CITY OF PORT ALBERNI

POLICY MANUAL

Updated: March 24, 2026

CITY OF PORT ALBERNI - POLICY MANUAL

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TITLE: P6 – ACTING PAY FOR SCHEDULE “B” EMPLOYEES				
EFFECTIVE DATE: Feb 8/88	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

For an employee to be eligible for acting pay when they perform some of the duties of an absent employee of higher classification they must:

a) not, (as part of the class specifications for their normal duties), be required to perform the duties of the superior position they are filling;

b) perform most of the duties of the absent employee;

c) perform the required duties for a substantial length of time, and

1. obtain approval of the City Manager prior to any such appointment.

Employees will be paid for statutory holidays at the rate of pay for the working day immediately preceding the holiday.

POLICY No. 5000-2 | After-Hours Contact for Exempt Fire Department Employees

Approved by: Chief Administrative Officer
Date: June 16, 2025
Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

To ensure that exempt Fire Department employees are available on a rotational basis to respond to after-hours inquiries or issues from on-duty personnel.

2. POLICY STATEMENT

The City of Port Alberni recognizes that there are times when on-duty Fire Department personnel may need clarification, direction, or guidance from exempt Fire Department staff outside of regular hours. This policy outlines a rotational framework for contacting exempt staff during these instances.

3. SCOPE AND APPLICATION

This policy applies to the Fire Chief and Deputy Fire Chief for the City of Port Alberni.

4. DEFINITIONS

Exempt Fire Department Employee: Refers to the Fire Chief and Deputy Fire Chief.

Alternate Exempt Employee: An employee designated to act on behalf of the Fire Chief or Deputy Fire Chief when they are unavailable for the purposes of this policy.

Availability Rotation: A recurring schedule that designates which exempt Fire Department employee will serve as the primary point of contact outside normal working hours.

5. POLICY

Exempt Fire Department employees will adhere to the following guidelines regarding the availability rotation:

- A rotating schedule will be established for exempt Fire Department employees to be available outside of regular business hours, typically on a weekly basis.
- The staff member designated in the schedule will serve as the first point of contact for questions, administrative assistance, or other support needs from on-duty personnel.
- The designated staff member is required to remain reasonably accessible by phone, text, or other predetermined communication method during their assigned period.
- If the designated staff member becomes unavailable, it is their responsibility to contact another exempt employee to coordinate coverage. If no exempt Fire Department employees are available, the Chief Administrative Officer [CAO], or their designate must be notified.
- The schedule will be set and maintained by the Fire Chief or their designate.

6. AUTHORITY TO ACT

The Fire Chief is responsible for maintenance and oversight of the availability rotation schedule and has the authority to make adjustments as necessary to ensure effective operations.

7. REVIEW PROCEDURES

This policy will be reviewed bi-annually or as necessary to ensure it continues to meet the operational requirements of the Fire department.

Mike Fox
Chief Administrative Officer

TITLE: ANIMAL CONTROL – DANGEROUS (VICIOUS) DOG POLICY				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 6

1. Preamble

Procedure and Policy to investigate and determine whether a dog should be designated as a "Dangerous (Vicious) Dog" under the City of Port Alberni *Animal Control and Pound Bylaw, No 4593* and /or Section 49 of the *Community Charter*.

2. Policy Objective

Use the following guidelines when investigating complaints involving a dog that attacks or bites a person/other animal. Dogs that endanger, charge and/or nearly attack/bite a person/other animal can also be designated as a Dangerous (Vicious) Dog if the owner has received prior notice of their dog's propensity, tendency or disposition to attack. The policy is not meant to apply to Police Dogs in the course of their duties.

3. Definitions

"ANIMAL CONTROL OFFICER" means any person appointed by City Council as an animal control officer or bylaw enforcement officer, and includes a peace officer and the Poundkeeper;

"BYLAW" means City of Port Alberni "*Animal Control and Pound Bylaw, No. 4593*".

"DANGEROUS (VICIOUS) DOG" means:

(a) a dog which, according to the records of the City or the Poundkeeper, has killed or injured an animal or a human, or which has, without provocation, aggressively chased or threatened a human, or

(b) a dog which, to the knowledge of its owner, has killed or injured an animal or human or which has, without provocation, aggressively chased or threatened a human, or

(c) a dog specifically bred for fighting or training purposes, or

(d) a dog with a known tendency, propensity or disposition to attack animals or humans without provocation.

"DANGEROUS (VICIOUS) DOG SIGN" as per the *Animal Control and Pound Bylaw*

"OFF LEASH AREA" means those areas as designated and signed by the City as an off leash area where dogs may be at large.

"POUNDKEEPER" means any person appointed by the City as the Poundkeeper or any contractor who has entered into an agreement with the City to assume the responsibilities of the Poundkeeper pursuant to this Bylaw, and includes the deputy, assistants, and employees of the Poundkeeper.

4. Policy

Some dog bite/attack complaints may result in an immediate voluntary surrender of the dog for euthanization. It is not necessary to designate these dogs as Dangerous (Vicious) as long as the City of Port Alberni or Poundkeeper has physical and lawful possession of the dog. The owner of the dog shall be presented a copy of the dangerous dog policy and made aware of the voluntary surrender provisions as per paragraph I.

A. Create a New File and Assign Number

- Obtain basic details from the Victim/Complainant – direct them to write out a statement
- Prepare file for Animal Control Officer to commence investigation

B. Interview Victim/Complainant and Gather Evidence

- If necessary, visit the Victim/Complainant.
- Take/obtain photographs of injuries sustained by Victim/Complainant or Victim/Complainants animal as soon as possible, emailed photographs are acceptable. Document who took the photographs, when and where they were taken. Identify who / what is being shown in the photographs. The Animal Control Officer must initial the photographs and date-stamp them when received. Email showing a date is acceptable.
- Pickup/obtain a written statement from the Victim/Complainant; email statements are acceptable if Victim/Complainant provides their name, residential address and phone number (all Victim/Complainants must provide a written statement) In some circumstances it may be necessary to obtain a dictated statement from the Victim/Complainant.
- Ask open ended questions, get all the details, thoroughly understand and clarify what took place from the Victim/Complainants point of view.
- What was the Victim/Complainant doing at the time of the attack?
- Ensure time/date/exact location is identified.
- Were there other witnesses? If so, interview other witnesses and obtain Witness statements if possible.
- Get copy of vet bills/medical report from the Victim/Complainant (if willing to provide).

C. Check Records

- Check computer records and files for history about the dog and its owner. If the dog has come from another area or had previous owners, check records again and contact other Animal Control agencies and make appropriate enquiries.

D. Identify and Interview Subject of Complaint and Gather Evidence

- If the Subject of Complaint is identified, make an appointment to meet with/visit the Subject of Complaint.
- Use PPE (Personal Protective Equipment).
- Is the dog licensed? Who owns the dog?
- Who had care and control of the dog at the time of incident?
- Was the dog leashed? Was it tied and/or unattended? Did the incident occur in a designated Off Leash Area?

- Did incident occur on the owner's residence or property?
- Did the incident occur on private property other than the dog owner's own private property?
- Question the Subject of Complaint about the incident, get their version of events, use open ended questions.
- If the Subject of Complaint is not the owner of the dog, it may also be necessary to meet with the dog owner and meet the dog(s)
- Does the Subject of Complaint, or the dog owner, admit to any other aggression/biting incidents regarding the dog?
- Determine whether a bylaw violation took place in the course of the incident.
- Ask the Subject of Complaint and/or dog owner "What will neighbours tell me about the dog?"

E. Interview Subject of Complaint or Dog Owners Neighbours

- If necessary, find out what neighbours know about the dog and its owner; have neighbours witnessed behavior that causes them concern?
- Do neighbours have knowledge of the dog chasing/biting anyone?

F. Analyze the Circumstance of the Incident

- Why did the dog come into contact with the Victim/Complainant? (open gate/door, no leash, owner lack of attention, - describe circumstances)
- Did the owner intentionally or unintentionally allow the dog to be in circumstances that permitted the attack/bite to take place?
- Did the Victim/Complainant have their own dog with them at the time of the attack?
- At the time of the incident was the dog attempting to prevent a person from committing an unlawful act?
- Is there evidence that the dog is owned for the purpose of dog fighting?
- Was the dog purposefully provoked, teased or tormented, protecting itself?
- Was the dog responding to pain or injury?
- Was the dog protecting its offspring or its owner's personal property?
- Did the incident result over; a toy, territory, food, rough play?
- Did the Victim/Complainant recognize warnings (body language) from the dog?
- Did the dog leap up and bite or attempt to bite a person on their neck or face?
- Was the dog in heat or responding to a dog in heat?
- Are the Victim/Complainants injuries consistent with a dog bite?
- If there was no injury to the Victim/Complainant, determine and explain, why not. Did the Victim/Complainant use an item as a shield to ward off the dog? Was the Victim/Complainant just fortunate in managing to avoid a bite or did their clothing take the brunt of the attack?
- Consider the seriousness of the injuries: Minor / Moderate / Severe / Death.
- Consider the type(s) of injuries: bruising, swelling, scrape, cut, puncture(s), broken bones, disfiguring lacerations, multiple injury sites, paralysis, death.
- Do injuries suggest accidental contact or motivated wounds?

G. Decide if Action is Warranted

There are two key questions that the Animal Control Officer's investigation must satisfactorily answer:

a) Did an attack/bite occur? (always consider accidental tooth contact with Victim/Complainant)
b) Did the Victim/Complainant purposely or overtly provoke the dog thereby causing the attack?

If the answer is "Yes" to #1 and "No" to #2 an Animal Control Officer can lawfully make a Dangerous (Vicious) Dog Designation as per bylaw regulations.

After analyzing the contributing factors of the incident an Animal Control Officer must determine if any enforcement action is required. The options may vary, from no action whatsoever, to seizing the dog under section 49 of the *Community Charter* and seeking a Destruction Order through the BC Courts. Most incidents do result in either a Dangerous (Vicious) Dog Caution (DDC) or a Dangerous (Vicious) Dog Designation (DDD) with or without a time limit. A Municipal Ticket should always be issued in incidents where a violation of a Bylaw regulation clearly occurred (usually "Dog in public place without restraint" or "Animal on private land without consent"). Consider issuing a ticket for the act of attacking or biting, if available.

If the incident was serious or if the victim is a child the dog MUST be designated Dangerous (Vicious).

Judgement is required when a dog attacks or bites a person or another animal and the nature of the incident is less serious. A dog that nips another dog and leaves a very small puncture wound to an ear would not likely be designated Dangerous (Vicious). A dog that bites a passerby and leaves a bruise to the back of the Victim/Complainants leg might be designated Dangerous (Vicious) depending on the circumstances.

Whether or not to designate a dog Dangerous (Vicious) often depends on the answers to the following questions:

a) Is the dog too great a safety risk to citizens for it not to be designated Dangerous (Vicious)?
b) What is the likelihood for another incident to occur?

Consider past and current circumstances and the owner's ability/attitude to adequately respond to the issue. In actual practice it is expected that Animal Control Officer will use discretion in the enforcement of this regulation just like all the other regulations in the *Animal Control and Pound Bylaw*.

If appropriate (meaning: the owner is a responsible person who understands the seriousness of the matter and is sincerely going to take steps to prevent other incidents through training, fencing, relocation of mailbox, etc.) designate the dog Dangerous (Vicious) subject to signage, leash and muzzle requirements in the *Animal Control and Pound Bylaw*.

Decisions must consider the seriousness of the attack, whether a person (adult/child) or a companion animal was the Victim/Complainant, the age of the Dangerous (Vicious) Dog, the apparent motivation for the attack, whether or not the dog is altered, the degree of concern/responsibility exhibited by the owner, the physical barriers in place to prevent another incident, previous history and other factors.

H. Serve the Dangerous Dog Designation Form to the Subject of Complaint

Complete the Dangerous (Vicious) Dog Designation form (original copy for the file) and deliver copy to the Subject of Complaint dog owner. Go over the form with the Subject of Complaint and ensure they fully understand their additional responsibilities and consequences for non-compliance. If the Subject of Complaint has a fixed residence a Dangerous (Vicious) Dog sign must be posted by the Subject of Complaint within 48 hours. Shortly after the 48 hours has passed an Animal Control Officer must attend at the Subject of Complaints residence to ensure the signage has been posted as required by the *Animal Control and Pound Bylaw, No. 4593*. Enforce if required ($50 per day Municipal Ticket for non-compliance). No exceptions, signage requirements must be strictly enforced.

Inform the Poundkeeper of the change in the dog's status to ensure the database reflects the dog is now designated Dangerous (Vicious).

I. Discuss Voluntary Surrender for Destruction

If the circumstances of the incident and/or history of aggression and/or lack of responsible ownership is a major concern the Animal Control Officer should consider approaching the dog owner to discuss the possibility of surrendering the dog for euthanization. Factors to consider: viciousness of the current attack; history of biting; the owner does not accept responsibility for dog's actions; the Victim/Complainant was a child; the Victim/Complainant was bitten on the face/head/neck; it was a prolonged attack; the dog disengaged and then attacked again; the dog attacked and bit multiple Victim/Complainants; the attack took place at a location other than the Subject of Complaints residence; the Victim/Complainants dog was killed during the attack or died subsequently as a result of its injuries.

Depending on circumstances the Animal Control Officer may negotiate special services to ensure the surrender of the dog ie: pay for euthanization and cremation of the dog or any other thing within reason and the capabilities of the Animal Control Officer.

J. Impoundment of a Dangerous (Vicious) Dog as per Bylaw

Persons who have a dog that has been designated Dangerous (Vicious) who do not follow leash and muzzle requirements may have their dog impounded. Animal Control Officers should not hesitate to use this authority in circumstances where they find anyone in violation of leash and muzzle requirements. Persons who do not claim their Dangerous (Vicious) Dog after 4 days risk having their dog euthanized because the Bylaw does not permit dogs that have been designated Dangerous (Vicious) to be sold or given away. Unclaimed Dangerous (Vicious) Dogs will be euthanized.

K. Seizure of a Dangerous (Vicious) Dog (under *Community Charter* Section 49)

The Animal Control Officer must advise the dog owner that the dog is being seized under section 49 of the *Community Charter* and will be held for 21 days. If the owner surrenders the dog, the dog should be secured and transported to the Pound without delay. The City then has 21 days to commence legal proceedings to seek the court ordered euthanization of the dog. If the owner refuses to comply the Animal Control Officer will advise and consult with a Supervisor. If instructed to do so an Animal Control Officer will obtain a warrant and execute the warrant with the assistance of Police and seize the dog.

If a dog is seized per Section 49 of the *Community Charter* the incident must be reported to the City for authorization to proceed to a Destruction Hearing through the BC Courts.

TITLE: ANIMAL CONTROL - SELF DEFENSE AND USE OF FORCE POLICY				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 4

1. Preamble

The City of Port Alberni recognizes that the safety of its employees and others in the community is of paramount importance and that the actions of Bylaw Enforcement Officers must be judged on this basis as relates to animal control.

2. Legal Authorization for Use of Force:

Subsection 25(3) of the *Criminal Code* authorizes a Bylaw Enforcement Officer to use force only if:

a) he is in lawful execution of his duties; and,
b) believes on reasonable and probable grounds that it is necessary for self-preservation or the preservation of anyone under the Bylaw Enforcement Officer's protection from death or grievous bodily harm from animals.

3. Justification for the Use of Force:

When a Bylaw Enforcement Officer uses any force option in the execution of his duties, he does so only to:

a) protect himself or others from physical harm from animals

Any force option used by a Bylaw Enforcement Officer to control an animal must be reasonable and justifiable.

Determination of reasonableness of a Bylaw Enforcement Officer's use of force will be based on whether their actions are objectively reasonable in the light of facts and circumstances perceived by the Bylaw Enforcement Officer at the time of the use of force incident, and whether that Officer was acting in good faith.

Factors that may be used to determine the reasonableness of a force option selection include, but are not limited to:

a) Environmental Factors
b) friendly/hostile territory
c) availability of cover

If a Bylaw Enforcement Officer's use of force is found to be unreasonable and unjustifiable, then the Bylaw Enforcement Officer may be held criminally, civilly, and/or internally liable for his/her actions.

4. Authorized Force Options:

a) Disengagement
A Bylaw Enforcement Officer's first option, prior to engaging in any kind of physical use of force, if appropriate and reasonable, is to disengage.

5. Intermediate Defensive Tools

When in uniform, all Bylaw Enforcement Officers working in the field must carry the following defensive tools at all times:

i) Oleoresin Capsicum Spray
ii) Expandable Tactical Baton

6. Oleoresin Capsicum (O.C.) Aerosols

a) Bylaw Enforcement Officers shall only carry and use those oleoresin capsicum units, which are issued by the City of Port Alberni.

b) Oleoresin capsicum aerosols issued by the City of Port Alberni must be safe for use on animals.

c) Oleoresin capsicum aerosol units, which are issued by the City of Port Alberni, are prohibited from being carried by Bylaw Enforcement Officers while off duty.

d) If a Bylaw Enforcement Officer uses a oleoresin capsicum aerosol unit on an animal, the Bylaw Enforcement Officer should make every effort, when appropriate and reasonable, to do the following:

i) Take steps to further control the animal if necessary;
ii) Advise the owner of the animal that is has been sprayed with oleoresin capsicum and that the effects are only short term and non-life threatening. If the owner or person in charge of the animal is not available, post a notice where the owner is most likely to see the notice;
iii) If possible monitor the animal to ensure its safety; and,
iv) If the animal is impounded, ensure that it is decontaminated as soon as possible.

7. Expandable Baton

a) The impact defensive tool currently authorized by the City of Port Alberni for Bylaw Enforcement Officers use is the 21" and 26" A.S.P. Expandable Baton. The Expandable Baton must be carried in the provided holster when not in use. This is subject to change as new impact defensive tools are developed and adopted for use by the City of Port Alberni.

b) All other impact defensive tools, other than those issued by the City of Port Alberni, are prohibited from being carried by officers while on duty.

c) Expandable Batons issued by the City of Port Alberni are prohibited from being carried by Bylaw Enforcement Officers while off duty.

d) The expandable baton can be used as a Bite Stick when confronted by aggressive animals.

8. Reporting Use of Force

When any impact weapon or oleoresin capsicum aerosol is used on an animal an incident report must be completed and submitted to the supervisor as soon as practicable.

9. Training

All uniformed Officers authorized to carry defensive tools will be certified in Oleoresin Capsicum Spray and Expandable Batons.

The training prescribed in paragraph one will be renewed as required. The current standard for Force Options and Defensive Tool re-certification is every 1-3 years.

10. Protective Equipment

All uniformed Officers authorized to carry defensive tools will be issued protective footwear and slash gloves.

Uniformed Officers working in the field are required to carry a phone, radio or similar communications device.

IMPORTANT

Notice to Resident / Occupant

_____

(address)

A City of Port Alberni Bylaw Enforcement Officer attended at your residence to investigate a complaint, regarding;

_____ but, you were not home.

While at your property the Officer discharged dog repellent/pepper spray to defend him/herself from being bitten/attacked by a dog, described as:

_____

Regrettably, this dog has been contaminated with Oleoresin Capsicum, an irritant that can cause severe, temporary, discomfort to humans and animals and can be transferred to anyone who comes in contact with this dog.

IMPORTANT: Keep children away from this dog prior to decontamination.

To decontaminate, thoroughly wash the entire dog with ample amounts of cool fresh water for 15 to 20 minutes. Do not touch your eyes, nose, mouth or open wounds if you have had contact with this dog prior to decontamination. If you become contaminated, wash affected areas with ample amounts of cool fresh water for 15 to 20 minutes. See a doctor immediately if symptoms persist or if you have difficulty breathing.

Officer called at _____ (hr.) this _____ day of _____, 20 _____

Officer's name _____

Phone No. **250 720-2831**

POLICY No. 8000-2 | ANTI-VIRUS SOFTWARE

Approved: January 6, 2026
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

This policy defines the requirements for ensuring that all systems used by the City of Port Alberni are protected against viruses and malicious software. The goal is to protect the integrity, confidentiality, and availability of the City's networks and data by ensuring that anti-virus software is installed, updated, and managed effectively.

2. POLICY STATEMENT

It is the policy of the City of Port Alberni that all systems commonly affected by viruses, including servers, workstations, and laptops connected to the City's networks, must be equipped with anti-virus software that meets the standards defined by the Information Technology (IT) Department. All such systems must comply with the terms of this policy, and no system may be exempt unless explicitly approved by the Director of Corporate Services and the Manager of Information Technology in writing.

3. SCOPE AND APPLICATION

This policy applies to all employees, contractors, and other individuals who use or manage any systems connected to the City of Port Alberni's network, including those managed by third parties. This includes all workstations, servers, laptops, and any other devices that are susceptible to virus and malware attacks.

4. DEFINITIONS

Anti-virus Software: A software application designed to detect, remove, and protect against viruses, worms, spyware, Trojans, and other types of malicious software.

Malware: Any malicious software that is designed to exploit any vulnerability in a system, including viruses, worms, Trojans, spyware, and rootkits.

5. POLICY

5.1 Software Configuration

All applicable systems must have anti-virus software approved by the IT Department. The software must meet the following requirements:

- Ability to detect, remove, and protect against a variety of malicious software, including viruses, Trojans, worms, spyware, adware, and rootkits.
- Protection against phishing attacks through automated mechanisms.
- Automatic updates and periodic scans.
- Real-time and active scanning.

- Logging of events, which must be routed to a central logging system.

End users must not have the ability to disable or configure the anti-virus software unless specifically authorized by the IT Department for a limited time period.

5.2 Signature Updates and Scanning

Anti-virus software must automatically update virus definitions and scan engines on a scheduled basis.

Systems must perform automatic scans of removable media upon insertion or connection.

Anti-virus software must perform real-time or active scans to detect threats immediately.

5.3 Software Logging

Anti-virus software must generate alerts to the IT Department in real time upon detecting a virus or other threats.

Alerts and logs must be sent to a centralized logging solution.

The IT Department will act according to the City's Incident Response Policy in the event of a virus detection.

Logs will be retained in accordance with the City's Data Retention and Disposal Policy.

6. AUTHORITY TO ACT

The IT Department is responsible for enforcing this policy, including installation, configuration, updates, and monitoring of anti-virus software on all applicable systems.

7. REVIEW PROCEDURES

This policy will be reviewed periodically by the IT Department to ensure its effectiveness and compliance with evolving security standards. Any changes to the policy will be presented to the Administration for approval.

M. Fox
CAO

S. Darling
Director of Corporate Services

TITLE: P5 – APPRENTICESHIP TRAINING				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: June 22/90	PAGE 1 OF 1

The following living expenses will be paid for employees attending school as part of their city sponsored apprenticeship program (2005 rates):

- ***Accommodation*** – Utilizing the BC Accommodation Guide, the least expensive hotel/motel including cooking facilities.

- ***Transportation*** – When the employee is required to attend school off Vancouver Island, -100.00 per week will be provided to cover ferry costs to return home each weekend.

- ***Incidental Expenses*** - -50.00 a week will be provided to cover any incidentals.

Expenses not covered include meals and mileage.

These expenses are in addition to covering costs associated with the program including tuition, application fee, and books. The expense monies will be paid in addition to the employee's regular wage.

POLICY No. 3000-1 | ASSET MANAGEMENT POLICY

Approved: June 27, 2022
Resolution No.: R22-149
Date of Last Review:

CITY OF PORT ALBERNI

1) PURPOSE

The City of Port Alberni will adopt and apply recognized asset management practices in support of delivering services to its customers. Funds must be committed for proper management, maintenance and refurbishment throughout the lifecycle of the municipal infrastructure. In order to attain the goal of Asset Management, administration shall ensure principles in this Policy and those as outlined in *Appendix 'A' Asset Management Framework* are applied within any implemented Asset Management system.

2) SCOPE

The goal of Asset Management is to meet a desired level of service for present and future citizens in an optimized way. This is achieved through the deliberate planning, creation, acquisition, maintenance, operation, rehabilitation and disposal of assets. The policy applies to all assets (existing or new future assets) managed and operated by the City of Port Alberni.

3) RESPONSIBILITIES

Departments within the City of Port Alberni that manage asset systems in the ultimate delivery of services to residents and businesses, are subject to the Asset Management Policy and framework. All administration involved in the asset life cycle are to ensure principles in this policy are applied within any implemented Asset Management system.

4) PRINCIPLES

Strategic and Forward Looking

The City will make appropriate decisions and provisions to better enable its assets to meet future challenges, including changing demographics and populations, customer expectations, legislative requirements and technological and environment factors.

Long-Term Sustainability

The City believes that services and infrastructure assets should be socio-culturally, environmentally, and economically sustainable over the long term. The City will make appropriate long-term decisions and provisions to better enable our assets to meet the challenges of customer expectations, legislative requirements, climate change impacts, and future generations.

Holistic

The City will take a comprehensive approach to investment planning and decision making that looks at the "big picture" and considers the combined impact of the entire asset life cycle. The City will consider all assets in a service context and take account of interrelationships between different assets to avoid optimizing individual assets in isolation.

Documents and Knowledge Sharing

The City will encourage the sharing of information and knowledge between departments to support the improvement of asset management efforts across services.

Customer Service Focused

The City will clearly define Level of Service objectives focused on customer expectations, regulatory requirements, and service delivery.

Risk-Based

The City will manage the risk associated with attaining agreed levels of service by focusing resources, expenditures, and priorities based upon risk assessments and the corresponding cost/benefit recognizing that public safety is the priority.

Balanced Decision-Making

The City will make decisions based on balancing service, risk and whole-life costs associated with managing those assets through their entire life cycle. The City will also develop and maintain appropriate plans for infrastructure renewal, for the purchase or construction of new infrastructure and the decommissioning of redundant infrastructure.

Systematic framework

The City will adopt a formal, consistent, and repeatable approach to the management of its assets that will ensure services are provided in the most effective manner. The City will utilize the framework developed and improve on this framework as development of the asset management system progresses.

Innovation and Continual Improvement

The City will continually improve its assets management approach, by driving innovation in the development of tools, techniques and solutions.

Attachments: Appendix 'A' Asset Management Framework

X _____
Andrew McGifford
Director of Finance

X _____
DANIELLE LEUREBOURG
DIRECTOR OF CORPORATE SERVICES

CITY OF PORT ALBERNI

APPENDIX 'A'
ASSET MANAGEMENT FRAMEWORK

OBJECTIVES

The City of Port Alberni will adopt and apply recognized asset management practices in support of delivering services to its customers. The framework will provide guidance on the management and replacement of Tangible Capital Infrastructure Assets and guide the City's infrastructure funding and management of its existing and growing Asset base through the next 30 years. The primary intended outcome of this framework is to inform the development of future capital and operating budgets while meeting strategic corporate objectives in delivering municipal infrastructure services.

The overall goals of this Framework are:

1. To ensure the highest and best use is made of City-owned assets to accommodate existing and future needs;
2. To provide leadership in sustainable municipal infrastructure servicing;
3. To protect public health, safety and the environment;
4. To provide quality local government services that are valued by users, without duplicating services that are available through other public or private providers, unless doing so is in the public's interest;
5. To ensure that the lowest lifecycle cost of an Asset is achieved while maintaining agreed levels of service and an acceptable risk exposure level as further described in Appendix A;
6. To deliver municipal infrastructure services in a fiscally responsible manner;
7. To utilize a corporate perspective on Asset Management.

DEFINITIONS

Aggregation – The grouping of like individual Assets collectively, that individually that have a lower value than the Capitalization Threshold.

Asset Class – A specific type of Asset within an asset group (e.g. water main, sewer lift station, local road etc.).

Asset Group – A functional group of Assets (e.g. water, sanitary, roads etc.)

Capitalization – The amortization of the gross book value of a TCA over its economic lifespan.

Capitalization Threshold – The minimum value of a TCA or pool of TCAs to be capitalized.

Gross Book Value (Historic Cost) – The total cost of acquiring a TCA, nominal cost for the year acquired.

Level of Service – A qualitative and quantitative measure of how well an Asset group performs at its intended function.

Natural Capital Assets – The region's stock of natural occurring features and ecosystems that provide flows of goods and services, providing inputs to human made Assets and allowing outputs from human made Assets, and include soil, air, water, flora and fauna that make up our environment.

Replacement Value / Cost - refers to the amount that the City would have to pay to replace an Asset at the present time, according to its current worth

Segmentation – breaking an Asset group into smaller component Assets with different lifespans (for instance, a pump station has concrete, piping, pumps, electrical and instrumentation components all with different lifespans).

APPENDIX 'A'
ASSET MANAGEMENT FRAMEWORK

Tangible Capital Asset (TCA) – non-financial Assets having physical substance that:

i. are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital Assets;
ii. have useful economic lives extending beyond an accounting period;
iii. are to be used on a continuing basis; and
iv. are not for sale in the ordinary course of operations.

GUIDING PRINCIPLES

Strategic and Forward Looking - make informed decisions and provisions to enable assets to meet future demands.

Long-Term Sustainability - make long-term decisions that enable assets to meet socio-cultural, environmental and economic goals.

Holistic - "big picture" view of the asset lifecycles that considers the interrelationship between different assets.

Document and Knowledge Sharing - collaborative information sharing between departments.

Resident Service Focused - clearly define levels of service objectives focused on resident expectations, regulatory requirements and service delivery.

Risk-Based - manage risk with focus on public safety by focusing resources, expenditures and priorities based up on risk assessments and cost/benefit ratio.

Balanced Decision-Making - balance service, risk and whole-life costs associated with managing assets through their entire lifecycle.

Systematic - adopt a formal, consistent and repeatable approach to manage the assets.

Innovation and Continual Improvement - continual improvement, driving innovation in development of tools, techniques and solutions.

FRAMEWORK:

1. The following Asset Groups are covered by the Policy & Framework:
   - Buildings
   - Machinery & Equipment
   - Museum Artifacts & Heritage Assets
   - Land Improvements
   - Roadway & Storm Systems
   - Sewer Systems
   - Water Systems

2. Fleet and Heavy Equipment will be included in Machinery and Equipment and may receive different treatment in future asset management framework revisions. All Asset groups should use this use this framework as a Guideline.

3. Asset Management Plans will be prepared for each service department, except where they may be logically integrated, such as bridges and streetlights being included with roads; fleet and heavy equipment also being treated as an asset group.

4. The following key information elements and generalized goals of Asset Management must be addressed by plans for all Asset Groups:

APPENDIX 'A'
ASSET MANAGEMENT FRAMEWORK

INFORMATION ELEMENT	GOAL
Inventory *(What assets does the City have?)*	Collect and centralize information and share knowledge on Assets.
Value *(What are assets worth?)*	Account for historic and replacement value of Assets.
Condition *(What condition are assets in and what is the remaining service life?)*	Maintain system reliability and integrity.
Level of Service *(What is the level of service expectation and what needs to be done?)*	Monitor the efficacy and quality of service delivery to find balance between service levels and the associated costs.
Costs and Risks *(How much will it cost and what is the acceptable level of risk?)*	Minimize life cycle costs.
Timing and Priorities *(When will the City need to replace an Asset?)*	Coordinate Asset replacement with other City needs.
Funding *(How do you ensure long-term affordability?)*	Develop sufficient budget to meet infrastructure needs for existing and future residents.

5. Dedicated staff members should be identified in each department who will be responsible for assisting/championing implementation of this framework and ongoing Asset management development and to coordinate general Asset management responsibilities in the respective departments.

6. Training and development will be provided in asset management theory, principles and practice for all dedicated staff members under this Policy & Framework.

7. Asset inventory information shall be digitally stored and centralized in an appropriate database and be accessible inter-departmentally.

8. Wherever and whenever possible, the Asset shall be recorded in the City's GIS database. The GIS database is considered the source of truth on all assets as this data will flow through to the Asset Management software.

9. The Tangible Capital Asset (TCA) Capitalization Threshold for Assets subject to this Policy is set at $10,000. This means Assets or pools of Assets with Gross Book Value exceeding the Capitalization Threshold must have their value recorded, amortized and assessed according to this Policy & Framework.

10. All Assets contained in the GIS database shall be cross-referenced with the Tangible Capital Asset ledger maintained by the Finance department.

11. All Asset Classes are to have calculated replacement values that are reconciled with valuations provided in the Tangible Capital Asset ledger by the Finance department.

12. Asset Groups may have replacement values that are derived by a valuation system that is generic to the Asset Group of similar attributes and condition without the need for physical inspection (for example, sewer pipe of a similar type and of a similar age may be valuated generically using a replacement value formula based on the material and its age).

13. Assets will be valued using the Replacement Value/Cost. Where Replacement Value/ Cost is used, an appreciation factor over time must be considered or the Asset periodically revalued to account for cost increases over time.

14. Level of service performance indicators will be developed for each Asset Group, to effectively describe how well an Asset performs its intended function. At minimum, any level of service indicator must conform to relevant legislation.

15. Levels of service indicators will be compared against similar benchmarking data from other municipalities to determine the City's performance in various categories over time.

16. Level of service indicators should be determined for the following categories for each Asset Group (unless robust data is not available):

    a. Safety;
    b. Reliability;
    c. Availability & Accessibility;
    d. Responsiveness & Resident Service;
    e. Value for Money;
    f. Effectiveness & Functionality; and
    g. Sustainability.

17. Performance indicators should be developed according to the following principles:

    h. Linking performance to goals;
    i. Relating performance to key issues identified in discussions with City;
    j. Be readily measurable and/or calculable;
    k. Are easily understood and of relevance;
    l. Provide a gauge to regulatory compliance; and
    m. Use benchmarks that are readily comparable.

18. At a minimum, performance indicators should address the following four categories:

    n. Maintain system reliability and integrity;
    o. Minimize life cycle costs;
    p. Protect public health, safety and the environment; and
    q. Provide resident satisfaction at fair, competitive rates.

APPENDIX 'A'
ASSET MANAGEMENT FRAMEWORK

19. Where possible, Asset condition will be assessed from records and physical inspections, to determine an approximate 'design lifespan' for the Asset.

20. The probability and consequence of failure should then be rated using a 5-point scale and then these numbers multiplied to assess criticality. The following matrix can be used and modified for this purpose:

		Probability				
		1	2	3	4	5
Consequence	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Criticality	Action
< 3	None
4 – 8	Run to fail, replace if funds available
9 – 15	Schedule for replacement in 5 – 10 years
16 – 20	Immediate planned replacement
25	Emergency Replacement

21. Asset replacement on a pre-determined schedule according to the remaining service life, regardless of condition may prevent the City from gaining the maximum value out of its existing Assets, as Assets often exceed the design lifespan. A criticality analysis should be conducted to assist in determining whether to replace a given Asset, regardless of design lifespan. This is determined by using a qualitative assessment of both probability of Asset failure based on age and the consequence of the Asset failing based on any relevant factors. The following matrix can be used and modified as needed for this purpose:

Rating	1	2	3	4	5
Consequence	Minimal	Moderate	Significant	Severe	Catastrophic
Property / Environmental Damage	Asset Only	< = $10,000	< = $50,000	< = $500,000	> $500,000
Risk of Injury / Loss of Life	None	None	Remote	Possible	Certain
Service Interruptions	< 1% of system	< 5% of system	< 10% of system	< 50% of system	> 50% of system
Traffic Disruption	Localized	Neighbourhood	City Wide	Regional	Multiple Major
Asset Replacement Cost	$10,000	$50,000	$500,000	$5,000,000	Indeterminate

APPENDIX 'A'
ASSET MANAGEMENT FRAMEWORK

Probability of Failure in 5 Years	Remote	Unlikely	Moderate	Probable	Imminent
Remaining Service Life	More than 50% of remaining lifespan	More than 10% of remaining lifespan	Less than 10% of remaining lifespan	Exceeded by more than 10%	Exceeded by more than 25%

22. The City should use future condition assessment programs and risk and probability assessments to more precisely identify where capital expenditures can be deferred without significant risk of failure where consequences are not tolerable.

23. The City should determine and conduct sufficient levels of inspection and maintenance to identify which assets are suitable for deferral of replacement or rehabilitation. The preferred methods of inspection are:

    r. Targeted sampling and destructive testing;
    s. Video inspection for sanitary and storm sewers;
    t. Pavement condition assessment;
    u. Detailed physical assessment and equipment itemization for facilities; and
    v. Continued physical visual dyke inspections.

24. Once Asset or Asset Group value, condition and risk - probability of failure have been identified, then a replacement plan and schedule for that Asset or Asset Group shall be developed. Prioritization of Asset replacement will utilize cost – benefit analyses to determine the most cost-effective approaches to infrastructure renewal, as well as identifying where cost savings are possible with preventative maintenance work.

25. The review and consideration under this Policy & Framework of any Capital Assets or Natural Capital Assets shall consider and integrate climate change mitigation and adaptation information as it becomes available into any Asset Management decision making.

26. The review and consideration under this Policy of any Natural Capital Assets and environmental functions related to them, shall consider the regulatory requirements and limitations associated with the operation and maintenance of the Natural Capital Asset, particularly with respect to the limitations of habitat management and naturally occurring storm water/riparian systems.

27. All proposed Capital Projects, whether for new assets, asset replacements or renewals, are required to complete the Business Case Analysis to determine if a full Business Case is required.

28. Relevant departments managing Assets are to ensure that newly contributed Assets though new development, subdivision and capital construction projects are annually added to the inventory of Assets. For each new asset, a Capital Project Closure Certificate will need to be completed so it can be added to the TCA and GIS data base.

29. An Asset or Asset Group replacement plan and schedule, including asset disposal costs, shall be coordinated with the City's 5-Year Financial Plan, and any other long-term financial plans or strategies.

BACKGROUND

The City's infrastructure Assets include water, sewer and storm water distribution, collection and treatment systems, roads, sidewalks, streetlights, bridges, drainage, diking and flood protection structures, parks, buildings and facilities and trails. These Assets provide the basic functionality of the City. Municipal infrastructure assets generally have a long lifespan and need to be managed over their lifespans in order to achieve sustainable funding levels while meeting required service levels. This is the essence of Asset Management in the municipal context.

The City is in the process of creating plans on how to develop a common platform for managing infrastructure data, all Departments will benefit from increased data sharing and accessibility. An assessment of Asset data within the City shows the following gaps:

w. Asset inventories range from very detailed (e.g. water, sanitary) to almost no information on individual assets (e.g. storm water, parks, streetlights, sidewalks, signs), depending on the Asset Group;
x. The existing TCA ledger contains substantially less than the estimated historic value of the City's Assets;
y. Asset physical condition documentation is not well-understood on a widespread basis, and a historical record of Asset condition is not available in most cases. Age and material provide the current basis for determining Asset condition, but this is an approximation and can only be used as a guideline for determining Asset replacement needs;
z. Performance Indicators where available suggest the City is currently providing adequate levels of service and meets minimum service requirements in most areas; and
aa. Most infrastructure replacement funding indicators were below national benchmark rates.

Reassessment of these gaps should be completed once Asset Management plans and GIS strategies have been implemented to review progress on identified Asset data gaps.

APPENDIX 'A'
ASSET MANAGEMENT FRAMEWORK

REVIEW: Review of the framework is to be completed on an annual basis and improvements made and approved by the Strategic Asset Management Committee. Asset Management Plans should be reviewed and revised as required every 3-5 years by the committee and department heads responsible for the plans.

RESPONSIBILITY Departments: Own and Manage Assets within their respective Asset Management Plans

bb. Public Works Department
Engineering Department
Parks, Recreation and Heritage Department
Fire Department

Supporting Departments: active involvement in Asset Management Program and members of Strategic Asset Management Committee.

cc. Information Technology Department
Finance Department
City Council: Set Policy and Approve Asset Management Plans

POLICY No. 3009-4 | Asset Retirement Obligations

Approved: February 12, 2024

Resolution No: R24-71

Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

The objective of this Policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end of life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

2. POLICY SCOPE

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the City of Port Alberni (City) that possess asset retirement obligations including:

i. Assets with legal title held by the City;
ii. Assets controlled by the City; and
iii. Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.

3. POLICY

3.1 Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos. Other obligations to retire tangible capital assets may arise from contracts, court judgments or lease arrangements.

3.2 Any legal obligations created by promises made without formal consideration, that are controlled and/or the responsibility of the City and that are associated with retirement of tangible capital assets for the year ending December 31, 2023.

3.3 Asset retirement obligations result from acquisition, construction, development or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites are normally the result of unexpected contamination environmental standards. Asset retirement obligations are not necessarily associated with contamination.

4. POLICY REQUIREMENTS

4.1 Recognition

A liability will be recognized when, as at the financial reporting date:

i. there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
ii. the past transaction or event giving rise to the liability has occurred;
iii. it is expected that future economic benefits will be given up; and
iv. a reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

The estimate of the liability will be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability will include costs directly attributable to asset retirement activities. Costs will include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs will include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the City will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic to an item not recorded by the City as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

4.2 Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

4.3 Presentation and Disclosure

The liability for asset retirement obligations will be disclosed using the perspective approach.

4.4 Roles and Responsibilities of Departments

1. Departments are required to:
   - i. Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines;
   - ii. Assist in the preparation of cost estimates for retirement obligations; and
   - iii. Inform Finance of any legal or contractual obligations at inception of any such obligation.

2. Corporate Management is to implement the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation.

3. Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:
   i. Reporting asset retirement obligations in the financial statements of the City and other statutory financial documents;
   ii. Monitoring the application of this Policy;
   iii. Managing processes within the Tangible Capital Asset accounting program; and
   iv. Investigating issues and working with asset owners to resolve issues.

4.5 Development Services and Building, Infrastructure and Public Works, Fire Department, Bylaw Services, Parks, Recreation and Culture with adherence to the Official Community Plan, are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Finance Department for processing.

5. RELATED POLICIES & PROCEDURES

- Tangible Capital Asset Policy
- Asset Management Policy

6. ATTACHMENTS

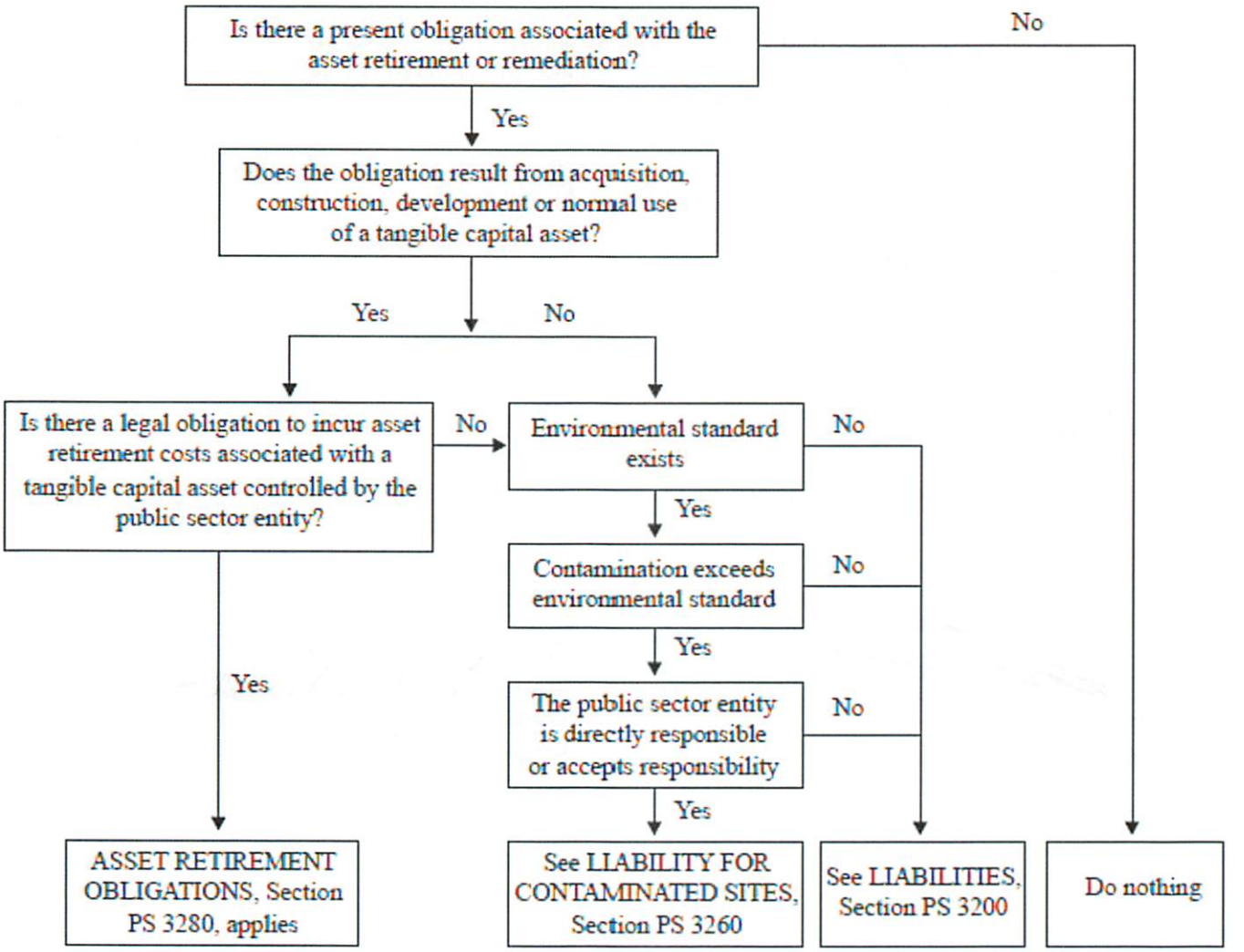
- Appendix 'A' Scope of Applicability

Sharie Minions
Mayor

Donna Monteith
Corporate Officer

Appendix A

Decision Tree – Scope of Applicability



TITLE:	P4 – ATTENDANCE			
EFFECTIVE DATE:	DEPARTMENT:	AUTHORIZED BY:	REPLACES:	PAGE 1 OF 2
Sept. 30/08	Corporate Svces	Council		

1. POLICY

As a condition of employment, all employees are responsible for and expected to report for work, ready and able to work, at the appointed time.

When it is necessary for an employee to be absent from work, permission must be obtained from the immediate supervisor. In all cases, it is the employee's responsibility to notify the employer if s/he cannot attend to her/his duties as scheduled.

2. PURPOSE

The City considers regular attendance at work to be an integral part of satisfactory job performance. The City also recognizes that there are many reasons for absences from work. This policy and procedure outlines expectations for employees in the event they need to be absent from work.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Employees are responsible for being at work on days scheduled, on time and not leaving early without authorization from their immediate supervisor. Employees shall notify their supervisor/manager at the earliest possible time in the event that they are going to be absent. Employees will be expected to give reasons for any absence from work and the expected date of return. Calling in and stating only that you will not be in today is not sufficient. Failure of an employee to call in when absent can be grounds for discipline.

Managers/supervisors are responsible for approving absences from work. Managers/ supervisors will monitor absenteeism in their department.

5. DEFINITIONS

"Absence" – an employee is absent when s/he fails to report for and remain at work as scheduled. This definition applies to time loss resulting from sickness, injury or other personal matters, and includes unauthorized absences from the job for other reasons.

Not included in this definition are pre-authorized vacations, lieu time and leaves of absences since employees have advance knowledge and permission that they are not scheduled for work.

"Lateness" is defined as not being at one's work station at the appropriate shift starting time or the scheduled starting time after a rest period or lunch period.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

CUPE Local 118 Collective Agreement
PAFFA Local 1667 Collective Agreement
Policy – Sick Leave
Policy – Attendance Management

7. PROCEDURE

Employees are required to give notice and obtain authorization for planned absences, providing as much notice as possible.

For unplanned absences, employees who are going to be unavoidably late or absent must notify their immediate supervisor as early as possible, but not later than 15 minutes after the start of the shift. If the immediate supervisor is not available, the supervisor's manager should be notified. An employee who is absent from work for reasons other than illness covered by a physician's certificate must continue to notify his/her supervisor on a daily basis. Late employees must report to their supervisors upon arriving at work.

Employees who need to leave work early for unavoidable reasons must obtain approval from their supervisor, preferably at least one day prior to the day requested.

Unless covered by other personnel policies and the collective agreements, (i.e. sick leave), absences from work will result in deduction from pay. It is the employee's responsibility to provide, justifiable and acceptable reasons for absences.

If an employee is absent from work without notifying the Employer, s/he may be subject to discipline, up to and including termination.

In cases where employees have a history of absenteeism or where an absence of a longer duration has been advised, in order for the City to provide any support available, understand the nature of the illness or injury, determine if application for LTD needs to be initiated and to make longer term plans for replacement workers, the following may be required:

1. If work duties can be affected by the injury or illness the City may require attendance at a work assessment or evaluation and a signed release allowing City Human Resources staff to discuss/acquire medical information that affects work.

2. A detailed explanation of medical condition as it affects ability to perform job duties. Including:
   a. Is there chronic or acute medical conditions that are affecting the ability to perform job duties or to attend work regularly? What is their nature?
   b. What remedies have been prescribed and the schedule of treatment with who, if applicable?
   c. What is the prognosis for complete recovery? Will there be continued issues?

3. Attendance to an assessment by an acceptable professional at City expense (in cases of unusual medical situations, suspected substance abuse or mental health issues).

There may be more stringent reporting procedures as outlined in the Attendance Management Policy and Procedure – Reporting Procedure.

In addition to type of treatment information and schedule, the City requires mandatory EFAP counseling for all absences that are related to stress.

8. ATTACHMENTS

None.

TITLE:	P4 – ATTENDANCE MANAGEMENT PROGRAM			
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Services	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 4

1. POLICY

The City of Port Alberni considers regular attendance at work to be an integral part of satisfactory job performance. Employee absenteeism disrupts work schedules and productivity, burdens supervisors and coworkers, increases payroll and training costs, and is often unfair to regularly attending employees. All employees are expected to maintain satisfactory work attendance by:

- making every effort to live and work safely, observing safety rules and practicing safety, both on and off the job;
- maintaining reasonable health standards and taking precautions against illness;
- ensuring that minor indispositions or inconveniences do not keep them away from the job;
- attending to personal affairs and obligation at times outside of their normal working hours wherever possible.

Employees' attendance records will be periodically reviewed by the Director of Corporate Services to identify:

- incidence rates clearly greater than the average for the city; or
- frequent absences on the day preceding or following a day of rest, vacation or holiday; or
- a regular occurrence of absence each month, or
- incidence rates showing good attendance.

Employees with above average incidence rates or unusual patterns of absence which are questionable or not explainable will be interviewed as per the Attendance Standards to:

- explore the reasons for the absences; and
- identify possible preventative measures.

Following the interview, employees may be required to present a note from their physician for all subsequent absences.

Employees with above average incidence rates or unusual patterns of absence which do not improve in response to the attendance interview may be required to attend the Employer's medical professional for evaluation assessment or may be dealt with by progressive discipline procedures. Employees will be informed of their right to union representation.

Employee medical histories are a personal and private manner. Medical information will be treated in confidence and disclosed only with the employee's consent.

2. PURPOSE

The City will establish procedures to maintain awareness of employee absenteeism and to prevent unnecessary absenteeism.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Supervisors/managers will be responsible:

- to approve absence from work whether paid or unpaid leave;
- to review and analyze absence records; and
- to maintain ongoing contact with employees.

Employees who are unable to attend work are required to give the Employer as much notice as possible (as per Attendance Policy): directly and immediately concerning their absence, indicating the reason(s), and the anticipated return date; and regularly, or as determined by the supervisor, concerning the status of their absence and the anticipated return date.

When paid sick leave is requested, the appropriate form must be completed. Employees may be required to provide satisfactory proof of illness or injury.

5. DEFINITIONS

"Absence" – an employee is absent when s/he fails to report for and remain at work as scheduled. This definition applies to time loss resulting from sickness, injury or other personal matters, and includes unauthorized absences from the job for other reasons.

Not included in this definition are pre-authorized vacations, lieu time and leaves of absences since employees have advance knowledge and permission that they are not scheduled for work.

"Attendance standards" are standards set by the City based on the average absenteeism rates (including sick, WCB, and personal emergency leave) for the organization and/or departments.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Collective Agreement - CUPE Local 118 - Section 22	Attendance Policy
Collective Agreement - PAFFA Local 1667 - Section 9.3	Progressive Discipline Policy

7. PROCEDURE

Setting Attendance Standards

Attendance standards will be set by the City. Absenteeism information on all employees will be reviewed by the Director of Corporate Services. The review will be conducted to identify employees whose absenteeism is significantly greater than the average for the department.

A rule of thumb for identifying employees with "significantly greater" absenteeism is to identify those among the highest 20 percent of hours absent in the department.

Communicating Attendance Standards

Supervisors are to review the philosophy, policies and procedures concerning attendance with their employees at staff meetings or crew talks. Employees should be informed of the attendance standards for their department and the City absenteeism history, and the City's attendance expectations.

Managing Day-to-Day Attendance

Supervisors are to show day-to-day interest in the attendance of their staff. Supervisory interest has been recognized as the prime contributor to good attendance. It is important for supervisors to notice and commend those employees who have good attendance records.

All employees will require time away from work from time to time because of illness, injury, or other good reasons. As a general rule, requests for sick leave are fully legitimate and supervisors should avoid any suggestion that sick leave use was not legitimate. The supervisors' prime concern with absenteeism is the effect that high absence has on the job and any failure by employees to "regularly attend work".

Supervisors are to insist that absent employees contact them or a designated alternate personally concerning any absence and the expected return date. Employees are expected to notify their supervisors of any absence and to keep them updated concerning their situation.

a. Identifying Attendance Problems

The Director of Corporate Services will provide Department Managers with absenteeism reports, which identify those employees whose absenteeism is significantly greater than the average for the department.

Supervisors/managers can request a review of an employees' absences through the Human Resources Manager.

b. Conducting a Meeting of Concern

The next step is to identify the employees with whom to meet and have a "meeting of concern". It should be clear that some employees – for example, someone who missed 6 weeks due to a broken leg or who has a regular course of treatment, are not in this category.

The purpose of the meeting of concern is to enable the supervisor to talk with an employee about their absenteeism.

The meeting of concern involves the supervisor meeting with the employee and outlining the reasons for being concerned about the employee's attendance. This would include a discussion about the disruptive nature of absence and the importance of the employee being there, a review of the facts of the employee's absences, and the importance of the employee attempting to improve their general health and attendance. Most importantly, the employee must be given a chance to explain their situation if they choose to do so. As well, they may be advised of the availability of the EFAP program as non-medical causes can contribute to absenteeism.

The critical factor in the meeting is to confine the discussion to the bona fide management reasons for the concern. That is, high absenteeism is very disruptive and that employees are required to attend work on a regular basis. At no time should the supervisor suggest that the absenteeism is not legitimate.

In the end, the supervisor must reach a conclusion concerning the next step. Generally, the meeting should result in an understanding that the employee's attendance would be monitored for improvement for a 3 month period. This must be confirmed in writing with a copy to Human Resources.

c. Following-up on the Meeting of Concern

Depending on the outcome, the following should occur:

- If the attendance has improved, the improvement should be acknowledged. The employee should be monitored for a further 3 months, and, if the improvement continues, removed from the process. This should be confirmed in writing with a copy to Human Resources.
- If the attendance has not improved or has deteriorated, another meeting of concern should be conducted and another 3 month review period attached. Again, this should be confirmed in writing with a copy to Human Resources.

d. Handling Serious Absenteeism Situations

These cases must be reviewed with the Director of Corporate Services.
In the event that an employee's attendance fails to improve after a series of meetings, the employee may be subject to disciplinary or other action which could include a leave of absence without pay, long term disability (CUPE/Management employees) or dismissal.

8. ATTACHMENTS

None

TITLE: **BAINBRIDGE LAKE**				
EFFECTIVE DATE: 1987	DEPARTMENT: Engineering	AUTHORIZED BY: BC Fisheries Regs./ Council	REPLACES: Original	PAGE 1 OF 1

Fishing Regulations/Restrictions

1. No angling from boats - "no person shall, while angling, use a boat or raft in waters identified with this restriction."

2. Age restriction - "no person who is 16 to 64 years of age inclusive, shall at any time fish in waters identified with this restriction."

Source: Fishing Regulations Synopsis 1987 - 88, B.C. Fisheries

POLICY No. 3008-4 | BARWATCH PROGRAM

Approved: October 1, 2025
Resolution No.: 25-381
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of the BarWatch Program is to enhance public safety, deter unlawful and uncivil behavior within licensed liquor establishments, and foster a cooperative relationship among liquor establishments, patrons, the RCMP, and the City of Port Alberni

2. POLICY STATEMENT

The City of Port Alberni, in partnership with the Port Alberni RCMP, is committed to promoting a safe and enjoyable environment for all residents and visitors. The BarWatch Program is intended to improve community safety and well-being.

3. SCOPE AND APPLICATION

This policy applies to the liquor establishments operating within the City of Port Alberni that voluntarily choose to participate in the BarWatch Program. By participating, these establishments agree to adhere to the guidelines and responsibilities set forth in this policy.

4. DEFINITIONS

BarWatch Program: A collaborative initiative aimed at enhancing public safety, reducing crime, and fostering positive relationships within the community.

Patron: An individual visiting a liquor establishment for the purpose of consuming alcoholic beverages or engaging in social activities.

Responsible Serving Practices: Guidelines provided to bar staff to ensure the responsible serving of alcohol and prevention of over-serving.

Incident Reporting: The process by which liquor establishments report incidents of violence or disorderly conduct to the Port Alberni RCMP for follow-up and support.

5. POLICY

5.1 Participation and Compliance

All participating liquor establishments must comply with the following requirements to maintain safety and order:

ID Verification: Thorough ID checks must be conducted for all patrons, requiring two pieces of valid government issued ID, one of which must include a photo and signature.

Behavioral Expectations: Unlawful or uncivil behavior, including the display of gang colors or support clothing, is strictly prohibited. Establishments will enforce house rules to uphold these standards.

5.2 Incident Management

Reporting Protocol: Incidents of violence, disorderly conduct, and rule violations must be reported by the property owners promptly to the RCMP. Establishments will cooperate fully with law enforcement to address these incidents.

Flagging System: Individuals violating BarWatch rules may be flagged, with information shared among participating establishments.

5.3 Training and Development

Orientation: When establishments sign up to the BarWatch program they will be given a brief orientation session on conflict resolution, responsible serving practices, and recognizing signs of intoxication. The orientation is essential for maintaining a safe environment.

Skill Development: Establishments will promote responsible alcohol serving and engagement to enhance overall patron safety.

5.4 Communication and Collaboration

Periodic check-ins will be held, as needed, between bar owners, staff, and an RCMP liaison to discuss program effectiveness, share feedback, and address any ongoing concerns. Active participation in these meetings is crucial for the program's success.

Information Sharing: Establishments will maintain open communication with the RCMP for incident reporting and information exchange to improve program effectiveness.

5.5 Signage and Awareness

Participating establishments are required to display BarWatch Program signage to inform patrons about the program's objectives, rules, and the importance of maintaining a safe environment. Signage will be provided by the RCMP liaison and/or the City of Port Alberni.

5.6 Evaluation and Improvement

The effectiveness of the BarWatch Program will be evaluated annually by the RCMP and the City of Port Alberni, using feedback from participating establishments, to inform necessary adjustments to policy and practice.

6. AUTHORITY TO ACT

Authority to implement and enforce the BarWatch Program is vested in the City of Port Alberni and the Port Alberni RCMP. Licensed liquor establishments that participate in the BarWatch Program must adhere to the program regulations and cooperate with law enforcement in enforcing the policy.

7. REVIEW PROCEDURES

This policy will undergo a review every two years by the City of Port Alberni Community Safety Department, with the RCMP liaison, input to ensure its continued relevance and effectiveness in creating a safe community environment.

Sharie Minions
Mayor

Sara Darling
Corporate Officer

POLICY No. 5002-2 | BENEFITS – EXEMPT STAFF

Approved: January 12, 2026
Resolution No.: 26-15
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of this policy is to outline the benefits that are provided for City of Port Alberni exempt staff.

2. SCOPE

This policy applies to all City of Port Alberni exempt employees.

3. POLICY - FULL-TIME EXEMPT EMPLOYEES

Medical and Dental Benefits
Full-time exempt employees are eligible for coverage under the City's Extended Health Benefit Plan, including medical, dental and vision care plans, with the premiums for this coverage being paid by the City.

Group Life and Accidental Death Benefits
Full-time exempt employees are also eligible for Group Life and Accidental Death and Dismemberment Insurance at an amount equal to twice their annual salary. The premiums for these benefits will be paid by the City.

4. POLICY – PART-TIME EXEMPT EMPLOYEES

Part-time exempt employees who work 60% or more of a full-time schedule are eligible for the benefits outlined above and are responsible to pay a pro-rated portion of the premium costs.

Part-time exempt employees who work less than 60% of a full-time schedule are not eligible for benefits but will receive a percentage in lieu to cover these and other benefits.

5. PENSION PLAN

Full-time exempt employees will be enrolled in the Municipal Pension Plan (MPP), effective on their date of hire and subject to plan enrolment criteria.

Part-time exempt employees may be eligible to enrol in the Municipal Pension Plan after two years of continuous employment, subject to plan enrolment criteria.

6. SHORT-TERM SICK LEAVE / LONG-TERM DISABILITY BENEFITS

Exempt employees are eligible for short-term sick leave and long-term disability benefits as outlined in the "Leave Entitlements – Exempt Staff" policy.

for: **Sharie Minions**
Mayor

Sara Darling
Corporate Officer

Date	Change Description
January 12, 2026	Replaced previous policy "Benefits for Supervisory (Exempt Staff)" (May 9, 2016)

TITLE: P6 - BENEFITS FOR SICK/DISABLED EMPLOYEES				
EFFECTIVE DATE: Jun 15/92	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Nov 12/91	PAGE 1 OF 1

1. The City will continue the following benefits:

   a) M.S.P.
   b) Extended Health
   c) Dental
   d) Group Life Insurance

   for six months following an employee qualifying for the L.T.D. benefit. (This could mean payment of premiums for a year, i.e. the six month qualifying disability period plus the six months following acceptance for L.T.D.).

2. The City will offer to continue to enroll employees on L.T.D. in these benefits after six months on the L.T.D. plan subject to the employee remitting required premiums to the City.

3. In cases where an employee does not qualify for L.T.D., benefits will be discontinued after a year.

POLICY No. 3008-1 | Bylaw Enforcement

Approved: June 26, 2023
Resolution No.: R23-216
Date of Last Review:

CITY OF PORT ALBERNI

1) POLICY STATEMENT

1.1 Municipal bylaws are enacted by the City, under the regulatory authority of the *Community Charter* and the *Local Government Act*.

1.2 The Bylaw Enforcement Policy aligns with the *Corporate Strategic Plan*, building a community where people feel safe, welcome and proud to live.

1.3 The goal of the Bylaw Enforcement Program is to achieve voluntary compliance with reasonable standards through a progressive enforcement approach involving increased public education and awareness of City regulations and the rationale for them.

1.4 The City has no duty to take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction, allowing discretion based on need and urgency.

2) PURPOSE

2.1 The purpose of this policy is to provide guidance on the receipt of complaints and initiation of investigation and enforcement proceedings as they related to contravention of designated City regulatory bylaws.

3) SCOPE AND APPLICATION

3.1 The City's approach to bylaw enforcement, outside of health and safety violations and Council determined priorities, is primarily complaint based. The City does not have the resources to proactively monitor all areas of the City to confirm compliance with all potentially applicable bylaws.

3.2 It is the policy of the City of Port Alberni to refuse disclosure of complainant or responder information unless consent is obtained from the person who supplied the information or ordered to do so by a higher authority.

3.3 This policy applies to all staff engaged in bylaw enforcement activities on behalf of the City.

4) DEFINITIONS

4.1 Proactive Enforcement: Enforcement action taken on the initiative of a bylaw enforcement officer or other designated official that was not a response to a complaint.

4.2 Progressive Enforcement: Enforcement action on a continuum starting with education and awareness, progressing to verbal warning, written warning and stronger deterrents such as tickets (monetary penalty), or other means of forced compliance under the provisions of the *Community Charter*, where required.

4.3 Valid Complaint: complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant's name, address and telephone number, and which is not a vexatious complaint.

4.4 Vexatious Complaint: complaint that is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.

5) POLICY

5.1 The primary goal of bylaw enforcement is to gain compliance with municipal bylaws through a tiered process by means of progressive enforcement.

5.2 In situations where compliance could cause hardship, staff will use discretion and undertake a reasonable and appropriate enforcement approach to achieve compliance over a longer time frame, as outlined in a compliance agreement taking all relevant factors into consideration.

5.3 Steps towards compliance begin with:

a) Voluntary compliance on a case-by-case basis through education;
   i. Verbal or written notice educating the offender about the offence and requesting voluntary compliance in a reasonable amount of time;
   ii. Enforcement officers will seek an open dialogue, where possible to facilitate understanding and cooperation;
   iii. The posting of signs may also be considered notice;
b) Formal written direction to comply by a specified date;
c) Formal inducements to comply including tickets and/or legal proceedings if voluntary compliance is not achieved;
d) Forced compliance through remedial action mechanisms or work done by the City at the expense of the offender.

5.4 Bylaw enforcement officers may not follow all steps to achieve compliance in every circumstance. For priority offences, offences with immediate risk of harm to health, safety or environment, or for repeat offences, bylaw enforcement may proceed to later steps in the compliance process outlined in Section 5.3.

5.5 As time permits, bylaw enforcement officers may take opportunities to educate people of bylaw infractions when they notice an offence in progress in order to prevent the potential escalation of the issue.

5.6 Enforcement priorities are as follows:

a) Priority 1: Violations affecting public health and safety – identified by Valid Complaint or Proactive Enforcement.
b) Priority 2: Proactive enforcement of bylaws identified as Council priorities within this policy.
c) Priority 3: Level ii and iii Valid Complaints as staff resources allow.

5.7 The City's response to Valid Complaints will be prioritised according to the following levels:

i. Risk of harm to public health, safety, or environment
   The alleged bylaw violation may adversely impact the environment or public safety. These violations will be investigated and enforced as soon as possible given the availability of staff and other resources. Prior warning notices or education may not be appropriate or practical. Bylaw services staff will also take proactive enforcement action on violations that have public health or safety implications.

ii. Significant negative impact to adjacent properties or public property
   The alleged bylaw contravention is significantly impacting adjacent properties in a negative manner, but it generally does not pose an immediate risk to the health or public safety of the community. Such violations will be causing, or have the potential to cause, some manner of personal harm, economic harm, or harm to the fair administration and well-being of the community if not stopped, or the ability of individuals to peacefully use and enjoy public property. The City's investigation and enforcement of Priority 2 matters will most often be initiated in response to valid complaints received by the City. These will be investigated and enforced as staff resources allow. Investigating

staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances, particularly with new offenders. In some cases due to the severity of the impacts, or for repeat offences, bylaw may take immediate enforcement action.

iii. General nuisance

The alleged bylaw contravention may be a matter that is a general community concern. These contraventions are less serious in nature and generally do not affect the health or public safety of the community. The City's investigation and enforcement of Priority 3 matters is initiated in response to complaints. Staff receiving a complaint will use discretion to determine whether there is sufficient geographic or other connection between the complainant and the location of the alleged violation to constitute a valid complaint. Investigating staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances. If a confirmed violation is minor in nature and/or if it appears the complaint may be a vexatious complaint or is part of a larger neighbourhood conflict, staff may conclude it is not in the City's or community's best interest to pursue the matter.

5.8 Offences on private property will not be proactively enforced unless:

a) There is risk of harm to a person, neighbouring property, or the natural environment;
b) The offence is a continuation of a previous offence;

5.9 Council may specify bylaws, sections of bylaws, or specific offences as priority enforcement areas for proactive enforcement. Council's priority bylaws for proactive enforcement are aligned with the *Corporate Strategic Plan*. These include, but are not limited to, parking enforcement, unsightly premises, property and boulevard maintenance, building without a permit, non-compliance use within zoning, littering and dumping, street storage, unlicensed vehicles on the streets, camping in public spaces, and signage. Council may also from time-to-time identify other bylaws, sections of bylaws, or specific offences for priority and proactive enforcement by way of resolution.

6) COMPLAINTS PROCEDURE

6.1 Complaints may be received in person, by phone, in writing or via email, and will be entered in the City's complaint database for tracking, follow-up and statistical information.

6.2 While all complaints will be received and logged, not all complaints will be investigated:

a) Anonymous complaints will not be acted upon unless the alleged violation falls within the scope of Priority 1 or is something the City otherwise proactively enforces (e.g. parking, signs on public property); and
b) Vexatious complaints will not be acted on.

