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## AGENDA - REGULAR MEETING OF COUNCIL

Monday, November 14, 2022 @ 2:00 PM

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

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*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](http://portalberni.ca) or contact the Director of Corporate Services at 250.720.2823 or by email [twyla\\_slonski@portalberni.ca](mailto:twyla_slonski@portalberni.ca) or the Deputy City Clerk at 250.720.2822 or by email [sara\\_darling@portalberni.ca](mailto:sara_darling@portalberni.ca)*

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**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 4**

1. Special meeting held at 10:00 am, Regular Council meeting held at 2:00 pm on October 24, 2022, Special meeting held at 10:00 am on October 31, 2022 and Inaugural meeting held at 7:00 pm on November 7, 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**

**E. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**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 November 14, 2022, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$ \_\_\_\_\_, be approved.*

2. **Director of Parks, Recreation and Heritage - Canadian National Oldtimers Baseball Federation Championships** - Page 14  
Report dated November 5, 2022 from the Director of Parks, Recreation and Heritage requesting Council consideration of early budget approval.

*THAT Council for the City of Port Alberni provide early budget approval of \$240,000 in the 2023-2027 Financial Plan for the cost to prepare Lon Miles and Recreation Park baseball diamonds to host the 2023 Canadian National Oldtimers Baseball Federation Championship.*

3. **Director of Finance – Award of Request for Proposal [RFP] #008-22 | Investment Management Services** - Page 19  
Report dated November 7, 2022 from the Director of Finance requesting Council award RFP #008-22 | Investment Management Services.

*THAT Council award Request for Proposal #008-22 – Investment Management Services to Cash Management Group – Canaccord Genuity for a five-year term.*

4. **Director of Corporate Services – 2022 General Local Election Results** - Page 30  
Report dated November 7, 2022 from the Director of Corporate Services providing Council with a summary of the 2022 election results.

*Report provided for Council's information.*

## **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. **Director of Finance – Waterworks and Sewer Bylaw Amendments 2022** - Page 41  
Report dated November 8, 2022 from the Director of Finance requesting Council consideration of amending bylaws related to water and sewer rates.
  - a. *THAT Council rescind third reading of "City of Port Alberni Waterworks Bylaw No. 5062, 2022", Resolution No. R22-171.*
  - b. *THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time as amended.*
  - c. *THAT Council rescind third reading of "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022", Resolution No. R22-174.*
  - d. *THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time as amended.*
  - e. *THAT Council authorize staff to amend "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" by reducing Water Fund revenue by \$56,031 and Sewer Fund revenue by \$51,071 in 2022.*

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**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.*

**I. PROCLAMATIONS**

**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 53**

- a. Alberni Valley United Church | Thank You Re: Citaapi Mahtii Housing Development
- b. Correspondence from Ministries | Follow up Re: 2022 UBCM Convention & Reply to Friends of Burde Street Beaver Ponds Steering Committee
- c. MLA, Josie Osborne | Congratulations to Newly Elected Mayor and Council
- d. Port Alberni Port Authority | Congratulations on Election
- e. Advisory Planning Commission Minutes | September 15, 2022
- f. Alberni Valley Museum and Heritage Commission Minutes | October 5, 2022
- g. Draft Traffic Advisory Committee Minutes | October 19, 2022
- h. Association of Vancouver Island Coastal Communities | Net Pen Transition Plan Engagement Session | November 25<sup>th</sup>

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

**1. Council and Regional District Reports**

**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, October 24, 2022 @ 10:00 AM  
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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**PRESENT:** Mayor S. Minions  
Councillor R. Paulson  
Councillor H. Poon  
Councillor C. Solda  
Councillor D. Washington

**Absent:** Councillor R. Corbeil  
Councillor D. Haggard

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

Call to order: @ 10:02 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)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

**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.

**CARRIED**

The meeting was terminated at 11:18 am

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, October 24, 2022 @ 2:00 PM**  
**In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

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**PRESENT:** Mayor S. Minions  
Councillor R. Paulson  
Councillor H. Poon  
Councillor C. Solda  
Councillor D. Washington

**Absent:** Councillor D. Haggard  
Councillor R. Corbeil

**Gallery:** 8

**Introductory Remarks**

Condolences on behalf of Council and the City to the family of Art Wynans following his passing, recognizing his countless contributions to the community particularly as founder of Wynans Furniture and as a long-time volunteer of the Port Alberni Salmon Festival.

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

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

**B. ADOPTION OF MINUTES**

1. *MOVED AND SECONDED, THAT the Special meeting held at 11:00 am and Regular Council meeting held at 2:00 pm on September 26, 2022 be adopted.*  
**CARRIED**

**C. PUBLIC INPUT PERIOD**

**Herb Wescott**

Commented on traffic and pedestrian safety concerns. Council directed that staff forward the information to the Traffic Advisory Committee.

**Neil Anderson**

Followed up on inquiries regarding the City's contract for Chief Administrative Officer services.

**Todd Patola**

Thanked Council for their service.

**D. DELEGATIONS**

**1. Port Alberni Cubs Oldtimers Baseball Club**

Rob Ivezich presented an opportunity for the City to host the 2023 Canadian National Oldtimers Baseball Federation Championship.

**E. UNFINISHED BUSINESS**

**F. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated October 24, 2022, be received and the cheques numbered 151417 to 151617 inclusive, in payment of accounts totalling \$3,618,218.48, be approved.*

**CARRIED**

**2. Director of Parks, Recreation and Heritage – Canadian National Oldtimers Baseball Federation Championships**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni supports Port Alberni Cubs Oldtimers Baseball Club request to play host to the Canadian National Oldtimers Baseball Federation Championship in August 2023 in the City of Port Alberni, and that staff move forward with scheduling the necessary field improvements/upgrades needed to support the Championship in 2023.*

**CARRIED | Res. No. 22-226**

**3. Director of Finance – Wastewater Treatment Facility Upgrade Loan Authorization Bylaw | Municipal Security Issuing Resolution**

*MOVED AND SECONDED, THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2023 Spring Borrowing Session, in the amount of \$8,500,000 as authorized through "City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021" and that the Alberni-Clayoquot Regional District be requested to consent borrowing over a 30-year term and include the borrowing in a Security Issuing Bylaw.*

**CARRIED | Res. No. 22-227**

**4. Chief Administrative Officer | Somass Lands**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni authorize Bowerman Construction to continue providing project management services to the City in relation to the Somass Lands until December 31, 2022 pursuant to a Notice of Intent, with costs to not exceed \$150,000 (not including revenues).*

**CARRIED | Res. No. 22-228**

**G. BYLAWS**

Mayor Minions left the meeting at 2:54 pm, declaring a conflict of interest as it relates to the Kuu-us Crisis Line Society's employment of her spouse.

Councillor R. Paulson assumed the Chair at 2:55 pm.

1. **Deputy Director of Finance – 2023 Permissive Tax Exemptions**  
***"City of Port Alberni, Permissive Tax Exemption Bylaw No. 5068, 2022"***  
***[Alberni Drug & Alcohol Society | Kuu-us Crisis Line Society]***  
***MOVED AND SECONDED, THAT "City of Port Alberni, Permissive Tax Exemption Bylaw No. 5068, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5068.***  
**CARRIED | Res. No. 22-229**

Mayor Minions returned to the meeting at 2:56 pm and resumed the Chair.

- "City of Port Alberni Permissive Tax Exemption Bylaw No. 5069, 2022"***  
***[Island Corridor Foundation]***  
***MOVED AND SECONDED, THAT "City of Port Alberni Permissive Tax Exemption Bylaw No. 5069, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5069.***  
**CARRIED | Res. No. 22-230**
2. **Planner II – Proposed Zoning Bylaw Amendment | 3151 3<sup>rd</sup> Avenue**  
***MOVED AND SECONDED, THAT "Zoning Map Amendment No. 54 (3151 3<sup>rd</sup> Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a third time.***  
**CARRIED | Res. No. 22-231**  
  
***MOVED AND SECONDED, THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 and 3141 3<sup>rd</sup> Avenue before Council considers final adoption of Bylaw No. 5064.***  
**CARRIED | Res. No. 22-232**
3. **Director of Development Services | Deputy CAO – Proposed Zoning Bylaw Amendment | 5801 and 5837 Compton Road**  
***MOVED AND SECONDED, THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be now introduced and read a first time.***  
**CARRIED | Res. No. 22-233**  
  
***MOVED AND SECONDED, THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be read a second time.***  
**CARRIED | Res. No. 22-234**  
  
***MOVED AND SECONDED, THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" in accordance with section 464 (2) of the Local Government Act as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the Local Government Act prior to consideration of further readings of the Bylaw.***  
**CARRIED | Res. No. 22-235**

4. **Manager of Planning – Proposed Zoning Bylaw Amendment | 2244 Mallory Drive**  
*MOVED AND SECONDED, THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be now introduced and read a first time.*  
**CARRIED | Res. No. 22-236**  
  
*MOVED AND SECONDED, THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be read a second time.*  
**CARRIED | Res. No. 22-237**  
  
*MOVED AND SECONDED, THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 56 (2244 Mallory Drive – Saywell Developments), Bylaw No. 5066" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.*  
**CARRIED | Res. No. 22-238**
5. **Manager of Planning – Proposed Zoning Bylaw Amendment | 2272 Mallory Drive**  
*MOVED AND SECONDED, THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be now introduced and read a first time.*  
**CARRIED | Res. No. 22-239**  
  
*MOVED AND SECONDED, THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be read a second time.*  
**CARRIED | Res. No. 22-240**  
  
*MOVED AND SECONDED, THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 57 (2272 Mallory Drive – Saywell Developments), Bylaw No. 5067" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.*  
**CARRIED | Res. No. 22-241**
6. **Director of Development Services | Deputy CAO – Proposed OCP & Zoning Bylaw Amendments | 4210 Cedarwood Street**  
*MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5051.*  
**CARRIED | Res. No. 22-242**  
  
*MOVED AND SECONDED, THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5052.*  
**CARRIED | Res. No. 22-243**

**H. CORRESPONDENCE FOR ACTION**

**1. Alberni Clayoquot Regional District | FireSmart Grant**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni authorize the Alberni-Clayoquot Regional District to apply to the Union of BC Municipalities 2023 Community Resiliency Investment Program, to receive and manage grant funding on behalf of the City of Port Alberni as it relates to increasing the community's resiliency by undertaking community based FireSmart planning and activities that reduce the community's risk of wildfire.*

**CARRIED | Res. No. 22-244**

**2. Grass Roots Homelessness Coalition | Licence to Occupy**

*MOVED AND SECONDED, THAT Council authorize the Mayor and the Corporate Officer to enter into and execute a Licence to Occupy Agreement between the City of Port Alberni and the Grass Roots Homelessness Coalition effective October 15, 2022 and terminating April 30, 2023 for the purpose of providing temporary warming places on City owned lands.*

**CARRIED | Res. No. 22-245**

**I. PROCLAMATIONS**

**1. Alberni Valley Restorative Justice Society**

*MOVED AND SECONDED, THAT Council proclaim November 20 – 26, 2022 as 'Restorative Justice Week' in the City of Port Alberni.*

**CARRIED | Res. No. 22-246**

**J. CORRESPONDENCE FOR INFORMATION**

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

- a. Health Canada | Reply to Council Support for Private Members Bill C-216
- b. BC Electoral Boundaries Commission | Invitation to Provide Input for Electoral Boundary Changes
- c. BC Hydro Power Smart | Community ReGreening Grant Program
- d. Sage Haven Society | 2023 Coldest Night of the Year | February 25<sup>th</sup>
- e. Premier Horgan | Follow up Letter Re: 2022 UBCM Convention Meeting
- f. Alberni Valley Museum and Heritage Commission Minutes | September 7, 2022

**K. REPORT FROM IN-CAMERA**

**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**

Departing statements were made by outgoing members of Council to their fellow members, staff and the public.

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**M. NEW BUSINESS**

**N. QUESTION PERIOD**

**Todd Patola**

Requested clarification with regards to the ownership of Bowerman Construction and as it relates to the services being provided by Grass Roots Homelessness Coalition and whether the City has provided previous financial contributions to the Coalition.

**Neil Anderson**

Thanked Council for their service.

**O. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:38 pm.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer



**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
Monday, October 31, 2022 @ 10:00 AM  
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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**PRESENT:** Councillor R. Paulson, Chair  
Councillor R. Corbeil via zoom platform  
Councillor C. Solda via zoom platform  
Councillor D. Washington

**Absent:** Mayor S. Minions  
Councillor D. Haggard  
Councillor H. Poon

Staff: T. Pley, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services  
K. Bodin, Manager of Human Resources

Call to order: @ 10:02 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)(c)** labour relations or other employee relations  
**CARRIED**

The meeting was terminated at 10:22 am

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**MINUTES OF THE INAUGURAL MEETING OF COUNCIL**  
**Monday, November 7, 2022 @ 7:00 PM**  
**In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

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

Gallery: 50

*Welcome and blessings provided by Hupacasath and Tseshah First Nation.*

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

The meeting was called to order at 7:10 PM.

**ADMINISTRATION OF OATHS OF OFFICE**

Justice of the Peace, Nicole Munroe administered the Oaths of Office as follows:

<b>Mayor</b>	Sharie Minions
<b>Councillors</b>	Dustin Dame
	John Douglas
	Debbie Haggard
	Charles Mealey
	Todd Patola
	Cindy Solda

**MAYOR / INAUGURAL ADDRESS**

Mayor Minions read the Inaugural Address.

**APPOINTMENTS**

1. **Alberni-Clayoquot Regional District Board | Appointments**

*MOVED AND SECONDED, THAT pursuant to the Local Government Act, Council appoints Mayor Sharie Minions as the City of Port Alberni municipal director on the Alberni-Clayoquot Regional District Board and further, that Mayor Minions be assigned a voting strength of five [5] votes.*

**CARRIED | Res. No. 247**

*MOVED AND SECONDED, THAT pursuant to the Local Government Act, Council appoints Councillor Debbie Haggard as the City of Port Alberni alternate municipal director on the Alberni-Clayoquot Regional District Board and further, that Councillor Haggard be assigned a voting strength five [5] votes.*

**CARRIED | Res. No. 248**

2. **Committees & Commissions | Appointments**

*MOVED AND SECONDED, THAT pursuant to the Library Act, Council appoints Councillor Patola as the City of Port Alberni's representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2023.*

**CARRIED | Res. No. 249**

*MOVED AND SECONDED, THAT pursuant to the Library Act, Council appoints Councillor Haggard as the City of Port Alberni's alternate representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2023.*

**CARRIED | Res. No. 250**

*MOVED AND SECONDED, THAT the 2023 Acting Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.*

**CARRIED | Res. No. 251**

**ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 7:31 pm.*


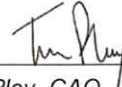
**CARRIED**

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Date: November 5, 2022  
File No: 8100-20-CNOBFC  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: Canadian National Oldtimers Baseball Federation Championships

Prepared by:  W. Thorpe Director of Parks, Recreation and Heritage	Supervisor: T. PLEY Chief Administrative Officer	CAO Concurrence:  T. Pley, CAO
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#### RECOMMENDATION

THAT Council for the City of Port Alberni provide early budget approval of \$240,000 in the 2023-2027 Financial Plan for the cost to prepare Lon Miles and Recreation Park baseball diamonds to host the 2023 Canadian National Oldtimers Baseball Federation Championship.

#### PURPOSE

For Council to consider 2023 budget allocation and provide early approval of those funds in order for work to begin to prepare baseball diamonds to host a senior men's national championship tournament in August 2023.

#### BACKGROUND

At its Regular meeting of October 24, 2022, Council passed the following motion regarding hosting the Canadian National Oldtimers Baseball Federation Championship tournament:

THAT Council for the City of Port Alberni supports Port Alberni Cubs Oldtimers Baseball Club request to play host to the Canadian National Oldtimers Baseball Federation Championship in August 2023 in the City of Port Alberni, and that staff move forward with scheduling the necessary field improvements/upgrades needed to support the Championship in 2023.

The two City-owned baseball diamonds required to host the championship include Lon Miles (4000 Compton Rd.) and Recreation Park (3245 7<sup>th</sup> Ave.). Routine maintenance scheduled for these facilities will be completed prior to summer 2023 utilizing funds currently identified in the Financial Plan. This work includes leveling infield grass, repairing lights, and installing netting.

The cost for the additional work required to prepare these facilities to host the 2023 Canadian National Oldtimers Baseball Federation Championship is estimated to be \$240,000. This additional work includes scoreboard repair, painting, and improvements to drainage, bullpens, fencing and base locations. Since the work would be completed between winter 2023 and summer 2023 (before Council has adopted the 2023 Financial Plan), Council is asked to consider early budget approval for this project in order to move forward with the work, and enabling the tournament to be hosted in Port Alberni in 2023.



