 – High Density Multiple Family Residential Zone. The maximum height of the building is exceeded by 4.1 feet, requiring a variance. The current proposal will also require a variance of 11 stalls (26%) as shown in Table 4. Planning staff have notified the applicants that the department will not support this level of variance for parking at the development permitting stage. Staff have recommended a variance of no greater than 4 stalls (9.1%) to allow for a minimum of 1 parking space per unit (35) and 5 spaces for visitors or guests.

Table 3 - 5.31 P1 Site Development Regulations				
	Required		Proposed	
Minimum Lot area	1,120 m ²	(12,056 ft ²)	16,610 m ²	(54,495 ft ²)
Minimum Frontage	30 m	(98.4 ft)	30.6 m	(100.5 ft)
Maximum Coverage	50%		25.8%	
Minimum Setbacks				
Front yard	6 m	(19.7 ft)	5.97 m	(19.6 ft)
Rear yard	9 m	(29.5 ft)	9 m	(29.5 ft)
Side yard	5 m	(16.4 ft)	5 m	(16.4 ft)
Side yard	5 m	(16.4 ft)	5 m	(16.4 ft)
Maximum Height, Principal Building	14 m	(45.9 ft)	15.24 m	(50 ft)
Maximum Number of Principal Building Storeys	4		4	

Table 4 - 7.9 Required Amount of Parking		
	Required	Proposed
Multiple Family Dwellings <ul style="list-style-type: none"> 1.25 per dwelling unit (35 units) 	44	33 (-26%)

Table 5 - 7.5 Accessible Parking Requirements		
	Required	Proposed
Accessible Stalls <ul style="list-style-type: none"> 1 for the first 20 required parking spaces 1 for each additional 50 required parking spaces 	2	7

Transportation and Access to Services

Subject property is not within convenient walking distance of commercial services. However, the property is located within easy walking distance of a variety of indoor and outdoor public recreational facilities. Residents of the proposed facility will also have convenient access to public transportation as the property is located within a five-minute walk of Routes 2 and 3, west of Alberni District Secondary School.

Infrastructure and Site Servicing

Connections will be made to nearby water, sewer, and storm mains as per City requirements. The location of these connections, and the capacity of existing infrastructure must be assessed by the developer's engineer, and approved by the City's Engineering Department. All matters related to servicing and security for the required works shall be addressed at a later stage.

Table 6 – Infrastructure and Site Servicing	
Water	150 PVC main on Cedarwood (installed 1985): north and west of site.
Sewer	150 VIT main on Cedarwood: west of site.
Storm	Storm drain on Cedarwood: north and west of site.
Sidewalks	No sidewalks on streets surrounding the site.

REFERRALS

In reviewing land use OCP and Zoning Bylaw amendments staff request referral comments from various City departments and external agencies. The following table summarizes the feedback received for this development application.

Table 7 – Referral Comments		
Comment	Name	Date (mm/dd/yy)
No concerns from Telus.	Telus	6/30/2021
No conflict with gas for this one however there is an existing gas service to the lot, but it's not going to be in conflict due to the development. The customer will have to call in an abandonment order prior to demolishing the existing building.	Fortis	7/5/2021
If approved we request the developer contact us in advance to plan mail delivery. A developer supplied Lock Box Assembly will be required and we will need access via our master lock in the intercom.	Canada Post - Nanaimo	6/25/2021
A.N. – Parks has no objections or concerns. (Jun 30/21) W.T. – No objections or concerns. (July 6/21)	Parks, Recreation, Heritage	6/30/2021
There are no concerns with the approval of this rezoning application given the properties will be connecting to the municipal drinking water system and sewer system.	VIHA	7/9/2021
MoTI has no objections to this rezoning application. Thank you.	Min. of Transportation	6/29/2021

CONCLUSIONS

The proposal for 4210 Cedarwood Street is being brought forward to the Advisory Planning Commission for review, and the APC will provide Council with a recommendation on how to proceed with the application. In considering the proposed OCP and Zoning Bylaw amendments the Advisory Planning Commission and City Council should consider whether it is appropriate for the site and for the community. The APC's recommendation on the proposal will be included in a future Council report to assist in their decision on the matter.

Staff have identified the following rationale in support of the proposed OCP and Zoning amendments:

OCP Amendments

- A change in OCP land use designation for the property from *Institutional* to *Multifamily Residential* is consistent with adjacent land uses
- The proposed development aligns with objectives for community and housing in the OCP

Zoning Amendments

- A change of zone from P2 – *Parks and Recreation* to RM3 – *High Density Multiple Family Residential* to allow a multi-family residential building is consistent with the surrounding neighbourhood
- The proposed development does not meet the parking requirements of the Zoning Bylaw
- The proposed development meets the *Site Development Regulations* of the RM3 – *High Density Multiple Family Residential* zone, including minimum lot size and setbacks

The Planning Department supports proceeding with the proposed amendments; however, it must be noted that this support does not extend to the parking variances required as a result of the current plans. The development is proposed in a suitable location and staff supports the amendments, but modifications to the plan are required at the development permitting stage. The applicants have been advised that staff is prepared to support a parking variance of 4 stalls (9.1%) rather than the 11 (26%) requested. This recommended change would allow for 40 parking spaces with 1 for each unit (35) and an additional 5 for visitors and guests

OPTIONS

1. Recommend to Council that staff proceed with the proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw, with conditions outlined below.
2. Recommend to Council that staff do not proceed with the proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw.
3. Request that staff gather additional information before proceeding with a recommendation for Council to consider.

RECOMMENDATIONS

The Planning Department recommends Option #1, with additional conditions outlined below. Neighboring residents will be invited to provide their input at the public hearing.

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot A, District Lot 1, Alberni District, Plan 2EPP9096 (PID: 028-345-584) located at **4210 Cedarwood Street**:*
 - a) *Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation of 4210 Cedarwood Street from 'Institutional' to 'Multi-Family Residential'.*
 - b) *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to change the designation of 4210 Cedarwood Street to **D.P. Area 1 'Multi-Family Residential'**.*
 - c) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on 4210 Cedarwood Street from 'P2 Parks and Recreation' to 'RM3 High Density Multiple Family Residential'.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before Council considers final adoption:*
 - a) *Submit security in the amount required for completion of the required Water and Sanitary*

Sewer and Storm works as determined by the City's Engineering Department.