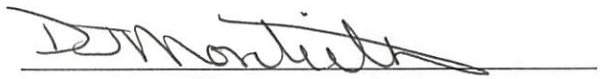
6.3 Upon receipt of a valid complaint, enforcement staff in the appropriate department(s) or division(s) will be assigned to investigate in accordance with the priorities described in this policy.

6.4 Should a violation be confirmed, staff will exercise discretion to determine whether further enforcement is appropriate in accordance with the principles set out in this policy and, if enforcement is appropriate, the best method to gain compliance. Relevant considerations include, but are not limited to, the nature, number and duration of the violation(s); the current, short- and long-term impacts of the violation(s); the potential for precedent; and the resources available to resolve the matter. Enforcement staff with questions about the appropriate use of discretion should discuss with their supervisors and/or managers. Supervisory and management staff in the Legal and Bylaw Enforcement division are also available for assistance.

6.5 The City's bylaw enforcement resources are prioritized to ensure the timely receipt and investigation of complaints. It is not the City's practice to proactively provide follow-up information to complainants.

Staff will respond to specific requests for information (subject to confidentiality requirements) as time permits.

Sharie Minions
Mayor



Donna Monteith
Corporate Officer

POLICY No. 3008-2 | Bylaw Fines Policy and Procedures

Approved by: Chief Administrative Officer

Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of this document is to outline the objectives and intent of the bylaw fines procedures, provide an overview of processes for bylaw fine collection, ensure that the City of Port Alberni takes a fair and consistent approach towards enforcement, and inform City staff and the public of the complexities related to dealing with bylaw enforcement.

2. POLICY STATEMENT

2.1 This policy is intended to provide guidance on the procedure for the collection of bylaw fines, aimed at the effective enforcement and management of bylaw penalties within the City.

2.2 The primary goals of bylaw enforcement in the City are to safeguard public safety and respond to evolving demographic trends, consistent with the *Corporate Strategic Plan*.

2.3 The City creates and enforces municipal bylaws under the regulatory jurisdiction of the *Community Charter* and the *Local Government Act*. The power of Council to designate bylaw contraventions that may be dealt with by Bylaw Notice is authorized by the *Local Government Bylaw Notice Enforcement Act*.

3. SCOPE

3.1 This policy and procedure applies to all City of Port Alberni staff involved in enforcing bylaws on behalf of the City.

3.2 This document specifically focuses on municipal fines, distinct from fees. While both are financial penalties imposed by local governments, they vary in purpose and collection methods. Fees are designed to finance municipal services and infrastructure upkeep, governed by City bylaws that outline collection methods. In contrast, fines serve to enforce laws and regulate behaviour, and their collection can pose greater challenges, as detailed in this policy.

3.3 As stipulated by the *Community Charter Bylaw Enforcement Ticket Regulation*, bylaws related to firearms and motor vehicle speed limits are excluded from municipal ticketing authority.

3.4 Subject to other applicable legislation and bylaws, enforcement of City bylaws is discretionary. The City has the authority to waive the entirety or portions of this policy on a case-by-case basis.

4. DEFINITIONS

Act: *Local Government Bylaw Notice Enforcement Act.*

Adjudicator: A person appointed under Section 15 [*dispute adjudicators*] of the *Act* for a dispute.

Bylaw: Any City bylaw that has been duly enacted by the Council of the City of Port Alberni.

Bylaw Notice: Notice under Section 4 [*bylaw notice*] of the *Act.*

Bylaw Enforcement Officer: A person in a class prescribed under Section 273 (c) of the *Community Charter* designated by the City as a Bylaw Enforcement Officer.

Compliance Agreement: An agreement that a Screening Officer may be authorized to enter into by a bylaw under Section 2(3)(b) [application of *Act*] of the *Act.*

City: The City of Port Alberni.

Fee: A charge imposed for services provided by the municipality, such as permits, licenses, or inspections.

Fine: A penalty imposed for violating municipal bylaws.

Registry: The City's Bylaw Notice Dispute Adjudication Registry in accordance with the *Act* and established pursuant to Part 7 of the Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929.

Screening Officer: A person in a class designated by bylaw under Section 2(3)(b) *[application of Act]* and appointed as a screening officer by a local government.

5. POLICY

A. Approach to Enforcement

5.1 As outlined in the City's Policy No. 3008-1 on Bylaw Enforcement, the City's steps towards compliance begin with voluntary compliance on a case-by-case basis through education. However, educational and warning-based enforcement is not always appropriate. When necessary, more direct enforcement approaches, including immediate ticketing or seeking a resolution through the Registry, may be taken.

5.2 The City aims to achieve compliance with municipal bylaws through a tiered process of progressive enforcement, following these steps:

Step 1 – Community Education: Ensure public awareness of bylaw requirements through methods such as signage, the City's website, and verbal or written direction from City staff.

Step 2 – Voluntary Compliance: Provide notice prior to enforcement, offering the individual an opportunity to correct the bylaw contravention within a reasonable period.

Step 3 – Enforcement Action: Issue a Bylaw Notice in accordance with the *Act*, and provide adequate information on the reasons for enforcement, including:

a) Details about the bylaw and its violation;
b) The penalty amount;
c) Any discounts or surcharges for early or late payment;
d) How to pay the penalty;
e) How to dispute the notice; and
f) Any other information required by the bylaw.

Step 4 – Bylaw Fine: The penalty becomes immediately due and payable if the individual does not comply with the notice instructions.

Step 5 Collection of Unpaid Fines: Utilize various processes, such as assigning the debt to be collected by a third-party collection agency, for collecting unpaid bylaw fines.

5.3 The *Act* grants authority to municipal governments to process and resolve minor bylaw infractions through the establishment of a local government bylaw dispute adjudication system (the Registry), replacing the Provincial Court as the venue for resolving these disputes.

5.4 In compliance with Sections 2(2)-(3) of the *Act*, the City establishes:

5.4.1 Bylaw contraventions that may be dealt with by Bylaw Notice;
5.4.2 The penalty amount for a bylaw contravention referred to in 5.4.1;
5.4.3 The period of paying or disputing a Bylaw Notice;
5.4.4 A bylaw notice dispute adjudication system to resolve dispute in relation to Bylaw Notices; and
5.4.5 The position, powers, duties, and functions of a Screening Officer, including the power to enter into Compliance Agreements.

Screening Officer

5.5 The primary role of the Screening Officer is to reduce the number of disputed Bylaw Notices forwarded to adjudication. They have the authority for first-level review of Bylaw Notices and can cancel or uphold the fine, or enter into a Compliance Agreement with the recipient, which reduces the fine to one half its original amount.

5.6 Refer to Appendix "A" for the City's Screening Officer adjudication checklist.

Bylaw Enforcement Officer

5.7 Bylaw Enforcement Officers are responsible for the day-to-day administration of the bylaws under their jurisdiction and are authorized to issue Bylaw Notices for alleged bylaw violations.

5.8 Section 36 of the *Police Act* provides for appointing Bylaw Enforcement Officers.

B. Enforcement of Bylaws by Bylaw Notice

5.9 There are several enforcement processes for local government bylaw infractions, each with varying levels of severity and maximum fines, such as via Bylaw Notice, Municipal Ticket Information (MTI), and *Offence Act*

prosecution. According to Section 27 of the *Act*, once a Bylaw Notice is issued for a contravention, the *Offence Act* does not apply to that bylaw.

5.10 With the enactment of Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929, the City may address bylaw contraventions by issuing a Bylaw Notice in accordance with the *Act*.

5.11 The limitation period of a Bylaw Notice is 6 months. A Bylaw Notice may not be issued more than 6 months after the alleged bylaw contravention.

5.12 The penalty under a Bylaw Notice may not exceed $500.

C. Delivery of Bylaw Notice

5.13 The *Act* outlines several methods for delivering a Bylaw Notice, including in person, by mail, leaving the notice on a vehicle involved in a parking contravention, or in another manner prescribed by regulation.
- 5.13.1 A Bylaw Notice delivered by mail is presumed to have been received on the 7th calendar day after mailing.
- 5.13.2 A Bylaw Notice left on a vehicle is presumed to have been received on the day it is left.

5.14 If an individual does not receive a Bylaw Notice in person and the response period has passed, the City must deliver a notice indicating the amount owing under the Bylaw Notice and how and where the payment may be made.

D. Bylaw Notice Dispute Adjudication Registry

5.15 The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to Bylaw Notices. Common enforcement categories for the City, such as violations relating to traffic and property maintenance, can be resolved through the Registry.

5.16 In 2019, the City signed the "Bylaw Notice Dispute Adjudication Registry Agreement" to share costs of a Bylaw Notice Dispute Adjudication Registry System (DARS) with neighbouring municipalities. The City aims to utilize this system consistently for handling bylaw fine disputes to achieve the following objectives:
- 5.16.1 Decrease the time from ticket issuance to resolution;
- 5.16.2 Enhance the rate of fine payments;
- 5.16.3 Lower the frequency of ticket disputes; and
- 5.16.4 Reduce expenses related to personal document service.

5.17 Adjudicators, appointed by the deputy attorney general, must meet prescribed qualifications under the *Act* and be impartial third parties.

5.18 Appendix "B" outlines the City's Dispute Adjudication checklist.

E. Period for Paying a Disputed Notice

5.19 An individual who receives or is presumed to have received a Bylaw Notice must, within 14 calendar days, either:
- 5.19.1 Pay the penalty, or
- 5.19.2 Request dispute adjudication.

5.20 The Early Payment Discount (25% discount) applies to payments received by the Registry within 14 calendar days of the individual receiving or being presumed to have received the notice.

5.21 The Late Payment Penalty (25% surcharge) is added to the penalty after more than 28 calendar days of the individual receiving or being presumed to have received the notice.

F. Payment Methods

5.22 The City offers the following ticket and fine payment options:
- 5.22.1 Online – City of Port Alberni website;
- 5.22.2 Mail – Cheque or Money Order, payable to City of Port Alberni; or
- 5.22.3 In person – Port Alberni City Hall or the Public Safety Building, during regular business hours.

6. COLLECTION METHODS AND PROCEDURE

6.1 In cases where an individual fails to pay a bylaw fine, the City has several options to enforce payment, all set out in provincial legislation.

Assignment of Debt – Collection Agency

6.2 The City can sell the right to collect and recover unpaid tickets to a third-party collection agency. A debt owed is an asset that can be sold. The *Business Practices and Consumer Protection Act* outlines the assignment of debt, legally transferring the right to be paid to the collector, typically in exchange for a share of proceeds.

6.3 As per the *Business Practices and Consumer Protection Act*, a collection agency contracted by the City is prohibited from certain actions, such as:
- 6.3.1 Bringing legal proceedings (Section 121); and
- 6.3.2 Harassing the debtor (Section 114), such as using threatening language, exerting unreasonable pressure, or publishing a debtor's failure to pay.

6.4 Prior to forwarding a debt to a collection agency, the City will send a final notice letter granting a final 14 calendar days to pay for an overdue bylaw violation.

Bylaw Fine Enforced as Provincial Court Judgment

6.5 As authorized by Section 26 of the *Act*, a bylaw fine due and payable to the City may be recovered by filing a Certificate in the prescribed form to register the Bylaw Notice with the Provincial Court, containing the following details:
- 6.5.1 Details of the Bylaw Notice, including date and place of contravention;
- 6.5.2 Total amount owing, including amount specified in the Bylaw Notice and any applicable surcharges;
- 6.5.3 The name of the person required to pay;
- 6.5.4 The date the penalty became due and payable; and
- 6.5.5 Whether the outstanding fine is payable as a result of default or adjudicator decision.

6.6 The limitation period to register the Bylaw Notice with the Provincial Court is 2 years.

6.7 Filing the Bylaw Notice with the Provincial Court creates the same effect as if it were a judgment of the Provincial Court for the recovery of debt. This allows for the use of collection tools in small claims court in exceptional circumstances, such as:

6.7.1 Garnishing Order;

6.7.2 Payment Hearing; and

6.7.3 Order for Seizure and Sale.

6.8 If an individual does not receive a Bylaw Notice in person and the response period has passed, collection procedures for amounts owing enforced as a Provincial Court judgment may not commence until 28 calendar days after a notice indicating the amount owing and payment options is received or presumed received.

6.9 The *Court Order Enforcement Act* provides rules on seizing property, seizing wages, collection costs, and selling land regarding the use of a court order for debt collection procedures.

Offence Act Prosecutions

6.10 For major bylaw contraventions, the City may enforce its bylaws by using a long form information under the *Offence Act*, a process through the provincial courts. Prosecutions under the *Offence Act* are reserved for severe bylaw contraventions, with the maximum possible penalty for local bylaw contraventions being up to $50,000 in fines and six months imprisonment.

6.11 The *Community Charter* authorizes municipal governments to enact bylaws with penalties in relation to *Offence Act* prosecutions for an offence against a municipal bylaw.

Collections Considerations

6.12 The City will prioritize the collection of unpaid bylaw fines based on an evaluation of several factors, ensuring efficient allocation of resources and maximizing the likelihood of successful collections. These factors include:

6.12.1 Amount of debt: Higher outstanding fines will generally take priority.

6.12.2 Age of debt: Older debts may be harder to collect due to various factors such as debtor relocation or missed limitation periods.

6.12.3 Fine/debt history: The debtor's history with bylaw fines will be considered, such as whether the individual is a recurring offender.

6.12.4 Current location of debtor: The practicality of locating and contacting the debtor is impacted by whether they are within the City.

6.12.5 Information available: The accuracy, completeness, and accessibility of contact information and other pertinent details will influence prioritization.

6.13 The collection of bylaw fines is a complex and resource-intensive process, presenting substantial challenges in achieving full compliance. The City is committed to carrying out these collections in a fair, transparent, and consistent manner. Ongoing evaluation of bylaw enforcement strategies will be conducted to ensure resources are allocated to high-priority cases. This approach aims to balance the needs for efficient collections with the principles of fairness and justice, ensuring that enforcement actions enhance the well-being and order of the community.

7. RELATED DOCUMENTS

Policy

Policy No. 3008-1 Bylaw Enforcement

Bylaw

Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929

Mike Fox
CAO

Sara Darling
Corporate Officer

APPENDIX "A" – BYLAW SERVICES – SCREENING OFFICER CHECKLIST

Disputant name:	
Ticket number(s):	
Screening officer:	
# of days from ticket issue:	
☐	1. Identify your name and position as a Screening Officer with the City of Port Alberni.
☐	2. State your authority to decide based upon authority granted by the City of Port Alberni.
☐	3. Discuss the notice, listen carefully to the Disputant's information, and record this information.
☐	4. Advise the Disputant that he/she may pay the fine before the early discount deadline and receive that discount. However, once the notice goes forward to Adjudication, the early discount is lost and an adjudication fee of $25 is added to the full penalty. At the Adjudication, if the notice is quashed, no fees or penalties need to be paid.
☐	5. Advise the Disputant that Adjudication Hearings are held in Nanaimo, BC, and are scheduled by an Adjudication Coordinator. Advise that the date of the Adjudication Hearing can take time and the disputant will be notified, via mail, once a date has been determined.
☐	6. Ask if the Disputant has any further questions or need any more information.
☐	7. Ask if the Disputant wishes to say anything else at all and note the response.
☐	8. Decide to cancel or uphold the notice; explain this to the Disputant and make notes (Screening Officer Form).
☐	9. **If cancelled, do so immediately and advise the Disputant that no further action is required on their part. Void the Bylaw Notice and update City records.**
☐	10. If upheld, explain that you have determined that the offence has occurred as alleged. Explain to the Disputant that he/she can choose to proceed to an Adjudication Hearing or opt to pay the fine amount (you may wish to enter into a compliance agreement to permit the early fine amount be paid).
☐	11. Clearly explain that an Adjudicator will **only** determine if the offence has occurred as alleged and will **not** consider any circumstances surrounding the offence. Advise the Disputant that if the Adjudicator upholds the notice, the set fine amount is due and payable immediately, along with the additional $25 adjudication fee.
☐	12. Explain that once a date and time are set for the Adjudication Hearing, the additional adjudication fee **must** be paid even if the Disputant decides not to go ahead with the Adjudication.
☐	13. Verify you have the correct address and daytime phone number of the Disputant. Explain that an evidence package and all relevant information will be sent, via mail, once a date and time of the Adjudication Hearing has been determined.

APPENDIX "B" – DISPUTE ADJUDICATION CHECKLIST

☐	1. Date stamp Notice of Dispute form and check for completeness.
☐	2. Explain that the Screening Officer (SO) will contact the disputant to arrange a meeting.
☐	3. Log dispute in Excel spreadsheet. (BYLAW COMPLIANCE > ADJUDICATION REGISTRY)
☐	4. Contact the issuing bylaw officer/staff involved to inform them and get any additional info.
☐	5. Create a file for the dispute that includes a copy of the ticket, a copy of the bylaw/s. contravened, notice of dispute and any notes/pictures from the issuing officer/staff.
☐	6. Give the file to the assigned SO with the appropriate information. Place a copy of memo in file & upload to Tempest.
☐	7. Follow up with the SO one week after the dispute is assigned to check on file progress.
☐	8. Once screening is completed, file/upload completed screening officer checklist & submission form.
☐	9. If adjudication has been requested, contact the disputant to clarify the process and find out how the disputant wishes to appear at the hearing: ☐ In person ☐ By representative ☐ By phone ☐ By written submission (mail, email, fax)
☐	10. Ask disputant how they would like to receive written confirmation of adjudication hearing: ☐ By mail ☐ By fax ☐ By email
☐	11. Contact the Nanaimo Adjudication Registry to request a **date and time** for an adjudication hearing.
☐	12. Inform Nanaimo of the disputant's method of appearance.
☐	13. Create a file for the adjudicator that includes: copy of ticket, s. of bylaw contravened & relevant definitions, notice of dispute, officer evidence.
☐	14. Draft, complete and mail (registered) the notice of adjudication letter to the disputant. Include a copy of the adjudication file with the letter. Place a copy of the letter in the file/Tempest.
☐	15. Email digital copy of file to adjudicator (if necessary) & make a hard copy of file before adjudication.
☐	16. After the adjudication has taken place, obtain copy of the adjudicator's file note explaining the ruling. Upload to Tempest and place in hardcopy file.
☐	17. Send an adjudication outcome letter to the disputant advising them (if necessary) of the total owed and the collections policy OR that the ticket has been dismissed.
☐	18. Update Excel spreadsheet with final resolution of dispute.

POLICY No. 3000-3 | Charitable Donations and Gifts to the City

Approved by: Administration

Date: December 4, 2024

CITY OF PORT ALBERNI

1. PURPOSE

Cash and "gifts-in-kind" donations provide an additional source of revenue for the City. The City may provide an income tax receipt in the amount of the fair market value of charitable donations, which may be claimed by the donor to offset taxable income.

2. POLICY STATEMENT

It is the policy of the City of Port Alberni to accept gifts and donations in a responsible and transparent way, that is free from coercion and in the best interest of the City.

3. SCOPE AND APPLICATION

To provide City departments direction with respect to the issuance of income tax receipts for cash donations and gifts-in-kind made to the City. To make all departments and the public clear on the process for donations towards different projects or open donations.

4. DEFINITIONS

a) "City" means the City of Port Alberni.

b) "Gift" is a voluntary transfer of property without consideration.

c) "Gift-in-Kind" means a donation in any form other than cash or cheque and requires fair market valuation for tax receipt purposes.

d) "Fair Market Value," though not defined in the *Income Tax Act*, is defined by Canada Revenue Agency to have satisfactory evidence of fair market value of the gift. Fair market value shall be interpreted to mean "the price the property would bring in an open market transaction between a willing buyer and a willing seller, acting independently of each other and each having full knowledge of the facts."

5. POLICY

5.1. General Rule:

A gift is made in any circumstance where all the conditions listed below are satisfied:

a) Some property, usually cash, is transferred by a donor to the City;

b) The transfer is voluntary;

c) The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value. The benefit is of nominal value when the fair market value does not exceed the lessor of $50.00 or 10% of the amount of the gift.

5.2 Gift of Cash:

A receipt shall be issued in the amount of the cash donation and dated the day on which the donation was received.

5.3 Gift-in-Kind:

A gift-in-kind is a donation in any form other than cash or cheque and normally requires fair market valuation for tax receipt purposes.

5.4 Gift of Service:

A donation or gift of service is not recognized under the *Income Tax Act* for income tax purposes since the gift must involve property. However, if a service is purchased in accordance with the City's Purchasing policy and paid for, payment could be made to the donor who may then donate the proceeds.

5.5 Valuation of Fair Market Value:

Although the term "fair market value" is not defined in the *Income Tax Act*, Canada Revenue Agency requires satisfactory evidence of fair market value of the gift. Fair market value shall be interpreted to mean "the price the property would bring in an open market transaction between a willing buyer and a willing seller, acting independently of each other and each having full knowledge of the facts." An arm's length sale and purchase of property, at or near the effective date of valuation, is normally considered the best proof of value at the time.

5.6 Issuance of Donation Receipts:

Official receipts for income tax purposes will be issued to the donor by the Financial Services Department for eligible donations and will be valued as prescribed by the *Income Tax Act of Canada*. Receipts shall be made in the name of the donor and dated the day on which the donation was received.

5.7 Qualifying Gifts:

For gifts-in-kind, a receipt shall be issued only after the following conditions are met:

a) The gift-in-kind must be clearly within the interest of the City and must provide a benefit within the context of the City's program areas as determined by the receiving Department.
b) An appraisal shall be commissioned and be at the expense of the donor or the appropriate Department as agreed.
c) The appraisal must be by a qualified dealer, appraiser or other knowledgeable individual who is familiar with the market for the object or property. The dealer, appraiser or other knowledgeable individual shall not be associated with the donor.
d) The appraisal shall be in form and content acceptable to the Director of Financial Services or his/her designate. At the Director's discretion, any appraisal not sufficient in form and content may be refused, and one or more additional independent appraisals satisfactory to the Director may be required to be produced before any income tax receipt is issued.
e) The receipt shall be in the amount of the appraised value, or in the case of two or more appraisals, the lowest appraised value. The receipt shall also indicate a description of the object and the name and address of the appraiser and shall be dated the day in which the City received the gift.

5.8 Non-Qualifying Gifts:

a) The payment of a basic fee for admission to an event or to a program does not qualify as a donation that is eligible for the issuance of a tax receipt. An exception to this rule is available for the purchase of a ticket to a fund-raising dinner, ball, concert, show or like event. In this case, the gift is considered as the difference between the fair market value of the food, entertainment, etc., and the purchase price of the ticket.
b) Gifts made in exchange for consideration of a right, privilege, material benefit or advantage such as promotion or advertising for the donor's purposes do not qualify for income tax credits under the Income Tax

Act. For example, "sponsorship" contributions are not eligible for an income tax receipt if there is an implied exchange of advertising privileges for the donor's purposes.

c) Under the Income Tax Act, the City cannot issue income tax receipts for funds that it will not itself be responsible for spending.

5.9 Acceptance of Gifts:

a) The City maintains the right to refuse any gift that it judges not to be in the best interests of the City. The City may accept charitable gifts in the form of cash or cheque, gifts-in-kind, or special deferred gifts. Ownership of all gifts shall vest in the City, whether they are for the benefit of the City in general or for a specific purpose.

b) Gifts may be accepted if there are no usage restrictions set by the donor(s), or if the restrictions set by the donor(s) allow the gift(s) to be used in a manner consistent with the needs and goals of the City as judged by the Director of Finance.

c) Nothing shall be done which might be construed as an acceptance of a gift until the City has decided to accept. In considering a gift, the City shall first agree to accept the terms and conditions, including associated costs, upon which the gift has been offered.

d) The City shall consider the following when considering acceptance of a gift or gift-in-kind:

- Requirement within the Income Tax Act potential liabilities, including environmental issues;
- potential acquisition, installation, usage, storage, or maintenance costs;
- condition and repair of the item;
- aesthetic or other value to the City or potential users.

e) The gift shall be such that it can be retained as a City asset and used in connection with City activities, with discretion as to its use and management, or disposed of for cash or cash equivalent.

f) The City reserves the right to dispose of capital items received as gifts.

6. AUTHORITY TO ACT

6.1. Contributions are accepted by the Department in accordance with the policy.

6.2. The Director of Finance or designate shall be responsible for the issuance of all receipts for tax purposes.

7. REVIEW PROCEDURES

7.1. Official Donation Receipts:

a) Official receipts for income tax purposes shall be authorized by the Director of Finance or designate for eligible gifts and gifts-in-kind made to the City.

b) Receipts shall be made in the name of the donor only.

7.2. For Gifts of Cash:

a) The receipt shall be in the amount of the cash donation and dated the day on which the donation was received.

b) Income tax receipts shall be issued for donations of $10.00 or more, unless specifically requested by the donor.

c) Gifts of cash intended for specific purposes of the City shall only be accepted where Council has authorized such specific purpose and the necessary operating program or capital project has been established, or where appropriate, a reserve fund has been created, and any necessary bylaws have been enacted.

d) Gifts of cash accompanied by a request that the City use such monies to support certain special purposes that are being provided by an organization independent of the City shall only be accepted and an income tax receipt issued where Council has authorized the receipt of such donations, has given direction for the

disbursement of such monies to the organization, and has authorized staff to issue an income tax receipt where appropriate.

7.3. If cash is donated for a specific purpose (e.g., to a Capital Project) where budget is not already approved, a budget amendment (if in the current year) will be prepared and submitted for approval to Council. Upon approval, the donation will be credited as revenue/fund to the appropriate department and the budget amended to reflect the donation.

7.4. For gifts-in-kind, a receipt shall be issued only after the following conditions are met:

a) The gift-in-kind must be clearly within the interest of the City and must provide a benefit within the context of the City's program areas, as determined by the receiving Department.

b) If the donation meets the requirements of the *Income Tax Act* an appraisal would be commissioned and be at the expense of the donor or the appropriate Department as agreed.

c) Based on the *Income Tax Act* requirements, the appraisal shall be in form and content acceptable to provide fair market value. At the Director's discretion, any appraisal not sufficient in form and content may be refused, and one or more additional independent appraisals satisfactory to the Director may be required to be produced before any income tax receipt is issued.

d) The receipt, issued by the Financial Services Department, shall be in the amount of the appraised value, or in the case of two or more appraisals, the lowest appraised value. The receipt shall also indicate a description of the object and the name and address of the appraiser and shall be dated the day in which the City received the gift.

e) When the gift is not an acceptable gift for the City or a program area, the appropriate City staff shall advise the donor of such, and where appropriate, may direct the donor to other agencies or organizations where such a gift may be needed.

7.5. Process:

a) Upon receipt of the funds being donated, staff shall issue evidence of payment received from the donor and the amount of the donation. No reference to a taxable donation shall be included.

b) The evidence of payment shall contain the following information:

   i. the name and mailing address of the donor.

   ii. the date and amount of the donation, and whether it was by cash, cheque, debit, or credit card.

c) If the donor so requests, the receipt shall indicate the appropriate program area, cost centre, capital project, or specific purpose to which the donation is to be directed to. A copy of the evidence of payment shall forthwith be sent to the Financial Services Department.

d) Upon confirmation of the deposit and review for compliance with this policy, the Director shall cause to be issued an official income tax receipt pursuant to the *Income Tax Act*.

e) For donations accompanied by a request that the City use such monies to support special purposes of an organization independent of the City, the appropriate program area shall, prior to the deposit of any funds, report to Council for direction in respect of the donation. Council must make the determination that any such special purpose is in the interest of the City. Council must approve the receipt of such donations, the transfer of funds to such organization by way of grant, and the authority to issue an income tax receipt where appropriate.

f) Where the gift is acceptable to the City or a program area, but is not eligible as a gift-in-kind for income tax purposes under this policy, the appropriate City staff shall advise the donor that the gift is not eligible for an income tax receipt, and shall indicate the same on any evidence of payment issued for the gift.

g) Gifts of Service are to be deemed as a purchase of service and a subsequent donation. The cheque for payment for the service will be exchanged for the donation.

Contact Information:
If you have any questions about this policy, please contact Corporate Services 250.723.2823 or by email corp_serv@portalberni.ca.

Mike Fox
Chief Administrative Officer

Andrew McGifford
Director of Finance

TITLE: CHEQUE SIGNATURE STAMP				
EFFECTIVE DATE: Jun 26/87	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. The Bank of Montreal is authorized and directed to pay any and all cheques or instruments purporting to be cheques of the City presented for payment bearing facsimile signatures of the following officers who have been duly authorized to sign cheques for and on behalf of the City

MAYOR

DIRECTOR OF FINANCE

2. Such cheques or instruments shall have the same legal effect, and may be dealt with to all intents and purposes and shall bind the City as fully and effectually as if signed in the handwriting of and duly issued by such officer or officers for and on behalf of the City, regardless of however or by whomsoever the said facsimile signatures shall have been mechanically affixed;

3. The City shall provide the said Bank with a certified copy of this Policy and certified specimens of each facsimile signatures and Resolution may be acted upon by each branch of the said Bank with which any dealings are had by the City until notice to the contrary or of any change has been given in writing to the Manager, or Acting Manager, or both.

TITLE: CITY LOGO AND CREST - USE OF				
EFFECTIVE DATE: Nov 1, 2005	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: May 30/88	PAGE 1 OF 1

Use of the City of Port Alberni Logo, Crest or Flag by non-City agencies is only permitted with the expressed permission of the City Manager or City Council.

TITLE: P4 - COMMUNICATION SYSTEMS				
EFFECTIVE DATE: May 28/01	DEPARTMENT: All	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

1. **Purpose**

To establish policies and procedures for City staff's use of various communications systems, methods, services and equipment provided by the City. Such systems, methods, services and equipment, (hereinafter referred to as ""systems") include, but are not limited to:

- the internet;
- electronic mail;
- voice mail;
- regular mail;
- mobile/cellular telephones and radios;
- photocopiers;
- facsimile machines; and
- computer network, including all related hardware and software.

2. **Objectives**

The objectives of this policy are:

- to ensure that all employees are aware of acceptable and unacceptable uses of the systems;
- to prevent breakdowns of, damage to and intrusions of viruses into the systems; and
- to ensure that all employees are aware that they should hold no expectation of privacy in their use of these systems and that disciplinary action can result from unacceptable use of these systems.

3. **Compliance**

The City of Port Alberni has the right to audit these systems to ensure compliance with this policy. These systems and/or their products are the property of the City of Port Alberni and are subject to Freedom of Information requirements should requests be made for City records. The City may monitor, copy, access and/or disclose any information and/or files that employees may store, process, receive or transmit. The City's Information Services Department has the authority to monitor compliance with these policies.

Employees should consider these systems as business tools and should hold no expectations of privacy except with regard to confidential personnel information.

4. **Acceptable Uses**

Acceptable uses of the City's communications systems are the receiving, transmitting, storing and processing of messages, documents and computer files for City business purposes only and by City employees only.

5. **Exceptions**

Other acceptable uses of City communication systems include:

a) Internet

- Access to the Internet for personal education research is allowed outside of normal working hours.

- Only City business related software may be downloaded from the Internet, and then only by, under the supervision of or by authority of the Information Services Manager or designate.

b) Regular Mail

- From time to time, employees may receive mail at a City address. While the City staff who are responsible for opening and distributing mail do try to avoid opening mail marked "Personal and/or Confidential", it can happen that such mail is occasionally and inadvertently opened. Should employees be concerned about this possibility, they should take steps to ensure that their personal mail is addressed to their home address or to another address of their choice rather than to the City.

c) Electronic Mail

- Occasional personal use of the electronic mail system is permitted, but personal messages will be treated no differently from business messages.

d) Outgoing Mail, Telephones, Photocopiers and Facsimile Machines

- Use of these systems for personal communications is acceptable, but only if any related postage, copying and long distance toll charges are paid for by the employee.

e) Computer Network

- Access to the computer network is granted or revoked by the Information Services Department and is granted only to employees of the City of Port Alberni in order that they may complete assigned duties. An employee shall have only the level of computing access privileges that he or she requires to complete his or her assigned duties.

- Software programs and hardware devices may be installed only by, under the supervision of or by the authority of the Information Services Manager or designate. If such programs and devices are not for City business related purposes, employee use of such is allowed outside of normal working hours only and not for any of the uses described in the "Unacceptable Uses" section of this policy.

6. **Unacceptable Uses**

- Transmitting any materials in violation of Canadian law;
- Accessing, transmitting, duplicating or storing obscene or suggestive messages, graphical images or pornographic materials;
- Using vulgar, profane or inappropriate language;
- Transmitting or posting threatening or abusive material;
- Using the systems for activities of a sexual harassment or personal harassment nature;
- Using the systems in any way that would compromise the City's image and integrity;
- Operating a personal business;
- Advertising items for sale;
- Participating in pyramid or chain schemes;
- Lobbying for political purposes;
- Duplicating, storing or transmitting copyrighted material that violates copyright law;
- Downloading or using non-City business related software such as games and entertainment software.

This is not an exhaustive list. Employees should govern themselves by the general guideline - if you're not sure that a certain use is acceptable, check with the Information Services Manager.

For purposes of this policy, the City Manager will determine if any action is deemed to be an unacceptable use of the City's communications systems.

CITY OF PORT ALBERNI
POLICY MANUAL

Title: COMMUNITY GARDENS POLICY	
Department Responsible: Engineering and Public Works	
Approved By: City Council	
New □ Amended □	Pages: 1 OF 3

1. POLICY

The City of Port Alberni recognizes the need for community gardening as a valuable means of providing recreational and social opportunities to enhance health and well-being, community development, environmental awareness, food security and providing protection and use of public property. The City of Port Alberni encourages community gardening by collaborating with residents and community organizations in the development of community gardens.

2. PURPOSE

The purpose of this policy is to establish guidelines for the development and operation of community gardens on municipally owned lands. This policy establishes a framework to ensure equal access for all residents.

A community garden has the following features:

- Uses a plot of City land for the growing of produce such as vegetables and fruit for use and/or consumption.
- Stimulates social interaction.
- Encourages self-reliance.
- Beautifies neighbourhoods.
- Provides a catalyst for neighbourhood and community development.
- Produces nutritious food.
- Reduces family budgets.
- Creates opportunities for recreation-promoting exercise and therapy.
- Fosters educational opportunities.
- Preserves green space.
- Provides opportunities for intergenerational and cross-cultural connections
- Increases safety and stewardship of public land by providing increased surveillance.

3. DEFINITIONS

None.

4. SCOPE

This policy applies to all City of Port Alberni employees with respect to the development of community gardens on City-owned property.

5. RESPONSIBILITY

The Engineering and Public Works Department is responsible for being the central point of communication and coordination with respect to community gardens with the Parks Supervisor designated as the primary point of contact.

6. PROCEDURE

Administration

The Engineering & Public Works Department of the City of Port Alberni supports the development of a community garden by working with community groups (non-profit). The City of Port Alberni will support the development and operation of community gardens in the following ways:

a) Providing access to information on the development and operation of a community garden;
b) Developing an agreement with a community group for the use and maintenance of City land as a community garden when a suitable and approved site has been chosen;
c) Promote and raise awareness of community gardens through the City's website and other opportunities.

Guidelines for Selecting New Community Garden Sites

The City of Port Alberni supports the creation of community gardens and will assist community groups in locating a new community garden on suitable and approved City land where:

a) A community group expresses, in writing, an interest in developing a community garden on City owned land;
b) The City has determined that the location of the proposed community garden is available and is suitable for this use;
c) The neighbourhood/community residents have been consulted and indicate general support regarding the use of the City land as a community garden;
d) The community garden does not conflict with established amenities/programs.

a)

Conditions for Use of City-Owned Property

b)

c) The following conditions will apply to a community garden on City land:

a) A community garden is expected to be developed, managed and maintained at no direct cost to the City, and is expected to have minimal impact on City resources;
b) The community group shall agree to develop, manage and operate the community garden in accordance with an agreement entered into between the community group and the City.
c) The agreement will provide for the terms of use, management responsibilities, capital improvements and access to the community garden, which will include but is not limited to the following:
    i. An initial term of three years, with an option to renew;
    ii. Development of a plan by the community group that includes key principles such as the not for profit nature of the community group, common courtesy rules, how plots will be allocated and ensuring that unallocated plots are made available to the general public;
    iii. Minimum maintenance standards including aesthetics, orderliness, signage, any fencing requirements and acceptable and/or prohibited plantings;
    iv. That no chemical pesticides and uncomposted manure are to be used on the community garden;
    v. The community group agrees to cover the cost to restore the lands to their original condition on termination of the Agreement;

vi. All community group practices shall comply with all Provincial legislation, regulation and all City policies and bylaws.

7. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

- Port Alberni Zoning Bylaw #4832
- Waterworks Bylaw #4494

1. Approvals:

Effective Date: Authorized By: City Council
Replaces:

TITLE: COMMUNITY INVESTMENT PROGRAM				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Corporate Services	AUTHORIZED BY: Council	REPLACES: Former Grants In Aid New	PAGE 1 of 2

The Community Investment Program (CIP) was established in 2011 to replace the former Grants in Aid Program. The CIP provides assistance to not-for-profit organizations to enhance their ability to provide programs, services or activities that benefit the citizens of Port Alberni.

Council's Five Year Financial Plan establishes the amount to be funded annually through this Program by way of In-Kind Services and Community Development Grants. In-Kind Services includes: staff time; waiving of fees (Sewer, water, garbage, sweeper, etc.); rental fees; use of equipment (tents, barricades, etc.); land use (road closures); bus and recreation passes. Community Development Grants are cash grants.

The Community Development Grant Committee appointed by Council annually will review applications and make recommendations to Council. Orientation Workshops for potential applicants will be held in May of each year with applications invited by October 1st (approximate deadline). Decisions for grants to be distributed will be made in December of each year.

The Community Investment Programs is for not-for-profit organizations whose registered mandate falls under one of the following sectors:

- "Community Services" – social programs and activities that provide social enrichment and help the citizens of Port Alberni to strengthen personal or community life.
- "Multicultural" – promotion of human or group relations, in which ethnic, racial, religious, and linguistic similarities and differences are valued, respected and exchanged.
- "Recreation/Amateur Sport" – those activities and experiences in which an individual chooses to participate in his/her leisure time and includes but is not limited to, athletic, artistic, physical, historical, natural science, cultural, social and intellectual activities.

Eligibility

The Applicant must:

- Be eligible to become a registered not-for-profit organization.
- Provide direct on-going programs and services that improve quality of life for residents of the City of Port Alberni.
- Merit public funding by addressing the Community Investment Program Priorities and Guidelines.
- Not duplicate the activities of other Applicants or other government supported organizations.
- Have open memberships except for valid program factors (e.g. age)
- Use the grant to meet the Applicant's mandate as outlined in its constitutional documents.
- Partnerships and the ability to leverage additional funds will be taken into account.
- Not use the grant for capital purposes, including but not restricted to, the purchase of land, equipment, fixtures or physical facilities.
- Not use the grant, directly or indirectly, to further a profit venture.
- Submit application and required documents by the deadline.
- Applications of a valley wide/regional nature will be referred to the Alberni-Clayoquot Regional District for its consideration.

- Only applications from local organizations demonstrating to the satisfaction, that the benefits to be derived from the grant will accrue primarily to the local community and its citizens will be considered, i.e. the funds will not be sent outside the municipality of part of a provincial, national or international effort.
- A member from the organization has attended the "Community Investment Program" Application Workshop.
- Successful applicants must indicate on all promotional materials associated with the program/project *"Funding support provided by the City of Port Alberni"*

Program Priorities and Guidelines
Awards will be based in part, on how well the organization meets the following Program Priorities and Guidelines.

Priorities
Organizations contributing to making Port Alberni a vibrant, connected, engaged and welcoming community by providing residents with opportunities to connect, interact and become integrated through social, recreational and cultural programs and activities.

Supporting Statements:
- Organizations actively seeking to connect residents and build community by providing opportunities for interaction and integration, including promoting volunteer participation and citizen involvement.
- Organizations meeting the needs of residents by making their programs and activities more accessible and affordable and by providing and/or adapting programs and services to address barriers to participation. Barriers to participation may include: gender, ethnicity, culture, faith, age, literacy, language, abilities, and income.
- Organizations that use new approaches and techniques to address community needs.
- Organizations contribute to the celebration of life in Port Alberni.

Supporting Statements:
- Organizations promoting healthy living through sport, recreation, leisure and social opportunities.
- Organizations celebrating community pride and the multi-faceted heritage and culture of Port Alberni's diverse community through city wide festivals.
- Organizations contribute to making Port Alberni a caring, safe, healthy, sustainable, inclusive and affordable community where all people, including vulnerable populations, have opportunities to achieve their aspirations and feel a sense of belonging.

Supporting Statements:
- Organizations benefitting the community by enriching the diversity of opportunities for residents and by addressing identified community needs, trends and issues.
- Organization benefitting individuals by providing participants and volunteers with opportunities to develop themselves, and by providing them with opportunities to acquire or enhance their skills and abilities.
- Organizations contribute to social sustainability by practicing fiscal responsibility and good management, including strategic planning, innovative capacity building strategies, and developing community leaders.

POLICY No. 5002-4 | COMPENSATION FOR EMERGENCY RESPONSE OUTSIDE OF REGULAR HOURS – EXEMPT EMPLOYEES

Approved: January 6, 2026

Date of Last Review: September 24, 2018

CITY OF PORT ALBERNI

1. PURPOSE

This policy outlines the compensation provided to exempt City of Port Alberni staff required to work in excess of their normal scheduled working hours in response to an emergency incident or disaster that is supported through the ACRD Emergency Operations Center (EOC) under an Emergency Management BC (EMBC) Task Number.

2. POLICY STATEMENT

This policy provides an equitable means of compensation for exempt staff working additional hours during an emergency or disaster situation that is supported through the ACRD EOC under an EMBC Task Number.

3. SCOPE AND APPLICATION

Notwithstanding any other City policy regarding compensation for exempt staff who are required to work outside of their regular hours of work, this policy is enacted specifically when the following conditions are present:

- Work is outside of regular hours.
- Work involves responding to or supporting an emergency event.
- An ACRD EOC is activated and a EMBC Task Number enabling reimbursement has been issued by the Province.

4. PROCEDURE

When called in under the approval of the EOC Director or other authorized person to work in the EOC, support the EOC, or otherwise perform work related to responding to or mitigating an emergency or providing services during an emergency event, an exempt employee's time in excess of their regular scheduled working hours will be tracked separately and paid to the exempt employee at the following rates:

- 1½ times their calculated hourly rate for the first 3 hours worked beyond their regular scheduled working hours.
- 2 times their calculated hourly rate for any hours worked in excess of 3 hours beyond their regular scheduled working hours.

This additional compensation paid to exempt employees will be submitted to the appropriate agency under the EMBC Task Number for reimbursement to the City.

Compensation earned under the provisions of this policy will not be banked or converted to time off in lieu or converted to any other benefit.

M. Fox
CAO

S. Darling
Director of Corporate Services

Date	Change Description
January 6, 2026	Policy review and update

TITLE: COMPUTERS - DISPOSAL OF OBSOLETE SURPLUS				
EFFECTIVE DATE: June 25/13	DEPARTMENT: Information Services	AUTHORIZED BY: Council	REPLACES: Nov 28/00	PAGE 1 OF 1

The Manager of Information Services is authorized to dispose of retired or “evergreened” computer and network equipment in the following priority order:

1. Place items for public bid using BC Auction Services to gain potential cost recovery
2. Provide items “as-is”, without support, to local non-profit organizations
3. Recycle any remaining computer/network equipment using available methods

POLICY No. 4004-1 | CONDUCT AT MUNICIPAL VENUES

Approved: November 27, 2023
Resolution No.: 23-350
Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

To outline the conduct expected of any person attending City-owned venues.

2. POLICY STATEMENT

The City of Port Alberni (City) will ensure that all people feel welcome to visit and conduct business at any City-owned venue.

3. SCOPE AND APPLICATION

This policy applies to all persons while on City-owned property. The policy covers acceptable conduct to be demonstrated by anyone while visiting or attending City-owned locations.

4. DEFINITIONS

Venue: the interior and exterior of all buildings and facilities, and throughout parks and green spaces.

5. POLICY

Any individual or group of people attending City-owned venues are expected to adhere to the following principles, and this language will be included in all City venue rental agreements:

- We understand that this venue includes children, youth, adults and seniors of all races, all religions, all cultures, all abilities, all economic levels, all gender identities and all sexual orientations, and we will conduct ourselves in a manner that is respectful of this diverse community;
- We will comply with all applicable City of Port Alberni bylaws and federal and provincial legislation, including the British Columbia Human Rights Code and Canadian Human Rights Act, which prohibit discriminatory conduct including conduct that would expose persons or groups to hatred or contempt; and
- We understand that City staff and their representatives have the authority to ask an individual or group to leave a City-owned or City-managed venue when that person or group is displaying inappropriate, disruptive, or aggressive behavior that threatens the security and safety of staff, guests, residents, themselves and/or property. Depending on the seriousness of the circumstances and behaviour, the City representative may choose to suspend, ban, or issue a Trespass Notice to the corresponding individual or group.

6. AUTHORITY TO ACT

The Manager of Recreation Services will ensure that the expected conduct as outlined within this policy is included in all City venue rental agreements. All City employees are enabled to enforce this policy.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2823 or by email corp_serv@portalberni.ca.

Mike Fox
Chief Administrative Officer

TITLE: P6 – CONVERSION OF VACATION TO SICK LEAVE (Union Members)				
EFFECTIVE DATE: Feb 8/88	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

An employee becoming sick or disabled while on scheduled vacation may convert such period of time to sick leave provided:

1. the duration of the sickness or disablement exceeds three days, and

1. the employee immediately or as soon as practicable submits a doctor's certificate to his immediate supervisor stating that the employee was unfit for work and the reason why he was unfit for work. Such certificate must specify by dates the duration of the sickness or disability.

Conversion of all or part of an employee's scheduled vacation to sick leave shall not serve to extend the scheduled vacation time except with the express authorization of the employee's immediate supervisor.

POLICY No. 3007-1 | Cost Apportionment for Capital Projects

Approved: October 17, 2024
Date of Last Review:

CITY OF PORT ALBERNI

1) PURPOSE

To define the scope that supports a fair allocation of streetscape costs between User Rate-funded Utilities funds (Water and Sewer) and General Tax funds, to support renewal and expansion within the City limits.

2) POLICY STATEMENT

Each Utility or Service must have an equitable share and fund the service delivery costs they provide to the point where the City does not purely rely on general taxation to fund streetscape installations that are impacted by Utility and Service Delivery.

3) SCOPE AND APPLICATION

This Policy applies to Water and Sewer works (replacement, upgrade, or expansion) where roadways or other streetscape infrastructure are impacted and restored.

4) DEFINITIONS

Design Standards: the most current design standard being used for the type of replacement. If a standard is out of date, the City defaults to the MMCD 2021 edition.
Utilities: water, sewer, storm, power, telecommunications, gas, and any other service.
Streetscape: sidewalks, curb and gutter, roadside drainage ditches, culverts, ditch-inlet catch basins (DICB), gravel shoulders, pathways, road surface, bridges, cycling/multi-modal infrastructure, traffic control infrastructure, boulevards, barriers, landscaping, irrigation, streetlights, and street furnishings such as benches and planters.
ROW (Right-of-Way): public road right-of-way controlled by City, including unopened road allowances, mid-block alleys, and easements over private property in favour of City for utility and/or transportation use.
Ancillary Costs: includes all costs that support the relocation/replacement costs, including but not limited to engineering design and plan review, mobilization, traffic controls, erosion controls and associated permitting, construction surveying, potholing, material testing and inspection as reasonably determined by the Director of Infrastructure services.
Relocation/Replacement Costs: shall include all direct costs for designing and constructing the replaced Utility line, including but not limited to other ancillary costs.

Sanitary sewer (separated sanitary sewer): a sewer within the ROW which conveys sanitary sewage, but not stormwater from public drainage collection points such as catch basins; excluding individual sanitary service lines extending to property boundaries. A sanitary sewer which formerly served as a combined sewer may also convey stormwater from some private property drainage systems, such as roof leaders and foundation drains. Repair and replacement of sanitary sewer infrastructure is normally funded by Sewer Utility charges to customers via the Sewer Reserve Fund.

Storm sewer: a sewer within the ROW which conveys stormwater from public drainage collection points such as catch basins. In areas that were developed with separated sewer servicing (never served by combined sewers), or where individual properties have been redeveloped with fully separated servicing, a storm sewer also conveys drainage from private property drainage systems, such as roof leaders and foundation drains. The individual storm service lines extending to property lines are not storm sewers.

Combined sewer: A sewer within the ROW which conveys both stormwater and sanitary sewage, but excluding individual service lines extending to property boundaries.

Combined Sewer Overflow (CSO): a sewer and outfall that directs a combination of sanitary sewage and stormwater directly to the environment without treatment (such as Alberni Harbour or Somass River), due to sewer flows exceeding the maximum quantity that can be pumped to the wastewater treatment plant.

5) POLICY

5.1 Full road/utilities replacement costs will be split between Water Reserve, Sewer Reserve, and General Fund, where road / streetscape condition warrants replacement within a five-year horizon. Sewer and Water reserve funds continue to pay full cost to road grade for watermain, sanitary, and combined sewer works. If privately owned infrastructure is in the streetscape area and needs to be replaced, then that owner will pay 100% replacement, and a portion of the streetscape affected.

5.2 For road and utilities replacement when the project driver is replacement of water and/or sanitary sewer, or sewer separation of a combined sewer service area, and the road/streetscape condition would not otherwise have been expected to require replacement within a five-year horizon, the full project cost will be borne by the water and/or sewer fund, as applicable.

5.3 For partial (one) utility replacement (water or sanitary) that utility would pay 100% cost and replace the road or streetscape to the most current city standard.

5.4 If the road/streetscape and/or storm sewers are being installed/replaced with no other utilities being replaced, general taxation will continue to cover the full costs.

5.5 When ancillary costs cannot be itemized from the contractor's bid schedule, then the ancillary costs shall be proportioned with the relocation/replacement costs to the overall bid total for the roadway/streetscape project.

5.6 Where a new storm sewer is constructed for the purpose of diverting flow from the combined sewer system (separation), the cost of the storm sewer works will be borne by the Sewer Reserve Fund.

6) AUTHORITY TO ACT

All capital expenditures will require an approved Financial Plan funding allocation adopted or amended by Council.

Mike Fox
Chief Administrative Officer

Sara Darling
Director of Corporate Services

POLICY No. 3002-1 | Council Code of Conduct

Approved: May 8, 2023
Resolution No.: R23-154
Date of Last Review:

CITY OF PORT ALBERNI

PURPOSE

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

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

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

SCOPE

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

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

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

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

3. **Accountability** – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.

4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

STANDARDS OF CONDUCT

Integrity: Integrity is demonstrated by the following conduct:

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

Respect: Respect is demonstrated through the following conduct:

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

Accountability: Accountability is demonstrated through the following conduct:

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

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

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

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

PROCESS:

This policy is to be reviewed by Council following a general local election.

Sharie Minions
Mayor

Donna Monteith
Corporate Officer

TITLE: COUNCIL - DISCLOSURE OF GIFTS				
EFFECTIVE DATE: Jan 12/04	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

The *Community Charter* (Section 105) specifies that a member of Council must not, directly or indirectly, accept a fee, gift, or personal benefit that is connected with the member's performance of the duties of office except for a gift or personal benefit that is received as an incident of protocol or social obligations that accompany the responsibilities of office.

This restriction **will not** apply to the following, so long as appropriate disclosure is made:

- a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office or employment;

- compensation authorized by law; or

- a lawful contribution made to a member who is a candidate for election to a local government.

Councillors are required to complete a disclosure statement upon receipt of permitted gifts and those statements are to be available for public review at City Hall (*Community Charter* Section 106).

Council members will be responsible for understanding Sections 105 and 106 of the *Community Charter* as it applies to their conduct. Councillors must determine whether an item is a gift or benefit, whether it is appropriate to accept and upon acceptance, complete the required disclosure statement. Three questions may be asked to assist in determining whether a gift is appropriate.

- Is the item a gift or benefit to the Councillor personally either directly or indirectly (e.g. will the Councillor or a member of his/her family take personal possession of the gift or is it a gift over which the municipality will take control and custody?)

- Is the gift or benefit being given with any expectation whatsoever that the Councillor will either currently or at some point in the future take some action (e.g. vote on a matter, intervene with municipal officials on the gift giver's behalf, etc.) that will benefit the giver of the gift.

- Is the value of the gift or benefit likely to influence any decision or action of the Councillor?

If the answer to all three questions is yes, then the member should not accept the gift under any circumstances. If, however the answer to the first question is yes, but the answer to the others is no, then the gift might be considered to be incidental to the duties of office. If this is the case, any gifts received which exceed $250 in value or an accumulation of individual gifts from the same person which exceed $250 in the course of one year, are to be recorded on the disclosure statement and filed with the City Clerk as soon as reasonably practicable (for example, within one week of the gift being received). This disclosure statement must be available for public inspection at City Hall.

If the value of the gift is unknown, an attempt should be made to determine the fair market value.

In an effort to assist Councillors with their new responsibilities under the *Community Charter*, the attached disclosure form (page 3 of this policy) is to be used for tracking and reporting gifts as required. The relevant excerpts from the *Community Charter* are as follows:

Excerpts of the *Community Charter*

Restrictions on accepting gifts

105 (1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

(2) Subsection (1) does not apply to

(a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,

(b) compensation authorized by law, or

(c) a lawful contribution made to a member who is a candidate for election to a local government.

(3) A person who contravenes this section is disqualified from holding local government office for the period established by section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Disclosure of gifts

106 (1) This section applies if

(a) a member receives a gift or personal benefit referred to in section 105 (2) (a) that exceeds $250 in value, or

(b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds $250.

(2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating

(a) the nature of the gift or benefit,

(b) its source,

(3) A person who contravenes this section is disqualified from holding local government office for the period established by section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

City of Port Alberni
Declaration of an Elected Official
Upon Receipt of a Gift or Personal Benefit

Pursuant to Section 106 of the *Community Charter*, this disclosure statement is to be filed with the City Clerk of the City of Port Alberni, upon receipt of a gift(s) or personal benefit(s) received directly or indirectly from one source in any 12 month period, having a total value in excess of $250.

Name of Mayor or Councillor_____Name of Office _____

Summary of Contributions

Date Received	Description of Gift or Benefit	Value	Full Name(s) and address(es) of donor	Circumstance

I _____, a _____ for the City of Port Alberni solemnly affirm that to the best of my knowledge the information provided on this declaration completely and accurately discloses the information as required by Section 106 of the Community Charter.

_____
(Signature of Elected Official)

Declared before me at the City of Port Alberni, British Columbia this _____ day of_____, 200_.

_____
City Clerk, City of Port Alberni
A Commissioner for taking Affidavits in
the Province of British Columbia.

POLICY No. 3002-4 | Council Leave

Approved: September 25, 2023
Resolution No.: R23-284
Date of Last Review:

CITY OF PORT ALBERNI

PURPOSE

In an effort to recognize the need of Members of Council to balance personal lives with duties related to their term in office, the City of Port Alberni has created a family-friendly personal leave policy.

POLICY STATEMENT

This family friendly policy has been created to support Members of Council in their needs to balance personal obligations and their work as an elected official. The Policy provides guidance on eligibility, approval process and principles for leaves under Section 125(7) of the *Community Charter* when a Member of Council requests a leave of up to six (6) months for personal reasons during their term as a Member of Council.

APPLICATION

This Policy applies to all City of Port Alberni Councillors.

1. **REFERENCE**
   Section 125(5) of the *Community Charter* provides:

   "If a council member is absent from council meetings for

   (a) a period of 60 consecutive days or
   (b) four (4) consecutive regularly schedule council meetings,

   whichever is the longer time period, the council member is disqualified from holding office"

   Section 125(7) of the Community Charter provides:

   "disqualification under subsection (5) does not apply if the absence is
   (a) because of illness or injury,
   (b) with leave of the council"

DEFINITIONS

Member of Council: the duly elected officials of the City, those being the Mayor and Councillors.

Immediate family: the spouse, child, grandchild, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, and/or grandparents of the Member of Council.

POLICY

ELIGIBILITY

A Member of Council may request a personal leave of up to six (6) months in the following situations:

- When seeking treatment for an injury or illness;
- To take care of an immediate family member who has a serious medical condition or injury;
- For Bereavement Leave as a result of an immediate family member;
- To manage an urgent situation that concerns themselves and/or an immediate family member;
- When they have given birth or adopt a child during their term or are the spouse/common law partner/co-parent of a person giving birth or adopting a child during their term regardless of family status or gender.

PRINCIPLES OF LEAVE

By this policy, Council confirms its intention to provide a leave approval based on the following:

a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
b) A Member of Council who takes personal leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
c) Despite being on Personal Leave, the Member of Council may attend any Council or Committee meeting and reserves the right to participate as an active Member of Council at any time during their leave. Such exercise of rights and privileges of office will not affect Council's leave approval.
d) During a Member of Council's personal leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s).
e) The right to participate during their approved Personal Leave does not include the right to re-assume any Council or Committee appointments that have been granted to alternate Council members while the Councilor in question has been granted leave.
f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.
g) For the purposes of the minutes, a Member of Council absent from a meeting due to an approved leave, shall be recorded in the minutes as on approved leave.

APPROVAL PROCESS

Members of Council who wish to take a leave must notify the Mayor, CAO and/or the Corporate Officer in writing a minimum of two (2) weeks prior to the anticipated commencement of the leave, or as soon as possible.

The notice of leave should indicate:

- the expected start and end dates of the Personal Leave;
- the reason for the requested Personal Leave;
- which, if any, duties will continue to be undertaken by the Member during the Personal leave; and,
- any potential Council related accommodations required during the Personal leave.

Once notice has been received requesting a Personal Leave of Absence, the Member of Council, or designate if the Member of Council is unable to attend, in a closed meeting, will share their request with the other Council members. Council must pass a resolution, to grant the leave of Council as per Section 125(7) of the *Community Charter*.

The Mayor, or designate, will notify the CAO and Corporate Officer of the start date and expected end date of the approved leave, if the personal leave is to be a paid or unpaid leave, and any duties that will continue during the Personal Leave. If determined that the leave is to be unpaid, all extended health and dental benefits premiums shall be paid by the Member of Council. The Parties will discuss how and what will be communicated regarding the leave, respecting confidentiality as applicable.

Leaves may be extended for an additional six (6) months at the discretion of Council for a total leave of up to twelve (12) months. Leaves will not extend beyond the end of the elected official's term of office, unless re-elected.

The Member of Council shall provide a minimum of three (3) weeks written notice to the Mayor, CAO and/or Corporate Officer of their intent to resume any of the Council-approved appointments.

REVIEW PROCEDURES

The Policy will be reviewed once per election term by the Chief Administrative Officer. Any proposed changes would be brought to Council for discussion and possible adoption.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2823 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

RELATED DOCUMENTS

Community Charter s.125

Donna Monteith
Corporate Officer

POLICY No. 5005-1 | Council Occupational Health and Safety Policy

Approved: October 10, 2023

Resolution No: R23-295

Date of Last Review:

CITY OF PORT ALBERNI

POLICY

It is the policy of the City of Port Alberni to provide a safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.

It is the responsibility of City of Port Alberni management to develop, implement and maintain programs and policies designed to prevent injuries and occupational diseases throughout City of Port Alberni workplaces by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

It is the responsibility of every supervisor to ensure that all workers are instructed in, and follow all safe work procedures, regulatory requirements and collective agreement provisions.

It is the responsibility of all workers to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.

It is the responsibility of all contractors working for or on behalf of the City of Port Alberni to implement effective safety programs for their workers, and comply with all safety rules of the City of Port Alberni.

Through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, the City of Port Alberni will promote healthy and safe working conditions and attitudes as integral parts of its operations.

This policy will be reviewed and re-affirmed annually.

Sharie Minions
Mayor

Mike Fox
Chief Administrative Officer

TITLE: DEVELOPMENT VARIANCE PERMITS				
EFFECTIVE DATE: Apr 18/91	DEPARTMENT: Planning/Clerks	AUTHORIZED BY: Council	REPLACES: May 28/90 & Mar 25/91	PAGE 1 OF 1

Council will restrict its consideration of applications for Development Variance Permits to:

a) variances respecting significant new development in the community, or

b) to variances of more than 10 feet which have not been denied by the Board of Variance.

All applications for Development Variance Permits shall be referred to the Advisory Planning Commission prior to consideration by Council.

Each applicant for a Development Variance Permit will be given the opportunity to be heard by Council prior to adjudication regarding proceeding further with the application.

TITLE: ELECTION PERSONNEL - Rates of Pay				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Oct. 6/96	PAGE 1 OF 1

1. At each election the hourly rate of pay for election officials will be that of the lowest clerical position in the City Division under the current C.U.P.E. Agreement;

2. The remuneration for the position of Presiding Election Official and/or Deputy Chief Election Officer will be 160 percent of the election official's rate; and

3. The remuneration for the position of Chief Election Officer will be 220 percent of the election official's rate.

Lunch and dinner provided for all election officials.

TITLE: **ELECTRONIC DEVICE USE**				
EFFECTIVE DATE: Sept 23, 2013	DEPARTMENT: Corporate Svces	AUTHORIZED BY:	REPLACES: NEW	PAGE 1 OF 6

1. POLICY OBJECTIVE

The purpose of this Policy is to provide clarity and guidance to City Council and Employees on the expectations regarding the use and support of electronic devices.

2. BACKGROUND

The City is committed to developing strong and efficient practices. The City has developed a website as one of the means by which Council materials will be received. In 2013, the City committed to a paperless strategy and adopted the use of iPads as a method by which the City website would be accessed by Council.

3. APPLICATION AND SCOPE

This policy applies to the Council and to Employees. The City has a number of other policies that govern the use of information and information technology. Where there are inconsistencies between the documents the terms of this policy shall prevail.

4. ACCESSING INFORMATION

Each Council member must have a City of Port Alberni email account, and must use this City email account for all confidential correspondence.

4.1. PASSWORDS

Account authentication requires “complex passwords” that are reset at periodic intervals. Council will be prompted to renew passwords at minimum every 60 days and no longer than every 6 months. In setting and renewing their passwords, Councillors should ensure that the password:

- is at least 8 characters in length containing, numbers, special characters, both upper and lowercase letters;
- is not one of the previous four passwords associated with the account.

5. USING THE DEVICE

Protection of commercially sensitive information and the protection of privacy in accordance with the *Freedom of Information and Protection of Privacy Act* are paramount considerations in the development and use of the Device. The full Act can be accessed at http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Specifically:

- Protection of personal information
  - 30 A public body must protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- Storage and access must be in Canada
  - 30.1 A public body must ensure that personal information in its custody or under its control is stored only in Canada and accessed only in Canada, unless one of the following applies:
    - (a) if the individual the information is about has identified the information and has consented, in the prescribed manner, to it being stored in or accessed from, as applicable, another jurisdiction;
    - (b) if it is stored in or accessed from another jurisdiction for the purpose of disclosure allowed under this Act;
    - (c) if it was disclosed under section 33.1 (1) (i.1).
- Application to employees and others
  - 31.1 The requirements and restrictions established by this Part also apply to
    - (a) the employees, officers and directors of a public body, and
    - (b) in the case of an employee that is a service provider, all employees and associates of the service provider.

Therefore,

- Council and Employees must take all reasonable steps to safeguard any device used to access any City related information to ensure that the integrity and confidentiality of the information is not compromised.
- Council and Employees must only access City records for legitimate business reasons.
- Council and Employees must not use for their own personal or business purposes, or the personal or business purposes of immediate family members or friends, information acquired in the course of their work for the City when that information is not generally known and available to the public.

5.1. DOWNLOADING MATERIAL

If Councillors do download material to their Device they must delete the material from their Device following the meeting to which the material relates.

6. DEVICES

To support the unique needs of each individual Councillor, the City has adopted a ‘Bring Your Own Device’ strategy. This will enable Council to use their device of choice to access information, if preferred. If a personal device is not supplied, the City will provide an iPad with 4G capability to any Councillor who does not have, or cannot use, their own device to use for the duration of their appointment to the Council;

Arrangements will be agreed between the City and each individual Councillor in accordance with the options set out in Appendix B.

Applications

The ability to download and install third-party applications (hereafter referred to as “apps”) onto smartphones and tablets is pervasive. Many of these apps provide true business value, while other apps are purely for entertainment. Some apps are free, while others incur additional charges to the user. The City’s Information Technology Department will not censor or regulate downloading and installation of additional apps onto City-issued smartphones. As such, it is the responsibility of the user to:

- Ensure apps downloaded, installed, and used on smartphones/Blackberries are consistent with this and all applicable policies, including the City's *Standards of Conduct* policy, the *Use of Electronic Devices While Driving Regulations*, the *Communications* policy and any relevant government legislation;
- Ensure additional memory, apps, or features above those deemed necessary by the City for normal business use are acquired at the user's expense;
- Seek reimbursement for additional apps justified for legitimate business purposes according to the conditions specified by this policy;
- Obtain support for apps not covered under the IT Department’s Supported Smartphone App Catalogue directly from the vendor that issued them;

Employees and elected officials must accept that all information, work-related or not, stored on and transmitted to/from a mobile device, as well as billing invoices, are subject to formal disclosure requests through a Freedom of Information request.

6.1. USING A CITY PROVIDED DEVICE

If a Councillor elects to use a City Provided Device, it may be used by that Councillor for personal use provided that the transmission or receipt of information from that device is respectful of the City Council. A city provided device will have Mobile Device Management (MDM) installed on it for increased security. The device may not be used for any:

- purpose that could cause of does cause harm to the City or its reputation;
- purpose that will harm the information technology.

If using a City Provided Device, Employees and Councillors:

- must assume all liability when installing or uninstalling any software to the device and do so at their own risk;
- are responsible for adhering to copyright and licensing laws and guidelines for all software on the device;
- must be aware that the smartphone is City property, and the City reserves the right to distribute/ redistribute phones as needed. As such, if any installed app is licensed to a particular phone hardware appliance, that app will be redistributed with the phone;
- must be aware that the IT Department reserves the right to remove additional apps it does not support if necessary to restore the device to proper working condition;

- must accept the standard device, plan, app, and feature set issued by the IT Department as sufficient for City business purposes;
- must be aware that download, implementation, and use of additional apps may consume network resources beyond those provided by standard City plans for normal business usage and that the user is responsible for reimbursement of overage charges that cannot be justified for City business purposes.

6.2. USING ANY DEVICE

To ensure the relevant level of information and technology protection, the City requires Councillors must ensure their personal device is configured to utilize Auto-lock and/or Password Lock and that it is set to 15 minutes or less. Auto-lock controls how long the screen remains idle prior to reverting to the screen saver locked mode and a password is required to unlock the device.

Additionally, all Councillors:

- must ensure that current antivirus software is installed on their device and will ensure that virus definitions installed and configured remain current;
- Acknowledge that the City has no obligation for the support, either onsite or by telephone, of any device, “best effort” basis having regard to the severity of the issue and current work load.

6.3. ROAMING CHARGES

The City acknowledges that Councillors may be required to undertake City business while travelling internationally. If Councillors are using a City provided connectivity option (either 4G or a mobile internet key) and will require internet access for undertaking City related work while travelling internationally, they are required to advise the City prior to travel so that the city can make the appropriate arrangements. If this step is not taken, and unreasonable roaming charges are incurred, that Councillor may be required to reimburse the City for those costs.

7. SUPPORTING THE COUNCIL

To ensure that all Councillors are able to fulfill their responsibilities through the use of the devices, the City is committed to providing support for the content and technology.

8. RETIRING FROM THE COUNCIL

When a Councillor retires from the Council, they will return the City provided device to the Administrative Assistant. The Councillor’s account will be rescinded immediately.

The Councillor will delete any and all City materials from his or her personal device in accordance with the *Freedom of Information and Protection of Privacy Act.*

APPENDIX B

DEVICE AND CONNECTIVITY OPTIONS

DEVICE

On request, the City will provide to a Councillor an iPad Tablet. The model of iPad provided will be a 16GB Wi-Fi 4G. If a councillor chooses a different model of iPad, any increased costs incurred will be at their own expense.

CONNECTIVITY

The City will also ensure that Councillors have the opportunity for continuous access to the documents through the provision of an internet connectivity package as follows:

4G available for use with own Device	Paid by the City for up to 1GB of data per month.
4G available on City provided iPad	Paid by the City for up to 1GB of data per month.