### **ALTERNATIVES/OPTIONS**

1. THAT Council for the City of Port Alberni provide early budget approval of \$240,000 in the 2023-2027 Financial Plan for the cost to prepare Lon Miles and Recreation Park baseball diamonds to host the 2023 Canadian National Oldtimers Baseball Federation Championship.
2. That Council provide direction to amend the 2023-2027 Capital Plan for Parks, Recreation and Heritage in order to fund without taxation for a portion or all of the required \$240,000 funding commitment.
3. That Council provide alternate direction to use of funds from the Parks and Recreation Reserve for the project, for a portion or all of the required \$240,000 funding commitment.
4. That Council provide alternate direction to adjust the level of service within other areas of the Financial Plan to enable the project, for a portion or all of the required \$240,000 funding commitment.
5. That Council provide alternate direction not provided or a combination of potential alternatives.

### **ANALYSIS**

The baseball diamonds at Lon Miles and Recreation Park are scheduled for routine maintenance work, utilizing funds already allocated in the 2022 budget, prior to summer 2023 to support safe, continued use. If Port Alberni hosts the 2023 Canadian National Oldtimers Baseball Federation Championship, additional work would be required to prepare the two baseball diamonds. The estimated cost for this additional work is \$240,000, and the work would be completed prior to summer 2023. If Port Alberni elects not to host the 2023 Championship, the next opportunity to host this tournament would be in 2025, in which case the funds necessary to complete the additional capital works could be funded in Financial Plan for 2024. To ensure that the impact to other 2023 Parks department projects by this preparation work is minimized, contractors will be engaged to complete the preparation work.

Regular maintenance work can be completed within the current operating budget for Parks Maintenance budget. In order to increase the level of service the City provides to allow for hosting the 2023 or 2025 Canadian National Oldtimers Baseball Federation Championship additional work must be completed which requires additional funding.

### **IMPLICATIONS**

The cost to prepare the facilities for hosting a national championship are not currently included in the City's 2023-2027 Financial Plan. Early budget approval is required to proceed with the work if Port Alberni is to host the tournament in August 2023. If early budget approval is not granted, this work will not be completed prior to the 2023 championships; as such, the event would not be viable to host in 2023, and would be explored for 2025.

Supporting the hosting of the Canadian National Oldtimers Baseball Federation Championship tournament will require increased funding of \$240,000. That equates to a 0.94% taxation increase, if all else remains unchanged. This project was not considered along with other capital projects in the 2022-2026 Financial Plan [for 2023].

Alternatives to using taxation to fund the ball park upgrades may include consideration of shifting 2023 capital projects into the future. Alternatively, changing the intended funding source from general revenue to capital reserves, such as the Parks and Recreation Reserve, would minimize the impact on taxation and other projects in 2023 but would lessen available funds to undertake other Parks, Recreation and Heritage capital projects. Alternatively to impacting other projects or sourcing the funds from a reserve, the City could consider service level reductions in other areas to offset the additional costs incurred through the approval of the baseball diamond capital upgrades. The foregoing are options that would ordinarily be considered by Council during the budget development process.

#### **COMMUNICATIONS**

Any direction from Council will be communicated directly to the local organizing committee. In the event that capital works are undertaken in 2023, the City will communicate plans and schedules to affected users.

#### **BYLAWS/PLANS/POLICIES**

Hosting national championships align with Council's *2019 – 2023 Corporate Strategic Plan*, as part of the goals of "the City provides quality local government services that are valued by users" and "the tourism/visitor sector of the local economy flourishes".

#### **SUMMARY**

Port Alberni has been approached to host the 2023 Canadian National Oldtimers Baseball Federation Championship. City Council has passed a motion of support, and directed staff to begin planning for the necessary work. In order to prepare the baseball diamonds at Lon Miles and Recreation Park for this event, staff recommend that Council for the City of Port Alberni provide early budget approval of \$240,000 to complete this work.


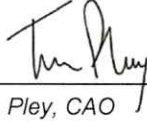
#### **ATTACHMENTS/REFERENCE MATERIALS**

1. Staff information document provided at previous meeting of Council.

c: *T. Slonski, Director of Corporate Services*  
*A. McGifford, Director of Finance*  
*A. Needham, Manager of Parks*



Date: October 13, 2022  
File No: 8100-20-CNOBFC  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: Canadian National Oldtimers Baseball Federation Championships

Prepared by:  W. Thorpe Director of Parks, Recreation and Heritage	Supervisor:  T. PLEY Chief Administrative Officer	CAO Concurrence:  T. Pley, CAO
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#### RECOMMENDATION

*This report is being provided for Council's information.*

#### PURPOSE

For Council's information regarding hosting a Canadian National Oldtimers Baseball Federation Championship.

#### BACKGROUND

Further to the delegation provided at today's meeting by the Port Alberni Cubs Old Timers Baseball Program, staff are provided Council with background information regarding hosting two divisions (60+ and 57+) of the Canadian National Oldtimers Baseball Federation Championship in August 2023.

#### ALTERNATIVES/OPTIONS

This report is provided for Council's information.

#### ANALYSIS

The baseball diamonds at Lon Miles and Recreation Park are scheduled for routine repair work between fall 2022 and summer 2023 for our existing user groups, including leveling infield grass, repairing lights, and installing netting, with an estimated cost of \$40,000 as part of the 2023 annual financial plan. If Port Alberni hosts the 2023 Canadian National Oldtimers Baseball Federation Championship, additional work would be required to prepare the two baseball diamonds, including scoreboard repair, drainage, bullpens, fencing, and painting. The estimated cost for this work is \$240,000, and the work would be completed between fall 2022 and summer 2023. If Port Alberni elects not to host the 2023 Championship, the next opportunity to host would be in 2025.

#### IMPLICATIONS

The costs for the work to prepare the diamonds for hosting a national championship are not currently included in the City's Five Year Financial Plan, and an amendment to the Financial Plan would be required to proceed with the work.

**COMMUNICATIONS**

Staff will communicate any direction from Council directly to the local organizing committee.

**BYLAWS/PLANS/POLICIES**

Hosting national championships align with Council's *2019 – 2023 Corporate Strategic Plan*, as part of the goals of "the City provides quality local government services that are valued by users" and "the tourism/visitor sector of the local economy flourishes".

**SUMMARY**


Port Alberni has been approached to host the 2023 Canadian National Oldtimers Baseball Federation Championship. Staff are providing Council for the City of Port Alberni background information regarding Port Alberni hosting this Championship.

**ATTACHMENTS/REFERENCE MATERIALS**

N/A

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

Date: November 7, 2022  
File No: 1860-01  
To: Mayor & Council  
From: T. Pley, CAO  
Subject: Award of Request for Proposal [RFP] #008-22 | Investment Management Services

Prepared by: <i>A. McGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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#### RECOMMENDATION[S]

THAT Council award Request for Proposal #008-22 – Investment Management Services to Cash Management Group - Canaccord Genuity for a five-year term.

#### PURPOSE

To seek Council's endorsement to award RFP #008-22 – Investment Management Services and enter into a five-year agreement with the preferred Proponent.

#### BACKGROUND

The City has used the firm of Raymond James since April of 2015 for investment management services within the parameters of the City's "Finance - Investment Policy", taking all available operating funds and reserve funds and investing to receive the highest return, with the main objective being the preservation of principal. The Investment Policy enables the City to invest public funds with prudent management and within prescribed limits to provide the optimal blend of return on investment and preservation of principal, while meeting both the short and long-term cash flow and liquidity needs of the City. The Investment Policy ensures compliance with statutory requirements of the *Community Charter* and the *Municipal Finance Authority Act*.

In the past 7 years, under the management of Raymond James the aggregate investment balance has ranged from a low of \$10M to a high of \$27M. The balance fluctuates significantly throughout the year with the receipts of utility and tax billings with the highest balances occurring in mid July and lowest in mid May of each year. Interest earned has ranged between \$200,000 to \$400,000 annually, and is allocated pro rata to the appropriate operating and reserve accounts. The "Finance - Investment Policy" was last updated in October 2019 and requires that an RFP for Investment Management services be issued every five years.

#### ALTERNATIVES/OPTIONS

1. THAT Council award Request for Proposal #008-22 – Investment Management Services to Cash Management Group - Canaccord Genuity for a five-year term.
2. THAT Council provide alternate direction which may include changing the RFP scope and re-issuing.

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## ANALYSIS

In response to the RFP issued in July 2022 the City received six proposals. Each proposal was evaluated against the following criteria:

- investment strategy;
- firm profile and experience [municipal/public body references];
- fees and service delivery;
- proponent liaison; and
- social procurement.

The highest scoring qualified Proponent was Cash Management Group - Canaccord Genuity. The company is an investment management firm based in Vancouver with an extensive track record supporting local governments throughout the Province with investment management services. Cash Management Group - Canaccord Genuity currently provides investment management service to the Alberni-Clayoquot Regional District.

## IMPLICATIONS

The fees structure will see some slight improvements under the proposed new service agreement. Transition to the new firm would be fairly seamless. All accounts can be transferred, taking two to three weeks to complete. Overall there is a trend to higher rates of return given the interest rate environment. The service provider has indicated that recommendations will be made after reviewing the City's Investment Policy. Council may expect a report detailing these recommendations in the future [if required].

## BYLAWS/PLANS/POLICIES

*City of Port Alberni - Finance – Investment Policy*

## SUMMARY

- By policy the City is to issue an RFP for investment management services every 5 years.
- The City has used the same investment management service provider since 2015.
- The City's practice has been to invest available operating and reserve funds to receive the highest return, with the main objective of the preservation of principal.
- Through policy, the investment of funds is done within prescribed limits, seeking the optimal blend of return on investment and preservation of principal while meeting the cash flow and liquidity demands of the City.
- The City's Investment Policy and actions must comply with statutory requirements of the *Community Charter* and the *Municipal Finance Authority Act*.
- The City issued an Investment Services RFP in July 2022 and the highest scoring qualified Proponent was Cash Management Group - Canaccord Genuity.

## ATTACHMENTS

1. *City of Port Alberni - Finance – Investment Policy*

TITLE: FINANCE – INVESTMENT POLICY				
EFFECTIVE DATE: Oct. 15, 2019	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Dec. 10, 2018	PAGE 1 OF 9

## PURPOSE OF THE POLICY

The purpose of this Policy is to provide a framework for the prudent investment of the City of Port Alberni's funds.

## SECTION I: POLICY

It is the policy of the City of Port Alberni to invest public funds with prudent management and within prescribed limits to provide an optimal blend of return on investment and preservation of principal while meeting short and long term cash flow and liquidity demands of the City of Port Alberni, and complying with statutory requirements of the *Community Charter* and the *Municipal Finance Authority Act*.

### 1. SCOPE

This Policy applies to the investment of all cash and short-term assets of the City of Port Alberni. The City of Port Alberni's invested funds will be divided into operating, capital, and reserves. Investment value will be reported at cost.

### 2. OBJECTIVES

#### Principal Protection

Preservation of capital is the foremost objective of the investment program. Investments shall be undertaken in a manner that ensures the preservation of capital, while managing credit risk and interest rate risk.

#### Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio structure should be such that maturities coincide with cash requirements, as much as reasonably possible. Since all possible cash requirements cannot reasonably be anticipated, the portfolio should consist largely of securities with active secondary markets.

#### Return on Investment

The Fund shall be constructed with the objective of attaining, at minimum, a benchmark rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.



## **Adherence to Statutory Requirements**

Investment guidelines for municipal funds are provided in Section 183 of the *Community Charter* (Appendix C) and Section 16 of the *Municipal Finance Authority Act* (Appendix D).

## **SOCIAL RESPONSIBILITY**

Where possible and practical, social responsibility will be considered in the selection of investments that meet the policy's objective.

## **3. STANDARD OF CARE**

### **Prudence**

Investments shall be made with judgment and care, exercised with consideration of safety of capital foremost for those acting in accordance with the investment policy.

### **Internal Controls**

Management shall establish a system of internal controls, which shall be documented in writing, and reviewed by the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties. The Investment Manager must adhere to the Code of Ethics and Standards of Professional Conduct of the CFA Institute.

## **4. ETHICS & CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity with the same individual(s) with whom business is conducted on behalf of the City of Port Alberni. Individuals involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

## **SECTION II: INDIVIDUAL RESPONSIBILITIES**

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### **1. DELEGATION OF AUTHORITY**

Authority to manage the City of Port Alberni's investment program is derived from *Section 149* of the *Community Charter* (Appendix B).

The City of Port Alberni delegates the management of the Fund to certain Officers of the City of Port Alberni. The Officers of the City of Port Alberni include Director of Finance and Deputy Director of Finance.

Any purchase or sale transactions contemplated for a City investment account must be authorized by an individual specified in the Client Broker Agreement as authorized to do so. Such authorized individuals will be limited to the City's banking signatories: Mayor, and Director of Finance. A signature stamp will suffice in the absence of original signatures.



Fund Management responsibilities have been allocated as follows:

#### **Council – Audit Committee**

- Receive quarterly reports from the designated Officers on the performance of the portfolio at the Audit Committee Meetings.
- Review the policy annually.

#### **Officers' Responsibilities**

- Review the Policy periodically and if appropriate make recommendations to City Council for changes.
- Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e. bonds, GICs etc.) in a year are sufficient to cover the disbursements expected to be paid from the portfolio in that year.
- Appointment of the Investment Manager will be made through a Request for Proposals process to be undertaken by the Director of Finance and overseen by the Chief Administrative Officer. Proposals will be accepted from selected firms meeting minimum guidelines set out in this policy. The evaluation of responses will be based on a number of factors, weighted according to the needs and judgment of the City of Port Alberni.
- The successful proponent will enter into a formal Client Broker Agreement with the City of Port Alberni.
- A Request for Proposals or Request for Quotes will be prepared at the outset of adoption of this policy, and in five year intervals thereafter.
- The City retains the right to replace the Investment Manager at any time. Reasons for replacement include:
  - The Investment Manager's performance falling below expected performance levels, not reasonably explained by their investment style being out of favour temporarily, as measured rolling five year periods;
  - Changes to the Investment Manager's style or process; and
  - Changes to key investment personnel.
- Review the Fund's performance on a regular basis and provide quarterly reports to the Audit Committee at the Audit Committee Meetings.
- To be responsible for the delegation of any responsibility not specifically mentioned in this Policy.

#### **The Investment Manager's Responsibilities**

- Select specific investments, recognizing the quality and diversification requirements established in this Policy, and subject to approved signing authority.
- Seek to maximize and preserve the investment return, after ensuring that the foregoing liquidity, quality and diversification requirements have been satisfied.
- Where possible and practical, socially responsible investing criteria will be applied to the selection of investments and preference given to organizations that adopt a socially responsible investment platform.
- Manage the securities held in accordance with this Policy and applicable legislation.
- Provide the Director of Finance (who will then provide to the Audit Committee) with quarterly written reports that include periodic rates of return for the portfolio; details of investments; and a statement of compliance with this IPS.

- Provide the necessary information for the Director of Finance and Audit Committee to review the IPS and the Investment Manager's performance.
- Identify provisions in the IPS that may need revision due to changes in investment strategies or markets.

The Investment Manager and designated Officers of the City of Port Alberni may from time to time engage consultants or other advisors to assist them in fulfilling their responsibilities.

## **2. AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS**

A list will be maintained by the Investment Manager of approved investment dealers and financial institutions authorized to provide investment services. All qualified bidders for investment transactions will be members in good standing of the Investment Industry Regulatory Organization of Canada ("IIROC"), Mutual Fund Dealers Association ("MFDA") or the B.C. Securities Commission.

Preference will be given to investment dealers and financial institutions who are members of the Responsible Investment Association ("RIA").

## **SECTION III: INVESTMENT OPPORTUNITIES**

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Permitted investments are as follows:

- Eligible Securities as defined in *Section 183 of the Community Charter* (Appendix C) and *Section 16 of the Municipal Finance Authority Act* (Appendix D).
- Investments in internally financed projects.

All investments must be denominated in Canadian dollars.

Certain of the funds are statutory reserve funds; and interest earned thereon must be retained in the fund according to the Bylaw pertinent to the fund.

Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.

## **SECTION IV: RATINGS AND CONSTRAINTS**

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### **1. RISK TOLERANCE**

All securities must be readily marketable.

Investments held must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be Investment Grade (at least BBB by S&P, or equivalent by DBRS or Moody's.), as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher ratings will apply.

The total portfolio will be limited to the following credit rating thresholds on a weighted average basis (as defined by S&P or equivalent – see Appendix A):

Rating	Up to %
AAA	100%
AA	90%
A	70%
BBB	30%

Securities downgraded below the policy standard are to be disposed of as expeditiously as possible.

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%.

Due to market fluctuations, maximum percentages may be exceeded from time to time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

## 2. PORTFOLIO CONSTRAINTS

The primary constraints relate to safety of invested capital and maintaining the liquidity of the portfolio.