Respectfully submitted,



Price Leurebourg,
Development Planner

Reviewed by,

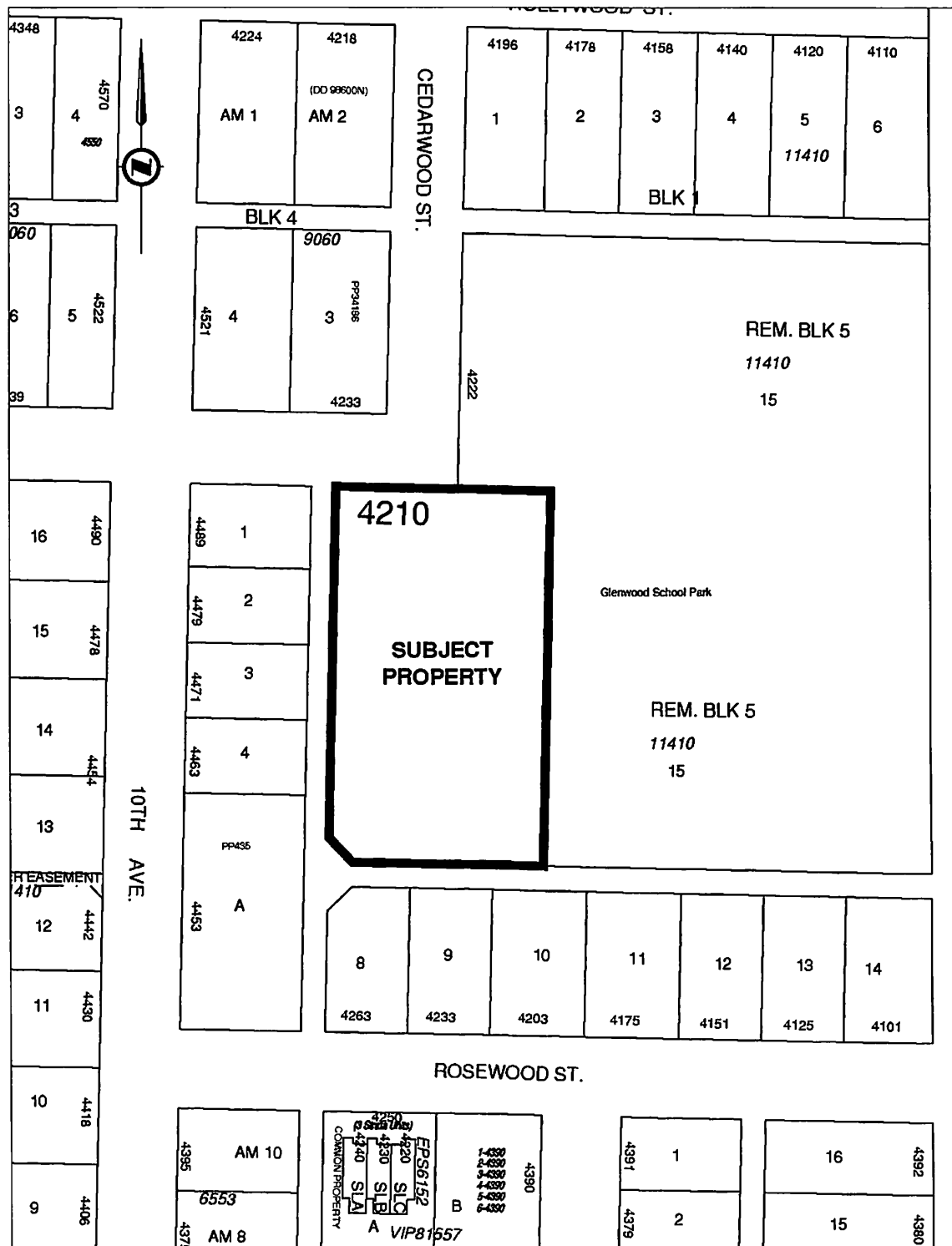


Scott Smith, MCIP, RPP
Director of Development Services

ATTACHMENTS/REFERENCE MATERIALS

- a) Subject Property Map – 4210 Cedarwood Street
- b) OCP Land Use Map
- c) Zoning Bylaw Map – Schedule 4
- d) Description of Current Zone
- e) Description of Proposed Zone
- f) Development Proposal Drawings
 - 1. Cover Sheet – A0.01
 - 2. 3D Views – A0.02
 - 3. 3D Views – A0.03
 - 4. Site Plan – A1.01
 - 5. Level 1 Floor Plan – A2.01
 - 6. Level 2 Floor Plan – A2.02
 - 7. Level 3 Floor Plan – A2.03
 - 8. Level 4 Floor Plan – A2.04
 - 9. Roof Plan – A2.05
 - 10. Elevations – A3.01

a) SUBJECT PROPERTY – 4210 Cedarwood Street



J:\Engineering\Planning\Development Applications\Zoning\Amend\ZON-2020\4210-Cedarwood-St-D\SA\Architecture\Property Maps\4210-Cedarwood-St-Site Map.dwg, 7/19/2021 12:41:40 PM

b) OCP LAND USE MAP:



c) ZONING BYLAW MAP – SCHDEULE 4:



d) DESCRIPTION OF CURRENT ZONE:

P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted usesPrincipal Uses

Ambulance station

Arena

Assembly, cultural or recreational facility

Childcare centre

Community care facility

Dormitory

Firehall

Hospital

Hostel

Medical service

Office

Parking lot

Personal service

Place of worship

Police station

Pound

School

Supportive housing

Transition house

Tutoring service

Accessory Uses

Caretaker's dwelling unit, subject to Section 6.16

Site Specific Accessory Uses as permitted under Section 5.31.4.

5.31.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5813 ft ²)
------------------	--------------------	-------------------------

Minimum Frontage	15 m	(49.2 ft)
------------------	------	-----------

Maximum Coverage	40%	
------------------	-----	--

Minimum Setbacks:

Front yard	7.5 m	(24.6 ft)
------------	-------	-----------

Rear yard	9 m	(29.5 ft)
-----------	-----	-----------

Side yard	1.5 m	(4.9 ft)
-----------	-------	----------

Maximum Height, Principal Building	12.5 m	(41 ft)
------------------------------------	--------	---------

Maximum Number of Principal Building Storeys	3	
--	---	--

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at 5100 Tebo Avenue (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
 - Cabinet making
 - Custom woodworking
 - Furniture repair and upholstery
 - Ornamental metal working
 - Printing, publishing and allied industry
 - Signs and displays industry
 - Small repair shop
- i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:
- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
 - c) No retail activity is permitted as part of any business located on the property.

B.

Site - 4411 Wallace Street - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)

- i. Notwithstanding the maximum coverage provisions of Section 5.31.2, for the property known as Fir Park Village, a maximum coverage of 58% is permitted.

C. (Bylaw 4879)

Site - 4065 6th Avenue - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)

- i. The following accessory use is permitted:
- Restaurant
- ii. The following conditions apply to *Accessory Uses* listed in 5.31.4.Ci:
- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 481 m² (5180 ft²).

D.

Site – 2170 Mallory Drive – Lot 1, District Lot 1, Alberni District, Plan VIP77152
(PID: 025-965-409)

- i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:
 - a) Small Engine Repair
 - b) Mechanic
 - c) Custom Woodworking
- ii. The following conditions apply to uses listed in 5.31.4 Di:
All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.

e) DESCRIPTION OF PROPOSED ZONE:

RM3 – HIGH DENSITY MULTIPLE FAMILY RESIDENTIAL

5.16 The purpose of this zone is to provide for higher density multiple *family* residential development.

5.16.1 Permitted usesPrincipal Uses*Boarding and lodging**Community care facility**Multiple family dwellings**Single family dwelling**Two family dwelling*Accessory Uses*Home occupation*5.16.2 Site Development RegulationsMinimum Lot Area

<i>Multiple family dwelling</i>	1,120 m ²	(12,056 ft ²)
---------------------------------	----------------------	---------------------------

Minimum Frontage

<i>Multiple family dwelling</i>	30 m	98.4 ft
---------------------------------	------	---------

Maximum Coverage

50%

Minimum Setbacks:

<i>Front yard</i>	6 m	(19.7 ft)
-------------------	-----	-----------

<i>Rear yard</i>	9 m	(29.5 ft)
------------------	-----	-----------

<i>Side yard</i>	5 m	(16.4 ft)
------------------	-----	-----------

Maximum Floor Area Ratio

1.2

Maximum Height, Principal Building

14 m (45.9 ft)

Maximum Number of Principal Building Storeys

4

5.16.3 Conditions of Use

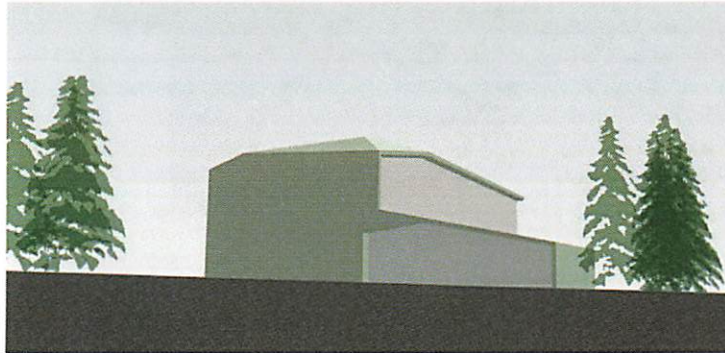
- (a) Notwithstanding the provisions of 5.16.2, *useable open space* shall be provided on the *lot* at the rate of not less than 45 m² (484.4 ft²) for each *dwelling* unit containing 3 or more bedrooms, and not less than 18 m² (193.3 ft²) for each *dwelling* unit of smaller size.
- (b) Groups of single and two *family* or multiple *family* dwellings are permitted, as an exception to Section 6.1 of this bylaw.
- (c) *Density bonusing* may be utilized as follows:
 - (i) Where greater than seventy-five (75%) of the required off-street parking is provided *underground* or enclosed underneath the principal building, the maximum *floor area ratio* may be increased by 0.1; and
 - (ii) Where elevators are provided and a minimum of ten percent (10%) of the *dwelling* units are designed as *accessible*, the maximum permitted *floor area ratio* may be increased by a maximum of 0.1; and

-
- (iii) Where a minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with the Land Title Office, the permitted maximum *floor area ratio* of the principal *building* may be increased by a maximum of 0.1.
 - (e) In multi-*family* residential zones, *home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.
 - (f) Site development for single *family* and two *family* dwellings must be in accordance with R2 zone regulations provided in Sections 5.12.2 and 5.12.3.

f) PROPOSED DEVELOPMENT DRAWINGS:
1. Cover Sheet – A0.01

CITAAPI MAHTII PROJECT

4210 CEDARWOOD STREET, PORT ALBERNI, BC



1 CONTEXT PLAN
N/S

PLOT STAMP: 2020-Nov-18 @11:21am - P:\A220484 - #HOUSMIT - 4210 Cedarwood St\CAC\A220484_cover.dwg - A0.01

Homes
Families, Elders, Singles, Youth

Gathering Space
Multipurpose
Celebration - acoustics, culturally responsive
Food serving

Tradition
Fish processing - outdoor tables, canning, coolers

Art
Indigenous planting - gardens

Education
Training, teaching, daycare

Health
Barefoot on ground
Safe, clean living environment
Medical support

Sustainability
Environmental - energy efficiency, quality
construction
Social - lower living costs, keeping community
together

Management
Office
Community connections
Resident support

dys architecture
295 - 1770 Bernard Street Vancouver BC V6J 2G7
tel 604 689 7710 www.dysarchitecture.com

CLIENT
CITAAPI MAHTII
(HOUSING) SOCIETY

NO. | DATE | ISSUE
1 | NOV 18 | ISSUED FOR PERMITTING

NO. | DATE | REVISION

PROJECT
4210 CEDARWOOD STREET
PORT ALBERNI, BC

COVER SHEET

The drawings are an integral part of the project and shall be used in accordance with the terms and conditions of the contract. The drawings are the property of the architect and shall not be reproduced or used in any way without the written consent of the architect.