If a Council member chooses to utilize their own connectivity package, the City will reimburse them the equivalent of the monthly city provided expense,

COUNCIL ELECTRONIC DEVICE ACKNOWLEDGEMENT

I, _____, acknowledge receipt and assignment of the following City of Port Alberni property:

- iPad/ _____

I understand that the above-noted equipment is issued to me primarily for business purposes and belongs to the City of Port Alberni. When using the device for personal matters I will use my discretion to ensure that the use is appropriate. I will undertake reasonable care when using the device to keep it secure and in good operating condition. When using the iPad, I will responsibly manage and protect corporate information that I have access to, to ensure that the integrity and confidentiality of that information is not compromised. I will not disclose or provide access to sensitive or confidential information that is not available to the general public. I acknowledge that I have a duty to maintain the confidentiality of all information in accordance with the *Freedom of Information and Protection of Privacy Act.*

In the event of my resignation from the City Council, I will return the property, including all accessories, to the City of Port Alberni. Alternatively, I may purchase the devise at fair market value. Fair market value is designated as 50% after one year of the original purchase price, 25% after two years and 10% after three years. If I elect to purchase the device I will provide it to the City of Port Alberni to be cleansed of all City of Port Alberni data and software.

_____ _____

Signature Date

TITLE: P5 - EMPLOYEE FITNESS PROGRAM				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Parks & Recreation	AUTHORIZED BY: Council	REPLACES: Jan 1990, 1995	PAGE 1 OF 1

1. The Employee Fitness Program applies to all full and part-time employees as well as Council, regular volunteers, RCMP regular and auxiliary members as well as field house and caretaking contractors.

2. The Director of Corporate Services will be assigned the working responsibility to develop and carry out the Employee Fitness Program.

3. Each employee will be eligible to purchase a three month Employee Pass for $30.00 (2012), that will provide unlimited access to public programming at the Aquatic Centre, Multiplex, Glenwood, and all aerobic or public session fitness activity programs, (as well as individual program development).

TITLE:	P2 – EMPLOYMENT FITNESS EVALUATIONS			
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: (Sept. 30/03)	PAGE 1 OF 5

1. POLICY

To assist in the selection and appointment processes of employees, the City of Port Alberni establishes the pre-employment evaluation protocol as set out in the procedures below as the standard Fitness Evaluation. This testing protocol will assist the City Of Port Alberni in determining the fitness levels of prospective appointees to City positions where significant physical exertion is a regular requirement of those positions.

The Fitness Evaluation test shall be completed for all jobs outlined below by:

- All new potential employees prior to hiring;
- Current employees transferring from indoor office positions or sedentary positions to outdoor Parks or City Works postings or Facility Maintenance or Fire Department postings;
- Part-time employees transferring to full time positions; and,
- Seasonal employees prior to the start of each employment season.

The Fitness Evaluation shall test the following parameters of fitness and function[1]:

1) Cardiovascular fitness, (predictive V05 maximum)
2) Muscular endurance
3) Flexibility
4) Low back strength/flexibility
5) Knee and ankle stability
6) Grip strength
7) Functional pulling / torquing
8) Functional lifting
9) Body Composition (optional)

2. PURPOSE

The demands placed on workers of the City of Port Alberni indicate that a certain level of fitness is a desirable trait in potential employees. Studies have shown that persons who do not possess adequate levels of muscular strength, muscular endurance, cardiovascular fitness, flexibility or agility/balance are at a greater risk for injury.

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[1] Traditional fitness tests usually evaluate an individual's performance on standardized tests of fitness (treadmill, bike, weight lifting etc.). However, this approach often overlooks the need to evaluate the worker in more 'job specific' tasks such as lifting, twisting, pushing and pulling. With these evaluations incorporated into the testing protocol, a more accurate measure of function can be established which is often more useful to the employer and employee.

3. SCOPE

Fitness Testing as a requirement for the following jobs:

JE Score	Position	Minimum Overall Fitness Score	Minimum component test score*
25 and 20 and those considered heavy	Solid Waste Collector 1 (Residential) Solid Waste Collector 2 (Residential) Solid Waste Collector 1 (Commercial) Solid Waste Collector 2 (Commercial) Labourer 1 Maintenance Worker (Echo) Maintenance Worker (City Hall/Works) Chargehand (Trades) Equipment Operator 1 (Parks) Equipment Operator 2 (Parks) Labourer 2 (Works) Labourer 2 (Parks) Street Service 1 Traffic Service Street Service 2 Formsetter/Finisher Gardener Carpenter Mechanic (Works) Mechanic (Parks) Waste Water System Operator Water System Operator Maintenance Assistant (Echo) Fire Fighter Fire Fighter Mechanic	33 (73%)	3
15 and those considered medium	Maintenance Worker (Pool) Maintenance Worker (Multiplex) Senior Maintenance Worker (Multiplex) Meter/Cross Connection Assistant Chargehand (Streets) Chargehand (Construction) Chargehand (Parks) Chargehand (Sewer) Chargehand (Water) Exhibits Custodian/Records Clerk (RCMP) Records Management Co-ord. (Chargehand) - RCMP Custodial Guard (RCMP) Operations Clerk Storekeeper/OH&S Officer Sweeper Operator Tractor Operator (Flail) Loader Operator Backhoe Operator Grader Operator Excavator Operator Engineering Technician 1 Engineering Technician 2	23 (51%)	2

	Utilities Technician Maintenance Assistant (Pool) Engineering Assistant Maintenance Assistant (Works Yard) Concession Coordinator (Multiplex) Senior Maintenance Worker (Echo) Lifeguard/Instructor Truck Driver 1 Truck Driver 2 Truck Driver 3 Education Curator		

Those individuals not receiving the minimum score on each component but meeting the overall fitness score would be reviewed on a case-by-case basis by the Director of Corporate Services and the City Manager.

4. RESPONSIBILITY

The Department Manager and/or Director of Corporate Services are responsible for ensuring that fitness tests are completed for the jobs outlined in the policy.

5. DEFINITIONS

Functional Fitness
A portion of the testing protocol evaluates ”Functional Fitness”. This can be defined as an individual’s ability to perform tasks specific to their job. It also refers to the workers’’ ability to prevent injury by having specific muscles properly conditioned (flexible, strong, good endurance).
The three ”functional fitness” components to be tested are:

- upright pulling test
- supported horizontal row
- timed resistive twisting evaluation

All three simulate tasks often encountered in the work place but which are seldom evaluated in most testing protocols. Although very demanding, these components of the pre-employment evaluation give the worker and employer a good idea of their strengths and weaknesses in crucial muscle groups (shoulders, arms, low back and chest).

The Canadian Standardized Test of Fitness
The Canadian Standardized Test of Fitness (CSTF) is a group of tests that have been utilized throughout Canada to evaluate the fitness level of individuals. It is a popular protocol and is used in many fitness centres for clients and school physical education programs. This test battery has been carried out on thousands of individuals across Canada. This amount of test subjects assisted in establishing age and gender specific normative values for each component of the test. It is this normative value information that is utilized in some components of the testing protocol. Some of the CSTF testing methods are integrated into the tests due to their reliability across varying populations. The entire test is not solely based on this protocol because functional fitness is overlooked in the test battery.

Cardiovascular Fitness
Utilizing a combination of the Bruce Protocol and stair climber protocol[2], the test evaluates candidates utilizing state of the art equipment that establishes precise target heart rates and work rates. This is not a maximal test. The client is taken through a series of progressively more challenging phases of exercise to establish a predictive VO_2 max (the ability of the body to utilize oxygen). The climber protocol has been selected due to its applicability to workers who must climb hills or numerous stairs at their work place.

The scores in this evaluation are standardized to age and gender.

Muscular Endurance
Muscular endurance is defined as the ability of a muscle to contract submaximally for a number of repetitions. The test is usually designed to utilize a percentage of the test subject's body weight. In this way, non-lean body mass is a liability in this evaluation and lean (muscle) mass is an attribute. Due to the importance of muscular endurance in most jobs, the Fitness Evaluation utilizes a variety of tests to evaluate this component of fitness.

In an effort to make testing protocol more applicable to industry, the Fitness Evaluation includes two protocols that are not usually tested. There are established normative values which allow the tested worker to be compared to other workers applying for similar jobs. Since most jobs will have the same physical demands regardless of age or gender, these variables are not incorporated into some of the normal testing formats.

Flexibility
Research has shown a direct correlation between low back and hamstring flexibility and rate of low back injury. The Fitness Evaluation utilizes the CSTF Sit and Reach evaluation.

Low Back Strength
The importance of erector (low back muscle groups) strength in all types of worker situations is well documented. For this reason, the Fitness Evaluation is designed to evaluate this functional fitness component. Lifting tasks, twisting task, spinal extension, straight leg hold and side leg lift all assist in evaluating low back strength and flexibility. The specific test includes the following:
- Handle positioned at floor level
- Client holds (stooped with rotation)
- Client pulls approx. one third body weight to shoulder level

* NOTE: Would not be done with low back problems.

Knee and Ankle Stability
Ankle and knee strength and stability is of particular importance to employers with workers who must navigate over rough terrain or over obstacles. The testing procedure provides observations of the person's ability to support his or her full weight on each leg, as well as his or her balance with both visual and non-visual cueing, ankle strength and stability.
* NOTE: Persons having experienced ankle injuries may encounter problems here.

Grip Strength
Repeated testing and measurement has established norms and mean scores for strength testing based on use of a hand grip dynamometer. From research done, it has been established that grip strength is frequently correlated with whole body strength. Good grip strength may also help avoid commonly seen injuries such as epicondylitis (tennis elbow).
* NOTE: Wrist/elbow problems would score poorly.

Functional Pulling, Lifting and Torquing

[2]Department of Sports Medicine, StairMaster Medical Inc

The Fitness Evaluation will evaluate a person's ability to utilize proper lifting technique and posture during the lifting, pulling and twisting evaluations. The weights utilized in these test components have been established after repeated testing so that workers are compared in similar industries.
* NOTE: Low back, neck or shoulder pathologies would have problems.

Body Composition
There is mounting evidence that excess body fat is directly correlated with an increased health risk for heart disease and other degenerative disease. Utilizing a universally accepted, standardized method of body composition analysis, the Fitness Evaluation accurately measures body composition utilizing the caliper method.

This test is optional and may be done at the request of the person being tested. People will be encouraged to take this portion of the test as it does provide them with good information regarding their current level of fitness. While scores will be recorded, they will not be utilized in determining the overall test score.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURES

None.

7. PROCEDURE

The Department Manager or Director of Corporate Services requests employee to contact the evaluator. The Department Manager or Director of Corporate Services faxes the provider the name of the employee that will be contacting them to arrange for a test.

Results from the test are delivered by the evaluator to the Director of Corporate Services. The results are shared with the Department Manager and the employee. Results of the fitness evaluation are placed in the employee's personnel file.

8. ATTACHMENTS

None.

TITLE:	P2 – EMPLOYMENT OF RELATIVES			
EFFECTIVE DATE:	DEPARTMENT:	AUTHORIZED BY:	REPLACES:	PAGE 1 OF 1
Sept. 30/08	Corporate Svces	Council		

1. POLICY

The City will hire the most suitable candidate for any vacant position, including relatives of employees. Selection will be based exclusively on skills, qualifications, and ability.

Notwithstanding the above:
(a) Relatives of current employees may be employed only where they will not be working directly for or supervising a relative.

(b) Employees shall not be transferred into a direct reporting relationship with a relative. Exceptions to this Policy will be made for situations which were in effect at the time of initial issuance of this policy. There may be the occasional emergency situation, e.g. fire scene, when the employee's normal supervisor may not be present or 'in charge' and another supervisor (who may be a relative) may be supervising.

(c) An employee who is related to a candidate for employment shall not be involved in any aspect of the selection process so as to avoid any conflict of interests or allegations of preferential treatment.

2. PURPOSE

The purpose of this Policy and Procedure is to minimize the potential for partiality or claims of partiality in treatment at work and to minimize the potential for personal conflicts from outside of the work environment being carried into day-to-day working relationships.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

It is the responsibility of employees and/or candidates for employment with the City of Port Alberni to declare whether other employees are their relatives.

5. DEFINITIONS

"***Relative***" means any person who is a spouse, common-law spouse, child, grandchild, sibling, parent or grandparent of the employee or is related by marriage and includes in-laws, and individuals who were previously married and are presently divorced

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

7. PROCEDURE

Employees are requested to notify their managers of their relationship to other employees or to candidates for employment.

8. ATTACHMENTS

None.

POLICY No. 3008-3 | ENCAMPMENT MANAGEMENT

Approved: October 1, 2025
Resolution No.:
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of this policy is to support individuals experiencing homelessness while ensuring that public spaces remain safe and accessible for all users.

2. POLICY STATEMENT

This policy recognizes the right to adequate housing and outlines procedures for managing encampments on public land using a compassionate, coordinated, and trauma-informed approach.

3. SCOPE AND APPLICATION

This policy applies to all public parks and spaces within the City of Port Alberni. It aligns with municipal bylaws and supports the City's *Strategic Plan* goals of adapting to demographic changes, exploring safe and accessible housing options, and building a community where people feel safe.

The policy acknowledges the right to adequate housing as a fundamental human right, as affirmed by the *National Housing Strategy Act* (2019).

4. DEFINITIONS

"Bylaw Officer" means a person employed by the City of Port Alberni for the purpose of enforcement of the City's bylaws and includes members of the RCMP and Peace Officers.

"City" means the City of Port Alberni.

"Encampment" means a temporary, informal shelter used by individuals experiencing homelessness, and may include tents, trailers, or makeshift dwelling structures erected on public or private lands.

"Hazardous Object" includes sharps, drug paraphernalia, alcohol containers, or any similar item.

"Individual Experiencing Homelessness" means a person with no fixed address or no predictable residence to return to on a daily basis and no access to public shelter facilities.

"Outreach Worker" refers to a professional from a community support service who helps individuals experiencing homelessness by connecting them with housing, ensuring their safety, and providing access to essential resources and referrals, acting as a link between these individuals, Bylaw Officers, and the support services available.

"**Park/Facility**" means land dedicated, owned, controlled, or used by the City as a public park, beach, dock, pier, sports field, playground, cemetery, trail, garden, square, plaza, outdoor sport court, swimming pool, park shelter or recreational facility, and includes all buildings and other improvements upon such land.

"**Property Owner**" means any person listed as the title holder on a property's legal certificate of title.

"**Public Place**" means a space owned or occupied by the City that is accessible to the general public, and includes, but is not limited to: a park/facility, street, road allowance, parking lot, conservation area, and any other place to which the public has either express or implied access.

"**Temporary Shelter**" means a structure, improvement, shield or cover used or intended to be used to house or protect people or things, and includes a tent, tarp, lean-to or other shelter made of cardboard, tarpaulin, canvas, nylon, polyester, plastics, metal, logs, brush, branches, or other materials or things.

5. POLICY

This policy applies to all public parks, facilities and public spaces within the City of Port Alberni.

1. Compassionate Approach
   The policy emphasizes a compassionate approach, prioritizing the connection of individuals experiencing homelessness with support services such as health care, social services, and housing assistance.

2. Coordination with Outreach Services
   The City will work closely with local outreach organizations to facilitate access to resources and services.

3. Temporary Shelters on Public Place
   Temporary shelters may be permitted in designated areas under specific conditions, aligned with the Parks and Public Places Bylaw.

4. Enforcement and Compliance
   The City prioritizes connecting individuals with support services over immediate enforcement actions.
   i. By-law officers will monitor encampments in accordance with the Parks and Public Places Bylaw, ensuring compliance with rules regarding permitted hours, hazardous objects, waste disposal, and the erection of portable structures.
   ii. Individuals will be provided information on resources and options available to them, encouraging voluntary relocation to safe and appropriate accommodations.
   iii. In cases where encampments pose a risk to public safety or violate other bylaw provisions, enforcement actions may include issuing warnings, notices, potential penalties for non-compliance and removal.

5. Encampments on Private Property
   Encampments located on private property will be managed by the property owners. The City will provide support and guidance to property owners regarding local regulations and available resources.

6. AUTHORITY TO ACT

The authority to act under this policy is vested in designated City officials, including but not limited to the Chief Administrative Officer, Parks department staff and Bylaw Officers.

7. REVIEW PROCEDURES

This policy will be reviewed annually to reflect changes in local laws, best practices, and community needs, ensuring ongoing compliance and alignment with provincial strategies.

Mike Fox
Chief Administrative Officer

Sara Darling
Corporate Officer

TITLE: EXPENSES - Federation of Canadian Municipalities (Council)				
EFFECTIVE DATE: Sep 12/88	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Mar 21/77	PAGE 1 OF 1

The City will undertake to defray the cost of attending meetings for any member of Council elected to the Board of Directors or a Standing Committee of the Federation of Canadian Municipalities.

TITLE: EXPENSES - Where Prior Approval of Council Cannot Be Obtained (Mayor and Council)				
EFFECTIVE DATE: Feb 6/89	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Oct 86 & Dec 86	PAGE 1 OF 1

1. Where the Mayor or his/her designate is unable to obtain the prior approval of Council, he/she shall be authorized to incur expenses for the purposes, and in the amounts specified below:

   a) for attendance at out-of-town meetings and functions when engaged on municipal business on behalf of the City;

   $ 300 per occasion

   b) for host-related activities and functions in connection with the discharge of the duties of the Office of Mayor;

   $ 150 per occasion

2. Where the City Manager is unable to obtain the prior approval of Council, the City Manager shall be authorized to incur or approve expenses for the purposes, and in the amounts specified below:

   a) for travel to and attendance at work-related meetings and functions;

   $ 500 per occasion

   b) for host-related activities and functions when engaged on municipal business;

   $ 150 per occasion

POLICY No. 4004-2 | External Use of Municipal Equipment

Approved: October 17, 2024

Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

To outline a process for the provision of City-owned equipment to individuals and event organizers for non-City related purposes.

2. SCOPE AND APPLICATION

This policy applies to all City residents and organizations using City-owned equipment.

3. DEFINITIONS

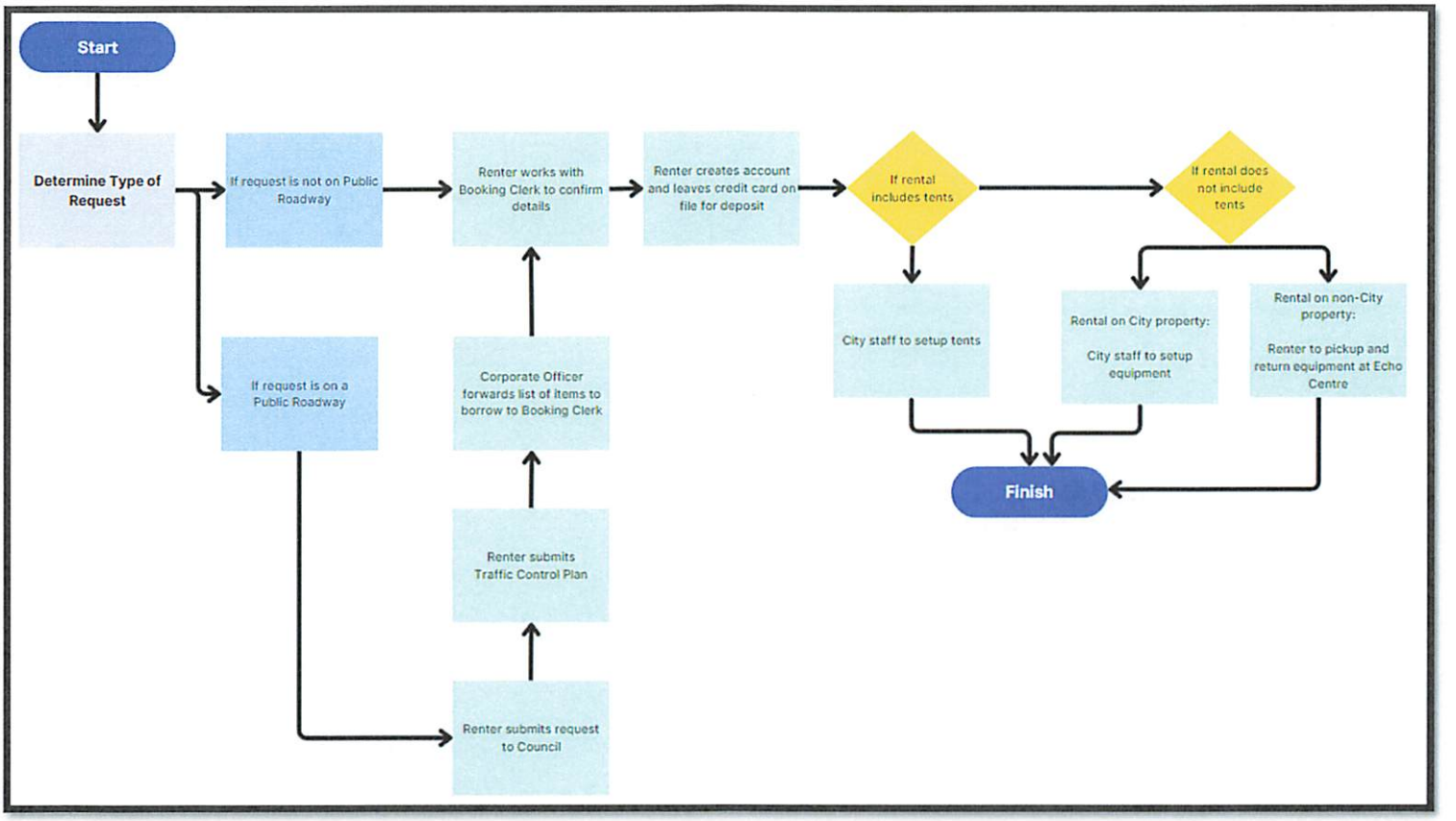
Booking Clerk: The employee responsible for processing requests for the external use of City equipment.
Borrowed Items: Items approved by way of Council resolution for borrowing subject to the security/damage deposit
City: City of Port Alberni
Equipment: supplies and materials used in preparation for or hosting of events and gatherings
Public Roadway: a public street, alley, road, right-of-way, or other public way, including paved and unpaved portions of the right-of-way
Rental Agreement: rental agreement generated by the Parks, Recreation and Culture department
Renter: the individual or event organizer borrowing/renting City-owned equipment

4. POLICY

4.1 Any use of City-owned equipment will be documented in a Rental Agreement, and the Renter/Borrower shall pickup and drop off all equipment (other than marquee tents) at Echo Centre.
4.2 50 percent of rental fee will be allocated to the Parks and Recreation Reserve Fund.
4.3 To ensure safe use of marquee tents, City staff will transport, erect and dismantle them at the event site.
4.4 No equipment shall be permitted for use on personal property.
4.5 Requests to borrow items must be received 6 weeks in advance of the event date.
4.6 Equipment items are available on a first come, first serve basis.
4.7 Any applicable equipment use fees will reflect current market value and recover related staff costs.
4.8 The Renter will be invoiced for equipment that is lost or damaged at the replacement cost plus administration fee.

5. PROCESS

5.1 The first step is to determine whether the request is on a Public Roadway.
5.2 If the request does not involve a Public Roadway: The Renter must coordinate with the Booking Clerk to confirm booking details, create an account in the Parks, Recreation and Culture computer system, and pay the deposit or rental fee accordingly. For rentals that include tents, City staff will handle the equipment setup. In other cases, the Renter is responsible for picking up and returning the equipment at Echo Centre.
5.3 If the request involves a Public Roadway: The Renter must first seek approval from Council and submit a Traffic Control Plan. The Corporate Officer will then forward the list of requested items to the Booking Clerk, who will then proceed with the same process as requests which do not involve a Public Roadway, outlined in subsection 5.2.



6. REQUIREMENTS TO BOOK EQUIPMENT

6.1 The Renter must be a City of Port Alberni resident at least 18 years of age.

6.2 The address of the event must fall within City boundaries.

7. SECURITY/DAMAGE DEPOSIT [Borrowed Items]

7.1 For any items that are borrowed from the City, the Booking Clerk will collect a refundable deposit of $500.00 for all equipment, except for disc golf discs, which require a deposit of $20.00 each.

7.2 The deposit will be fully refunded if the equipment is returned in its original condition, partially refunded if the equipment is damaged, and will not be refunded if the equipment is not returned.

8. RENTAL FEES

8.1 Fees for the use of equipment shall be established based on reasonable cost including recovery for materials, supplies, and labour. Fees shall be paid in full prior to the use of any equipment.

9. TIMELINES

9.1 Renters must submit rental requests for City-owned equipment at least fourteen (14) days before the event.

9.2 The Renter is expected to return the equipment within a reasonable period. Failure to return the equipment within three (3) days after the event may result in the Renter forfeiting their deposit.

10. EQUIPMENT INSPECTION UPON RETURN

10.1 The Booking Clerk will closely inspect the items upon their return.

10.2 The Renter/ Borrower is solely liable to pay for the replacement of damaged or lost items.

11. AVAILABLE EQUIPMENT

Item	For use on non-City Property	For use on City Property
Food Services • Insulated drink dispenser (Cambro) • Coffee urn • Cutlery • Dishes (plates, bowls, glasses, teacups, saucers)		X
Furniture • Folding tables (rectangular or round) • Stackable chairs • Tablecloths • Table skirts		X
Power • Panel box (spider board) • Extension cord • Power bar • Portable speaker		X
Projection • Digital projector • Projection screen • Podium/lectern • Sound system (speakers, microphone, amplifier)		X
Signage • Standing display • Sandwich board		X
Sporting Goods • Disc golf discs		X
Barricades/delineators	X	X
Flexible plastic fencing with rebar (snow fence)	X	X
Garbage cans	X	X
Garbage pickers	X	X
High-vis vests	X	X
Marquee tents	X	X
Megaphone	X	X
Pylons	X	X
Sandbags	X	X

Mike Fox
Chief Administrative Officer

Sara Darling
Director of Corporate Services

APPENDIX "A"
ECHO EQUIPMENT REQUESTS

Echo Equipment Requests

Name/Organization: _____ **Phone:** _____

Date required: _____ **Time:** _____ **Date returned by:** _____ **Time:** _____

Equipment Needs:

☐ Barricades:
#_____ Arms (Echo Equip. Shed – max. # stored – 48)
#_____ Legs (Echo Equip. Shed – max. # stored – 48)

☐ Fencing:
#_____ Orange Mesh Fencing (Rolls are 50')
(Echo Equip. Shed – max. # stored – 4 rolls)

☐ Delineators:
#_____ Orange Tube/Black Base (Tall) Delineators
(Echo Equip. Shed – max. # stored 14)

☐ Cones:
#_____ Orange (Hat) Cones
(Echo Equip. Shed – max. # stored – 20)

☐ Other equipment required: (*may need to be acquired from different department ie: Sand Bags – Echo, Sand from City Works)*

_____
_____
_____

Facility/Venue -
☐ Echo Ctr. ☐ EPFH ☐ Gyro ☐ Glenwood ☐ Bob Dailey/Std. ☐ Park/Playground ☐ Other

Notes: _____

TITLE: FILL - Supply and Delivery of Surplus Fill Material to Private Property				
EFFECTIVE DATE: June 25/13	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Oct 12/85 Sep 12/88	PAGE 1 OF 1

The City will provide surplus fill material at the fee amount established in the Fees & Charges Bylaw which may be amended from time to time, to property owners requesting same, as and when fill material is available, subject to the following prerequisites:

1. The owner of property requesting such fill material signing and delivering to the City Engineer a document, in the form prescribed by the City, releasing the City from any liability, actions, claims or suits resulting from the delivery, quality or placement of fill material and agreeing to hold harmless and indemnify the City against all costs arising from or incidental to the supply or delivery of the fill material.

2. An inspection of the property by the City Engineer, or his designate, who may, notwithstanding having received a signed release form from an applicant for fill, deny the delivery of fill material by the City where in his judgment the placing of such fill is likely to hinder, obstruct or damage drainage or cause damage to an adjacent property or properties or may otherwise contravene City Bylaws.

3. The City Engineer is empowered to authorize the dumping of fill in the most economical location whether it be within or outside of the City limits provided that if the haul distance is viable, that priority be given to the needs of the citizens within the City.

POLICY No. 4004-3 | FILMING ON CITY PROPERTIES

Approved: July 24, 2025
Date of Last Review: February 4, 2025

CITY OF PORT ALBERNI

1. PURPOSE

1.1 To facilitate the motion picture industry in obtaining City authorization for filming on-location at City of Port Alberni properties.

1.2 To minimize any inconvenience to, and ensure that the safety and well- being of the general public and citizens of Port Alberni is not jeopardized as a result of filming on-location activities.

1.3 To ensure that filming on-location will not cause any damage to public or private property, and in the event such damage does occur the Applicant is held responsible for all repairs as required.

1.4 To ensure that the City recovers its costs for all services rendered associated with filming on-location activities.

1.5 To ensure that the City is provided with appropriate liability insurance for filming on-location activities.

2. POLICY STATEMENT

2.1 The City of Port Alberni will promote use of the City as an inviting environment for filming on-location.

2.2 The City must recover costs for the use of municipal services as a result of on-location filming activities.

2.3 All filming within the City of Port Alberni will be done under permit and will be subject to the terms and conditions of this policy.

2.4 The City of Port Alberni reserves the right to approve or deny any request for filming-on-location involving property, assets, rights-of-way, etc. owned or governed by the City.

3. SCOPE AND APPLICATION

3.1 The City retains the right to suspend or terminate filming activities and/or immediately evict the applicant in case of emergency or contravention of the permit conditions. Applicants must designate a named on-site liaison with authority to intervene and/or stop the production if necessary at any time. Filming privileges may be reinstated after re-submission of an application.

3.2 The applicant is responsible for maintaining the site/route in a clean condition, and all cleanup at the completion of the production shall be done within one week of completion of filming.

3.3 The applicant is to ensure the security and safety of all equipment and other chattels of the City, and if any such equipment/chattel is damaged or missing, the applicant is responsible for full replacement/cost.

3.4 The applicant shall not bring any animals of any kind onto City premises without prior approval and the City reserves the right to require a veterinarian's letter certifying that the animal is free from disease causing bacteria and parasites.

3.5 The applicant shall not construct, erect or attach or cause or permit to be constructed, erected or attached, any device, fixture or other things of whatsoever nature, including anything nailed to or hung from boulevard trees, planters, etc., with the prior written consent of the Corporate Officer or their designate.

3.6 The applicant will submit a Traffic Management Plan completed by a certified professional to the City with the Filming Permit Application.

3.7 The applicant shall not use, or permit to be brought onto City premises, any chemicals, including but not limited to black powder, propane, naphtha, diesel fuel and gasoline or other hazardous materials, except as authorized by the Fire Department.

4. POLICY

4.1 Applications

In order to obtain approval for filming-on-location which involves City property, assets, rights-of-way, etc., a City of Port Alberni Filming Application Form must be submitted to the Corporate Officer not less than two weeks prior to commencement of filming activities.

Where complex film productions are being applied for, the Applicant must submit the permit application form to the City of Port Alberni at least 30 working days before the planned filming date.

The City cannot guarantee its authorization of the film project and/or provision of services if insufficient advance notice is given.

Dependent on selected filming locations, the City may also require authorization from other entities. This may include: Federal authorities (RCMP, Transport Canada, Fisheries and Oceans Canada, Port Alberni Port Authority), Provincial bodies, neighbouring governments (Alberni Clayoquot Regional District, Tseshaht First Nation, Hupacasath First Nation), and any private corporations that may be affected.

A non-refundable fee of $100.00 will be charged for processing each application.

4.2 Liability Insurance

It is the Applicant's responsibility to submit all required insurance documents before the commencement of filming activities.

The following insurance requirements must be satisfied:

- The City of Port Alberni must be named as a co-insured in the applicant's liability policy.
- An Indemnification Agreement (Schedule F) must be entered into with the City.
- Prior to filming, the applicant must provide proof of valid public liability insurance of at least $5,000,000 against claims for personal injury, death or property damage occurring upon, in, or about the site.
- Additional insurance may be required as specified by the Corporate Officer. Determination of the amount of the insurance will be confirmed upon review of the scope of the production.
- The insurance policy must include a thirty (30) day cancellation clause;
- Cross liability endorsement must be included in the insurance provisions;
- Proof of automobile insurance with $5,000,000 liability insurance when any vehicles are used in the film.

The Applicant must provide proof of WorkSafeBC registration in good standing and provide WorkSafeBC coverage for all workers and contractors on the payroll as well as volunteers. The Applicant shall indemnify and save harmless the City from any and all liability whatsoever that might result from the Applicant's failure to pay WorkSafeBC assessments or any other assessment or taxation that arises out of the Applicant providing the service under this agreement.

4.3 Damage Deposit

The Applicant must pay a deposit to the City, the amount of which will be negotiated and dependent on the probable fees and charges to be incurred.

Deposits will be refunded upon completion of the filming activities, an inspection by City staff and final approval of the Corporate Officer.

Any required repair, clean up, or restoration of the filming site will be undertaken by the Applicant and completed within one week of completion of filming. Any repairs, clean up, or restoration not completed by the Applicant will be completed by the City. The cost of work completed by the City will be drawn from the damage deposit, and any additional charges will be invoiced to the Applicant.

4.4 Fees & Charges

All fees charged by the City of Port Alberni associated with filming are based on cost recovery for the services provided by the City.

Fee amounts for the use of City beaches, parks, streets, equipment, staff, etc. are outlined in Schedule C of this Policy.

4.5 Traffic Management

4.5.1 *Parking on City Streets*

A map must be submitted 14 days prior to filming requirements showing the dates, locations and types of vehicles to be parked on public streets or City operated parking lots. Parking of film production vehicles on City streets is subject to prior approval of the Director of Infrastructure Services. Only vehicles essential to filming will be permitted to park on City streets. Fees may apply.

The City of Port Alberni's Infrastructure Services Department may supply and install no parking signs for a fee.

4.5.2 *Road Closures*

Complete closure of roadways for filming is subject to the prior approval of the Director of Infrastructure Services.

All road closures shall be included in the Traffic Management Plan completed by a certified professional submitted to the City and agreed to by the City in advance of commencing production.

The Applicant will be responsible for engaging qualified professionals for the placement of barricades, signs, etc. as required to ensure that the effects of the street closure are minimized. Should the City be required to assist [based on available resources] a fee for placement and removal will be charged to the film production.

The Applicant will be responsible for all public relations with private citizens, businesses, and residents who may be affected by parking of vehicles and street closures. The Applicant must notify in writing those individuals who may be affected by filming activities.

Any film projects involving highway use will require approval from the Provincial Authority.

4.5.3 *Traffic Control*

The film crew may provide private traffic control through the use of qualified personnel and equipment, subject to authorization by the Director of Infrastructure Services.

If film companies wish to employ the RCMP for traffic control, they are to make such arrangements directly with the RCMP.

4.6 Fire Department Services

All requests for the use of Fire Department equipment, vehicles, and personnel should be made to the Corporate Officer and are subject to the approval of the Fire Chief.

Any and all City of Port Alberni Fire Department equipment and vehicles in use by a filming production can be recalled without notice in case of emergency.

Only City of Port Alberni Fire Department personnel are permitted to operate Fire Department equipment and vehicles, and the Fire Department will specify the manpower required for such operation. Related costs will be charged to the Applicant.

5. REVIEW PROCEDURES

5.1 To be reviewed at the direction of the Chief Administrative Officer.

Sara Darling
Director of Corporate Services

Mike Fox
Chief Administrative Officer

Attachments:
Schedule A – Filming Permit Application
Schedule B – Filming Permit Checklist and Approval
Schedule C – Filming Permit Fees
Schedule D – Filming Guidelines
Schedule E – Indemnification Agreement
Schedule F – Location Worksheet

CITY OF PORT ALBERNI

Policy 4004-3 | Schedule A

FILMING PERMIT APPLICATION

Date: _____ Production Title: _____

Company: _____ Production Contact: _____

Address: _____ Phone: _____

Location Manager: _____ Phone: _____ Email: _____

Production Manager: _____ Phone: _____ Email: _____

If TV Commercial, name of product: _____

Location(s) – Specify on Location Worksheet (Schedule F)

TYPE OF PRODUCTION

- ❑ Feature
- ❑ TV Pilot
- ❑ Video
- ❑ Movie of the Week
- ❑ Documentary
- ❑ Short
- ❑ TV Series
- ❑ Animation
- ❑ Commercial
- ❑ Mini Series
- ❑ Photo
- ❑ Other

PROPOSED LOCATION

(Address): _____

- ❑ Street Occupancy
- ❑ Private Property
- ❑ Municipal Park
- ❑ Studio
- ❑ Commercial Property
- ❑ Municipal Property

PROPOSED ACTIVITIES

- ❑ Gun Fire
- ❑ Helicopter/Aircraft
- ❑ Stunt
- ❑ Fire
- ❑ Boats
- ❑ Animals
- ❑ Rain or Snow
- ❑ Tow Shot
- ❑ Exterior Set
- ❑ Explosion/Loud Noise
- ❑ Car Stunt
- ❑ Construction
- ❑ Drive By
- ❑ Wet Down

CITY OF
PORT ALBERNI

Policy 4004-3 | Schedule A

SCHEDULE

(Time & Dates)

Prep: From _____ To _____ Total No. of Days: _____

Shoot: From _____ To _____ Total No. of Days: _____

Wrap: From _____ To _____ Total No. of Days: _____

PARKING REQUIREMENTS (Include copy of map)

- ❑ On-street: _____ (ft.)
- ❑ Municipal Parking Lot
- ❑ Private Parking Lot

BUSINESS LICENCE

Attach copy of valid City of Port Alberni or Inter-Municipal Business Licence that the City of Port Alberni is a participant in.

_____ _____

Name / Title
Authorized Representative

Signature

_____

Date

CITY OF
PORT ALBERNI

Policy 4004-3 | Schedule A

Terms and Conditions for Use of City of Port Alberni Properties and Facilities

1. Ensure the site/route is not used for any other purpose than that stated in the Filming Permit and provide all of the necessary traffic controls, parking and emergency access acceptable to the City.

2. No construction, erection or attachment of any device, fixture or other things of whatsoever nature without the prior written consent of the City. This includes nailing or hanging anything from boulevard trees, planters etc.

3. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the filming activity.

4. Ensure collection of litter from the site/s, arranging with a waste disposal company for removal/dumping of bins following the activity.

5. Installation of portable toilets in quantity suitable to the expected attendance for the duration of the filming activity.

6. Submit for authorization all filming schedule or activity changes at least 24 hours prior to the commencement of such schedule or activity changes.

7. Agree to indemnity and save harmless the City in respect of any and all claims, demands, suites and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the application.

8. Obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than $5,000,000.00, naming the City of Port Alberni as an additional insured. A copy of the policy shall be delivered to the City prior to the commencement of filming.

9 Be responsible for the health and safety of the production company's employees, agents, contractors and volunteers and ensure Workers' Compensation coverage is provided for its employees, agents and contractors.

10. Adhere to any additional specific conditions and comments included in the approved Film Permit.

11. Approval for use of private property is the sole responsibility of the applicant.

_____ _____

Name of Authorized Representative Signature

_____ _____

Name of Organization Date Signed

CITY OF
PORT ALBERNI

Policy 4004-3 | Schedule B

FILMING PERMIT
CHECKLIST AND APPROVAL

(Staff Use Only)

Checklist:

	Completed Filming Permit Application		Completed Indemnification Agreement
	Approved Traffic Management Plan		Proof of Business License
	Proof of adequate Liability Insurance		Proof of WorkSafeBC coverage
	Support of North Island Film Commission (INFilm)		Site meeting with Film Company Representative(s)
	Security deposit		

The applicant agrees that if permission to film is granted pursuant to this application it will abide by the City of Port Alberni Filming on City-Owned Properties Policy No. 4004-3 and City of Port Alberni Bylaws in matters related to the exercise of the permission so granted.

The applicant also agrees to pay any legal costs that may be incurred by the City of Port Alberni in connection with any amendments to the City of Port Alberni requirements, proposed by the applicant.

Dated at _____ BC this _____ day of _____, 20____.

Name of Production Company: _____

Per: _____
(Authorized Signatory – Print Name and Title and Sign)

This portion to be completed by the City of Port Alberni

Authorized Filming Permit:

Dated at _____ BC this _____ day of _____, 20____.

Approval: ☐ Yes ☐ No

Per: _____
(Authorized Signatory – Print Name and Title and Sign)

CITY OF
PORT ALBERNI

Policy 4004-3 | Schedule C
FILMING PERMIT FEES

Application Fees
Applicable taxes will be added to all services.

Film Permits

Filming Permit – Primary Location	$200.00
Additional Locations	$100.00 per location
Administrative costs	10-20% of total cost depending on needs of film

Parking

City Block	$250.00 / side / day
City Lot	$500.00 / day

Streets per block

Main	$1200.00
Residential	$250.00
Sidewalk/lane	$225.00

Parks

Waterfront Bare Land	$1.50 / square foot
Outdoor Athletic Facility	To be determined [TBD]
Destination	$2.00 / square foot
Neighbourhood	TBD
Pocket	$1.75 / square foot
Natural	$1.00 / square foot
Maintained Open Space	$1.00 / square foot
Natural Open Space	$0.10 / square foot
Papermill Dam	$1000.00 / day
Somass Park	$1000.00 / day
Paved Pathway	$0.75 / square foot
McLean Mill Historical Site	$2000.00 / day

Trails

Photography	$160.00 / day
Vacant land	$250.00

Fire Department
The rates charged for fire apparatus and crew are based on the current Inter-Agency Agreement.

Pumper & Staff	Inter-Agency Rate plus 20%
Ladder Truck, Additional Equipment & Staff	Inter-Agency Rate plus 20%

RCMP

Staff and equipment	Incurred cost plus 20%

CITY OF
PORT ALBERNI

Policy 4004-3 | Schedule D

FILMING GUIDELINES

The City of Port Alberni encourages and supports the film industry in the Alberni Valley. The following general conditions apply to all Film Applications. Conditions specific to individual locations will be noted on the back of each Location Sheet Permit and signed and dated when approved.

Initial contact for filming in Port Alberni should be directed to:

Director of Corporate Services
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8
Phone 250.720.2822
corp_serv@portalberni.ca

1. **Application to Film**
   The City of Port Alberni requires that anyone planning a film production on City property, including streets, sidewalks, parks, and other public space, have a permit. The film company must submit the permit application form to the City of Port Alberni two weeks prior to the planned filming date. Where complex film productions are being applied for, the film company must submit the permit application form to the City of Port Alberni at least 30 working days before the planned filming date.

2. **Insurance**
   a. Prior to filming, the applicant must provide proof of valid public liability insurance of at least $5,000,000 against claims for personal injury, death or property damage occurring upon, in, or about the site. The policy will name the City of Port Alberni as additional insured and contain a cross-liability clause.

      Additional insurance may be required as specified by the Corporate Officer. Determination of the amount of the insurance will be confirmed upon review of the scope of the production.

   b. The Company must provide proof of WorkSafeBC registration in good standing and provide WorkSafeBC coverage for all workers and contractors on the payroll as well as volunteers. The Company shall indemnify and save harmless the City from any and all liability whatsoever that might result from the Company's failure to pay WorkSafeBC assessments or any other assessment or taxation that arises out of the Company providing the service under this agreement.

3. **Business Licence**
   All businesses working in the City of Port Alberni require a current business licence (including all sub-trades). As part of the film application, proof of a valid City of Port Alberni Business Licence is required. Where the City of Port Alberni is a participant in an inter-municipal business licence program, that licence is acceptable.

4. **Fees & Charges**
   The film permit fee is listed on Appendix B and includes permission for street closures and use of City property. This is an annual fee and remains separate from rental costs and costs for recovery of wages.

5. **Deposit**
   The film production company must pay a deposit to the City, the amount of which will be negotiated and dependent on the probable fees and charges to be incurred, to be returned upon completion of filming.

6. **RCMP**
   Policing for the City of Port Alberni is under the jurisdiction of the Royal Canadian Mounted Police (RCMP). The City will coordinate all RCMP requirements, including filming involving gunfire, vehicle crashes and traffic control and disruption through the permitting process.

7. **Fire Department**
   The City of Port Alberni has its own Fire Department. Call out fees will apply if the services of the Port Alberni Fire Department are required.

8. **Noise**
   General prohibitions are contained in the "City of Port Alberni Noise Control Bylaws No.4718 & 4804" see https://www.portalberni.ca/city-bylaws.

9. **Use of Civic Properties**
   The City of Port Alberni owns buildings and properties that could be available to film companies. Use of these buildings and properties will require prior approval and corresponding fees will be assessed to the production.

10. **Parking**
    A map must be submitted 14 days prior to filming requirements showing the dates, locations and types of vehicles to be parked on public streets or City operated parking lots. There are fees associated with parking on a City block or City lot. The City of Port Alberni's Infrastructure Services Department will supply and install no parking signs for a fee. Only vehicles essential to filming will be permitted to park on City streets.

11. **Use of City Hydrants**
    Access to the City's water system is available through fire hydrants. To use a hydrant, you must have permission from the City. The fee for hydrant use is based on usage and location.

12. **Historical Buildings**
    There are many buildings in the Alberni Valley of historical significance. For filming at these sites, written permission is required from the property owner. For further information, please contact avmuseum@portalberni.ca.

13. **Access and Notification**
    Access to businesses, residences and churches should be considered and maintained (including deliveries). The applicant is responsible for notifying residents and/or merchants in advance who will be affected by the filming.

Daily Call Sheets shall be sent to the City each night of the production via email to corp_serv@portalberni.ca.

14. **Cancellation**
Applicants must designate and pay for a City-approved named on-site liaison with authority to intervene and/or stop the event if necessary at any time during filming. In the event filming is done on private property, the liaison should be provided by that owner.

15. **Road Closures**
All road closures shall be included in the Traffic Management Plan completed by a certified professional submitted to the City and agreed to by the City in advance of commencing production.

16. **Electrical Permit Requirements**
Any electrical permits must be obtained from Technical Safety BC (https://www.technicalsafetybc.ca/).

17. **Economic Impact Reporting**
At the conclusion of the production, the film company will provide a report to the City of their spending within the Alberni Valley and draw attention to any local contracts or hiring.

NOTE: ADDITIONAL SPECIFIC CONDITIONS AND COMMENTS WILL BE INCLUDED IN THE APPROVED FILM PERMIT

CITY OF
PORT ALBERNI

Policy 4004-3 | Schedule E

INDEMNIFICATION AGREEMENT

The undersigned Production Company (the "Applicant") has made application to the City of Port Alberni to carry out certain filming activities on certain lands and premises owned by or under the control of the City of Port Alberni known as the "Premises".

The undersigned Indemnitor will benefit directly or indirectly from such filming activities.

In consideration of being permitted to use the Premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the Applicant and the Indemnitor, the undersigned agree as follows:

1. The Applicant and the Indemnitor will jointly and severally save harmless and indemnify the City of Port Alberni, its officers, employees, agents, tenants, licensees and contractors (the "Indemnified Parties") from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses of whatsoever kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) arising in any way out of or in any way connected with the use of the Premises by the Applicant except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the Indemnified Parties or any of them.
2. The Applicant will obtain and maintain at its own expense, for so long as the Applicant uses the Premises, a Comprehensive General Liability Insurance Policy with limits in an amount of not less the $5,000,000 providing coverage against all claims for personal injury, death or property damage suffered by others arising directly or indirectly out of the use of the Premises by the Applicant. Such policy or policies shall have the City of Port Alberni and the Indemnified Parties added as Additional Insureds. The policy or policies shall be endorsed as follows:

   It is hereby understood and agreed that this policy will not be cancelled, reduced, materially altered or amended without the insurer giving at least thirty (30) days prior written notice by registered mail to the City of Port Alberni.

   The provision of such insurance shall not limit the indemnity provided in paragraph 1 above.
3. The Applicant will provide and maintain WorkSafeBC coverage and do everything reasonably practicable to establish and maintain a system to ensure compliance with Part 3 of the Workers' Compensation Board Amendment Act and the WCB OH&S Regulation.

Signed at _____, BC this _____ day of _____, 20___

Name of Production Company _____

Authorized Signatory: _____ Indemnitor: _____
(Signature) (Signature)

Authorized Signatory: _____ Indemnitor: _____
(Print Name and Title) (Print Name and Title)

CITY OF
PORT ALBERNI

Policy 4004-3 | Schedule F

LOCATION WORKSHEET

LOCATION MAP

Production Company: _____ Phone: _____

Production Title: _____ Episode No.: _____

Location Manager: _____ Phone: _____

Location: _____ Dates: _____

Move in Time: _____ Start Time: _____ End Time: _____ Move out Time: _____

Noise Bylaw extension required:

❑ Yes ❑ No

SCENES TO BE FILMED

Include detailed description and requirements of scenes (attach separate page if required)

_____

_____

_____

_____

CREWS AND VEHICLES

Total # of Cast and Crew: _____

Total # of Crew Vehicles: _____ Total # of Unit Vehicles: _____

Proposed Locations for Vehicle Parking: _____

TRAFFIC CONTROL/ROAD CLOSURES

Street/Lane _____ Time/Date _____
(Specify and name)

Sidewalk _____ Time/Date _____
(Specify which)

LIGHTING

Include equipment positions, area to be illuminated, type of light, ancillary equipment (stands, cranes, reflectors, etc.). Include positions on map and attach.

_____

_____

_____

CAMERAS

Include equipment positions, ancillary equipment (tripod, dolly tracks, cranes, etc.). Include positions on map and attach.

_____

_____

_____

TITLE: *FINANCIAL DISCLOSURE ACT* - Designation of Municipal Employees under the *Public Officials and Employees Disclosure Act*				
EFFECTIVE DATE: Jan 15/07	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Sep 23/74	PAGE 1 OF 1

The City Manager, City Clerk, Director of Finance and Assessor are designated as "Municipal Employees" pursuant to the *Financial & Disclosure Act*.

POLICY No. 3009-7 | FINANCIAL PLANNING

Approved: August 11, 2025
Resolution No.: 25-346
Date of Last Review: New

CITY OF PORT ALBERNI

1. PURPOSE

This policy establishes a structured five-year financial planning process that outlines service levels for operating and capital programs, ensuring sustainability and accountability in managing public funds. It provides guidance for the development, approval, and updates to financial plans, responding effectively to budgetary changes, provincial legislation, and strategic priorities of Council.

2. POLICY STATEMENT

The City is committed to executing a five-year financial plan that aligns with the Council-approved service levels for its operating and capital programs, unless otherwise directed by Council.

3. SCOPE AND APPLICATION

The City's service delivery framework has evolved since its incorporation in 1912 with public expectations focused on maintaining and enhancing service quality.

To support this, annual budgets must remain balanced while maintaining tax rates and property tax ratios. The City will actively seek new revenue sources and control expenditures, ensuring efficient, responsible use of financial resources.

This policy aims to develop guiding principles and strategies, allowing the City to operate within its fiscal means, ensuring stable, equitable property taxation while delivering high-quality services.

Key objectives include:

- Establishing a long-term funding plan to achieve strategic goals.
- Facilitating efficient decision-making for operational and capital service delivery, enhancing transparency regarding finances and rate levels.

The City will adhere to all relevant legislation, including the provisions set forth in the *Community Charter*, which mandates the preparation and adoption of balanced financial plans. Planned expenditures will be evaluated based on activity-based costing and future service cost escalations.

4. BUDGET PREPARATION AND ADOPTION

The five-year planning process shall encompass identification and explanation of amendments from previous financial plans.

Recommendations for service level changes must account for:

i. Whether changes are one-time or ongoing.

ii. Full cost analysis, including:
   - Annual asset or service costs, considering inflation.
   - Required staff management and associated costs for additional personnel.
   - Renewal and asset management costs for requested changes.

Timeline for Recommendations:

i. Operational Level of Service Changes: By end of October each year.
ii. Capital Expenditure Changes: By end of September each year.
iii. Operational Level of Service Changes for Years 2-5: By end of December each year.
iv. Capital Expenditure Changes for Years 2-5: By end of December each year.

5. FINANCIAL PLAN COMPONENTS

The Financial Plan will include:

i. A consolidated summary and a detailed listing of revenue and expenditures for the General, Sewer, and Water Funds.
ii. A five-year amortization budget and status of capital projects, including budgets and remaining allocations.
iii. Summary and detailed information on service levels, unfunded items with cost escalation estimates, and identification of reserve fund projects.

6. COMMUNICATIONS

A dedicated webpage will provide communication regarding the financial planning process, including timelines, reports, and FAQs. Ensuring transparency in budget allocations allows for effective financial management before the fiscal year commences.

7. LONG-RANGE FINANCIAL PLAN

The City will establish a ten-year Long-Range Financial Plan (LRFP) for capital expenditures. This framework will be reviewed annually and will inform more detailed five-year plans, allowing necessary adjustments based on updated assessments.

8. DEFINITIONS

Activity-Based Costing: A costing methodology that assigns costs to services based on actual utilization.

Capital Expenditure: Non-operating expenditures exceeding $10,000 for assets such as equipment or infrastructure.

Cost Centre: A service function tracking actual expenses against the budget.

Debt Servicing: Financial obligations for outstanding debt principal and interest.

Infrastructure: Facilities including buildings, roads, and utilities.

Level of Service: The standards and objectives for public service delivery.

Life Cycle Costs: Total costs over the lifespan of an asset, encompassing design, construction, operation, and maintenance.

Reserves: Designated funds aimed at reducing debt, managing cash flows, or serving as contingencies.

9. POLICY REQUIREMENTS

In compliance with the *Community Charter* (Section 165), the City must adopt an annual financial plan prior to the property tax bylaw. This plan must reflect:

i. Proposed expenditures for debt servicing, capital projects, and operating costs.
ii. Funding sources, including taxes, fees, and grants.
iii. Transfers to and from reserve funds.

The financial strategy must maintain a balanced approach, integrating community consultation as mandated by the *Community Charter* (Section 166).

10. AUTHORITY TO ACT

This policy is applicable organization-wide. The Finance Department oversees financial administration and is accountable for the operational and capital budgets across all departments, ensuring compliance with approved funding levels.

11. REVIEW PROCEDURES

This policy will be reviewed upon Council direction or changes in provincial legislation.

Sharie Minions
Mayor

Sara Darling
Corporate Officer

TITLE: FIREWOOD - Removal from City Lands				
EFFECTIVE DATE: March, 1992	DEPARTMENT: Parks & Recreation	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The removal of firewood is not permitted from City property. All requests for firewood removal should be directed to the Director of Parks, Recreation & Heritage.

Background

Because of urban development, disease, windthrow, natural forest dynamics etc. fallen trees and limbs are a frequent occurrence on City land. In the majority of cases this material is cleaned up in open public areas with smaller pieces ground into chips and larger pieces utilized at the Dry Creek Campground or sold as logs. Trees, limbs, falling in non open spaces ie. ravines, green spaces are generally left in place or bucked up to eliminate snags and hang ups.

Quite often trees left in this natural state are visible to the public who then request permission to remove wood for personal use. We do not grant individuals "permission" to remove this material for several reasons as follows:

- liability;
- the difficulty in monitoring removal of material;
- fallen wood is not wasted but enhances the forest cycle of regrowth;
- when log values are high, the City would prefer to salvage and sell its logs;
- difficulty in being equitable, ie: who gets the wood and how much;
- activities on public lands would require City involvement to ensure the work is done to
- compensation standards and that there are no environmental impacts.

POLICY No. 3000-2 | FLAG POLICY

Approved by: Chief Administrative Officer

Approved on: November 14, 2024

CITY OF PORT ALBERNI

1. PURPOSE

To provide direction and guidance to City staff in the display of flags inside and outside City facilities and at City ceremonies in conformance with accepted national protocols.

2. POLICY STATEMENT

The National Flag of Canada and the flags of provinces, territories, local and First Nations governments are symbols of honour and pride for Canadians. All flags at City Hall and other City operated/owned facilities are flown and displayed in a consistent and appropriate manner.

3. SCOPE AND APPLICATION

This policy applies to City Hall and other municipally operated buildings and properties as applicable.

City Facilities Covered by Flag Policy

- City Hall (Two separate groupings of 3 and 2 for a total of 5 flagpoles)
- Echo Centre (3 flagpoles)
- Fire Hall (1 flagpole)
- Harbour Quay (1 flagpole with yardarm and gaff)
- Multiplex (5 flagpoles; Only 1 able to be manipulated with use of bucket truck]
- Public Works Yard (1 flagpole)
- Glenwood Centre (3 flag poles)

4. POLICY

GENERAL FLAG ETIQUETTE

Flags displayed at City facilities shall be displayed according to the official protocol recommended by the Government of Canada unless otherwise stated in this policy.

At no time will the City of Port Alberni display flags deemed to be inconsistent with the City's policies or bylaws, or those supporting discrimination, prejudice, hatred or violence.

The City will not display flags supporting political or religious movements or commercial entities.

The National Flag of Canada always takes precedence over all other national flags when flown on Canadian soil. Therefore, it should always be placed in the position of honour.

The location of the position of honour depends on the number of flags flown and the type of configuration.

When 2 flags are displayed, the position of honour is the farthest to the left when an observer is facing the display.

When 3 flags are flown, the position of honour is in the centre.

When more than 3 flags are displayed, the position of honour is the farthest to the left when an observer is facing the display.

HALF-MASTING OF FLAGS AT CITY FACILITIES

The position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

The decision to fly flags at half-mast usually occurs at the lead of the Federal or Provincial governments, although the City does not always fly flags at half-mast when senior levels of government decide to do so.

In conformance with National protocols, flags shall be automatically half-masted on the following days:

- April 28 - Workers' Mourning Day
- June 23 – National Day of Remembrance for Victims of Terrorism
- Second Sunday in September - Firefighters' National Memorial Day
- Last Sunday in September - Police and Peace Officers' National Memorial Day
- September 30, National Day for Truth and Reconciliation
- November 11 - Remembrance Day
- December 6 - National Day of Remembrance and Action on Violence Against Women

Also, in conformance with National protocols flags shall be half-masted upon the death of:

- The Sovereign or immediate member of the Royal Family
- Current or former Governor General or Prime Minister of Canada
- Current or former Lieutenant Governor or Premier of British Columbia
- Current Chief Justice of Canada and Members of the Canadian Ministry
- Privy Councillors and Senators [who is not a current member of the Canadian Ministry, or a current Senator]
- Members of the House of Commons

In addition, flags shall be half-masted at City Facilities upon:

- The death of a current or former Mayor or Freeman of the City
- The death of a current City Councillor
- The death of a City employee occurring in the performance of his or her job
- The death of an RCMP member currently serving in the Port Alberni detachment occurring in the performance of his or her job
- In exceptional circumstances, and on the advice of the City Manager, the Mayor may approve the half-masting of flags not provided for in this Policy

TIMING

Where half-masting occurs due to a death as outlined above, the timing shall be from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

Should half-masting need to be commenced on a weekend or statutory holiday, flags are permitted to be lowered on Friday afternoon prior to the half-masting date and raised again on the Monday morning.

GUEST FLAGS AND BANNERS

Decisions to fly the flags of other sovereign nations, non-profit societies and other local organizations will be made by resolution of Council at a Regular meeting.
The City reserves the right to decide whether to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations. When guest flags are flown, the City of Port Alberni flag is lowered and retired for the duration of the guest flag display.

Parties wishing to have their flags displayed by the City are required to supply the flag(s).
Events involving flag raising ceremonies may be held at City Hall upon request and at the City's discretion. Corporate Services should be contacted to make arrangements for such events.

DISPLAY OF FLAGS INSIDE CITY FACILITIES

When the National Flag of Canada is displayed in a place of worship or on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the celebrant or speaker.

When used in the body of a place of worship or auditorium, the National Flag of Canada should be to the right of the congregation or spectators facing the flag.

If hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag. Flags hung vertically should be hung so that the canton is in the upper left corner.

5. AUTHORITY TO ACT

The manner that flags are displayed in Canada is governed by established practice. The Director of Corporate Services is responsible for coordinating the lowering/changing of flags at City Facilities in accordance with the protocols and guidelines established by the federal government and as directed by Council for the City of Port Alberni.

Government of Canada "Rules for Flying the National Flag of Canada"
National flag of Canada - Canada.ca

6. RESPONSIBILITY AND MAINTENANCE

1. Corporate Officer
   - responsible for administering the policy;
   - acts as a resource to all Municipal staff on the subject of flag etiquette;
   - communicates with the Mayor and CAO in situations where further discussion or decisions must be made regarding displaying or raising/half-masting of flags;
   - responsible for notifying the appropriate areas in the Municipality regarding need for raising or lowering of flags;
   - responsible for notifying Council and staff of changes in flag displays, and informing the public through standard Municipal communication channels.
2. Parks, Recreation and Culture
   - responsible for maintenance, security and raising or lowering of flags at City Hall, Echo Centre, Harbour Quay, Multiplex [costs associated], Glenwood Centre.
3. Public Works
   - responsible for maintenance, security and raising or lowering of flags at Public Works facility.
4. Fire Department
   - responsible for maintenance, security and raising or lowering of all flags located at the Fire Hall;

- in addition to the periods of mourning noted above, Fire Hall flags may be flown at half-mast in recognition of the death of an active or retired City of Port Alberni firefighter, and in recognition of in-the-line-of-duty deaths of firefighters in surrounding municipalities. The CAO or Corporate Officer are to be notified when this occurs.

5. Police Services
   - assists with lowering and raising flags when requested;
   - in addition to the periods of mourning noted above, flags may be flown at half-mast in recognition of the death of an active or retired City of Port Alberni member, and in recognition of in-the-line-of-duty deaths of members of in surrounding municipal police departments or local RCMP detachments. The CAO or Corporate Officer are to be notified when this occurs.

7. FINANCIAL IMPLICATIONS

Flags will be maintained in good condition and replaced when showing signs of wear, tear or discolouration. The general operation budget covers the costs of maintaining and replacing flags at City Facilities.

8. DISPOSING OF FLAGS

Disposal of flags must be carried out in a respectful and dignified manner, following federal or provincial government guidelines.

Mike Fox
Chief Administrative Officer

POLICY No. 3002-2| Freedom of the Municipality

Approved: January 9, 2023

Resolution No.: R23-1

Date of Last Review:

CITY OF PORT ALBERNI

PURPOSE

To provide a process by which Council can formally honour distinguished service to the community of the City of Port Alberni.

POLICY

Freedom of the Municipality is the highest honour a municipality may bestow upon individuals to recognize their distinguished service. This policy is a guideline for nominating, selecting and awarding a distinguished individual or an armed forces unit, the honour of Freedom of the Municipality. As outlined in the *Community Charter*, bestowing the honour of Freedom of the Municipality will only be by a unanimous vote of Council and in accordance with this Policy. Granting Freedom of the Municipality is at the sole discretion of Council and only to individuals of the highest merit.

Eligibility

Nominees for selection:

- A resident or non-resident of the City of Port Alberni who has given long-term distinguished service to the community, preferably in more than one capacity and who has demonstrated an outstanding commitment or service to Port Alberni resulting in a significant improvement in City life, culture and well-being of our community.
- May include residents and/or non-residents who have achieved success, recognition or celebrity in their chosen field or talent or other special achievement, who has gained national or international acclaim and who has, as a result, brought positive recognition to Port Alberni or the Alberni valley as a whole.

Outstanding contributions may be related to the arts, business, culture, environment, humanities, politics, community service, science, sports, professional endeavors, or any other service that Council chooses to honour.

A serving member of Council is not eligible for nomination and Freedom of the Municipality cannot be bestowed posthumously. With the exception of a distinguished unit of the armed forces of Canada or another nation, groups or organizations are not eligible for this honour.

Selection Criteria

Nominees for selection:

- Council will make their selection of a nominee based on their record of service to the community or achievement and in consideration of the following:
  - i. length of service in a field or activity
  - ii. level of commitment to the field or activity
  - iii. benefit to the community
  - iv. personal leadership qualities and special achievements in the related field

Nomination, Selection and Awarding Process

- Nominations may be submitted by Council at any time.
- Nomination requests may be submitted by a member of the community however, the City will not formally solicit this request from the public.
- Nominations shall be submitted in writing and clearly outline the history of community service, accomplishments and/or the distinguished contribution that the individual or military unit nominated has made to the City of Port Alberni or to British Columbia or Canada in general.
- Nominations must be made in the strictest of confidence without the nominee's knowledge.
- Nominations will be considered in a closed meeting of Council [In-Camera]. The form of approval is a motion passed by a unanimous vote of all members of Council, and confidentiality shall be maintained until the presentation ceremony, except as provided in this policy.
- There is no obligation upon Council to confer the honour of Freedom of the Municipality on a regular basis, it is to be awarded when Council deems it is warranted.
- In the event that Council approves a nomination, and prior to any announcement, the Chief Administrative Officer or the Corporate Officer shall personally contact the nominee, confidentially, to confirm their acceptance of the award.
- On confirmation of acceptance, administration will inform Council at its next available closed meeting and a ceremony will be scheduled for a mutually agreeable meeting date, photo scheduled, certificate and engraving ordered, and media release drafted.
- Should the nominee decline acceptance, Council will be informed at its next available closed meeting.

Ceremony

Unless otherwise directed by Council, recipients of Freedom of the Municipality are to be recognized during a special ceremony at a meeting of Council. The special ceremony is to consist of the Mayor, or designated representative of Council, reading and then presenting the recipient with a framed certificate summarizing the recipient's distinguished service to the City. At the conclusion of the presentation, the recipient to be given an opportunity to respond and a photo is taken.

Privileges

Recipients of the Freedom of the Municipality:

- will be presented with a name badge that identifies them as an Honourary Freeman of the municipality
- will be presented with a certificate and photo to commemorate receiving the award
- have a photograph displayed at City Hall with an engraving indicating their name and special status
- may be invited to ceremonial or formal functions hosted by Council
- have the right to be registered and to vote in the election for Mayor and Councillors, despite current or future residency or property ownership in the City of Port Alberni
- are listed first in the City's Voters list; and
- if Canadian, are qualified to be nominated, elected and hold office in the City of Port Alberni.

Privileges cannot be transferred or bequeathed and the title carries no privileges other than those set out in this policy. The Commanding Officer of a unit honoured with Freedom of the Municipality has the same qualifications and privileges as an individual honoured with the Freedom of the Municipality.

Contact Information:

If you have any questions about this policy lease contact Corporate Services 250.723.2146 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

PROCESS:
This policy is to be reviewed by Council following a general local election.

RELATED DOCUMENTS:
Community Charter s.158

X

DANIELLE LEUREBOURG
DIRECTOR OF CORPORATE SERVICES

CITY OF PORT ALBERNI
POLICY MANUAL

Title: IMPAIRMENT IN THE WORKPLACE	
Department Responsible: Human Resources	
New ☒ Amended □	Pages: 1 OF 3

1. POLICY

The City of Port Alberni is committed to creating a safe and healthy workplace for all of its employees. As such, all employees, contractors and volunteers engaged in work or volunteer activities for the City of Port Alberni are required to report for work fit for duty and able to perform their assigned tasks safely and without any limitation due to the use or after effects of:

- legal alcohol or drugs
- illegal drugs
- prescription drugs
- over-the-counter medications
- any other substance that may impair judgment or performance
- fatigue

The presence of alcohol or drugs at the worksite is not permitted. The use of alcohol or drugs during the work day (including during meal or rest breaks) is also strictly prohibited.

Employees are required to disclose to their supervisor the use of any medications or other substances which could cause them to be impaired at work, and potentially endanger themselves or other employees.

Any individual failing to adhere to this policy will be subject to discipline, up to and including termination.

2. PURPOSE

The City of Port Alberni is accountable for creating a safe working environment for all employees and volunteers. This includes ensuring that employees do not report for work in an impaired state that may impact their ability to perform their work functions safely or impact the safety of others.

3. SCOPE

This policy applies to all employees of the City of Port Alberni, as well as contractors and volunteers engaged in work or volunteer activities for the City.

4. RESPONSIBILITIES

Employees are responsible for ensuring that they do not report for work in an impaired state under any circumstances. Employees are responsible for informing their supervisor if they are using any medications that could impair their performance and potentially compromise their safety or the safety of others.

Managers and supervisors are responsible for ensuring that no employee is in the workplace if they are in an impaired state. If a manager or supervisor has reason to believe that an employee is impaired, they must take the necessary steps to ensure that the person is prevented from causing injury to themselves or others.

5. DEFINITIONS

"Impaired" means a reduction in the performance of tasks due to the effects of alcohol, drugs or other factors. This can include impaired judgment, functioning, perception and decision-making or decreased motor co-ordination, reaction time or sensory perception.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

WorksafeBC Regulation – 4.20 Impairment by alcohol, drug or other substance

4.20 Impairment by alcohol, drug or other substance

(1) A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.

(2) The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.

(3) A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.

***Note:** In the application of sections 4.19 and 4.20, workers and employers need to consider the effects of prescription and non-prescription drugs, and fatigue, as potential sources of impairment. There is a need for disclosure of potential impairment from any source, and for adequate supervision of work to ensure reported or observed impairment is effectively managed.*

7. PROCEDURE

Managers and supervisors are to identify and deal promptly with all situations where there are concerns about an individual's ability to perform his or her job safely due to impairment.