- All securities held in the portfolio shall have a maturity of five years or less, however it is understood that the majority of assets will be invested in securities with a maturity considerably shorter than this five year maximum.
- Cash: The deemed rating for cash, including the current account and any High Interest Savings Accounts, will be equal to the rating of the institution it is being held in.
- Credit Union Deposits: The deemed rating for securities issued by a Credit Union will be equal to the rating of the province that the credit union resides in.
- Bank Deposits: The deemed rating for securities issued by a bank will be equal to the credit rating of that bank.
- Securities issued by a Government entity: The deemed rating for securities issued by a Government entity will be equal to the credit rating of that municipality, province, country, or equivalent.

## 3. OTHER CONSTRAINTS

- The Fund shall not borrow funds to acquire securities or otherwise deal in margin trading.
- All investments will be made in accordance with the Code of Ethics and the Charter Financial Analyst standards (<https://www.cfainstitute.org/ethics/codes/code-of-ethics-standards-of-conduct-guidance>).

- All investments are to follow the constraints in this Investment Policy. If an investment opportunity not exceeding 15% of the total portfolio lies outside the Policy constraints and is eligible under S. 183 of the *Community Charter*, an exception may be made, with Council approval.

## **SECTION V: REPORTING**

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### **1. REPORTING**

The investment manager will provide a quarterly report to Council on the performance of the portfolio, to be presented to the Audit Committee at the quarterly Audit Committee Meetings, and an annual report to Council during the first quarter of the following year.

### **2. DEPARTMENT INVESTMENT POLICY ADOPTION**

The investment policy shall be approved by Council for the City of Port Alberni, on recommendation from the Director of Finance and the Chief Administrative Officer. The policy shall be reviewed periodically as required due to changes in the economy or the City of Port Alberni's requirements. Modifications made thereto must be approved by the Council.

## **SECTION VI: APPENDICES**

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### **APPENDIX A – CREDIT RATINGS**

Grade	Moody's		Standard & Poor's		DBRS	
	Long-Term	Short-Term	Long-Term	Short-Term	Long-Term	Short-Term
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D

## APPENDIX B – COMMUNITY CHARTER (SECTION 149)

### Financial officer

One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- receiving all money paid to the municipality;
- ensuring the keeping of all funds and securities of the municipality;
- investing municipal funds, until required, in authorized investments;
- expending municipal money in the manner authorized by the council;
- ensuring that accurate records and full accounts of the financial affairs of the
- municipality are prepared, maintained and kept safe;
- exercising control and supervision over all other financial affairs of the municipality.

## APPENDIX C – COMMUNITY CHARTER (SECTION 183)

### Investment of municipal funds

Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- securities of the Municipal Finance Authority;
- pooled investment funds under section 16 of the Municipal Finance Authority Act;

- c. securities of Canada or of a province;
- d. securities guaranteed for principal and interest by Canada or by a province;
- e. securities of a municipality, regional district or greater board;
- f. investments guaranteed by a chartered bank;
- g. deposits in a savings institution, or non-equity or membership shares of a credit union;
- h. other investments specifically authorized under this or another Act.

## **Appendix D – MUNICIPAL FINANCE AUTHORITY ACT (SECTION 16)**

### **Short term pooled investment funds**

(1) The authority may enter into agreements with public institutions and institutions prescribed under subsection (7) under which, on the terms and conditions established in the agreements, the authority, in its own name or otherwise, holds and invests money received from the institution for the purpose of investment in pooled investment funds as permitted for the institution.

(2) The authority has the power to provide for the creation and management of pooled investment funds for the purposes of subsection (1).

(3) The trustees may invest money received for investment in a pooled investment fund in any of the following:

- a. securities that are obligations of or are guaranteed by Canada, a province, or the United States of America;
- b. fixed deposits, notes, certificates and other short term paper of or guaranteed by a savings institution, including swapped deposit transactions in the currency of the United States of America;
- c. securities issued by the authority, a municipality or regional district in British Columbia, or by a local, municipal or regional government in another province;
- d. commercial paper issued by a company incorporated under the laws of Canada or of a province, the securities of which are rated in the highest rating category by at least 2 recognized security rating institutions;
- e. investments permitted under the provisions of the Trustee Act respecting the investment of trust property by a trustee;
- f. despite the provisions of the Financial Administration Act, pooled investment portfolios established under that Act.

(4) If money is to be invested in a pooled investment portfolio under subsection (3) (f), the Minister of Finance may enter into agreements with the authority to sell units of participation in a portfolio to the authority.

(5) At the first meeting of the authority in each year, the trustees must present a report respecting the previous year to the authority, stating all of the following:

- a. the pooled investment funds established;
- b. the public institutions investing in each fund;
- c. the volume of investments made in respect of each fund.

(6) The trustees may delegate to a committee of one or more of its trustees and officers its powers under this section, subject to the limitations the trustees may impose.



(7) The Lieutenant Governor in Council may, by regulation, prescribe institutions as institutions for which investments services may be provided under this section.

**Approval**

Date: November 7, 2022  
File No: 4200-20-2022  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: 2022 General Local Election | Election Results

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services   Chief Election Officer	Supervisor: <i>T. Pley</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence: <i>T. Pley</i> T. Pley   CAO
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#### RECOMMENDATION[S]

*This report is being provided for Council's information only.*

#### PURPOSE

To provide Council with a report of the 2022 general local election.

#### BACKGROUND

Section 158 of the *Local Government Act* requires the Chief Election Officer to submit to the local government a report of the election results within 30 days after the declaration of official election results. The City of Port Alberni Council in February of this year appointed Twyla Slonski as the Chief Election Officer [CEO] and Tanis Feltrin and Sara Darling as Deputy Chief Election Officer's [DCEOs] for the 2022 general local election.

While General Voting Day [GVD] was held on Saturday, October 15, 2022, Advance Voting Opportunities [AVO] were held on Wednesday, October 5 & Wednesday, October 12, 2022. In addition to GVD and AVO, the City, for the first time, also offered mail ballot voting which was available to all eligible electors.

#### ALTERNATIVES/OPTIONS

As this report is for information only, no alternatives/options are identified.

#### ANALYSIS

The CEO declared the official election results on Wednesday, October 19, 2022 at 3:00 pm. The official results confirmed the following candidates as Mayor and Councillors for the 2022 – 2026 term of Council for the City of Port Alberni:

Mayor	Sharie MINIONS
Councillors	Dustin DAME, John DOUGLAS, Debbie HAGGARD, Charles MEALEY, Todd PATOLA, Cindy SOLDA

Council began its 2022 – 2026 term once taking the Oath of Office which was administered by Nicole Munroe, Justice of the Peace at the Inaugural meeting held Monday, November 7, 2022.

Attached to this report is a copy of the official election results including a summary of the ballot accounts, voter turnout as well as a history of previous elections [ballots cast/voter turnout]. In addition to the attached, is the following information brought to Council's attention regarding the 2022 election.

- Historically, voter turnout at municipal elections across BC is relatively low. In anticipation of this, staff established a robust communications plan leading up to and throughout the election period. Although 26 forms of advertising were issued [see Attachment 4], voter turnout was lower than previous years [2018 & 2014] at 32.8%. [Note: 2022 voter turnout province-wide 29.2%]
- Council adopted a new bylaw for the 2022 general local election which, for the first time, permitted mail ballot voting. With the addition of mail ballot voting, special voting opportunities were not provided for in the 2022 election. Given that all eligible electors were entitled to vote by mail, and in reviewing previous election results where special voting opportunities were held [52 votes cast at 4 facilities]<sup>1</sup>, additional special voting opportunities were not included in "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" and as referenced in the staff report dated June 6, 2022 [attached for reference].

Prior to the first advance voting opportunity, the CEO was contacted by staff at Fir Park & Echo Village expressing disappointment that EOs would not be attending care facilities specifically to provide an opportunity for residents to vote. In discussions with the care facility representative, options for residents to vote were presented which included mail ballot and/or curb side voting [curb side voting is a service provided to eligible voters who are mobility challenged and who, upon arriving at the voting place, may call the CEO and/or Deputy CEOs who will bring a ballot to the elector]. Election staff also took the time to review residential listings provided by Fir Park and Echo Village[s] to pre-determine voter eligibility/registration requirements to ensure an eligible voter was fully prepared to cast a ballot if brought to the voting place [Fir Park/Echo Village noted they would transport residents to the polling station and City staff confirmed they would provide curb-side voting]. At the close of polls, two residents of Fir Park had been brought to an advance voting opportunity where election staff provided curb-side voting.

- As outlined in Bylaw No. 5054 adopted in June 2022, the Provincial Voters List was used as the City's List of Registered Electors as compared to same day registration which applied in the 2018 election. Given the use of the Provincial Voters List, all previous lists/registrations used by the City no longer apply. Some voters expressed concerns that voters were not being asked to produce ID when voting. Legislation does not allow election officials [EOs] to ask for ID if a voter is on the list of registered electors [voter's list] unless the voter's name and/or address has changed. Legislation grants EOs the ability to request ID only if a voter is registering for the first time. In advance of a voter receiving a

<sup>1</sup>2018 records reflect a total of 52 ballots cast [Echo, Fir Park, WCGH & Rainbow Gardens]

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ballot, the voter, when signing the list of electors, declares they are who they say they are, they reside at the address noted in the voter's book and that they are entitled to vote in the election.

- For the 2022 election, there were 14,950 registered electors for the City of Port Alberni. The use of the Provincial Voters list does not preclude people from registering at the time of voting and reduces the number of new registrations at election time. The City saw 19 new registrations on October 5<sup>th</sup>, 50 on October 12<sup>th</sup> and 183 on GVD [including non-resident property electors]. All new registrations, non-resident property elector registrations, change of name and/or address requires a voter to provide two pieces of ID in advance of registering.
- As in previous elections, the matter of election signage relative to the City's Sign bylaw presented challenges for candidates and City staff. In reviewing the City's Sign bylaw and the lack of clarity it provided to candidates and the community during the 2022 local election, in particular, the ability to determine City property [boulevards vs. private property] it is recommended that the City revisit the Sign bylaw in advance of the next general local election and consider amendments that would be less restrictive i.e., signs permitted on City property so long as they do not impede vehicle and/or pedestrian sightlines, maintenance works, etc.

#### **IMPLICATIONS**

Costs associated with the conduct of the 2022 General Local Election are captured in the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022". As a number of invoices remain outstanding, as well as determining cost recovery from the Alberni-Clayoquot Regional District as it relates to conducting that portion of the election for the School District [Trustees], a final costing cannot be provided at this time. Final costs will be known by year-end.

#### **COMMUNICATIONS**

There are no formal communications required at this time.

#### **BYLAWS/PLANS/POLICIES**

The 2022 general local election was conducted in accordance with the *Local Government Act* and the "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022".

#### **SUMMARY**

October 15, 2022 was GVD in the City of Port Alberni. Eligible electors were invited to attend a polling station and cast a ballot for Mayor [1], Councillors [6], and School Trustees [6] or alternately, vote by mail. At the close of polls on GVD, 4,985 votes were cast representing an overall voter turnout of 32.8%.

<sup>1</sup>2018 records reflect a total of 52 ballots cast [Echo, Fir Park, WCGH & Rainbow Gardens]

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**ATTACHMENTS**

1. 2022 General Local Election Determination of Official Election Results
2. Ballot Tally
3. Estimated Voter Turnout & Election History
4. 2022 General Local Election Advertising
5. Staff Report | June 6, 2022

*Copy: Deputy Chief Election Officers T. Feltrin & S. Darling*

<sup>1</sup>2018 records reflect a total of 52 ballots cast [Echo, Fir Park, WCGH & Rainbow Gardens]

**CITY OF PORT ALBERNI**  
**2022 GENERAL LOCAL ELECTION**  
**DETERMINATION OF ELECTION RESULTS**

LGA s. 145

Estimated Voter Turnout: 32.8%

	Advance Poll October 5	Advance Poll October 12	Gen 1	Gen 2	MB	General Vote October 15	Total Votes Received	Result
<b>BALLOTS CAST:</b>	584	1089	1592	1652	68	3,312	4,985	100.0%
<b>Mayor</b>								
Tom VERBRUGGE	301	509	784	732	32	1,548	2,358	47.3%
Sharie MINIONS	268	559	776	886	35	1,697	2,524	50.6%
<b>Councillor</b>								
Todd PATOLA	195	382	466	466	22	954	1,531	30.7%
Sandy MCRUER	114	223	291	292	15	598	935	18.8%
Ron PAULSON	191	311	465	495	17	977	1,479	29.7%
Joshua DAHLING	55	159	251	263	12	526	740	14.8%
Peter RUESCHMANN	36	82	86	95	4	185	303	6.1%
Graham HUGHES	64	141	302	311	11	624	829	16.6%
Dustin DAME	151	332	533	563	24	1,120	1,603	32.2%
Jim DEL RIO	54	108	165	138	6	309	471	9.4%
Michelle BISARO	126	333	373	381	19	773	1,232	24.7%
Cindy SOLDA	263	446	649	694	31	1,374	2,083	41.8%
Carol-Anne ZANETTE	99	200	316	354	13	683	982	19.7%
John DOUGLAS	219	388	432	518	19	969	1,576	31.6%
Char PATTERSON	103	191	286	287	16	589	883	17.7%
Seva DHALIWAL	146	241	356	377	15	748	1,135	22.8%
Richard HUNEAULT	42	112	135	165	6	306	460	9.2%
Dan WASHINGTON	167	320	472	443	21	936	1,423	28.5%
Terry DEAKIN	129	238	376	399	16	791	1,158	23.2%
Sukhdev KRISHAN	60	124	194	189	4	387	571	11.5%
Wendy Lee KERR	138	202	310	307	17	634	974	19.5%
Debbie HAGGARD	270	464	694	730	35	1,459	2,193	44.0%
Charles MEALEY	265	527	706	697	27	1,430	2,222	44.6%

**Notes:**Mayor and Councillor percentages are based on *percent of total ballots cast*.

General Vote includes Mail Ballots

Estimated Eligible Voters - 15,203

This determination of the official election results was made by the Chief Election Officer on Wednesday, October 19, 2022 at 3:00 p.m. and is based on the ballot accounts as prepared by the Chief Election Officer.

  
 Chief Election Officer



## CITY OF PORT ALBERNI MUNICIPAL ELECTION

Saturday, October 15, 2022

Attachment 2

### BALLOT TALLY

DESCRIPTION	*ATHLETIC HALL			ADVANCE VOTING	TOTAL
Ballots Received	4,905			2,300	7,205
LESS Unused Ballots	1,503			601	2,002
Total Ballots Issued to Electors	3,402			1,699	5,203
LESS Spoiled Ballots that were cancelled and replaced	69			26	95
LESS Ballots that were not accepted/replaced/received	21			0	21
Ballots Voted	3,312			1,673	4,985
Ballots Cast per Voting Machine	1,592	1,652	68		
Ballots Missing & Unaccounted For	0			0	0

\* Includes Mail Ballot Voting

Twyla Slonski, Chief Election Officer





## CITY OF PORT ALBERNI MUNICIPAL ELECTION

Saturday, October 15, 2022

Attachment 3

### ESTIMATED VOTER TURNOUT

Total Ballots Cast	4,985
Total Eligible Voters	15,203
<b>Estimated Voter Turnout (%)</b>	<b>32.8%</b>

### VOTER TURNOUT COMPARISON - PREVIOUS YEARS

Year	# General Voting	# Advance Voting	# New Registrations	Voter Turnout (%)
1998 Arena Referendum (City Voting Only)	5324	300	500	44.0%
1999 Municipal Election	6307	974	519	57.5%
Sept. 22, 2001 By-Election (to elect 1 Mayor & 2 Council)	4164	509	169	42.5%
2002 Municipal Election	4599	367	215	45.6%
2005 Municipal Election	3316	321	116	27.8%
2008 Municipal Election	3193	685	189	29.3%
2011 Municipal Election	3,972	798	246	35.5%
2014 Municipal Election	4,462	1,557	380	46.4%
2018 Municipal Election	4,416	1,824	N/A	45.6%
2022 Municipal Election	*3,312	1,673	253	32.8%

\* includes mail ballot

  
Twyla Slonski - Chief Election Officer

## Attachment 4 2022 General Local Election Advertising

### Social Media Posts:

- 16 Posts to City of Port Alberni Local Govt Facebook Page & Twitter Page

City Connect – Election This Fall – May 27  
City Connect – Prospective Candidates – Aug 16  
City Connect – Run for Council – Aug 17  
2022 General Local Election – Cover Photo Update  
City Connect - Voting by Mail – Sept 7  
Declaration of Election by Voting – Sept 20  
Voting by Mail – Sept 27  
2022 General Local Election – You Can Vote – Sept 29  
City Connect – GVD Oct 15<sup>th</sup> – Oct 11  
Advance Vote – Oct 12  
Free Transit Election Day – Oct 14  
General Election Day – Oct 15  
Where to find Election Results – Oct 15  
Reminder to Vote – 2 hours left – Oct 15  
Preliminary Results – Oct 15  
Declaration of Official Results – Oct 19

### Notices:

- 3 to AV News, Website, Public Notice Posting Place  
Notice 1 – Advance Voter Registration - July 27 & Aug 3  
Notice 2 – Notice of Nomination – Aug 3 & 10  
Notice 3 – Notice of Election by Voting – Sept 21 & 28

### City Connect Advertisements

- 6 to AV News, City Facebook Page and City Twitter  
City Connect – Provincial Voters List – May 11  
City Connect – Elections Website/Provincial Voters List – June 8  
Notice of Nomination / Advance Voter Reg. – Aug 3  
City Connect – Nomination Packages/Info Session – Aug 3  
Notice of Nomination – Aug 10  
City Connect - Voting by Mail – Aug 31  
Notice of Election by Voting – Sept 21  
Notice of Election by Voting – Sept 28  
City Connect – Voting Day – Oct 12

### Newsletter

- 1  
City Connect Newsletter – General Election Information

Date: June 6, 2022  
File No: 3900-20-5054 [Local Government Elections & Assent Voting]  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022"

Prepared by: <b>T. Slonski</b> Director of Corporate Services	Supervisor: <b>T. Pley</b> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley   CAO
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#### RECOMMENDATION[S]

1. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be now introduced and read a first time.
2. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a second time.
3. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a third time.