PROJECT A220484
DRAWING 01
SCALE NTS
DATE 2020-09-10

A0.01

2. 3D Views-- A0.02



① NORTH VIEW



② EAST VIEW

PLOT STAMP: 2020-Nov-18 01:12:01 - P:\A220484 - AHOUSE - 4210 Cedarwood St\A220484_cover.dwg - A0.02

dys architecture
208 - 1776 Burrard Street, Vancouver BC V6J 3G7
tel: 604.683.7710 www.dysarchitecture.com

CLIENT
**CITAAPI MAHTU
(HOUSING) SOCIETY**

NO. | DATE | ISSUE
1 | NOV. 18 | ISSUED FOR RE-ZONING

NO. | DATE | REVISION

PROJECT
4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
FORT ALBERNA, BC

3D VIEWS

THIS DRAWING IS AN INTERPRETATION OF THE ARCHITECT'S DESIGN AND IS NOT A CONTRACT DOCUMENT. IT IS NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF DYS ARCHITECTURE. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE ARCHITECT'S DESIGN IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT AND IS NOT TO BE USED FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF DYS ARCHITECTURE.

PROJECT A220484
DRAWN BY: [signature] CHECKED BY: [signature]
SCALE: NTS
DATE: 2020-09-10

A0.02

3. 3D Views – A0.03



1 SOUTH WEST VIEW



2 NORTHWEST VIEW

PLOT STAMP: 2020-Nov-18 @11:22am - P:\A220484 - AHUSAHIT - 4210 Cedarwood St\CAD\A220484_cover.dwg - A0.03

dys architecture
200 - 1770 Burrard Street, Vancouver, BC V6J 3G7
tel 604-660-7710 www.dysarchitecture.com

CLIENT
**CITAAPI MAHTU
(HOUSING) SOCIETY**

NO. | DATE | ISSUE
1 | NOV 18 | ISSUED FOR PERMITS

NO. | DATE | REVISION

PROJECT
4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

3D VIEWS

This drawing is the intellectual property of the firm and is to be used only for the project and site identified above. It is not to be reproduced, copied, or distributed without the written consent of the firm. The firm assumes no responsibility for errors or omissions in this drawing. The drawing is not to be used for any other purpose without the written consent of the firm.

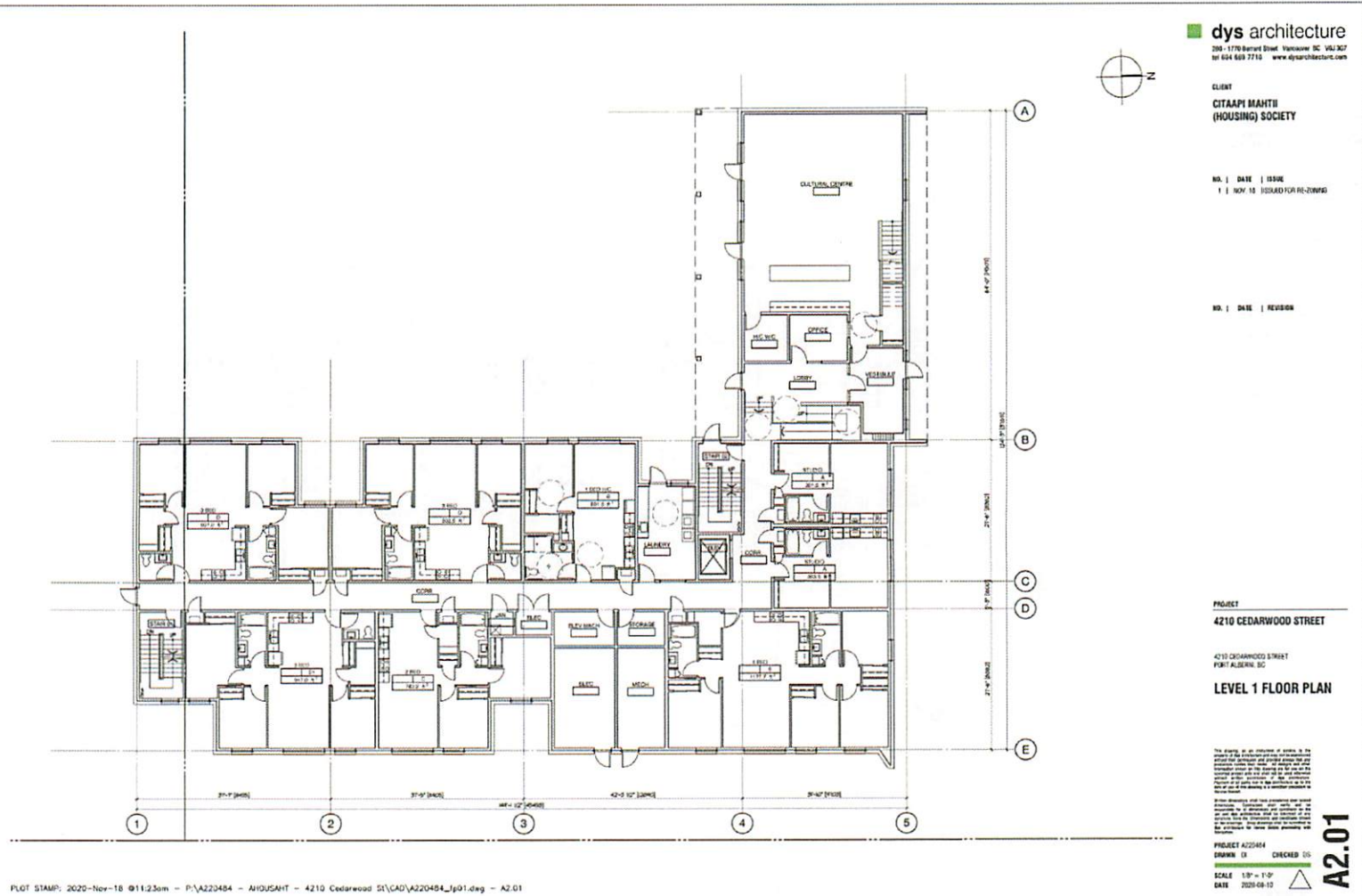
When Architects and Engineers are used, the firm assumes no responsibility for errors or omissions in this drawing. The drawing is not to be used for any other purpose without the written consent of the firm.