Employees who are suspected of being impaired while at work will be removed from the performance of their duties immediately. The supervisor is responsible for documenting any such incidents. Subsequent actions will be determined based on the information gathered.

8. MEDICAL ACCOMODATION

Notwithstanding the rules outlined in this policy, the City of Port Alberni will review the need for medical accommodations for employees who utilize medicinal cannabis due to a disability, and as prescribed by their doctor. Employees who fit these criteria are required to submit their request to use medicinal cannabis in the workplace to the City (through their supervisor, union representative or Human Resources) and such request will be considered in accordance with duty to accommodate obligations as required by Human Rights legislation.

Effective Date: November 13, 2018 Authorized By: Council
Replaces:

POLICY No. 8000-1 | INCIDENT RESPONSE

Approved: January 6, 2026
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

This policy establishes the roles, responsibilities, and procedures for detecting, reporting, and managing security incidents that affect the City of Port Alberni's systems and infrastructure. Its intent is to ensure that all staff are adequately prepared to handle incidents efficiently and according to best practices, thereby protecting the City's information assets.

2. POLICY STATEMENT

The City of Port Alberni is committed to ensuring the security of its information systems and safeguarding its data and users against security breaches. This policy outlines the procedures for responding to security incidents, ensuring a systematic and effective response to mitigate damage and facilitate recovery.

3. SCOPE AND APPLICATION

This policy applies to all employees, contractors, and affiliates of the City of Port Alberni. It encompasses all systems, network infrastructures, data repositories, and user accounts within the City's operational environment.

4. DEFINITIONS

Security Incident: Any event that compromises the confidentiality, reputation, integrity, or availability of City of Port Alberni systems or data.

Privacy Incident: Any event that compromises the confidentiality, reputation, or integrity of City of Port Alberni data or citizen information.

Critical Systems: Systems crucial to the City's operations, including network infrastructure, financial systems, and internal and external data repositories.

5. POLICY

Incident Identification

All employees require training on recognizing and reporting potential security incidents, including but not limited to:

- Unauthorized access attempts
- Data breaches or leaks
- Abnormal system behavior
- Fraudulent activities
- Physical security breaches

- Phishing, Vishing, SMishing, Quishing, rogue wifi, HID, USB Drop Attack, Social Engineering attempts

Reporting and Incident Declaration
Employees must report suspected security incidents immediately to the Information Technology Department, providing details about the nature, date, and time of the event. Employees are prohibited from attempting to resolve incidents independently or alter the state of affected systems.

Incident Severity Classification
Incidents will be classified into three levels:

- Level 1: Minor incidents posing no immediate threat (e.g., unauthorized port scan).
- Level 2: Attempted unauthorized access with potential risks.
- Level 3: Significant breaches, including data theft or system compromise.

Incident Response Procedures

- Level 1: Contain and monitor the incident.
- Level 2: Contain, monitor, inform any malicious actors of the detection and potential repercussions if actions are repeated.
- Level 3: Immediate containment, eradication of threat, recovery measures, and perform root cause analysis.

In the case of credit card compromises, the response will involve immediate containment and forensic investigation, followed by notification to the acquiring merchant bank.

6. AUTHORITY TO ACT

City of Port Alberni on Call 24x7 Support
Responsible for receiving and responding to critical alerts related to system failures, security breaches, and other incidents as specified under this policy.

First Contact
Any employee who first identifies a potential security incident must report it immediately to the Information Technology Department by phone or in person, according to the Reporting and Incident Declaration Procedures.

Investigators
Assigned personnel who are responsible for investigating and addressing the security incident in collaboration with the Information Technology Department.

Manager of Information Technology
Oversees the technical response to security incidents, coordinates investigations, and ensures recovery efforts. Provide training and ensure compliance with security protocols.

Director of Corporate Services
Must be informed of all security incidents and may delegate tasks as needed, coordinating effective communication with affected stakeholders, including citizens.

Chief Administrative Officer (CAO)
Informed of all security incidents and will assist in task delegation and communication with affected stakeholders.

8. REVIEW PROCEDURES

This policy will be reviewed annually by the Information Technology Department in collaboration with the Director of Corporate Services to ensure it remains relevant to evolving security threats and compliance requirements.

M. Fox
CAO

S. Darling
Director of Corporate Services

TITLE: INSURANCE - Requirements for Special Events				
EFFECTIVE DATE: Sep 10/01	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The question of requesting evidence of liability insurance arising from the use of municipal property by recreational or cultural events will be considered by Council on a case by case basis with the following minimum insurance requirements:

a) Comprehensive general liability with combined single limits of no less than $2,000,000. At Council's discretion, this amount may be increased to $5,000,000 if the specific event is deemed to be of a high risk nature,(events including aircraft, for example).

b) Cross liability clause;

c) City of Port Alberni to be named as insured for duration of event.

TITLE: **INTERNAL CONTROLS AND CASH MANAGEMENT POLICY**				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 2

1. Policy

This policy sets out good business practices for handling cash and cash receipts. All City departments that handle cash mush have both an awareness of and show a commitment to strong internal controls for cash receipts.

There are eight locations handling and receiving City cash: Museum, Echo Centre, Multiplex, McLean Mill, City Hall, RCMP, Public Works on occasion, and the Fire Hall. Most of these locations have a petty cash fund as well. All employees working at these locations and handling cash must follow the procedures outlined in support of the internal controls.

Petty cash funds are issued to departments, in charge of a custodian, to be used on a revolving basis for the payment of small emergency and incidental expenses. Credit cards can and should be used for small expected, recurring expenditures. Petty cash funds are established on an imprest basis, which means that a fixed amount is restored to its authorized level at frequent intervals by replenishing the cash in an amount equal to the expenditures.

2. Purpose

- The purpose of this document is to provide both general and specific information, as it relates to cash management, and formalizing internal controls and cash management procedures. This policy establishes consistent processes and standards for City employees who collect cash as part of their job.
- To provide guidelines for the establishment, use, and safeguarding of petty cash and to strengthen the City's internal control over petty cash funds.

3. Scope

This policy and procedure applies to all employees who handle cash.

4. Responsibility

Managers

Managers are responsible for ensuring that this policy is applied within their department and to respond to and resolve any issues arising under this policy. Managers are also responsible for establishing and maintaining the proper environment of internal controls.

Managers are responsible for establishing and monitoring any petty cash funds in their department. They are responsible for designating the custodian (and alternate) of the fund and ensuring that all procedures and internal controls are followed.

The Director of Finance will:

- Ensure that the policy requirements for cash handling are clearly documented and current.
- Establish and monitor compliance of petty cash funds
- Approve this policy and any future amendments
- Provide education about the policy.

Supervisors
Supervisors are responsible for administering this policy and ensuring that all employees are aware of the policy.

Supervisors are responsible for assuring that all staff handing cash are properly trained in the procedures for handling and accounting for cash and that all procedures are followed.

Employees
Employees are responsible for abiding by the terms of this policy and following the procedures as established.

5. Definitions
"Cash" includes all forms of valid currency, including coins, paper bills, cheques, money orders, debit and credit card transactions, and the transfer of funds made electronically.

6. References and Related Statements of Policy and Procedure

7. Procedure
See attached.

8. Attachments
Internal Controls and Cash Management Procedures

TITLE: INTERNAL CONTROLS & CASH MANAGEMENT PROCEDURES				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 9

Internal Controls and Cash Management Procedures

The purpose of this document is to provide both general and specific information, as it relates to cash management, and formalizing internal controls and cash management procedures. Everyone handling City cash - or supervising someone who does - should be familiar with the information provided in this document.

There are five sections:

1. General Information
2. Cash Handling
3. Daily Cashier Operations
4. Petty Cash
5. Security and Loss Prevention

Section 1 – General Information

The information contained in this section establishes consistent processes and standards for City employees who collect cash as part of their job.

There are eight locations handling and receiving City cash: Museum, Echo Centre, Multiplex, McLean Mill, City Hall, RCMP, Public Works on occasion, and the Fire Hall. Most of these locations have a petty cash fund as well. Transactions are recorded through Tempest or Class, batches are created, then exported for posting to Wescom.

Glossary

- ***Beginning Cash*** – Cash in cashier's drawer at the start of the day or shift.
- ***Cash Drawer*** – Metal drawer used to store currency, coin, and cheques during cashier's shift when completing transactions. This drawer should always be locked when cashier is away for any reason.
- ***Ending Cash*** – Cash in a cashier's drawer at the end of the day or shift.
- ***MICR - Magnetic Ink Character Recognition*** – Magnetic codes on the bottom of the cheque that indicate bank account number, cheque number and dollar amount of cheque that provides a way for the machine to read the cheque.
- ***Negotiable Instrument*** – Written promise to pay - such as a cheque, promissory note, draft, or bill of exchange - payable to order or to bearer and transferred by endorsement.
- ***NSF (Non-sufficient funds)*** – Indicates that the drawer's account balance is less than the amount of a cheque or withdrawal order presented for payment.
- ***Over/Short Account*** – Specific general ledger account that departments can use to document when a deposit is over or short.
- ***Overage*** – The amount by which the cash in the cash drawer exceeds the reported revenue.
- ***Secure Pouch (G4S bags)*** – A plastic sealed numerical bank bag used by each department to insert cash, cheques, coin and a deposit slip for transmittal to the bank.
- ***Shortage*** – The amount by which the reported revenue exceeds the actual cash in the cash drawer.

- ***Stale Dated Cheque*** – A cheque, which is dated more than 180 days prior to the current date. The bank does not honour cheques that are six months or older.

City Cashiers

City cashiers are in the front line of public relations for the City. Our goal is to provide knowledge, information and skills to ensure that employees are kept informed on current legal, financial, technical and operational changes that directly affect municipal government and the City.

Section 2 – Cash Handling

A set routine for counting and balancing cash must be in place. Currency must be counted by a second person and yield the same results. Bill counters and coin counters are to be used where practical and possible.

If any discrepancies exist between the cashier's total and the customer's total, a recount is necessary. If a discrepancy still exists, ask the customer to count the money.

Maintain an awareness that counterfeit bills do surface sometimes. Generally a notice will be issued in the local area to watch for certain denominations and characteristics. Refer to the "Security and Loss Prevention" section of this document for more detail.

Put away, into the cash drawer, all currency and coins from the last transaction before starting a new transaction.

Customer receipts, statements, and cheques are to be franked at the time of the transaction.

Making Change
There are two ways to give change back to a customer. Cash handling software will calculate the dollar amount to be returned to the customer. The other way is for the cashier to count from the amount of the transaction to the amount tendered. Change should be counted at least two times: once when the cashier counts it out of the cash drawer and a second time when the cashier counts it back to the customer.

Handling Mutilated Money
Cashier duties include removing from circulation all torn or otherwise mutilated bills. Whenever such a bill is received, it is to be placed into your cash drawer in a place to keep it out of circulation, then included with the regular deposit. The deposit service will return the mutilated money to the appropriate authority for redemption.

Currency is mutilated whenever it is torn, written on, missing a portion, or otherwise damaged. Coins are mutilated whenever they are bent, worn, broken, or otherwise damaged.

Cheques and Cheque Cashing

No cash may be given back for a cheque transaction because that constitutes an unlawful loan of City funds. No cheques drawn on foreign currency should be accepted.
Company cheques may have stubs or copies attached. Remove stubs or copies and process only the original cheque, retaining the stubs or copies for backup.

- ***Cashier's Cheques*** – This is a cheque drawn by a bank on its own funds. Only the failure of the bank would cause the bank not to honour such cheques.
- ***Personal Money Orders*** – Money Orders are accepted the same as currency.
- ***Traveler's Cheques*** – These cheques are designed for use by persons on business or vacation, but are also used in other situations. They are signed on the face of the cheque when purchased and countersigned when cashed, either on the face or on the back. When using a traveler's cheque at a City facility, the customer must countersign and write in the payee in the presence of the cashier. Traveler's cheques should be stamped with the endorsement and placed with the other cheques. The City cannot accept Traveler's cheques drawn on foreign currency.

Cheque Negotiability

Several requirements make a cheque negotiable or valid.
The cheque must have:

- Name, address, and phone number of person/company presenting the cheque;
- Current date;
- The City as payee;
- The amount appears twice, once spelled out, and once numeric;
- A signature.

Identification

At this time there is no citywide policy requiring identification from citizens or customers. If a person buys merchandise or pays fees or services with a cheque that is later returned by the bank, there is no way to retrieve the merchandise, fees, or service. If the cheque is returned by the City's bank to Finance every effort will be made to recover the amount. If the cheque is uncollectible, in cases of property related payments, the amount of the dishonoured cheque will be added to delinquent taxes.

Section 3 – Daily Cashier Operations

Opening Activity

Each City cashier is responsible for setting up his/her cash drawer. The opening float must be counted, and must equal the previous day's closing count (after the daily receipts have been removed for deposit).

All cash and coin must be kept secure in the safe or in the cash drawer except when in use. "Sign-in" identification, individual and particular to each cashier, must be used.

Cash must be monitored during the workday:

- When a significant amount of cash has accumulated, the excess is to be counted and bundled and moved to the safe;
- The cash drawer must never be left open, even if the cashier is in attendance;
- The cash drawer must never be left unattended;
- The cash drawer is not to be touched by anyone else.

At present, finance department staff counts and verifies the Engineering deposit, and seals it into a deposit bag. A cash edit list is prepared and 2 copies of the deposit slip go in bag with the cheques & bills, as well as copies of all receipts.

There are challenges at Echo with regards to separation of duties and 2 persons signing off the counts, as there are only 2 employees there for part of the day, and only one on Fridays. Float verification and deposit preparation is similar to the procedures in use at City Hall: cash is counted, verified, and the deposits prepared and shipped to the banking centre via G4S three times a week.

Cash operations must have permanent collection records, such as cash register tapes and debit machine slips, which record all transactions including voids or cancels. Cash register tapes are stored at vaults on site, and the debit machines are sent to City Hall with the daily cash information. The permanent collection record is also retained electronically in the Tempest and Class systems.

Receiving and Receipting City Funds

All cheques for City transactions should be made payable to the City of Port Alberni. The written cheques need to be legible, dated, and signed. Customer receipts, statements, and cheques are to be franked at the time of the transaction.

Overage/Shortage

An overage or shortage is an unintentional collection mistake such as a change making error. An overage occurs when a cashier has collected too much money and cannot return the excess to a specific customer. The difference between an "overage/shortage" and a "loss" is when the cashier has obtained custody of money and then due to reasons like negligence, an act of God or an unlawful action cannot deposit that money. An example of negligence is leaving City money unattended and not properly safeguarding that money from loss.

Cheque Cashing

The City's practice is to cash small cheques for employees, however, this is infrequent and there is no history of abuse. Cheques are not cashed for customers. Cash may not be given back for a customer cheque transaction. The cheque must be for the amount of the transaction - all money must be applied to the transaction - and a refund request may be made for the overage if required. The refund request will be processed by cheque requisition.

Closing Activity

At the end of the workday, the cashiers are responsible for documenting all of the City money received. This involves the balancing the cash drawer(s), preparing the deposit and removing ending cash to the safe and reporting to Finance all monies received. All cash received is to be verified.

Balancing Cash Drawer

At the end of the shift, all cashiers need to account for all increases and decreases of cash in their cash drawer. To protect cashiers' safety, balancing should occur out of public view in a location away from the collection area. Cashiers may have their own methods for balancing their cash drawers, however, there are several steps that all cashiers have in common:

- Remove all currency, coin and cheques from the cash drawer;
- Count the money, then have the backup cashier or available finance staff do the second count;
- Voids require an explanation for audit control.

G4S pickup and delivery is done three times a week: Monday, Wednesday and Friday. The City and G4S retains the other's checklist, and the items are verified on pickup and delivery

Refunds

The City should not, as a rule, process refunds out of the cash drawer at any of its payment locations. It is appropriate in some circumstances, for example, garbage tags. A petty cash form must be completed and signed by the customer as having received the cash.
Barring the exception noted in the preceding paragraph, all refunds must be made by Accounts Payable cheque or, if the original payment was made using a credit card, a credit card refund must be generated. All refunds must have the appropriate backup attached and be approved by the appropriate authority. Upon request by the customer, the City will refund any amount that is due.

Section 4 – Petty Cash

Establishment of Petty Cash Fund

The establishment of the petty cash fund and the subsequent request for the increase, decrease, or closing of its balance needs the approval and authorization of the department head and must have the following:

- Reason(s) for establishing, increasing, decreasing, or closing of the petty cash fund;
- Amount requested to be established, increased, decreased, or closed;
- Name of the department where the petty cash fund will be located;
- Name of the authorized custodian responsible for the petty cash fund;
- Name of employee(s) designated as the custodian's alternate(s).

A cheque requisition will be prepared and submitted to Accounts Payable, which will issue the appropriate funds.

Disbursement of Petty Cash

Custodian Responsibilities

- Identify the need for petty cash and make sure that the item to be purchased will be used to support City operations;
- Complete a petty cash advance form:
    - specify the date, payee, description of item(s) to be purchased;
    - general ledger account number; and,
    - the amount of cash advance requested.
- Issue the cash and have the employee/purchaser sign the petty cash advance form, and keep the form with the petty cash fund;
- After the purchase has been made make sure that valid receipt(s) are submitted by the
- employee/purchaser;
- If the actual purchase price is less than the cash advance, adjust and initial the amount shown on the petty cash advance form to reflect the actual disbursement and get the change back. If the actual purchase price is more than the cash advance, adjust and initial the amount shown on the petty cash form to reflect the actual disbursement and reimburse the employee/purchaser for the difference; and
- Attach the submitted receipt(s) to the petty cash advance form and keep it with the petty cash.

Reconciliation of Petty Cash

The amount of the authorized petty cash account should always be equal to the following:

- Currency (bills and coins) on hand;
- Paid petty cash vouchers/receipts (not yet submitted for replenishment or in transit);
- Petty cash advanced to employee/purchasers; and
- Un-cashed replenishment cheque.

The petty cash should be reconciled every time the custodian requests the replenishment of the petty cash account or when there is a transfer of custody from one person to another.

To reconcile the petty cash, the custodian should perform the following steps:

- Count all the currency (bills and coins) on hand, paid petty cash, vouchers/receipts (not yet submitted for replenishment or in transit), petty cash advanced to employee/purchaser, un-cashed replenishment cheque, and other cash items;
- Compare the above total to the amount of the authorized petty cash fund. The two amounts should be in agreement;
- Explain any discrepancies.

Replenishment of Petty Cash

The petty cash fund is replenished when the custodian feels that the balance has reached a level that will only last long enough to process the outstanding receipts and receive the reimbursement cheque. At this point the custodian should prepare a cheque requisition for replenishment of the petty cash after performing the following steps:

- Prepare a Petty Cash Reconciliation;
- Identify department making the request;
- Date of the request;
- General ledger account numbers to be charged;

- Amount disbursed;
- Total amount to be replenished;
- Name and signature of custodian/preparer;
- Name and signature of approving officer;

Submit the completed Petty Cash Reconciliation and cheque requisition with all the supporting documents (paid petty cash advance forms and receipts) to the Deputy Director of Finance for review and approval. Receipts must be submitted in order to obtain reimbursement.

Once approved, the Deputy sends the package to Accounts Payable.
On receipt of the replenishment cheque, make sure that the name of the payee and the amount of the cheque are correct before cashing it to replenish the petty cash.

Cash Shortage / Overage

If the petty cash fund is found to be short due to an error, then the short should be added to the next reimbursement as a charge against Over/Short. If the petty cash fund is found to be in excess due to an error, then the excess should be subtracted from the next reimbursement as a credit to Over/Short.

Restrictions on the Use of Petty Cash

Since a Petty Cash Fund is established primarily to take care of small City-related expenditures, it cannot be used for the following purposes:

- Expenses in excess of $25.00;
- To cash personal or travel advance cheques;
- Advance cash (in return for I.O.U. slips) to City employees for temporary or personal use;
- For purchases that are expected and recurrent, and that can be more appropriately managed with the use of a credit card.

Security of Petty Cash

It is the responsibility of the petty cash custodian to make sure that the petty cash box is in a safe and secured place at all times. Only the petty cash custodian and their alternate(s) should have access to the area where the petty cash box is located. Outside of work hours, the petty cash box must be kept in a locked file cabinet, desk drawer, etc., to which only the petty cash custodian and their alternate(s) should have the keys.

Review

The petty cash fund is subject to unannounced review by external auditors, therefore, must consist at all times of cash on hand, receipts on hand, petty cash advance forms, and copies of vouchers for receipts in that are in the process of reimbursement.

Section 5 – Security and Loss Prevention

Glossary

The following glossary has been prepared in order to provide guidance in the terminology introduced in this section.

- ***Altered Currency*** – Currency that has been changed or tampered with in order to attain a greater amount for the currency than its face value.
- ***Collusion*** – A secret agreement between two or more people to break a law.
- ***Counterfeit*** – Currency or coins that have been fraudulently manufactured.
- ***Dual Control*** – A situation in which two people work together cooperatively in the verification of one another's work. Method of maintaining security whereby two individuals must be present during transactions involving risk. Dual control is accomplished through the proper segregation of key and combination assignments for entry into secured areas.
- ***Embezzlement*** – committed when an employee steals or assists another to steal, and misappropriation of money or property entrusted to one's care.
- ***Forgery*** – The alternation of a document or instrument with fraudulent intent.
- ***Fraud*** – An attempt to obtain funds in other than appropriate and legal means.
- ***Stop Payment*** – Notification that a restriction has been placed on one's ability to cash a particular cheque.

Procedures for Security and Loss Prevention

Any time money is handled in a public place there is a potential threat.

Any time a City employee feels threatened , or a coworker feels another employee is being threatened,

- **a supervisor is to be called to the area immediately**
- **and/or call 911 for the police.**

The cashier workstations are equipped with an emergency button that summons the RCMP.

Robbery

Refer to the City's policy on Robbery Prevention: J:\Human Resources\Common Occupational Health & Safety Programs\Risk Assessments_Evaluations\Robbery Prevention\Response to Robbery.docx

Each City facility keeps marked bills in their floats in the event of a loss from robbery. Cash, valuables or confidential items must never be left on the desk or counter when away from the workstation.

Procedures to Follow for Internal Theft or Shortage

When balancing the daily cash drawer, if you are unable to account for a cash shortage due to an error, you should notify your supervisor and the Finance Department immediately. A shortage is money (cash, cheques, credit cards) that is unaccounted for. From time to time a cashier may have a shortage due to making change in error. Minor shortages are expected on occasion. If the shortage involves more than change and is not accounted for (entered into the register in error, cheque not received, etc.), the supervisor and Finance Department should be notified immediately. A supervisor's signature is required on the Tempest edit list. Supervisors are notified by the Finance Department if a shortage in Class is out of the ordinary.

Handling Counterfeit Money

Indications that currency may be counterfeit include the absence of security features. The Bank of Canada website is a good resource for the features:

http://www.bankofcanada.ca/en/banknotes/

What to do if you suspect that you have been offered a counterfeit note during a transaction:

- *Assess the situation to ensure that you are not at risk. Then do the following:*
  - *Politely refuse the note and explain that you suspect that it may be counterfeit.*
  - *Ask for another note (and check it too).*
  - *Advise the person to check the note with the local police.*
  - *Inform your local police of a possible attempt to pass suspected counterfeit money.*
  - *Be courteous. Remember that the person in possession of the bill could be an innocent victim who does not realize that the note is suspicious.*

What to do if you suspect that a note is counterfeit after a transaction:

- *Give it to the local police. If it's real, you'll get it back.*

Either way, the police should be informed of possible counterfeiting activity in your community.[i]

TITLE:	P2 – INTERVIEW EXPENSES			
EFFECTIVE DATE:	DEPARTMENT:	AUTHORIZED BY:	REPLACES:	PAGE 1 OF 1
New	Corporate Svces	Council		

1. POLICY

Interview Expenses for prospective employees from outside the Alberni Valley may be paid with the prior approval of the Director of Corporate Services. All efforts will be made to interview local candidates before bringing in interviewees from outside the local region.

The level of reimbursement shall be determined by Human Resources, in consultation with the hiring Department Manager**.**

2. PURPOSE

The City may cover travel expenses for interviewees in order to ensure that the best potential candidates for the position are interviewed. Travel costs should not be a barrier to hiring the best possible person for the position.

3. SCOPE

Interviewees from outside of the Alberni Valley, where the Director of Corporate Services has provided prior approval.

4. RESPONSIBILITY

Manger of Human Resources, in consultation with the Department Manager and/or City Manager, will determine whether interview expenses will be reimbursed. When interview expenses will be reimbursed, the Director of Corporate Services will inform candidates when their interview is being set up.

5. DEFINITIONS

"Interview Expenses" can include:

- a return trip via the most economical, yet most timely, mode of transportation (gas, ferry far, or airfare);
- accommodation; and
- reasonable meal costs.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

None.

7. PROCEDURE

The Manger of Human Resources, in consultation with the Department Manager, will determine if interview expenses will be reimbursed.

If approved, the Director of Corporate Services will inform the candidate prior to the interview what expenses will be reimbursed.

All expenses must be receipted and submitted to the Director of Corporate Services for processing.

The source of funds for reimbursement of interview expenses shall be from the Human Resources budget.

8. ATTACHMENTS - None.

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

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

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

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

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

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:

a. receiving all money paid to the municipality;
b. ensuring the keeping of all funds and securities of the municipality;
c. investing municipal funds, until required, in authorized investments;
d. expending municipal money in the manner authorized by the council;
e. ensuring that accurate records and full accounts of the financial affairs of the
f. municipality are prepared, maintained and kept safe;
g. 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:

a. securities of the Municipal Finance Authority;
b. 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

TITLE:	P5 - JOB IMPROVEMENT COURSES			
EFFECTIVE DATE: Sep 26/97	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Dec 10/90	PAGE 1 OF 2

TRAINING AND DEVELOPMENT

Job Improvement Courses

The City of Port Alberni encourages employees to upgrade skills, knowledge and qualifications in their jobs by pursuing training through various educational institutions.

The City will pay all fees associated with the employee's training course subject to prior approval from the employee's supervisor and successful completion of the course.

Where requested by the employee, the City will pre-pay course fees on an interest free basis, subject to the employee signing a form authorizing payroll deduction of the loan for the course fees in the event he or she fails to successfully complete the course or ceases to be an employee of the City (see attached).

So long as the employee continues in the employ of the City, the interest free loan or payment of course costs will be forgiven at a rate of 20% per month commencing at the first of the month in which proof of successful completion of the course has been produced to the employer.

Prepayment of course fees will not apply in the case of Part Time employees because benefits are included in the hourly rates and it could be difficult or impossible to collect monies advanced upon the employee no longer working for the City. However, reimbursement of approved course fees will be made upon submission of proof of successful completion of each course.

The City provides time off without loss of pay for approved training courses, however, the employee will be required to contribute time outside the normal work day without compensation where such time is required for travel, night study or weekend attendance at courses. This also applies to regularly scheduled flex time in that if the course falls on an employee's regularly scheduled flex day off then that is considered to be the employee's contribution to the training.

Where an employee is attending a course to become qualified and eligible for a posting in a **new job**, the City will cover course fees, but will not provide time off without loss of pay. The employee may use vacation, banked overtime or leave without pay for time spent at the course.

JOB IMPROVEMENT COURSE LOAN

PAYROLL DEDUCTION AUTHORIZATION

DATE:

EMPLOYEE NAME:

COURSE NAME:

INSTITUTION:

EXPECTED DATE OF COMPLETION:

AMOUNT OF LOAN:

SUPERVISOR'S AUTHORIZATION:

DATE OF PROOF OF COURSE COMPLETION:

Should I not successfully complete the above-named course, or should I cease to be a City of Port Alberni employee. I authorize the deduction of the full loan course fee from my pay cheque. Should I cease employment within five months from the first day of the month in which proof of successful completion of the course has been produced, I understand that the loan or reimbursement of course fees will be forgiven at the rate of 20% per month of service.

_____

Signature

TITLE: LANES - Removal of Obstructions				
EFFECTIVE DATE: Feb 22/88	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

Procedure

1. Investigation of the seriousness of the problem will be undertaken on a complaint basis only. Complaints may be received from the public (telephone or letter) or from City personnel, and are to be referred to the Bylaw Enforcement Officer for investigation.

2. If an obstruction exists, then the ownership of said obstruction shall be determined.

   2.1 If ownership can be determined, then the owner shall verbally be given a maximum of seven (7) calendar days to remove the obstruction. If the obstruction is not removed in that time, then a written notice, delivered by registered mail, to the owner of the material, and to the property owner if different from the owner of the material, shall be sent, giving a time limit of seven (7) calendar days from the date of the notice to remove the obstruction. If the obstruction is not removed in that time, then it shall be removed by City forces on or after the eighth calendar day after the date of written notification.

   2.2 If ownership can be determined, but the owner cannot be contacted within the 14 day period of time, as described in (2.1) above, from the date of complaint, the matter shall be referred back to the City Engineer for a decision of the course of action to be taken.

   2.3 If ownership cannot be determined, then the matter shall be referred back to the City Engineer for a decision of the course of action to be taken.

3. Materials to be removed after the procedure outlined above has run its course are to be disposed of as follows:

   3.1 Items having no identifying marks (eg., firewood, scrap metal, bricks, lumber, etc.) are to be disposed of immediately in the usual manner at the Regional District Sanitary Landfill. There is to be no salvaging of, or benefit derived from, the materials removed.

   3.2 Items having identifying marks such as serial numbers, or licence plates (eg., trailers, camper boxes, etc.) will be seized and impounded, HOWEVER THIS ACTION WILL BE TAKEN ONLY UPON AUTHORIZATION OF THE CITY ENGINEER.

   3.3 Actions taken under 3.1 and 3.2 are to be brought to the attention of the RCMP by use of a standard letter, attached hereto.

REGISTERED

NAME:

ADDRESS:

PORT ALBERNI, BC

Dear Sir/Madam:

RE: OBSTRUCTION IN LANE (Reference No. ___)

With reference to the verbal request, made to you on , to remove the following item(s) from the lane at the rear of your property within 7 days:

and (this)(these) item(s) not yet having been removed, please note that if the aforementioned item(s) (has)(have) not been removed by , (it) (they) will be removed at your expense and:

- disposed of at the Regional District Sanitary landfill.

- impounded by the RCMP, where (it) (they) may be claimed in the usual manner.

Please contact _____, Bylaw Enforcement Officer (250 720-2831) (Monday - Friday, 8:00 a.m. to 4:30 pm) if you require further information.

Yours truly,
CITY OF PORT ALBERNI

City Engineer

RC/cl

cc: City Clerk

RCMP
Port Alberni Detachment

Attention: , OIC

Dear Sir:

Re: Removal of Obstruction in Lane (Reference No.)

With reference to letter dated to:

Name:
Address:
Port Alberni, BC

a copy of which is attached, the Engineering Department has seized the items mentioned therein.

- The items have been disposed of at the Regional District Sanitary Landfill.

- I request use of your impounding facility for the following items:

Serial No.	Description

Yours truly,
CITY OF PORT ALBERNI

City Engineer

RC/mp

cc: City Clerk

POLICY No. 5002-3 LEAVE ENTITLEMENTS – EXEMPT STAFF

Approved: January 12, 2026
Resolution No.: 26-16
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of this policy is to outline the leave entitlements that are available for City of Port Alberni exempt staff.

2. SCOPE

This policy applies to all City of Port Alberni exempt employees.

3. FULL-TIME EXEMPT EMPLOYEES

Annual Vacation

Full-time exempt employees will receive annual vacation entitlements as follows:

Years of Employment	Annual Vacation Entitlement
Up to one year (pro-rated)	4 weeks
Year 1 to 8	4 weeks
Year 9 to 15	5 weeks
Year 16 to 21	6 weeks
Year 22	7 weeks
For each additional year of service after completion of 24 years	One additional vacation day to a maximum of 5 additional days

[Note: The provision of vacation entitlements other than as outlined above must be approved by the Chief Administrative Officer (CAO)]

Upon hiring, a full-time exempt employee will receive a pro-rated amount of 4 weeks' vacation based on their date of hire, to be used during the remainder of the vacation year. The vacation year is from July 1 – June 30.

Exempt employees hired prior to January 12, 2026 will continue to accrue vacation in the current year for the following year.

Vacation Carry-Forward

A maximum of 2 weeks of unused vacation time may be carried forward into the following vacation year to be used in that year. Except for this allowable carry forward amount, exempt staff must take all of their annual vacation entitlement before the end of the vacation year.

If an employee is on sick leave at the end of the vacation year, any outstanding vacation time above the allowable carry forward amount will be paid out.

Vacation Time – End of Employment
Upon retirement or resignation an employee will not be permitted to utilize vacation or other leave beyond their last day of work.

Vacation Pay – End of Employment
Where employment ends prior to an employee using the vacation time they have earned to that point in the year, they will receive vacation pay for the vacation time that has been earned but not yet taken. This will be paid out on their final pay.

Where employment ends and an employee has taken vacation time in excess of what they have earned to that point in the year, they will reimburse the City for this unearned vacation time. This amount will be deducted from their final pay, or the employee will reimburse the City directly.

(Upon retirement or resignation, exempt employees hired prior to January 12, 2026 will be paid out for the vacation pay they have accrued for the following year).

Leave with Pay – Bereavement Leave
Full-time exempt employees are eligible for bereavement leave of up to five days in the case of the death of an immediate family member. Immediate family is defined as a spouse, child, step-child, parent, step-parent or sibling. Up to three days of bereavement leave is available in the case of the death of a brother-in-law, sister-in-law, parent-in-law, grandparent, grandchild, son- or daughter-in-law.

Leave with Pay – Short-Term Sick Leave
The City will continue to pay the salary of a full-time exempt employee who becomes and remains sick or disabled for a period of up to 210 calendar days, commencing on the first day of sickness or disability. Employees will be required to provide proof of inability to work due to illness or injury, as requested by the City.

Leave with Pay – Long-Term Disability
The City will provide a long-term disability plan to full-time exempt employees who have been actively employed for more than one month and meet eligibility requirements. Benefits are based on 60% of the employee's salary (subject to policy maximums) and coverage may commence on the 211th day of disability. Eligibility to receive long-term disability benefits under the plan is subject to the terms as outlined and administered by the long-term disability plan provider. The premiums for the long-term disability plan are paid by the employee.

Leave with Pay – Family Sick Leave
Full-time exempt employees are eligible for up to 6 days of family sick leave per year if needed to care for parents, spouses, or children who are ill and require their care.

4. PART-TIME EXEMPT EMPLOYEES

Part-time exempt employees who work 60% or more of a full-time schedule will receive a pro-rated amount of paid vacation and will be eligible for a pro-rated amount of bereavement, short term sick and family sick leave based on their schedule.

The City shall provide a long-term disability plan to part-time exempt employees who work 60% or more of a full-time schedule. The details regarding this plan will be the same as those outlined above for full-time exempt employees.

Part-time exempt employees who work less than 60% of a full-time schedule are not eligible for paid vacation, bereavement leave, short-term sick or family sick leave but will receive a percentage-in-lieu to cover these and other benefits. Part-time employees who work less than 60% of a full-time schedule are not eligible for the long-term disability plan.

5. LEAVE WITHOUT PAY – MATERNITY / PARENTAL LEAVE

Exempt employees will be granted maternity and parental leaves in accordance with the BC Employment Standards Act. Upon written request at least 3 months prior to the expiration of a maternity or parental leave, an additional leave may be granted to a maximum of 22 weeks.

6. LEAVE WITHOUT PAY – PERSONAL LEAVE OF ABSENCE

Requests for personal leaves of absences without pay will be considered for exempt employees based on the reason for the request. All other leave must be exhausted prior to an unpaid leave of absence being considered.

Personal Leaves of Absence of 5 Days or Less
Such requests will be subject to approval by the employee's Director.

Exempt employees hired prior to January 12, 2026 will be required to use vacation days from their next years' accrued vacation.

Exempt employees hired after January 12, 2026 will be required to use vacation days from their next years' unearned entitlement. If their employment ends prior to them earning these vacation days the following year, the employee will reimburse the City for this unearned vacation time. This amount will be deducted from their final pay, or the employee will reimburse the City directly.

Personal Leaves of Absence Greater Than 5 Days
Such requests will be subject to approval by the CAO.

While on an unpaid personal leave of absence greater than 5 days, an employee is not eligible for statutory holiday pay or sick leave and is responsible for covering the cost of any City-paid benefit premiums (provided such benefits are eligible to be continued during such leave). Vacation will not accrue and eligibility to contribute to pension will be subject to pension plan rules.

For: **Sharie Minions**
Mayor

Sara Darling
Corporate Officer

Date	Change Description
January 12, 2026	Replaced previous policy "Benefits for Supervisory (Exempt Staff)" (May 9, 2016)

TITLE: P5 – LEAVE OF ABSENCE WITH PAY				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: July 25/88	PAGE 1 OF 1

LEAVE OF ABSENCE WITH PAY

The City of Port Alberni (the employer) has the right to grant leave of absence with pay to CUPE employees under Article 24(b) of the collective agreement which states:

> "Employees on leave of absence for union functions as outlined above shall have their regular wages, benefits and other expenses related to this employment paid.
>
> The Employer shall then bill the Union for the actual direct expenses incurred and the Union shall promptly remit payment to the Employer."

It is considered desirable to extend this privilege to all employees where the purpose of the leave is to perform community service of a significant nature to a local, provincial or national body (including political parties).

i) Leave of Absence with Pay may be granted by the appropriate supervisor only with the approval of the City Manager, to perform a community service for duties involving local, provincial or national bodies (including political parties) where the service will confer a significant benefit on the community and where the sponsoring body agrees in writing, prior to granting such leave, to pay the full cost of wages & benefits in the amount determined by the City.

ii) Leave of Absence with Pay may be granted by the appropriate supervisor only with the approval of the City Manager to participate in active searches or other rescue activities as a member of or in association with the Alberni Valley Rescue Squad.

iii) Leave of Absence with Pay may be granted for a period of time up to one working day by the appropriate supervisor to take a course of studies or training including any examinations therefore, to obtain or maintain a certificate required to be held pursuant to the employee's job description. Periods in excess of one day may be granted only with the approval of the City Manager.

TITLE:	P5 – GENERAL (PERSONAL) LEAVE OF ABSENCE – Without Pay			
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 3

1. POLICY

Employees on the active payroll may apply for a general leave of absence at any time and this policy will apply, unless another specific leave of absence policy applies. All requests for general leave save and except for Jury Duty, Pregnancy Leave, Parental Leave, Bereavement Leave and Family Responsibility Leave are deemed to be for personal reasons and may or may not be granted in the sole discretion of the employee's manager and/or the City Manager, as appropriate. In July 1988 the City established the following guidelines.

> "In order to ensure that there is consistency in the application of the policy for granting of leaves of absence the following guiding principles are to be considered as policy on this matter. These are guiding principles which will have slightly varying interpretations, however it is anticipated that a fairly high level of consistency of application can be achieved.
>
> The City of Port Alberni (the employer) has the right to grant leave of absence without pay to any member of the exempt staff for good and sufficient cause. In the case of CUPE employees Article 24(c) of the collective agreement states in subsection (c) that "the employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave in writing for good and sufficient cause". In the case of the Fire Department the PAFF agreement is silent on the matter of leave of absence without pay.
>
> The general rule for granting a leave of absence without pay is that such leave must have either a significantly positive effect on the employee or assist the employee to avoid or manage a situation which will have a negative impact on their personal or family welfare.
>
> The employer must retain the right to "operate and manage the business of the employer in all respects in accordance with its commitments and responsibilities" (Article 2 of the collective agreement with CUPE). Therefore, such leaves of absence may be denied if the employer is confronted with operating circumstances that require that employee's attendance."

Requests for leave will be judged on their merit, by the manager, having regard for individual circumstances, such as, the purpose of the leave, the employee's length of service, the requested length of time, the frequency of such requests, and the impact of the employee's absence on operations. Such leaves will not be unreasonably withheld and if granted, shall be without pay. For employees covered by the PAFFA Collective Agreement, any request for leave of absences exceeding 30 calendar days will be subject to the approval of the Association.

Employee benefits (Statutory Holiday pay, retirement benefit or sick leave entitlement) are discontinued for the duration of any Leave of Absence, unless specifically authorized.

If permitted and approved by the benefits provider, employees may make appropriate arrangements, in advance, to maintain insured health and medical benefits by prepaying the necessary premiums, including the employer's share, if any, prior to the commencement of leave in excess of one month.

Any request for General Leave for the purpose of working for another employer or the

purpose of serving a jail sentence will not be granted.

2. PURPOSE

The purpose of this policy is to outline types of general Leave of Absence that will be approved and to establish guidelines for handling such requests.

3. SCOPE

This statement applies to all employees. Jury Duty, Pregnancy Leave, Parental and Adoption Leave, and Bereavement/Compassionate Leave for Union employees are covered by the terms of the applicable Collective Agreement.

4. RESPONSIBILITY

Managers and supervisors shall respond to any requests for leave in a timely manner, and notify the employee of the disposition of the request. Additionally, managers and supervisors are responsible for notifying Payroll of any approved requests for leave.

5. DEFINITIONS

None

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Collective Agreement – CUPE Local 118 – General Leave (23.05)
Collective Agreement – PAFFA Local 1667 – General Leave (14.1)

7. PROCEDURE

Prior to a General Leave of Absence being granted an employee is required to first use any lieu (banked) time.

Requests for general leave of absence shall be submitted to the employee's Manager, as far in advance of the commencement of the requested leave as possible. The General Leave of Absence Request and Response Form shown in Attachment A is used for this purpose.

Requests for General Leave, without pay, of three working days or less, may be approved by the employee's manager. Requests for General Leave, without pay, in excess of three working days, and all requests for General Leave with pay, require the approval of both the employee's manager and City Manager or a designated nominee.

A copy of all approved General Leave of Absence Requests shall be provided to Payroll and a copy shall be filed in the employee's Personnel file.

8. ATTACHMENTS

Leave of Absence Request and Response Form

City of Port Alberni
Leave of Absence Request and Response Form
Request for Leave of Absence

Employee:		Department:
Job Title:		Shift:
Start Date:	End Date:	Return to Work Date:
Reason for Request:		
☐ I hereby request that benefits continue during this leave and agree to pay the total cost of premiums during leave. (For leave of one month or longer)		
Employee Signature:		Date Requested:

Response to Request for Leave of Absence

Your Request for Leave is:	☐ Approved	☐ Without Pay			
	☐ NOT Approved	☐ With Pay			
Not approved reason(s):					
Approved subject to the following conditions: Date Leave starts:		Date Leave Ends:			
Date to Return to Work:		Shift Start Time on Return Date:			
Note: Failure to return to work, on your scheduled return date and time, is deemed a voluntarily quit from your job effective the date your leave commenced.					
☐ Approval of PAFFA if leave more than 30 days					
				Entitled	Not Entitled
Statutory Holidays with pay, should they occur				☐	☐
Accumulate service for earning sick leave entitlement				☐	☐
Accumulate service in determining annual vacation entitlement				☐	☐
Benefit	Continue	Discontinue	Benefit	Continue	Discontinue
Group Life Insurance	☐	☐	Short Term Disability	☐	☐
Group Accident Insurance	☐	☐	Long Term Disability	☐	☐
Extended Health Care	☐	☐	Retirement Plan	☐	☐
Dental Insurance	☐	☐	Other	☐	☐
Manager's signature:			Date:		
City Manager's signature:			Date:		

Copy to Payroll and Human Resources (Personnel File)

TITLE: P5	LEAVE TO VOTE IN ELECTIONS			
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 2

1. POLICY

The Provincial Election Act states:

Any employee who is entitled to vote in an election or who, on registration will be entitled to vote in the election is entitled to have ***four (4) consecutive hours*** free from employment during voting hours on General Voting Date for the purpose of voting.

It is up to the employer to determine when any necessary time is to be taken off work to vote. Time off may be at the beginning or end of the employee's shift, or unnecessary if normal working hours already provide the necessary time from employment. It is an offence for an employer to take any deduction from an employee's pay, or exact any other penalty, for time off for voting.

Advance polling is available to all voters from (dates and times specific to the election). Use of Advance Voting and cooperation between employers and employees, will ensure that all individuals have the opportunity to vote without disrupting business operations.

The Canada Elections Act states:

Consecutive hours for voting
132. (1) Every employee who is an elector is entitled, during voting hours on polling day, to have three consecutive hours for the purpose of casting his or her vote and, if his or her hours of work do not allow for those ***three (3) consecutive hours***, his or her employer shall allow the time for voting that is necessary to provide those three consecutive hours.
Time at convenience of employer
(2) The time that the employer shall allow for voting under subsection (1) is at the convenience of the employer.
No penalty for absence from work to vote
133. (1) No employer may make a deduction from the pay of an employee, or impose a penalty, for the time that the employer shall allow for voting under subsection 132(1).
Hourly, piece-work or other basis of employment
(2) An employer who pays an employee less than the amount that the employee would have earned on polling day, had the employee continued to work during the time referred to in subsection 132(2) that the employer allowed for voting, is deemed to have made a deduction from the pay of the employee, regardless of the basis on which the employee is paid.
Prohibition
134. No employer shall, by intimidation, undue influence or by any other means, interfere with the granting to an elector in their employ of the three consecutive hours for voting, as provided for in section 132.

2. PURPOSE

The intent of this legislation is to ensure eligible voters have adequate time to attend their polling place.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Employees are required to make arrangements to vote that are least disruptive to the operation of their department.

Managers and Supervisors will be advised by Human Resources in advance of an election to identify employees that require the time to vote.

5. DEFINITIONS

None

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

BC Provincial Election Act
Canada Elections Act
CUPE Local 118 – Collective Agreement – Special Work Days (17.08)
PAFFA Local 1667 Collective Agreement

7. PROCEDURE

Prior to a federal or provincial election, the Director of Corporate Services will circulate a notice outlining provisions for voting. At this time, employees requiring time off to vote will request leave from their direct supervisor.

Supervisors/managers will make arrangements for those employees requiring the time to vote by using the following guidelines:

(a) Regular weekday operations

Shift schedules may be adjusted in compliance with the collective agreement to accommodate these employees' requirements and maintain department operation.

(b) 24 hour operations

Shift schedules may be adjusted in compliance with the collective agreement to accommodate these employees' requirements and maintain minimum personnel for department operation.

Use of part-time and auxiliary employees is preferred over scheduled overtime.

8. ATTACHMENTS

None

POLICY No. 5002-5 | LIEU TIME PROVISION – EXEMPT EMPLOYEES

Approved: March 23, 2026
Resolution No.: R26-95
Date of Last Review: May 9, 2016

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of this policy is to outline the compensation that exempt employees are eligible for when they are required to perform work activities outside of their regular hours of work.

2. SCOPE

This policy applies to all City of Port Alberni exempt employees.

3. POLICY

Exempt employees who are required to work outside of their regular hours of work are permitted to bank this time to be used as time off in lieu, with the approval of their Manager. Such time is to be recorded through the time entry system in the pay period in which it occurs.

This provision is limited to a maximum of 2 weeks per year. For the purposes of this provision, a year is July 1 to June 30 (a "vacation year").

Lieu time earned between January 1 and June 30 must be used by December 31 of the same year; lieu time earned between July 1 and December 31 must be used by June 30 of the following year. Lieu time cannot be carried forward beyond these time frames without the approval of the City's Chief Administrative Officer.

Time worked by exempt employees outside of their regular hours of work for an activated ACRD Emergency Operations Centre will be compensated as per the "Compensation for Emergency Response Outside of Regular Hours - Exempt Employees" policy.

Unused lieu time is not eligible to be paid out.

Sharie Minions
Mayor

Sara Darling
Corporate Officer

Date	Change Description
March 23, 2026	Policy review and update

POLICY No. 3006-1 | Liquor Licence Application Policy

Approved: May 8, 2023

Resolution No.: R23-155

Date of Last Review:

CITY OF PORT ALBERNI

1. **PURPOSE**

The purpose of this policy is to establish clarity of process and ensure that community input be obtained in respect to the review and issuance of liquor licences in the City of Port Alberni. The Liquor Licence Application Policy provides clarity to the following parties:

1.1 Liquor licence applicants on the process and fees associated with City of Port Alberni's review of applications; and

1.2 City staff on application review and public notification criteria for those types of liquor licence applications that require review by Council and opportunity for the public to comment.

2. **POLICY STATEMENTS**

2.1 This policy applies to liquor licence applications in the City of Port Alberni.

3. **PROCEDURES**

For any liquor licence applications to the City of Port Alberni the following provisions apply:

3.1 A business engaging in the manufacture, sale or service of liquor must have a City of Port Alberni Business Licence to lawfully conduct its businesses.

3.2 The application process and related fees will be made available to any business or member of the public through the internet or by request.

3.3 Applications for Liquor Licences shall not be accepted unless:

a) a corresponding application has been made to appropriate regulatory authority of the Province of British Columbia: Liquor Cannabis Regulation Branch (LCRB) at the same time that a liquor licence application is submitted to the City; and

b) the application includes floor plans of the proposed liquor location and/or expansion of a liquor location that are sealed by a qualified professional showing the maximum occupant load, where this is required by the LCRB for a liquor licence.

3.4 The applicant must pay the appropriate Liquor Licence Application Fee as established by the City of Port Alberni's Fees and Charges Bylaw.

3.5 If the applicant has met all other City requirements (e.g. rezoning, development permit, business licensing) and the City is ready to consider the application, City staff will sign for receipt of the application initiating the 90-day timeframe during which the City must gather input and/or provide comment to the LCRB.

3.6 If rezoning is required, the City will initiate the rezoning process integrating LCRB considerations but will not sign for the receipt of application until the Zoning Bylaw amendment is adopted.

3.7 City staff will review liquor licence applications and coordinate with the applicant if additional information or alterations to submissions are required.

3.8 Public input shall be gathered and a Council resolution will be provided for Liquor Licence applications identified in Appendix A.

3.9 Staff shall be delegated authority to provide a statement of "objection" or "no objection" for Liquor Licence applications that do not require public comment and Council resolution as identified in Appendix B.

3.10 When required, public input shall be gathered by collecting written comments in response to a Notice for Public Comment. The City will ensure that:

a) the Notice for Public Comment is posted in accordance with Section 94 of the *Community Charter;* and

b) the public will be provided at least 10 days for the submission of comments to City Hall.

3.11 When required, City staff will summarize and present comments to Council on the proposed Liquor Location with a recommendation for support, support with conditions, or non-support. Council may elect to consider other criteria.

3.12 When providing comment on an application, the City will include comments on those aspects within the parameters set by LCRB which currently include:

a) the impact of noise to the community in the vicinity of the establishment;

b) general impact on the community if approved (including the location of the establishment and person capacity and hour of liquor service of the establishment); and

c) confirm that the establishment is being operated in a manner that is consistent with its primary purpose (only for food primary).

3.13 Comments and recommendations to Council shall meet the following criteria:

a) comments and recommendations must be in writing;

b) public comments must be included and be accompanied by a description of the collection method;

c) recommendations must include whether the application should be approved or rejected; and

d) recommendations must include the reasons on which they are based.

3.14 Any Provincial orders, like the TESA, are outside of this Policy and the City will follow the regulations as outlined by the Provincial Government.

APPENDICES

Appendix A: Liquor licence applications that will require public input and Council resolution

1. Liquor Primary & Liquor Primary Club Licences:

    1.1 New licence applications.

    1.2 Relocation requests.

    1.3 Permanent change to opening and closing hours of liquor service.

    1.4 Structural change applications that propose to increase person capacity or add a new patio.

    1.5 Adding or increasing a temporary use area endorsement (golf courses and ski hills only).

    1.6 Converting a Liquor Primary Club licence to a Liquor Primary licence.

2. Manufacturing Licences:

    2.1 New Lounge endorsement or the following lounge endorsement amendments:
    a) Increase in the person capacity;
    b) Permanent change to opening and closing hours of liquor service; and
    c) Temporary change to hours of liquor service (events only).

    2.2 New Special Event Area (SEA) endorsement or the following SEA amendments:
    a) Increase in the person capacity; and
    b) Permanent or temporary change to opening and closing hours for liquor service.

3. Food Primary Licences:

    3.1 Patron-participation endorsement (e.g. dine and dance or karaoke).

    3.2 Adding or increasing a temporary use area endorsement (golf courses and ski hills only).

    3.3 Permanent change to hours of liquor service if proposed hours are before 9:00 am or after midnight.

4. Rural Licensee Retail Store Licences:

    4.1. New licence applications.

Appendix B: Liquor licence applications delegated to City Staff that will not require public input and Council resolution

1. Liquor Primary & Liquor Primary Club Licences:

    1.1 Temporary change to opening and closing hours of liquor service.

    1.2 Temporary use area endorsement.

    1.3 Event-driven term and condition change.

    1.4 Relocations adjacent to the existing site (such as next door) without changes to occupancy load or liquor service hours.

    1.5 Temporary Extension of Licensed Area (TELA) with capacity increase (events only).

2. Manufacturing Licences:

    2.1 Temporary change to opening and closing hours of liquor sale or service.

    2.2 Temporary Extension of Licensed Area (TELA) with capacity increase (events only).

    2.3 Zoning confirmation for Picnic Endorsement (new or changed).

3. Food Primary Licences:

    3.1 New licence applications.

    3.2 Temporary change to hours of liquor service if proposed hours are before 9:00 am or after midnight.

    3.3 Temporary Extension of Licenced Area (TELA) with capacity increase (events only).

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

Sharie Minions
Mayor

Donna Monteith
Corporate Officer

TITLE: P5 – MEMORIAL PLAQUES				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Nov. 1, 2005	PAGE 1 OF 1

The City will purchase, subject to concurrence of the employee's family, and on an equal cost sharing basis with CUPE Local #118 or PAFF Local 1667 (as appropriate), a 4" x 6" brass memorial plaque for staff members who die while in service, and have the plaque erected on City land at a location mutually agreed between staff and the family of the deceased.

POLICY No. 3009-6 | Mobile Phone Acquisition and Use (CPA Supplied or BYOD)

Approved by: Administration

Date Approved: January 10, 2025

CITY OF PORT ALBERNI

1) PURPOSE

To provide direction with respect to the administration, acquisition and appropriate use of cell phones and smartphones (devices) by City employees. This policy covers both City of Port Alberni (CPA) supplied/owned devices and personal devices as part of the CPA Bring Your Own Device (BYOD) program.

2) POLICY STATEMENT

A. General

Cell phones or smartphones are used by staff for conducting CPA business when appropriate and when identified as an expectation of the position.

B. Freedom of Information

CPA Supplied Devices

Activity recorded on CPA cell phones and smartphones includes, but is not limited to, individual calls, e-mails, text messages and Internet access and is information that may have to be released to the public under the *Freedom of Information and Protection of Privacy Act*.

Personal Device – Bring Your Own Device (BYOD)

Under the BYOD program, the *Freedom of Information and Protection of Privacy Act* applies to the same corporate information standards as a CPA-supplied device. Corporate information is to reside on the CPA servers at all times and not be downloaded and stored on the personal device.

Access and viewing of CPA corporate information, whether it be on a personal device or a CPA device, is managed through a password protected application that is installed on all devices used for CPA business.

C. Criteria for Acquiring Cell Phones and Smartphones

Directors will use the following criteria and any additional criteria they define as appropriate for their specific service group, when viewing requests for cell phones and smartphones. Additional criteria defined by the Directors must be documented and approved by the Information Technology department in the case of a CPA supplied device to ensure consistency between users.

If an employee is required to use a cell phone/smartphone as part of their job duties, they can opt into the BYOD program. All cellular device acquisition criteria apply to the BYOD program.

i. Cell phone acquisition criteria

Directors will ensure that employees, within their departments, who are requesting to have a cell phone have a need for telephone communication, access to voicemail, or text messaging capability and meet one or more of the following descriptions:

1. employee is out in the field as part of their regular duties
2. employee regularly works in an "on call" capacity
3. employee has a responsibility for key CPA operations and is required to respond to emergency incidents
4. employee is away from their desk or office (while working) for considerable periods of time and the resulting lack of communication impacts their ability to perform their work
5. employee needs mobile communication for personal safety

ii. Smartphone acquisition criteria

Directors will ensure that employees, within their departments, who are requesting smartphones require frequent and immediate access to the CPA e-mail system or other CPA systems, in addition to meeting one or more of the first four criteria set forth in section 2.C.i of this policy.

D. <u>CPA Cell Phone and Smartphone Standards</u>

CPA Supplied Device

In the case of a CPA supplied device, the Information Technology department will define CPA-approved cell phone and smartphone hardware and software. The cell phone administrator will define and approve the usage plans. These standards will be created so that the models and plans offered meet the CPA's security and varied business needs.

In addition, the Information Technology department will define the requirements for acquisition of any CPA-approved cell phones, smartphones and accessories that are more expensive or of newer technology than the base models offered, in order to ensure compatibility.

Personal Device (BYOD)

If an employee has opted into the BYOD program, the personal cell phone/smartphone must be capable of performing the required functions for the position as identified by the Director. In the case of a smartphone, the Information Technology department will provide the links for the user to install the required CPA access app onto the personal device in order to access required data stored on the CPA servers.

E. <u>Guidelines for Purchasing Cell Phones and Smartphones</u>

CPA Supplied Device

i. employees will not be issued both a cell phone and a smartphone
ii. approvals from the employee's Director and the Director of Finance are required before any purchase is made

iii. only CPA-approved cell phones, smartphones, related accessories and usage plans will be purchased
iv. replacement cell phones and smartphones should be compatible with existing accessories when possible
v. hardware and usage plans will be arranged and purchased through the cell phone administrator

Personal Device (BYOD)

If an employee opts into the BYOD program, the purchase and replacement of the personal device is the responsibility of the employee. A monthly allowance provides for the reimbursement of incremental costs incurred while conducting CPA business on the device as well as acquisition costs and wear and tear on the personal device.

F. Acceptable Personal Use

CPA Supplied Device

In recognition of the need employees may have to take care of minor personal matters, personal use of CPA supplied devices is allowed. It is recognized that a CPA-supplied device is provided to the user to conduct CPA business.

Employees are required to review cell phone/smartphone monthly invoices if required where expenses are beyond the norm and at a minimum, prior to December 15 annually, reimburse the CPA for any charges related to personal use of the device.

Personal Device (BYOD)

If an employee requests that they use their personal cell phone or smartphone to perform CPA business, they can opt into the BYOD program. If the employee opts into this program, they will be provided a monthly allowance to reimburse incremental costs associated with using their personal device for CPA business. The City will not reimburse the employee for using their personal cell or smartphone for City business if they have not opted into the BYOD program.

G. Other Policies and Corporate Practices

Cell phones and smartphones are considered telecommunications equipment, and as such, employees using them will also comply with the policies and corporate practices listed in the "related policies and corporate practices" section of this policy.

H. Security

Security is of particular importance with cell phone and smartphone technology, as each device is a point of access to the CPA network.

The Information Technology department will, through a combination of device policies and written guidelines, define and enforce additional security measures for cell phones and smartphones to protect CPA data and systems. Employees must not attempt to circumvent these policies and guidelines. The IT department will provide a password protected app for access to the CPA server. This app is required on both CPA supplied devices as well as a personal BYOD.

CPA Supplied Device

If an employee loses a CPA supplied device, has one stolen or is taking the device in for service, the Information Technology department needs to be contacted immediately so that all corporate information can be remotely wiped from the phone. In the case of a lost or stolen cell phone or smartphone, the cell phone administrator must also be contacted immediately in order that the phone number can be suspended with the carrier to avoid the possibility of fraudulent use. If the cell phone or smartphone is deemed unrecoverable, the employee will contact the cell phone administrator to begin the process for a replacement cell phone/smartphone.

Personal Device (BYOD)

As with a CPA supplied device, if an employee loses their personal device, has it stolen or is taking the device in for service or replacement, the Information Technology department needs to be notified so that the required password protected app can be deactivated and any corporate information wiped from the phone. This app provides access to the CPA servers for viewing and working with corporate data. At no time should CPA documents, emails, texts or data be downloaded and stored on the personal device outside of the CPA servers.

I. Safety

Employees with cell phones and smartphones will act in accordance with municipal, provincial, and federal laws regarding the use of such devices while operating powered vehicles and equipment.

With the exception noted in section 2.I.i, employees will not hold or operate a cell phone or smartphone while operating a moving powered vehicle or piece of equipment. Employees must safely park their powered vehicle out of the traffic flow before using a cell phone or smartphone.

i. Hands free exception

Employees may use a cell phone or smartphone while operating a vehicle provided all of the following conditions are met:

1. it is not held in their hand
2. it is secured on their body or within the vehicle in such a way that it does not impede sight lines to mirrors or vehicle windows
3. it is configured for use with a hands-free device that is operated using voice recognition or by pressing a single button – only once – to accept or initiate communication
4. If a hands-free device is in the form of a headset, the headset must be in place prior to operation of the vehicle and may only be attached to one ear – not both.

J. Responsibilities

i. Department or Function

CPA Supplied Device

Each individual function or department is responsible for paying all costs associated with the acquisition and use of cell phones and smartphones used by its employees for CPA business, (subject to section J.v.3).

Personal Device (BYOD)

An employee who has opted into the BYOD program will be responsible for all costs associated with their personal device. This includes voice and/or data plan costs, long distance charges, replacement and/or upgrade of device and any other related plan costs. A monthly allowance paid to the employee for reimbursement of incremental costs of using the device for CPA business, will be charged to the relevant function or department budget.

ii. Information Technology Department

The Information Technology department is responsible for:

1. establishing and maintaining a list of current CPA-approved and owned cell phone and smartphone related hardware (periodic device lists from service providers) and software
2. setting security and application policies for CPA-owned devices including wiping the phone if lost, stolen or replaced
3. setting security policies for accessing CPA servers for BYOD devices including wiping the corporate information from the phone if lost, stolen or replaced
4. connecting the smartphone to the CPA network through the required password protected app
5. negotiating usage plans with external vendors for CPA owned devices
6. purchasing, acquisition, replacement, invoicing, keeping of inventory, usage plan selection, and general administration of CPA cell phones and smartphones

iii. Finance Department

The Finance department is responsible for:

1. reporting back to the Director's at least semi-annually to review usage for financial and corporate accountability
2. reviewing all CPA owned cell phone /smart phone invoices and bringing any discrepancies or significant variances to the appropriate Director's attention in a timely manner
3. setting up the monthly allowance (for BYOD users) on the staff member's pay cheque
4. calculating and reporting the taxable benefit at the end of the year on the staff member's T4

iv. Directors Approval

Directors are responsible for approving or rejecting all requests for new or replacement devices (whether they are CPA owned or are BYOD) based on the criteria provided in this policy and any additional criteria they have defined for their specific department.

Directors will ensure employees in their department are aware of and abide by this policy and any procedural documents published by the IT department regarding cell phones and smartphones.

v. Employee

CPA Supplied Device

Employees with CPA-supplied cell phones or smartphones are responsible for:

1. complying with this policy and any procedural documents issued by the information systems department
2. being familiar with the usage plan assigned to their device, and using their device in such a manner so as to avoid unnecessary extra billing
3. reimbursing the CPA for personal use of their device as per section F Acceptable Personal Use.
4. showing due care for CPA-issued cell phones and smartphones in their possession
5. contacting the cell phone administrator to update plan for usage prior to travelling outside Canada in order to avoid/minimize additional roaming and call charges
6. Employees may download apps onto their City issued phones using their personal ID or a City issue ID. Should the downloaded application (non-work related) cause operational issues for the user, it will be the user's responsibility to investigate the problem with a provider and the user's cost to have the issues repaired.

Personal Device (BYOD)

Employees who are using a personal cell or smartphone device (BYOD) are responsible for:

1. complying with this policy and any procedural documents issued by the Information Technology department
2. notifying the IT department in the event that a personal device is lost, stolen, replaced, sent for repair or otherwise no longer used for CPA business
3. replacing device as soon as practically possible in the event that the device is stolen, lost, or damaged
4. allowing the required app to be installed on the device and password protected so that the CPA servers can be accessed for work requirements and corporate data secured

K. Exemption

Any exemptions from this policy must be granted in writing and signed by both the Director and Chief Administrative Officer.

L. Non-Compliance with This Policy

Appropriate action will be taken for failure to comply with this policy, which may include disciplinary action up to and including termination.

M. Related Polices

- Code of Conduct

3) SCOPE AND APPLICATION

This policy applies to all City of Port Alberni (CPA) cell phone/smartphone users.

4) DEFINITIONS

A. "smartphone" - a classification of handheld devices that offer all of the functionality of conventional cell phones, but also offer:

i. personal digital assistant (PDA) functionality

ii. Internet access
iii. access to some CPA systems including e-mail, contacts and calendars

B. "BYOD" program - an optional program offered to staff members who are required to use a cell phone/smartphone for work purposes. The program provides the option to use a personally owned device and receive a monthly allowance (taxable benefit) to compensate for the incremental cost of business use.

C. "usage plans" - subscription plans and their options negotiated by the CPA with external vendors to provide cellular phone service and data connectivity on cell phones and smartphones owned and issued by the CPA. Usage plans prescribe billing rates regarding minutes, long distance charges, text messaging and data charges.

BYOD usage plans are negotiated by the individual staff member with their preferred cell phone service provider.

D. "Cell phone administrator" - the specific employee(s) that oversee and centrally administer the acquisition, ordering, billings and related processes having to do with CPA owned and issued cell phones and smartphones. This role is assigned by the Director of Finance, and the role presently belongs to the Manager of Information Technology.

5) AUTHORITY TO ACT

Administrative policy as approved by Chief Administrative Officer.

6) REVIEW PROCEDURES

Annually, the Manager of Information systems will confirm the value for the BYOD program.

7) APPENDIX

- BYOD Employee Reimbursement Approval / Cancellation Agreement

Mike Fox
Chief Administrative Officer

Sara Darling
Corporate Officer

CITY OF PORT ALBERNI

Bring Your Own Device Program (BYOD) (cell phone and smartphone)
Employee Reimbursement Approval / Cancellation Agreement

Employee Name: _____

Employee Cell Number: _____

I, _____, wish to opt into the CPA Bring Your Own Device (BYOD) program for cell phones / smart phones. I have read the "Mobile Phone Acquisition and Use (CPA Supplied or BYOD)" policy and agree to the terms and conditions of participation. I authorize the following monthly taxable allowance to be added to my pay cheque:

□ $15.00 per month for regular cell phone: (Corporate Complete Voice 15) Signature: _____

□ $38.00 per month for smartphone: (Corporate Complete 38) Signature: _____

Effective Date: _____ Cell Phone Administrator: _____

I wish to opt out of the CPA Bring Your Own Device (BYOD) program for cell phones / smart phones.

□ Cancellation of Allowance: Signature: _____

Effective Date: _____

CPA Supplied (cell phone and smartphone)

Employee Name: _____

Employee Cell Number: _____

I, _____, wish to opt for a CPA supplied cell phone / smartphone as identified as a requirement of my job duties and position. I have read the "Mobile Phone Acquisition and Use (CPA Supplied or BYOD)" policy and agree to the terms and conditions of usage.

Signature: _____ Date: _____

Cell Phone Administrator: _____

TITLE: MOBILE VENDING POLICY – *Operation of Mobile Vending Vehicles within the City of Port Alberni*				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: May 1995 September 8, 2003	PAGE 1 OF 2

Definitions

Mobile Vending Vehicle

"A vehicle not registered to operate on a highway and which is approved for use as a vending outlet for food and beverage and/or a vehicle registered to operate on a highway and which is used in the carrying on of a business as a mobile restaurant"

Policy Regulations

Mobile Vendors may operate in the City of Port Alberni according to the following terms and conditions:

a) All Mobile Vendors operating within the City of Port Alberni must obtain a Business Licence.

b) All Mobile Vending Vehicles for food and beverage must be approved for use by the local Provincial Health Inspector.

c) Failure to abide by any of the policy regulations will result in cancellation of the Business Licence.

d) The City shall not issue any licence for a Mobile Vendor until the applicant has provided evidence that all vehicles intended for use as mobile stores, restaurants, or vending push carts by the applicant are insured under a comprehensive liability policy or insurance for five million dollars ($5,000,000.00) with the City of Port Alberni named as additional insured.

e) The applicant shall indemnify and save the City harmless against all loss, damage, costs and liabilities, including fees of solicitors and other professional advisors arising out of:

   i) any breach, violation or non-performance of any provision of this bylaw, and
   ii) any personal injury, death or property damage related to the operation of a mobile store, mobile restaurant or mobile vending push cart.