#### PURPOSE

Council to consider giving 3 readings to "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022".

#### BACKGROUND

Section 52 of the Local Government Act states that elections for the mayor and all councillors of each municipality must be held in the year 2014 and in every fourth year after that. Further, general voting day for a general location election must be the third Saturday of October in the year of the election. As such, eligible electors in the City of Port Alberni will be heading to the polls on Saturday, October 15, 2022 to vote for their municipal and school district representatives.

Responsibility for the conduct of general local elections is shared between local governments and Elections BC with local governments primarily responsible for how to administer some aspects of a local election in a way that best meets the needs of their respective community such as:

- use of voting machines [including procedures]
- mail ballot voting [including procedures]
- additional advance voting opportunities
- voter registration [same day or in advance of]

At Council’s regular meeting held February 28, 2022, Council appointed the Chief Election Officer and Deputy Chief Election Officers. In that report, it was noted that following the appointment of the CEO, the CEO would begin preparing amendments to the City’s “Election and Assent Voting, 2018, Bylaw No. 4964” and “Automated Vote Counting System Authorization and Procedure Bylaw No. 4963” for Council’s consideration and in advance of the July 4, 2022 deadline for adoption.

At the writing of this report, we are approximately four months away from general voting day. Staff have carried out a review of the City’s election related bylaws, and following this review, have prepared the attached bylaw for Council’s consideration.

For reference, Figure 1 below highlights some significant dates related to the 2022 general local election.



#### ALTERNATIVES/OPTIONS

1. That Council proceed to introduce and give first, second and third reading to “City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022”.
2. That Council provide alternate direction.

#### ANALYSIS

“City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022” combines, for the most part, the procedures captured in the City’s existing election related Bylaws [Bylaw Nos. 4963 & 4964] with one significant change, Mail Ballot Voting. Historically, the opportunity to vote by mail has not been offered to eligible electors in the City of Port Alberni however, prior to fall 2021, mail ballot voting was only available to voters with physical limitations, illness or injury or those that expected to be absent from the City on general voting day and at the times of all advance voting opportunities. The *Local Government Act* has now been amended to expand eligibility for voting by mail to all eligible electors including the ability to register to vote. While it is difficult to predict elector response to this new opportunity, we anticipate a positive response. Further, should COVID-19 remain a concern, it may lend itself to a large number of electors choosing to vote by mail.

In reviewing election history for the City of Port Alberni, staff eliminated special voting opportunities from the bylaw<sup>1</sup>. With the addition of mail ballot voting and the amendment to legislation which expands eligibility for voting by mail available to all eligible electors, staff are of the opinion that providing for special voting opportunities is not necessary. Staff would also like to note that curbside voting is an option available to voters who may have physical limitations at all voting opportunities.

<sup>1</sup>2018 records reflect a total of 51 ballots cast [Echo, Fir Park, WCGH & Rainbow Gardens]



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#### **IMPLICATIONS**

Costs associated with the conduct of the 2022 General Local Election are captured in the “City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022”. As 2022 will be the first time that the City of Port Alberni has offered mail ballot voting, expenditures will likely exceed what is currently identified in the plan.

#### **COMMUNICATIONS**

There are a number of statutory notifications required by newspaper to alert voters to their opportunities to register, view the voters list, challenge an elector and vote. Statutory notices are also required to advertise the nomination period for candidates. In addition to the statutory notification requirements, City staff have updated the City’s website with 2022 general local election information including more recently, two notices placed in the AV News. Staff will continue to meet communications needs associated with the upcoming election including utilizing the City’s social media accounts.

#### **BYLAWS/PLANS/POLICIES**

Since the last general location election was held in 2018, a number of legislative changes have taken place. As a result of these changes, staff have prepared “City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022” for Councils review and consideration.

#### **SUMMARY**


“City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022” must be adopted on or before July 4, 2022 in order for the bylaw to be applicable to this year’s election. While the bylaw continues to capture the majority of procedures previously established by City Council, Bylaw No. 5054 now includes the opportunity for all eligible electors to vote by mail. Expanding on voting opportunities available to electors will have a positive reflection on voter turnout this fall.

#### **ATTACHMENTS/REFERENCE MATERIALS**

*Copy: Deputy Chief Election Officials  
S. Darling, Deputy City Clerk  
T. Feltrin, Receptionist | Corporate Services Department*

<sup>1</sup>2018 records reflect a total of 51 ballots cast [Echo, Fir Park, WCGH & Rainbow Gardens]

Date: November 8, 2022  
File No: 3900-20-5062\_5063 [Water & Sewer Rates]  
To: Mayor & Council  
From: T. Pley, CAO  
Subject: Waterworks and Sewer Bylaw Amendments 2022

Prepared by: <i>A. McGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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#### RECOMMENDATION

- THAT Council rescind third reading of "City of Port Alberni Waterworks Bylaw No. 5062, 2022", Resolution No. R22-171.
- THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time as amended.
- THAT Council rescind third reading of "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022", Resolution No. R22-174.
- THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time as amended.
- THAT Council authorize staff to amend "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" by reducing Water Fund revenue by \$56,031 and Sewer Fund revenue by \$51,071 in 2022.

#### PURPOSE

For Council to consider amending the water and sewer rates subsequent to adoption of the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" and in advance of the January 1, 2023 billing period.

#### BACKGROUND

On June 24, 2013 JP Joly from Econics Enterprises [now Waterworth] attended the Regular meeting of Council to present information regarding the City's water and sewer rates outlining the need for increases over the next 20 years in order for the system to be sustainable and to provide incentives for water conservation. At that time the City Engineer also presented a report recommending implementation of a Water Conservation Plan. The *Water Conservation Plan* was adopted by Council May 9, 2013.

On July 28, 2014 JP Joly from Econics Enterprises attended Council's Regular meeting to present an overview of the proposed water conservation rate structure and outlined a three-pronged approach as follows:

- full cost recovery [long term sustainability];
- establishing the cost of the service and equity [fairness and public acceptability]; and
- design rates to meet objectives [promote conservation, minimize billing impacts].

It was at this same time that the City's Engineer noted that senior governments will no longer grant funding to municipalities unless they are able to demonstrate a conservation-based rate structure is in place.



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#### ALTERNATIVES/OPTIONS

1. That Council rescind third reading of *"City of Port Alberni Waterworks Bylaw No. 5062, 2022"*, Resolution No. R22-171.  
That *"City of Port Alberni Waterworks Bylaw No. 5062, 2022"* be read a third time as amended.  
That Council rescind third reading of *"City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022"*, Resolution No. R22-174.  
That *"City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022"* be read a third time as amended.  
That Council authorize staff to amend *"City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022"* by reducing Water Fund revenue by \$56,031 and Sewer Fund revenue by \$51,071 in 2022.
2. That Council provide alternate direction.

#### ANALYSIS

*"City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"* includes a 5% increase in metered sales of water consumption, connections and sundry services; and a 5% increase for sewer fees, connections and sundry charges. The sewer fee increase includes projected debt servicing on borrowed funds to complete the sewage treatment system.

Following adoption of the *"City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"* and the approved water and sewer budgets, the City's existing water and sewer rates bylaw require amendments prior to the September 1, 2022 billing period.

The *"City of Port Alberni Waterworks Bylaw No. 5062, 2022"* and *"City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022"* did not come back to Council following third reading on July 11<sup>th</sup> as planned for adoption in August 2022, thus passing the start date of September 1, 2022. With the Utility bylaws not adopted before the planned start date the application of the increase cannot occur as planned. The bylaws and associated recommendations will now reflect a start date of January 1<sup>st</sup>, 2023.

#### IMPLICATIONS

Originally with the adoption of the *"City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"* and the approved water and sewer budgets, the City's existing water and sewer rates bylaw require amendments prior to the September 1, 2022 billing period. Increases noted within the amending bylaws are as follows:

- 5% water rate for metered sales, connections and sundry services; and
- 5% in sewer fees, connections and sundry charges.

The rate reviews are required to ensure:

- revenue sufficiency for system maintenance and capital replacements;
- rate equity for fairness;
- resource conservation to improve management and reduce operating costs.

[NOTE: the Waterworks Bylaw Amendment identifies 6 categories of users where users have an inclining block conservation-based structure and the others have a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.

The sewer rate structure identifies 3 categories of users with a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.]

The anticipated revenue decrease from the delayed changes to the bylaws are calculated at \$56,031 for the Water Fund and \$51,071 for the Sewer fund. The Financial Plan should also be amended to reflect the changes in anticipated revenue.

#### **COMMUNICATIONS**

An information insert [City Connect Newsletter] speaking to the increase to water and sewer rates will be included with the 1<sup>st</sup> four month utility bills of 2023 [May 2023 delivery].

#### **BYLAWS/PLANS/POLICIES**

Bylaw amendments are required in order to apply new rates applicable to water consumption/connections and sewer fees/connections. Amending bylaws are attached to this report for Council's consideration of first, second and third reading.

#### **ATTACHMENTS/REFERENCE MATERIALS**

- *"City of Port Alberni Waterworks Bylaw No. 5062, 2022"*
- *"City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022"*

#### **SUMMARY**

- *"City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"* includes a 5% increase in metered sales of water consumption, connections and sundry services; and a 5% increase for sewer fees, connections and sundry charges.
- The rate increase of 5% requires adoption of the bylaw amendments prior September 1, 2022.
- The bylaws amendments were read three times on July 11<sup>th</sup> but not brought back for adoption on August 8<sup>th</sup> as planned.
- These amending bylaws now must be rescinded at third reading and amended before proceeding with third reading and adoption due to the adjusted effective date of January 1, 2023
- The Financial Plan would also require an amendment to reflect the lower revenue anticipated with the delay by reducing Water Fund revenue by \$56,031 and Sewer Fund revenue by \$51,071 in 2022.

Copy: T. Slonski, Director of Corporate Services  
R. Dickinson, Director of Engineering and Public Works

J:\Comman\A\_Items\_for\_Agenda\Reports for Approval\2022\_Water\_and Sewer\_Bylaw\_Amendments.docx

## CITY OF PORT ALBERNI

### BYLAW NO. 5062

#### A BYLAW TO AMEND WATERWORKS BYLAW NO. 4494

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 "City of Port Alberni Waterworks Bylaw No. 5062, 2022".

2. **Amendments**

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A" and "B" attached to Waterworks Bylaw No. 4494 are hereby deleted and Schedules "A" and "B" attached hereto are substituted and shall become effective for the first billing period of 2023 [January 1, 2023].

3. **Repeal**

Upon effect of Bylaw No. 5062, "Waterworks Bylaw, Amendment No. 12 Rate Changes, Bylaw No. 5035" shall be hereby repealed.

READ A FIRST TIME this 11<sup>th</sup> day of July, 2022.

READ A SECOND TIME this 11<sup>th</sup> day of July, 2022.

READ A THIRD TIME this     day of     , 2022.

FINALLY ADOPTED this     day of     , 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE "A" TO WATERWORKS BYLAW, NO. 5062****METERED CONSUMPTION RATES AND BILLING****1. Rates for Water Consumption**

Rates for Water Consumption are calculated on the basis of cubic metre (m<sup>3</sup>).  
One m<sup>3</sup> equals 1,000 litres.

<b>Customer Category</b>	<b>Description</b>	<b>Volume Rate</b>
Single Family Residential	Service to a single-family dwelling unit is billed at the residential unit rate	First 60 m <sup>3</sup> : \$0.67 per m <sup>3</sup> Over 60 m <sup>3</sup> : \$0.89 per m <sup>3</sup>
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.67 per m <sup>3</sup>
Commercial	Service to commercial and light industrial units	\$0.59 per m <sup>3</sup>
Industrial	Service to specific high-volume customers	\$0.40 per m <sup>3</sup>
Outside Residential	Single family residential outside City boundaries	First 60 m <sup>3</sup> : \$0.91 per m <sup>3</sup> Over 60 m <sup>3</sup> : \$1.22 per m <sup>3</sup>
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshah First Nation; Beaver Creek	\$0.50 per m <sup>3</sup>

## 2. Fixed System Charge

Fixed System Charges are calculated monthly, based on the size of Meter in metric (millimetre or mm) measure.

<b>Meter Size</b> millimetres	<b>Meter Size</b> inches	<b>Inside City</b> <b>Boundaries</b> <b>Monthly</b> <b>Charge</b>	<b>Outside City</b> <b>Boundaries</b> <b>Monthly</b> <b>Charge</b>
16	5/8	\$ 20.51	\$ 27.71
19	3/4	\$ 20.51	\$ 27.71
25	1	\$ 42.62	\$ 57.54
38	1 1/2	\$ 55.03	\$ 74.28
50	2	\$ 71.95	\$ 97.10
75	3	\$ 113.89	\$ 153.76
100	4	\$ 161.32	\$ 217.77
150	6	\$ 273.04	\$ 368.64
200	8	\$ 399.81	\$ 539.74
250	10	\$ 541.61	\$ 731.19

## 3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

## SCHEDULE "B" TO WATERWORKS BYLAW, NO. 5062

### UNMETERED CONSUMPTION RATES AND BILLING

#### 1. Rates for Water Consumption

Category of Single Family Residential or Commercial Premises	Monthly Rate
(a) Unmetered (refusals)	\$ 167.07
(b) Inside City Boundaries - awaiting Meter installation	\$ 41.77
(c) Outside City Boundaries - awaiting Meter installation	\$ 56.35

The establishment of a rate for unmetered (refusals) Premises in (a) above does not interfere with or relieve an Owner from the obligation under Section 34 of this Bylaw to have a Meter installed on their Premises.

#### 2. Fire Line Rates

The monthly rate for all Fire Lines shall be \$27.87.

#### 3. Billing Period

Unless otherwise determined by resolution of Council, accounts for the above shall be billed every four months in advance and shall be due and payable on the date stated on the invoice. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any Owner.



## CITY OF PORT ALBERNI

### BYLAW NO. 5063

#### A BYLAW TO AMEND SEWER CONNECTION AND REGULATION BYLAW, NO. 3224

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 "**City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022**".

#### 2. Amendments

Sewer Connection and Regulation Bylaw, Bylaw No. 3224 is hereby amended by:

- (a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw attached hereto are substituted and shall become effective for the first billing period of 2023 [January 1, 2023].

- (b) Amending Schedule 'B' Customer Service Charges as follows:

##### 1. Septage Dump Fee

A charge of \$170.00 per load shall be charged for dumping of septage by tanker trucks.

- (c) Deleting Section 7A02 and replacing it with the following:

##### 7A. Fish Processing Facilities

- 7 A02 Liquid Industrial Wastes discharged from fish processing facilities into the City's Sewerage System will be subject to user charges set out in Table 1 below. These charges are in addition to the usual charges associated with any connection to and use of the City's Sewerage System:

<b>Table 1</b> <b>Special User Charges for Fish Processing Facilities</b>		
<b>Quality Indicator</b>	<b>Concentration</b>	<b>Fee</b>
a) Biochemical Oxygen Demand (BOD5)	0 - 0.69 tonne per day	No Charge
	0.7 - 1.6 tonne per day	\$395 per tonne
	over 1.6 tonne per day	Not Permitted
(b) Total Suspended Solids (TSS)	0 - 1.1 tonne per day	No Charge
	1.2 - 2.6 tonne per day	\$210 per tonne
	Over 2.6 tonne per day	Not Permitted

3. **Repeal**

Upon effect of Bylaw No. 5063, "**Sewer Connection and Regulation Bylaw, Amendment No. 14 (Sewer Rates and Dumpage Fee) 2021, Bylaw No. 5034**" shall be hereby repealed.

READ A FIRST TIME this 11<sup>th</sup> day of July, 2022.

READ A SECOND TIME this 11<sup>th</sup> day of July, 2022.

READ A THIRD TIME this     day of     , 2022.