PROJECT A220484
DRAWN: CM CHECKED: DS

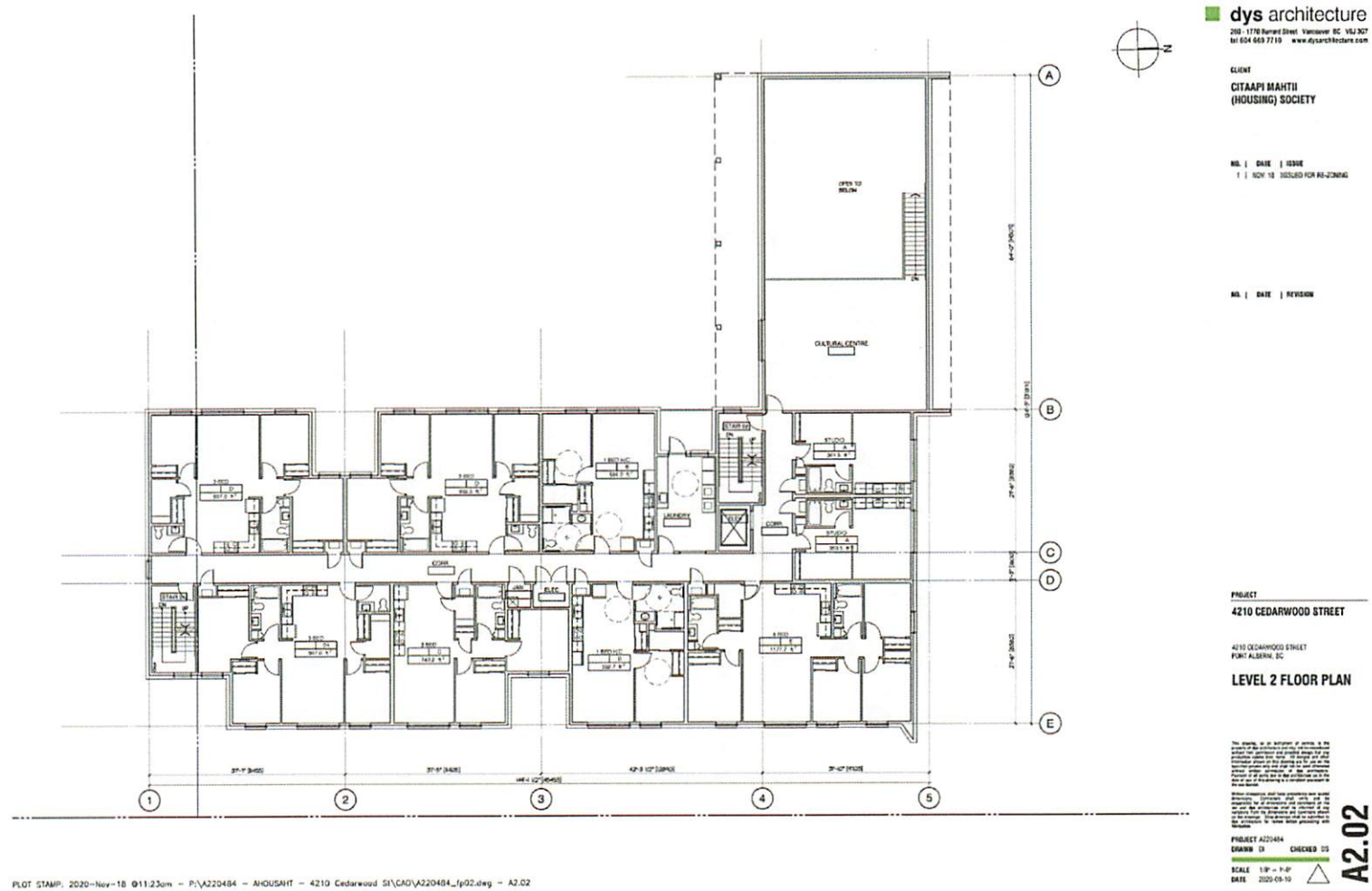
SCALE: NTS
DATE: 2020-09-10

A0.03

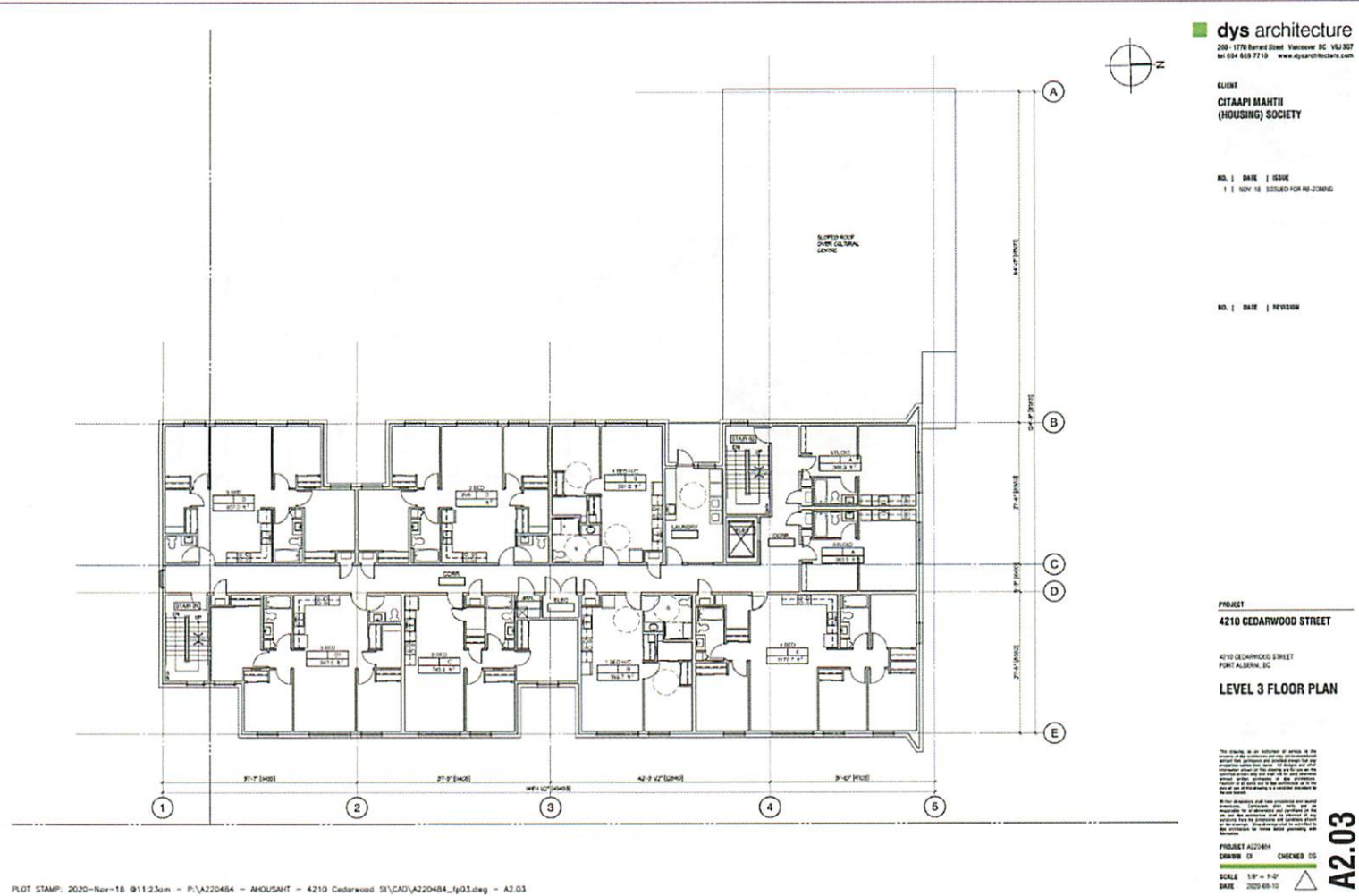
5. Level 1 Floor Plans – A2.01



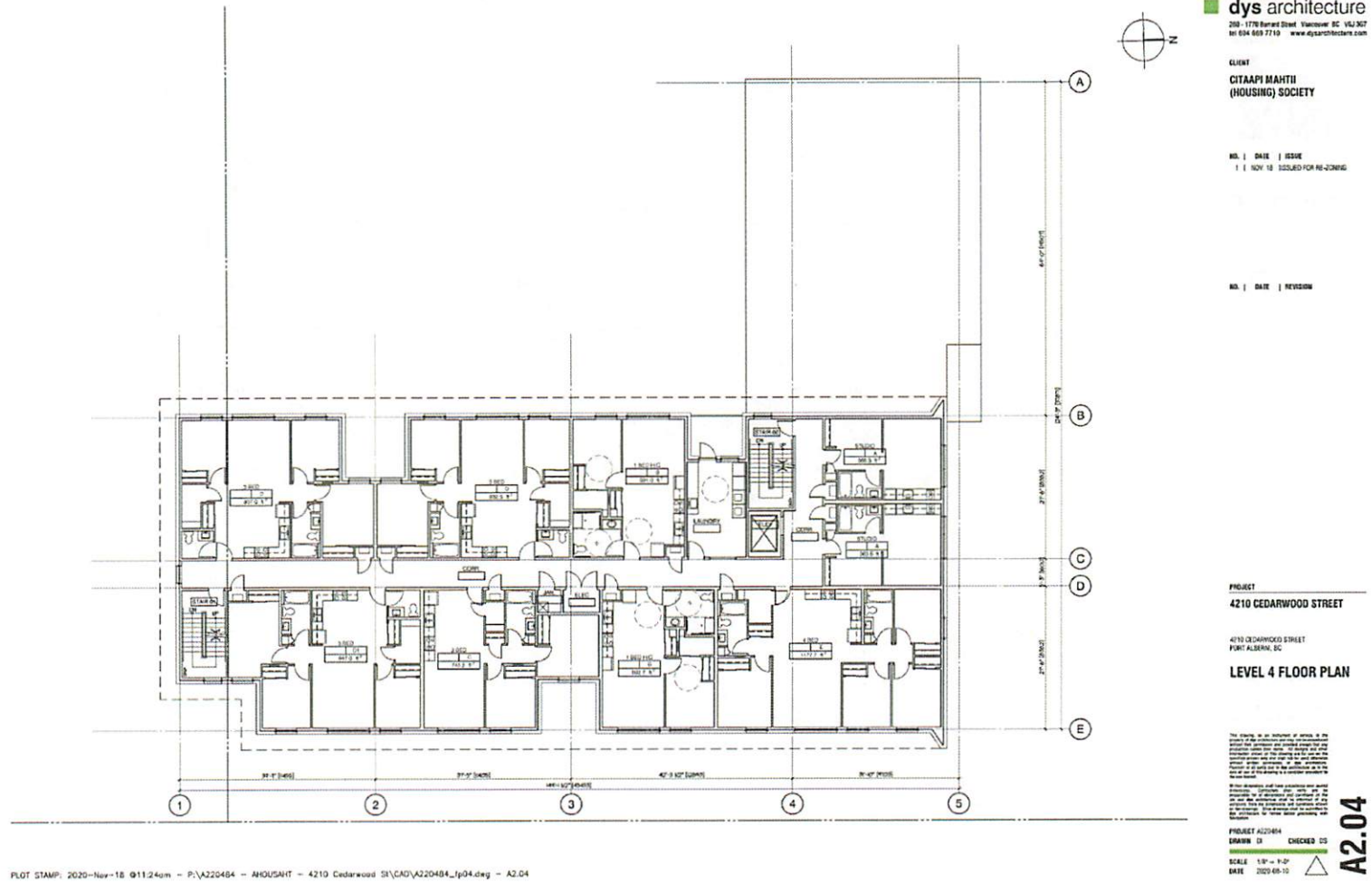
REGULAR COUNCIL AGENDA - MAY 9, 2022



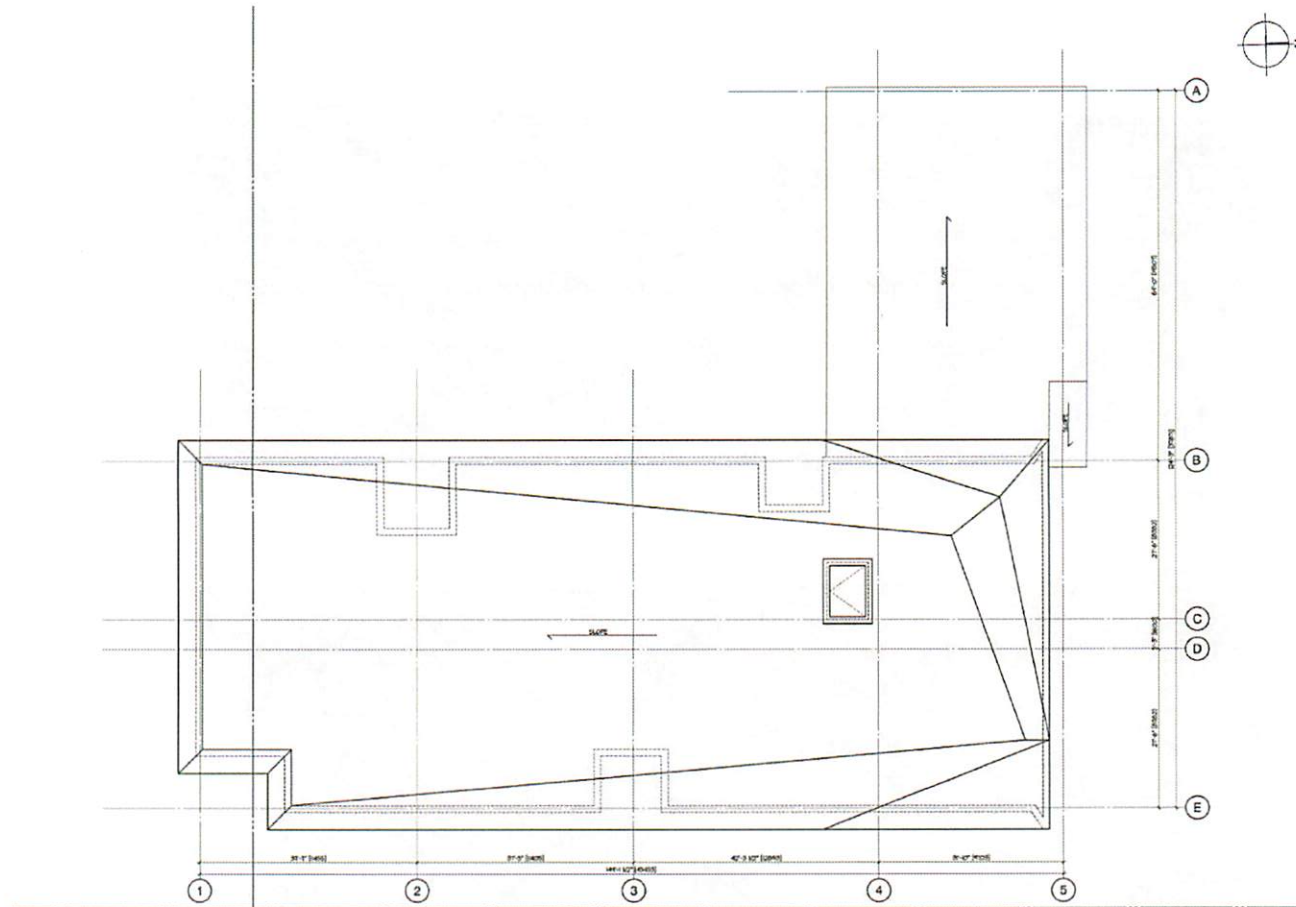
7. Level 3 Floor Plan – A2.03



125



9. Roof Plans – A2.05



PLOT STAMP: 2020-Nov-18 @11:24am - P:\A220484 - AHOUSSHI - 4210 Cedarwood St\CA0\A220484_r.p.dwg - A2.05



dys architecture
200 - 1770 Burrard Street Vancouver BC V6J 3G7
tel 604 669 7710 www.dysarchitecture.com

CLIENT
**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE
1 | NOV 18 | ISSUED FOR PERMITTING

NO. | DATE | REVISION

PROJECT
4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERT, BC

ROOF PLAN

This drawing is an indication of intent, it is not a contract. It is subject to change without notice. The client is responsible for obtaining all necessary permits and approvals. The architect is not responsible for the construction of the building or the accuracy of the information provided. The architect is not responsible for the construction of the building or the accuracy of the information provided.

Before construction, all work must be approved by the local authority. The architect is not responsible for the construction of the building or the accuracy of the information provided. The architect is not responsible for the construction of the building or the accuracy of the information provided.

PROJECT A220484
DRAWN EX CHECKED US

SCALE 1/8" = 1'-0"
DATE 2020-09-10

A2.05

10. Elevations – A3.01