   It shall also be provided that coverage under the policy cannot be cancelled or any provisions changed or deleted unless thirty (30) day prior written notice is given to the City by the insurer.

f) All Mobile Vending Vehicles must comply with all traffic regulations, shall be in good mechanical condition and meet all the food handling requirements of the provincial government. Mobile Vending Vehicles shall be in possession of valid permits issued by the provincial government authority having jurisdiction.

g) Mobile Vending Vehicles shall not be located in City Parks without approval from the Director of Parks, Recreation & Heritage and there is a daily fee which is in addition to the Mobile Vending Licence fee.

h) The operator of a Mobile Vending Vehicle must provide waste receptacles and shall be responsible for cleaning all litter generated within 20 metres of the mobile vending vehicle. Arrangements for collection of garbage shall be made through the City.

i) The only goods to be sold from a Mobile Vending Vehicle are food and beverages.

j) A minor amount of accessory equipment, limited to tables, chairs, racks, or signs shall be permitted within 5 metres of the Mobile Vending Vehicle or to the approval of the City.

k) If a Mobile Vending Vehicle located on a City sidewalk or boulevard, 1.5 metres (5') of the sidewalk or boulevard shall be provided at all times for passing pedestrians.

l) Unless a Mobile Vendor has leased space from the City, the Mobile Vendor shall remove any vehicle, trailer, push cart or materials associated with the mobile vending operation each day between 10:00 pm and 7:00 am.

m) Mobile Vending sales are restricted to the hours of 7:00 am to 10:00 pm.

n) No Mobile Vending shall be permitted within a two block radius of any school between the hours of 8:00 am and 5:00 pm, Monday to Friday during the regular school year.

o) Mobile Vending Vehicles shall not be located within 50 metres of any like food service establishment without the express written non objection of the food service establishment.

p) All Mobile Vendors may be required to provide a copy of the menu items to be served for review by the City.

TITLE: MORTGAGE CERTIFICATE APPROVAL				
EFFECTIVE DATE: Feb 8/88	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: May 10/76	PAGE 1 OF 1

The Manager or Clerk is authorized to issue letters confirming that the City does not intend taking action against the mortgagees over property where the improvements fail to conform to the existing municipal siting regulations, except where:

1. in the opinion of the Building Inspector, the siting infraction will create a hardship for adjoining owners; or

2. the Manager or Clerk consider the infraction to be a nature or magnitude which warrants consideration by Council.

TITLE:	P2 – MOVING EXPENSES			
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 1

1. POLICY

The payment of moving expenses for employees outside the Alberni Valley will be considered for Management personnel and for employees with special qualifications not available on a local basis, with the prior approval of the City Manager.

Should an employee leave the service of the City of Port Alberni of their own volition within a period of two (2) years from the date of hire, they will return a pro-rated portion of the expenses incurred by the City of Port Alberni in the relocation.

2. PURPOSE

The City may cover moving expenses for new employees in order to ensure that the best candidate is hired and that moving expenses do not create a barrier to the employee accepting employment with the City of Port Alberni.

3. SCOPE

New employees from outside the Alberni Valley, meeting the criteria and with approval of the City Manager.

4. RESPONSIBILITY

The Director of Corporate Services is responsible for ensuring that a new employee eligible for moving expenses is informed of the City's Policy and initiating negotiation during the hiring process.

The Purchasing Clerk is responsible for working with the new employee to determine the appropriate moving company. Prior to moving, all costs must be determined by the Purchasing Clerk.

5. DEFINITIONS

"Eligible Moving Costs" – are the costs incurred in the moving of household and personal goods to the Alberni Valley from the place of permanent residence. This cost includes storage in transit.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

None.

7. PROCEDURE

The Director of Corporate Services informs the eligible employee of the policy and process for claiming moving expenses. Purchase requisitions for moving services must be authorized by the Director of Corporate Services.

The employee contacts the Purchasing Clerk to determine allowable services from moving companies. The details of the move and all approved relocation expense receipts that are to be paid by the City must be forwarded to the Purchasing Clerk.

Receipts for any other allowable expenses, detailed in the employee's letter of appointment, must be submitted to the Director of Corporate Services.

8. ATTACHMENTS - None.

POLICY No. 3002-9 | Municipal Alcohol Policy

Approved: June 23, 2025
Resolution No.: 25-299
Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

1.1 The purpose of this Municipal Alcohol Policy is to mitigate potential harms associated with public events serving alcohol and to foster an inclusive environment for all attendees on public property.

This policy is based on the following foundational principles of responsible alcohol use:

- Community Health and Safety
- Inclusivity

2. POLICY STATEMENT

2.1 The City of Port Alberni is committed to ensuring a safe, healthy, and enjoyable environment for all residents, employees, and visitors. This alcohol policy establishes clear guidelines and regulations regarding the consumption and distribution of alcohol in public spaces within our community.

Purpose of the Alcohol Policy:

1. **Promoting Safety**: Alcohol consumption can impair judgment and coordination, potentially leading to accidents and injuries. By creating clear guidelines, we aim to minimize the risk of alcohol-related incidents and protect the safety of everyone in our community.

2. **Supporting Health**: As alcohol consumption increases so do harms to individuals, social networks and the larger community. Recognizing the correlation between increased alcohol consumption and social harm, our policy seeks to mitigate these risks by managing alcohol use at events.

3. **Ensuring Compliance**: This policy enables adherence to local, provincial, and federal alcohol regulations, ensuring responsible sale and distribution in public spaces.

4. **Fostering Community Well-being**: A clearly defined alcohol policy enhances overall community health by promoting responsible behavior and reducing the negative impacts of alcohol. This policy also aligns with our goal of modeling positive social interactions for children and youth.

The City of Port Alberni is dedicated to creating a safe and inclusive community, and this alcohol policy is a crucial step in that direction.

3. SCOPE AND APPLICATION

3.1 The Municipal Alcohol Policy (MAP) applies to public events occurring on municipal property that have applied to serve alcohol in accordance with the regulations set forth by the Liquor and Cannabis Regulation Branch.

4. DEFINITIONS

4.1 Private Events vs. Public Events – NOTE: These definitions are assigned and governed by the Provincial Liquor and Cannabis Regulation Branch and may be subject to change.

- **Public Event**: An event in which anyone may attend, either by obtaining a ticket at the door or by entering the event location AND/OR advertising the presence of liquor at the even in any form of media (print, digital, etc.).
- **Private Event:** An event in which attendance is limited to invited guests, members and staff of an organization, or persons who have bought or received advance tickets. Tickets at these events cannot be sold at the door. Private events include weddings, birthdays, anniversaries, retirements, memorials, etc.

5. AUTHORITY TO ACT

5.1 Authority to Approve Applications:

a) Public events serving alcohol on a municipally-owned property require approval from the City of Port Alberni Council to qualify for a Special Event Permit from the provincial Liquor and Cannabis Regulation Branch.

b) The City of Port Alberni Council is responsible for approving the use of municipally-owned property including recreation centres, halls, sports arenas, fields, parks, beaches and trails.

6. PREVENTION STRATEGIES

6.1 Events serving alcohol must adhere to the following strategies to ensure community health and safety:

a) Signage and Marketing Materials: All marketing materials must clearly indicate whether alcohol will be served. Signage will also include risks to the fetus if drinking while pregnant. Adequate signage must be posted at the event as delineated in *Appendix 1*.
Rationale – Inclusivity: Providing clear information about alcohol availability allows attendees to make informed decisions and contributes to a safer and more inclusive environment.

b) Safe Transportation Program: Event organizers must implement a transportation plan ensuring attendee can leave safely. This may include shuttles, volunteer drivers, or promoting alternative transport options (taxis, buses, ridesharing).
Rationale – Community Health and Safety: Organizers have a duty of care to prevent attendees from driving under the influence.

c) Elimination of "Last Call": Announcements indicating a bar's closing time, such as "last call," are prohibited. Entertainment personnel must be informed accordingly.
Rationale – Community Health and Safety: Such announcements can lead to binge drinking, increasing the risks of impaired driving and related incidents.

d) Drink Ticket Stations: Events must provide a designated area for purchasing drink tickets, distinct from the bar area. All servers should possess "Serving It Right" certification.

Rationale – Community Health and Safety: This approach helps control alcohol consumption rates and allows staff to monitor patrons' sobriety.

e) Separate Stations for Non-Alcoholic Drinks: Events must have at least one separate station for non-alcoholic drinks, distinct from the bar area.
Rationale – Community Health and Safety: Easy access to non-alcoholic options promotes hydration and ensures a welcoming environment for those choosing not to consume alcohol.

f) Event Security Plans: Event applications must include a security plan detailing the event layout and contact information for security personnel, along with strategies for addressing potential concerns.

The size, scale and scope of a Security Plan will be dependent on the size and type of event. For example, large public events may require a more detailed plan with regard to potential concerns such as violence, intoxicated persons or unauthorized guests, whereas small private events, such as weddings, may necessitate simpler strategies. City staff will assist applicants to ensure their plans are sufficient.
Rationale – Community Health and Safety: A proactive security plan ensures the safety and well-being of all attendees and aids event organizers in addressing safety issues.

g) Notification to Responding Agencies: For events with more than 100 attendees, permit holders must notify local emergency agencies (RCMP, West Coast General Hospital, and BCEHS) in advance.
Rationale – Community Health and Safety: Early notification facilitates better planning and availability of emergency services during peak times.

7. INSURANCE

7.1 Event Organizers must purchase Special Event liability insurance that indemnifies the City of Port Alberni from any and all claims in connection with an event involving alcohol service on Municipal property. The insurance must name the City of Port Alberni as additionally insured. The insurance policy must specifically name that alcohol will be served, include information regarding alcohol service, and identify the name and date of the event. Special Events require a minimum of $5 million in liability insurance, unless otherwise specified by the City and a deductible of no more that $10,000. Original proof of purchase must be provided to the Corporate Officer at least 7 business days prior to the event. Minimum insurance requirements and provisions may be amended at any time at the absolute discretion of the City of Port Alberni.

Sharie Minions
Mayor

Sara Darling
Corporate Officer

Municipal Alcohol Policy – Events
Appendix 1: Event Signage List

All signage must be appropriately sized and placed at eye level in legible font and colors. If the majority of participants do not read English, signs must be translated into the dominant language.

In addition to legal requirements, event organizers must display the following information near each bar area:

- Legal drinking age in British Columbia is 19. Individuals under this age cannot consume alcohol.
- Proof of age identification may be requested for individuals who appear under 25.
- A maximum of two drinks may be served to each individual at any one time.
- It is illegal to serve alcohol to anyone who is intoxicated.
- Alcohol sales will cease one-half hour before bar closure; no "last call" will be made.
- Patrons are encouraged to use designated drivers or alternative transportation options for safe travel.
- Restricted areas for alcohol consumption must be clearly marked (i.e., "No Alcohol Beyond This Point").
- A warning about the risks of alcohol consumption during pregnancy.
- The Chief Medical Health Officer advises alcohol can cause cancer including breast and colon cancer.
- Contact information for local support services related to substance abuse including but not limited to Port Alberni Mental Health and Substance Use and the Kuu-us Crisis Line Society.

POLICY No. 4005-1 | MUNICIPAL LEASE POLICY

Approved: June 24, 2024 (Appendix B – Sept 5, 2025)
Resolution No.: R24-244
Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

The Purpose of this policy is to establish guidelines for leasing property owned by the City of Port Alberni. The terms Municipality, City and CPA are used interchangeably throughout this document.

2. POLICY STATEMENT

This policy applies to all new agreements and existing agreements upon renewal, for occupancy of City property defined as Revenue Leases.

3. DEFINITIONS

Appraisal: An estimate or opinion of the rental value of lands and/or buildings. Usually, it is a written statement setting forth an opinion of the value of property as of a specified date supported by presentation and analysis of relevant data.

Community Lease: An agreement to the lease of property at rates below market value to community organizations that deliver services and programs in alignment with Municipal services and programs.

Fair Market Value: The rate that a property would most likely command on the open market, as evidenced by current rentals/fees being paid for comparable property and for similar uses.

Gross Lease: An agreement in which the tenant pays a fixed rate of rent, and the landlord pays all maintenance, utilities, taxes and capital costs without further adjustment from the tenant.

Lease: An agreement between a landlord and a tenant for exclusive occupancy including grant of rights for a specified period of time and for a specified consideration (rent).

Net Lease: An agreement in which the tenant pays a base rent plus its proportionate share of maintenance, insurance, utilities, property taxes and other operating costs related to the tenant's occupancy of the property. Allowance for capital costs are included in the base rent paid to the Municipality.

Not-for-profit: Corporation without share capital incorporated under the Societies Act of BC for the purpose of carrying on, without pecuniary gain to its members, including, without limitation, agricultural, artistic, benevolent, charitable, educational, environmental, patriotic, philanthropic, political, professional, recreational, religious, scientific, social or sporting purposes, or the like objects.

Property: For the purpose of this policy, property is intended to include all real property defined as land, buildings, and structures.

Revenue Lease: The lease of Municipal owned property to a third party, group or individual.

4. GOALS

Provide a framework for managing leases that is fair, transparent, and accountable.

Ensure returns to the Municipality that are fair, reasonable and are in the best interests of the taxpayers of the City.

Abide by the requirements of the Community Charter, the Local Government Act, the (BC) Assessment Act, other applicable statutes and any other Municipal policies that pertain to or impact the leasing of property.

5. ROLES AND RESPONSIBILITIES

Council – Council or its delegated authority will approve all individual leases.

CAO – The CAO will review policies related to leasing and make recommendations to Council.

Director of Finance – Maintain financial accounting systems necessary to track the payment of rents, issue invoices as necessary and assist staff with annual reconciliation of rents.

Director of Corporate Services – The Director of Corporate Services may develop a lease and may also consult a lawyer to provide advice to Corporate Services and other staff in the development of leases including form of lease, terms and conditions. At the request of the Director of Corporate Services, a lawyer may review and confirm satisfaction of leasing documents including execution of documents by the Municipality. A lawyer may assist staff with legal responses to leasing matters as they arise.

6. POLICY DETAILS

Compliance with Policy
This policy is to be administered in accordance with the Municipality's policies and strategies related to real property including acquisition, facility management, asset rationalization, asset management and disposal.

Allocation of Property
Use of municipally owned property shall be subject to the following order of priority, unless directed differently by Council:

- Municipal purposes including administration, program and service delivery;
- Municipality funded agencies, boards and committees;
- Agencies with fee for service agreements with the City; and
- Not-for-profit organizations, other levels of government and the general public.
- For profit businesses at fair market value.

The Municipality will invite lease offers through open advertisement.

Nothing shall fetter the absolute discretion of Council to lease property on such terms and conditions as may be fixed by Council for purposes which it deems to be in the best interest of the municipality whether or not the lease is to the party who has presented the best offer.

Fair Market Value
The lease of Municipal property will be at fair market value based on an appraisal of similar properties and the rate that the market will pay for said property. It may also include consideration of the potential for growth and the cost to replace the property. Lease rates may vary depending on type of use. Please refer to Appendix B for lease rates.

Appraisal
Council may or may not require a commercial appraisal of the subject property prior to leasing. In instances where a review of comparable properties and uses can be done by City staff or a realtor contracted by the City instead of a commercial appraiser, the value determined that way may be considered fair market value. If a prospective tenant wishes to dispute the appraisal, they will contract an appraiser and pay for those services themselves. The appraisals will then be considered by Council.

Written Leases
All leases will be in a written form satisfactory to the CAO.

Approval of Leases
Occupancy of any and all property will require terms and conditions to be approved by Council or their delegate.

7. ALLOCATION OF COSTS

Unless there is a compelling business case to do otherwise, all leases will be written as net leases with the tenant responsible for payment of their share of all operating costs included but not limited to taxes, property taxes, utilities, maintenance, insurance and other costs related to the tenant's occupancy of the property. If a gross lease format is required, it will include an allocation for all operating costs as described.

Unless there is a compelling business case to suggest otherwise, all capital improvements to leased property will be paid for by the tenant either as an upfront capital contribution or to be recovered by the Municipality as additional rent in the terms of the lease.

In the instance where the leasing party wishes to perform capital improvements themselves, all City regulations, processes, permits and bylaws will be adhered to and paid for by the lease holder.

Capital improvements made by a tenant will become, without compensation, a City asset unless otherwise agreed to in writing at the time the investment was made.

50% of revenue from the lease will be allocated to the asset management reserve for the improvement to the City's assets.

8. ENVIRONMENTAL DUE DILIGENCE

Prospective tenants will be required to complete a pre-screening survey to identify in detail, all materials, pollutants, including but not limited to, chemicals and related items that may be used and/or stored on the leased property. Municipal staff will seek assistance from the Port Alberni Fire Department to assist in determining suitability of the tenant for occupancy and/or terms and conditions regarding any materials of concern.

An inspection of the environmental conditions in and on the property will take place at the end of the lease. If the condition of the property has been negatively impacted by its tenancy, the lessee will be responsible for returning the property to its pre-lease condition within 14 days. If the tenant fails to do this themselves, the City will attend to it and deduct the cost of doing so from the damage deposit. In the event that the cost of cleanup is more than the damage deposit, the City will invoice for the outstanding costs.

All leases will have a provision that the tenant must agree that any decision made by the Municipality with respect to the operation of the leased property during the term of the lease will be considered to have been made by the Municipality acting reasonably and will cooperate with the Municipality in implementing these changes.

9. UNSOLICITED PROPOSALS

Unsolicited requests to lease Municipality property will normally result in a Request for Proposal (RFP) for that

asset. If an RFP is issued, the party making the original inquiry may alter their original unsolicited proposal in response to it if they so desire. Council at any time may direct administration to implement a different process leading to tenancy.

10. RENT INCREASES

Leases will be negotiated with appropriate terms that will allow the Municipality to increase rents annually. As a minimum standard, rent increases will be negotiated as an annual increase in line with the Consumer Price Index for British Columbia.

For leases with terms of 5 years or more, the Municipality will include provisions in the lease which permit rents to be reviewed at market rates of no more than 5-year intervals. In an instance where the lease is being extended beyond 5 years, public notice will be issued declaring the extension, the change in lease rate and the rationale for the change in lease rate.

11. INSURANCE

The Municipality will not extend its insurance coverage to tenants unless directed by Council.

The City will require all tenants to carry their own insurance as determined by the Municipality but not limited to property and liability coverage in amounts deemed appropriate for the property, the business and the tenant.

All tenants will be required to name the Municipality as an additional insured.

12. COMMUNITY LEASES

The Municipality may consider community leases subject to the provisions of this subsection of the policy and the availability of funding. Otherwise, all other sections of this policy will apply including requirements for written agreements, insurance, environmental and financial due diligence and compliance with environmental sustainability objectives as may be determined by the Municipality.

Tenants must meet the following minimum eligibility requirements to be considered for a community lease:

- Must be incorporated as a not-for-profit organization in good standing with provincial or federal authorities to be considered for a lease;
- Non-incorporated organizations may be considered for license agreements provided acceptable insurance can be provided.
- Programs and services must be in alignment with or complement programs and services of the Municipality.

The CAO will further evaluate the request for a community lease subject to the following general criteria:

- Degree of alignment with Municipal programs and services
- Demonstrated need/demand/gap in community that is not being met by the Municipality or the private sector.
- Degree to which the group is the main provider of its particular activity for the Municipality.
- Assessment of suitability for proposed space
- Assessment of the benefits to be provided in return for community lease
- Sustainability of the organization
- Appropriate controls in place to ensure financial accountability and governance
- CAO must support the grant (the decrease in FMV)
- Assessment of ability to pay based on financial strength of the applicant

The Municipality may consider a grant for a portion of or all of the rent for a community lease within Municipal buildings including base rent, operating costs and taxes. The Municipality will contribute 50% of market value from taxation to the asset management reserve if all rent is covered.

Tenants may be required to submit reports at the discretion of the Municipality to maintain eligibility for a community lease. Such reports may include request for information on the group's activities, membership, revenues and expenses.

The Municipality reserves the right to terminate community leases.

13. TRANSPARENCY

All municipal assets that may be leased shall be listed as an Appendix to this policy and updated every five years. For clarity, this is simply a listing of assets owned by the City where a lease may be contemplated. The Appendix will include assets that are already leased and some that are not.

A member of the public may submit a formal request for a copy of a lease agreement under the Freedom of Information and Protection of Privacy Act. Information about submitting a request is provided on the City's website and may be accessed by typing 'Freedom of Information' in the search bar.

14. RIGHT TO ASSIGN LEASING RESPONSIBILITIES

Where it can be shown it is in the best interests of taxpayers, the City has the right to assign lease responsibilities for an asset or an entire group of assets to a third party, subject to provisions in the Collective Agreement. For clarity, an example of 'an entire group of assets' is the City-owned properties in Harbour Quay.

15. FREE MARKET

The City will exercise judgement as to whether a business or non-profit looking to lease a municipal asset is in the community's best interest. However, the City will allow the market to determine the composition of businesses in municipal assets and will not restrict competition in those assets.

16. SUPPORT FOR CITY'S GUIDING DOCUMENTS

Leases will support the goals and strategies of Council's Corporate Strategic Plan, statements in Departmental Master Plans and provisions of the Official Community Plan.

17. DAMAGE DEPOSIT

All leases shall require a damage deposit equal to half of the first month's rent at the outset of the tenancy. Also at the outset of the tenancy, the lessee will be required to give written consent to have the City keep all or a portion of the damage deposit in the event where damages occur to the property while in possession of the tenant, and the tenant does not repair the damage or reimburse the City, In the event of unpaid rent, that shall also be deducted from the damage deposit. Where unpaid rent or damages exceed the damage deposit, the tenant shall be invoiced for that.

18. CONDITION OF PROPERITY BEING LEASED

Prior to taking on a lease, the leasing party will conduct an examination of the municipal premises with two City staff members and complete a condition assessment which shall form part of the lease. The condition assessment will be reviewed at the termination of the lease in another examination of the premises. Any damage to the premises not noted in the first assessment shall be deducted from the damage deposit before it is returned to the

leasing party. In the event that the damages exceed the deposit, the former tenant shall be invoiced for the additional amount.

19. TIME IS OF THE ESSENCE

Once agreed upon, the City shall deliver the lease and renewal leases in a timely manner. Where a tenant believes the lease or lease renewal has been unduly delayed, they may appeal the matter to the CAO and failing resolution, may then appeal to Council.

20. KEYS

Every tenant shall be provided with one key. Additional keys may be purchased at a cost of twenty-five dollars ($25.00). All keys will be returned to the City at the termination of the lease. If a bare land lease it would be the lessee responsibility to secure the property.

21. PERMITTED USES

The lease shall set out the permitted uses of the premises as well as any restrictions or exclusions on the tenant's use or intent of lease. These could include restrictions on subleasing, noise levels, smells and hours of operation. As stated in the FREE MARKET clause above, competition among lessees will not be restricted even in adjacent promises.

22. UTILITIES

The tenant shall be responsible for hydro, water, natural gas, garbage collection, recycling, leaf and snow clearance. In the event that a tenant is engaging in food preparation, all provisions of the BC Plumbing Code will be adhered to.

The City will endeavor to ensure that all premises are metered separately for hydro, water and natural gas.

In the instance where a property being leased is not serviced by natural gas, the tenant may utilize propane subject to all building code provisions.

Regardless of form (natural gas or propane) all fittings and devices must be installed by a certified supplier.

23. LEASE TEMPLATE

Templates shall be appended to this policy so that individuals contemplating a lease of municipal assets may get a sense of the conditions of lease. The attached lease types are:

1. Harbour Quay premises

24. SHARED WASHROOM FACILITIES

Where the premises being leased do not have their own washrooms, and these are shared with other tenants and are used by the customers of all tenants, the City will maintain the facilities.

25. PARKING

The City is not responsible for providing parking for the lease holder or public. The lease holder accepts the parking currently in the location and understands that as the City continues to change, parking may change too.

26. PEST CONTROL

The tenant is responsible for pest control in their premises and must adhere to actions designed to ensure their operations do not attract rodents, birds or insects.

27. GOOD CONDUCT WITH NEIGHBOURS

The City expects that tenants adjacent to or in close proximity of one another will endeavor to be on good terms with their neighbours and will work to resolve disputes amicably without involving the City staff or Council. Some leases with the City may require good neighbor agreements with surrounding lessees.

28. COMMUNICATION

The city will endeavor to provide a single point of contract for lessees to communicate with. Lessees are expected to provide a single point of contact for the lessor (City or its delegate).

29. LEASE TEMPLATE

All additional clauses in the lease template(s) shall apply. In instances where there are contradictions between the template and the lease policy, the Director of Corporate Services and the CAO will determine which clause(s) apply.

30. APPENDICES

- APPENDIX A.1 – LEASE TEMPLATE FOR HARBOUR QUAY PREMISES
- APPENDIX B – LEASE RATES FOR CITY LAND

Sharie Minions
Mayor

Danielle Leurebourg
Corporate Officer

LEASE AGREEMENT
ALBERNI HARBOUR QUAY – UNIT #XX

THIS AGREEMENT made the [day] day of [Month], [Year]

BETWEEN:

CITY OF PORT ALBERNI
4850 Argyle Street
Port Alberni, BC V9Y 1V8

(the "City")

AND:

Name | Business
Address
Port Alberni, BC XXX XXX

(the "Tenant")

WHEREAS:

A. The City of Port Alberni has agreed to grant to the Tenant a lease for property legally described as:

Land District 01 UNIT ## AT ALBERNI HARBOUR QUAY – LEASE FROM CITY OF PORT ALBERNI FOR BUSINESS NAME. Licence #HQ##

B. The City and the Tenant wish to enter into a Lease for Unit #XX – 5440 Argyle Street;

C. The City and the Tenant wish to enter into a Lease on the terms and conditions as set out in this Agreement;

D. In accordance with section 26 of the *Community Charter*, the City has published notice in a newspaper of its intention to lease the premises to the Tenant;

NOW THEREFORE THIS AGREEMENT WITNESSES that the Parties covenant and agree as follows:

1.0 **GRANT:**

1.1 The City leases to the tenant the following property, ("the premises"):

Unit #XX - 5440 Argyle Street
Port Alberni, BC

2.0 **TERM:**

2.1 This Agreement shall commence on [Month, Date, Year] and shall terminate on the [Day] of [Month], [Year] unless terminated on an earlier date by the City or by the Tenant pursuant to section 10 herein.

2.2 If the Tenant is not in default, the tenant may renew this lease for a further ## years, provided that this option to renew must not be exercised prior to six [6] months before the end of the term, and if exercised must be exercised at least two [2] months before the end of the term by notice in writing to the Landlord. Renewal is subject to the tenant's performance in meeting the terms of the Agreement to the satisfaction of the City of Port Alberni.

3.0 RENT:

3.1 The rent is $XXX.XX [Dollar value written out] per month, plus applicable taxes, payable in advance on the first day of each and every month of the term.

3.2 The rent shall increase on January 1st of each year at a rate equal to the percentage increase in the B.C. Consumer Price Index for all items for the twelve (12) month period running to October 1st of the preceding year.

4.0 PERMITTED USES:

4.1 The Tenant may only use the premises for the purpose of providing _____ and retail the sale of same.

5.0 TENANT'S COVENANTS:

The Tenant covenants as follows:

5.1 To pay rent as outlined in paragraph 3.1.

5.2 To use the premises only for the purposes set forth in paragraph 4.1.

5.3 To maintain hours of operation and be open to the public generally as follows:

i. 10:00 AM to 9:00 PM seven [7] days/week during the months of May, June, July, August & September; and

ii. 11:00 AM to 7:00 PM four [4] days/week during the months of October, November, December, January, February, March and April.

5.4 To be open during special events on dates and during prescribed hours as determined by the City who will endeavor to provide 30 days' notice of such events by email.

5.5 The tenant acknowledges that during special events, the Alberni Harbour Quay may only allow for pedestrian-only access with access for vehicle loading/unloading being scheduled at specific times as determined by the City.

5.6 To pay all water, electrical, gas, garbage collection, security alarm, telephone and other rates and charges imposed for services and utilities in respect of the premises.

5.7 To observe and comply at all times during the term of this Agreement with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or local government laws or statutes or bylaws relating to environmental matters, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.

5.8 To indemnify and save harmless the City, its officers, directors, elected officials, employees and agents from and against any and all losses, claims, costs, expenses, damages and liabilities, causes of action, suits and judgments including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the City, its officers, directors, elected officials, employees, agents and invitees arising, directly or indirectly, out of:

(i) a breach by the Tenant of any of the covenants contained in this Agreement;

(ii) any wrongful act or neglect of the Tenant on or about the premises;

(iii) any damage to property related to the Tenant's use and occupancy of the premises;

(iv) the death of or injury to any person arising out of or in any way connected with, directly or indirectly, the Tenant's use and occupancy of the premises.

This section does not apply to liabilities, damages, costs, claims, suits or actions arising out of the gross negligence or willful misconduct of the City, its agents, servants, employees or contractors.

5.9 The Tenant shall shall obtain and keep in force throughout the existence of the Agreement insurance naming the City as an additional insured and protecting the City and the Tenant (without any rights of cross-claim or subrogation against the City) against claims by any person, including any member of the public using the premises, for personal injury, death, property loss or damage, and third party liability or public liability claims arising from any accident or occurrence on the premises or other loss relating to the Tenant's use of the premises to an amount of not less than

Five Million ($5,000,000.00) Dollars per occurrence (the "Insurance Policy").

Each insurance policy shall:

(a) name the City as an additional insured;

(b) be issued by an insurance company entitled under provincial law to carry on business in British Columbia;

(c) state that the policy;

(i) applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and,

(ii) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the City;

(d) be maintained for a period ending twelve months after this Agreement is terminated;

(e) not include any deductible amount greater than $10,000.00 per occurrence; and

(f) be on other terms acceptable to the City, acting reasonably.

5.10 Will not construct, install, affix, place or store or permit the construction, installation, affixing, placing or storage of any buildings, structures, works, lease hold improvements, fencing, material or chattels or anything of any nature, without limitation, without the prior written consent of the City.

5.11 To leave the premises in good repair.

5.12 Not to assign, sublet or part with possession of the premises, or any part thereof, without leave.

5.13 Not to register this lease in the Land Title Office.

5.14 Not to carry on any activity, that may be deemed a nuisance, on the premises.

5.15 Not to allow any liens to be filed against the premises. If any improvement as defined in the *Builders Lien Act* is made to the premises, the Tenant shall post and maintain notices in accordance with that Act.

5.16 To lawfully dispose of all waste and debris created by the Tenant on the premises in a manner satisfactory to the City; to keep the premises free of flammable and/or explosive material; to have on the premises at all times fire extinguisher[s] as advised are necessary by the City; and to immediately notify the City of any fire damage or other damage or hazards in the vicinity of the premises.

5.17 The tenant understands that the structures in Spirit Square were built originally to seasonal use standards and as business incubators and were not intended to be used for year-round operations.

6.0 OTHER TENANT COVENANTS:

The Tenant covenants:

6.1 To conduct, on an annual basis, a 3rd party inspection of fire extinguishers and fire suppression testing of kitchen equipment [if applicable] and to provide the City with confirmation of same;

6.2 To conduct, on a monthly basis, fire extinguisher checks and emergency light testing. Monthly testing may be carried out by the Tenant.

6.3 If carrying out interior lease improvements that proper permitting is in place [if required] and acknowledge that all interior improvements are at the sole expense of the tenant;

6.4 To repair, replace and/or maintain the following:

- kitchen equipment
- hot water tank
- heating/air-conditioning
- interior lighting, plumbing and electrical
- Grease traps. Operators shall permit regular inspection by the City to determine the grease traps are being properly operated and cleaned.

6.5 Installation and/or maintenance of surveillance system and security alarm if desired by the tenant;

6.6 That should extermination services be required; these services are at the sole cost of the tenant.

6.7 All improvements made to the interior or exterior of the building shall become the property of the City once the tenant vacates the premises;

7.0 CITY'S COVENANTS:

The City covenants:

7.1 For quiet enjoyment.

7.2 To conduct the following annual inspections:

- fire, fire alarm testing [panel | heat/smoke detectors];

7.3 To repair and keep in proper working order roof/gutter systems;

7.4 To repair damages to the exterior of the building caused by vandalism including window breakage and/or damage to doors;

7.5 To repair/replace exterior building and/or walkway lighting; and

7.6 To carry out electrical repairs related to the main panel or service.

8.0 RE-ENTRY:

8.1 Proviso for re-entry by the City on non-payment of rent or non-performance of covenants.

9.0 TENANT'S BANKRUPTCY:

9.1 If the Tenant becomes bankrupt, this lease shall be terminated immediately.

10.0 TERMINATION:

10.1 Despite the term of this lease, it may be terminated by either party upon sixty (60) days written notice to the other party of its intention to terminate.

10.2 On the termination of this lease, the Tenant shall, at its own expense and if the City requires, remove all fixtures and improvements installed by the Tenant on the premises.

10.3 In case the premises, or any part thereof, if damaged by fire or tempest so as to render it unfit for the Tenant's use, the lease shall immediately come to an end.

11.0 HOLDING OVER:

11.1 If the Tenant continues to occupy the premises after the end date of the term and the City accepts rent, then the tenancy created shall be deemed to be on a month-to-month basis and the Tenant shall continue to comply with all other terms and conditions of this agreement.

12.0 **NOTICES:**

12.1 Any notice or other writing required or permitted to be given to any party shall be sufficiently given if delivered by hand, or if sent by prepaid courier or if transmitted by facsimile to such party:

in the case of a notice to the Tenant, at:

NAME
Address | Port Alberni, BC XXX XXX
Email:

in the case of a notice to the City, at:

CITY OF PORT ALBERNI
4850 Argyle Street | Port Alberni, BC V9Y 1V8
Attention: Corporate Officer
Email: corp_serv@portalberni.ca

or at such other address or addresses as the party to whom such notice or other writing is to be given shall have last notified the party giving the notice in the manner provided in this section. Any notice or other writing sent in compliance with this section shall be deemed to have been given and received on the day it is so delivered unless that day is not a business day, in which case the notice shall be deemed to have been given and received on the next day that is a business day.

13.0 **ENUREMENT:**

13.1 This lease enures to the benefit of and is binding on the respective successors and permitted assignees of the parties.

14.0 **INTERPRETATION:**

14.1 The singular includes the plural and vice versa; the masculine includes the feminine and vice versa. The headings are inserted for convenience of reference only and do not affect the construction or interpretation of this lease.

15.0 **INTEREST CHARGES:**

15.1 The Tenant shall pay the City interest at a rate of 2% monthly on any overdue rent or amounts payable under this lease.

16.0 **OTHER TERMS:**

16.1 The Tenant and its employees shall park only in areas approved or designated by the City.

16.2 The tenant understands that the City is not obligated to create parking spaces for their customers.

IN WITNESS WHEREOF the parties have executed this Lease Agreement on the date written below.

CITY OF PORT ALBERNI)
By its authorized signatories:)
)
_____)
Mayor)
)
_____)
Corporate Officer)
Date: _____)

TENANT – Unit #XX | Alberni Harbour Quay)
By its authorized signatories:)
)
_____)
Name:)
Date: _____)

CITY OF
PORT ALBERNI

Policy 4005-1 | Appendix B
LEASE RATES FOR CITY LAND

Application Fees
Applicable taxes will be added to all services.

Parking

City Block	$250.00 / side / day
City Lot	$500.00 / day

Streets per block

Main	$1200.00
Residential	$250.00
Sidewalk/lane	$225.00

Parks

Waterfront Bare Land	$1.50 / square foot
Outdoor Athletic Facility	To be determined [TBD]
Destination	$2.00 / square foot
Neighbourhood	TBD
Pocket	$1.75 / square foot
Natural	$1.00 / square foot
Maintained Open Space	$1.00 / square foot
Natural Open Space	$0.10 / square foot
Papermill Dam	$1000.00 / day
Somass Park	$1000.00 / day
Paved Pathway	$0.75 / square foot
McLean Mill Historical Site	$2000.00 / day

Trails

Photography	$160.00 / day
Vacant land	$250.00

TITLE: P5 – MUNICIPAL PENSION				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Original (Feb/74 + July/88)	PAGE 1 OF 1

ELIGIBILITY FOR FULL TIME EMPLOYEES
Eligibility for Municipal Pension under the Public Sector Pensions is on a compulsory basis for all permanent full time employees entering the service of the City between 18 and 65 and who have completed their probationary period.

ELIGIBILITY FOR CONTINUOUS PART-TIME EMPLOYEES
Employees of the City of Port Alberni

1. who are employed on a continuous part-time basis and are between the ages of 18 and 65, or

2. from continuous full-time to continuous part-time employment

upon completion of the probation period, will be provided the option of contributing to the Municipal Pension Fund under the *Public Sector Pensions Act*.

PURCHASE OF PAST SERVICE
Pursuant to Section 12.1.B of the *Public Sector Pensions Act*, the City of Port Alberni approves the purchase of eligible continuous service with the City of Port Alberni for all employees provided that if such purchase is made by a regular full time as an employee of the City of Port Alberni, the employer will defray 50% of the cost. The preceding will be at the written request of the employee.

POLICY No. 3004-4 | OFFICE RENOVATIONS

Approved: August 13, 2025
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

To establish a consistent, fiscally responsible approach to office renovations within municipal facilities, ensuring alignment with operational needs and strategic priorities.

2. POLICY STATEMENT

This policy outlines the standards, procedures and approval processes for office renovations, including but not limited to paint refresh and additional modifications. It aims to enhance transparency, ensure accountability, and maintain alignment with municipality's strategic objectives.

3. SCOPE AND APPLICATION

This policy applies to all municipal office spaces across departments and facilities under the jurisdiction of the municipality.

4. DEFINITIONS

Work Request
A formal document submitted by a department that details requested work beyond a standard paint refresh.

Work Order or Project Number
A reference number provided by the approving authority to track and authorize renovation work.

Standard Renovation Allowance
A predefined budget allocated for routine office updates, including paint refreshes.

5. POLICY

Standard Renovation Allowance
Upon a change in staff, a single coat of off-white paint will be budgeted for and approved as part of standard transition procedures. This paint refresh is intended to maintain a clean and professional workspace and will be coordinated by the Facilities Department.

Additional Renovation Requests
Any requests beyond the standard paint refresh—such as installation or replacement of whiteboards, changes to furnishings, or modifications involving carpentry must meet the following criteria:

- Each request must be individually budgeted by the requesting department
- Requests must be formally approved by the Department Director or Chief Administrative Officer (CAO)
- Each request must be accompanied by a formal Work Request detailing the requested work
- A Work Order or Project Number and a defined budget must be provided to the Facilities Department for tracking and authorization.

Budget Responsibility

The Facilities Department will not allocate funds for discretionary office upgrades. The requesting department is responsible for the budget required for the requested work.

Best Practices & Compliance

All renovation requests will be reviewed by the Manager of Facilities to ensure compliance with applicable standards, regulations and policies as well as to establish a project timeline. Relevant safety procedures and regulations and environmental standards must also be adhered to.

Communication & Coordination

The department initiating renovation work must notify the Facilities Department in advance to ensure coordination with ongoing maintenance or capital projects. For larger or potentially disruptive renovations, a communication plan should be developed to inform affected staff and stakeholders.

6. AUTHORITY TO ACT

Department Directors and the CAO have the authority to approve renovation requests beyond the standard paint refresh, and must provide a Work Order or Project Number and budget to the Facilities Department.

7. REVIEW PROCEDURES

This policy will be reviewed every three years or as required to ensure alignment with municipal priorities, operational needs and best practices.

8. EXCEPTIONAL CIRCUMSTANCES

In cases where urgent maintenance or safety improvements are needed, the Facilities Department may expedite requests independently of this policy. Such exceptions must be documented and reported to relevant authorities' post-approval.

Mike Fox
Chief Administrative Officer

Sara Darling
Director of Corporate Services

TITLE: OFFICIAL COMMUNITY PLAN AMENDMENT - Public Consultation Process				
EFFECTIVE DATE: Nov 27/06	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

When the City of Port Alberni is proposing to develop a new Official Community Plan a significant and specific public process shall be approved by City Council.

The following pre public hearing consultation policy is required when the City of Port Alberni is processing Official Community Plan amendment applications.

Pre public hearing consultation Level 1

All applications to amend the Official Community Plan shall complete the following prior to a public hearing:

1. Notice of the proposed amendment is to be posted on the property pursuant to the City of Port Alberni notification procedures.
2. The application is to be referred to the Advisory Planning Commission.
3. The staff report, Advisory Planning Commission recommendations and input received from the public are to be submitted to Council before consideration of 2nd reading of an amending bylaw.

Pre public hearing consultation Level 2

Upon completion of Level 1 requirements, Council may consider any of the following requirements if Council deems the application requires greater consultation prior to a public hearing:

1. The City may complete a mail out requesting comments from the residents within 75 metres of the project and an advertisement requesting comments may be placed in two issues of the local newspaper and posted on the City Public Notice Posting place.
2. A public meeting on the proposal may be hosted by the applicant. Information on the public meeting shall be advertised in two issues of the local newspaper. A summary of all public input received will be submitted to Council prior to 2nd reading of an amending bylaw.

TITLE: PARADES				
EFFECTIVE DATE: Sept 30/08	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Aug. 69 & Nov. 77	PAGE 1 OF 1

PERMITS

The Mayor is authorized to grant permission for parades, cavalcades and use of sound cars at his/her discretion, with the conditions that:

1. no direct electioneering be permitted;

2. the parade not be permitted to stop while sound devices are in use.

DISTRIBUTION OF GOODS

Any goods intended for distribution to parade spectators shall be handed to the intended recipients by on foot participants in the parade rather than thrown from the participating floats.

TITLE: PARKING - Restriction Exemptions				
EFFECTIVE DATE: Oct 17/83	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. Upon written request, the Clerk is authorized to issue time related parking restriction exemption cards to representatives of local organizations hosting conventions, conferences, tournaments or meetings in Port Alberni for distribution to the visiting delegates.

2. The time parking related restriction exemption cards shall be dated for the date(s) of the convention, conference, tournament or meeting and shall be displayed in or on the windshield of the vehicle to be valid, and vehicles displaying such time related parking restriction cards shall be exempted from the time related parking restrictions only for the date(s) shown thereon.

TITLE: PARKS FIELD HOUSE CARETAKER SELECTION & AGREEMENT POLICY				
EFFECTIVE DATE: May 26, 2014	DEPARTMENT: Parks, Recreation & Heritage	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 1

The City of Port Alberni operates Park Caretaker Fieldhouses at the following locations:

- Blair Park
- China Creek Intake Site
- Echo Park Fieldhouse
- Klitsa Park
- Paper Mill Dam Park
- Russell Park
- Williamson Park

This is a contract for services situation in that in exchange for janitorial and security services provided by the contractor, a dwelling unit is provided by the City. The City does charge residents a fee of $250 to cover basic utility costs. This is not an offer of employment but rather a situation that might be attractive to an active retired couple or a couple that have employment in another area. Applicants must provide letters of reference including employment history, experience and knowledge in janitorial and security areas.

Selection Criteria

1. **Employees Excluded** – Employees or family members of the city are not permitted
2. **Interpersonal Skills** – Ability to work well with others. Friendly, open attitude. Can demonstrate understanding. Willingness to help co-workers. Ability to deal firmly and diplomatically with park visitors when required (shows courtesy and tact).
3. **Availability** – Must be on site 7 days per week throughout the year or have alternates available who may perform the required daily duties. Must be flexible and willing to change plans.
4. **Initiative** – Ability to take actions on own without direction or help.
5. **Problem Solving** – ability to deal with a wide range of public requests. Ability to analyze and develop options. Ability to anticipate and prevent problems.
6. **Honesty/Integrity** – Being honest and straightforward with others; behaving in an ethical manner and not lying or exaggerating to others.
7. **Knowledge** – Level of understanding and ability to apply policies, practices and procedures involved in general building and park maintenance. Knowledge of cleaning products and their use.
8. **Physical Strength and Agility** – ability to undertake work and duties required.
9. **Criminal Record Check** – Ability to obtain a clear criminal record check.

The standard terms and conditions of the Caretaker Agreement are as follows:

IN CONSIDERATION of the lease, the Park Caretaker covenants and agrees to:

a) execute and fulfil the duties and responsibilities described in the appendix attached to this document as Schedule 1.
b) maintain a telephone in the dwelling and pay the monthly bills for this service. Hold the City harmless from all liability incidental to or arising from the occupation of the aforesaid dwelling, surrounding area, machinery, equipment, roads or rights of way, by himself, his wife, his children or persons permitted thereon or thereabouts and in that behalf doth hereby release and forever discharge the City from all claims, demands, cause or causes of action incidental thereto or relating thereto.
e) not keep any pets on the premises or park property without approval of the City.
f) not store recreational vehicles, boats or trailers on the property without prior approval of the City.

2. THE CITY, in addition to allowing occupancy of the dwelling and in consideration of the caretaker services provided, agrees to:

a) maintain the access road to the dwelling site.
b) provide and maintain utility services to the dwelling.
c) maintain and repair the dwelling.
d) pay for basic phone service

3. It is agreed between the parties hereto that for income tax purposes, the City may set a rate which it estimates to be the actual value of rental for the premise and that this amount may be reviewed annually by the City and revised as it deems fit. The City will issue a statement to the Caretaker at each year end, for income tax purposes, setting out the amount of rental for that year.

4. Either party hereto may terminate this Agreement at any time during the term hereof or any renewal of such term upon giving to the other one month notice in writing of its intention to so terminate, and upon the expiration of such one month this Agreement shall be of no further force or effect.

SCHEDULE 1

Caretakers' Duties and Responsibilities
(to be adjusted for each specific facility)

Section A **GENERAL**

1. To serve as the City's "ambassador" by being courteous and friendly to park users and by reflecting a positive attitude at all times.
2. To remove any marks and/or graffiti immediately from all facilities and equipment or to report same to the Supervisor of Facility Operations.
3. To record and report all incidents of damage due to vandalism, breakage or storms and any unusual occurrences which might affect City-owned facilities at this location to the Supervisor of Facility Operations.
4. To advise the Supervisor of Facility Operations with respect to any person or persons found committing any act of vandalism against City-owned facilities within the park areas.
5. To advise the Supervisor of Facility Operations of any public complaints about the facilities and/or procedures in place within the park areas.
6. To maintain the house and grounds immediately adjacent thereto in a neat and orderly condition.

Section B **WASHROOMS/CHANGE ROOMS**

1. To keep washrooms and change rooms clean and tidy at all times and open for the convenience of park users according to seasonal and daily use patterns.
2. To sweep floors and to wash floors, sinks and toilets, using disinfectant, during the peak public use season, (usually April through September). To carry out this cleaning on an as required basis during the "off" season.
3. To check sinks, toilets, dispensers, garbage cans and floors periodically during the day and to clean as required.
4. To replenish supplies as required.
5. To clean windows, window sills, partitions and walls as required.
6. To replace any broken or non-functioning light bulbs immediately.

Section C **PARK/PICNIC/PLAY/BEACH AREAS**

1. To pick up litter from all trails, parking areas, entrance roads, lawns, waterfront areas (where applicable) and playing areas on a daily basis. This includes all areas used by the general public.
2. To sweep all fieldhouse building sidewalks and stairs areas daily.
3. To clean and sweep picnic tables, benches and pads daily during the peak use season.
4. To report any incidents of non-functioning drinking fountains to the Supervisor of Facility Operations.
5. To check any bridges and play equipment on a daily basis and to report any broken or loose components, or any other damage, to the Supervisor of Facility Operations.
6. To allocate sports or park equipment to the public as needed.
7. To open and close park gates, (where applicable) during the peak public use season to allow for better park security and vehicle control.
8. To call the S.P.C.A. regarding stray dogs or problems with dogs in public park spaces.

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

PREAMBLE

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

POLICY

1. Overall Amount

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

2. Process

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

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

Application forms must be accompanied by:

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

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

3. Eligibility Criteria

a. Application of this permissive tax exemption policy is subject to applicable provincial legislation. Applicants are encouraged to familiarize themselves with the legislation.

b. In assessing the application of permissive tax exemption to the land or buildings occupied by a qualifying organization, Council will consider the following priorities for granting an exemption:

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

- athletic or recreational programs or facilities for youth;
- services and facilities for persons requiring additional supports; mental wellness and addictions;
- programming for seniors;
- protection and maintenance of important community heritage;
- arts, cultural or educational programs or facilities;
- emergency and rescue services
- services for the public in a formal partnership with the City or;
- preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.

c. The organization must be a Non-Profit or Registered Charity. Only that part of the property used for non-profit or charitable activities will be considered for exemption. Non-profit or Charitable organizations conducting retail and/or commercial activity including the sale of food and/or liquor, may not be eligible for tax exemption.

d. The organization must be seen to be working towards self-sufficiency by seeking funding from other sources, including grants from other levels of Government.

e. The organization may be required to show evidence of ongoing, active volunteer involvement

f. Applicants must show evidence of a clear mandate and competent administration.

g. All recipients of tax exemptions from the City of Port Alberni will be required to publicly acknowledge the exemption.

h. Where the land was provided by the City, consideration will be given whether the land was granted or otherwise provided by the City to the organization on the understanding that taxes would continue to be paid.

i. Exemptions will not be granted for land held for future development or land greater than normally required for off street parking, buffer zones or to make a reasonable shaped parcel. This includes all exemptions, including Places of Public Worship.

4. Duration of Exemption

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

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

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

5. Extent and Conditions

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

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

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

PLACES OF PUBLIC WORSHIP EXEMPTIONS

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

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

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

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

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

TITLE: P5 – PERSONAL VEHICLE USE FOR CITY BUSINESS PURPOSES				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Apr. 22/96	PAGE 1 OF 1

INSURANCE

Each employee that uses his/her personal vehicle during the conduct of their duties with the City of Port Alberni must carry, at their own cost, liability insurance of one (1) million dollars.

Employees that are required to use their personal vehicles during the conduct of their duties with the City of Port Alberni, and who do so on more than 6 occasions in any calendar month, must insure their vehicles for "Business Use". The City will reimburse employees for the difference between "Business Use" and "To and From Work" use categories. This claim for reimbursement should be done annually, accompanied by a photocopy of the employee's vehicle registration.

Claim forms are available from the Finance Department.

MILEAGE

Employees that are required to use their private vehicle on City business, both within and beyond the municipal borders shall be reimbursed mileage expenses at the full rate currently in effect. Employees will be required to complete monthly claim forms.

POLICY No. 5000-1 | PERSONNEL COMMITTEE

Approved by: Administration

Date of Last Review: June 14, 2024

CITY OF PORT ALBERNI

1. PURPOSE

1.1 The purpose of this policy is to define the membership and duties of the City's Personnel Committee.

2. POLICY

2.1 The Personnel Committee will act for the City in Step 4 of the Grievance Procedure as set out in the collective agreement between the City and CUPE Local 118, and in Step 3 of the Grievance Procedure as set out in the collective agreement between the City and PAPFFA Local 1667.

2.2 The Personnel Committee will be made up of the Chief Administrative Officer (CAO), Human Resources and up to 2 members of the City's senior leadership team that have not been involved in the earlier steps of the Grievance Procedures.

2.3 The Management Committee as referenced in Step 3 of the Grievance Procedure as set out in the collective agreement between the City and CUPE Local 118, and in Step 2 of the Grievance Procedure as set out in the collective agreement between the City and PAPFFA Local 1667 will not include the CAO.

CAO

Director of Corporate Services

TITLE: PHOTOGRAPHS – FREEMEN				
EFFECTIVE DATE: Oct 15/85	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Photographs of the City Freemen will be suitably framed and displayed in the lobby outside the main office area of City Hall.

TITLE: PHOTOGRAPHS – PRESIDING COUNCIL				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Jun 25/88	PAGE 1 OF 1

Following every municipal election or by-election a photographer will be engaged to take official photographs of the new presiding Council.

TITLE: POLITICAL SIGNS ON CITY PROPERTY				
EFFECTIVE DATE: Nov 3/86	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The erection of political signs promoting any candidate, party or cause upon any street right-of-way or on municipally owned property is prohibited, and staff is authorized to take the necessary action to ensure compliance with this policy, including removal and disposal of any contravening signs if necessary, in the event that a contravention is brought to the attention of the City.

POLICY No. 7000-1 | Port Alberni Fire Department Levels of Service

Approved: February 10, 2025
Resolution No.: R25-103
Date of Last Review:

CITY OF PORT ALBERNI

1) PURPOSE

1.1 This policy establishes the levels of service provided by the Port Alberni Fire Department [PAFD].

2) POLICY STATEMENT

2.1 City of Port Alberni Council authorizes the Port Alberni Fire Department, in conjunction with the Fire Control Bylaw, to deliver the levels of service as defined within this policy.

3) SCOPE AND APPLICATION

3.1 This policy applies to all members of the Port Alberni Fire Department (PAFD) and may be referenced by the citizens and visitors of the City of Port Alberni as well as Tseshaht First Nation & Hupacasath First Nation whose unceded territories are served by PAFD.

4) POLICY

4.1 The services provided by the Fire Department are set out in Schedule A and include other services that, from time to time, Council directs to be provided. These services will be carried out within the areas defined in Schedule B. Some areas in Schedule B will have a reduced level of service which is identified within independent protection agreements, signed by the Mayor or their designate.

5) AUTHORITY TO ACT

5.1 This policy gives authority for all PAFD personnel to act within the scope of this policy.

6) REVIEW PROCEDURES

6.1 This Policy will be reviewed by the Fire Chief as needed but at least once per election term. Any proposed changes will be brought to Council for discussion and possible adoption.

for **Sharie Minions**
Mayor

Sara Darling
Corporate Officer

SCHEDULE A

Service	Description of Service
Fire Prevention	Regular system of inspections (utilizing a Chief Fire Prevention Officer, fire company inspections, third party inspectors), support the City's Planning Department in plan review and public fire safety education.
Structural Fire Suppression	The Department is authorized to provide fire suppression activities with and subject to the limitations set out in the Full Service Level as defined in the *British Columbia Structure Firefighter Minimum Training Standards (September 2022)*, set under paragraph 3(3)(b) of the *Fire Safety Act* (B.C.).
Marine Fire Suppression	Land-based and/or fire boat-based marine firefighting.
Marine Rescue	Land-based and/or fire boat-based marine rescue provided in support of Royal Canadian Marine Search and Rescue, and/or Port Alberni Port Authority.
Shipboard Firefighting	Land-based, shipboard above deck and/or fire boat-based shipboard firefighting under direction of Port Alberni Port Authority Harbour Master.
Confined Space Rescue	Confined space rescue services within City of Port Alberni and contract service areas.
Technical Rope Rescue	Technical rope rescue services within City of Port Alberni and contract service areas.
Slope Rescue	Slope rescue services within City of Port Alberni and contract service areas, in support of Alberni Valley Rescue Squad.
Automobile Extrication Rescue	Rescue extrication services where victims may be trapped in or under an automobile or other vehicle, or entrapped by machinery, or another similar situation.
Hazardous Materials Mitigation	Response to support the responsible party in the mitigation of the incident.
Wildland Fire Suppression	Control and response of fire involving organic material, grass, brush, or forest.
Swift Water Rescue	Rescue services conducted from near, over, but not in moving water.
Open Water Rescue	Rescue services conducted from near, over, but not in standing water.
Medical First Responder	Emergency medical services in partnership with BC Emergency Health Services (BCEHS).
Public Assistance	Providing aid to members of the public where that aid is not inconsistent with the purpose of the fire department, and where that aid does not fall within another category of service.
Other	Other emergency or non-emergency public service(s) as authorized by the Fire Chief.

SCHEDULE B

The limits of the jurisdiction of the Fire Chief and the Officers and Members of the Fire Department will extend to the area and boundary of the City of Port Alberni, including any areas for which the City has service delivery agreements, and also includes areas that, from time to time, Council directs services to be provided within and where consent in accordance with section 13 of the *Community Charter* has been provided, specifically:

- China Creek Marina and Campground
- 1080A Franklin River Road "Cameron Shops"
- 930 Franklin River Road – City of Port Alberni Pump House
- 300 Duke of York Drive – City of Port Alberni caretaker home and adjacent Waterworks Department outbuildings and equipment
- 5600 Shoemaker Bay Road – City of Port Alberni Sewage Lagoons, Ultraviolet Building and Screen Building
- Marine response area between China Creek Marina and Somass River bridge, extending from shoreline to shoreline
- Marine response downstream of China Creek to the Port Alberni Port Authority Harbour boundary in support of Port Alberni Port Authority
- Tseshaht First Nation Teepis Reserve 2 (Polly's Point)
- Tseshaht First Nation Tsahaheh Reserve 1
- Hupacasath First Nation Ahahswinis Reserve 1
- Cherry Creek Fire Department, Sproat Lake Fire Department and Beaver Creek Fire Department response areas (Mutual Aid)
- Cherry Creek Fire Department, Sproat Lake Fire Department and Beaver Creek Fire Department response areas (Automatic Mutual Aid)
- Alberni Clayoquot Regional District and Nanaimo Regional District (road rescue services)
- Alberni Clayoquot Regional District and Nanaimo Regional District (hazardous material incident response, rescue, basic first aid, structural firefighting, wildland firefighting)

TITLE: **PORT ALBERNI FIRE DEPARTMENT** **RESPONSE TO CALLS – ALARM ASSIGNMENTS O.G.#: 3.06.01**				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Fire	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 5

OPERATIONAL GUIDELINE

PURPOSE:
To establish procedures for responding to emergency and non-emergency calls

SCOPE:
All Port Alberni Fire Department personnel

POLICY:
The Officer in Charge will determine the resources required to be dispatched for emergency and non-emergency calls. The OIC, when determining response resources, will consider all available incident information and Port Alberni Fire Department operational guidelines.

PROCEDURE:
Fire Dispatch is pre-authorized to designate alarms as set out below. The OIC has the authority to escalate or diminish the resource allocation level of any call if, in his substantiated opinion, such action is warranted.

In the event that the OIC disagrees with the alarm designation assigned by Fire Dispatch, the OIC will consider all available information, and inform Fire Dispatch of his decision.

Alarm Assignments

Routine
Code two response of on-duty crew as set out below.

1st Alarm
Code three response of on-duty crew as set out below. For the purposes of this guideline, “on duty crew” is defined as all on duty fire suppression personnel not otherwise assigned.

Crew Call
The Officer in Charge may authorize a crew call if more personnel are required at the scene in order to deal appropriately with that incident, or if a second incident requiring immediate response occurs (see *second incident* below). A crew call is a page out and response of the following:

- the on-call off duty crew

2nd Alarm (a.k.a. General Page)
Page and response of all of the following,

- All on duty and off duty personnel
- On call chief officer
- BCAS
- RCMP
- FortisBC Gas
- BC Hydro

Second Incident

Upon receipt of a call for a second incident while the duty crew is dealing with an initial incident, the OIC will determine if the duty crew should remain at the primary incident or respond immediately to the second incident. The OIC will also determine if a crew call or 2nd alarm page should be activated to attend to the incident which the duty crew is not immediately attending or responding to.

A page out of off duty personnel will not occur for attendance at the following category of incidents,

- First Responder incidents
- Incidents designated as “routine response” calls
- 1st alarm calls that have been downgraded to “routine”.

Regional Rescue

Extrication Unknown:

When a 1st alarm is received for an MVI/Rescue incident outside of the City, and the need for extrication is unknown, the OIC will respond with a crew strength of four. When the responding unit passes Tseshaht Market on Highway 4 West, Alberni Summit on Highway 4 East, Cameron Shops on the Bamfield Road, or other similar distance landmarks, the OIC will direct Fire Dispatch to activate a crew call page.

If confirmation is received of the requirement for extrication, the standby crew at the firehall will become one officer and three firefighters (4).

Extrication Known or Over the Bank:

Where it is known that extrication is required or that an over the bank rescue is required, the OIC will respond with a crew strength of four. The OIC will immediately direct Fire Dispatch to activate a crew call page. In this situation, a standby crew of one officer and three firefighters (4) will be established.

PUBLIC SERVICE		
ALARM	**CALL DESCRIPTION**	**RESPONSE**
Routine	Public assistance Elevator assistance Burning complaints	Full crew
1st Alarm	Hydro lines down	Full crew

STRUCTURE FIRE		
ALARM	**CALL DESCRIPTION**	**RESPONSE**
Routine	Smoke/odors – outdoor fires False alarms – confirmed, assistance required.	Full crew
1st Alarm	Smoke/odors – indoors Wildland fires Alarms Electrical Chimney Stovetop Small smoldering fires in structures, i.e. mattress Extinguished fires in structures	Full crew
Crew Call **Authorized by the OIC**	Fires requiring more personnel, but not warranting a 2nd alarm	Page out on-call off duty personnel when directed by OIC BCAS
2nd Alarm	Confirmed structure and/or content fires Multi calls Involved fires	100% page out BCAS RCMP BC Hydro

MOTOR VEHICLE		
ALARM	**CALL DESCRIPTION**	**RESPONSE**
Routine	Small fuel leaks – no MVA MVA in City of Port Alberni – no injuries	Full crew
1st Alarm	MVA in City of Port Alberni – injuries unknown Vehicle fire MVA with extrication known or unknown in Regional rescue response area	Full crew RCMP BCAS Crew strength of 4 RCMP BCAS
Crew Call **Authorized by the OIC**	Multi-casualty MVA or fire, or other incident where more personnel are required at scene	Page on-call off-duty personnel when directed by OIC Appropriate regional FD RCMP BCAS

MARINE		
ALARM	**CALL DESCRIPTION**	**RESPONSE**
1st Alarm	Smoke inside vessel Fuel smell or leak inside vessel	Full crew
Crew Call **Authorized by the OIC**	Confirmed fire in vessel on water Confirmed explosive situation	Page out on-call off-duty personnel when directed by OIC BCAS
2nd Alarm	Marina or boat fire involving more than one vessel Large vessel fire	100% page out BCAS RCMP

HAZ MAT		
ALARM	**CALL DESCRIPTION**	**RESPONSE**
Routine	Small fuel leaks Smell of propane/natural gas or other fuel - outdoors – cause and location unknown CO complaints (no BCAS required)	Full crew Fortis for gas odors
1st Alarm	Bomb scare – standby at scene Leak of propane/natural gas or large amount of other fuel – cause or location known CO (BCAS required) Biohazard	Full crew
Crew Call **Authorized by the OIC**	Large quantity spill or high hazard dangerous good – situation requires more personnel at scene	Page out on-call off-duty personnel when directed by OIC BCAS RCMP
2nd Alarm **Authorized by the OIC**	HazMat incidents requiring entry by personnel in level A or B protective equipment	100% page out BCAS RCMP

TECHNICAL ROPE RESCUE		
ALARM	**CALL DESCRIPTION**	**RESPONSE**
1st Alarm	Confined space rescue or high angle rescue possibly required within City of Port Alberni Low angle rescue likely or confirmed within the City of Port Alberni	Full crew
Crew Call **Authorized by the OIC**	Confined space rescue or high angle rescue confirmed within City of Port Alberni	Page out on-call off-duty personnel when directed by OIC BCAS
2nd Alarm **Authorized by the OIC**	Multi-victim confined space or high angle rescue within City Confined space or high angle rescue within City of Port Alberni requiring multiple crews	100% page out BCAS RCMP

MEDICAL FIRST RESPONDER		
ALARM	**CALL DESCRIPTION**	**RESPONSE**
Routine	BCAS Assist	Full Crew
1st Alarm	First Responder Delta or Echo calls	Full crew
Crew Call **Authorized by the OIC**	Major incident - multiple casualty first responder calls as determined by the OIC – significant emergency event	Page out on-call off-duty personnel when directed by OIC

REFERENCE:

- WorkSafe BC Occupational Health and Safety Regulations Part 31 - Firefighting 31.5 - procedures

Signature of Fire Chief	May 16 2011 **Original Date of Issue** Feb 7 2012 **Amendment Date**

TITLE: PRESENTATIONS – CERTIFICATES OF APPRECIATION (BOARDS & COMMISSIONS)				
EFFECTIVE DATE: Nov 24/74	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

A Certificate of Appreciation shall be issued to citizens serving on Boards, Commissions and Committees of the City upon their retirement.

POLICY No. 3002-3 | Privacy Policy

Approved: January 23, 2023

Resolution No.: R23-10

Date of Last Review:

CITY OF PORT ALBERNI

PURPOSE

The purpose of the City of Port Alberni's Privacy Policy is to describe how the City collects, uses, and protects personal information. This policy provides a framework for how the City will operate in order to ensure personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act*. This policy also gives examples of what personal information the City needs, and examples of how it uses and discloses personal information.

DEFINITIONS

The following definitions are used in this policy:

a. "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
b. "City" means the City of Port Alberni;
c. "employee" means an employee of the City, including a volunteer and a service provider;
d. "personal information" means recorded information about an identifiable individual (but does not include information to enable an individual at a place of business to be contacted, such as the name, position name or title, business telephone number, business address, business email or business fax number of the individual);
e. "privacy breach" means the theft or loss of personal information, or the access, collection, use or disclosure of person information in the custody or control of the City that is not authorised by FOIPPA.
f. "privacy complaint" means a complaint from an individual about a breach of their own personal information.
g. "service provider" means a person we retain under a contract to perform services for us;
h. "us" refers to the City, as do "our", "we" and similar terms, not to any employees or elected or appointed City officials;
g. "you" refers to anyone whose personal information we collect, use or disclose

SCOPE

This policy applies to personal information that the City collects, uses or discloses in any form (including verbal, electronic or written personal information).

POLICY

This policy is established in accordance with the City's "Freedom of Information and Protection of Privacy Bylaw 5050, 2022". It sets the framework for privacy to be a central component of our business practices and a built-in component of our day to day program operations.

1. COLLECTION OF PERSONAL INFORMATION

The City collects personal information:

a. where collection is authorized under a statute, such as the *Community Charter* (British Columbia) and the *Local Government Act* (British Columbia), or is authorized under City bylaws;
b. for the purposes of City activities, services and programs;
c. for the purposes of planning or evaluating City activities, services and programs;
d. for law enforcement purposes, including enforcing City bylaws; and
e. at presentations, ceremonies, performances, sports meets, or similar events, that are open to the public and where individual's voluntarily appear, such as public meetings and public hearings.

The City collects personal information directly from individuals, but we may also collect it from another source if the individual has consented to the City doing so. The City may also collect personal information from another source as permitted under the Act, including in these cases:

f. where another law allows the City to do so;
g. for law enforcement, for a court proceeding, to collect a debt or fine, or to make a payment to an individual;
h. where an individual's personal information is necessary for the City to deliver, or evaluate, a common or integrated program or activity;
i. where an individual's personal information is necessary to establish, manage or terminate an employment relationship between the City and the individual;
j. if the personal information may be disclosed to the City under Part 3 of the Act; or
k. where the City collects personal information for the purpose of determining your suitability for an honour or award.

2. USE AND DISCLOSURE OF PERSONAL INFORMATION

The City will use and disclose personal information only for the purpose the City collected it for or for a purpose that is consistent with why the City collected it in the first place.

The City may also use or disclose personal information for another purpose if the individual has identified the information and consented to the City's other use. Lastly, the City may use personal information for a purpose for which it can be disclosed to us under Part 3 of the Act.

The City may also disclose an individual's personal information:

a. if the individual has identified the information and consented in writing to its disclosure;
b. to City employees or service providers if the information is necessary for their duties, for delivery of a common or integrated program or activity, or for planning or evaluating a City program or activity;
c. if an individual's personal information is made publicly available in British Columbia by a law that authorizes or requires it to be made public;
d. to a public body or law enforcement agency to assist in a specific investigation or law enforcement proceeding;
e. to an individual's union representative who is making an inquiry, if the individual has given the representative written authority to make the inquiry or it is otherwise authorized;
f. to the City's legal counsel for the purpose of legal advice or for use in legal proceedings involving the City;
g. to the individual's Member of the Legislative Assembly or Member of Parliament if the individual has asked them to help resolve a problem; or
h. as otherwise permitted or required under Part 3 of the Act.

Please note that all information provided at open meetings of Council or its committees is considered to be public. If an individual provides or discloses their personal information to the City for that purpose, they are consenting to that information being available to the public, including through posting on the City website or webcasting. This information is considered to be a part of the public record and cannot be removed or changed. However, if the individual satisfies the City in advance that they have legitimate personal safety concerns for them self or an immediate family member, the City may allow the individual to submit their personal information to Council or a committee in confidence. The City will not make it publicly available in that case, although the City will keep it in the Corporate Services office, as part of the record.

3. ACCURACY OF PERSONAL INFORMATION

The City makes every reasonable effort to ensure that personal information used to make a decision directly affecting individuals is accurate and complete.

4. ACCESS TO PERSONAL INFORMATION

An individual can ask the City to give them a copy of their personal information that is in the City's custody or control by contacting the Corporate Services department. If an individual is an employee and would like a copy of their own employee personal information, they will need to contact the Human Resources department.