FINALLY ADOPTED this     day of     , 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**CITY OF PORT ALBERNI  
SEWER CONNECTION AND REGULATION BYLAW  
SCHEDULE "A"  
METERED CONSUMPTION RATES AND BILLING**

**1. Rates for City Sewerage System**

**1.1. Rates for Sewer User Consumption**

Rates for connection to the City Sewerage System for all users are based on water consumption in of cubic metres (m<sup>3</sup>). One cubic metre is 1,000 litres. Sewer user consumption rates are as follows:

<b>Customer Category</b>	<b>Description</b>	<b>Volume Rate</b>
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.45 per m <sup>3</sup>
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.63 per m <sup>3</sup>
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high rate	\$0.56 per m <sup>3</sup>

**1.2. Fixed System Charge**

Fixed System Charges are calculated monthly based on the size of water meter.

<b>Meter Size (millimetres)</b>	<b>Meter Size (inches)</b>	<b>Monthly Charge</b>
16	5/8	\$ 21.28
19	3/4	\$ 21.28
25	1	\$ 21.28
38	1 1/2	\$ 44.34
50	2	\$ 44.34
75	3	\$124.15
100	4	\$124.15
150	6	\$124.15

200	8	\$124.15
250	10	\$266.05

## 2. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption and Fixed System Charge determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

COPY AVAILABLE FOR PUBLIC INSPECTION

**LIST OF AMENDMENTS TO PORT ALBERNI ZONING BYLAW 2014, BYLAW NO. 4832**

<b>BYLAW NO.</b>	<b>BYLAW TITLE</b>	<b>DESCRIPTION - (<i>Condense descriptions</i>)</b>	<b>1<sup>ST</sup> READING</b>	<b>2<sup>ND</sup> READING</b>	<b>3<sup>RD</sup> READING</b>	<b>FINAL ADOPTION</b>
5039	Zoning Text Amendment No. T29 (Site Specific Use – W1 Waterfront Commercial), Bylaw No. 5039	Amended by adding text to Section 5.33.1 Site Specific Uses. Adding text to 5.33.4 Site Specific Uses				
5043	Zoning Text Amendment No. T30 (CD3 – Comprehensive Development – Multi-Family Residential Infill – 5 <sup>th</sup> Avenue & Burde Street), Bylaw No. 5043	Amended by adding text to Section 4 definitions of Section 2.1.1 regarding residential rental tenure. Adding text to Establishment of Zones Section 5.1 of Section 2.1.2. 2.2 adding the following text under Section 8 Comprehensive Development Zones.	Feb 28/22	Feb 28/22	Apr 11/22	Aug 8/22
5044	Zoning Map Amendment No. 47 (5 <sup>th</sup> Avenue & Burde Street – Carniato), Bylaw No. 5044	The following properties 3618 5 <sup>th</sup> Ave & 3614 5 <sup>th</sup> Ave, rezoned from RM2 Medium Density Multiple Family Residential to CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5 <sup>th</sup> Ave zone.  The following properties 4825 & 4835 Burde St. rezoned from C3 Service Commercial zone to CD3 Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5 <sup>th</sup> Ave zone.	Feb 28/22	Feb 28/22	Apr 11/22	Aug 8/22





## ALBERNI VALLEY UNITED CHURCH

3747 Church Street  
Port Alberni, BC, V9Y 1T5  
Phone: (250) 723-8332 / Fax: (250) 723-9829  
Email: [avunitedchurch@shaw.ca](mailto:avunitedchurch@shaw.ca)  
Website: <http://www.albernivalleyuc.com/>

July 15, 2022

**RECEIVED**

To: Port Alberni City Council

JUL 21 2022

Dear City Councillors,

CITY OF PORT ALBERNI

The members of Alberni Valley United Church council want to thank you for moving forward on the CITAAPI MAHTII HOUSING SOCIETY in their bid to create much needed housing in Port Alberni. This housing will be of extreme importance in helping urban First Nations members to find adequate housing in the area. We recognize there is a housing crisis throughout the city, and the number of people living in unfit conditions or on the street is evident as you drive or walk through our city.

At Alberni Valley United Church we are working together with various First Nation's people on Reconciliation and the Calls to Action as set out in the Federal government documents and promises. This Housing plan is one good step along the Road to Reconciliation and we look forward to your ongoing efforts to make affordable housing options a reality in our city. Thank you for all your work in moving this project forward.

Sincerely,

Rev. Ed Lewis

Chairperson, AVUC Council

<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 checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Comm. Summary</i>
File # <i>Rcm Aug 8, 22</i> <i>3360-20-4210 Cedarwood</i>	



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OCT 20 2022

CITY OF PORT ALBERNI



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

File # *0390-20 UBCM 2022*  
*3 0400-20 MOTI*

October 20, 2022

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

Reference: 312368

Dear Mayor Minions:

**Re: UBCM Meeting 2022**

Thank you for taking the time to meet with us in Whistler during the 2022 Union of British Columbia Municipalities (UBCM) Convention.

I appreciated the opportunity to discuss the ministry's work at the intersection of Beaver Creek Road and Highway 4, as well as at Cathedral Grove and Lower Johnstone Road.

The annual UBCM gathering allows our two levels of government to come together to discuss how to build a better future for all British Columbians. Local governments and leaders like you are instrumental in driving positive economic, social, cultural and environmental change across the province. It was a privilege to meet in person this year and prioritize what matters most to B.C. communities.

I appreciated you sharing with me your kind words about your collaboration with local ministry staff on work at the intersection at Beaver Creek Road and Highway 4, as well as congestion at Johnston Road.

It was also a pleasure to receive your positive feedback regarding the improvements completed by the ministry at Cathedral Grove, as well as the pedestrian improvements along Lower Johnston Road.

Local ministry staff anticipate completing design work for improvements at the intersection of Highway 4 and Beaver Creek Road shortly and will follow up with City representatives at that time to discuss next steps. They will also reach out to City staff to share the design for Lower Johnston Road once available.

.../2

Ministry of Transportation  
and Infrastructure

Office of the Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

REGULAR COUNCIL AGENDA - NOVEMBER 14, 2022

ENTERED  
54  
J.1(b)

Please do not hesitate to contact District Manager Michael Pearson if you have questions in the meantime. He can be reached at 250 713-2815 or [Michael.Pearson@gov.bc.ca](mailto:Michael.Pearson@gov.bc.ca) and would be glad to assist you.

Our government is focused on building British Columbians a safe, efficient and dependable multi-modal transportation network. This year's convention theme—Value of One, Power of Many—speaks to the opportunities that lie ahead as we keep working together to deliver on this commitment.

Thank you again for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with the first name "Rob" being more prominent than the last name "Fleming".

Rob Fleming  
Minister

Copy to:      Kathryn Krishna, Deputy Minister

                 Kevin Richter, Associate Deputy Minister  
                 Highways and Regional Services Division

                 Michael Pearson, District Manager  
                 Vancouver Island District

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OCT 25 2022

CITY OF PORT ALBERNI



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☐ Development Services  
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☒ Other *Comm. Summary*  
File # *0390-20-UBCM2022*  
*3 0400-20-MDF*

October 25, 2022

VIA EMAIL: [sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

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

Dear Mayor Minions:

Thank you to the City of Port Alberni for meeting with myself and Ministry of Forests staff at the 119th Annual UBCM Convention in Whistler. It was refreshing to once again be able to sit down together in-person after the COVID-19 pandemic restricted us to virtual engagement the previous two years. This follow-up letter is to recap the commitments made at our meeting, which I hope you found as informative and productive as we did.

During our meeting we discussed Mosaic Forest Management's continue logging operations in watersheds near Port Alberni, and appreciated you raising your concerns to the Ministry. We also discussed the difficulties in accessing Private Managed Forest Land (PMFL) via back roads, and the issues surrounding timber exports in British Columbia. As stated, the PMFL review is ongoing and there will be further engagement in the new year with communities and stakeholders.

Again, thank you for your time. I am pleased our governments had the opportunity to meet about topics important to your municipality, and to lend strength to the "Value of One, Power of Many" convention theme.

Sincerely,

Katrine Conroy  
Minister

Ministry of Forests

Office of the Minister

Mailing Address:  
PO BOX 9049 Stn Prov Govt  
Victoria, BC V8W 9E2

Tel: 250 387-6240  
Fax: 250 387-1040  
Website: [www.gov.bc.ca/for](http://www.gov.bc.ca/for)

REGULAR COUNCIL AGENDA - NOVEMBER 14, 2022

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NOV 07 2022

CITY OF PORT ALBERNI

From: Minister, ENV ENV:EX <[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)>

Sent: Friday, November 4, 2022 3:08 PM

To: Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>

Cc: Nash, Laurel ENV:EX <[Laurel.Nash@gov.bc.ca](mailto:Laurel.Nash@gov.bc.ca)>

Subject: Correspondence from the Honourable George Heyman

Reference: 392867

November 4, 2022

Her Worship Mayor Sharie Minions  
and Councillors  
City of Port Alberni  
Email: [sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

Dear Mayor Minions and Councillors:

I am writing to follow up on my meeting with representatives from the City of Port Alberni at the 2022 Union of British Columbia Municipalities (UBCM) Convention. I was very pleased to have the opportunity to meet and discuss issues of mutual importance.

As you know, the annual UBCM Convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to British Columbians, and I value these opportunities. I hope you continue to engage with my ministry and our government on issues that matter to you and your community so we can continue to move forward with our goals of building a strong, sustainable, innovative economy, a cleaner environment and healthy communities that work for everyone.

In our meeting, we spoke about the City of Port Alberni's major projects, such as combined sewer overflow plans and the purchase of a sawmill. We committed to have staff from the Environmental Protection Division work with the City in preparing for remediation and permitting processes.

Thank you again for taking the time to meet. I look forward to continuing to work closely with you in the future.

Sincerely,

George Heyman  
Minister

cc: Laurel Nash, Assistant Deputy Minister, Environmental Protection Division, Ministry of Environment and Climate Change Strategy

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File # *0390-20-UBCM 3*  
*0400-20-ENV*



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File # 0400-20-1285  
 Rcm Nov 14, 22  
 Com Summary



**RECEIVED**  
 OCT 31 2022  
 CITY OF PORT ALBERNI

Reference: 28539

October 31, 2022

VIA EMAIL: [burdestreetpond@gmail.com](mailto:burdestreetpond@gmail.com)

Dear Karen St. Pierre and Chris Alemany:

Thank you for your letter on September 15, 2022, regarding a review of the Riparian Areas Protection Regulation (RAPR). In your email, you noted that the Alberni Clayoquot Regional District is not one of the districts listed as subject to the RAPR. When the original Regulation was enacted in 2005, it was applied in areas of the province that were experiencing the highest development pressures; Alberni-Clayoquot Regional District was not included at that time. Since then, many local governments have adopted their own bylaw provisions to protect aquatic and riparian habitat, even though they are not formally subject to the Regulation.

The City of Port Alberni is encouraged to develop their own development permit areas to protect potential fish habitat, and the RAPR does provide methodology that indicates minimum required setbacks to protect fish habitat. Aside from the Provincial RAPR, the Federal Fisheries Act and the Provincial Water Sustainability Act apply to all of British Columbia. The Fisheries Act provides blanket protection to all 'fish habitat' as described by the Act, which can include measures to protect riparian areas in order to preserve water quality and quantity to all native fish species. The Water Sustainability Act protects all 'streams' as defined by the Act from any works without appropriate authorization.

Ministry staff are currently working on improvements to the existing RAPR and associated tools. Once the priority improvements have been completed, staff time will shift into other riparian protection and conservation tools as well as exploring opportunities to expand the RAPR more broadly across the province.

Again, thank you for writing and sharing your concerns.

Sincerely,

Lori Halls  
 Deputy Minister  
 Ministry of Land, Water and Resource Stewardship

pc: Brandy Lauder, Hupacasath First Nation Chief Councillor  
 Sharie Minions, Mayor of Port Alberni  
 John Jack, Chairperson of Alberni-Clayoquot Regional District  
 Josie Osborne, Minister of Land, Water and Resource Stewardship and Minister Responsible for Fisheries

Ministry of Land, Water and Resource Stewardship

Office of the Deputy Minister

Mailing Address:  
 PO Box 9012 Stn Prov Govt  
 Victoria, BC V8W 9L6

Tel: 778 974-5507  
 Website: [www.gov.bc.ca/LWRS](http://www.gov.bc.ca/LWRS)

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J.1(b)



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

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CITY OF PORT ALBERNI

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*Recm Nov 14, 22*  
File # *0400-20-MLA*

Josie Osborne, MLA  
Mid Island-Pacific Rim  
3945B Johnston Rd  
Port Alberni, BC V9Y 5N4



October 25, 2022

Dear Mayor Minions and City of Port Alberni Council,

I write to offer my sincere congratulations to the newly elected Mayor and Council and to briefly describe some of the services that I and my staff can offer through the MLA's office.

Thank you for stepping up to serve your community, and for bringing your vision, ideas, and experience to the Council table. Having previously served as Mayor of Tofino, I know just how critical the role of local government is in delivering the services and programs people in our communities count on every day. Serving in elected office is some of most rewarding and meaningful work one can undertake, it also comes with challenges, and perhaps this has never been more true than in these past several years of the COVID-19 pandemic.

I want to take a moment to sincerely thank the outgoing members of your council, Dan Washington, Ron Corbeil, and Ron Paulson. They have each dedicated years of commitment and service that have truly made Port Alberni a better place to live, and I wish them both the very best in their next pursuits.

Our government deeply values the partnerships we have built with local governments – without which many of our COVID-19 recovery programs would not have been possible. As the saying goes, local government is the order of government “closest to the ground,” and you remain the closest point of contact between residents and other levels of government. You know your community best – and that’s why I rely on your insights and advocacy so I can do my best in representing the people of Port Alberni in the BC Legislature. I greatly value the relationship I had with Mayor Minions and the previous council, and I look forward to continuing and building this relationship with the newly elected council.

My constituency assistants and I remain available to assist you in your work whenever possible. Examples of things we can assist with include:

- Meeting to hear your priorities and concerns related to programs, policies or funding – and ensuring those concerns are heard by the appropriate Ministries
- Facilitating meeting requests with Provincial Ministers
- Assistance with providing information on provincial policies, systems, laws etc.
- Grant searches for projects
- Providing letters of support for funding requests

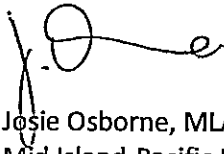


In addition, my office remains available to assist constituents with individual case work related to provincial programs – for example providing general information on provincial policies, help with sourcing funding, assistance with contacting local or provincial Ministry contacts, facilitating meeting requests and providing direction on appropriate complaint processes and systems.

Should a constituent reach out to you regarding a provincial matter that you or your staff are unable to assist with, please do not hesitate to direct them to my office.

Once again, congratulations on your new – or renewed – position, and I look forward to meeting with the newly elected council soon. Please ask your staff to reach out to my office to set up a meeting at a time that is mutually convenient.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josie Osborne', with a stylized flourish extending to the right.

Josie Osborne, MLA  
Mid Island-Pacific Rim

Jo:am  
BCGEU

PORT ALBERNI PORT AUTHORITY  
2750 Harbour Road  
Port Alberni, BC V9Y 7X2  
Tel. (250) 723-5312 Fax. (250) 723-1114  
www.papa-appa.ca



ADMINISTRATION PORTUAIRE DE PORT ALBERNI  
2750 Harbour Road  
Port Alberni, BC V9Y 7X2  
Tél. (250) 723-5312 Fax. (250) 723-1114  
www.papa-appa.ca

October 25, 2022

**RECEIVED**

**NOV 04 2022**

**CITY OF PORT ALBERNI**

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

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☐ Development Services  
☐ Community Safety  
☒ Other *Comm. Summary*  
File # *RCM Nov 14, 22*  
*0230-20-PAPA*

Dear Mayor and Council,

**Re: Congratulations on Election**

On behalf of the Port Alberni Port Authority (PAPA) please accept my sincere congratulations on the results of the recent election and your appointment/reappointment to the City Council.

PAPA values the positive and proactive relationship that we have with the City of Port Alberni and the advances that we have made together for the economic and social benefit of the Alberni Valley as a whole.

We look forward to a continued collaborative relationship between our organizations. To that end, I extend an invitation to you as Mayor and Council, to meet with PAPA at your earliest convenience, to discuss further opportunities to work together on mutual interests and priorities.