PLOT STAMP: 2020-Nov-18 @11:24am - P:\A220484 - AHOUSMIT - 4210 Cedarwood St\CAD\A220484_elev.dwg - A3.01

PROJECT A220-804
 DRAWN BY CHECKED DS
 SCALE NTS
 DATE 2020-08-10

A3.01

CITY OF PORT ALBERNI

BYLAW NO. 5051

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. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051"**.

2. Official Community Plan Amendments

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 on Lot 1, District Lot 1, Alberni District, Plan EPP117819 (PID: 031-660-266) located at **4210 Cedarwood Street**, from 'Institutional' use to **'Multi-Family Residential'** use as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to include Lot 1, District Lot 1, Alberni District, Plan EPP117819 (PID: 031-660-266) located at **4210 Cedarwood Street**, in **Development Permit Area No. 1 - Multiple Family Residential** as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

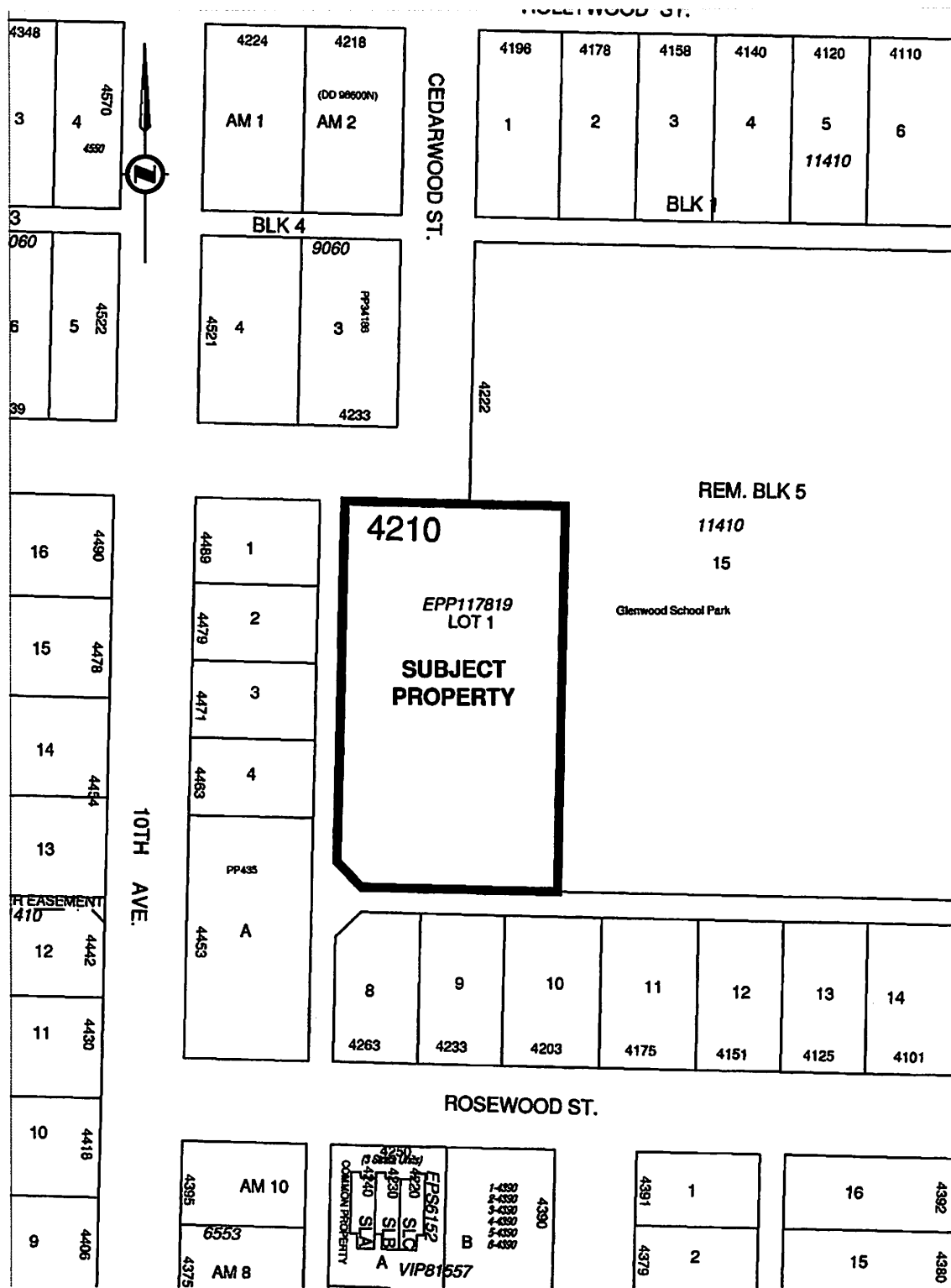
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF , 2022.

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw 5051



4210-CedarwoodSt-DYSArchitecture-OCPAmendBylaw

CITY OF PORT ALBERNI

BYLAW NO. 5052

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. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052**".

2. Zoning Amendment

2.1 That Lot 1, District Lot 1, Alberni District, Plan EPP117819 (PID: 031-660-266), located at **4210 Cedarwood Street** as shown outlined in bold on Schedule "A" attached hereto, and forming part of this bylaw, is hereby rezoned from 'P2 Parks and Recreation' zone to '**RM3 High Density Multiple Family Residential**' zone.

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 2.1 above.