If the City believes the individual's request may involve someone else's personal information, or information protected under the Act, the City may require the individual to make a formal request under the Act for access to records. The Act gives the City 30 business days to respond to a formal request, starting on the date the request is received (the Act also allows that time to be extended). Please note that in some cases the Act may require the City to refuse access to even an individual's own personal information. The City will give the individual written reasons for every decision on a formal request.

Before disclosing personal information, the City will require an individual to verify their identity, so the City can be assured that they are the individual whose information is being requested. This helps ensure the City does not disclose personal information to someone to whom it should not be given.

5. CORRECTION OF PERSONAL INFORMATION

If an individual believes there is an error or omission in or from their personal information, they can contact the City in writing and ask the City to correct it. If the City decides to correct the individual's information, the City will do so as soon as reasonably possible. If the City decides not to correct the information, the City will note the individual's requested change on the information as well as why the City did not correct the information as asked.

6. RETENTION AND DISPOSAL OF PERSONAL INFORMATION

If the City uses an individual's personal information to make a decision that directly affects the individual, the City will keep it for at least one year after the decision is made. The City also keeps personal information in accordance with the relevant record retention schedules. The City uses reasonable efforts to ensure that personal information is destroyed securely when the time comes under the records retention schedules.

7. RESPONSIBLE USE OF INFORMATION AND INFORMATION TECHNOLOGY

Individual privacy matters to the City, so the City uses reasonable security arrangements to protect personal information against such risks as unauthorized access, collection, use and disclosure. These arrangements may include information technology measures, as well as policies and practices, to protect personal information.

If the City discloses personal information to a City service provider, the City will make reasonable efforts to impose contractual protections on the service provider. Those protections vary according to the nature and sensitivity of the personal information involved. The City requires service providers not to use or disclose personal information other than for the purpose of performing services for the City.

All City employees are required to respect the confidentiality of personal information they receive or compile and are required to use and disclose it only in accordance with this policy and the Act.

8. RESPONDING TO PRIVACY-RELATED COMPLAINTS

Any complaint about any privacy-related matter under this policy or under the Act must be made to the City in writing.

The City will consider the complaint, including about a breach of an individual's privacy, and will disclose the outcome to the individual in writing. The City expects individuals to co-operate reasonably and in a timely way with City work, including by promptly providing the City with information that the City might reasonably need to do the work. Individual failure to do so may result in the City deciding not to proceed any further with the complaint.

Individual's can make a written formal complaint to the Office of the Information and Privacy Commissioner for British Columbia, although the City encourages individuals to use the City complaint procedure first.

9. PRIVACY RISK ASSESSMENTS

Privacy impact assessments (PIAs) are conducted to determine if a proposed system, project, program or activity meets or will meet the requirements of Part 3 of *FIPPA*. A PIA will be done for any new system, project, program or activity involving personal information and for any new collection, use or disclosure of personal information. A PIA will also be conducted for common or integrated programs or activities and data-linking initiatives, as well as when significant modifications are made to existing systems, projects, programs or activities.

10. PRIVACY BREACH MANAGEMENT & PROTOCOLS

Information regarding our procedures for responding to a privacy breach is outlined in Administrative Policy No. ADM 3006-1

11. SERVICE PROVIDER MANAGEMENT

Employees who prepare or manage contracts with service providers are to include the privacy protection schedule or standard privacy language, as designated by the Corporate Officer, in all contracts than involve the service provider having access to, or collecting, using or disclosing, personal information in the custody or under the control of the City.

12. EXTERNAL COMMUNICATIONS

The City will contact an individual in the following circumstances:

- To give notice of collection of their personal information;
- When individuals request access to their personal information or access to records where someone else's personal information is involved;
- When responding to requests for correction of personal information;
- When personal information is disclosed without consent for compelling health or safety reasons; and
- When the City intends to give access to personal information in response to a freedom of information request.

13. ROLES & RESPONSIBILITIES

Chief Administrative Officer

- Approves policy and procedures and ensures all employees are given notice of, and access to, a copy of the policy.

Department Heads

- Support and co-operate with the FOI HEAD in implementing the policy and in complying with *FIPPA*.

Corporate Officer/FOI Head

- Responsible for overseeing the duties and responsibilities of the Privacy Coordinator

Privacy Coordinator

- Under the direction of the FOI Head, responsible for the development, management and implementation of the City's privacy management program including ongoing assessments and revisions.
- Coordinates employee training and education, ensuring that all new employees receive *FIPPA* orientation and training within the first year of their employment.

Contact Information:
If you have any questions about this policy or your personal information please contact Corporate Services 250.720.2823 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy and *FIPPA*.

PROCESS:

This policy shall be reviewed by the Corporate Officer at least every 3 years.

RELATED DOCUMENTS:

Legislation

"City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022"
Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165)

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DANIELLE LEUREBOURG
DIRECTOR OF CORPORATE SERVICES

TITLE:	P2 – PROBATIONARY/TRIAL/ACTING PERIOD			
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES: Sept. 30/08	PAGE 1 OF 18

1. POLICY

Probationary Period

All new employees will be required to serve a probationary period of:

• Regular Full Time – CUPE	60 days worked
• Regular Part Time – CUPE	480 hours or two years, whichever comes first
• Part Time/Auxiliary – CUPE	480 hours or two years, whichever comes first
• Firefighter	6 months
• Firefighter Mechanic	9 months
• Management Employees	6 months

Significant absences during the Probationary Period may result in the extension of the period by the length of the absence.

During the Probationary Period, an employee is classified as Probationary. Either the employee or City of Port Alberni may end the employment relationship at any time during the Probationary Period. The City of Port Alberni is not obligated to provide any notice or pay in lieu of notice if the employee's employment is terminated during the Probationary Period. A decision to terminate employment during this period will not be made arbitrarily and will be made for job performance or work-related conduct reasons. Union representation will be included in any Probationary Period termination meetings involving union probationary employees.

Probationary employees are not eligible to bid on posted positions during the probationary period. When there are no eligible bidders for a posting, probationary employees may be assigned to the position

Trial Period – CUPE Employees

Employees moving into a new classification shall be given a trial period of 60 worked days in which to prove satisfactory in their performance. If the employee's performance is unsatisfactory during the trial period employees shall be returned to their former position, wage or salary rate, without the loss of seniority. If the employee finds the position unsatisfactory, they may return to their original job within 10 days worked in the new position or 15 calendar days, whichever is less.

Acting Period – Firefighters

Fire Department employees moving into a new classification shall be given an acting period in which to prove satisfactory in their performance. Acting period lengths are set out in section 10.3 (C) of the Current Working Agreement. If the employee's performance is unsatisfactory during the acting period the employee shall be returned to their former position, wage or salary rate, without the loss of seniority, as set out in section 10.3 (C).

Probationary/Trial/Acting Period Performance Reports

Two formal probationary/trial/acting period review reports will be completed by supervisory/ management personnel on all employees prior to the end an employee's probationary/trial/acting period. The process includes frank, constructive dialogue between a supervisor and an employee. Completion of the performance form documents the on-going

dialogue and is an opportunity to discuss the standards expected, as well as achievements, during the evaluation period. There are two parties to the process and a constructive two-way approach is encouraged.

The final report must be completed immediately prior to the expiration of the probationary/trial/acting period and prior to final appointment to determine the employee's suitability.

2. PURPOSE

The purpose of the Probationary Period is to establish a time period during which new employees can evaluate their new job responsibilities, while, at the same time, providing the City of Port Alberni with the opportunity to assess their suitability as a potential member of the City staff.

The purpose of the Trial/Acting Period is to enable the City of Port Alberni to assess the employee's performance in the new job classification.

Probationary/Trial/Acting Period evaluation meetings are designed to support the employee in achieving success in their new role by providing on-going feedback and coaching in both informal and formal meetings.

3. SCOPE

This policy applies to all employees as outlined above. Probationary Periods for unionized employees are governed by the terms of the applicable Collective Agreement. Trial Periods are governed by CUPE Local 118 Collective Agreement. Acting Periods are governed by Port Alberni Fire Fighters Association Local 1667 Collective Agreement.

4. RESPONSIBILITY

Supervisors/Managers are responsible for:

- Ensuring each new employee receives proper orientation to the City of Port Alberni's working environment and philosophies;
- Ensuring new employees receive adequate coaching and training to enable them to succeed in our work place(s)
- Monitoring the progress of new employees during the Probationary Period, utilizing the standards for monitoring and evaluation;
- Recommending whether or not the employee's employment continues beyond the end of the Probationary Period.
- Monitoring the progress of employees during the Trial/Acting Period, utilizing the standards for monitoring and evaluation;
- If satisfactory performance, declaring the employee permanent at the end of the Trial/Acting Period.

The Director of Corporate Services is responsible for:

- Following up with Managers/Supervisors to ensure that the required Probationary/Trial/Acting period process is completed;
- Training Managers/Supervisors in the effective use of the Probationary/Trial/Acting Period Standards for monitoring and evaluation.

5. DEFINITIONS

None.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Collective Agreement – CUPE Local 118 – Probation for Newly Hired Employees (14.03), Trial Period (15.09)
Collective Agreement – PAFFA Local 1667 – Probation (6.0), Promotions, Staff Changes (10.3 C)

7. PROCEDURE

During the probationary/trial/acting period, the employee's performance will be carefully reviewed by the supervisor and/or Department Manager. This is also the employee's opportunity to evaluate the job and work environment.

Good communication is essential at all times, but particularly during the probationary/trial/ acting period. Employees should communicate with their supervisor about any difficulties they are experiencing and they should expect that their supervisor will bring to their attention any difficulties they observe.

The City of Port Alberni has established standards for monitoring and evaluation. Appendix A outlines the timing and content for both informal and formal reviews that will take place during the Probationary/Trial/Acting Period. The immediate supervisor and/or Department Manager will meet with employees as outlined.

A Probationary/Trial/Acting Period Review form (Appendix B, C and D) will be completed and provide the basis for discussion during the formal review meetings. This evaluation will be signed by the supervisor, employee, Department Manager and Director of Corporate Services. Where there are shortcomings or concerns, the supervisor and employee will agree on a plan of action to improve performance. The supervisor will monitor performance and work with the employee to address the concerns.

Firefighters will be required to complete a comprehensive examination as part of the final probationary review. This examination will consist of written, verbal and practical components. The probationary examination will test for knowledge and skills that the probationary firefighter received training in during the probationary period. Results from the probationary examination will be used in conjunction with the probationary review to determine successful completion of the probationary period.

The final probationary/trial/acting period review must take place and the results of the review forwarded to the Director of Corporate Services prior to the end of the period.

Following the formal and informal performance reviews, if the employee does not meet the Probationary Period standards, the probationary employee, their supervisor, a Union representative and Department Manager or Director of Corporate Services will meet and the employment relationship will be terminated. For management employees, the meeting will be held with the employee, Department Manager and City Manager.

If during the Trial/Acting Period, the employee's performance is unsatisfactory they will return to their former position in accordance to CUPE Local 118 Collective Agreement (15.09) or Port Alberni Fire Fighters Association Local 1667 Collective Agreement (10.3).

When the probationary period is successfully completed, the employee will receive a letter congratulating them on successfully completing the probationary period and outlining any changes in wages/salary, benefits, etc.

8. ATTACHMENTS

Appendix A – Standards for Monitoring and Evaluation
Appendix B – Probationary/Trial/Acting Period Review Form
Appendix C – Probationary/Trial/Acting Period Review Performance Definitions
Appendix D – Management Positions – Performance Review

Appendix A

Probationary/Trial/Acting Period Standards for Monitoring and Evaluation

Part-time employee – 480 hours/2years (new hires)

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
1 month / 60 hours	Informal evaluation	Review of work practices, feedback on performance
3 months / 120 hours	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
6 months / 180 hours	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
1 year / 240 hours	Formal evaluation	Review of past formal evaluation; written acknowledgement of progress to date and updating plan for improved performance. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
18 months / 360 hours	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
2 years / 480 hours	Completion of Probationary period	***Final determination of acceptable standard of performance and appropriate match by employee and employer.*** Letter of successful completion

**** The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.***

Full-time employee – 60 working days

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
2 weeks / 10 days**	Informal evaluation	Review of work practices, feedback on performance
4 weeks / 20 days	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
8 weeks / 40 days	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
12 weeks / 60 days	Completion of Probationary / Trial period	***Final determination of acceptable standard of performance and appropriate match by employee and employer.*** Letter of successful completion

** The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*

** For employees on trial period, informal evaluation should be conducted prior to the 10th day of work or 15 calendar days whichever is less (timeframe in which employee can elect to return to former position)

Firefighter – 6 months

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
1 month	Informal evaluation	Review of work practices, feedback on performance
3 months	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
4 months	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
6 months	Completion of Probationary / Acting period	Successful completion of examination. ***Final determination of acceptable standard of performance and appropriate match by employee and employer***. Letter of successful completion

** The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.*

Firefighter Mechanic – 9 months

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
1 month	Informal evaluation	Review of work practices, feedback on performance
4 months	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
6 months	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
9 months	Completion of Probationary / Acting period	Successful completion of examination. ***Final determination of acceptable standard of performance and appropriate match by employee and employer.*** Letter of successful completion

The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.

Acting Captain – 16 complete shifts

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
4 shifts	Informal evaluation	Review of work practices, feedback on performance
8 shifts	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
12 shifts	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
16 months	Completion of Probationary / Acting period	Successful completion of examination. ***Final determination of acceptable standard of performance and appropriate match by employee and employer***. Letter of successful completion

The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.

Captain – 60 calendar days

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
4 shifts	Informal evaluation	Review of work practices, feedback on performance
30 days	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
45 days	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
60 days	Completion of Probationary / Acting period	Successful completion of examination. ***Final determination of acceptable standard of performance and appropriate match by employee and employer***. Letter of successful completion

The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.

Chief Fire Prevention Officer – 120 calendar days

End of orientation	Informal evaluation	Discussion about job readiness, evaluation of orientation
30 days	Informal evaluation	Review of work practices, feedback on performance
60 days	Formal evaluation	Written evaluation on specific job-related criteria; identification of strengths and areas to work on; written plan for improvements. ***If there are shortcomings in performance, a formal written notification is sent outlining changes required and a timeline for improved performance. ****
90 days	Informal evaluation	Follow up on items discussed during formal evaluation; acknowledgement of strengths; feedback for improvement
120 days	Completion of Probationary / Acting period	Successful completion of examination. ***Final determination of acceptable standard of performance and appropriate match by employee and employer***. Letter of successful completion

The number and frequency of evaluation meetings may increase to ensure improvement of job performance to acceptable standards. This will be based on the timeline included in the formal written notification. If an acceptable standard of performance is not achieved the probationary period may be terminated.

City of Port Alberni – Human Resources
Probationary/Trial/Acting Period Review

Employee Information:

Name: _____ Employee #: _____

Job Title: _____ Department: _____

Rating Period: From: _____ To: _____

Probationary – Interim _____ Probationary - Final _____

Performance Rating/Comments:
Giving careful consideration to the employee's performance during the entire evaluation period, assign the employee a rating based on the rating factor elements listed below using the attached rating definitions. After completing the individual rating factor elements, assign a weighted overall rating based on the importance of the individual elements to the employee's particular job. In the comments section, note specific performance deficiencies and/or the means by which the employee can improve (include needed training). All ratings of Below Satisfactory are to be clarified under Comments in terms of required performance levels or standards, required changes and timeline for improved performance.

1. KNOWLEDGE, ABILITY	**RESULTS**
a. **JOB KNOWLEDGE** – knowledge and understanding of duties, work methods, procedures. Proper use of tools/equipment.	
b. **LEARNING ABILITY** – can learn new techniques, procedures	
c. **ADAPTABILITY** – can cope with problems, emergencies, adjust to changes.	
d. **COMMUNICATION ABILITY** – transmit and understand, oral and written	
e. **INTERPERSONAL ABILITY** – relating on a personal basis to public, co-workers	
f. **SUPERVISORY ABILITY** – directing and guiding employees (if applicable)	
2. EFFECTIVENESS	**RESULTS**
g. **WORK QUALITY** – accuracy, thoroughness, neatness.	
h. **WORK QUANTITY** – volume of work done, on schedule.	
i. **WORK APPROACH** – Planning, judgment, decision making, compliance, initiative.	
j. **ATTITUDE** – cooperative, reliable, conscientious, promotes morale.	
k. **ATTENDANCE** – dependable, on time, sick leave usage, WCB usage	
l. **SAFETY** – safe work practices	

Weighted Overall Performance Rating	**Below Standards**	**Meets Standards**	**Meets Standards**

Comments:

Recommendations:

I certify that this employee	☐ is	☐ is not	meeting probationary/trial/acting period standards
I certify that this employee	☐ has	☐ has not	successfully completed the prob/trial/acting period

Signatures:

		Signature	Date
Supervisor/ Deputy Chief	This evaluation represents my considered judgment of the employee's performance during the rating period, and I have discussed this report with the employee.		
Dept. Head	Reviewed and concurred with evaluation.		
Employee:	I have reviewed my performance rating for the period cited. I ____ do _____do not wish to discuss this rating further. Employee may attach comments.		
HR Mgr:	Reviewed and processed.		

Employee Performance Report – Probationary/Trial/Acting Period Review
This performance evaluation report is to be completed by the employee's supervisor and then discussed with the employee. Each must sign as indicated above. If the employee is in disagreement with the evaluation, they may attach comments regarding such disagreement and discuss with the department manager. Return all copies to the Human Resources Manager.

Probationary/Trial/Acting Period Review Performance Definitions **Appendix C**

Factor	Element	Below Standards	Meets Standards	Exceeds Standards
a. Job Knowledge	Knowledge	Possesses marginal or inadequate job, program and/or organization knowledge, including policies and operating procedures; does not ask questions or seek information to learn about unfamiliar job aspects.	Possesses and exercises the requisite job knowledge; understands and uses new information as it becomes available; willing to spend time and effort to maintain current and thorough knowledge.	Has developed and uses outstanding job knowledge; keeps abreast of changes and new developments in the job; uses organization and own resources to improve job knowledge; shares knowledge with others.
	Equipment/ materials usage	Fails to use proper procedures, care, skill or accuracy in use of equipment and materials; does not apply sound safety practices or precautions; manner of use has resulted in loss, damage, or excessive wear.	Exercises care and caution toward equipment and material use; uses only required and proper amount of materials to get the job done adequately; performs daily maintenance of equipment to prolong its use; practices preventative maintenance	Promotes or provides efficient use of equipment/materials resulting in cost savings or increased productivity; carefully maintains and repairs equipment to prolong its use.
b. Learning Ability	Job Progress	Has not met standards of job in one or more areas given the time in service or amount of training; is not learning job responsibilities at expected rate or level; has not made adequate effort to improve competency; resists constructive criticism.	Demonstrates an appropriate and expected level of job knowledge, skill and adaptation to the job requirements given the time in service and training; has shown self-motivation to keep abreast of changes in the work and to improve competency in areas needing some development; has clear goals in mind.	Performs consistently higher and progresses faster than required standards related to the position; demonstrates well above average adaptation in the job, procedures and other conditions of employment; remains self motivated and motivates others to improve their job skills and knowledge; seeks new challenges and goals.
c. Adaptability	New/Unusual Situations	Is indifferent to or avoids changes, new ideas and approaches, or suggesting improvements; has difficulty adjusting to new or unusual work conditions; resists the introduction of new or unusual situations.	Presents a positive attitude towards, and diligently works at learning new work situations; is free from narrow or restrictive views/approaches to unusual work, priorities or operating procedures.	Behaviour is supportive of, and encourages new work methods, changes in procedures that improve work, new approaches or responsibilities; is always available to participate or help in unusual situations.
	Responsive-ness	Avoids work under adverse or pressure conditions; unreliable in response to work conditions or organizational needs; avoids or uncooperative about overtime requirements; unwilling to make personal sacrifices in time of work need.	In situation requiring long working hours or work under adverse conditions, is reliable and responsive to work needs and related demands of the organization to accomplish goals; is willing to sacrifice own time and personal convenience when demands of work require response; is prompt in responding and follows	Is always ready to serve needs of the organization; volunteers when overtime or work under adverse conditions exists; makes suggestions to improve responses or reduce the need/impact; performs work efficiently and effectively under short notice, demanding or adverse conditions.

			direction in a positive manner despite circumstances.	
d. Communi-cation	Verbal/Oral	Has difficulty in explaining and understanding instructions and information; shows antagonism or other negative traits in conversations; is offensive to others; has weak writing, grammar and articulation skills related to the job.	Expresses concerns, ideas and other information clearly and concisely; speaks without unusual disruption of thought or offensive manner; provides accurate information using vocabulary and grammar appropriate to each situation; creates sense of confidence and friendliness in conversation; has good command of written/oral communication skills.	Extremely articulate and clear in conversation; possesses advanced writing skills; able to communicate effectively with a wide range of persons; keeps others informed of important information; considers behavioural effect of proper communications.
e. Interpersonal Ability	Co-workers	Fails to exercise principles of teamwork; lacks cooperation or courtesy; makes others uncomfortable when present; practices territorialism or work unit prejudices; does not attempt to resolve conflict.	Exercises adequate interpersonal skills and understands human behaviour such that working relationships are smooth and conflicts are resolved by mature and responsible means; makes visible efforts to get along with coworkers and supervisors.	Possesses sound understanding of interpersonal relations and is effective in its applications with individuals or groups; resolves conflict congenially; takes a positive and mature approach in dealing with co-workers and supervisors.
	Public Contact	Deliberately avoids public contact; expresses little interest in or regards to concerns of public; discourteous, unfriendly or intolerant of public; tends to have an abrasive manner.	Demonstrates positive customer service behaviour; shows interest in and concern for questions or concerns; is helpful and friendly toward the public; demonstrates tolerance, respect and control; follows through to address problems or concerns	Consistently demonstrates good judgment and strong rapport when dealing with the public; listens to concerns and resolves problems or refers to proper source; handles adverse or pressure situations in an ideal manner; always follows up on public inquiries.
g. Work Quality	Completion/ Thoroughness	Often does not carry out work activities in the required or appropriate detail; tends to leave work in marginal condition; will often do only what instructed to do.	Consistently performs work with desired level and amount of detail; utilizes the most effective procedures or process to insure thoroughness; provides, clean, neat and well organized work product; does not leave loose ends.	Performs work in exemplary detail without sacrificing efficiency or economy; work product is always complete beyond standard expectations in every detail.
	Skill/ Accuracy	Does not demonstrate a proper level of work skill proficiency; requires repetitive instructions; produces errors in work that result in inefficiency.	Performs work requisite skills; does work accurately without repetitious performance instructions; has full range of skills required for competent performance; absence of continuous or serious errors in work.	Work is always accurate and orderly; performs work with superior skill and execution of duties; rarely has to repeat the same tasks due to error; has developed an advanced proficiency in the full range of work skills.
h. Work Quantity	Amount	Does not produce sufficient volume of work for allotted time or effort;	Productive worker in terms of providing a proper amount of work;	Produces an exceptional level of work output; utilizes innovative or cost effective

		overlooks customary time saving techniques; work volume is often inconsistent.	uses proper work techniques that produce an expected volume of work.	techniques that enables consistently high levels of work output or efficiency.
	Promptness	Starts/completes assignments irregularly; erratic or unreliable about doing work within allotted time.	Starts/completes assignments on time; conducts work within prescribed time; usually will complete all aspects of assigned work prior to due dates.	Has demonstrated willingness to use own time to complete work on time to meet schedules; frequently starts/completes work ahead of schedules; uses time effectively to complete difficult tasks.
i. Work Approach	Judgment/ Decision making	Has difficulty separating important and unimportant work tasks; avoids decisions; does not apply logic to work situations; avoids taking responsibility for results of work.	Has sense of priority; uses common sense; makes logical decisions; able to distinguish importance or impact of decisions; takes responsibility for decisions and actions on the job.	Possesses a keen sense of work priorities and approaches work tasks in a logical, practical and pragmatic manner at all times; willing and eager to make decisions, and accepts responsibility for consequences.
	Initiative	Does not pursue job related improvement in skills or knowledge; fails to initiate routine work; has to be told or reminded what work has not been done; does not use work hours efficiently; does not volunteer to assist others or pursue opportunities for self development.	Self-motivated; contributes ideas or work improvement methods; demonstrated desire for job related self-improvement; does work without being told; uses work hours effectively and efficiently; assists others where and when needed.	Genuinely interested in and actively pursues new methods, tools, information or knowledge; self-initiates obvious routine or needed work; observes others in need and readily assists.
	Compliance	Breaks or deviates from prescribed rules, procedures or work instructions; is not responsive to instructions or other conditions regulating work or employment; fails to take responsibility for adherence to work conditions.	Responds to work assignments and directions of supervisors; adheres to work rules, methods, procedures and other organizational requirements; takes responsibility for and corrects minor infractions.	Complies with organization work conditions and encourages compliance by others; makes constructive suggestions on rules, methods and procedures that would enhance productivity or operations.
j. Attitude	Behaviour	Displays behaviour that is not conducive to good working relations, morale, productivity, cooperation, or other generally accepted organizational standards.	Understands and works according to the need for teamwork and cooperation; has a positive orientation toward job and a positive approach toward requirements of the job; uses appropriate behaviour in varying situations.	Exemplary in behaviour towards others; cooperative and teamwork oriented at all times; makes extra effort to serve others and maintain an organizational perspective; possesses command in dealing with a wide range of situations requiring strong behavioural skills.
	Habits/ Appearance	Possesses specific habits that are incompatible with the job or related requirements; grooming or attire is substandard for job; possesses personal manners not conducive to image of organization.	Free from poor work or personal habits that could otherwise tend to interfere or adversely influence performance; maintains proper and acceptable attire and grooming appropriate to the job.	Exemplary work habits that aid high performance; personal appearance is at all times appropriate to position; consistently portrays positive image of the organization.
k. Attendance	Punctuality/	Frequently late to work or has had	Reports on time to work and	Always punctual and commences work

	Attendance	an excessive number of missed work hours; abuses leave or time off privileges.	assignments; is free from excessive absences. Follows absence approval and reporting procedures and keeps supervisors informed of duration and expected date of return from sick leave and WCB.	activities on time; has exemplary attendance.
I. Safety		Does not demonstrate proper knowledge or practice of safety related to job; has caused avoidable accidents to self or others; does not participate conscientiously in safety concerns or activities; takes unnecessary risks.	Follows established safety rules and safe work practices; considers safety implications of work procedures, methods and the use/operation of applicable equipment and materials; advises supervisor of hazards.	Eliminates hazards when observed or found and/or makes safety suggestions; encourages others to use safe work practices and procedures.

Appendix D

City of Port Alberni
MANAGEMENT PROBATIONARY PERFORMANCE REVIEW

A. OBJECTIVES

1. What objectives did you set for yourself in the first year of your employment?
2. Which objectives have you achieved/not achieved during that period? (If you did not formally set objectives, still indicate what you consider to be your significant accomplishments over the last year.)
3. What challenges did you encounter in meeting your objectives?
4. What help could your supervisor have given you in meeting your objectives?
5. If you did not set specific objectives for yourself for the last year, please list the objectives you have for the next year.

B. PERFORMANCE SKILLS ANALYSIS

How would you assess your skills in the following areas?

1. Demonstration of personal commitment to the job.
2. Contribution to the team.
3. Effective communication.
4. Leadership.
5. Creating effective relationships and building commitment in others.
6. Understanding the City's "business".
7. Job knowledge.

8.	Focus on planning, organizing and setting work priorities.
9.	Sound judgment.
10.	Innovation and welcoming change.
11.	Team building.
12.	Helping to build a constructive work environment.
13.	Developing individuals in the team.
14.	Coaching effectively.

B. DEVELOPMENT PLAN

1.	What do you consider to be your key strengths and talents? (Use examples)
2.	What are your key priorities for your own personal and professional development?
3.	How do you think these priorities can be addressed/achieved?
4.	What are your career interests with the City in terms of what you'd like to learn, what experience/s you'd like to have and what your career objectives are?
5.	What should you expect your supervisor to do to help you to achieve these interests?

C. OVERALL PERFORMANCE

How would you personally describe your overall performance over the past year?

D. SUPERVISOR'S COMMENTS:

_____

Employee's Signature Supervisor's Signature

Date: _____ Date:_____

POLICY No. 3009-1 | PROCUREMENT POLICY

Approved: June 27, 2022
Resolution No.: R22-147
Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of the procurement policy is to deliver best overall value to the City of Port Alberni [City], in its acquisition of goods, services and construction in accordance with the values of our community and Council as articulated in documents such as the Official Community Plan and the Strategic Plan. Setting out the responsibilities and accountability associated with best overall value for the acquisition of goods and services. The policy applies to all City departments and includes all purchases, leases and rentals using operating, capital and restricted funds of the City.

2. POLICY STATEMENT

It is the policy of the City to acquire goods and services through a public process whenever practical that results in supply arrangements that offer best value with consideration that may include total cost, quality, expertise, and environmental and social sustainability.

3. THE ROLE OF COUNCIL

3.1 Separation of Roles

To ensure the need for a clear and transparent separation of political and administrative functions, Council has established this policy and approved expenditures through the City's Financial Plan approval process.

To remove any potential or perceived appearance of political influence or bias, Council recognizes the need to be removed from procurement processes from the time a procurement is issued to the market to the point where a contract has been awarded to the successful bidder, except where Council is presented with a recommendation to approve the contract award in accordance with this policy.

Council maintains the ability to identify specific procurements of interest that require additional Council approval for reasons such as those that are of a high value, involve significant risk or are of significant interest to the community. During the financial planning process Council may identify the specific procurements that are to be reviewed and awarded through Council resolution. Staff maintain the ability to identify contract awards or procurements in which they feel Council approval is in the best interest of the City. Quarterly procurement reports will be provided to Council for governance review of City procurement activities.

4. EXCEPTIONS

4.1 Emergencies

In an unforeseen circumstance that requires immediate action, such that inaction would result in harm to a person or harm or damage to real or personal property of any type, the methods and procedures set out within this policy may be waived as approved expressly by the CAO. A report summarizing the emergency procurement will be presented to Council following the emergency.

4.2 Exemptions

All exemptions that exist in NWPTA, CFTA, CETA or their successors shall apply to this policy.

5. AUTHORITIES AND RESPONSIBILITIES

5.1 Roles and Responsibilities

Procurement activities not requiring a Public Competitive Process are the responsibility of each department, which are delegated the authority for acquiring goods, equipment, services and construction for all operational and capital requirements as per this policy.

Procurement processes requiring a public competitive process are the responsibility of the Finance Department which will ensure the procurement is conducted in accordance with this policy, common law and any trade treaty requirements.

The Director of Finance for the City is responsible and accountable for the management of the acquisition of goods and services, and the protection and disposal of assets.

The Director of Finance also serves as the purchasing officer for the City and is responsible for the implementation of the day-to-day administration of the procurement policy, and will establish and employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of procurement.

5.2 Authority for Procurement Transactions

Procurement Transactions cannot be completed unless the need has first been identified, budgeted for and approved by Council in the Financial Plan. Council may wish to approve the method of procurement during the adoption of the Financial Plan, otherwise all Procurement Transactions shall be completed according to this policy.

Market research procurement methods may take place when the interest is to develop a budget and Scope of Work for approval by Council.

Contract awards as well as Change Orders exceeding the Council approved Financial Plan will either be:

(i) held until Council approves a Financial Plan amendment, or

(ii) cancelled due to insufficient budget and a procurement may be reissued under a refined Scope of Work.

5.3 Commitment Authority Thresholds

Subject to the terms of this policy, and any statutory requirements, the following positions have authority to execute contracts and change orders for procurement transactions up to the identified value limits once the agreement or contract has met the criteria for approval [excluding taxes]:

- Deputy Fire Chief and Managers: $10,000;
- Manager of Operations, Manager of Information Services, and Manager of Human Resources: $25,000;
- Directors & Fire Chief: $75,000.

Subject to the terms of this policy, any statutory requirements, City bylaws, and the approval of the Director of Corporate Services [or delegate] the following positions have authority to execute contracts and change orders for procurement transactions beyond the identified value limits:

- CAO and Director of Finance: $100,000.

Persons with spending, commitment and signing authority have the following responsibilities:

a. ensure the value of the contract or change order is within the approved Financial Plan;

b. ensure that the City is able to meet its obligations within the terms of the contract and that it is likely the other party can meet their obligation;

c. ensure that the contract complies with WorkSafeBC legislation, labour legislation, applicable collective agreements, tax legislation, and other legislative and regulatory requirements;

d. be aware of any financial and other benefits that are expected to flow to the City as a result of the contract; and

e. review intellectual property requirements and consider physical, bodily injury and personal injury indemnities and risk exposure.

5.4 Authority for Procurement Method

Where not outlined within this policy, staff of the City will approach Council with a recommendation to determine the method to be used to procure the goods or services required.

5.5 Responsibility for the Scope of Work or Specifications

User Departments are responsible for defining the needs of the procurement in the Scope of Work or Specifications.

User Departments may seek assistance from consultants or procurement staff and may utilize market research techniques as described in section 9.1.

Consultants assisting in the development of a City procurement will not be permitted to compete for the resulting opportunity.

Direct contact with Vendors should be avoided when preparing a Scope of Work or Specifications.

Scope of Works and Specifications shall be generic and not specific to any one vendor to ensure competition is not reduced.

Scope of Works and Specifications substantially deviating from that which was presented and approved in the Financial Plan are to be reviewed by the Director of Finance to determine if an amendment to the Financial Plan is required prior to a public procurement taking place.

6. ETHICAL CONSIDERATIONS

6.1 Conflict of Interest and Confidentiality

Staff or anyone in a position that could influence the evaluation of bids, tenders, quotes and proposals shall conduct evaluations with the removal of bias, positive or negative, against both existing and potential vendors. Any and all qualified vendors within jurisdictions covered by trade treaties levied on the City shall be treated transparently, fairly, equally and without discrimination.

City staff with a real or perceived conflict of interest with a vendor or a potential vendor must report this interest immediately to the Finance Department. The Finance Department will review the interest and may remove the staff member from involvement in the procurement recommending a suitable staff member for replacement.

City staff and non-staff evaluating quotes, offers, bids, tenders and proposals, which includes serving on an evaluation committee, will not disclose any information gained during the course of their evaluation except to other City staff who may in the normal course of City business have a need for such information.

6.2 Supplier Code of Conduct

All suppliers, vendors and individuals including volunteers offering goods or services to the City are expected to comply with the code of conduct detailed below. Failure to follow this code of conduct may result in the termination of a contract and disqualification from future opportunities.

Professionalism

All employees, volunteers, agents, and contractors or vendors under agreement or contract with the City are required to:

- carry out their responsibilities in a professional and competent manner;
- continue to improve their knowledge, competence, skills, and professional ability;
- be aware of and abide by the British Columbia Human Rights Code;
- not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location;
- act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services;
- not make any public comments that denigrate, disparage, or are disrespectful of the City, employees, and elected officials, and refrain from making negative comments about the credibility of the City, employees, and elected officials;
- conduct themselves in a friendly, courteous, and professional manner when dealing with the public; and
- refrain from engaging in any other practice that could unfavorably reflect upon the City as identified solely by the City.

6.3 Lobbying

No bidder, proponent, vendor or anyone involved in preparing bids or proposals shall lobby any elected official or City staff in an effort to secure a contract. During a competitive procurement process all communications are to be made through the Finance Department unless the procurement document explicitly states otherwise. Vendors found to be lobbying for a contract award will be disqualified from consideration for the procurement and may be disqualified from future procurement opportunities. The following will be deemed as inappropriate communication during an active procurement:

(a) commenting on, or attempting to influence views on, the merits of the vendor's response to a procurement, or in relation to responses of other vendors;

(b) influencing, or attempting to influence, the evaluation and ranking of responses, the selection of the vendor, or any negotiations with the preferred vendor;

(c) commenting on or criticizing aspects of the procurement, the evaluation process or the scope of services, including in a manner which may give the vendor a competitive or other advantage over other vendors; and

(d) criticizing the responses of other vendors.

6.4 Gifts

City staff shall avoid accepting gifts, discounts or other favours from vendors of material value. Immaterial gifts can be accepted provided they do not result in personal gain for the receiver or result in favourable treatment of the vendor. Any gifts received shall be reported to the Director of Finance and may be subject to return.

Transaction/Contract Splitting

City staff shall not split transactions or procurements in an effort to fall below thresholds set out in sections 5.3 or 8.0.

7. SUSTAINABLE PROCUREMENT

In an effort to leverage procurement dollars to benefit the community and society; the City may include the consideration of sustainability in Best Value Procurements.

Sustainability provisions in a procurement will include attention to environmental, ethical and social responsibility as well as social value. The City will endeavor to design opportunities to minimize environmental and ethical impacts and maximize social value outcomes.

Sustainability considerations will be balanced as a consideration of best value requirements for each individual procurement. The weighting toward sustainability in each procurement may be based on the marketplace, Scope of Work and/or level of risk inherent with the procurement.

When evaluating sustainability factors, City staff should consider third party verification and certifications and may also look to utilize reference checks to verify claims made in response to a City public solicitation.

7.1 Environmental Responsibility

When evaluating environmental responsibility in City procurements, consideration may be given where proponents:

- minimize environmental harm, including end of life impacts;
- maximize resource efficiency (e.g. reduce energy and water consumption and minimize waste); and
- minimize carbon emissions.

7.2 Ethical Responsibility

When evaluating ethical responsibility, consideration may be given where proponents:

- maximize fair trade opportunities; and
- ensure sound working conditions throughout the supply chain that meet or exceed provincial, national or international employment standards.

7.3 Social Value

When considering social value, consideration will be given where proponents:

- maximize inclusive employment, training and apprenticeship opportunities among, disadvantaged, equity deserving or marginalized individuals and populations;
- maximize the diversification of the supply chain by including non-profit organizations, social enterprises and small-medium enterprises;
- contribute to the strengthening of the community by supporting the social goals and objectives of the City; and
- include any social responsibility initiatives undertaken by the organization that contribute to social wellbeing.

8. PROCUREMENT THRESHOLDS AND METHODS

The following thresholds will guide the method of procurement used to purchase goods or services. Authority to commit to goods or services is governed by Bylaw No. 5060 and this policy. Thresholds are prior to application of taxes and are cumulative [if multi year, the total value of contract].

Goods and General Services

Value	Procurement Method (minimum)	Issued By
$100 - $10,000	Single informal quote	User Department
$10,000 - $75,000	Request three written quotes	User Department
$75,000 +	Public Competitive Process	Finance Department

Professional Services

Value	Procurement Method (minimum)	Issued By
<$50,000	Single written quote	User Department
$50,000 - $75,000	Request three written quotes/proposals	User Department
$75,000 +	Public Competitive Process	Finance Department

Construction

Value	Procurement Method (minimum)	Issued By
<$50,000	Single written quote (rotate suppliers)	User Department
$50,000 - $200,000	Three written quotes or Public Competitive Process	Finance Department
$200,000 +	Public Competitive Process	Finance Department

9. PROCUREMENT AND AWARD METHODS

9.1 Procurement Methods

Market Research Methods

Market research methods are public solicitations that do not result in the award of City business. They are utilized to assess the marketplace for potential City opportunities and to offer the market transparent and fair input into a resulting competitive procurement process.

a. Request for Information
To request general information regarding goods and/or services provided by vendors, and to invite input regarding the development of procurement strategies. May also request a response for high level budgetary considerations.

b. Request for Expressions of Interest
To determine the market interest in a competitive solicitation process.

Non-Competitive Methods

c. Direct Award and Notice of Intent (NOI) to Award

The award of City business directly to a vendor for a low value procurement or where it can be demonstrated that only one vendor can supply the good or service. A NOI is used to provide public notice of the City's intent to direct award, where the City cannot strictly demonstrate that there is only one vendor as required under this section. If a successful challenge is received, an appropriate procurement process will be undertaken. NOIs will be posted to the BC Bid website for any direct award in excess of $75,000.

To proceed with a direct award where more than one quote is required, specific details, in writing, must be provided to the Director of Finance justifying the requirement for direct award according to the following exceptions:

i. To ensure compatibility with existing products or methods, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;

ii. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;

iii. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;

iv. For the purchase of goods on a commodity market;
v. For the acquisition of services from not-for-profit organizations;
vi. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or the lessor's pre-approved suppliers;
vii. For work to be performed by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work or equipment;
viii. For a contract to be awarded to the winner of a design contest;
ix. For the procurement of a prototype of a first good or pilot of a first service to be developed in the course of a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
x. For the purchase of goods under exceptionally advantageous circumstances such as used goods, bankruptcy, auction or receivership, but not for routine purchases;
xi. For the procurement of utilities;
xii. For the procurement of employee benefits;
xiii. For the procurement of real property;
xiv. Where a Public Competitive Process is impractical because of the need to obtain unique third-party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining or retaining an existing contractor for a specific task; or
xv. Where the CAO in conjunction with another Director approves the direct award purchase as requested.

d. Informal Quote

A quote that has been requested by phone or email and may be received verbally, via fax or email.

e. Written Quote

A formal quote offering goods or services. May include terms and conditions.

Competitive Methods

Competitive methods are formal procurements for goods or services that will be publicly available on the City's bid page, BC Bid and potentially other public tendering systems. Once a Public Competitive Process has been undertaken all vendors covered under the CFTA and the NWPTA who submit compliant responses will be considered in a fair and transparent manner without discrimination.

f. Request for Proposals (RFP)

A process to acquire services (primarily) where price is not the only consideration in selecting a contractor. The award is value-based and awarded to the proponent with the highest score and offering best overall value.

g. Invitation to Tender (ITT)

To acquire construction and other services where price is the only deciding factor. Used when the work to be undertaken can be specified in detail and must be adhered to by the contractor. Award is generally to the lowest compliant bidder.

h. Request for Standing Offers (RSO)

To acquire offers for goods or services that are needed on an ongoing basis, where the City enters into a contract and places orders only as needed. May be either price-based or value-based.

i. Request for Qualifications (RFQu)

To create a pre-qualification list of vendors who are eligible to participate in subsequent procurement processes. Shortlists are created using qualitative factors only and price would not normally be considered.

j. Request for Quotations (RFQ)

To acquire low value goods or services when price is the predominant deciding factor. Typically awarded to the lowest price bid that meets all mandatory requirements and the Specifications.

k. Request for Corporate Supply Arrangement or Master Standing Agreements

To acquire goods or services on behalf of a collaborative or co-operative buying group or purchasing consortium. Award is either based on price or best value.

9.2 Award Methods

Commitment and spending authority limits are governed by this policy. The following award methods will be used when finalizing a purchase commitment. The employee authorizing the award will be responsible for deciding on the type of award and may seek consultation from the Finance Department. User departments are responsible for managing contracts and agreements following the award.

Petty Cash

a. Used for low value purchases of less than $200.

Purchasing Card

b. Used for low value purchases, foreign exchange purchases within spending thresholds, and as permitted by the City purchasing card policy.

Cheque Requisition

c. Used for low value purchases where an invoice has been received and a Purchase Order is not applicable or has not been issued.

Purchase Order

d. Generally used to purchase goods or equipment of low to high value or a service of low value with minimal risk and a defined Scope of Work.

Contract/Agreement

e. Used for purchasing all types of general, professional and construction services. May require legal review for complex or high value contracts.

Change Orders/Contract Amendment

f. Used to update, alter, extend or otherwise modify a contract. Changes to contract value must be within the approved Financial Plan or, if exceeding the financial plan, have received Council approval to amend the Financial Plan.

Corporate Supply Arrangements and Master Standing Agreements

g. Used by a buying group to form a contract for goods or services.

10. VENDOR PERFORMANCE MANAGEMENT

In an effort to ensure open and transparent communication with existing vendors, Contract Managers will actively monitor the performance of vendors and contractors and work directly with vendors to resolve any minor or isolated moderate performance issues. In instances where severe performance issues or an unsatisfactory accumulation of minor or moderate performance issues occur, Contract Managers are to contact the Finance Department and a formal vendor performance review will be undertaken. In most cases (excepting the most extreme instances), vendors will be provided an opportunity to respond and resolve any performance issue(s) identified in a vendor performance review.

Vendors may be subject to termination of a contract or disqualification from future business if there is sufficient evidence of consistent failure to meet the standards specified by the City. The City will maintain vendor performance files as required. Information in this file will be supplied by the Contract Manager, receivers and procurement staff. Vendors may be evaluated based on price, quality of the product or service, contract performance, customer service and their responsiveness to requests from the City. Upon reasonable notice in writing to the vendor involved, and after a reasonable opportunity for response, a vendor may have their contract terminated and may be disqualified from future City procurement opportunities for a period not exceeding five years.

Vendors or proponents shall be disqualified when:

a. Serious breach of contract indicating unwillingness to perform a contract in accordance with the terms and conditions, Specifications or a record of unsatisfactory performance of one or more contracts in accordance with the terms and conditions thereof or in accordance with its Specifications or both.
b. An inducement to an official or employee of City by a vendor or proponent for consideration in an attempt to influence continued or future procurement opportunities.
c. Conviction for a criminal offense of a person, director, official or such person relating to obtaining or attempting to obtain a contract or subcontract.
d. Should there be evidence of collusion by any potential bidders.

A written decision shall be issued to the vendor or proponent disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that vendor or proponent as shown in the records of the Finance Department.

Vendor or proponent disqualification will be approved by the CAO.

11. OTHER PRACTICES

11.1 Document Retention

A procurement file for any completed publicly posted procurement shall be finalized and filed with the Corporate Services Department. The file shall be retained for a period of not less than seven years in accordance with the City records management program.

11.2 Unsolicited Proposals

The City will accept unsolicited proposals for unique, innovative products or services that will result in demonstrated savings to the City. Unsolicited proposals are to be sent to the Director of Finance and will be reviewed. Business may be awarded based on the requirements laid out within this policy and the requirement for a Public Competitive Process may not be precluded by the receipt of an unsolicited proposal.

11.3 Tie Bids

In the rare case of a tie bid or quote, when all factors including pricing are considered equal, the bidder with the closest physical proximity to City Hall shall be used to determine which of the tied bidders receive the award.

11.4 Single Bid / Proposal

When only one bid or proposal is received in response to a competitive procurement method, City staff or representatives shall evaluate the response to ensure fair value will be acquired.
Once City staff are confident that the response represents fair value, the contract may be awarded.

Should City staff find that the response does not represent fair value, staff may elect to negotiate or cancel and reissue the procurement.

11.5 Review by Legal Counsel

The CAO will approve requests for legal services relating to procurement which may be required as follows:

- Procurements with significant risk;
- Procurements of a value higher than $1,000,000 for Best Value Procurements and $10,000,000 for Tenders;
- Award decisions when not awarding to low bid or the highest scoring proponent;
- The disqualification of a vendor due to either bid non-compliance or poor performance on a contract;
- Non-standard forms of contracts; or
- Substantial changes to the City standard contract template.

11.6 Collaborative Procurement

The City may look to work with other procuring entities within the region, province or otherwise in an effort to maximize value and achieve economies of scale. When considering a collaborative procurement opportunity, the City shall evaluate:

- The impact to the local vendor community and its ability to submit a potential response to a competition.
- The collaborative procurement group's ability to represent the values and meet the strategic goals of the City in relation to the procurement.

11.7 Service Delivery

Agreements between the City and other local governments for the management of direct service delivery for a City function, must obtain Council approval.

11.8 Land Acquisition

*All acquisitions of land shall be approved by Council.

12. DEFINITIONS

In this Policy:

"Best Value Procurement" means the optimal combination of total cost, performance, economic, environmental and social sustainability.

"CAO" means the Chief Administrative Officer of the City or in the absence of the Chief Administrative Officer the Deputy Chief Administrative Officer.

"CETA" means the Comprehensive Economic and Trade Agreement between Canada and the European Union.

"CFTA" means the Canadian Free Trade Agreement between the federal government and the provinces and territories of Canada.

"Contract Manager" means the manager from a User Department responsible for administering the contract.

"Council" means the municipal council of the City.

"City" means the City of Port Alberni.

"Financial Plan" means the Council approved budget and five-year financial plan adopted by the City Council each year as a result of the City financial planning process.

"Director" means any employee of the City that holds a position of Director and includes the Chief Administrative Officer, Deputy Chief Administrative Officer, Director of Corporate Services, Director of Finance, Director of Engineering and Public Works, Director of Parks, Recreation and Heritage, and Director of Development Services.

"Inclusive Employment" means employment practices that provide flexible options that support people from a variety of different backgrounds and abilities to participate in the workforce.

"Low Bid Procurement" means a procurement that considers price as the predominant deciding factor from qualified bidders.

"Managers" means Manager of Parks, Manager of Facilities, Manager of Information Technology, Manager of Economic Development, Manager of Operations, Manager of Community Safety, Superintendent - Fleet & Solid Waste, Superintendent of Utilities, Superintendent of Road and Storm, Manager of Recreational Services, Manager of Police Support Services, Manager of Communications, Manager of Community Policing, Deputy City Clerk and any other exempt role not listed.

"NWPTA" means the New West Partnership Trade Agreement between the provinces of British Columbia, Alberta, Saskatchewan and Manitoba.

"Procurement Transactions" means all functions that pertain to the acquisition of goods or services at the City.

"Public Competitive Process" means a procurement where the City will request competitive bids and/or proposals from the public marketplace.

"Scope of Work" means a description of work or services that is to be performed by a vendor.

"Small- or medium-sized enterprise" means a small business has 1–99 paid employees. A medium-sized business has 100–499 paid employees.

"Specifications" means a description of a good or finished product that is to be delivered by a vendor.

"Sustainable Procurement" means purchasing requirements, specifications and criteria that support the protection of the environment, resource efficiency and social value for communities.

"Social Procurement" means very purchase has a social, economic, cultural, and environmental impact. Social procurement is about using your existing purchasing to capture those impacts to achieve overarching institutional, governmental, or individual goals that helps shape inclusive, vibrant and healthy communities.

"Social Value" means the impacts of programs and organizations on the wellbeing of individuals and communities. Social enterprises and social purpose businesses can generate social value by innovating products and services that meet community needs and participating in social procurement.

"Social Value Outcomes" means social, environmental or cultural impacts shown in quantitative metrics. These may include employment hours; jobs; contract spend; number of contracts.

"User Department" means a department of the City.

X _____
Andrew McGifford
Director of Finance

X _____
DANIELLE LEUREBOURG
DIRECTOR OF CORPORATE SERVICES

TITLE:	P4 – PROGRESSIVE DISCIPLINE			
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 5

1. POLICY

The City of Port Alberni believes that all of their employees want to, and will, do a good job if they know what is required to perform their job properly. Reasonable rules concerning personal conduct of employees are necessary if the City is to function safely and efficiently. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards the City has established for efficient and courteous service to the public.

It is the policy of the City of Port Alberni to be patient and fair in the administration of its employees, and to encourage employees to exercise self-discipline at all times in their conduct and performance. However, repeated, willful or inexcusable breaches of policies, standard operating procedures or normal business practices are not acceptable and shall be dealt with in accordance with the provisions of this policy.

Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of three corrective steps – written warning, suspension with or without pay, or termination of employment. Except for termination of employment, any step of the disciplinary process may be repeated more than once, if necessary. Management reserves the right to bypass disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

In the course of managing employees, supervisors will engage in informal coaching/letters of expectation. The use of coaching is not discipline and is intended to assist the employee in improving behaviour and work performance.

The Human Resources Manager must be consulted on all matters of discipline.

2. PURPOSE

The purpose of the policy is to provide a consistent and fair approach to resolving problems that may arise in the workplace. The purpose of the progressive discipline system is to give the employee an opportunity to correct employment problems that may arise, rather than to punish the employee.

Any employee engaging in a serious offense, such as theft, insubordination, violent behaviour, possession of illegal drugs or abuse of alcohol at the workplace, etc. will be subject to immediate suspension and/or termination.

3. SCOPE

This policy applies to all employees

4. RESPONSIBILITY

Employees are responsible for performing their work in a competent manner and displaying behaviour and conduct that is consistent with our policies and procedures.

Supervisors and managers are responsible for training and coaching employees to understand the expectations of the City of Port Alberni and the improvements that are necessary to achieve the desired work standard and/or behaviour.

5. DEFINITIONS

None

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Collective Agreement – CUPE Local 118 – Management Rights (2), Discipline (13)
Collective Agreement – PAFFA Local 1667 – Management Rights (15)

7. PROCEDURE

Discipline may be administered at any time when an incident or developing pattern of unacceptable behaviour creates a concern for the supervisor. Corrective action may be administered in the form of informal coaching and letters of expectation. If informal methods do not result in a change in performance/behaviour, discipline will be pursued.

a. Investigation

Any disciplinary action must be preceded by a thorough investigation to ensure that any action taken is accurately documented. In certain circumstances, however, employees may be immediately suspended pending the completion of the investigation. Written notes of the investigation are required to be forwarded to Human Resources for recording.

b. Interview

The interview must be conducted confidentially, in the presence of a mandatory Union and another management representative. The employee must be informed of the offence being investigated and be given a chance to explain his/her conduct. An account of the interview must be written factually and objectively. The employee will be requested to sign any statements made which are produced at this time.

c. Action

After reviewing all evidence and investigating any discrepancies between the results of the interview and the initial investigation, Managers, after consultation with the Director of Corporate Services, must ensure that proper disciplinary action is taken. In deciding the type of disciplinary action to be taken, consideration should be given to the following factors:

- Severity of the offence
- Past record of the employee
- Repetitive nature of the offences
- Circumstances surrounding the incident including the stated intent of the employee and mitigating factors.

Note: Supervisors must have a Union representative present when advising an employee of discipline to be taken.

d. Documentation

Supervisors will document all disciplinary actions. This documentation will be forwarded to the Director of Corporate Services and become a permanent record in the employee's confidential personnel file. Should a challenge arise regarding disciplinary action, the documentation may be used in the ensuing grievance proceeding or arbitration.

The City of Port Alberni reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including termination, without regard to the progressive discipline guidelines explained below.

Informal Corrective Action

1. Coaching/Letter of Expectation

When an incident occurs that warrants informal counseling under this policy, the employee's immediate supervisor shall bring the incident to the employee's attention, as soon as the facts giving rise to the incident become known. The supervisor and the employee should discuss the concerns and agree on a corrective action plan, if necessary. The expected

performance and corrective action plan may be written in the form of a letter of expectation. Letters of expectation are non disciplinary and will contain the following: "This letter does not represent a disciplinary sanction. However, it is a formal reminder of what is expected of you and a copy will be placed on your personnel file." The supervisor is expected to follow-up with the employee to ensure the corrective plan is effective and the desired results are achieved. If the desired changes or results are not achieved after a reasonable period of time, then a formal discipline step may be implemented.

Formal Progressive Discipline Steps

1. Written Warning/Reprimand

This formal step occurs when:

- informal coaching/letter of expectation has not produced the required results, or
- a situation has become progressively worse with respect to the same concern, or
- a more serious infraction has occurred, or
- another unrelated incident has resulted in a cumulative situation.

Employee actions giving rise to a written warning must be investigated and documented by the immediate supervisor and then be brought to the attention of the employee.

A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and place of the incident(s). Upon issuing a written warning a corrective action plan which outlines the improvement(s) required and the time frame within which the improvement(s) are to be achieved shall be developed. Whenever possible, the correction action plan should be mutually acceptable to and be signed by both parties. A copy of the written correction action plan shall be provided to the employee. A follow-up meeting should be scheduled no later than 30 days following the date on which the written warning and corrective action plan is issued.

2. Suspension

a) Investigative Suspension

An investigative suspension is a period of time during which time the employee is relieved of his or her job because of alleged serious misconduct. An employee may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case.

If after the investigation:

- Termination is warranted, the employee shall not be paid for the period of the investigative suspension – the Termination shall be effective on the date of termination interview.
- Misconduct is determined, but not of a sufficiently serious nature to warrant Termination, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension.
- If no misconduct is determined, the employee shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension.

The Director of Corporate Services and City Manager must be notified of any investigative suspension.

b) Disciplinary Suspension

Suspension from duty may occur after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. A suspension requires the approval of both the Department Manager and the City Manager before being issued.

3. Termination

Termination is the final step in the disciplinary process and should only be considered where other disciplinary measures have failed or they are inadequate. Termination may be invoked for a single serious act of misconduct or after a series of offences where a culminating incident has occurred. A termination, for any reason, must be properly documented and approved, in advance, by the City Manager.

8. ATTACHMENTS

Potential Disciplinary Action list

Potential Disciplinary Action

While it is not possible to list all of the offenses for which an employee will be disciplined, the following are examples of inappropriate and unacceptable conduct:

The following conduct could result in progressive corrective action:

- Absenteeism or tardiness
- Failure to report for work without notification
- Poor attitude or lack of cooperation
- Poor work performance
- Loafing, loitering or other abuses of work time

Depending on the nature, seriousness and severity of the violation immediate suspension and /or termination could result from, but not limited to, the following conduct:

- Theft – including theft of time
- Fighting or using obscene, abusive or threatening language
- Insubordination – refusal to perform work as assigned or refusal to obey any reasonable order given by an employee's supervisor or a manager
- Dishonesty or fraud
- Disorderly conduct
- Violation of safety rules and/or policies
- Falsification of employment records or documents
- Failing to maintain necessary licenses and/or certifications
- Threatening or abusive language and/or conduct towards others
- Damaging or destroying City of Port Alberni property
- Possession of firearms or weapons on City of Port Alberni property
- Reporting to work under the influence of alcohol or drugs
- Consuming alcohol or narcotics on City of Port Alberni property
- Endangering the safety and/or health of yourself or others through horseplay or other unsafe acts
- Stealing property of employees, vendors, contractors, customers or the City of Port Alberni
- Unauthorized removal of any City of Port Alberni property, documents or records
- Harassment or discrimination against another employee
- Divulging confidential or proprietary information of the City of Port Alberni
- Retaliating against another employee for making a complaint of or for providing information during a workplace investigation
- Multiple and/or excessive rule violations or other misconduct

TITLE: PROPERTY – DISPOSAL OF PROPERTY IN CUSTODY OF RCMP				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Nov 22/71 Nov 1/05	PAGE 1 OF 1

1. Pursuant to and in accordance with the Community Charter (Sec 67) and the Disposal of Property in Police Possession Regulation (B.C. Reg 366/2003) the Director of Finance or his/her designate is authorized to dispose of property in custody of the R.C.M.P. on behalf of the City either by public auction or by public tender, as determined by the Director of Finance.

2. Except as provided in Sections 4 and 5 below, the property shall be sold only after:

   a) it has been in the possession of the police for three months;

   b) one week's public notice of the sale has been given in one issue of the local newspaper;

   c) there has been no request by the finder to have the property returned to the finder.

3. Where the method of disposal is by:

a) public auction – the City Treasurer or his designate is authorized to sell the property to the highest bidder.

b) public tender – only written tenders will be accepted and the City Treasurer or his designate is authorized to sell the property to the highest tenderer.

4. If no bids or tenders are received, the City Treasurer or his designate is authorized to dispose of the property.

5. If the property is of a perishable nature, or has no apparent market value, or its custody involves unreasonable expense or inconvenience, the City Treasurer or his designate is authorized to sell or dispose of the property at any time.

TITLE:	PUBLIC ART POLICY			
EFFECTIVE DATE: June 25/13	DEPARTMENT: Parks, Recreation & Heritage	AUTHORIZED BY: Council	REPLACES: Jul 26/10	PAGE 1 OF 3

1. INTRODUCTION

City Council wishes to take a proactive role in promoting good design and community arts in all forms. Council understands that access to, and participation in, the arts is integral to a healthy and vibrant community.

Public art inspires new perspectives of, and interactions with, public places. Artists provide unique interpretations of sites and play a key role in engaging the public imagination. Public art stimulates, entertains, instructs and occasionally provokes, its audience.

2. VISION

Port Alberni is a vibrant and creative community. Civic leaders understand the importance of creating a sense of place in the urban environment. Port Alberni is known as a leader in facilitating the creation and installation of art for public display.

3. PURPOSE

Artworks will be accepted for public display to meet the following purposes:

- To enhance the attractiveness and vibrancy of the community.
- To facilitate tourism attraction and related economic benefits within the community.
- To support artistic endeavours as a means of promoting growth and development of community spirit and identity.
- To encourage, promote and support the arts and artists for the benefit of all residents.
- Foster public awareness of the arts and of the community's vibrant arts and cultural constituency.
- To provide opportunities and resources for education, participation and enjoyment of the arts throughout the region.
- By example, to encourage private sector initiatives for facilities, displays and programs.

4. POLICY

Definition

Public art is artwork that is intended for installation and integration in indoor and outdoor public areas for the public to experience at no direct cost.

Public art includes sculpture, carving, painting, two-dimensional works, architectural or landscape design elements in any medium.

This policy focuses on the visual arts. It is understood that the arts also includes performance, programming, instruction, festivals, and exhibitions.

Guidelines for Donation of Artworks for Public Display

- The City of Port Alberni will accept the donation of artworks for public display, subject to guidelines for accepting such works as outlined below.
- The City of Port Alberni may also commission the creation of works of public art, subject to the same guidelines.
- The City of Port Alberni will document and inventory public art.
- The City of Port Alberni will maintain the artworks in good condition.

Guidelines for Acceptance of Donation of Artworks
The City of Port Alberni may accept gifts of artwork for public display.

Artwork offered for donation or sale will be assessed by City Council through a jury process. This process may result in a recommendation to accept or not to accept the gift or to accept with certain conditions. Acceptance will not be recommended if the conditions of donation unduly bind the actions of the City with regard to installation or maintenance or if the work does not meet the City's guidelines for public art.

Donors requesting a tax receipt must supply satisfactory professional appraisal. Donors will bear the cost of the appraisal.

Donors are encouraged to include a donation of funds to be reserved for ongoing maintenance of the artwork.

Review Process

Process
Installation of public art will be approved by City Council. Council will appoint a Public Art committee to undertake a selection process with recommendations to Council. The selection process will ensure fair treatment and community benefit.

The Jury/Committee shall consist of:
- Manager of Museum, Heritage & Culture
- Director of Parks, Recreation & Heritage
- City Planner
- Chair of the Community Arts Council
- Chair of the Heritage Commission
- One practising artist
- One member each appointed by the Tseshaht and Hupacasath First Nations.
- One member of Council will be appointed by the Mayor as a liaison member of the Committee

The Terms of Reference for the Public Art Committee shall be:
- The Public Art Committee will meet as required.
- Expert advice may be brought into the jury process as required.
- Artwork will be evaluated based on a project description which will include a description and photographs or drawings of the artwork; statement of theme or intent of the piece; indication of relevance of theme/artwork to Port Alberni; location request if applicable; installation and maintenance requirements; biography of artist; any fees or charges; associated funds donated for maintenance.
- Primary staff liaison will be the Museum Director who will be responsible for acquiring or preparing the project description and calling meetings of the Jury as required.
- The donor/artist will be notified of Jury recommendations in a timely manner.
- Documentation of Jury recommendations will be maintained on file for 2 years.
- A Committee member deemed to benefit from a proposed project in any way or related to the artist or project proponent will remove themselves from the adjudication process.
- Jury will maintain confidentiality.

Selection Criteria

- Public artworks will be unique (ie: not duplicate of works in other communities).
- Public art will recognize excellence.
- Works will be of sufficient value to merit selection.
- Preference will be given to works which reference unique qualities of the Alberni Valley.
- Consideration will be given to recognizing diversity within the entirety of the public art. program, with a mix of professional and amateur, traditional and innovative, aspiring and established, local and national, artists and artistic works.
- Artwork will comply with standards of public safety.
- Artwork will comply with nationally recognized standards of human rights.
- Preference will be given to objects that will be durable when displayed in public places, to retain their artistic value with limited maintenance.

Location

The City will encourage wide spread inclusion of public art. Priority will be placed on high volume pedestrian areas, the uptown “Rotary Arts District”, civic buildings, city parks and outdoor areas, commercial area sidewalks and boulevards.

By example, the City will encourage the inclusion of art in other public buildings and private development.

Management

On agreement to receive an artwork, a donor agreement will be executed between the City and the artist/donor. The agreement will confirm the donor as the rightful owner, will transfer ownership of the work to the City, will transfer copyright, document any covenants of the artist for future rights regarding the piece and detail any considerations for maintenance.

Documentation collected with the acquisition of the artwork should include an artist’s statement and specifications of the artwork, biographical details of the artist and photographs of the artwork.

The acquisition process and ongoing management of the public art collection will be undertaken as a discrete collection by the Alberni Valley Museum. Routine maintenance of the public art collection will be undertaken by the City Parks Department.

Deaccessioning is the removal of an artwork from the City’s collection. Items may be deaccessioned if they endanger public safety; require excessive maintenance or repair; the ongoing good condition or security of the work cannot be guaranteed; the authenticity of the work is in doubt; the public can no longer access the site or the site is undergoing redevelopment. Deaccession procedure will follow the guidelines set by the Alberni Valley Museum for its historical collections.

POLICY No. 3009-3 | Purchase Card Policy

Approved: May 23, 2023

Resolution No: R23-182

Date of Last Review:

CITY OF PORT ALBERNI

PURPOSE

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

POLICY

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

ROLES AND RESPONSIBILITIES

1. Responsibilities
   a. Chief Administrative Officer [or designate]
      i. Authorizing cardholder and cardholder limits.

   b. Cardholder
      i. Reviewing and familiarizing with the Purchasing Card Online Procedure.
      ii. Adhering to the Purchasing Cardholder Agreement.
      iii. Ensuring card security and reporting lost or stolen cards immediately to the card company and the CPA P-Card Administrator.
      iv. Ensuring all purchases are business related and not for personal use.
      v. Reconciling monthly statements and providing receipts and backup promptly and as necessary.
      vi. Reporting any disputed transactions to the CPA P-Card Administrator immediately upon identification.

   c. Authorizing Managers [or designate]
      i. Identifying opportunities and potential individuals that may benefit from having a P-Card while carrying out their duties.
      ii. Approving cardholder applications.
      iii. Making recommendations on single transaction and monthly limits for cardholders.
      iv. Reviewing and approving monthly statements for cardholders.
      v. Identifying and reporting any possible infractions of this policy to the CPA P-Card.

   d. Administrator
      i. Coordinating, overseeing and managing the P-Card program

Sharie Minions
Mayor

Donna Monteith
Corporate Officer

POLICY No. 3009-5 | PURCHASING CARD USAGE

Approved by: Administration

Date of Last Review: January 27, 2025

CITY OF PORT ALBERNI

1. PURPOSE

1.1 Introduction

The Purchasing Card (P-Card) is a tool that facilitates the purchase and payment of goods and services required to conduct City of Port Alberni business.

Cardholders are expected to exercise sound judgment when using the P-Card. The conditions set forth in this Agreement govern the responsible use of, and procedures for, Cardholders.

2. POLICY STATEMENT

2.1 The City of Port Alberni Purchasing Card Cardholders are responsible for ensuring that they adhere to the Purchase Card Policy in order to enforce adequate controls to minimize the risk of fraudulent activity.

3. SCOPE AND APPLICATION

3.1 P-Card Controls and Restrictions

The City has launched the Spend Dynamics Purchasing platform for employees to manage card use. The City has implemented a variety of controls for P-Card usage, such as monthly limits, Charge Code (CC) restrictions, and Transaction Approvals.

Adjustments to Controls and Restrictions can only be made with authorization from the Director of Finance or CAO (or delegate).

Examples of Purchasing Card Usage

- Subscriptions, seminars, memberships, advertisement
- Catering and food items for normal course of business
- Department specific, one-off purchases of small dollar value
- Miscellaneous Department supplies, except stationery supplies (stationery is to be ordered through the City staples account unless items are not available)
- Miscellaneous equipment maintenance and/or repair requirements
- Reservation for travel and accommodation

Purchasing Card Uses Not Allowed

- Gift cards of any kind unless authorized by the Director of Finance (or delegate)
- Any product, or service normally considered to be inappropriate use of funds
- Capital equipment, without the prior authorization of the Director of Finance (or delegate)
- Furniture of any kind, including small dollar value items, without the prior authorization of the Director of Finance (or delegate)
- Equipment such as heaters or air conditioners

- Computer hardware including PCs, laptops, monitors, and any other IT related items without consent of the Information Technology Manager (or delegate)
- Computer software without consent from the Information Technology Manager (or delegate)
- Liquor, cash advances and personal services
- Automotive repairs without consent of the Fleet Superintendent
- Cell phones or other Smart Phones
- Maintenance contracts
- Staffing – temporary help
- Purchase of hazardous materials of any type
- Extended rentals or leases
- Drugs/Pharmaceuticals
- Firearms
- Donations

3.2 Purchasing and Procurement policies

All P-Card expenses must comply with current policies relating to purchase and expense within the City of Port Alberni policy manual.