Sincerely,

Shelley Chrest  
Chair, Board of Directors | Président du conseil d'administration  
Port Alberni Port Authority | Administration Portuaire de Port Alberni



**Rising Tides and New Horizons/  
Marées Montantes et Nouveaux Horizons**

Phone/Tél: 250-723-5312 ext. 221

Cell: 250-735-5988

Email: [schrest@papa-appa.ca](mailto:schrest@papa-appa.ca)

**Canada**

*Rising Tides and New Horizons*

**ENTERED**

*J. 1(d)* **61**



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
held on September 15, 2022 at 12:00 p.m.  
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

**Commission Members Present**

Ken McRae, (Vice - Chair)  
Harley Wylie (Alt. – Tseshah (č iśaaʔath) F.N)  
Stefanie Weber  
Jolleen Dick, Councillor, Hupačasath F.N  
Amy Anaka  
Callan Noye  
Larry Ransom (Alt.– S.D.70)  
Andre Guerin, P.A.F.D. Liaison  
Peter Dionne, R.C.M.P. Liaison  
Amy Needham, Parks Liaison

**Regrets**

Ken Watts, Chief, Tseshah (č iśaaʔath) F.N)  
Ed Francoeur (Chair)  
Joe McQuaid  
Christine Washington, SD70  
Councillor Deb Haggard, Council Liaison

**Staff**

Marianne Wade, Manager of Planning  
Brian McLoughlin, Development Planner  
Cara Foden, Planning Technician  
Scott Smith, Dir. of Dev. Services/Deputy CAO

**Guests**

Kelly Learned, Consultant (FRANK)  
Applicants: None attending  
Public: Derrin Fines, PAFD

**Alternates (not in attendance)**

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



**1. Acknowledgements and Introductions:**

Acknowledgement by Chair that this Advisory Planning Commission (APC) meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the č iśaaʔath (Tseshah) First Nation. Welcome and introductions.

**2. Minutes:** Adoption of August 18, 2022 Minutes

**Motion:**

*That the City of Port Alberni Advisory Planning Commission adopt the minutes of the August 18, 2022 regular meeting as amended.*

**(Weber / Wylie) CARRIED**

**3. Official Community Plan (OCP) – Vision and Touchstones** – Consultant, Kelly Learned (FRANK) presented draft Vision and Touchstones

- The Manager of Planning introduced Kelly Learned who gave a brief overview of the OCP project and status. Ms. Learned advised the APC members that Slido software would be used during this session to gather feedback regarding the draft Vision and Touchstones. A series of questions allowed for the APC members to provide feedback interactively and to discuss the feedback as notes were taken.
- The draft 'Vision' and Seven (7) of the draft 'Touchstones' were presented for review, one at a time, to determine the level of support for each. The level of support was determined interactively, via mobile phone voting on the polls, and followed by an opportunity for individual APC members to elaborate on their reasons for supporting, not supporting or expressing neutrality regarding the content and wording contained in each of the 'Touchstones'. See **attached summary** of the notes taken.



#### 4. DEVELOPMENT APPLICATION – Temporary Use Permit

**3665 4th Ave.** - Lot 23, Block 46, District Lot 1, Alberni District, Plan VIP197B (PID: 009-243-372) and;

**3675 4th Ave.** - Lot 24, Block 46, District Lot 1, Alberni District, Plan VIP197B (PID: 009-243-399) and;

**3689 4th Ave.** - Lot A, District Lot 1, Alberni District, Plan VIPVIP24376 (PID: 003-029-808)

**APPLICANT:** C. Stevens dba The Port Alberni Friendship Centre

- The Manager of Planning summarized her report to the APC dated September 8, 2022.
- APC discussed the proposed permit with respect to the following:
  - A renewal of the initial term of the TUP would include factors such as lack of availability of another form of supportive housing or an increased need for the service within the community.
  - It was noted that the City would be providing infrastructure in the form of city services (Water, Sanitary, Storm, Fencing etc) that is costly. The Manager of Planning explained that the City Council had resolved to contribute \$140,000 towards the project with the goal of supporting vulnerable members of the community.
  - APC members were concerned about operations of the facility and safety. The Manager of Planning indicated that many of the operational concerns voiced would be the responsibility of BC Housing under an Operational Agreement and Operational Budget funded by BC Housing. The City would not be responsible for operational costs.
  - The shelters did not have cooking facilities as meals would be provided under the operational budget. Maintenance would also fall under the operational budget.
  - Safety was discussed and it was noted that the shelter would have security cameras and on-site staffing 24 hours/day.
  - The temporary nature of the permit was discussed and the future of the facility/site. If the site is deemed appropriate for the long term the potential for rezoning might be a feasible option.

#### **Motion:**

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

**(Ransom / Weber) CARRIED**

#### 5. DEVELOPMENT APPLICATION – Zoning Bylaw amendments

**5837 Compton Road** Lot B, District Lot 21, Alberni District, Plan VIP20721 (PID: 003-573-818); and

**5801 Compton Road** Lot A, Section 21, Alberni District, Plan VIP20721 (PID: 003-573-796)

**APPLICANT:** G. Cicon

- The Director of Development Services summarized his report dated September 8, 2022.
- APC discussed the proposed amendment with respect to the following:
  - The location of the property with respect to the Floodplain Bylaw and with respect to new flood level mapping now available was discussed. The APC expressed concern that site development may be contrary to the objectives of the community once the new OCP is adopted. The Director agreed that the top of Golden St. presented challenges for Tsunami evacuation routing and a long-term plan may include Pierce Rd. and Georgia Rd. as potential routing if connected to Beaver Ck Rd. The Director also indicated to APC that the site itself, though included in the area covered by the Floodplain bylaw, actually exceeds the levels required under that bylaw and the new Flood mapping levels that are now available.
  - The Park designation on 5801 Compton Rd. will not change around Lugin Creek that runs

through the property. The site is not currently included in a Development Permit Area.

- o There would be potential to include a covenant on the land to guarantee construction elevations.
- o The Subdivision Approving Officer would ensure that no land was "cut off" from road access. The current application does not guarantee subdivision approval and the applicant would be required to meet the appropriate conditions of subdivision in order to develop the land or subdivide further.

**Motions:**

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

**(Dick / Wylie) CARRIED**

**6. DEVELOPMENT APPLICATIONS – Zoning Bylaw amendments**

**a) 2244 Mallory Drive - Lot 7, District Lot 1, Alberni District, Plan VIP23398 PID: 000-819-972**

**b) 2272 Mallory Drive - Lot 3, District Lot 1, Alberni District, Plan VIP23398 PID: 002-881-195**

**APPLICANT:** D. Saywell Developments Ltd., Inc. No. 0699694

- The Manager of Planning (M.W.) summarized her reports dated September 15, 2022.
- APC discussed the proposed amendment with respect to the following:
  - o The development of the duplex homes would not be out of character for the existing neighbourhood.

**Motions:**

1. *That the Advisory Planning Commission recommends to City Council that Council support the application for a Zoning amendment for 2244 Mallory Drive.*

**(Ransom / Wylie) CARRIED**

2. *That the Advisory Planning Commission recommends to City Council that Council support the application for a Zoning amendment for 2272 Mallory Drive.*

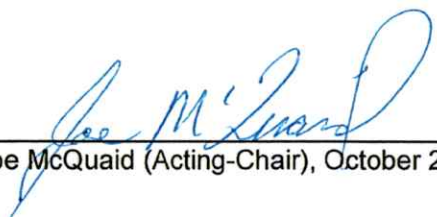
**(Noye / Ransom) CARRIED**

**7. Status Update:** None at this time.

**8. OTHER BUSINESS:** Andre Guerin, PAFD Liaison introduced Derrin Fines who will be replacing Andre and the PAFD Liaison in October 2022.

**9. ADJOURNMENT:** The meeting adjourned at 2:00 pm. The next meeting is scheduled for 12:00 pm on **October 20, 2022.**

**(Weber / Wylie) CARRIED CARRIED**



\_\_\_\_\_  
Joe McQuaid (Acting-Chair), October 20, 2022

## **Attachment**

### **Advisory Planning Commission – September 15<sup>th</sup> – Agenda Item 1 - Official Community Plan (OCP) – Vision and Touchstones - Summary of Notes taken during SLIDO presentation, Poll question discussions:**

#### **Poll 1 – Draft Vision**

- 44% identified the Vision needs more work.
- Words to include = diverse, sustainable, cultures, “inclusive access” to replace equitable access, play, learn, resources,
- “shared western and indigenous histories” is problematic. May not be shared.
- Not all non-indigenous community members are “Western”.
- “Taking care of each other, our resources...” instead of our land, our water.
- Supporting “play, learn”, food, shelter, mobility, after “Histories”. Add “cultures”, “resources”

#### **Poll 2 - Touchstone - Environmental Protection and Leadership:**

- Wording and phrasing order is important – Indigenous cultures and references often shuffled to last place so our Vision and Touchstones should consider wording order referencing Indigenous.
- “Support” is not strong enough. Make more affirmative re: recovery of damaged ecosystems.
- Need emphasis on the word “recovery” with respect to environment
- Speak to partnerships with F.N., industry
- Identify that working with employers is necessary
- Speak to incorporation of traditional ecological knowledge.
- Statement doesn’t reference F.N. involvement or position at leadership table
- Be leaders prioritizing F.N. and incorporating concerns.
- Consider having a dedicated F.N. / Indigenous Department within City Hall.
- Words to include = protect, preserve, rehabilitate, promote industry
- Remove words “on the island”

#### **Poll 3 - Touchstone – Grow with Tomorrow in Mind**

- 86% indicated Neutrality about the statement presented
- Needs to be more specific
- Seems to support status quo rather than progressive with use of the word diversity
- Needs clarity re: “what does GROW mean (is it just in terms of climate or broader? Are demographics in mind?)
- Words “changing climate” too constrained?
- Should incorporate philosophy “grow while still protecting environment”
- Provide a diversity of universal, rather than accessible, options for moving around Port Alberni

#### **Poll 4 - Touchstone – Responsible Infrastructure Management**

- 71% indicated neutrality about the statement presented
- “maintain” and utilize what we already have
- Ensure new infrastructure resilient to change
- Missing emphasis to encourage building in right location (not floodplain etc)
- Words “adaptation” and “mitigation” are redundant and not necessary.



Poll 5 - Touchstone – Healthy, Vibrant, Inclusive Community

- o 83% indicated neutrality about the statement presented
- o Affordability affects rate of volunteerism. Retirees now needing to go back to work or choosing to.
- o Volunteerism could look different, rethink, evolve,
- o Care for ALL who need support not just those needing MOST support

Poll 6 - Touchstone – Livability

- o 75% indicated support for statement presented
- o Concerns re lack of improvement and progression with current transit routes/systems that have not changed much in decades
- o Words - access to “services, transit, leisure and nature” and enabling “recreation”,
- o “well designed” is very subjective - could be “balanced” instead
- o Housing has been developed but at cost to Parks and Playgrounds (Recreation needs more emphasis)
- o Safety and Security need to be included in livability factors
- o 56% support , 44% needs more work on statement presented
- o The word “increase” is problematic. We already have lots of spaces so “increase” what specifically? Maybe more ball fields and turf facilities?
- o We have lots of aging facilities that will need to be replaced and maintained. Need to PLAN for this. We have lots of greenspace.
- o Trail maintenance needs planning.
- o Seek out and access Government funding sources

Poll 7 - Touchstone – Diverse, Balanced Economy

- o 50% support , 50% needs more work on statement presented
- o It is a warm, fuzzy but bureaucratic statement that doesn't say much.
- o City needs to support new businesses, small businesses disappearing
- o Use word “strengths” instead of “drivers”.
- o Opportunities for ALL to stay rather than just youth and young families (everyone)
- o Speak to need for business development supports
- o Support new and emerging sectors – wider than just industry

Consultant indicated that the Reconciliation Touchstone would be discussed in more depth with the F.N. communities. APC noted that public engagement with Tseshaht F.N. had initially gotten off on wrong foot for the OCP project. Hoping for opportunities to discuss ideas with the Mayor. Reconciliation should be a top priority.

One word after today's discussion:

Encouraged, Useful, Hopeful, Inspired, Included, Ready

RECEIVED

NOV 03 2022

CITY OF PORT ALBERNI

Alberni Valley Museum  
and Heritage Commission



Heritage Commission Meeting  
October 5, 2022

Minutes

Location:  
Alberni Valley Museum

Attendees:  
Claudia Romaniuk  
Don Mallon  
Gareth Flostrand  
Ken Watson  
Pam Craig  
Penny Cote  
Willa Thorpe (staff)

Regrets:  
Bill Collette  
Colin Schult  
Dan Washington  
Ed Ross

Called to order: 7:02pm

<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>Comm Summary</i>
File # <u>0360-20-AVMHC</u>	<i>RCM NOV 14, 22</i>

1. Moved by Pam, seconded by Ken, that the agenda of the October 5, 2022 meeting be approved as circulated.
2. Moved by Pam, seconded by Penny, that the minutes of the September 7, 2022 meeting be approved as circulated.
3. Old Business – none
4. Correspondence – none
5. New Business
  - a. Heritage Commission's engagement with City Council
    - i. Willa to discuss opportunities with the CAO
  - b. December Heritage Commission meeting
    - i. The December meeting will be held at McLean Mill
6. Reports
  - a. City Council
    - i. Quay to Quay
      1. Project is still in the planning phase, and it is intended to be as much waterfront as possible
      2. The rail section has been paused to explore alternative connectors
      3. The two waterfront loops will be the first sections built out



## Heritage Commission Meeting

October 5, 2022

### Minutes

4. Most importantly, it's not "path or pool"
- ii. Fiscal responsibility
  1. Council has worked hard to be strategic and intentional, with a wrap-around goal of reducing tax increases while still improving our community. This has included initiatives such as a review of City-owned lands, selling non-strategic lands and increasing the tax base
  2. Port Alberni has had the lowest consecutive tax increase on Vancouver Island over the past three years
- b. Historical Society
  - i. We are now set up to accept e-transfers. This will help us receive donations for our research services.
  - ii. We have been actively recruiting new members, as our volunteers are aging. Two new names have been put forth. Our president will contact each of them.
  - iii. Volunteer hours in September totalled 145 3/4 hrs. Way to go ladies!
  - iv. Volunteers are in the Archives - Tues – Thurs, 11 am – 3 pm. Masks are mandatory.
- c. Maritime Heritage Society
  - i. Lighthouse Roof Replacement – Roof installation is now scheduled to start on October 10th
  - ii. Harbour History Pictorial Display – This display consisting of a collection of Black & White photographs of Port Alberni's harbour, taken by John Taylor in the 1980's now in our gallery will be going back to the Museum soon. Stop by to see this display October 6th to 9th (11am to 4pm daily) before it is gone. Thanks to the Museum staff for their help with this display and thanks to Dave Cox for his work on this as well.
  - iii. Tseshahat Canoe Exhibit – A new temporary exhibit is now being developed centering around the wonderful Tseshahat "Ladies Canoe" that is on loan at our Gallery. Feel free to come in and take a look as this takes shape.
  - iv. Reconciliation Day Ceremony – The PAMHS was honoured to receive a beautifully carved first nation canoe model from carver Tim Paul and his family. This was in recognition of the PAMHS hosting Tim and his fellow carvers in our compound where they created the Language Revitalization Pole now erected at Millstone Park in Port Alberni.
  - v. Photo Contest – We will be sponsoring a photo contest which invites submission of images featuring our harbour, the Alberni Inlet and Barclay Sound. Watch for more details on our Facebook page "Maritime Discovery Centre" soon.



## Heritage Commission Meeting

October 5, 2022

### Minutes

- vi. Nahanni Restoration Project – The weekly work sessions are on Wednesdays at 10am are continuing restoring this WW 2 vintage RCAF crash boat. If you would like to get involved with this project there is lots of opportunity to roll up your sleeves and participate. Thanks to Lawrence Charnell for being the leader on this project and thanks as well to Dave Cox, Pete Geddes, Don Jones, and Ken McKinnon for their work on this project.
  - vii. Gallery Coordinator Position – We are pleased to announce that Chris Johnson has been hired to take on the Facilities Coordinator position.
  - viii. Open Hours – We are now open 4 days a week, Thursdays to Sundays from 11am to 4pm.
- d. Community Arts Council
- i. Gallery exhibits  
October 7 finishing, THE ART OF MYSTERY  
October 12 – November 4 PLAYING WITH FIRE  
meet and greet October 22, 1-3 at our new location, the Aquarium
  - ii. Mistletoe Market November 15 to December 23.
  - iii. Fish-in at the salmon derby – Was a big success with the kids.
  - iv. Art Throw Down – September 24, at Rollin Art Centre - also a great success with the kids. November 15, adults. Venue Alberni Brewing
  - v. Conversation Cafe – meetings with other arts groups happening this fall  
First one took place at Steampunk Cafe on September 22. Round table discussions themed as what does Art look like in the Alberni Valley.  
Second one to take place October 6 at the Argyle Room. Panel discussions with 4 Artists discussing making a living with art in Port Alberni
  - vi. We are very busy getting ready to move our location to the former aquarium on Harbour Quay. We are busy packing up our gallery and gift shop and office area, and we are looking forward to getting set up in our new location, and are feeling very positive about the location and our time there.
- e. Chamber of Commerce
- i. The Chamber has been busy over the last month as we transition from summer to fall, where most of our employees head back to post-secondary studies.
  - ii. The Chamber has implemented its four-day week program; our employees are enjoying the opportunity to have three days off with their families and we are learning how to navigate these new initiatives.
  - iii. We did participate in the fall fair parade under the McLean Mill umbrella but in so doing we also featured our ambassador program. That program was a





**Heritage Commission Meeting**  
**October 5, 2022**  
**Minutes**

very good success this past summer. So thankful to see it back in full operation.