READ A FIRST TIME THIS DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

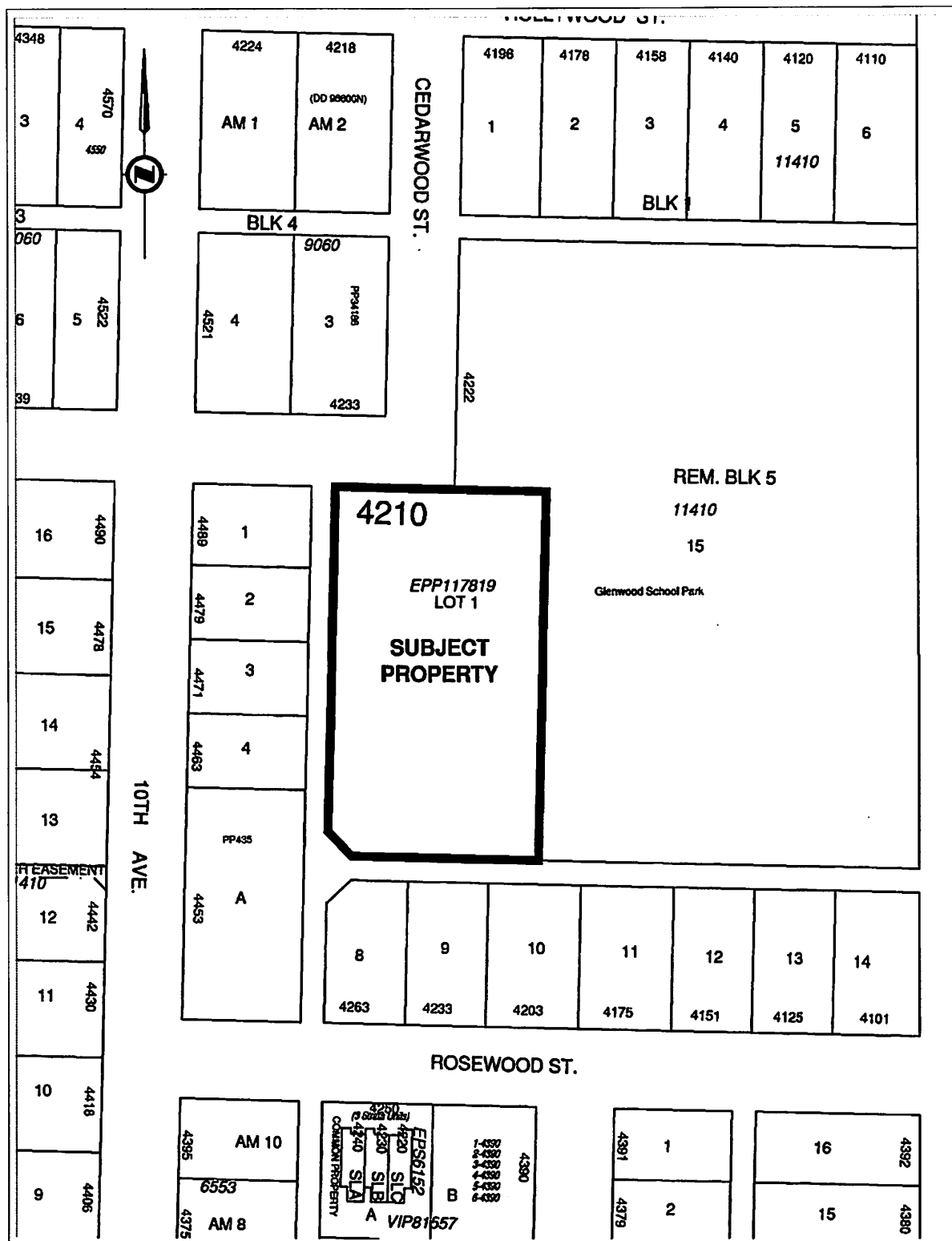
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF , 2022.

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5052



4210-CedarwoodSt-DYSArchitecture-ZonMapAmendBylaw

RECEIVED

APR 22 2022

CITY OF PORT ALBERNI

City Of Port Alberni

4850 Argyle Street

Port Alberni BC

V9Y 1V8

April 12, 2022

Attention: Mayor Minions and Council

The Alberni Valley Drag Race Association is excited to hold a whole weekend of fun this year. August 6 & 7th, 2022 will be Thunder In The Valley Keeping The Dream Alive weekend. We are planning a car show, cruise and swap meet with some other surprises possibly included. We are partnering with the Valley Street Rod car club to host the car show on Saturday August 6, 2022 with our charity cruise to follow. As of right now we have not named the charity to which the funds will go. The next morning we will be hosting a Swap Meet for all the car enthusiasts. Our events will include food trucks. The cruise will be set to go at 6:30 Saturday night and will again encompass the City of Port Alberni, Cherry Creek and Beaver Creek. We were thrilled with the response from last year's event when we cruised into the rural areas. We will have all the necessary insurance and flaggers as required last year. We are requesting your approval to have the cruise travel into the rural areas. We have the Alberni Athletic Hall reserved for the swap meet on Sunday and are requesting the city's approval to utilize the parking area at the hall for the car show, cruise and swap meet. . Feel free to contact me for any further details.

We look forward to your approval.

Thank you



Deb Haggerty



☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
File # 0230-20-AV DRA

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

ENTERED

H1

RECEIVED

MAY 04 2022

CITY OF PORT ALBERNI



social planning & research council of british columbia
4445 Norfolk Street, Burnaby, BC, V5G 0A7
T: 604-718-7733, 1-888-718-7794
www.sparc.bc.ca

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
RCM May 9, 22
File # 0630-01

May 04, 2022

Dear Mayor and Council;

RE: Please Join Us in Celebrating Access Awareness Day on June 4, 2022

The year 2022 would mark the 25th annual Access Awareness Day celebrated by British Columbians! Access Awareness Day provides an opportunity for communities to come together to celebrate their successes and show what it means to be truly accessible and inclusive for everyone. Access Awareness Day also falls within National AccessAbility Week which is celebrated from May 29th to June 4th, 2022. National AccessAbility Week is designed to celebrate and recognize the contributions that individuals living with disabilities make in their communities every day.

The theme for this year's Access Awareness Day is "Accessibility Is Inclusion". We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Enclosed is a copy of our Access Awareness Day poster for this year. We recognize that many communities no longer have a practice of passing proclamations and therefore welcome your participation in other ways. For example, you may wish to access our small grant funding of \$500 to host an Accessibility Event in your community to highlight some of the ways your community is working to make accessibility a reality.

Please reflect on different ways your community can join the conversation. We appreciate your efforts in creating an accessible and inclusive community where everyone can share their talents, experiences, and abilities in real and meaningful ways.

We look forward to the opportunity to work with you and others in your community to show that by investing in accessibility and believing in the community the possibilities are limitless.

Thank you for the role that you play every day in making this vision a reality!

Sincerely,

Lorraine Copas
Executive Director, SPARC BC

ENTERED
I1



SPARC BC acknowledges that our office is located on the ancestral and unceded homelands of the hənq̓əmiṇəm and Skwxwú7mesh speaking peoples. They have been custodians of this land for thousands of years and we would like to pay our respect to the Elders and Knowledge keepers both past and present. We are grateful for the opportunity to be on this shared territory.

ACCESS AWARENESS DAY

This year marks the 25th annual celebration of Access Awareness Day. The theme for this year's Access Awareness Day is ***"Accessibility Is Inclusion"***.

We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Please join us in celebrating Access Awareness Day on June 4, 2022. We know the difference that we can make together in building truly inclusive and accessible communities.





**Accessibility is
INCLUSION**
ACCESS AWARENESS DAY 2022



\$500 AccessAbility Grants

These grants are provided through SPARC BC with funding support from the Federal government through the Accessible Canada Social Development Partnership Program as well as the Province of British Columbia through the Provincial Accessibility Secretariat. These grants are available to local government partners, local Accessibility Committees as well as local disability serving organizations.

About Your Organization

Please share a bit of information about your organization.

Your Name: _____

Your Organization: _____

Address: _____

Municipality: _____ Postal Code: _____

Phone: _____ Email: _____

Event Details

Name of the event: _____

Type of event: _____ Date of the event: _____

☐ The event will be held online

☐ The event will be held in person at the following location: _____

page 1 of 2



Accessibility is INCLUSION

ACCESS AWARENESS DAY 2022



Key outcomes and highlights from your event

Number of participants: _____

Next steps

Please complete this grant application form and return it to accessibility@sparc.bc.ca with the subject line—Accessibility is Inclusion.

Sharing your story

On Access Awareness Day, SPARC BC would like to profile your event through social media. Please tag SPARC BC if you will be sharing your event online.



@SPARCBC



@sparcbc



@socialplanningresearchbc

Questions

Please do not hesitate to reach out:

Tanya Tejassvi

Manager, Accessibility Initiatives

Social Planning and Research Council of British Columbia (SPARC BC)

4445 Norfolk Street Burnaby, BC V5G 0A7

T: 604.718.7732 E: ttejassvi@sparc.bc.ca

page 2 of 2

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

0390-20-UBCM



April 20, 2022

RECEIVED

APR 25 2022

CITY OF PORT ALBERNI

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

Dear Mayor Minions:

Re: 2022 AVICC Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the 2022 AVICC Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2022 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjustason@ubcm.ca.

Sincerely,

Councillor Laurey-Anne Roodenburg
UBCM President

Enclosure

ENTERED

J1a

**Health Canada Increased Cannabis Regulation
Resources**

Port Alberni

Whereas medical cannabis and commercial cannabis production are regulated by the federal government under the federal *Cannabis Act* and regulations;

And whereas Health Canada is responsible for managing risks posed to public health and safety in connection with cannabis through a variety of compliance and enforcement activities;

And whereas cannabis production operations may cause disturbing odours that impact the surrounding community:

Therefore be it resolved that AVICC and UBCM request that Health Canada be required to increase the resources adequate to manage compliance and enforcement of regulatory cannabis requirements, including regulations related to preventing the escape of cannabis odours associated with cannabis plant material to the outdoors.