3.3 Travel Expenses - Reservation and Accommodation

P-Cards are authorized for travel related to training and development. P-Cards may be used for reservation and payment of transportation, accommodation, and conference/training fees.

International travel requires pre-approval of a CAO (or delegate) and must be attached to the P-Card reconciliation report.

3.4 Travel Expenses - Meals, Mileage, Incidentals

P-Cards will not be used to incur expenses related to personal usage or meal expenses while travelling on City business. Employees must submit a travel expense reimbursement form as required for per diem and travel related allowances included within the City of Port Alberni Travel policy.

4. DEFINITIONS

4.1 P-Card holders

Employees authorized by the CAO to make P-Card purchases on behalf of the City.

4.2 Monthly Transaction Limit

The maximum dollar amount authorized for a P-Card holder within the 30-day billing cycle.

5. POLICY

5.1 Activation

a. Cardholders agree to comply with all policies and procedures related to the P-Card Program
b. Cardholders must read and sign the "Purchasing Card Usage Agreement" before receiving a card
c. Cardholders must complete a brief training session on the P-Card system "BMO Spend Dynamics"

5.2 P-Card Use Best Practices

a. Provide your name as it appears on the P-Card, the P-Card number, and expiry date.
b. All shipments are to be sent directly to sites and not to personal addresses. Give accurate delivery information, including: Contact Name/Department/ Building and Room number/Phone Number.

c. If an order is from out of country, applicable duty and/or taxes will be incurred in one of the following ways: Customs Broker/Canada Post/courier (such as UPS or FedEx). Payment for these charges may made with a P-Card.
d. Your department will be charged for all freight and brokerage fees associated with your order and any return(s) related to your order.
e. Obtain the original sales receipt at point of sale.
f. Verify each transaction for accuracy and validity.

5.3 P-Card Security

a. Use Secure websites: When using your P-Card online the ordering site must be encrypted or protected, such as a trusted SSL (Secure Sockets Layer) certificate (i.e. the address window must start with https://) to ensure security of your P-Card number and order information.
b. Use strong passwords: select strong passwords for your online shopping accounts.
c. Enable two-factor authentication where available.
d. Monitor your credit card statements.
e. Call BMO at 1.800.263.2263 to settle any fraudulent activity or to dispute a transaction posted on your P-Card statement.
f. Notify the Finance Department of any changes to your name, telephone number, or job description.
g. Return the P-Card to the Director of Finance or upon transfer, leave of absence, termination, retirement, or at the request of management.

5.4 P-Card Management

The P-Card reconciliation is completed through our BMO Spend Dynamics P-Card management system. It is a web-based platform that provides the cardholder with the ability to preview, verify, split, and re-allocate the cost of their purchases online. (See instruction guides for reference).

The billing cycle closes on the 27th of each month (fluctuating only if the 27th falls on a weekend).

Cardholders must reconcile their P-Card statement 7 days after the billing cycles is closed. Email reminders will be sent out to ensure all new Cardholders are aware of this deadline. Accounts Receivable will email a reminder to Cardholders who have not submitted their expenses by the deadline.

Please Note: A log is kept of delinquent Cardholders. If multiple statements have not been reconciled in a timely manner a final reminder will be sent by the Deputy Director of Finance. Failure to reconcile (with all supporting documentation) on any future P-Card statements will result in a 3-month P-Card suspension or cancellation of the P-Card.

For assistance with BMO Spend Dynamics accounts, call BMO Corporate Client Services 1.800.844.6445.

6. AUTHORITY TO ACT

6.1 Manager Responsibilities

Managers must verify and authorize all monthly transactions being processed by other staff. The manager must ensure that all credit card transactions are business related and all supporting documentation and coding is provided by the required reconciliation deadlines.

6.2 Cardholder Responsibilities

This delegation of authority comes with the responsibility for Cardholders to observe all policies, procedures, and spending limits relating to purchases including the following:

- Cardholders are responsible for the monthly reconciliation of their P-Cards

- Cardholders are to keep their P-Cards secure and the P-Card number confidential
- P-Cards are not transferrable. Only the person whose name appears on the P-Card is responsible for ensuring authorized use of the card and that all transactions are recorded according to the P-Card Policy
- At no time are P-Cards to be used for personal expenses
- Lost or stolen P Cards and fraudulent activity must be immediately reported to Bank of Montreal at 1.800.263.2263 (accessible 24 hours a day, 7 days a week)

6.3 Termination of Employment

Prior to termination of employment or job duties requiring corporate credit card use, each cardholder must:

- Reconcile all expenditures on their card
- Surrender their corporate credit card to the Accounting Department

If any credit card transactions appear after termination of employment that are of a personal nature and/or business related but no original receipts have been provided, then such amounts will be deducted from any final payments owed to the employee or will result in legal action being taken against the former cardholder.

7. APPLICABLE POLICIES

- Procurement Policy 3009-1
- Purchase Card Policy 3009-3
- Purchase Card Usage Policy 3009-5

8. REVIEW PROCEDURES

January 2025 - New

Sara Darling
Director of Corporate Services

Mike Fox
CAO

Purchase Card Agreement

Acknowledgement

I, _____, acknowledge that I have read and understood the Purchasing Card Usage Agreement.

I agree to adhere to this Agreement and will ensure that employees working under my direction that have been assigned a Credit Card adhere to this Agreement.

Total reimbursement of any and all misappropriated monies is required.

I understand that if I violate the rules/procedures outlined in this Agreement, I may face disciplinary action up to and including termination of employment.

_____	_____
Name	Director of Finance/ Deputy of Finance:
_____	_____
Signature	Signature
_____	_____
Date	Date

TITLE: PURCHASING – REQUISITION AUTHORITY				
EFFECTIVE DATE: Nov. 1,2005	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Sep 6/89, Jan 11/90, Jul 13/92, Jul 12/99	PAGE 1 OF 2

Each staff position that is authorized to approve purchase orders, approve an invoice received through an open ended purchase order, or authorize a field purchase order is as listed below:

Purchase Order authority codes 1 through 5 are assigned to each position. In the event of a Department Head's absence he/she may temporarily designate a subordinate to have such signing authority that the Department Head deems necessary.

No purchases are to be made without a regular purchase order number or field purchase order number which must be obtained prior to placing an order (except petty cash and credit card transactions).

All capital purchase orders must be approved by the Department Head .

CITY HALL ADMINISTRATION

POSITION	AUTHORITY CODE
City Manager	(1)
City Clerk	(1)
Manager of Information Technology	(1)
Director of Finance	(1)
Deputy Director of Finance	(2)
Administrative Assistant	(2)

PURCHASING DEPARTMENT

POSITION	AUTHORITY CODE
Purchasing Clerk	(4)

ENGINEERING STAFF

POSITION	AUTHORITY CODE
City Engineer	(1)
Mechanical Services Superintendent	(2)
Utilities Superintendent	(2)
Streets Superintendent	(2)
Mechanics	(5)
Carpenters	(5)
Chargehands	(5)

FIRE DEPARTMENT

POSITION	AUTHORITY CODE
Fire Chief	(1)
Deputy Fire Chief	(2)

PARKS AND RECREATION COMMISSION

POSITION	AUTHORITY CODE
Director of Parks, Rec & Heritage	(1)
Recreation Services Manager	(2)
Parks Operations Supervisor	(2)
Facility Operations Supervisor	(2)
Director of Corporate Services & Community Development	(2)
Museum Director	(2)
Aquatics Program Supervisor	(3)
Gardener	(5)
Small Equipment Mechanic	(5)
Carpenter	(5)
Senior Maintenance Worker (Echo, Arena, Glenwood)	(5)
Recreation Programmers	(5)

R.C.M.P. DETACHMENT

POSITION	AUTHORITY CODE
Officer in Charge	(2)
OPS Support NCO	(2)

EXPLANATION OF CODES

Code (1) No restrictions within budget.
Code (2) Operations services, supplies and capital construction where applicable to positions but not capital purchases.
Code (3) Concession purchases, program purchases and routine building maintenance purchases.
Code (4) Inventory purchases.
Code (5) Purchases with field purchase order only.

POLICY No. 3002-7 | RECOGNITION OF SERVICE

Approved: November 25, 2024
Resolution No.: 24-385
Date of Last Review:

CITY OF PORT ALBERNI

1. **POLICY**
   The City of Port Alberni will recognize employees for their years of service to the City as per the procedures outlined below.

2. **PROCEDURE**
   Employees will be recognized for their years of service to the City as follows:

   10 Years of Service: A jacket (or similar item) embroidered with the City logo will be presented to every employee who has achieved ten years of continuous year-round employment, and on every tenth anniversary of continuous employment thereafter. This will include full-time, part-time and casual employees.

   25 Years of Service: Employees who have achieved 25 years of continuous service with the City will be presented with a watch (with the City logo printed on the face). The watch will be to a maximum value of $500 and will be engraved as follows:

   "First Name Last Name", 25 Yrs., Year

   Employees being recognized for 25 Years of Service will be presented with their watch at the Organizational Council Meeting, typically held on the second Monday in December.

   Recognition at Retirement: Upon retirement employees shall receive a cheque of the value outlined below to recognize their years of service to the City:

Up to ten years of service	$200
Up to fifteen years of service	$300
Up to twenty years of service	$400
Up to twenty-five years of service	$500
More than twenty-five years of service	$600

   Retirement Celebration: The City will provide up to $400 for the purpose of a retirement celebration for employees who are retiring. Reimbursement for expenses incurred (excluding alcohol) for such a celebration will be processed upon submission of receipts.

3. SCOPE

This policy applies to all employees (full-time, part-time and casual) who have worked on a continuous year-round basis.

Members of Council who achieve 10 years of continuous service will be eligible for "10 Years of Service" recognition as outlined above.

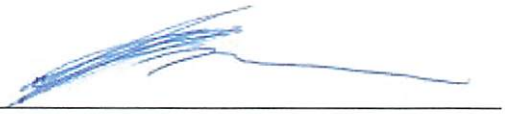
4. RESPONSIBILITIES

10 Year Service Awards: The Human Resources Department is responsible for determining who is eligible to be recognized for a 10-year service award, facilitating the ordering of appropriate clothing items, and coordinating with department managers regarding the presentation of these items.

25 Year Service Awards: The Human Resources Department is responsible for contacting employees who have achieved 25 years of service, having them select a watch, and inviting them to be presented with their award at the Organizational Council Meeting.

Retirement Recognition: The Human Resources Department is responsible for requesting retirement recognition cheques as required. The Department Manager is responsible for ensuring that Human Resources is aware of the upcoming retirement, and for presenting the retirement cheque to the retiring employee.

Retirement Celebration: The Human Resources Department or Department Manager is responsible for approving submitted expense receipts and processing them for reimbursement.



Sharie Minions
Mayor

Sara Darling
Director of Corporate Services

Date	Change Description
Sept 30, 2008	Previous version
Nov 15, 2024	Policy update

TITLE:	P3 – REFERENCE REQUESTS			
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES:	PAGE 1 OF 3

1. POLICY

Only employees authorized through a specific assigned job responsibility are permitted to respond to third party reference requests. In the event of a reference request, either oral or written, is received by an unauthorized employee, the request shall be forwarded to the Director of Corporate Services for action and/or response.

If the request for information is related to a credit or loan application, the employee must authorize release of this information in writing. Alternatively, the Director of Corporate Services, or designated alternate, may provide a letter of confirmation to the employee, on City letterhead, which can then be used by the employee.

If the request for information relates to an ex-employee of the City of Port Alberni with respect to job performance or other employment-related matters, only authorized employees may respond to such requests. Responses will be limited to factual information, authorized in writing by the employee for disclosure that can be documented through review of the ex-employee's personnel file.

If an employee is requesting a letter of reference for employment or education purposes, the request should be submitted to the Director of Corporate Services. The letter will be written on City letterhead to the specific organization or institution. The reference will be based on factual information that can be documented through review of the employee's personnel file.

2. PURPOSE

To protect an employee's privacy and to ensure a consistent treatment of reference requests.

3. SCOPE

This policy and procedure applies to all employees.

4. RESPONSIBILITY

Any unauthorized person who receives a reference request, either oral or written is responsible for forwarding the request to the Director of Corporate Services or other authorized person.

The Director of Corporate Services or other authorized person is responsible for ensuring that all employees understand the City's approach to reference requests and to respond to such requests in accordance with this policy.

5. DEFINITIONS

"Personal information" is any information about an identifiable individual and includes race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, and any numerical identification, such as Social Insurance Number. Personal information also includes information that may be related to work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline. Personal information does not include job title, business contact information or job description.
"Authorized employees", for the purpose of this policy are the Director of Corporate Services, City Clerk, City Manager and Department Head.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Personal Information Protection and Electronic Documents Act – Canada
Personal Information Protection Act – British Columbia

7. PROCEDURE

Employees who receive reference requests shall immediately forward such requests, either oral or written, to the Director of Corporate Services or other authorized person.

A copy of any written response to a reference request shall be provided to the employee or former employee.

No payroll information or personal information shall be provided without the written authorization of the employee or ex-employee. Attachment A, or a reasonable facsimile of Attachment A, is used for this purpose.

Reference requests from potential employers shall be limited to information authorized in writing by the employee for release and which can be documented through review of the employee's or ex-employee's personal file.

In the event an employee or ex-employee does not provide written authorization to release specified information to a third party, only the employee's or ex-employee's job title, job duties and dates of employment will be disclosed.

8. ATTACHMENTS

Attachment A – Authorization to Release Information

A**ttachment A**

City of Port Alberni
Authorization to Release Information

I, _____ (Employee's Name),

hereby authorize the City of Port Alberni to release information listed below to

_____ _____ (Third Party).

Choose whichever apply:

☐	Confirmation of employment and salary information (usually used for banking/lending purposes).
☐	All employment information in the City's possession, including dates of hire, positions held, information relating to performance and attendance (both objective and subjective), salary information and all related matters (usually used for reference checking purposes).
☐	Any medical information in the City's possession, including absences, medical notes or reports (usually used for sick leave, disability benefits or health insurance).
☐	Other (specify information to be released):

I hereby release and discharge the City of Port Alberni from any claim whatsoever relating to the City of Port Alberni acting in accordance with this authorization.

_____ _____

Employee/Ex-employee's Signature Date

TITLE: REGIONAL DISTRICT – VOTING BY REGIONAL BOARD MEMBERS				
EFFECTIVE DATE: Aug 12/02	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Mar 3/71, Jan 14/74	PAGE 1 OF 1

1. Votes for Municipal Regional Board Directors will be apportioned according to the decision of City Council adopted by resolution of Council.

2. When any matter concerning the City is reported to Council by its Regional Board members for decision and direction, and there is disagreement on Council in respect to that matter, the following rules shall be used to make a decision:

   a) The Board members shall make a recommendation to Council in writing.

   b) The Council shall refer the matter to an appropriate committee, standing or special, for the fullest possible investigation, including consultation with Regional Board officials and shall report back to Council with the Committee's recommendation.

   c) The report of the Committee shall be debated and adopted or rejected by Council.

   d) On the basis of the outcome of the above procedure, the Council shall then by resolution, instruct its members how to vote on the Regional Board on the matter in question.

POLICY No. 3002-6 | Release of In Camera Resolutions

Approved: January 26, 2026
Resolution No: R26-40
Date of Last Review: April 22, 2024

CITY OF PORT ALBERNI

PURPOSE

Although the *Community Charter* specifies circumstances under which Council meetings may be closed to the public, Council wishes to conduct the governance of the City in a manner which is as transparent and accountable as possible. Consequently, this policy is intended to provide direction on the public disclosure of business conducted in closed Council meetings, where such disclosure may be possible without contravention of legislative requirements or the creation of harmful effects upon the municipality.

SCOPE

Section 90 of the *Community Charter Act of BC* permits Council meetings to be closed to the public if the subject matter being considered relates to certain topics including personal information; labour relations; the security of the municipality's property; acquisition or disposition of land; law enforcement; litigation; administrative tribunal hearing; the receipt of advice subject to solicitor-client privilege; information prohibited from disclosure under the Freedom of Information and Protection of Privacy Act; the proposed provision of municipal service; and discussion of municipal objectives, among others.

DEFINITIONS

Chief Administrative Officer: (CAO) means the employee so appointed by Council or their Designate.

Closed Council meeting: means a regular or special meeting of Council which is closed to the public pursuant to the provisions of Section 90 of the *Community Charter*.

Council: means the governing and executive body of the City constituted as provided under the *Community Charter*.

Open Council meeting: means a regular or special meeting of Council which is open to the public pursuant to Section 89 of the *Community Charter*.

POLICY

This policy is established in accordance with the City's "Council Procedures Bylaw, 2013, Bylaw No. 4830".

1. Council may, by resolution passed by a majority vote of the members of Council present, release to the public portion of a Council Meeting, any or all of the written material provided to a closed Special Meeting or any or all of the Resolutions passed at such closed Special Meeting, subject to the *Freedom of Information and Protection of Privacy Act.*

2. The release of confidential deliberations and information shall not be made public unless specific authorization to do so has been given by Council resolution adopted at a duly constituted Meeting by a majority of the members of Council present. Unauthorized disclosure of such confidential information is deemed to be improper conduct.

3. If possible, Council will report in an open Council meeting at the next Regular Council meeting following a closed Council meeting to disclose any or all business conducted in the closed meeting.

4. The decision whether to release in-camera will be at the discretion of Council as advised by the Chief Administrative Officer or legal counsel as required.

5. Council will only report if the disclosure of business conducted in a closed meeting does not contravene legislative requirements or create other potentially harmful effects to the City, Council or staff.

6. Once per year, prior to January 31st of the following calendar year, the CAO will submit a report in an open Council meeting providing a summary disclosure of all business conducted in closed Council meetings during the previous calendar year, unless the disclosure of any such matters contravene legislative requirements or create other potentially harmful effects to the City, Council or staff.

REVIEW PROCEDURES

This policy is to be reviewed by Council following a general local election.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2823 or by email corp_serv@portalberni.ca.

AUTHORITY TO ACT

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

RELATED DOCUMENTS

"Council Procedures Bylaw, 2013, Bylaw No. 4830"

Sharie Minions
Mayor

Sara Darling
Corporate Officer

POLICY No. 3002-5 | Requests for Letters of Support

Approved by: February 26, 2024
Resolution No.: R24-94
Date of Last Review:

CITY OF PORT ALBERNI

1) PURPOSE

From time to time the City of Port Alberni receives requests from organizations and individuals seeking a letter of support for their endeavours. The purpose of this policy is to establish a process to respond to such requests.

2) POLICY STATEMENT

The objective of this policy is to authorize the Mayor to provide a letter of support on behalf of the City in certain circumstances, and to clarify which requests for a letter of support should be presented to Council for consideration at a Council meeting.

3) SCOPE AND APPLICATION

This Policy applies to all members of Council and all City employees.

4) DEFINITIONS

(a) "applicant" means the individual or organization requesting a letter of support from the City.

(b) "City" means the municipal corporation of the City of Port Alberni.

(c) "Council" means the municipal Council of the City.

(d) "letter of support" means written correspondence from the City setting out the City's level of support for an applicant's submission.

5) POLICY

(a) All requests for a letter of support that are received from an applicant by a member of Council or by a City employee will be submitted to the Director of Corporate Services (Corporate Officer) to assess and process under this Policy.

(b) City staff may require the applicant to provide supporting documentation or additional information as necessary to assess their request for a letter of support.

(c) If a request for a letter of support:
   (i) is from a non-profit organization or a registered charity; and
   (ii) does not involve a financial contribution or in-kind contribution from the City (i.e. facility space or staff time other than preparing the letter of support); and
   (iii) is in connection with an initiative that would be beneficial to the community; and
   (iv) does not contravene any applicable legislation or other City policy; and
   (v) would not be in competition with a grant application from the City;
   then City staff may prepare a letter of support to be approved by Council.

(d) Upon preparation of a letter of support, City staff will distribute the letter to Council by email to permit a 24-hour review window. If no objections are received, City staff may proceed with signing by the Mayor.

(e) Even if the criteria in section 3 (c) (i) – (v) are satisfied, the Chief Administrative Officer or Council may nevertheless refer the request for a letter of support for further consideration at a Council meeting.

(f) If the criteria in section 3 (c) (i) – (v) are not satisfied, then City staff may respond to the applicant advising that their request does not meet the required criteria, and City staff may refer the request for a letter of support to Council for consideration at a Council meeting, subject to applicable legislation, other Council policies, and the Council Procedures Bylaw.

(g) For certainty, any request for a letter of support from a member of Council will be referred to Council for consideration at a Council meeting and will remain subject to the *Community Charter* conflict of interest restrictions

(h) A copy of all letters of support signed by the Mayor under this Policy will be included for information on the next Regular Council meeting agenda, subject to applicable deadlines under the Council Procedures Bylaw.

AUTHORITY TO ACT

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

6) REVIEW PROCEDURES

This policy is to be reviewed by Council following a general local election.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email corp_serv@portalberni.ca

Sharie Minions
Mayor

Donna Monteith
Corporate Officer

POLICY No. 5005-2| RESPECTFUL WORKPLACE

Approved by CAO: August 12, 2024

Date of Last Review:

CITY OF PORT ALBERNI

1) PURPOSE

1.1 The purpose of this policy is to ensure a consistent understanding of the expectations of all employees in maintaining a respectful work environment that is free of harassment, and the procedures in place for reporting, investigating and resolving complaints made under this policy.

2) POLICY

2.1 Every employee is entitled to work in an environment in which they are treated with dignity and respect, and that is free of all forms of bullying and harassment, and the City of Port Alberni is committed to providing such an environment. The City considers workplace bullying, harassment, discrimination, and disrespectful conduct as serious offences and will not tolerate such behavior.

2.2 Every employee has the responsibility to conduct themselves in a professional and respectful manner, and refrain from participating in behavior that is, or could be perceived to be, disrespectful in nature.

2.3 It is the intent of the City of Port Alberni to follow the investigation and resolution processes outlined in this policy for all complaints of violations of it. Reported violations of this policy will be addressed in an impartial, timely and confidential manner. Conduct that is in violation of this policy may result in disciplinary action, up to and including termination of employment.

2.4 Employees are encouraged to report violations of this policy and can expect to do so without fear of reprisal. As such, this policy prohibits any form of direct or indirect retaliation or reprisal against anyone who, in good faith, brings forward a complaint or participates in an investigative process. If any employee is found to have retaliated against another employee in such circumstances, they may be subject to disciplinary action.

2.5 If an investigation determines that a complainant knowingly initiated a false allegation or made an allegation with intent to harm another, this will also be considered a violation of this policy and will be subject to disciplinary action. This does not apply to complaints made in good faith but which are not proven.

2.6 This policy is in addition to and not in substitution for rights all individuals have under the British Columbia Human Rights Code, WorkSafeBC regulations, or any other external body or legislation.

3) SCOPE

3.1 This policy applies to all City of Port Alberni employees and contractors.

3.2 This policy applies to the workplace itself, and to all other locations where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions, work assignments outside of the City of Port Alberni's premises, as well as work-related travel, conferences and training sessions. It also applies away from the workplace or after regular working hours where an employee's conduct may have a negative impact on the workplace. It can also apply to electronic communications and behaviours on social media.

3.3 This policy applies to all workplace bullying, harassment, discrimination and disrespectful conduct, whether it is based on one of the protected grounds under the BC Human Rights code or on any other basis.

4) RESPONSIBILITIES

4.1 A respectful workplace requires the commitment and cooperation from every employee in the organization. Every employee is responsible for ensuring that their own behavior is respectful at all times. Specific responsibilities include:

(a) **All Employees:**

- Ensure personal conduct supports a respectful workplace.
- Behave in a manner which will not reasonably offend, intimidate, embarrass or humiliate, whether deliberate or unintentional.
- Know and comply with their rights and obligations arising from this policy, the *BC Human Rights Code* and the applicable *WorkSafeBC regulations.*
- Attempt to resolve interpersonal differences with other employees in a respectful way in a timely manner.
- Report disrespectful conduct, bullying or harassment if observed or experienced in the workplace, if it is not resolved between the parties.
- Cooperate in investigations and/or resolution meetings to resolve complaints.
- Maintain confidentiality related to complaints.

(b) **Supervisors, Managers and Directors:**

- Know, understand and ensure compliance with the Respectful Workplace policy.
- Provide and support a work environment that is free from any form of discrimination, harassment or disrespectful behavior.
- Ensure employees under their direction are aware of and understand the Respectful Workplace policy.
- Regularly monitor the workplace to ensure this policy is being followed.
- Intervene promptly and appropriately when they know that disrespectful conduct, bullying or harassment is occurring.
- Work to resolve and remedy instances of disrespectful behavior in a timely manner.

(c) **Human Resources:**

- Ensure employees are provided with training on respectful workplace behavior and their responsibilities under this policy.
- Provide assistance with respect to policy interpretation and administration.
- Ensure an impartial and timely process is followed where a complaint is received, and oversee the investigation/resolution process as may be required.
- Protect the privacy and confidentiality of individuals involved, save and except as may be necessary to conduct a fair investigation, or as otherwise required by law.
- Assist in the mediation process where required; determine when third party assistance may be appropriate.
- Assist in determining an appropriate response to investigations including corrective actions.
- When appropriate, facilitate joint involvement of management, union representatives and other staff to resolve issues.

Under WorkSafeBC regulations employers, workers, and supervisors must all take reasonable steps to prevent where possible or otherwise minimize workplace bullying and harassment.

5) COMPLAINT PROCEDURE

5.1 **Informal Processes:**

The City of Port Alberni encourages all parties, including bystanders, to take steps to resolve concerns under this policy as early and as informally as possible. Often the easiest way to stop disrespectful or bullying behavior, as a party or a bystander, is to let those involved know that their behaviours are unwelcome and in violation of the Respectful Workplace policy, and allow them an opportunity to correct their behavior.

Step 1 – Direct Communication

An employee who feels subject to, or who is aware of an incident of discrimination, disrespectful behavior, bullying or harassment is encouraged to try and communicate directly with the other individual(s) involved and advise them that the behavior is unwelcome. This should take place as soon as possible.

Step 2 – Informal Resolution

If this is not successful in stopping the behavior or if the individual does not feel able to communicate directly with the other person, they should report the conduct to their Supervisor, Manager, Union Representative or Human Resources who can assist in attempting to resolve the matter informally through a mediated resolution between the parties. This may involve a facilitated discussion between the two parties and could include:

- Meeting separately with each person involved in the complaint to review concerns
- Meeting together with all persons to facilitate a conversation to resolve the issue
- Reviewing policies and reinforcing expectations of respectful conduct
- Seeking commitments from individuals that they will conduct themselves in a respectful manner

Any agreed-to resolutions will be documented and placed in a confidential file. If resolution cannot be attained by an informal resolution process, then a formal complaint may be filed.

An employee that pursues an informal course of action is not prevented from filing a formal complaint in the future.

5.2 **Formal Processes:**

Step 3 – Formal Complaint

A request for a formal investigation can be made when informal approaches have not resolved the problem and/or the concerned employee wishes a formal investigation to be conducted. If possible, a written complaint should be put forward by the Complainant. This should contain as much information as possible including: the names of the parties involved; any witnesses to the incident(s); the location, date and time of the incident(s); details about the incident(s) including behaviours and/or words used; any additional details that would help with an investigation. Relevant documents (if any) should also be included with the complaint. The form included in Appendix A may be used to make a written complaint.

It is important to note that an investigation may be initiated even in the absence of a formal complaint, if the circumstances warrant such follow-up. In addition, anonymous complaints will not be entertained; however, they should not be ignored and the Human Resources Department should be contacted regarding appropriate steps.

Step 4 – Investigation

Once a formal complaint is received, Human Resources will initiate an investigation if deemed appropriate (at this stage an informal resolution process may still be considered if such has not already been undertaken).

The investigation of a formal complaint will be conducted promptly and diligently, and will be kept confidential save and except as may be necessary to conduct a fair investigation or as otherwise required by legislation or law.

Formal investigations may be conducted by a member of staff or an external investigator.

The investigator will conduct a thorough, fair and impartial investigation of the complaint with the purpose of making findings of fact and determining whether there has been a violation of this policy. It will be conducted in such a way as to grant both parties fair opportunity to present their side of the issue. The person against whom the allegation is made will be informed of the complaint and be allowed the opportunity to respond to the allegation. The investigator will interview the complainant, the respondent and any witnesses who may have relevant information. All persons interviewed during the investigation may be accompanied by a representative.

Employees are expected to cooperate in the investigation process, to provide any details of incidents they have experienced or witnessed, and to maintain confidentiality.

At any time during the investigation, the investigator and the parties may elect to pursue an informal resolution to the complaint, or may reach a settlement of the matter, in which case the investigator may propose that the investigation be discontinued.

Step 5 – Investigation Results

Upon conclusion of the investigation, the investigator will document their findings and determine whether the alleged conduct constitutes a violation of the Respectful Workplace policy. The findings may also include recommendations regarding remedial actions.

The Complainant and the Respondent will be advised of the investigation findings.

Based on the findings of the investigation, appropriate remedial actions will be taken. These may include:

- Education and training.
- Review and modification of policies, procedures and practices.
- Ongoing monitoring.
- Any other strategy designed to eliminate and prevent disrespectful conduct.
- Disciplinary action up to and including termination.

It should be noted that an unproven allegation does not mean that harassment did not occur or that there was a deliberate false allegation. It may simply mean that there is insufficient evidence to proceed or that while the complainant may have genuinely had reason to believe that they experienced disrespectful behaviour or harassment, the investigation has not borne out the complaint.

5.3 **Timelines:**
Employees are requested to bring forward complaints in a timely manner so that actions can be taken and incidents investigated promptly. Where a complaint is filed more than twelve months after the incident(s) on which the complaint is based, the reasons for the delay in filing the complaint, whether the delay will result in prejudice to any of the individuals involved, and any other relevant circumstances will be considered in determining whether a formal investigation will be initiated.

6) DEFINITIONS

6.1 ***Bullying and Harassment*** (as defined by WorkSafeBC):

(a) Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct that may constitute bullying and harassing behavior **include**:

- Verbal aggression, insults or threats.
- Humiliating initiation practices or hazing.
- Spreading malicious rumours.
- Calling someone derogatory names.
- Vandalizing personal belongings.
- Isolation and/or exclusion.

Bullying and harassing behavior **does not include**:

- Expressing differences in opinion.
- Offering constructive feedback, guidance or advice about work-related behavior.

Intent does not determine whether behavior is bullying or harassment.

6.2 ***Complainant*:** the employee making the complaint that bullying, harassing, or disrespectful conduct has occurred.

6.3 ***Respondent***: the individual alleged to have engaged in bullying, harassing, or disrespectful conduct.

6.4 ***Sexual Harassment:*** unwelcome conduct that is sexual in nature, which may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment. The term of "sexual harassment" is not meant to apply to social relationships between employees based on mutual consent.

Examples of sexual harassment include, but are not limited to: unwelcome remarks, questions, jokes, innuendo or taunting about a person's body, sex or sexual orientation, including sexist comments or sexual invitations; leering, staring or making sexual gestures; display of pornographic or other sexual materials; unwanted physical contact such as touching, patting, pinching or hugging; sexual advances with actual or implied work-related consequences; or inquiries or comments about a person's sex life or sexual preferences.

6.5 ***Personal Harassment:*** any behavior by a person directed against another person that a reasonable person would know, or ought to know would cause offence, humiliation or intimidation.

Personal harassment can take many forms including, for example, behaviours, words, or actions, and can consist of a single incident or several incidents over a period of time. It can include objectionable actions, comments or displays that demean, belittle or cause humiliation or embarrassment. Personal harassment can also take place electronically (eg. text messages, social media, emails, etc.).

Examples of personal harassment includes, but are not limited to: making derogatory comments to or about another person; swearing or yelling; inappropriately interfering in another person's work; making derogatory gestures; playing embarrassing practical jokes; ridicule or gossip; heedless disregard or denial of another's rights; improper use of power or authority; vandalizing another's belongings; making threats; ostracism or hazing; gossip. Personal harassment does not include every workplace conflict or interaction that an employee may find unpleasant.

6.6 ***Protected Grounds*****:** those defined grounds outlined within the BC Human Rights Code. These include: race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or conviction of a criminal or summary conviction offence that is unrelated to employment.

6.7 ***British Columbia Human Rights Code*****:** the law in BC that provides protection from harassment and other forms of discrimination on the basis of the protected grounds.

7) OTHER INFORMATION

7.1 **Confidentiality**

Every reasonable effort will be made to protect the privacy and confidentiality of individuals involved in any of the processes outlined in this policy, save and except as may be necessary to conduct a fair investigation or as otherwise required by legislation or law.

Any employee involved in any of the processes outlined in this policy is required to maintain confidentiality, except as necessary to report an incident, investigate an incident, take action flowing from an investigation or meet legal requirements. Failure to do so could result in disciplinary action.

7.2 **Record Keeping**

All records pertaining to investigations will be stored in a secure and confidential manner by Human Resources. This information will not be disclosed except as required by legislation or law.

No record of a complaint made under this policy will be placed on an employee's personnel file, except in cases where discipline has been imposed. In this case the record of discipline will be placed in the employee's personnel file.

7.3 **Other Remedies**

This policy is in addition to and not in substitution for rights all individuals have under the *British Columbia Human Rights Code,* WorkSafeBC regulation or through any other external body or legislation.

In addition, Article 4 of the CUPE Collective Bargaining Agreement provides for the use of the grievance procedure and the potential appointment of a third-party neutral investigator to investigate the facts and make final and binding recommendations. The procedures outlined in this policy are not meant to override those provisions, but rather to provide an alternate course of action that may proceed at the mutual agreement of the CUPE executive and City Management.

7.4 **Training**

The Respectful Workplace policy will be communicated to all staff and included in the new employee orientation process.

7.5 **Annual Review**

This policy shall be reviewed annually.

Date	Change Description
August 12, 2024	Policy approved
Sept. 11, 2025	**Annual Review**

Mike Fox
CAO

Danielle Leurebourg
Corporate Officer

Appendix A

Respectful Workplace – Formal Complaint Form

COMPLAINANT INFORMATION *(PERSON MAKING THE FORMAL COMPLAINT)*	
NAME:	DEPT:
DATE:	POSITION:
RESPONDENT INFORMATION *(PERSON COMPLAINT IS BEING FILED AGAINST)*	
NAME(S):	
DEPT:	
POSITION/RELATIONSHIP:	

PERSONAL STATEMENT

Please provide as much detail as possible regarding the incident(s), including:

- The names of all of the parties involved
- Any witnesses to the incident(s)
- The location, date, and time of the incident(s)
- Details about the incident(s), including behavior and/or words used
- Any other relevant information

Attach any supporting document, such as emails, handwritten notes, photographs, etc. Attach additional pages as necessary.

Respectful Workplace – Formal Complaint Form *(continued)*

Complainant's Signature:	Date Signed:
Complaint Form Received By (Name & Position):	Date Received:
Signature of Person Receiving the Complaint Form:	

TITLE: RETAINING WALLS				
EFFECTIVE DATE: Dec 11/89	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. The municipality's inspection policy for retaining walls will be on a complaint basis.

    a) Upon receipt of a complaint about a faulty retaining wall, staff will

    b) ascertain
        (i) if the wall is on private land or within the highway right of way.
        (ii) whether or not this wall was constructed
            (a) as a local improvement or
            (b) with participation by the City (other than L.I.)
            (c) otherwise.

    c) assess the apparent risk created by the wall (with the assistance of a structural engineer where this is considered advisable); and

    d) estimate the cost of repairs or reconstruction necessary to reduce or eliminate the risk.

2. The foregoing information is to be reported to Council for decision as to required action which may be, if the wall is privately owned, to proceed under section 725 or 936 of the Local Government Act.

3. Repairs to walls constructed as local improvements will be given priority for repair within available funding.

    a) Council's decision on each complaint will be by resolution and the complainant advised of the decision.

TITLE: REZONING – APPLICANT TO BE HEARD				
EFFECTIVE DATE: Nov. 1, 2005	DEPARTMENT: Planning	AUTHORIZED BY: Council	REPLACES: Apr 8/91	PAGE 1 OF 1

Every applicant who submits an application for rezoning of property will be invited to attend the Advisory Planning Commission meeting at which their application is considered and invited to the City Council meeting where reports of the City Planner and the Advisory Planning Commission minutes concerning the application are considered. The applicant will also be provided with a copy of the City Planners report in advance of the Council meeting.

Council is not under any obligation to process every application for rezoning through to a public hearing.

POLICY No. 5002-1 | SALARY ADMINISTRATION - EXEMPT POSITIONS

Approved: October 1, 2025
Resolution No: IC25-158
Date of Last Review: July 12, 2021

CITY OF PORT ALBERNI

1. PURPOSE

To provide a framework for the administration of salaries for exempt positions.

2. SCOPE

This policy applies to all exempt positions of the City of Port Alberni.

3. PROCESS

The salary structure for exempt positions is comprised of position families, levels, and salary ranges for each.

The top of the salary range for each position represents the job rate or normal maximum base salary for the position. This will be based on the median of salary data for similar positions in comparator communities, as determined by an external market review conducted in the third year of each term of Council.

The bottom of the salary range represents the minimum base salary for the position.

Initial salary placement for an employee within the salary range will be determined based on a number of factors including qualifications and previous experience, and is subject to approval of the City's CAO.

All employees who meet the performance expectations for their position should be able to reach the normal maximum base salary for their position over time. Increases through the salary range will be based on an employee's job performance meeting or exceeding the expectations for their position, in accordance with an annual performance review process. The timing and amount of salary adjustments within the range are at the sole discretion of the City and subject to the approval of the City's CAO. Any such increases must be within the budget as approved by Council.

A merit maximum range for each position will be established and reserved for employees whose performance consistently exceeds the expectations of the position.

A minimum differential of 10 per cent will be maintained between pay levels where there are reporting relationships.

Initial salary placement and any increases within the salary range for the position of CAO will be determined by Council.

4. PROBATIONARY PERIOD

All new exempt staff, as well as exempt staff who move into a new position, will have a probationary period of 6 months. Completion of the probationary period will be based on the employee demonstrating satisfactory performance during the probationary period. A probationary performance review will be conducted by the employee's manager prior to the completion of the probationary period.

5. ANNUAL SALARY ADJUSTMENTS

Exempt positions will receive an annual salary increase effective January 1st of each year by a percentage equal to the average BC Consumer Price Index (CPI) from the previous year.

6. EXTERNAL MARKET REVIEW

In the third year of each term of Council, the City will undertake a market review of the base salaries of exempt positions. The purpose of this review will be to ensure that exempt salaries remain competitive.

7. SALARY STRUCTURE REVIEW

Concurrent to the external market review, the City will review its internal hierarchy of positions to ensure that positions remain appropriately placed in each level.

8. POSITION CREATION / CHANGE

When a new position is created or a material change is made to an existing position, the Director of Human Resources will evaluate the position using the position family salary structure and place the position in the corresponding salary level.

9. ACTING PAY

During some absences of senior exempt employees, another employee may be designated to "act" in the capacity of the absent employee and will receive acting pay in accordance with the following guidelines.

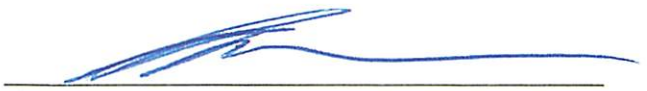
Deputy Positions:
Where a deputy position exists, the deputy will not normally receive acting pay during times when they are acting in the capacity of the position to which they normally report.

In cases where the deputy is expected to act in the senior capacity for a period of greater than 30 consecutive days (or for a period of time that is unknown and likely to extend beyond 30 consecutive days), the deputy will receive a rate of pay 10% above their normal salary, provided this does not result in a rate of pay higher than that of the employee for whom they are acting. In this case the deputy will receive the rate of pay of that employee.

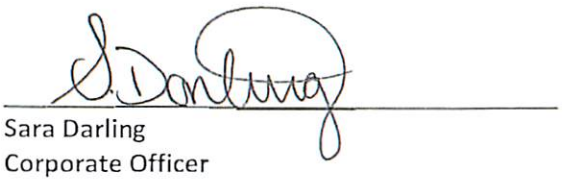
Acting Capacity (No Deputy Position):
Where no deputy position exists, and where an employee acts in a senior capacity for a period of two calendar weeks or more, that employee will receive a rate of pay 10% above their normal salary, provided this does not result in a rate of pay higher than that of the employee for whom they are acting. In this case the acting employee will receive the rate of pay of that employee.

10. Review

This policy will be reviewed concurrently to the external market review process.



Sharie Minions
Mayor



Sara Darling
Corporate Officer

Date	Change Description
July 21, 2021	Policy update
October 14, 2025	Policy update

TITLE: SEWERS – BLOCKAGES				
EFFECTIVE DATE: Nov 1, 2005	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Oct 28/68	PAGE 1 OF 1

When the City is called and its workers clear a blocked sewer, no charge is made regardless of whether the problem is on private or City property, unless materials are involved on private property.

When the City is called and its workers discover the blockage is on private property and requires replacement of a pipe or a revision of the plumbing system, the City proceeds no further until the owner is notified that the problem is his responsibility. In these circumstances, the City will not render an account for its costs.

When the owner calls a contractor and the trouble is found to be on City property, the City will consider a claim for reimbursement from the owner on the merits of each individual case.

TITLE: SEWERS – EXTENSION OUTSIDE CITY LIMITS				
EFFECTIVE DATE: May 21/74	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The City does not permit extension of its sewerage system to serve properties outside its boundaries.

TITLE: P5 – SICK LEAVE WHILE ATTENDING A DETOXIFICATION PROGRAM				
EFFECTIVE DATE: Jun 9/80	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Subject to the written confirmation of the need for treatment by the employee's physician and upon written recommendation of a Counsellor of Mental Health and Addictions Services (VIHA) an employee admitted to and attending a detoxification program endorsed by the said Mental Health and Addictions Services (VIHA) shall be granted sick leave for the duration of such treatment.

CITY OF PORT ALBERNI
POLICY MANUAL

Title: SMOKE FREE WORKPLACE	
Department Responsible: Human Resources	
New ☒ Amended □	Pages: 1 OF 2

1. POLICY

The City of Port Alberni is committed to creating a safe and healthy workplace for all of its employees. This includes ensuring that employees are protected from the harmful effects of second hand smoke in their work environment. As such the City of Port Alberni prohibits the use of any smoking, vaporizing and tobacco products including cigarettes and e-cigarettes within City facilities as well as within City vehicles, and will ensure that all such smoking activities comply with current legislation and safety regulations.

2. PURPOSE

To ensure the health and safety of employees by communicating the expectations and guidelines regarding smoking in the workplace.

3. SCOPE

This policy applies to all City of Port Alberni employees, as well as contractors and volunteers engaged in work or volunteer activities for the City.

4. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

WorksafeBC Regulation Guidelines – Part 4 - Environmental Tobacco Smoke and E-Cigarette Vapour, 4.81 Controlling Exposure

4.81 Controlling Exposure

Subject to section 2.41 of the Tobacco and Vapour Products Control Act and section 4.23(2)(c) of the Tobacco and Vapour Products Control Regulation, an employer must control the exposure of workers to environmental tobacco smoke and e-cigarette vapour at a workplace by doing all of the following:

(a) prohibiting the following activities in the workplace:

(i) smoking tobacco;

(ii) holding lighted tobacco;

(iii) using an e-cigarette;

(iv) holding an activated e-cigarette;

(b) subject to section 4.22(3) of the Tobacco and Vapour Products Control Regulation, restricting the activities referred to in paragraph (a) of this section to a safe outdoor location that is a minimum of 6 m from a doorway, window or air intake of an indoor workplace

5. PROCEDURE

The City of Port Alberni prohibits the use of any smoking, vaporizing and tobacco products including cigarettes and e-cigarettes within City facilities.

Where the use of smoking or vaporizing products is permitted on City grounds, it will be restricted to at least 6 meters away from building entrances, windows and air intake systems, in order to prevent smoke or vapor from entering those facilities and/or exposing any other person who is entering or exiting those facilities.

Designated employee smoking areas complying with the relevant regulations will be identified as required at City facilities and employees will only be permitted to smoke in these designated areas.

Smoking is strictly prohibited within all City vehicles, including mobile equipment.

There will be no smoking permitted at job sites during work activities. This includes any site where an employee is engaged in work activities for the City, including construction sites, sports fields, parks, etc.

If an employee smokes at a job site during a designated break, they must ensure that they are a minimum of 6 meters away from building entrances, windows and intake systems, and a minimum of 12 meters away from any other employee.

TITLE: SNOW AND ICE CONTROL				
EFFECTIVE DATE: Feb 12/01	DEPARTMENT: Engineering & P&R	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 3

SCOPE:

This statement outlines the City of Port Alberni's policy for snow and ice control on City streets, sidewalks, City Building accesses and City owned parking lots.

POLICY:

The City of Port Alberni will endeavor to provide for reasonably safe movement of vehicular and pedestrian traffic when winter weather conditions prevail. This will generally be in compliance with this policy, subject to budget allocations and the availability of equipment and human resources.

This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions.

1. <u>Road Snow Plowing</u>

Plowing of roads is the responsibility of the Engineering Department.

The Streets Superintendent is responsible for deciding how best to apply the resources at his disposal to address the particular snow and ice hazard. Plowing will commence when the depth of falling snow reaches 10cm (4"). The Streets Superintendent may authorize plowing where in his opinion the road conditions are such that a lesser depth of snow is causing dangerous conditions.

a) General Road Plowing Priorities

i) Arterial Roads
ii) Collector Roads
iii) Local Roads

b) Specific Route Priorities:

In addition to the priority noted above based on road classifications, the following will be given high priority regardless of road classifications

i) Routes serving Emergency Service Facilities including Hospital, Fire Hall, Ambulance Station, Seniors Center.
ii) Bus Routes - Public Transit
iii) Steep Hills
iv) School Areas

c) *Local Roads*

Local roads will not be plowed outside of normal Engineering Department working hours unless the depth of falling snow reaches 15cm (6").

2. Road Sanding/De-icing (Salting)

The sanding/de-icing of City roads is the responsibility of the Engineering Department. Sand and/or de-icing materials will be applied to roads in the proportions considered appropriate for the particular road and weather conditions prevailing at the time and those forecasted to occur. The Street Superintendent will make this decision based on daily local weather forecasts and actual road conditions. In addition, if called upon by the RCMP road patrol officers, specific sanding/de-icing will be applied where requested. Priority for sanding and salting shall be the same as listed in 1a) and b) above.

3. Snow Removal - Driveways/Intersections

Removal of snow from intersections and driveways of City buildings is the responsibility of the Engineering Department. The road accesses or driveways to municipal buildings, will be cleared of snow and ice when the depth of falling snow reaches 10cm (4") or conditions are such that a lesser depth of snow or ice is causing dangerous conditions. Windrows left by plowing snow will be removed from intersections and bus stops where accumulated snow significantly impedes safe movement of vehicles or pedestrians. The priority will be as follows:

a) Driveways

i) City owned Emergency response buildings (Fire Hall, Police, Public Works)
Ii) Driveways of other City buildings open to the public.
Iii) Driveways of other City buildings

b) Clearing Intersections & Bus Stops

i) Intersections on Arterial routes
ii) Intersections on Collector routes
iii) Intersections on Local routes
iv) Bus Stops on Arterial routes
v) Bus Stops on Collector Routes

4. Parking Lot Snow & Ice Control

The removal of snow and the sanding/salting of City owned parking lots is the responsibility of the Parks and Recreation Department.

Sand and salt will be applied to parking lots appropriate to the conditions prevailing or forecasted to occur as directed by the Parks/Facility Operations Supervisor. Specific site sanding/salting will be applied as requested by the various facility Managers. Priority will be as listed below.

Snow removal from City owned parking lots will begin when the depth exceeds 100mm (4") or when the conditions are such that a lesser depth of snow is causing a dangerous condition. The priority shall be as follows.

a) City Owned Emergency Buildings
b) Parking Lots of City Facilities Open to the Public
c) Other City Parking Lots

5. **Sidewalk Snow Clearing**

The clearing of snow from sidewalks is not undertaken by the City except as provided for in section c) below:

a) Residential Sidewalks
The public is encouraged to clear snow from the sidewalk adjacent to their property.

b) Commercial Sidewalks
Under the Traffic Bylaw sidewalks adjacent to premises in any business district must be cleared by the owner or occupier of the premises before 12 noon of any day except Sundays or holidays. The Bylaw Enforcement Officer is responsible for enforcement of this Bylaw provision.

c) Sidewalks Adjacent to City Owned Property
The City will undertake clearing of snow and sanding/salting of sidewalks adjacent to City owned properties. Except as otherwise noted, the Parks & Recreation Department is responsible for clearing of Sidewalks adjacent to City Properties. The Parks Operations Supervisor is responsible for deciding how best to apply the resources at his disposal to provide reasonably safe sidewalks adjacent to City facilities. Snow will be plowed from such sidewalks when the depth of falling snow reaches 75mm (3"). The Parks/Facility Operation Supervisor may authorize plowing where in his opinion the sidewalk conditions are such that a lesser depth of snow is causing dangerous conditions. The priorities of sidewalk plowing at City facilities are as follows:

Sidewalk Clearing Priorities
i) Sidewalks adjacent to and on the grounds of City owned buildings**
ii) Sidewalks on City Bridges
iii) Sidewalks adjacent to City Parks
iv) Walkways within City Parks

** The sidewalks adjacent to the Fire Hall will be cleared by the Fire Department Staff.

TITLE: SOCIAL NETWORKING POLICY				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Corporate Services	AUTHORIZED BY: Council	REPLACES: NEW	PAGE 1 OF 4

Statement

The City of Port Alberni supports social networking and its associated software as a collaborative tool to increase the breadth and agility of sharing information, experiences, ideas and designs. Instant messaging and online discussion boards are forms of electronic social networking used for everyday business in the City. Forms of social networking websites include, but are not limited to, blogs, discussion forums, personal and group pages, interactive web sites, news sites which allow postings.

Purpose and Objective

The purpose of this policy is to establish procedures to encourage the use of social networking while still respecting existing laws, policies, directives and standards.

The objectives of this policy are:

- Provide guidance and information to the organization with respect to responsible use
- Define employee/employer responsibilities
- Provide departments with resource information

Procedure

1) Definitions

i. **Blog**: provide commentary or news on a particular subject such as food, politics, local news, group activities, and personal online diaries. A typical blog combines text, images, links to other blogs, web pages and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs.

ii. **Electronic networks**: are groups of computers and computer systems that can communicate with each other. Without restricting the generality of the foregoing, these networks include the Internet, networks internal to an institution and public and private networks external to an institution.

iii. **Employee**: An individual employed by the City of Port Alberni to perform a specific job.

iv. **Information management**: A discipline that directs and supports effective and efficient management of information in an organization, from planning and systems development to disposal or long-term preservation.

v. **Personal Data**: Data such as blog postings, internet chat logs, cache files, or electronic files which are not work related.

vi. **Personal Information**: The *Privacy Act* defines personal information as “information about an identifiable individual that is recorded in any form”. The definition provides examples of personal information such as:
    - “information relating to the education or employment history of an individual”, such as would be found on a resume
    - “any identifying number, symbol or other particular assigned to the individual” such as a Social Insurance Number (SIN)
    - “the address, fingerprints or blood type of an individual”
    - “the views or opinions of another individual about the individual”

- "The name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual", etc.

vii. **Responsible Use**: use of social networking software responsibilities are similar to expected behaviour on electronic networks already established. All users are expected to follow appropriate behaviour and content as per policies and administrative directives.

viii. **Social Networking Service**: focuses on building online communities of people. Most social network services are web based and provide a variety of ways for users to interact, such as email and instant messaging services.

ix. **Viewer**: users who do not usually contribute to the website, blog or wiki but mainly read through it to gain information and learn from the available content. Most users (80-90%) fall into this category.

x. **Wiki**: a web application designed to allow multiple authors to add, remove and edit content. The multiple author capability of wikis makes them effective tools for mass collaborative authoring.

xi. **Involuntary information**: This is information that a user posts publicly without intention due to misunderstanding the technology or by accident. For example, GPS information in an uploaded photo, or information sent to the wrong email address.

2) Code of Conduct

i. Employee Conduct

a. The City has an approved Standards of Conduct/Conflict of Interest policy. All guidelines and policies outlined in this document also relate to an employee's conduct while using social media.

ii. Citizen Conduct

a. While maintaining corporate social media accounts, content or posts forwarding inappropriate information or opinions may be encountered. The following Citizen Code of Conduct is posted on the Municipal website and is linked to any of the City's social media accounts where members of the public can leave comments.

- <u>Citizen Code of Conduct for Social Media</u>

1. The intended purpose of the City's social media accounts are to serve as a mechanism for unilateral or bilateral communication between the City and members of the public. Any information posted to the City social media accounts that contain any of the following forms of content shall be removed:
    a. Profane language
    b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
    c. Sexual content or links to sexual content
    d. Solicitations of commerce
    e. Conduct or encouragement of illegal activity
    f. Information that may tend to compromise the safety or security of the public or public systems

g. Comments in support of or opposition to political campaigns or ballot measures
h. Content that violates a legal ownership interest of any other party

b. Prior to removing content a City Employee will save a screen capture that records the inappropriate material, the identity of the commenter, the time and the date. This will be saved in a folder in the City's network data drives.

3) Principles of Use:

i. As a condition of employment, all employees and users must acknowledge in writing that they have read and understood the City's *Communications* policy.
ii. All data ***including personal data*** stored on City systems are considered City property even if the system is being used by the employees during their own time.
iii. All information regarding access and how to use the City's computer systems is considered proprietary and is not to be released to anyone who is not authorized to access these systems.
iv. Employees need to ensure viruses are not being transmitted through the system and therefore should not attempt to download any software onto their computer or any removable device.
v. Specific questions of responsibilities of employees regarding social networking software applications should be directed to the Information Technology department or to the user's immediate supervisor.
vi. Any alleged or suspected violations of the policy will be investigated and may result in disciplinary actions.
vii. If you can be identified, even indirectly, as an employee or agent of the City of Port Alberni through your profile or online conduct and/or speech, you are representing the City of Port Alberni every time you are on that platform and must adhere to the these Guidelines.
viii. All content, posts and comments on the City's corporate social media accounts becomes public record and may be disclosed to third parties.

4) Responsibilities

i. **Manager of Information Technology** will:
   a. Approve this policy and any future amendments.
   b. Provide education about the policy.
   c. Review this policy and any future amendments.
   d. Retrieve and analyse any City communications equipment (computer, camera, smartphone, etc.), when requested or when suspected activities are identified that do not comply with laws or this policy. All reasonable efforts will be made to notify an employee if his or her activities are being reviewed.
   e. Advise employees and their supervisor if any use of social networking is interfering with the integrity of the City's information technology data, network or assets and suggest changes to procedures to maximize the social networking integrity.

ii. **Department Managers** will:
   a. Apply this policy within their area.
   b. Respond to and resolve any issues arising under this policy.

iii. **Direct Supervisors** will:
   a. Administer the policy and ensure employees understand responsible use.
   b. Report any suspicions or abuse to Information Services and Human Resources for investigation.

iv. **Human Resources** will:
   a. Assist in the administration of administrative directives where disciplinary actions are involved.

v. **Employees** will:
   a. Maintain confidentiality of City of Port Alberni information.
   b. Abide by all terms of this policy.

vi. **Elected Officials** will:
   a. Update and maintain their own social media accounts as they see fit.
   b. Be solely responsible for the management of social media content belonging to their accounts.
   c. This is in agreement with best practices from other government agencies in North America and is the recommended practice.

5) General

i. Responsible Dialogue and Exchange of Ideas

The City of Port Alberni believes in the importance of open exchange and learning between the organization and external and internal partners. Online social networking enables individuals to share their insights, express their opinions and share information within the context of globally shared conversation. The following guidelines provide users with parameters for conversation:

a. Be thoughtful about how you present yourself in online social networks.
b. Protect the City's confidential and proprietary information.
c. Respect your audience and your coworkers.
d. Add value.
e. Use your best judgment.
f. Don't forget that all networks are monitored and that your online activities should not interfere with your job or your organizational commitments.
g. All internet postings, whether or not thought to be private, are in fact accessible by the public and should not be treated any different than print media such as newspapers.

TITLE: SOLID WASTE - City Dumpster Service - Payment Arrears				
EFFECTIVE DATE: Aug. 12/02	DEPARTMENT: Finance/Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

When customers obtaining City dumpster bin service are in payment arrears for services supplied at the end of the calendar year, the outstanding balance will be transferred to the property tax account for the parcel obtaining the service.

When customer accounts are in excess of 60 days in payment arrears, the City may remove the dumpster bin from the customer's business location.

Notwithstanding the aforesaid, not more than 2 months of a tenants payment arrears shall be transferred to the owner's tax account at the end of each calendar year.

TITLE: SOUVENIRS				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Feb./80 and May 15/82	PAGE 1 OF 1

A continual stock of City lapel pins and tourist brochures is to be kept on hand and additional supplies be reordered when necessary.

DISTRIBUTION

1. Up to -25 worth of souvenir pins will be made available without charge to non profit organizations requesting them for presentation in other communities or for presentation to individuals or organizations visiting Port Alberni.

2. Organizations wishing more than the $25 value shall be allowed to purchase additional souvenirs at 50% of the cost to the City.

3. The Mayor, City Manager or City Clerk are authorized to make exceptions to the foregoing policy where they feel circumstances so warrant.

CITY OF PORT ALBERNI
POLICY MANUAL

Title: P6 – SPECIAL SUPERANNUATION AGREEMENT (EXEMPT STAFF)	
Department Responsible: Finance	
New ☐ Amended ☒	Pages: 1 OF 1

Effective as soon as possible after May 9 2016 the City will discontinue the provision of a Special Superannuation Agreement for exempt personnel.

Effective May 9 2016 the City will provide exempt employees currently enrolled in the City's Special Superannuation Plan a one-time payment equal to 24 months of City contributions to that plan, less any amount contributed on each exempt employee's behalf between May 9 2016 and the date of termination of the Plan.

Effective Date: May 9 2016
Replaces: June 25/13

Authorized By: Council

TITLE:	P4 – Standards of Conduct/Conflict of Interest			
EFFECTIVE DATE:	DEPARTMENT:	AUTHORIZED BY:	REPLACES:	PAGE 1 OF 4
Sept. 30/08	Corporate Svces	Council	New	

1. POLICY

The conduct of employees must not bring the City into disrepute. Employees' actions should instill confidence and trust that the City is upholding the interests of its customers and public. Employees must avoid situations which violate the Employer's policies or result in public perception that a violation or unacceptable conduct has occurred.

In the performance of their work responsibilities, all employees must comply with the applicable laws of British Columbia, Canada, WCB, and other applicable agencies, as well as the policies, values, and principles of the City.

2. PURPOSE

The purpose of this Policy and Procedure is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct; and to encourage consistency throughout the organization.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Each employee is responsible for being aware of and following the Standards of Conduct.

All employees will carry out their duties with integrity, impartiality and equality of service to the general public.

All employees are expected to act according to socially acceptable standards and represent the City in a dignified and respectful manner.

Managers and supervisors are responsible for counseling employees promptly when their conduct or behaviour is inconsistent with the intent of this policy and procedure.

5. DEFINITIONS

None

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

7. PROCEDURE

Standards of Conduct

Workplace Behaviour

The dress, appearance, conduct and language of employees in the workplace are to meet the acceptable social standards. Employees, in dealing with other persons in the workplace, are to treat them with respect and dignity and to refrain from exploiting a work relationship for personal advantage or benefit. See attachment for description of appropriate, inappropriate and unacceptable conduct and behaviour.

Conflicts of Interest

The City recognizes the right of public service employees to be involved in activities as citizens of the community, but employees must have their role as private citizens separate and distinct from their responsibilities as public service employees and avoid conflict of interest situations.

Generally, conflict of interest situations result when an employee's private affairs or financial interests are in direct conflict with their duties, responsibilities and obligations, or result in public perception that a conflict exists which could impair the employee's ability to act in the public interest.

Employees should be aware of the following guidelines regarding conflict of interest situations:

a. Preferential Treatment

An employee shall not go beyond their official duty to assist those dealing with the City where this would result in preferential treatment.

b. Compromising Situations

Employees should not place themselves in situations where they are under obligation to any person, company or organization who might benefit or seek to gain special consideration or favour from the City.

c. Relationship of Job Responsibility to Employee's Private Affairs

No conflict or public perception of conflict should exist between the private interests of employees and the discharge of their public service duties. Employees shall arrange their private affairs in a manner that will prevent any conflict of interest arising.

d. Disclosure of Confidential Information

No employee shall, without proper legal authorization, disclose confidential information concerning the property, Government or affairs of the municipality, unless it is in the course of the Employee's duties to do so. Nor shall s/he use such information to advance his/her financial or private interests.

All proceedings and decisions of In-Camera Committees are strictly confidential and not to be made available to outside persons until ratified in open Council meetings.

e. Representing Private Interest Before Municipal Agencies or Court

No employee shall appear on behalf of private interests before any agency of the Municipality. S/he shall not represent private interests in any litigation to which the Municipality is party.

f. Hospitality, Gifts and Favours

An employee shall not, either directly or indirectly, demand or accept a gift, favour, or service from any individual, organization or corporation other than:

- The normal exchange of hospitality between persons doing business together;
- Tokens exchanged as part of protocol;
- The normal presentation of gifts to persons participating in public functions; and
- The normal exchange of gifts between friends.

g. Contracts with the Municipality

No employee of the Municipality shall have any pecuniary interest in any contract made by him/her in his/her official capacity or by any Public Committee, Board, Commission or Department of which s/he is a member, agent or employee.

h. Private Interest

An employee shall declare to the City Manager, in writing, any personal or corporate interest held directly or indirectly by the Employee or an immediate relative of the Employee in any company contracting with the City, or in any enterprise which proposes to transact business with the city.

For the purposes of this section:

- "immediate relative" means a spouse (including common-law spouse), parent, mother-in-law, father-in-law, child, brother, sister, brother-in-law, or sister-in-law.
- "Indirectly" means through any other person, including a company, trustee or immediate relative.

Reporting of Conflict of Interest
An employee shall report to the City Manager any conflict of interest or potential conflict of interest of which s/he is aware involving her/himself or any other employee of the City. The City Manager shall then report the conflict to City Council. The City Manager shall report to Council any conflict of interest or potential conflict of interest of which s/he is aware involving him/herself, his/her family or any other Employee of the City.

Political Behaviour
No employee in the administrative service will use the prestige of his/her position on behalf of any political party, nor shall such employee promise an appointment of any municipal position as a reward for any political activity.

Outside Remuneration
Except where precluded by the terms of an employment contract, an employee may engage in outside employment, carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with his/her job or jeopardize his/her objectivity, and, in particular, that:

- It does not interfere with the performance of his/her duties
- It does not represent a conflict of interest as set out in policy.
- S/he does not have an advantage derived from his/her employment.
- It is not performed in such a way as to appear to be an official act, and
- It does not involve the use of City premises, services, equipment, information or supplies which s/he has access to by virtue of his/her employment with the City.

Employees finding themselves in situations which violate the standards of conduct policies or which result in a public perception that a violation has occurred, must disclose the matter and remedy it. Failure to do so can result in disciplinary action subject to an investigation by the City Manager and/or Council.

8. ATTACHMENTS
Workplace Behaviour – Standards of Conduct

Workplace Behaviour – Standards of Conduct and Behaviour

Appropriate Conduct and Behaviour includes but is not limited to:

- Adherence to City polices, practices and procedures;
- Competent performance of all job duties assigned;
- Prompt and regular attendance at work;
- Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the City of Port Alberni in the conduct of its business;

Inappropriate Conduct and Behaviour includes but is not limited to:

- Loitering or loafing;
- Leaving work or leaving department without supervisor's permission;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Harassing, threatening, intimidating, coercing any person at any time;
- Horseplay or throwing objects;
- Reporting to work or working under the influence of alcohol, drugs, or prohibited substances;
- Creating or contributing to unsanitary conditions;
- Insubordination;
- Excessive personal use of telephones or computer;

Unacceptable Conduct or Behaviour includes but is not limited to:

- Possession of guns, weapons or explosives on City property;
- Possession, consumption or use of alcoholic beverages or illegal substances while on City premises;
- Willful violation of safety rules and procedures;
- Willful neglect and/or mishandling equipment and machinery;
- Unsafe driving of City vehicles;
- Theft and/or falsification of City records (including time cards);
- Indecency;
- Fighting;
- Poor or careless work;
- Sleeping while on duty.

Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.

TITLE: P6 - STANDBY COMPENSATION (Exempt Staff)				
EFFECTIVE DATE: Jan 7/80	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Supervisory Personnel required to be on weekend standby during the withdrawal of overtime and standby by CUPE members will be granted one day off with pay for each day they are on call.

TITLE: STREET LIGHT UPGRADES				
EFFECTIVE DATE: June 25, 2013	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original Oct 29/96	PAGE 1 OF 1

1. Where residents request additional lighting on existing poles at intersections or mid block locations and lighting levels are poor at the requested location, the City will request that BC Hydro install a street light on the existing pole. Such installations will cost the City the monthly fee paid to BC Hydro for power and maintenance.

2. When residents desire street lights in a particular localized area and the lighting levels are poor the City will install standard street lights at the residents cost under our normal cost of sales work procedures. Cost for such installation would be determined by individual estimates.

3. When residents request a street lighting upgrade to present standards on one or more blocks the City will, subject to available financing, undertake the work under a Local Improvement Bylaw scenario wherein the City will pay 1/3 of the cost of installation.

TITLE: TAG DAYS				
EFFECTIVE DATE: Dec 7/78	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. Tag days should be assigned at one time to applications received early in the year, and thereafter on an individual basis;

2. After the initial assignment, tag days will be granted on a first come, first served basis;

3. Each separate organization will be allowed only one tag day (or weekend) per calendar year;

4. Only one organization will be allowed a tag day on any day; and

5. Council reserves the right to refuse to grant a tag day if for any reason it feels it appropriate to do so.

TITLE:	Tangible Capital Assets (TCA) - (Accounting for)			
EFFECTIVE DATE: Jan 26/09	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 11

PURPOSE
The purpose of this policy is: 1) to provide control and accountability over capital assets, and 2) put in place guidelines for accounting for and amortizing the City's capital assets.

The primary goals of this policy are:

- To protect and control the use of all tangible capital assets;
- To gather and maintain information needed to prepare financial statements; and
- To ensure that the City's capital assets are accounted for in conformance with generally accepted accounting principles.

SCOPE
This policy applies to all City departments, boards and commissions, agencies and other organizations falling within the reporting entity of the City.

This policy includes, but is not limited to, the following assets: land, land improvements, buildings, machinery and equipment, cultural and heritage assets and engineered structures including roads and utilities.

DEFINITIONS
Attached, Appendix A.

RESPONSIBILITIES
It is the responsibility of the City of Port Alberni to take appropriate and reasonable measures to identify, safeguard, track and record all tangible capital assets.

The Finance Department is responsible for the implementation of this policy, advising on the appropriateness of a tangible capital asset for generally accepted accounting purposes and for educating and training on all other matters relating to this document and related procedures.

Department Heads are responsible for the implementation of this policy to the extent that they acquire and/or are in the custody of tangible capital assets. They or their designate will provide all required information regarding the acquisition, betterment, impairment or disposal of any tangible capital assets to the Director of Finance. Department Heads are responsible for providing detail such as purchase price, fair market value, replacement value and useful life of existing and future TCAs for which they are responsible.

All persons/departments having responsibility for the use and care of tangible capital assets are to ensure that reasonable safeguarding measures are in place at all locations where these assets reside to prevent damage to or the loss of such assets.

REFERENCES
Canadian Institute of Chartered Accountants/Public Sector Accounting Handbook – Section PS 3150.

PROCEDURES

Asset Classification

Assets will be classified in Major, Minor and Subclasses as outlined in this section.

- *Major* – A group of TCAs that is similar in nature but significantly different in design and use.
- *Minor* – A classification within a major class that has unique characteristics.
- *Subclass* – A further classification that may be required due to unique TCA criteria, applications, methodologies and asset lives. There is the option to classify further into subclass one, subclass two, etc.

Tangible Capital Assets recorded in the Major classification will include:

- Land
- Land improvements
- Buildings
- Engineered Structures
- Machinery and equipment

Appendix B lists in detail the further classification of the Major class of Tangible Capital Assets.