- iv. We are seeing hints at renewed international tourism which is lovely to see. Still not to pre-pandemic levels but it's coming back.
- v. Just today the Chamber submitted a grant application that if successful will see us work closely with both Tseshaht and Hupacasath First Nations to develop Indigenous focused way-finding signage. The sign would be developed in the Indigenous language and as a second and third step it would include the use of QR codes for walking/cycling/driving tours to historical areas. The third step would be the development of educational programs hosted by either Tseshaht or Hupacasath where folks would learn about the history of the area they are visiting.

f. McLean Mill

- i. Happy to report that Elliot Drew is joining our team as Director of Operations for the McLean Mill on October 11.
- ii. We are happy to confirm that we'll be hosting a large community event on October 29th put on by some of our local teachers and others with ADAPS. This event has potential to reach hundreds if not into the thousands of people. The event is a fundraiser for ADAPS – that's also very good as their programs are aimed at people who are in a vulnerable position.
- iii. We're also happy to confirm that we have secured Hupacasath First Nation as a title sponsor the Heritage Christmas Village.
- iv. Our gift shop will be open most weekends in November for seasonal shopping and then come December we will have both the Heritage Christmas Village and Festival of Trees operating.
- v. We are also working with the San Group to develop plans for the installation of two Glamping units. This will assist us in attracting people to the site who want to camp but have no previous experience nor do they have any sort of camp equipment. Additionally, the San Group are willing to work with us to develop much needed restroom (basic) facilities so that our campground can become more widely used.

g. Community at Large

- i. October Activities Around Town
  - 3-16 – GoByBike BINGO, register at [gobybikebc.ca](http://gobybikebc.ca) to log your KMs
  - October 9 Bike Jamboree @ Blair Park 1-3pm
  - October 13 Pancake Breakfast @ Jumping Slug Community Cyclery 8-10am
  - 5 – Advance Voting



## Heritage Commission Meeting

October 5, 2022

### Minutes

4,5 and 6 - @ Casino, hosted by Chamber of Commerce – Candidates  
Presentations with Questions  
6 – Comedy Night at Dog Mountain Brewing – Cost \$22.00 show starts @  
8pm  
11 – Coffee and Chat – All Candidates meeting  
12 – Advance Voting  
14 – Downchild Blues Bank @ ADSS Theatre Tix available at Echo Centre \$50  
14 & 15 – Jamm-eez Sleepwear Open House at BW Barclay (11-8 and 10-3)  
15 – All Day Craft and Crop – Kin Hut Fall Fairgrounds - \$70 - 10-4pm  
15 – General Voting Day  
16 – Harvest Market @ Shannon Farms, 8865 Beaver Creek Rd 10-2pm  
16 - Punks On Port Ep III- featuring POOCHED, Age of Self and Disposal @  
Lynn and Lamote Bistro. Music, Beer and Music 5170 Argyle  
18 – AV Hospice Society AGM - @ Casino 7pm  
18,19 & 20 – PA Blood Donation Events @ BW Barclay  
22 – AV Curling Club Vendor Event and Bake Sale 10-4pm @ AVCC  
25 – Evening Creativity Class put on by the Alberni District Fall Fair 7-9pm at  
Kinsmen CC \$50  
28 – 30 – Alberni Thunder Basketball Tournament @ Athletic Hall  
31 – Arrowsmith Family Skate Night @ Multiplex- free admission -  
Arrowsmith Baptist 515-630

#### h. School District

- i. SD70 on Sept 24th 2022 opened the Mighty Learners Childcare facility at Tsuma-as Elementary. This facility provides child care for 81 children from very young children as well as school age students for before and after school. SD70 has received the OK to open before and after school care at Maquinna and John Howitt in Sept of 2023.
- ii. Ucluelet Secondary School is open for school to 250 students. Seismic upgrade improvements have created a beautiful, efficient facility on the West Coast. There are a few minor landscaping jobs to complete.
- iii. The SD70 NTC Elders Cultural Council was consulted on the Residential School Survivor Flag. SD70 would like to have this flag at all facilities soon. The Elder Council recommended the flag be considered once the ground penetrating radar project has been completed on the Tseshaht lands of the former Alberni Residential School.
- iv. SD70 's last two weeks of September were spent preparing Truth and Reconciliation activities and projects in all district schools. Some of the events were:





## Heritage Commission Meeting

October 5, 2022

### Minutes

1. First Nations BBQ at ADSS Sept 29, Talking Circles in Gr 8 Humanities, Weekly Drumming circles, Usma Canoe unveiling ceremony, canoe project and creation of paddles at EJ Dunn. Alberni Elementary walk to the Language Pole at Victoria Quay, Huu-ay-aht BBQ at Bamfield Community School, Wickaninnish School Banner of 215 feathers in remembrance of Kamloops unmarked graves discovery, Ucluelet Secondary School Legacy of Hope display – all classes participating in understanding the 94 Calls to Action, Forest Walk at the Family Hub and many more.
- i. Industrial Heritage Society
  - i. Our last event was attending the Fall Fair Parade with four of our trucks, we also supplied one truck to the Royal Canadian Legion branch 293 for members unable to march.
  - ii. We have completed roof repairs on the Hilton building at the roundhouse, and finished phase one of roof repairs at the old arena above the welding shop and machine shop area.
  - iii. Bob East is continuing to work on a Safety Plan at the Industrial Heritage Center.
  - iv. Our final event for the month of September was winterizing the steam donkey on Sept. 25.
- j. Regional District
  - i. Lakeshore trail is complete from Sproat Lake Park to Sproat Lake Landing
  - ii. Sproat Lake community hall is now open
  - iii. Sproat Lake School will be demolished
- k. Museum
  - i. Exhibit: Marvellous Mushrooms – opens October 6, with the opening event at 1pm that day. Andy Mackinnon and Kem Luther, Exhibit Curators and co-Authors of the new book “Mushrooms of British Columbia” will present a slideshow/talk on their research – the book will be available for purchase and signing in the Museum.
  - ii. Hours: We will be returning to our pre-COVID hours starting Tuesday October 11th – Tuesday to Saturday 10am to 5pm and to 8pm on Thursdays.
  - iii. We have welcomed a new Museum Education Assistant, Museum Collections Assistant, and casual Museum Assistant.
  - iv. Film Fest: The first film in the fall series was sold out (“Hallelujah: Leonard Cohen A Journey, A Song”). The next film is October 23, a Canadian film “Run Woman Run”.



**Heritage Commission Meeting**  
**October 5, 2022**  
**Minutes**

- v. Minnie Paterson/George Huff Donation – a variety of artefacts were donated from Doug Paterson; Doug's grandfather was the child Minnie was nursing when she made her heroic run from Cape Beale Lighthouse to Bamfield and back. The accession includes several black and white photographs, a watch chain that belonged to Thomas Paterson Minnie's husband (comprised of a medal presented to Minnie Paterson by 'Puget Sound Harbour No.16' for her efforts in rescuing the Coloma and Minnie's wedding ring), a masonic pendant that belonged to Minnie's father, George Huff, and the ledger from Huff's General Store, with entries beginning in 1894.
- vi. School programs, public programs and birthday parties have resumed, including three choices of birthday parties and a partnership with Library to present some programs.
- vii. The Clutesi Exhibit is well in progress and will open at the Alberni Valley Museum in March 2023.

- l. Hupacasath First Nation – no report
- m. Tseshaht First Nation – no report

7. Next Meeting

- a. Wednesday, November 2 → 7pm (AV Museum)

8. Adjourn

- a. Moved by Pam to adjourn the meeting at 8:22pm.

# MINUTES OF THE ADVISORY TRAFFIC COMMITTEE MEETING

Wednesday, October 19, 2022 @ 10:00 AM

City Hall Council Chambers

**PRESENT:** Chair, Rob Dickinson, Director of Engineering & Public Works  
Councillor Ron Paulson  
RCMP, Manager of Community Policing, Dave Cusson  
SD#70 Trustee, Larry Ransom  
Engineering Technologist, Eric Bruvall

**REGRETS:** Ministry of Transportation, Jessica Learn  
Deputy Fire Chief, Wes Patterson  
RCMP, Sgt. Peter Dionne  
ICBC, Peggy Gibbs  
ICBC, Caroline Robinson  
Diversified Transportation, Kathy Deschamps

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☒ Other *Con Summary*  
*Rcm Nov 14, 22*  
File # *0360-20-ATC*

## DELEGATIONS

None

Action  
By

## UNFINISHED BUSINESS

## NEW BUSINESS

### 1. Discuss preliminary data from traffic counters / locations.

Traffic counters have been placed around town to record volume and speed. Average speeds have been as expected although there have been max speeds of 162.5km/hr through the 10<sup>th</sup> Ave dip as well as 159km/hr northbound on Stamp Ave. We will continue monitoring and supplementing the data to help identify where we have issues.

### 2. August 18, 2022 request from Jessie Greenland regarding installing a "Slow – Intersection" sign in the lane behind the 2600 block of 9<sup>th</sup> Ave.

Rob will follow up with Jessie to clarify the intersection of concern as well as ICBC. To place a sign in a lane would have to be warranted through an actual study. Will consider other traffic calming remedies such as speed bumps. See additional input provided by ICBC on page 4.

RD

### 3. Discuss traffic calming circles. Conditions for appropriate use. Standard Design.

Potential locations are Pierce Rd. and Chapman Rd., or Josephine St. and Mary St. Considering traffic calming circles in certain locations, especially around schools to slow down vehicles. Need to check to make sure they won't negatively affect emergency services. It was noted that it would be nice to have something aesthetic that doesn't cause any sight line issues, rather than utilitarian. Dave suggested lane narrowing bollards placed on the center line as well as just in from the curbs as another traffic calming remedy. It was discussed doing a pilot project along 6<sup>th</sup> Ave as the intersection at 6<sup>th</sup> Ave and Wallace St. was noted as a concern for high speed traffic. See additional input provided by ICBC on pages 4-10.



**4. Discuss curb extensions with 4 or 8 wheelchair ramps per intersection.**

Curb extensions improve vehicles sight lines in intersections where we have crosswalks for slowing traffic. Vehicles are more likely to cut the curb on lower extensions making the preferred option to be two letdowns per corner where there is heavy or truck traffic. Dave mentioned cars failing to yield after stopping is one of the biggest traffic issues they see. See additional input provided by ICBC on page 5.

**LATE ITEMS**

**1. October 18, 2022 email from Dave Cusson wanting to discuss boat and trailer parking along River Rd.**

This summer there were a couple accidents that occurred due to boat trailers parked along the side of River Rd. by Clutesi Haven Marina including an injured cyclist. There are some areas where the paint indicating no parking is quite faded. We will look into getting these curbs repainted before the fishing season starts up again next year.

**DISCUSSION**

Councillor Paulson brought up the intersection at Kingsway and 2<sup>nd</sup> Ave. There are not currently any road markings there making it difficult to navigate, especially turning right onto Kingsway from 2<sup>nd</sup> Ave. He suggested adding some white markings to indicate the center of the road.

Councillor Paulson mentioned a crosswalk that he encountered while travelling that had strobe lights that he found very effective. Rob mentioned a possible pilot project in the future for crosswalks with motion sensors.

**PROPOSED SCHEDULE OF NEXT MEETING DATES FOR 2023:**

TBD

Meeting was adjourned at 11:00 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](mailto:Peter.DIONNE@rcmp-grc.gc.ca)

Wes Patterson, Deputy Fire Chief - Fire Department

Larry Ransom - Trustee, SD 70, email agenda to [mlransom@shaw.ca](mailto:mlransom@shaw.ca)

Caroline Robinson - Road Safety Coordinator, ICBC, email agenda to [caroline.robinson@icbc.com](mailto:caroline.robinson@icbc.com)

Peggy Gibbs, ICBC, email agenda to [margaret.gibbs@icbc.com](mailto:margaret.gibbs@icbc.com)

Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to [jessica.learn@gov.bc.ca](mailto:jessica.learn@gov.bc.ca)

Kathy Deschamps - Diversified Transportation Ltd., email agenda to [kathyd@patransit.pwt.ca](mailto:kathyd@patransit.pwt.ca)

David Wiwchar, The Peak, email agenda to [dwiwchar@islandradio.bc.ca](mailto:dwiwchar@islandradio.bc.ca)



Here is some input to the items under "New Business":

**Item 2: August 18, 2022 request from Jessie Greenland regarding installing a "Slow – Intersection" sign in the lane behind the 2600 block of 9th Ave.**

- Checking the ICBC Claims database, I can find no claims in the most recent 5 reporting years (2017-2021) along the laneway or at its intersections with Melrose St or Bruce St.

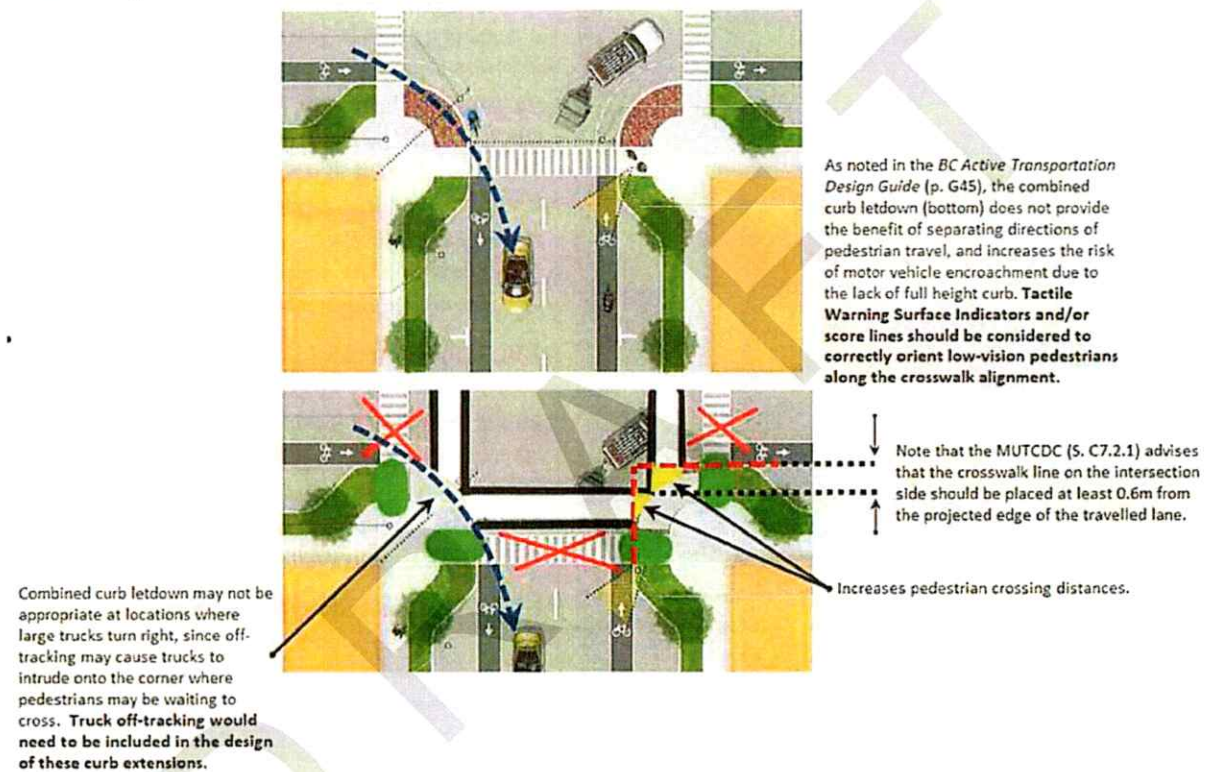
**Item 3: Discuss traffic calming circles. Conditions for appropriate use. Standard design. Potential locations are Pierce Rd. and Chapman Rd., or Josephine St. and Mary St.**

- Checking the ICBC Claims database, I can find no claims at either Pierce/Chapman or Josephine/Mary in the most recent 5 reporting years (2017-2021).
- I have attached a brief discussion of traffic circles from the *Canadian Guide to Traffic Calming* (TAC, 2018), which contains some guidance on conditions for appropriate use (Section 3.3.5) and design guidelines (Section 4.3.4).
- As you have noted, traffic circles are for traffic calming, which generally aims to reduce vehicle volumes and/or speeds. You will have a better handle on whether volumes or speeds are high at these intersections, and so whether either intersection would benefit from a traffic circle in terms of reductions in volume or speed.
- Pierce/Chapman:
  - The intersection appears to have a wide expanse of unmarked pavement, so the central island will need to be large enough so that all vehicles must follow an indirect path through the intersection. This may be difficult to achieve for the WB-to-NB movement along Chapman Rd, and the EB movement from Pierce onto Chapman. As a result, a traffic circle may not effectively reduce speeds for these movements.
  - The Pierce/Chapman intersection was the subject of a previous discussion at the ATC (see Meeting Notes of 19 April 2017), in response to a letter from resident Kathy Krznaric regarding driver-confusion over who has priority. In response to that resident concern, Wilf undertook to paint a yellow centreline along Chapman Rd.
- Josephine/Mary:
  - Signing may have changed since the 2015 Google Street View images, but if it is the same, the City may want to consider posting a Stop sign on at least one of the approaches to assign right-of-way. In addition, the City may want to review the use of the School Zone sign. The nearest school appears to be the old AW Neill Middle School (now the Tsuma-as Elementary School?), which is quite some distance away on a different street.
  - The intersection appears to have a very wide expanse of unmarked pavement, so the central island will need to be large enough so that all vehicles must follow an indirect path through the intersection. This may be difficult to achieve for the NB-to-EB movement along Josephine St, and the SB movement from Mary Rd onto Josephine St. As a result, a traffic circle may not effectively reduce speeds for these movements.
- If the aim is to reduce potential conflicts at these intersections that have unusual configurations, other measures may be considered, such as:
  - refreshing the yellow centrelines along Chapman and Josephine, if they have faded with time or wear

- extending a dotted edgeline along Chapman and Josephine at the intersections with Pierce and Mary, to more clearly indicate to drivers on the minor (Pierce and Mary) approaches that they will be entering uncontrolled through roadways when they enter Chapman and Josephine
- provide Stop signs (Mary Rd) and stop bars (Mary Rd and Pierce Rd) on the minor approaches to the intersections.