Convention Decision:

Safe and Clean Affordable Housing

Port Alberni

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

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

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

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

Convention Decision:

RECEIVED

APR 25 2022

CITY OF PORT ALBERNI

From: Rebecca Terepocki

Sent: April 25, 2022 10:57 AM

To: Sara Darling <sara_darling@portalberni.ca>

Subject: material for city council meeting

<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 checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 4020-20-UP RCM May 9, 22.

Please provide copies of this letter to City Council & Mayor for next available city council meeting.

Thank you for your assistance.

Rebecca Terepocki

Community Port Alberni

TO: PA SHELTER SOCIETY, VIHA, CITY COUNCIL & BYLAW

DATE: April 25, 2022

FROM: Community Port Alberni

This letter is a notice regarding disturbances associated with the Overdose Prevention Site located at 3699 Third Avenue, Port Alberni. These disturbances have created a situation whereby citizens who occupy, work, own, or lease property in the vicinity of 3699 Third Avenue, are not being protected by City Bylaws or by the Community Charter.

There has been ample notification to the above-named, about this ongoing situation yet the situation continues to receive inadequate attention from those who manage this site. Neither has City Bylaw, even touched a simple disturbance such as random unregulated fireworks which appear to be linked to Randy Brown's 'Wintergreen' tenants.

The cumulative stress from these collective disturbances is the result of a failure by those in authority, to deal with or to adequately resolve these disturbances. Peaceful enjoyment and possession of any leased workspace in the area, has the meaning of null and void.

REFERENCES:

CITY OF PORT ALBERNI BYLAW NO. 4718 A BYLAW TO REGULATE NOISE WITHIN THE CITY OF PORT ALBERNI

SECTION 4. SPECIFIC PROHIBITIONS Without limiting the generality of Section 3, no person shall undertake the following activities which by their nature cause noise that is considered to be objectionable and likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the public:

k) Persistently shout, scream, yell, yelp, or use profane swearing; or use indecent, obscene, or grossly insulting language

ENTERED
J1b

CITY OF PORT ALBERNI BYLAW NO. 4718

SECTION 3. GENERAL PROHIBITION No person shall make or cause, or permit to be made or caused, any noise in or on a public or private place which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person.

WHEREAS the City of Port Alberni **wishes to promote a peaceful and inviting community for all of its citizens, businesses and visitors; AND WHEREAS it is recognized that excess noise interferes with the peace, rest, enjoyment, convenience, and comfort of the public and adversely affects the well-being of the community;** AND WHEREAS it is in the public interest for the City to take the necessary measures to reduce noise to acceptable levels; AND WHEREAS pursuant to section 8(h) of the Community Charter, the Council of the City of Port Alberni may, by bylaw, regulate, prohibit, and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to nuisances, disturbances, and other objectionable situations as defined in **section 64 of the Community Charter**

Nuisances, disturbances and other objectionable situations as per the COMMUNITY CHARTER:

64 The authority of a council under section 8 (3) (h) *[spheres of authority — nuisances, disturbances and other objectionable situations]* may be exercised in relation to the following:

- (a) nuisances;
- (b) noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;
- (c) the emission of smoke, dust, gas, sparks, ash, soot, cinders, fumes or other effluvia that is liable to foul or contaminate the atmosphere;
- (d) refuse, garbage or other material that is noxious, offensive or unwholesome;
- (e) the use of waste disposal and recycling services;
- (f) the accumulation of water on property;
- (g) unsanitary conditions on property;
- (h) drains, cesspools, septic tanks and outhouses;
- (i) trees, weeds or other growths that council considers should be removed, cut down or trimmed;
- (j) the carrying on of a noxious or offensive business activity;
- (k) graffiti and unsightly conditions on property;
- (l) indecency and profane, blasphemous or grossly insulting language.

MINUTES OF THE ADVISORY TRAFFIC COMMITTEE MEETING
Wednesday, April 20, 2022 @ 10:00 AM
City Hall Committee Room

PRESENT: Chair, Rob Dickinson, Director of Engineering & Public Works
RCMP, Manager of Community Policing, Dave Cusson
SD#70 Director of Operations, Gary Roe
Ministry of Transportation & Infrastructure, Jessica Learn

REGRETS: Councillor Ron Paulson
Deputy Fire Chief, Wes Patterson
RCMP, Sgt. Peter Dionne
ICBC, Peggy Gibbs
ICBC, Caroline Robinson
Diversified Transportation, Kathy Deschamps

DELEGATIONS

None

**Action
By**

UNFINISHED BUSINESS

1. May 18, 2021 email request from Jean-Phillipe Harvey to discuss pick up and drop off traffic at John Howitt School, specifically the intersection of Grieve Rd and Bishop Cres.

RD

Continued discussion from the previous meeting. City assessment along with a transportation engineer observed sightline issues coming southbound to the intersection. Plans to collect data on traffic volume and speeds were discussed to determine an effective response. As an interim measure, a flexible bollard will be considered.

2. Forwarded from City Council meeting held September 27, 2021 regarding email request from Randy Teichman to discuss Council's approval to remove the left turn lane at 10th Avenue and Dunbar Street intersection.

RD

Continued discussion from previous meeting.

3. Forwarded from City Council meeting held October 12, 2021 regarding email request from James Powsey to discuss traffic in the neighbourhood of 3rd Ave, Neill Street and Ship Creek Rd.

RD

The City is looking to repave Ship Creek Road next year although this may cause traffic speed to increase. Dave reported that he had speed watch out last summer and had vehicles going over 100km/hr. Possible traffic calming measures that were discussed included, amber flashers, a pedestrian crossing and working with a transportation engineer to widen the shoulder by 2m on the uphill side. Ministry of Transportation will speak with CRVE regarding having a larger presence on Ship Creek Road to deter speeding.

ENTERED
J1c

4. **Forwarded from City Council meeting held October 12, 2021 regarding email request from Bob Kanngiesser to discuss suggestions to planned upgrades to intersections at Dunbar St and 10th Ave and 10th Ave and Redford St.** RD
See #2 comments above.

NEW BUSINESS

1. **Correspondence from the Minister of Transportation, forwarded from City Council meeting held January 17, 2022, regarding options available to municipalities for adopting changes to speed limits.** RD
We do not currently have the data needed to lower speed limits. Future consideration of speeds in coordination with enforcement, education and engineering. ICBC notes that in discussing this initiative with other municipalities throughout BC, one of the important points that has emerged is that signing alone is unlikely to significantly reduce actual speeds.
2. **March 23, 2022 email request from Steven Jones of Lathom Street regarding concerns pertaining to road design for the section above the railway tracks.** RD
ICBC reviewed 2013-2017 claims and found none along this S-curve on Lathom Rd. After reviewing the most recent claims from 2016-2020 there were two claims near the S-curve, neither were related to the geometry of the road itself. ICBC does not yet have the crash data for 2021 or 2022. ICBC suggested consideration of a Curve Warning Sign on the eastbound approach to the S-curve, which is not controlled by a stop sign. Dave reported that he monitored the intersection for a period of time and did not observe any violations occurring but is willing to have speed watch set up on the east end of the S-curve or below the railway tracks. Dave noted it was too dangerous for the volunteers to set up at the intersection. It was suggested to work with a transportation engineer in setting up flexible bollards along the road centerline to deter vehicles from cutting across the lanes.

LATE ITEMS

1. **April 11, 2022 email request from Larry Ransom regarding Orange Bridge access off River Road.** JL
Ministry of Transportation reported that repainting of the lines will be happening very soon, weather dependent. There has been discussion with the traffic engineer to lessen the gap in the painted line for the turn onto Falls Street as well as a request for additional signage.

PROPOSED SCHEDULE OF NEXT MEETING DATES FOR 2022:

July 20, 2022

October 19, 2022

Meeting was adjourned at 11:02 a.m.

DISTRIBUTION

Council

Tim Pley – CAO

Twyla Slonski – Director of Corporate Services

Rob Dickinson –Director of Engineering & Public Works

John Stephen - Streets Superintendent

Scott Smith –Director of Development Services/Deputy CAO

Chris Baker - Manager of Community Safety

Willa Thorpe, Director of Parks, Recreation and Heritage

Sgt. Peter Dionne – RCMP, email agenda to Peter.DIONNE@rcmp-grc.gc.ca

Wes Patterson, Deputy Fire Chief - Fire Department

Larry Ransom - Trustee, SD 70, email agenda to mlransom@shaw.ca

Caroline Robinson - Road Safety Coordinator, ICBC, email agenda to caroline.robinson@icbc.com

Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com

Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to jessica.learn@gov.bc.ca

Kathy Deschamps - Diversified Transportation Ltd., email agenda to kathyd@patransit.pwt.ca

David Wiwchar, The Peak, email agenda to dwiwchar@islandradio.bc.ca

DRAFT

Ron Corbeil: Report to City Council May 9, 2022-Report on the COFI Convention

On April 27, 28, 29 the Mayor and I attended the Council of Forest Industries (COFI) convention. The following is a summary of the presentations we attended.

- Forest Minister Conroy opened the convention with the hopes the Province has for the future of forestry – one that is sustainable, inclusive and committed to reconciliation. She underscored the importance of working together because in her words, “no one knows better how this industry works than the folks in this room”.

Several speakers talked about the economic uncertainty and the opportunities of the future:

- The challenge that the Russia/Ukraine conflict presents (over 10% of global lumber supply is produced by Russia) particularly with respect to energy transition, and this represents significant opportunity for the forest sector in bioenergy, carbon capture, mass timber etc. and there is a lot of money looking for good projects with nearly 5 trillion to be spent to getting to net zero by 2050.
- China will absorb some of the Russian supply, buying opportunistically at lower cost. Europe will hold more of their product to serve domestic markets given Russian sanctions and will want to keep some supply coming to North America given strong prices. There is still room for us to step up to help fill the supply gap.
- We have the fastest growing population in the G7 and have seen a meaningful expansion of the working age population,
- The investment level per worker in the Natural Resources sector, the sector that “pay the bills”, is less than half of our neighbor to the South.
- We need to address our complicated business environment that is discouraging investment in both Canada and BC. The “to do list”: re-orient policy development to strengthen the economic base, particularly for the natural resources sector; address the hosting conditions that help companies scale; modernize and streamline regulations; and leverage BC’s low carbon advantage by ensuring our citizens understand the vital role that Canada’s forestry sector plays.
- One presenter gave her top picks for investment that include:
 1. Addressing the expensive challenge of our aging population and the need to re-examine how we deliver and fund healthcare.
 2. Investing in technology and innovation, particularly from the private sector.
 3. Addressing the climate challenge and the 2 trillion-dollar energy transition underway.
- Panelists discussed the important role of products made from forest fibre that are a better choice for the planet – from the mass timber buildings, the innovative food packaging that Paper Excellence are producing enabling substitution away from harmful micro plastics that are turning up in our oceans, our landfills and even in human lungs and increasing the investment in forest literacy – with policy makers, decision makers and the public if we are going to be able to fully unlock these opportunities.

L1

We heard from the CEO panel that:

- The demand for lumber will be strong particularly given of our R&R business which is now 40% of the pie and 72% of new homes are now single-family builds, using 3 times more of our product per unit.
- There is a challenge of getting the product to market (primarily by rail) and this is a problem that must be addressed on an urgent basis if we are going to succeed as an export economy.
- Looking to the future building and enhancing partnerships with First Nations, the panel reminded us all that by building relationships we build trust and with respect, flexibility, transparency and good communication, all things are possible.
- All three CEOs echoed the desire to continue to invest but stressed the key to securing investments and unlocking opportunities is predictable access to fibre at a cost that allows us to compete in the globe.
- The announcement that the provincial government will boost forestry revenues to First Nations from three to five per cent to eight to 10 per cent.
- The government had clearly failed to properly consult First Nations on the old growth deferral issue. While some have accepted the government's plan to protect more old growth from logging, some are rejecting the plan.
- There is a feeling that a new deal is being written that forestry companies would get access to Crown timber in exchange for investments in sawmills and pulp mills that provide jobs is not inclusive of all stakeholders and it's creating a lot of uncertainty.

A First Nations presenter pointed out that:

First Nations have a right to say yes to resource development IF THEY CHOOSE and that the interference of "eco-colonialists" isn't helpful as nations try to access capital to chart their economic future. We all need to heed the message in this ending quote... "Let's not let conflict force us into corners with little viability or creativity. Rather let inspiration of the possible drive our collective impact for a sustainable and prosperous future ... Care, Believe, Do!"

A panel on the "Future Faces of Forestry" spoke about:

- The Faculty of Forestry at UBC is looking to refine its programming, including adding a new Bachelor of Indigenous Land Stewardship in 2023.
- BCIT underscored the importance of collaborating with industry to make sure we are readying students with the skills that prepare them well for the industry of the future.
- The USW representative underscored the challenge of attracting the next generation as they have a lot of options these days. He encouraged us to think outside the box such as work/life balance and work harder at marketing the opportunities this industry provides.
- The COFI representative reminded us all that, in addition to aligning values and being able to have some life balance, our young workers need a buddy / a mentor to help guide them grow as they make their way through their early careers.

- Premier John Horgan reiterated the importance of this foundational, “bedrock” industry. He reminded us that, as an industry and a province, we understand social license, the importance of indigenous partnerships and we should take pride in the sustainable forest management practices employed across our province. He pointed out Western Forest Products and the Huu-ahy-aht First Nation as an example of a successful partnership between industry and First Nations. The region in which they hold tenure has been the subject of anti-logging protests, despite appeals by the Huu-ay-aht and the Pacheedaht First Nation for the protesters to leave and respect their treaty rights to make their own decisions about how to manage the forests in their territories. He said; “When I hear people say that they are protecting the lands for rights and title holders, when they glue themselves to roadways in North Vancouver, I say, ‘you haven’t talked to the Pacheedaht. You haven’t talked to Terry Teegee (regional chief for the BC Assembly of First Nations). You haven’t talked to the Huu-ay-aht.’ So do not speak for other people,” he said that for too long forestry policymaking in B.C. left out communities, workers and First Nations. Horgan has said the industry needs to do more with less, which means transitioning to a lower volume harvest system and higher value-added manufacturing. He noted some recent investments in B.C., like Canfor’s investment in Prince George to use pulp mill waste to make biofuels. He also pointed to the San Group’s recent investments in the Port Alberni area. “That speaks to confidence in the people of the region, and it speaks to the confidence in the sector,” Horgan said.
- Susan Yurkovich, the retiring President and CEO of the BC Council of Forest Industries closed the convention by saying that it has been an absolute honour to serve in this role for the last seven years and this is an industry with a proud history and a bright future and working together – we always find our way forward. She went on to say, “wherever I go, I will continue to be a champion for this industry that I love and the people who make it so great”.

Councillor Report

For May 9, 2022

Councillor Debbie Haggard

April 13, 2022 – A Council to Council meeting was held with the **Tseshaht First Nation**. The intent of the meeting was relationship building. There was a strong desire to have these types of meetings on a more regular basis.

April 20, 2022 – The **Vancouver Island Regional Library** Board met in order to approve the contract with the BCGEU librarians. VIRL unanimously voted to accept the ratified offer and put an end to the labour disruption that has impacted services since March 8th.

April 20, 2022 – I attended a meeting with the **Alberni Clayoquot Health Network**. The Coordinator gave a presentation on the Alberni Clayoquot Living Wage Report.

April 20, 2022 – I attended a webinar on **Hybrid Engagement**. Discussion and examples were given on how to offer different methods on engaging the general public. Offering choices will increase public engagement.

April 21, 2022 – The **Alberni Valley Chamber of Commerce** and the Port Alberni Shelter Society hosted a luncheon in order to discuss the issues that businesses are located on lower 3rd Avenue are experiencing. Businesses had an opportunity to express the concerns that they are facing due to the mental health and opioid crisis.

April 22, 2022 – **British Columbia Social Procurement Initiative Steering Committee** – The regular quarterly meeting of the BCSPi was held. Quarterly updates were given by the Coordinator. An intern was hired in order to survey the members and report on the impact measurement process.

April 26, 2022 – **Alberni Valley Tourism** held an open house for tourism stakeholders. The open house was an opportunity to provide feedback on a new 5-year strategic direction for supporting the growth of tourism in the Alberni Valley.

April 27, 2022 – As Acting Mayor, I attended a thank you luncheon at the **Alberni Clayoquot Regional District** in order to recognize the staff for the implementation and success on the Sort-n-Go recycling joint project with the City.

April 28, 2022 – **Alberni Valley Chamber of Commerce Board** meeting. Audited financial statements were presented by the accounting firm.

April 28, 2022 – **Huu-ay-aht Old Growth Deferral Summit** – This Summit brought together 50 coastal Indigenous Nations to share information on their stewardship and resource management planning. The Summit highlighted the important ways in which they are drawing on the expertise of their communities, their partners and the experts that they have retained.

L1

**COUNCILLOR ACTIVITY REPORT
PRESENTED BY COUNCILLOR RON PAULSON
May 4, 2022**

1. Tuesday, April 26/22 – Attended the Alberni Clayoquot Continuing Care Society Directors Meeting

- a. Executive Director's report:**
 - i. Labor bargaining continued for Vancouver Island Health. The main issue holding bargaining up is monetary compensation.**
 - ii. A COVID booster (#4) is coming for early May. All residents should have their boosters by May 10/22.**
 - iii. A history of the Watson Estate Funds was presented. Ty Watson provided a monetary donation to both Fir Park village and Echo Village as part of his will. Each fund was gifted \$500,000.00 in the will. Each fund now has a balance through investments etc. of approximately \$1.2 Million dollars.**
- b. Reports were received from:**
 - i. Director of Care and Assistant Director of Care**
 - ii. Director of Programming and Adult Day Services**
 - iii. Director of Support Services**
 - iv. Business Manager and**
 - v. Director of Business and Human Resources**
- c. Fund raising for a new bus continues and is doing fairly well.**
- d. Nominations for Director positions are open and hopefully will be filled at the Annual General Meeting to be held at Chances, June 28/22.**

2. Wednesday, April 27/22 – Attended the Alberni Clayoquot Regional District Directors meeting as an alternate via ZOOM.

- a. Correspondence was received confirming grant money in the amount of \$10,000.00 for both the Bamfield Liquid Waste Management Plan and the Franklin Bridge Feasibility and Design projects.**
- b. Several rezoning and development applications were given final reading**
- c. Staff Reports and Member Reports were received.**
- d. Old Growth Summit and Study has been released and it is very obvious that many statements from fringe groups are erroneous in their entirety.**

L1