Item 4: Discuss curb extensions with 4 or 8 wheelchair ramps per intersection.

Some thoughts are summarized below:



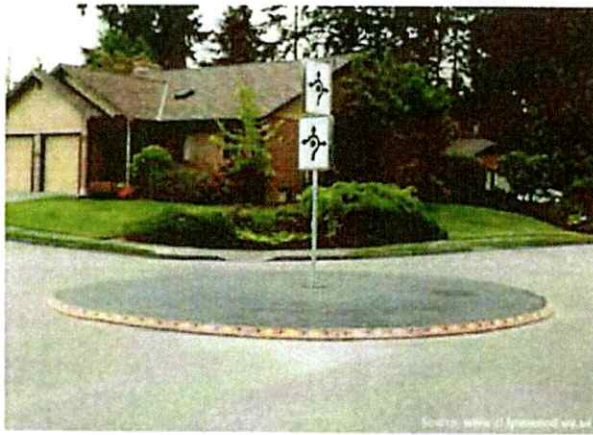
.....  
Margaret Gibbs, P.Eng.

Road Safety Engineer  
Road Improvement Program

ICBC building trust. driving confidence.  
.....



## 3.3.5 TRAFFIC CIRCLE / TRAFFIC BUTTON / MINI-ROUNDBABOUT



Source: Tollazzi, 2015

**Description and Purpose:**

A traffic circle/traffic button/mini-roundabout is an island located at the centre of an intersection, which requires vehicles to travel through the intersection in a counter-clockwise direction around the island.

Mini-roundabouts are designed in accordance with full-size roundabout design principles presenting splitter islands and deflection of vehicles on all approaches, except that they have a smaller diameter and traversable islands. A traffic circle is typically smaller than a mini-roundabout and does not have splitter islands on the approaches. A traffic button is similar to a traffic circle, however, the former is typically made of coloured asphalt while the latter is landscaped.

The turning radius for left-turning trucks, buses, or emergency vehicles may require a diameter which would be larger than the intersection space commonly available. Consequently vehicles may turn in left in front of the traffic circle or mount the centre raised island rather than travelling around it.

Yield traffic control is recommended.

Design Details: Chapter 4, Section 4.3.4

**Advantages:**

- Vehicle Speeds: Reduction in 85<sup>th</sup> percentile speed up to 14 km/h<sup>10,52</sup>
- Traffic volumes: Reduction of up to 20%<sup>52</sup>
- Conflicts: Collision rate reductions of approximately 30% compared to signalized intersections<sup>52</sup>
- Environment:
  - Traffic noise reduction of 3 dBA due to lower speeds (benefits may be offset by increased noise due to braking and accelerating)<sup>52</sup>
  - Environmental benefit through reduced delay, fuel consumption, and vehicle emissions
  - When landscaped, can improve the appearance of a street
- Other: No effect on resident access, street sweeping, and police enforcement

**Disadvantages:**

- Emergency Response: Delay between 1.3 and 10.7 seconds for emergency vehicle response times<sup>52</sup>
- Active Transportation and Transit:
  - May force vehicles into crosswalk area increasing potential for pedestrian-vehicle conflicts
- Parking: May require removal of some on-street parking in vicinity of traffic circle
- Maintenance: "Minor" effects on winter maintenance by increasing snow plowing time



3.3.5 TRAFFIC CIRCLE / TRAFFIC BUTTON / MINI-ROUNDBABOUT
<ul style="list-style-type: none"> <li>‣ Other: <ul style="list-style-type: none"> <li>○ Restricted access for trucks and longer school buses</li> <li>○ Traffic may be diverted to parallel streets without traffic calming measures</li> </ul> </li> </ul>
<p><b>Applicability:</b></p> <ul style="list-style-type: none"> <li>‣ Road Classification: Local and collector street intersections</li> <li>‣ Traffic Conditions: <ul style="list-style-type: none"> <li>○ Posted speed limit ≤ 50 km/h</li> <li>○ &lt; 1500 vehicles per day; Use with caution for low-volume collectors with 1500 to 5000 vehicles per day<sup>65</sup></li> </ul> </li> <li>‣ Roadway: Urban cross-section – curb and gutter; rural cross-section; maximum two traffic lanes (one each direction)</li> <li>‣ Locations to Avoid: <ul style="list-style-type: none"> <li>○ Designated emergency access routes and transit routes</li> <li>○ Intersections with high pedestrian volumes</li> <li>○ Intersections where collector street traffic volumes are significantly higher than the intersecting street</li> </ul> </li> </ul>
<p><b>Elements to Consider:</b></p> <ul style="list-style-type: none"> <li>‣ Preferred with textured crosswalks and most effective when used in series</li> <li>‣ Sight lines should be respected if there is landscaping</li> </ul>
<p><b>Cost:</b></p> <ul style="list-style-type: none"> <li>‣ Traffic Circle / Traffic Button: Low – Medium</li> <li>‣ Mini-Roundabout: Medium – High</li> </ul>

#### 4.3.4 TRAFFIC CIRCLE / TRAFFIC BUTTON / MINI-ROUNDBABOUT

A traffic circle, traffic button or mini-roundabout requires all traffic flowing through an intersection to follow an indirect path. All turning traffic at such an intersection is required to turn around a central island with the possible exception of long service or emergency vehicles or buses as described in Chapter 3, Section 3.3.5. A traffic button differs from a traffic circle in that the traffic button's centre island is flush with the asphalt and made of coloured asphalt while a traffic circle is typically landscaped.

It is recommended that Yield signs be used on all approach streets to control traffic flow at a traffic circle. If local convention is to not use any signs as there is no history of operational problems at traffic circles, then this is the only acceptable alternative to Yield signs.

The central island often will include a small raised or landscaped portion with the outer portion being mountable so that medium size vehicle paths can encroach on this portion of the island.

The following sections provide information related to geometric, signing and pavement markings, pedestrian and bicycle requirements. The information presented is a summary of the NCHRP Report 672 titled *Roundabouts: An Informational Guide*. Further information can be found in the full report at [http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp\\_rpt\\_672.pdf](http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_672.pdf). In addition, practitioners can also refer to TAC's *Canadian Roundabout Design Guide* (CRDG).

##### A. Geometric Requirements

The central island in the traffic circle must be large enough so that all vehicles are required to follow an indirect path even to proceed straight through the intersection. A mini-roundabout's inscribed circle diameter should generally not exceed 30 m. Composed of asphalt concrete, Portland cement concrete, or other paving material, the central island should be domed using 5% to 6% cross slope, with a maximum height of 125 mm.

The opening width and related dimensions indicated in Figure 4.11 are based on passenger cars not encroaching on any part of the central island.

The critical dimensions of a local street traffic circle are indicated in Figure 4.11. The illustrated central island is circular although this is not essential. Any other central island shape should accommodate the same turning provisions.

In the case of mini-roundabouts, splitter islands can be raised, traversable, or flush depending on the size of the island and whether trucks will need to track over the top of the splitter island to navigate the intersection. The following are general guidelines for the types of splitter islands under various site conditions:

Consider a raised island if:

- All design vehicles can navigate the roundabout without tracking over the splitter island area;
- Sufficient space is available to provide an island with a minimum area of 4.6 m<sup>2</sup>; and/or
- Pedestrians are present at the intersection with regular frequency.

Consider a traversable island if:

- Some design vehicles must travel over the splitter island area and truck volumes are minor; and
- Sufficient space is available to provide an island with a minimum area of 4.6 m<sup>2</sup>.



Consider a flush (painted) island if:

- Vehicles are expected to travel over the splitter island area with relative frequency to navigate the intersection;
- An island with a minimum area of 4.6 m<sup>2</sup> cannot be achieved; and
- Intersection has slow vehicle speeds.

Where entrance lines are located within the inscribed circle, raised splitter islands typically terminate at the edge of the inscribed circle rather than being carried to the entrance line location. A painted or traversable splitter island should be continued to the entrance line to guide entering motorists around the central island. A configuration for a mini-roundabout is illustrated in Figure 4.12.

#### B. Signing and Pavement Marking Requirements

No advance signs are required on the approaches to a traffic circle or traffic button. Yield signs (RA-2) are recommended on all approaches. Chevron alignment signs (WA-9) indicating a change in horizontal alignment are required.

For mini-roundabout signing and pavement markings, refer to the Manual of Uniform Traffic Control Devices for Canada.

#### C. Parking Considerations

Parking in the circulatory roadway is not conducive to efficient and safe roundabout operations and should typically be prohibited. Parking on entries and exits should also be set back far enough so as not to hinder roundabout operations or to impair the visibility of pedestrians. It is recommended that parking should end at least 6 m from the crosswalk of an intersection and curb extensions or bulb-outs be used to clearly mark the limit of permitted parking and reduce the width of the entries and exits. Section 4.4.2 provides design guidelines for on-street parking.

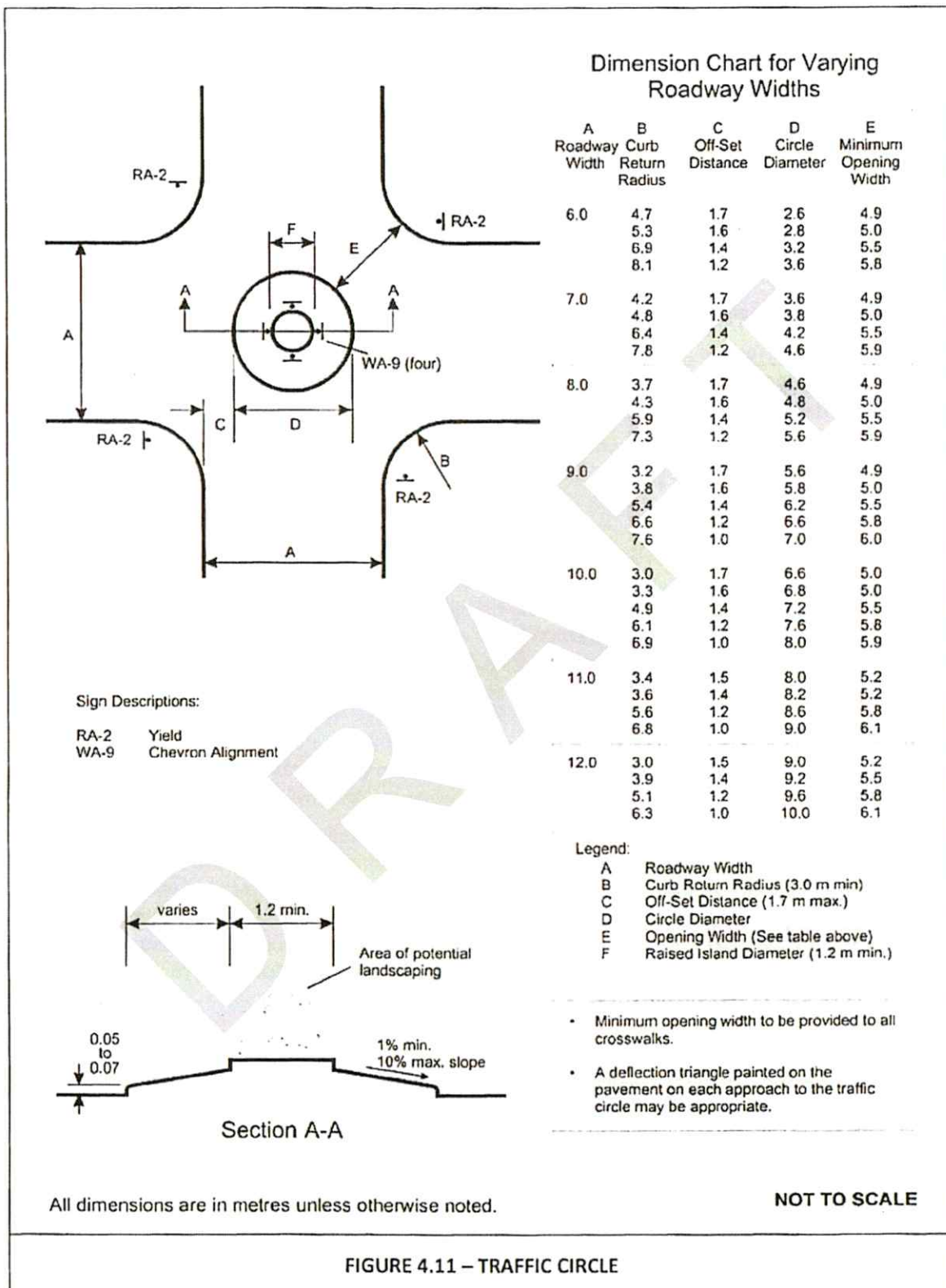
#### D. Pedestrian Treatment Requirements

For mini-roundabouts, pedestrian crosswalks are recommended to be located 6 m upstream of the entrance line to accommodate one vehicle stopped between the crosswalk and the entrance line.

Where a traversable or raised splitter island is used, a walkway, ideally minimum width of 3 m, should be cut through the splitter island instead of ramped. Sidewalk ramps should be provided to connect to the sidewalks at each end of the crosswalk and should be equipped with a detectable warning surface such as raised truncated domes applied to meet accessibility requirements. Where a minimum splitter island width of 1.8 m is available on the approach, a pedestrian refuge should be provided within the splitter island. In cases where the available roadway width may not be sufficient to provide an adequate refuge area, no detectable warnings should be used within the splitter island.

#### E. Bicycle Requirements

For mini-roundabouts, where bicycle lanes are provided on the approach, the full-width bicycle lane should be terminated at least 30 m upstream of the entrance line to alert motorists and bicyclists of the need for bicyclists to merge. An appropriate taper (recommended rate of 7:1) should be provided to narrow the sum of the travel lane and bike lane widths down to the appropriate width necessary to achieve desired motor vehicle speeds on the roundabout approach.



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RCM - Nov 14, 22  
File # 0400-65-AVICC

From: AVICC <[avicc@ubcm.ca](mailto:avicc@ubcm.ca)>

Sent: Monday, November 7, 2022 4:44 PM

To: AVICC <[avicc@ubcm.ca](mailto:avicc@ubcm.ca)>

Subject: Aquaculture Update from DFO - Net Pen Transition Plan Engagement Session- November 25, 2022

*Please forward to elected officials, the CAO and Corporate Officer:*

The Minister of Fisheries and Oceans was mandated to work with the Province of British Columbia and Indigenous communities on a responsible plan to transition from open-net pen salmon farming in coastal British Columbia. As part of the first phase of engagement, a Discussion Framework document was released on July 30 to guide discussions and provide background on the initiative: <https://www.pac.dfo-mpo.gc.ca/consultation/aquaculture/bc-transition-cb/cadre-discussion-framework-eng.html>

Virtual engagement sessions were held with First Nations and stakeholders throughout the summer and explored the various themes of the Framework. A virtual workshop session for local governments was held on September 1st, 2022 to review the draft Framework and discuss questions within the document.

The project is currently in the next phase of engagement which will gather input from various constituencies of interest to develop recommendations for the plan. The plan is scheduled to be finalized for late spring 2023.

A virtual engagement session to review the draft framework and to engage with local governments on the development of a Net Pen Transition Plan for salmon aquaculture in B.C. will be held on **Friday, November 25, 2022 from 9:00 a.m. to 12:00 p.m.** The main topics to be discussed with local governments include collaborative governance, policy and regulation, and licensing. Socio-economic themes will be woven in all of those topics. The Department of Fisheries and Oceans is requesting that the Mayor or Chair of each local government, or their designate, attend this session.

To register for the November 25<sup>th</sup> session, email [DFO.PACAquacultureEngagement-EngagementdelaquaculturePAC.MPO@dfo-mpo.gc.ca](mailto:DFO.PACAquacultureEngagement-EngagementdelaquaculturePAC.MPO@dfo-mpo.gc.ca) and indicate that you would like to attend the local government session on November 25<sup>th</sup>.