TCA Inventory – Acquisition

Tangible Capital Assets (TCAs) are recorded at historical cost. TCAs are recognized as assets on the City's Statement of Financial Position on date of receipt for capital goods or when the asset is put into use for capital projects. Cost as defined by PSAB 3150, is the gross amount of consideration given up to acquire, construct, develop or better a TCA, and includes all costs directly attributable to acquisition, construction, development or betterment of the TCA, including installing the asset at the location and in the condition necessary for its intended use.

The cost of a contributed asset, including a TCA in lieu of a developer charge, gifts and donations is considered to be equal to its fair value at the date of contribution. Capital grants would not be netted against the cost of the related TCA. The cost of a leased TCA is determined in accordance with *Public Sector Guidelines PSG-2, Leased Tangible Capital Assets*.

Valuation

When available, the actual historical cost will be used to determine the current value of an asset. However, when the actual cost is not available, current value will be determined by discounting the replacement cost using an appropriate Price Index for the asset. The calculated historical cost will then be reduced by the accumulated amortization in order to calculate the net book value of the asset.

This valuation will only apply to the implementation of the asset recording system. All future assets will be recorded at actual cost. Contributed or donated assets will be valued at fair market value.

a) Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates, but not net of trade-ins.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

b) Acquired, Constructed or Developed assets

Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

c) Donated or Contributed Assets

A tangible capital asset may be gifted or contributed (*PSAB 3150.14)* by an external third party with no cash outlay. For example, land may be contributed by another level of government at zero or nominal consideration to facilitate the construction of a roadway or structure. Another example is a developer may install services such as storm systems, mains or roads within a subdivision at its own cost and then turn them over to the municipality to operate, maintain and replace. Where an asset is acquired through a third party contribution, the amount to record the asset at is the cost provided by the contributor. If the cost cannot be provided, a fair value may be estimated using either market or appraised values or a qualified third party evaluation. When an estimate of fair value cannot be reasonably estimated, the asset will be recognized at a nominal value.

Division of Assets – (Whole Asset vs. Component Approach)

For purpose of capitalization and amortization of capital assets, the two methods of defining a capital asset are Whole Asset and Component.

a) The *Whole Asset Approach* considers an asset to be an assembly of connected parts. It is reasonable to assume that each component part has a similar life expectancy to its whole. Costs of all parts would be capitalized and amortized as one asset. A building could be considered as one asset.

b) Under the *Component Approach*, different components are individually capitalized and amortized. Under this approach, the HVAC, roof, electrical, plumbing, etc. that form the building may be treated as individual assets.

The Whole Asset method and the Component Approach are equally acceptable under Generally Accepted Accounting Principles (GAAP). The Director of Finance, in consultation with the department will determine the method that best serves its needs in certain circumstances. The approach chosen will be consistently applied by asset type within departments. In certain circumstances, it is appropriate to allocate the total disbursement of an asset to its component parts and account for each component separately. This is the case when the component assets have different useful lives or provide economic benefits or service potential to the entity in a different pattern, thus necessitating use of different amortization rates. Additional factors influencing the choice of method include:

- Significance of amounts;
- Quantity of individual asset components (volume);
- Availability of information with respect to specific components or the capital expenditures; and
- Specific information needs of management for decision making and asset control purposes.

Group/Pooled Assets
Similar assets that have a unit value below the capitalization threshold (on their own) but have a material value as a group. Such assets shall be 'pooled' as a single asset with one combined value. Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance. Examples could include the following:

- Computer hardware and software
- Streetlights
- Furniture and fixtures
- Small machinery
- Signage

As similar items are purchased, they will be added to the pool. An inventory will be taken on a periodic basis. If necessary (if the actual count is less than the system tally), an entry will be made to adjust the pool balance to the actual inventory count. This will account for pooled units disposed of during the year.

Capital Leases
Capital leases are a means of financing the acquisition of a capital asset where the lessee carries substantially all of the risks and benefits of ownership. If the arrangement is an operating lease, not all benefits and risks transferred to lessee, then the lease payments should be expensed and no liability is recorded. Capital leases are recorded as if the lessee had acquired the asset and assumed liability.

Capital leases shall be accounted for and recorded in accordance with *Public Sector Guidelines PSG-2, leased Tangible Capital Assets.*

Thresholds
Thresholds are determined for each major asset categorization and determine whether expenditures are to be capitalized as assets and amortized or treated as current year expense.

Expenditures that meet both the criteria of a TCA and exceed the following suggested capitalization thresholds are to be recorded as a TCA on the Statement of Financial Position and amortized:

Major Asset Category	Capitalization Threshold
Land	$0
Land improvements	$10,000
Buildings	$25,000 to $50,000
Machinery and equipment	$10,000
Engineered structures	$10,000 to $50,000

(see Appendix B for assets/thresholds included in each category)

For all capital goods purchased and capital projects constructed, the total cost must be compared to the threshold to determine whether the item is expensed or recorded as a capital asset. Individual long term assets which cost less than the threshold amount but which if purchased in volume (pooled assets) exceed the threshold are to be capitalized.

Useful Life and Amortization Methods
Appendix B shows the maximum useful life for all major TCAs. The service potential of an asset is normally consumed through usage. Factors such as obsolescence, excessive wear and tear or other events could significantly diminish the service potential that was originally anticipated from the asset. The estimated useful life of an asset category and remaining useful life of individual assets should be reviewed by the Department Head, in conjunction with the Director of Finance, on a regular basis and revised when appropriate. The rationale supporting the decision to revise useful life estimates of an asset should be documented. The effect of any change will be recorded in the year of revision and future years.

Significant events that may indicate a need to revise the estimated useful life of an asset may include:

- Completion of a major betterment;
- Change in extent that the asset is used;
- Change in the manner that the asset is used;
- Removal of asset from service for extended period of time;
- Physical damage or destruction;
- Significant technological developments;
- Change in law, environment or public preferences that affect usage and time periods over which asset is used.

The information sources used to determine the recommended maximum useful life are:

- OMBI Municipal Guide to Accounting for Tangible Capital Assets;
- BC Municipalities/GFOA working group.

For all TCAs the City will use the straight-line method of amortization. The straight-line method assumes that the asset's economic usefulness is the same each year and the repair and maintenance expense is essentially the same each period. The amortization amount is determined by dividing the asset's original cost less any residual value by its estimated life in years. In the year an asset is acquired or put into service amortization will be calculated beginning the month the asset is put into service. In the year an asset is disposed of amortization will be stopped the month following the disposal of the asset.

Land is not a depreciable asset as the expected life is infinite. Land will be inventoried and recorded on the Statement of Financial Position at historical cost until such time it is disposed of. There will be no annual amortization expense recognized.

BETTERMENTS
Betterments *(PSAB 3150.19)* are considered to be capital asset additions for the assets to which they relate and should be recorded as part of the main asset but need to have their own identification number and tracked separately. Betterments which meet the threshold of the applicable capital asset category are capitalized; under the threshold they are expensed.
Betterments are enhancements to the service potential of a capital asset, such as:

- A reduction in associated operating costs;
- An extension of useful life, by more than 25%
- An improvement in the quality of output by more than 10%

Where a betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same. If however, the betterment increases the estimated useful life of a capital asset, its useful life for amortization should also change.

Repairs & Maintenance

Repairs & Maintenance *(PSAB 3150.21(a))* expenditures are costs to keep the condition of an asset at its expected operating standard. These expenditures are usually incurred on a more or less continuous basis. For example, regular maintenance activities prescribed by the manufacturer of a new heating, ventilation and air conditioning system (HVAC) would normally be required to ensure that the asset is able to provide service at a level and quality as originally intended by the manufacturer. Performance of regular maintenance may also be required as part of the product warranty provided by the manufacturer. The costs of regular maintenance of traffic signals and line painting will be expensed. Costs that do not increase the original assessed useful life, service capacity or quality of output would be expensed as incurred.

They include:

- Repairs to restore assets damaged by fire, flood, accidents or similar events, to the condition just prior to the event. Any money received from insurance is to be used to offset the unexpected cost; and
- Routine maintenance and expenditures, such as repainting, cleaning and replacing minor parts.

Replacement

Replacements involve the removal of component parts and substitution of a new part or component of essentially the same type and performance capabilities. If the component being replaced had been previously segregated in the accounting records as a distinct asset for amortization over a specific expected useful life and meets the threshold of the applicable asset class, the new component is capitalized and the old component is retired with its residual net book value removed from the accounts. The original cost of the new component and the related accumulated amortization should be removed from the accounting records.

If the component being replaced was not significant enough to be previously segregated from the whole property as a distinct asset, then the replacement is normally considered a repair and the costs are expensed as incurred. If the replacement of the component results in an enhancement of the service potential of the property as a whole, the replacement is considered betterment and the costs are capitalized.

Additions

Additions are made to an existing asset to extend, enlarge or expand the existing asset. Examples include adding an extra wing or room to a building or the addition of a lane to an existing roadway. As additions increase service capacity or physical output of a property, they are betterments. The costs of additions should be capitalized.

Upgrades

Upgrades involve the removal of a major part or component of an asset and the substitution of a different component having significantly improved performance capabilities beyond the property's original design standard. Refer to "Disposal" section for financial implications.

An upgrade increases the overall efficiency (i.e. increasing utilization, lowering operating costs, or increasing output of service) quality (i.e. transforms asset into a higher class property) or extends the expected useful life of an asset. The costs of upgrades are capitalized.

The following examples would have characteristics of an upgrade:

- Installing air conditioning in a building that was previously not air-conditioned increasing the service quality of the property;
- Replacing existing lighting with energy saving lighting reducing future operating costs;
- Substituting a tile roof for wooden shingle increasing the expected useful life of the building
- beyond its current estimated useful life;
- Replacing an elevator with a new high speed elevator improving the building class of the overall property; or
- Replacing a furnace with a high efficiency furnace decreasing future operating costs.

ADJUSTMENTS

Trade-in

A trade in occurs when an asset is disposed and replaced with a new asset through the same supplier in the same transaction. This transaction should be accounted for as two separate entries. The trade in value should be treated as proceeds of disposal and is used in calculating the gain or loss on the disposal of the assets being traded in. The new asset acquired is recorded at its full cost; trade in value for the old asset does not affect the cost of the new asset.

Disposal

The disposal of a capital asset results in its removal from service as a result of sale, destruction, loss or abandonment. When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss is recorded at that time. Costs that are associated with the disposal and paid by the City of Port Alberni should be expensed.

A gain or loss on disposal is the difference between the net proceeds received and the net book value of the asset and should be accounted for as a revenue or expense, respectively, in the period the disposal occurs.

Write Down

A capital asset should be written down when a reduction in the value of the asset's service potential can be measured and the reduction is expected to be permanent. Write downs of capital assets should be accounted for as an expense in the current period. Annual amortization of an asset that has been written down should be calculated using the net book value after the write down and the remaining estimated useful life. Conditions that indicate a write down is necessary may include a change in the manner or extent to which the asset is used:

- Removal of the asset from service;
- Physical damage;
- Significant technological developments
- A decline in, or cessation of the need for the service provided by the asset;
- A decision to halt construction of the asset before it is complete or in a usable or saleable condition; or
- A change in the law or environment affecting the extent to which the asset can be used.

Interpretation

Interpretation and direction regarding implementation of these policies and procedures, shall be the responsibility of the Director of Finance, guided by the Public Sector Accounting Board (PSAB) 3150.

Appendix A

DEFINITIONS

Amortization:
means the writing off, in a rational and systematic manner over an appropriate number of accounting periods, a balance in an account.

Betterment:
means an expenditure directly related to an existing tangible capital asset (TCA) that meets the TCA threshold and enhances the service potential of that existing TCA by either:

- Increasing its previously assessed service capacity;
- Significantly lowering its operating costs;
- Extending its useful life; or
- Improving its output quality.

Capital lease
is a lease that, from the point of view of the City as lessee, transfers substantially all the benefits and risks incident to ownership of property to the City.

Capitalization
occurs when the cost of the asset meets the “threshold” and the “estimated useful life” set in the organizational guidelines. Under capitalization, the cost of an item is initially recorded as an asset rather than an expense.

Component
is a part of an asset with a cost that is significant in relation to the total cost of that asset. Component accounting recognizes that each part may have a different useful life compared to that of the whole asset, and thereby requires separate accounting.

Contributed asset
are capital assets such as developer constructed services in new subdivisions (i.e. water, sewer, roads infrastructure) acquired without cash outlay and will be valued at fair market value when the asset is place into productive use/service (i.e. upon initial acceptance)

Disposal
means the processes involved in the removal of personal property from use and from the property accounting system after assignment for: utilization, donation, sale, abandonment, or destruction.

Fair (market) value
is the amount at which property would change hands between a willing buyer and a willing seller, neither being under compulsion to buy or sell and both having reasonable knowledge of the relevant facts.

Net book value
of a tangible capital asset is its cost, less accumulated amortization and the amount of any write downs.

Repairs and maintenance
are reoccurring expenditures, periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life. It is an expenditure that keeps an asset in a condition that helps maintain or ensure realization of the future economic benefits that are expected from the asset over its initially assessed useful life.

Residual value
means the value of an asset at the end of its period of use by a particular individual or organization.

Segmentation
the division of an asset into geographical sections; division may be by parcel of land; by block; by meter or kilometer. For example, a road may be divided into segments that correspond with each road section between the City's intersections.

Service capacity
means the output or service potential of a TCA and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life.

Tangible capital asset (TCA)
is a non-financial asset having physical substance that is acquired, constructed or developed and:
- Is held for use in the production or supply of goods, delivery of services or program outputs;
- Has a useful life beyond one fiscal year;
- Is intended to be used on a continuing bases; and,
- Is not intended for resale in the ordinary course of operations.

Threshold
means the dollar amount that an asset must equal or exceed if that asset is to be capitalized. Otherwise, the item would be considered as an expense at the time of acquisition.

Useful life
means the period over which a TCA is expected to be used. The life of a tangible capital asset may extend beyond its useful life to the City. The life of a tangible capital asset, other than land is finite, and is normally the shortest of the physical, technological, commercial, and legal life. It may also be referred to as "economic life".

Work in progress
refers to a tangible capital asset under construction that is not completed and not ready to be put into service.

Write down
is a reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

Appendix B – Useful Life and thresholds

Asset Classification - Major Class	Minor Class	Subclass One Tangible Capital Asset	Threshold	Maximum Useful Life (Years)
Land		Land	$0	Indefinite
Land Improvements		Parking lots - gravel	$10,000	10
		Parking lots - paved	$10,000	20
		Landscaping	$10,000	25
		Outdoor lighting	$10,000	20
		Fountains	$10,000	20
		Fences	$10,000	20
		Playground structures	$10,000	10
		Outdoor spray pools	$10,000	25
		Soccer field & ball diamonds	$10,000	20
		Running track	$10,000	15
		Tennis courts	$10,000	20
		Trailways – gravel	$10,000	15
		Trailways – paved	$10,000	20
Buildings	Buildings - permanent	Structure	$50,000	40
		Roof	$25,000	25
		Systems - mechanical, electrical, HVAC	$25,000	25
	Buildings – washrooms, concessions, picnic shelters		$25,000	40
	Buildings - portable		$25,000	25
Engineered Structures	Roadway System	Local – surface	$25,000	30
		Collector – surface	$25,000	20
		Arterial – surface	$25,000	15
		Road sub-surface	$50,000	60
		Lanes – gravel	$25,000	15
		Lanes – paved	$25,000	30
		Bridges	$25,000	40
		Traffic control	$25,000	30
		Curb/gutter/sidewalk	$25,000	30
		Street lighting	$25,000	30
	Water System	Mains	$25,000	75
		Pump/lift stations	$25,000	45
		Meters – water	$10,000	15
		Water pressure reducing valves (PRV)	$30,000	40
		Hydrants/fire protection	$25,000	75
		Reservoirs	$25,000	45
		SCADA	$10,000	8

Appendix B – Useful Life and thresholds continued

Asset Classification - Major Class	Minor Class	Subclass One Tangible Capital Asset	Threshold	Maximum Useful Life (Years)
Engineered Structures – cont'	Sewer System	Mains	$25,000	75
		Pump/lift stations	$25,000	45
		Lagoons	$25,000	45
		SCADA	$10,000	8
	Storm System	Mains	$25,000	75
		Pump/lift stations	$25,000	45
		Major culverts	$20,000	50
Machinery & Equipment	Vehicles	Light duty	$10,000	13
		Medium duty	$10,000	13
		Heavy duty	$10,000	12
		Fire trucks	$10,000	20
	Fire equipment		$10,000	15
	Heavy construction equipment		$10,000	8-20
	Communication equipment	Radios	$10,000	10
		Telephone systems	$10,000	25
	Fire boat		$10,000	30
	Tools, shop & garage equipment		$10,000	15
	Fuelling stations		$10,000	15
	Turf equipment	Mowers	$10,000	10
		Tractors	$10,000	10-15
	Ice re-surfacers		$10,000	10
	Computer systems	Hardware	$10,000	5
		Software	$50,000	5
	Office furniture & equipment	Furniture	$10,000	10
		Office equipment	$10,000	5

POLICY No. 3009-2 | Travel Policy

Approved: May 23, 2023

Resolution No: R23-183 | R24-95

Date of Last Review: February 26, 2024 [Amended]

CITY OF PORT ALBERNI

1) PURPOSE

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

2) POLICY STATEMENT

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

3) PROCESS

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

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

4) APPROVALS

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

i. Any staff members elected to the Executive of either the Vancouver Island Local Government Managers Association or Local Government Managers Association of B.C. are authorized to attend Executive meetings of either Association and that expenses incurred in connection there with will be defrayed by CPA.
ii. Council is authorized to attend the annual conference of the following organizations:
    a. Union of British Columbia Municipalities; and
    b. Association of Vancouver Island and Coastal Communities.
iii. Travel outside the CPA but within British Columbia, requires the departments Director approval.
iv. The Chief Administrative Officer's [CAO] approval is required for travel outside of British Columbia.

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

5) GUIDELINES

A. Travel

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

B. Accommodation

i. Government rates are to be requested when booking accommodation, and at single occupancy rates.

ii. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.

iii. Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.

iv. A flat rate may be claimed for non-commercial accommodation. No receipt is required. This rate is pursuant to the Provincial travel allowance rates as referenced in ***"APPENDIX 1 - Travel Allowances"*** [or equivalent].

C. Meal Allowances and Per Diem Rates

i. Meal [per diem] reimbursement when traveling on the CPA business will be in accordance with ***Employee Group II rates,*** pursuant to the Provincial travel allowance rates as referenced in ***"APPENDIX 1 - Travel Allowances"*** [or equivalent].

ii. Incidentals are defined as all other related travel expenses not covered specifically within this policy and may be claimed for each 24-hour period.

iii. If claiming the above meal allowances or per diem rate, receipts are not required.

iv. In order to be reimbursed for meals when not claiming a meal allowance or per diem rate, receipts are required to be submitted.

v. When meals are paid for on behalf of more than one individual, all attendees must be listed and receipts submitted. As a guideline, meals per person, should be within the range of the per diem rates currently in effect.

vi. Purchase of any beverage containing alcohol is not a reimbursable expense.

D. Local Transportation

i. Local transportation will be by CPA fleet vehicle, car rental, taxi, bus or rapid transit. Receipts must be submitted to claim local transit expenses including parking, where possible.

ii. Out of town car rental will be approved in circumstances where taxi or public transit is not practical.

Sharie Minions
Mayor

Donna Monteith
Corporate Officer

Appendix 1 – Travel Allowances

Last updated: April 1, 2024

Note: This Appendix provides key reimbursement amounts.

1. Meal/Per Diem Allowances

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

Effective April 1, 2024									
Employee Group	Full Day $	Half Day $	Breakfast Only $	Lunch Only $	Dinner Only $	B&L Only $	L&D Only $	B&D Only $	Incidental Only $
I	60.61	N/A	14.58	16.87	29.16	31.45	46.03	43.74	N/A
II	63.75	N/A	25.50	25.50	35.25	37.00	46.75	46.75	15.00
III	66.75	33.50	26.25	26.25	36.00	40.25	50.00	50.00	15.00

(2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.

(3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.

(4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.

(5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).

(6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

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

2. Private Vehicle Allowance

(1) Where a private vehicle is used on the employer's business, reimbursement shall be: Effective April 1, 2024 – $0.63 per km

(2) The distance allowance does not apply when using leased, rental or government vehicles.

(3) Actual transportation toll charges may also be claimed.

3. **Acceptable Parking Charges**
   When a private, government, or leased/rental vehicle is used for the employer's business, receipted parking charges will be reimbursed.

4. **Vehicle Damage Reimbursement**
   (1) Where an employee/appointee's private vehicle is damaged while in use on the employer's business as specified above, the employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of $727.27 per occurrence, for:

      a. damage caused to the vehicle by wards or clients of the province; and/or
      b. damage caused to the vehicle by vandalism that results from employment; and/or
      c. damage as a result of an accident while on the employer's business.

   (2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.
   (3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

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

not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

6. Accommodation Charges

(1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.

(2) Where private lodging is used in lieu of commercial accommodation, reimbursement of $38.41 maximum per day may be claimed.

7. Miscellaneous Out-of-Pocket Expenses

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

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

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

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

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

(1) For travel to and from all other foreign locations, the meal rates (for Group I) and total per diem rates (for Group II and Group III) shall be calculated as follows from the '**Meal Total**' rates published by the federal National Joint Council, Travel Directive (Appendix D). See subsection 2 for rates for partial days or for situations where one or more meals are provided at public expense.

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

(2) Where foreign travel is for a partial day and/or meals are provided at public expense, the individual meal rates as published in the National Joint Council directive are to be deducted for those meal(s) not required. When the individual meal rates are not published, the following percentages of the full day "meal total" rates (rounded to the nearest dollar) are to be deducted from the full day/per diem rate calculated in subsection (1) above.

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

10. Other Foreign Travel Expenses

(1) All other foreign travel expenses, including foreign currency exchange, will be reimbursed in accordance with Treasury Board Orders and Directives.

(2) Reimbursement may also be claimed for reasonable expenses incurred which relate directly to foreign travel:

a) Car rental insurance
b) Visa(s) and passport(s)
c) Inoculation(s)
d) Travelers' cheques
e) Bottled water
f) Preventive medication, i.e. malaria tablets, etc.
g) Premiums for additional medical insurance to provide coverage equivalent to that available under the Medical Services Plan in B.C.
h) Additional dry cleaning/laundry costs
i) Additional baggage insurance
j) Reasonable travel gratuities
k) Similar directly related travel costs

11. Local Travel Expenses at Foreign Locations

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

12. Meal Allowances for Dependents on Relocation

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

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

13. Extraordinary Loss

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

CITY OF PORT ALBERNI
TRAVEL EXPENSE CLAIM FORM

(updated/effective April 1, 2024)

NAME:			
MEETING TYPE:			
MEETING LOCATION:			
MEETING DATE:		**TO:**	
DEPARTURE TIME:		**RETURN TIME:**	

Expense Item	Rates	Number of occurrences	Total	GST	Total less GST
** Per Diems - only those meals not provided for during the conference will be paid for by the City.*					
Breakfast - Only ***	$ 25.50				
Lunch - Only ***	$ 25.50				
Supper - Only ***	$ 35.25				
Breakfast & Lunch - Only ***	$ 37.00				
Breakfast & Dinner - Only***	$ 46.75				
Lunch & Dinner - Only***	$ 46.75				
Full Day Per diem (3 meals for one day)	$ 63.75				
Incidentals	$ 15.00				
Private Vehicle - mileage	$ 0.63				
Private Accommodations	$ 38.41				
Ferries (attach receipt)					
Hotel Accommodations (attach receipt)					
Taxi/Miscellaneous (attach receipts)					
Registration (attach receipt)					
Parking (attach receipts)					
Air Fare (attach receipt/copy)					
Other (specify and attach receipts)					
			Total	**GST**	**Total less GST**
GL / WO Account			-	-	-
GL / WO Account					
GL / WO Account					
01.02.042520.3424 - Personal Expenses (paid by city - to be reimbursed by employee)				NO TAX	
TOTAL AMOUNT					
** Only provide the expenses to be reimbursed - do not include expenses already paid by City.*					
*** Please submit City Credit Card receipts to the Accounts Receivable Clerk directly.*					
**** Only - if this was the only meal(s) that is being claimed in the day*					

Claimant Signature: _____ Date: _____

Approval Signature: _____ Date: _____

Director of Finance: _____ Date: _____

City of Port Alberni

RECORD OF KILOMETRES AND CLAIM FOR REIMBURSEMENT FOR PRIVATE VEHICLE USE FOR CITY WORK-RELATED TRAVEL

FOR THE MONTH OF: _____ **YEAR:** _____

Employee Name _____ **Purchase Order Number** _____

Date	Location Travelled To/From	KM's Travelled
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
	TOTAL KM'S	0
Effective - April 1, 2024	**RATE/KM ($)**	$ 0.63
	MONTHLY CLAIM ($)	$ 0.00

Employee Signature **Supervisor Signature** **Director of Finance Signature**

Notes:

1. Where a portion is involved under "Km travelled on behalf of the City" it must be expressed as a decimal (e.g.: 1.3).
2. Normal daily travel to and from work is ***NOT*** to be included on this form. Where it is necessary to deviate from the normal daily route to and from your home to work then that distance only should be included.

TITLE: TREE CUTTING ON CITY PROPERTY				
EFFECTIVE DATE: May 23/93	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Jun 4/79	PAGE 1 OF 1

1. City staff are authorized to cut trees as and when required on City property.

2. Selective logging of specific areas within the City will be authorized subject to Council approval of each logging operation.

3. Any firewood authorized for removal from City property shall be cut by City personnel either for use in City facilities or for sale by the City or charitable organizations as designated by Council from time to time.

TITLE: P6 – UNION MEMBER TEMPORARILY FILLING A MANAGEMENT POSITION				
EEFFECTIVE DATE: Feb 8/88, Sec. 3 Revised Dec 7/95	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The following guidelines will apply when it is deemed expedient to temporarily fill a management position with a person who is a CUPE member.

1. It shall be voluntary on the CUPE member's part to temporarily assume a management position.

2. The employer shall not be restricted by seniority in selecting persons to temporarily fill a management position.

2. The rate of acting pay will be 90% of the rate of the absent manager, provided this results in a minimum 5% increase in the acting employee's normal wage. If the 90% rate does not provide for at least a 5% increase, the acting employee will be paid 100% of the absent manager's rate.

4. Prior to the Manager's absence, the Department Head or his/her designate, will discuss the substitution arrangements, (including the method in which the number of hours of substitution time will be determined), with the substituting employee and reach agreement on the specific arrangements.

5. The hours of work of the "acting" employee will be the same hours of work as CUPE members would normally work in that department.

6. The substituting employee's Department Head or his/her designate will initial the substituting employee's time cards, noting the approval of the rate change for the number of hours of substitution pay approved each day.

TITLE: VANS - LOANS AND RENTAL, PARKS AND RECREATION				
EFFECTIVE DATE: Jul 12/93	DEPARTMENT: Parks, Recreation & Heritage	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1) **GENERAL COMMENT**

Passenger vans owned by the City, under the administration of the Parks, Recreation & Heritage Department, are intended for use for activities carried out or offered directly by that department. The vans may be loaned or rented under the conditions set out in the following paragraphs.

2) **VAN LOANS**

Vans may be made available for loan only to formally organized local groups which have some direct or indirect relation to the City of Port Alberni's operations.

No rental fees shall be charged, but the borrowing group must replenish the fuel at the end of each trip. Only persons who hold a current, valid B.C. Class IV driver's license may be authorized to drive these vehicles.

3) **VAN RENTALS**

Only the Variety Club Coach shall be rented, (and insured appropriately in the "U-Drive Commercial Vehicle" rating) to formally organized local groups which provide services to persons with disabilities.

The rental fee shall be as set out in the City's most current "Recreation Fees and Charges Bylaw". Only persons who hold a current, valid B.C. Class IV driver's license and who have undergone orientation and training in the use of the coach may drive this vehicle.

TITLE:	VEHICLE IDLING POLICY			
EFFECTIVE DATE: April 14, 2008	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

1. POLICY

City of Port Alberni Vehicle Idling Policy.

That the operator of a City of Port Alberni fleet vehicle limit the idling time of the vehicle to less than 2 minutes.

Exceptions:

- When the engine is required to power auxiliary equipment such as hoists, lifts, and other mechanical and safety equipment.
- Where a vehicle is not expected to restart due to mechanical problems.
- Assisting on an emergency scene.
- When the ambient temperature is below 0 Celsius there is a 10 minute maximum idling time.

2. PURPOSE

The purpose is to limit unnecessary idling of the City of Port Alberni fleet vehicles in order to reduce operation costs, harmful air emissions, and reduce greenhouse gas emissions.

3. SCOPE

The policy applies to the entire fleet of vehicles and equipment in use by the employees of the City of Port Alberni.

4. RESPONSIBILITY

City of Port Alberni employees that operate City vehicles are responsible to limit the idling time as described in the policy.

Supervisors are responsible for the enforcement of the policy. Employees not complying with the policy will be subject to discipline under the Discipline Policy.

5. DEFINITIONS

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

7. PROCEDURE

8. ATTACHMENTS

TITLE: VEHICLE USE				
EFFECTIVE DATE: Aug 13/01	DEPARTMENT: Manager	AUTHORIZED BY: Council	REPLACES: Oct 26/72, Mar 13/89	PAGE 1 OF 2

1.0 <u>During Regular Working Hours</u>

1.1 City vehicles and equipment are to be used only while on City business, and not for personal use.

INTERPRETATION: This means that City vehicles are not to be used for travelling to lunch (unless transporting guests of the City while on official business); the bank or shopping (unless the banking or shopping is on behalf of the City); medical or dental appointments (except under emergency conditions).

1.2 The individual to whom the vehicle is generally assigned for daytime use is responsible for the cleanliness of the vehicle and liaison with the Mechanical Shop for maintenance.

1.3 Pool vehicles not generally driven by one individual should be assigned by the supervisor as the responsibility of a specific staff member to ensure the cleanliness of the vehicle and liaison with Mechanical Shop for servicing.

1.4 The individual to whom the vehicle is generally assigned is responsible for ensuring that the vehicle is available for use by relief staff or for reassignment when that individual is absent from work.

2.0 <u>Outside Regular Working Hours</u>

2.1 City vehicles may be used for:

2.1.1 The carrying out of assignments in connection with the employee's job which can best be carried out while travelling to or from home and the employee's regular place of work, and

2.1.2 Responding to emergency call-outs direct from the employee's residence provided that prior authorization has been obtained.

INTERPRETATION: This means that if an employee is authorized to take a City vehicle home, it is not to be used for personal use - e.g. shopping, banking, medical or dental appointments, and the like, while travelling between home and place of work.

2.2 Certain positions require the incumbents to respond to emergencies at any time, therefore those position incumbents are authorized to take vehicles home.

The positions authorized to take vehicles home are listed on the next page.

Fire Chief	Utilities Superintendent
Deputy Fire Chief	Streets Superintendent
Parks Operations Supervisor	Utilities Technician
Facilities Operations Supervisor	Waterworks Chargehand
City Engineer	Wastewater Chargehand
Mechanic (Parks)	Construction Chargehand
Mechanical Services Superintendent	Streets Chargehand

In addition, those people acting in these positions in a relief capacity from time to time, when approved by the supervisor, are also authorized to take vehicles home. Because these people will not have access to their private vehicles during regular working hours, they are exempted from the provisions of Clause 1.1. The provisions of all other clauses apply.

Additions to this list, whether temporary or permanent, require the approval of the Department Head.

2.3 Employees violating this policy will be subject to disciplinary action.

POLICY No. 3002-8 | VOLUNTEER POLICY

Approved: April 28, 2025
Resolution No.: 25-234
Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

The City of Port Alberni has created this policy to provide guidance and support for a safe, meaningful, and productive volunteer experience, recognizing the essential role that volunteers play in building a vibrant community.

2. POLICY STATEMENT

The City values its volunteers, believing that volunteerism promotes active citizen engagement, strengthens community responsibility, and enhances the overall quality of life.

3. SCOPE AND APPLICATION

This policy applies to all individuals who volunteer with the City of Port Alberni.

4. DEFINITIONS

In this Policy unless the context otherwise requires:

"Supervisor" is the city employee designated to provide oversight and instruction to City volunteers.

"Volunteer" means anyone who offers time, energy, and skills of their own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

"Volunteer Handbook" is a document prepared and used by the City providing an overview of the City and general guidelines for volunteer roles.

5. POLICY

5.1 Application Process

- Volunteer applicants will be required to follow an application process.
- For some volunteer positions, Police Information Checks may be required for volunteers.
- It is not intended that volunteers displace City employees.
- Volunteers may choose to end their involvement with, or may be asked to end their involvement with, the City at any time without reason.

5.2 Roles and Responsibilities

City volunteers actively participate in assigned placements with the City under the oversight of a City Supervisor.

City volunteers must comply with all applicable City policies and procedures and are required to carry out assigned functions as directed by the Supervisor.

Supervisors will ensure that City volunteers receive required training, orientation, and documentation applicable to their placement with the City. They will also ensure that City volunteers comply and adhere to all applicable policies and procedures.

5.3 Safety

The City of Port Alberni is committed to promoting a safe and healthy environment for volunteers. Supervisors will provide training to City volunteers to identify and address potential hazards of their placement. City volunteers are expected to follow safe work procedures and practices as directed by the Supervisor, such as following the City's Occupational Health and Safety Policy or any other policies that may apply.

It is mandatory for City volunteers to complete safety training before commencing any volunteer role.

City volunteers are covered by the City's Liability Protection Agreement with Municipal Insurance Association of BC (MIABC). Volunteers who participate in the delivery of the services for the City are covered when the services are provided under the supervision of an officer or employee for the City.

City volunteers are required to take all reasonable steps for their own health and safety and the safety of those around them. City volunteers will follow safe procedures, identify and report potential hazards or unsafe actions to their Supervisor. City volunteers have the right to:

- Refuse unsafe work;
- Participate in health and safety-related activities; and
- Know the hazards relevant to their placement.

5.4 Conduct

City volunteers are required to act in accordance with City policies regulating conduct and are expected to:

a. Act lawfully;
b. Be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends, or business interests;
c. Report for shift fit for duty and able to perform their assigned tasks safely and without any limitation due to the use or after effects of:
    - Legal alcohol or drugs
    - Illegal drugs
    - Prescription drugs
    - Over-the-counter medications
    - Any other substance that may impair judgement or performance
    - Fatigue
d. Follow the letter and spirit of City policies and procedures;
e. Treat people with courtesy and respect;
f. Promote inclusivity and respect for diversity in all interactions with community members and fellow volunteers;
g. Follow the direction of and defer to their Supervisor; and
h. Maintain the confidentiality of the City and personal information.

5.5 Training

City volunteers will receive and complete an on-boarding orientation with their Supervisor. Every City volunteer will receive the City's *Volunteer Handbook* and will complete an orientation. Onboarding may be done one-on-one or in a large volunteer group.

Supervisors are required to provide adequate orientation and training specific to work sites. This type of training could include, but is not limited to, specific skills training related to the volunteer opportunity, customer services training, handling challenging situations, WHMIS, safety procedures and child protection training.

5.6 Recognition and Benefits

City volunteers will have opportunities to engage in meaningful volunteer placements. With the support and guidance of City departments, feedback and opportunities for growth will be provided where appropriate. City volunteer placements are unpaid and do not receive any form of monetary or value-based compensation. Other forms of recognition may be offered from time to time.

for: **Sharie Minions**
Mayor

Sara Darling
Director of Corporate Services

TITLE: P4 - VULNERABLE PERSONS PROTECTION POLICY City of Port Alberni Parks, Recreation and Heritage Department				
EFFECTIVE DATE: Jun 25/18	DEPARTMENT: Parks, Recreation and Heritage	AUTHORIZED BY: Council	REPLACES: June 9, 1997	PAGE 1 OF 1

POLICY

The City of Port Alberni Parks, Recreation and Heritage Department will endeavour to ensure the protection of all vulnerable persons in its care, by ensuring that all employees and volunteers having contact with vulnerable persons are informed of and trained in the Vulnerable Persons Protection procedures outlined in this policy.

RATIONALE

The most important benefit of abuse prevention measures is, of course, that people are better protected. However, there are other benefits as well:

- Prevention measures may help families evaluate and choose programs and services for their family members.
- Employers with good protection policies may attract highly motivated and dependable employees and volunteers.
- Prevention measures can help protect employers, employees and volunteers against false accusations of abuse.

PROCEDURES

1. Management shall ensure that a Vulnerable Persons Protection Policy and Manual are in place, updated as necessary and reviewed with all employees, volunteers and contractors who will have contact with vulnerable persons.

2. All employees, volunteers and contractors that will have contact with vulnerable persons must read and understand the Vulnerable Persons Protection Manual.

3. Applicants for all jobs that involve contact with vulnerable persons will be required to complete a Police Information Check prior to commencing work.

4. Accurate records which document situations that were encountered and resolved shall be kept. A simple handwritten report of any incident (discipline, first aid treatment, parental conversations, etc.) can serve as an effective tool for any future review or investigation if necessary.

5. Copies of any custody access orders shall be kept when appropriate.

TITLE: WATER CONNECTIONS - OUTSIDE CITY LIMITS				
EFFECTIVE DATE: Nov 5/73	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The City will not deal directly with individuals applying for water connections outside City limits, but rather only with applications from the Board of the respective jurisdiction.

TITLE: WATER CONNECTIONS - OUTSIDE CITY LIMITS FROM CHINA CREEK SUPPLY				
EFFECTIVE DATE: Sep 13/99	DEPARTMENT: Engineering	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Properties outside of City limits will be allowed to connect to the City's waterworks system via the China Creek Supply Main only with the City Engineer's express permission. The conditions of issuance for these connections are:

1. Lands must be immediately adjacent to the China Creek Water Supply Main (i.e. Blocks 104, 271, 272, 273, 260);

2. All costs for the connection must be paid by the applicant;

3. Lands to be serviced must be encumbered by a covenant (registered under Section 219 of the *Land Title Act*) restricting further subdivision of the land without City approval;

4. Registration of the easement agreement required for the City supply main across the lands (1594 RW) if needed; and

5. Owner entering into a legal agreement with the City regarding water quality and future disconnection. These provisions are as per the agreement prepared for the "Murray" connection approved in 1997 (see Agreement #905).

TITLE: WATER METER BILLING DUE DATE				
EFFECTIVE DATE: Feb 14/00	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

Twenty-one (21) days between the invoice date and the due date on all water customers bills. In the event that the due date on the invoice falls on a weekend or a statutory holiday, that the due date be advanced to the first business day following the weekend or the statutory holiday.

POLICY No. 3007-2 | Winter Roads, Sidewalk & Parking Lot Management

Approved: December 9, 2025

Date of Last Review:

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of the Winter Roads, Sidewalk & Parking Lot Management Policy aims to:

- Establish a balanced approach to address community transportation and safety needs within financial constraints;
- Ensure effective management of city transportation infrastructure during snow and ice conditions;
- Adhere to operational guidelines;
- Provide a consistent level of service across the community;
- To provide safe sidewalks and parking lots, during winter conditions.

2. POLICY STATEMENT

This policy ensures an efficient and consistent approach to winter weather operations within the Public Works Department and the Parks Department. Due to the varying nature of weather patterns from November to March in the Alberni Valley, this policy provides clear expectations for staff to prioritize road, parking lot and sidewalk travel safety within the budget authority provided by Council through the adopted Financial Plan. Furthermore, it allows city personnel to effectively assess road conditions, ensuring a responsible resource allocation while maintaining safe and passable routes on arterial, collector and local roads and bridges including sidewalks fronting city-owned buildings and city-owned parking lots.

3. SCOPE AND APPLICATION

The Winter Roads, Sidewalk & Parking Lot Management Policy applies to the City's road network including city-owned parking lots and sidewalks adjacent to city-owned buildings. Snow and ice management along provincial highways falls under the authority of the BC Ministry of Transportation and Transit (MoTT) and their contractors. Priority levels are established to maintain emergency response routes, ensure continuation of transit services and provide reasonable access to arterial and collector roadways and mitigate community hazards.

4. DEFINITIONS

Anti-icing: Application of chemicals or other agents to prevent or reduce bonding of precipitation or frost to the road surface (e.g. brine).

De-icing: Application of a de-icer on snow, frost, or ice to promote melting.

Minor Storm: A storm producing less than 15 cm of snow in one continuous event as reported by Environment Canada.

Major Storm: A storm that produces more than 15 cm of snow in one continuous event as reported by Environment Canada.

Pre-wetting: Application of a liquid de-icer into sand or salt at the time of application.

Snow Plowing: Use of equipment to clear snow from roadway surfaces.

Passable Lane: A cleared roadway that may have accumulation of snow or slippery surfaces. May be limited to a single cleared lane on a local roadway. Drivable by most vehicles with suitable winter tires.

Traveled Lane: The paved surface from the road centerline, the width of the marked lane (multi-lane roadways) or equivalent of a lane width on a two-lane roadway. (Traveled lanes on multi-lane roadways or those with a marked bike lane would be addressed as per the policy and guidelines outlined below).

Highways: Pacific Rim Highway #4/Johnston Rd/River Rd are the responsibility of the MoTT.

Arterial Roadways: Major roadways within the community. Generally defined as high-capacity urban road that serves to accept traffic from collector roads and as a primary route for local traffic.

Collector Roadways: Roadways connecting to arterial roadways.

Local Roadways: Remaining roadways within the community that connect to collector roads, excluding lanes or private properties.

Commercial/Uptown Core/Downtown Core: Areas designated as commercial in the *Official Community Plan.*

Transit Routes: Regularly scheduled routes operated by BC Transit, excluding areas serviced by custom transit (Handy DART).

Winter Roads Management Guidelines: Procedural guidelines for evaluating and executing operations concerning this policy.

Winter Sidewalk and Parking Lot Management Guidelines: Procedural guidelines for evaluating and executing operations concerning this policy.

Parking Lots: Include gravel and asphalt parking lots on land owned by the city.

Sidewalks: Concrete sidewalks adjacent to city-owned buildings and facilities, but does not include asphalt or gravel pathways.

5. POLICY

Priority

Priority shall be to address the City's arterial road network; and any designated emergency routes, ensuring passable lanes for major routes and emergency service access.

Secondary Priority shall be given to collector roads, transit routes and key commercial areas, which may include select public parking, providing access from local to arterial roads and serving school zones not on major routes.

Third Priority shall include local roads and site-specific hazards, offering access from local roads to collector networks with timely service where necessary.

Levels of Service

The city will implement snow and ice management services as outlined in *Appendix 'A' Winter Roads Management Guidelines* (Public Works) and *Appendix 'B' Winter Sidewalk and Parking Lot Management Guidelines* (Parks) for each priority area from November 1st to March 1st. Maintenance during other months will be based on resource availability that may vary from established procedures.

The goal of snow removal is to provide safe, passable driving lanes or bi-directional lanes on major roads for public and emergency vehicle access and to ensure the public has reasonable access to city-owned parking lots, facilities and buildings.

Regular application of an anti-icing solution will be used as a preventative measure to control the development of ice/frost and delay the accumulation of snow on the road surface.

Service levels for a minor storm event will focus on salting/sanding streets and intersections with plowing of the streets as a secondary goal based on the rate of accumulation. In major events (or forecasted major events), the focus will shift to plowing operations followed by sanding and salting operations or a combination of plowing with salt/sanding. Winter storm events vary in duration, intensity, and potential accumulation. These factors will all be considered in the deployment of resources to deal with any occurrence. Focus will continue, in most cases, on the first and second priority until the end of the storm event. This will result in a limited number of residential roads being plowed prior to the end of an event.

Response to snow and ice management will:

- Prioritize first priority routes until deemed safe and passable;
- Give precedence to Emergency Services requests;
- Assess all requests and determine appropriate action based on location and priority guidelines;
- Inspect first and second priority roadways regularly, adjusting resources, as necessary;
- Third priority roadways will be addressed during normal operating hours (Monday to Friday) with adjustments based on weather events and conditions as advised by the Roads & Drainage Superintendent and approval of the Manager of Operations or Director of Infrastructure Services.

Sidewalk, Lanes and Roadside Maintenance

Snow and ice maintenance for sidewalks adjacent to roadways is governed by the Traffic Regulation Bylaw.

City-owned parking lots and sidewalks adjacent to City properties are managed by the Parks Department*; see Winter Sidewalk and Parking Lot Management Guidelines*, and will be in conjunction with roadway snow removal. Service levels are to be determined based on the storm event, sidewalk conditions, and the needs and safety of the greater public. Sidewalks on road bridges such as Rogers Creek Bridge, Dry Creek Bridge, Victoria Quay Bridge and Kitsuksis Creek Bridge shall be cleared based on available resources.

The city shall endeavor to clear snow around bus stops when practical based on location and equipment availability.

Environmental Awareness

Recognizing the environmental impacts that winter maintenance services may impose, the city will:

- Prioritize environmental considerations in operations;
- Annually review the environmental impact of maintenance operations;
- Implement strategies to mitigate negative impacts, including discouraging snow dumping in sensitive areas.

Emergency Response

Emergency snow and ice management is coordinated by the Roads & Drainage Superintendent and/or the Manager of Operations. Any conditions that exceed the City's normal operational capacity to manage snow and ice conditions will be brought to the Director of Infrastructure for further support. Emergent issues will be addressed without compromising priority routes, potentially delaying service to local roads.

Communications

The city will keep the public informed of significant weather changes and operational updates via the city's website, social media accounts, local media, and other channels. Accurate updates during major events may be limited due to high demand for services.

6. AUTHORITY TO ACT

The Director of Infrastructure Services is delegated responsibility and authority for ensuring compliance with this policy.

7. REVIEW PROCEDURES

These procedures are to be operationally reviewed by Parks and Public Works administration annually and amended, if necessary, after consultation with the executive in order to reflect best practices.

Mike Fox
CAO

Sara Darling
Corporate Officer

APPENDIX 'A'
WINTER ROADS MANAGEMENT GUIDELINES

Purpose

The following is the City of Port Alberni guidelines to be utilized as per the ***Winter Roads, Sidewalk & Parking Lot Management Policy***.

Scope

These guidelines will identify the desired level of service attributed to *First, Second and Third Priorities* for winter road maintenance based on specific class of road as well as warrants for starting and finishing winter maintenance operations for each class of road.

These guidelines are to assist the priorities of operations and meet the application criteria of the *Policy*. There will undoubtedly be isolated exceptions; however, the intent of the guidelines will prevail with those exceptions being resolved at the discretion of the Manager of Operations in consultation with the Roads & Drainage Superintendent.

Hours of operations will generally be during regular working hours, Monday to Friday. Operations outside of this time will be commensurate with road condition assessments by the Roads & Drainage Superintendent and shall proceed only when approved by the Manager of Operations. Overtime will generally be limited to *First and Second Priority* routes unless otherwise approved by the Manager of Operations or the Director of Infrastructure Services.

Levels of Service

Maximum Allowable Accumulation for snow during ***Minor*** *and* ***Major Storm*** events:

ROAD CLASSIFICATION	Max Allowable Accumulation in *Primary Travel Lane*	Max Allowable Accumulation on *Secondary Travel Lane*
ARTERIAL	*50mm (2")	*125mm (5")
COLLECTOR	*75mm (3")	*125mm (5")
LOCAL	*150mm (6")	

*At the discretion of the Roads & Drainage Superintendent. Local roadways may exceed this amount based on the priority of the work and the intensity/duration of the snow event.

The following are the anticipated levels of service and the estimated time to complete the primary routes. *The time to complete will vary based on the changing conditions and the reassessment during the event vs. time to complete after the event has passed.*

ROAD CLASSIFICATION	LEVEL OF SERVICE	ESTIMATED TIME TO COMPLETE
First Priority (ARTERIAL)	Passable or better	2 - 6 hours
Second Priority (COLLECTOR)	Passable or better	6 - 24 hours
Third Priority (LOCAL)	Passable or better	24 - 48 hours
Road Bridge Sidewalks	Cleared and de-ice applied	2 - 8 hrs (reg hours weekdays)

It is the intent of this procedure to service the roadways based on the *Policy*. The focus on snow and ice management will differ based on the type of event, and the anticipated or experienced snow accumulations. During *Minor Events*, the focus will be on salting and sanding, and may shift based on the conditions experienced to plowing in combination with salt and sanding. Service delivery will be re-evaluated during the event and may require re-focusing the city's efforts back to the *First* or *Second* priorities.

Road Closures

Based on severe slope percentage the following road sections can be closed during a snow event until deemed safe by the Roads & Drainage Superintendent and/or Manager of Operations:

- 4th Ave & Strathern St
- 8th Ave & Argyle St
- Stirling St & 2nd Ave
- View St & View St Terrace

Specific Blue Barricades indicating road closure are placed at the top of the road slope by the Streets Chargehand once crews have been assigned to an event. These short sections of steep sloped roads will remain closed until the road is clear of snow/ice.

The level of service and areas included will be reviewed annually.

Winter Abrasive and Chemical Controls

Winter abrasives (sand) and chemical controls (de-icers/anti-icing agents) are to be used to facilitate the safe and efficient movement of traffic on municipal roadways during winter conditions. Preference will be given to the application of anti-icing solutions as the most effective method for prevention. Existing conditions and forecasts from Environment Canada shall be used to assist in the scheduling of the application of these products.

Performance goals/expected timelines based on regular operating hours:

CONDITION	LOCATION	ARTERIAL	COLLECTOR	LOCAL
Beginning of or during snowfall event	Hills over 5% grade	1-4 hrs	2-8 hrs	8-24 hrs
	Curves at 50km/h or less	1-4 hrs	2-8 hrs	8-24 hrs
	Schools & Intersections near school zones	1 hr prior to school opening	1 hr prior to school opening	1 hr prior to school opening
	Controlled Intersections	1 hr	2 hrs	8-24 hrs

CONDITION	LOCATION	ARTERIAL	COLLECTOR	LOCAL
Freezing Rain	Hills over 5% grade	1 hr	2-4 hrs	4-24 hrs
	Curves at 50km/h or less	1 hr	2-4 hrs	4-24 hrs
	Schools & Intersections near school zones	1 hr	1 hr	4-24 hrs
	Controlled Intersections	1 hr	2-4 hrs	4-24 hrs

CONDITION	LOCATION	ARTERIAL	COLLECTOR	LOCAL
Black Ice	Hills over 5% grade	1 hr	2-4 hrs	4-24 hrs
	Curves at 50km/h or less	1 hr	2-4 hrs	4-24 hrs
	Schools & Intersections near school zones	1 hr	1 hr	4-24 hrs
	Controlled Intersections	1 hr	1 hr	4-24 hrs

CONDITION	LOCATION	ARTERIAL	COLLECTOR	LOCAL
Post Snowfall Event	All Hills	1-6 hrs	6-24 hrs	24-48 hrs
	All Curves	1-6 hrs	6-24 hrs	24-48 hrs
	All other locations	1-6 hrs	6-24 hrs	24-48 hrs

Materials

Winter sand shall meet the following sieve criteria (BC-MoTT Class A gradation):

Maximum Particle Size	Percent Passing
12.5 mm	100%
9.5 mm	100%
4.75 mm	90% - 100%
2.36 mm	70% - 90%
0 - 0.6 mm	50% - 70%
0 - 0.3 mm	25% - 50%
0.075 - 0.1 mm	5% - 25%

When winter sand is stockpiled, it is to be blended with coarse salt at a ratio of 1:5, that being 1 part salt to 5 parts sand. Ratios may vary up to a 1:1 ratio. Weather and road conditions may require truck batching of the mixture to a higher ratio.

Road De-icing Salt – NaCl:

Calcium chloride liquid solution (Brine) - shall be 20% to 30% (ideally 23%) concentration and applied via a tank storage and spray nozzle distribution system.

Roadside Maintenance

Roadside maintenance should address sight line obstruction removal, snow and ice removal and catch basin/culvert clearing once the Arterial and Collector roads are addressed.

Sight line obstruction removal requirements will be at the discretion of the Streets Chargehand and shall be coordinated with other removal operations once the snow event has passed and resources are available. Specific locations will be addressed immediately if public safety is at risk.

Catch basin/culvert clearing shall be performed on an as needed basis and prioritized if rain or a significant warming trend is expected soon after a major snow event.

Fleet and Equipment

The city maintains several vehicles and equipment utilized in the management of ice and snow removal. This equipment is dispatched in proportionality to each winter weather event. In relation to the west coast climate and historic Alberni Valley winter weather, the following vehicles/equipment are used during winter weather events by Public Works operations:

- Tandem Axle, Single Axle and Dual-rear-wheel trucks fitted with articulating front-mounted snowplows and a brine dispersal system or salt/sand spreader;
- Loader with plow or bucket for the removal of snow piles;
- Grader;
- Backhoe for the removal of snow piles.

Staff and Operational Fatigue Management

Driver/operator fatigue during a snow event is a potentially dangerous condition that can put the driver/operator and the public at risk. To ensure the safety of City drivers/operators and reduce the risk of motor vehicle incidents caused by driver fatigue, maximum driving hours for employees operating city equipment during a winter maintenance event shift will be 12 hours of continuous driving/operating (14 hours total shift length). Maximum shifts of 14 hours must be followed by at least 8 consecutive hours of rest before any additional winter maintenance shifts begin.

APPENDIX 'B'
WINTER SIDEWALK AND PARKING LOT MANAGEMENT GUIDELINES

Purpose

The following is the City of Port Alberni guidelines to be utilized as per the ***Winter Roads, Sidewalk & Parking Lot Management Policy***.

Scope and Application

These guidelines will identify the desired level of service attributed to *First and Second Priorities* for city-owned parking lots and sidewalks adjacent to city-owned buildings and facilities as warrants for starting and finishing winter maintenance operations at each location.

These guidelines are to assist the priorities of operations and meet the application criteria of the *Policy*. There will undoubtedly be isolated exceptions; however, the intent of the guidelines will prevail with those exceptions being resolved at the discretion of the Manager of Parks in consultation with the Director of Parks, Recreation and Culture.

Hours of operations will generally be during regular working hours, Monday to Friday. Operations outside of this time will be commensurate with condition assessments by the Manager of Parks. Overtime will generally be limited to *First and Second Priority Sites* unless otherwise approved by the Manager of Parks or the Director of Parks, Recreation and Culture.

Levels of Service

Snow and Ice Control

The Parks Manager and/or their designate(s) will direct the commencement of snow plowing after minor or major snow events. The trigger for calling a full plow response is when the recorded weather is 10 cm or greater.

The Parks Manager and/or their designate(s) will direct the commencement of sanding, brine and ice control. The trigger for calling a sanding and ice control response is when weather changes from above freezing to below freezing.

Scheduling

1. Priority 1 to be completed within 24-36 hours of end of snow/ice event.

2. Priority 2 set to be completed after priority 1 sites are completed on regularly scheduled work weekday.

PRIORITY	LOCATION	PRIORITY	LOCATION
	FIELDHOUSES		**ECHO CENTRE**
1	BLAIR PARK	1	PARKING – FRONT & BACK
1	PAPERMILL DAM	1	SIDEWALKS & BACK STEPS
1	ROGER CREEK		**RCMP**
2	WILLIAMSON	1	PARKING LOTS
1	KLITSA	1	SIDEWALKS & STEPS
	KITSUKSIS WALKWAY		**FIRE HALL**
1	BRIDGES/RAMPS	1	PARKING LOTS
1	WALKWAY		**CITY HALL**
	SIDEWALKS	1	PARKING LOTS
2	VIMY TO COLLEGE (School/Bulldogs)	1	SIDEWALKS & STEPS
1	RUSSELL FIELD		**AV MULTIPLEX**
1	HOSPITAL/REDFORD	1	MAIN PARKING LOT & STEPS
1	10TH AVE DIP	1	REAR ENTRANCES
2	LOWER ARGYLE & HARBOUR QUAY	2	ATHLETIC HALL
2	GAIGA SQUARE		**ROADWAYS**
2	3RD AVE PUBLIC PARKING – PSB	1	JOHN DOUGLAS AT TIPIIS
2	WILLIAMSON ON JOHNSTON RD	2	CEMETERY
2	11TH AVE PARK		**HARBOUR QUAY**
2	ROGERS CREEK/TIDEBROOK	1	ROADWAY & BACK PARKING LOT
1	STAMP AVE	1	SPIRIT SQUARE
2	16TH AVE PARK	1	DECK WALK
2	GLENWOOD		**PARKING LOTS**
1	WEAVER/3RD AVE	1	2ND AVE/MAR ST
1	KINGWAY PARKING LOTS	1	2ND AVE/ANGUS ST
	PATHS	1	VICTORIA QUAY
1	QUAY TO QUAY	2	KINGSWAY
2	ECHO PARK	2	CLUTESI MARINA
2	WESTPORTE	2	BEAVER CREEK RD - DIKE
1	UPLANDS PATHWAY		**RECREATION PARK**
2	KLITSA PARK	1	GYRO LOT & STEPS
1	GYRO/REC PARK		**GLENWOOD**
2	VICTORIA QUAY	2	PAVED AREA
	BRIDGES	2	STADIUM LOT
2	GERTRUDE AT ROGERS CREEK		**ECHO PARK FIELDHOUSE**
2	GERTRUDE AT DIKE	1	PARKING TO LAWN BOWL (KING ST)
2	HELEN ST	2	SIDEWALKS & STEPS
1	VICTORIA QUAY		
1	ROGER CREEK PARK		
2	PENNY LANE		
2	3RD AVE AT DRY CREEK		
2	4TH AVE AT DRY CREEK		
2	MAQUINNA TRAIL HEAD		
2	PAPERMILL DAM		

Fleet and Equipment

The city maintains several vehicles and equipment utilized in the management of ice and snow removal. This equipment is dispatched in proportionality to each winter weather event. In relation to the west coast climate and historic Alberni Valley winter weather, the following vehicles/equipment are used during winter weather events by Parks operations:

- Tractor snow plow
- Truck snow plow/sander
- Brine truck/plow
- Brine truck
- Tractor sidewalk plow
- Plow truck
- Sidewalk plow(s)

Staff and Operational Fatigue Management

Driver/operator fatigue during a snow event is a potentially dangerous condition that can put the driver/operator and the public at risk. To ensure the safety of City drivers/operators and reduce the risk of motor vehicle incidents caused by driver fatigue, maximum driving hours for employees operating city equipment during a winter maintenance event shift will be 12 hours of continuous driving/operating (14 hours total shift length). Maximum shifts of 14 hours must be followed by at least 8 consecutive hours of rest before any additional winter maintenance shifts begin.

TITLE: WOOD FIRST POLICY				
EFFECTIVE DATE: January 11, 2016	DEPARTMENT: All	AUTHORIZED BY: Council	REPLACES: October 12, 2010	PAGE 1 OF 1

1. Background

The Alberni Region has a long history of over 10,000 years of using a wide range of wood fibre products for multiple uses.

The Alberni Region has vast areas of healthy, sustainable forests that are used for many purposes.

The forest industry continues to be an integral part of the communities in the Alberni region, and is evolving and developing new markets and opportunities for the use of wood products as part of its long-term strategy for a sustainable wood industry;

The City of Port Alberni has supported both the Union of British Columbia Municipalities and the Federation of Canadian Municipalities in adopting resolutions to build a Culture of Wood throughout the province, across Canada and with our international customers.

2. Policy

The City of Port Alberni will continue to support the ongoing development of its culture by:

- Being a wood champion and supporting the Government of British Columbia's Wood First Act and by developing a Wood First Policy that will establish a long-term strategy for building with wood;
- Encouraging wood champion designers and builders for all municipal building projects so that opportunities for building with wood cost-effectively are maximized;
- Ensuring that all construction projects receiving City financial support optimize the structural and architectural use of wood;
- Utilizing wood from the Alberni Valley Community Forest milled at the McLean Mill National Historic Site when/where feasible for City construction projects requiring large beams and timbers;
- Seeking those that can find practical and cost-effective building and design solutions through the use of wood, the most sustainable, natural and renewable building material available.

[i] Bank of Canada website, http://www.bankofcanada.ca/en/banknotes/, accessed February 29, 2012.

TITLE: P5 – WORKPLACE ACCOMMODATION				
EFFECTIVE DATE: Sept. 30/08	DEPARTMENT: Corporate Svces	AUTHORIZED BY: Council	REPLACES	PAGE 1 OF 4

1. POLICY

Employers and unions in Canada are required to make every reasonable effort, short of undue hardship, to accommodate an employee who comes under protected grounds of discrimination within human rights legislation.

The goal of the duty to accommodate in the employment relationship is to attempt to achieve fairness in the workplace and avoid unintentional discrimination on prohibited grounds. For the most part, the duty to accommodate will come into play when an employee's performance is affected based on a physical or mental disability. This statement of policy and procedure outlines the process to be undertaken when an employee feels they need an accommodation.

Provided a person with a disability is able to perform the essential duties of their own job or other available work and requests accommodation to do so, the City of Port Alberni will make all reasonable efforts to accommodate that person. The City will engage in a thorough investigation of the possibilities for accommodation of a disabled employee in any job or set of tasks in the workplace in order to find one that is least disruptive to the workplace and the most effective for all concerned. The City continues to be entitled to a productive working relationship with the accommodated worker.

The obligation does not require the employer to provide the accommodation requested by the employee or provide the best accommodation. Rather, the employer's obligation is to provide a "reasonable accommodation". The City will not promote an employee as a form of accommodation or displace other employees from occupied positions to accommodate a worker. The City will not create a new position or add to the staff complement to accommodate. The employee will not "carry" their pay rate to an accommodated position. Pay rates for all positions are determined by the Joint Job Evaluation Plan.

The policy also recognizes that human rights statutes exempt discriminatory conduct based on a bona fide occupational requirement (BFOR). The City of Port Alberni may adopt workplace rules and requirements that treat workers differently based on the prohibited grounds of discrimination when the employer can show that the rules adopted are for a genuine purpose and are required for the performance of the job, based on health, safety and cost.

2. PURPOSE

The purpose of the Duty to Accommodate Policy and Procedure is to ensure that employees are not discriminated against contrary to the Human Rights legislation and that the City meets its duty to accommodate.

The City of Port Alberni is subject to the duty to accommodate which flows from Section 13 of the BC Human Rights Code, R.S.B.C. 1996, c.210 prohibits an employer from discriminating on the basis of any of the following prohibited grounds:

- race
- colour
- ancestry
- place of origin
- political belief
- religion
- marital status
- family status
- physical disability
- mental disability
- sex
- sexual orientation
- age (applies to those 19 or older and less than 65)
- a criminal or summary conviction offence that is unrelated to the job.

3. SCOPE

This policy covers all employees working for the City of Port Alberni.

4. RESPONSIBILITY

The duty to accommodate rests with all three parties involved: the employer, the union, and the employee seeking the accommodation.

The employee is responsible for requesting an accommodation in writing and providing relevant information to support their request. The employee must actively participate and cooperate in the process of seeking an accommodation, and not unreasonably block a viable accommodation option.

The union is expected to co-operate with the accommodation process, and not unreasonably block a viable accommodation option. Collective agreement provisions, such as seniority clauses, are not bars to accommodation, although there is an 'undue hardship' limit to the extent to which seniority rights and job opportunities of other employees may be interfered with in an effort to accommodate.

Where an accommodation is required, the employer will work with the employee and union to determine whether existing positions can be adjusted, adapted or modified for the employee or whether there are any other positions in the workplace that might be suitable for the employee. The ultimate responsibility for determining an accommodation rests with the employer, as they have ultimate control over the workplace. The employer must provide reasonable accommodation such that any further accommodation would constitute undue hardship.

5. DEFINITIONS

"Bona Fide Occupational Requirement (BFOR)" is a requirement that is deemed a genuine need in order to carry out work.

"Disability" – The Human Rights Code does not give a definition. For the purpose of this policy, the concept of disability generally indicates a physiological or psychological state that is involuntary, has some degree of permanence and impairs the person's ability, in some measure, to carry out the normal functions of life."

"Duty to Accommodate" is the legal requirement to provide for, or to make an exception.

"Undue hardship" is a condition which would result in excessive cost or suffering. The following factors may be relevant:

- Safety
- Interchangeability of the work force and facilities
- Impact/disruption on a collective agreement
- Size of the employer's operations
- Problems of employee morale
- Financial cost

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

BC Human Rights Code – Section 13
Canadian Labour Congress – A Duty to Accommodate/Undue Hardship Guidelines

7. PROCEDURE

Request for an Accommodation

Where an employee feels that they require a workplace accommodation, based on one or more of the 14 protected categories, they are to submit a letter requesting accommodation to their Department Manager. The written request should include the rationale for the need for accommodation, including medical information addressing the nature of the disability, the prognosis and the limitations the disability imposes on the employee's ability to perform the duties of their position. If the accommodation being requested is based on one of the other protected categories, the employee needs to provide documentation related to the category under which the accommodation is being requested. The employee can also provide information on what forms of accommodation they believe would allow them to perform the duties of their job. The Department Manager will forward a copy of the request to the Director of Corporate Services.

Review of Request

The Director of Corporate Services will review the request and determine whether there is sufficient medical or other information in order to proceed with the accommodation review. If there is not sufficient information, the employee will be asked to provide additional documentation. The City reserves the right to require the employee to participate in a formal needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.

Accommodation Review Process

The Director of Corporate Services will convene a meeting with the employee, employee's supervisor and/or Manager, and union representation. The "accommodation team" will work together to find a feasible and practical solution that accommodates the employee's disability, in a manner that is consistent with the constraints of his or her workplace, to the point of undue hardship.

They will engage in a four-step process:

- Determine if the employee can perform his/her existing job as it is
- If the employee cannot, then determine if s/he can perform his/her existing job in a modified form;

- If the employee cannot, then determine is s/he can perform another job in its existing form;
- If the employee cannot, then determine if s/he can perform another job in a modified or “re-bundled” form.

The accommodation may take a number of different forms, which may include:

- Physical aids – back supports, large screen monitors, ergonomic workstations
- Modification of shift schedule – day shift only, half days, alternate days
- Modification of duties – reassigning duties such as heavy lifting to other employees
- Reassigning the employee to another (vacant) position
- Maintaining the employment relationship during a period of total disability

The “accommodation team” will select a form of accommodation which would achieve the necessary results with the least cost and least disruption.

Accommodation Decision
If there is agreement on an accommodation by all three parties, the decision will be presented to the City Manager for approval.

In the event there is not consensus on an accommodation, the Director of Corporate Services will meet with the Department Manager to determine the accommodation. If the accommodation selected would require some exemption from collective agreement language, the City would seek the approval of the Union to the accommodation proposed.

If there is no agreement on an accommodation, the employer will advise the employee accordingly and clarify the “undue hardship”.

If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision through the Grievance Procedure.

8. ATTACHMENTS

None

POLICY No. 5005-3 | WORKPLACE FURNITURE & ERGONOMICS

Approved: January 6, 2026
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

This policy ensures that all office furniture and equipment introduced into the City of Port Alberni (City) workplaces meet safety standards, ergonomic requirements, sustainability goals and aesthetic uniformity. This policy aims to prevent Musculoskeletal Injuries (MSI), ensure compliance with WorkSafeBC regulations, and centralize the acquisition of workplace assets to manage risk and liability.

2. POLICY STATEMENT

The City of Port Alberni provides employees with workstations that are safe, functional, and ergonomically sound. All workplace furniture must be procured through the City's official purchasing channels and meet recognized ergonomic standards.

3. SCOPE AND APPLICATION

This policy applies to all City employees, volunteers, and contractors working within City-owned or leased facilities, including remote or hybrid work environments. It covers all office furniture (chairs, desks, sit-stand units), accessories (monitor arms, keyboard trays), and personal appliances (heaters, fans, lamps).

4. DEFINITIONS

Ergonomics: The applied science of designing the job, equipment, and workplace to fit the worker. The goal is to optimize human well-being and overall system performance.

Musculoskeletal Injury (MSI): An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain and inflammation, that may be caused or aggravated by work.

Standard Furniture: Furniture and equipment that has been pre-approved by the City's Purchasing Department and Occupational Health & Safety (OH&S) representatives as meeting safety and durability standards.

Unauthorized/Personal Furniture: Any furniture, equipment, or appliance brought onto City premises by an employee from a personal source (home, retail store) that has not been procured through the City's official purchasing process.

5. POLICY

5.1 Prohibition of Unauthorized Furniture

To ensure safety and fire code compliance, employees are strictly prohibited from bringing personal furniture or equipment into the workplace. This includes, but is not limited to:

- Office chairs and seating;
- Desks, tables, and shelving units;
- Space heaters, fans, and personal lamps;
- Modifications to existing City furniture (e.g., adding blocks to raise desks).

Any unauthorized items currently on City premises may be subject to immediate removal at the discretion of the Department Manager. The City accepts no liability for loss or damage to personal items brought into the workplace in contravention of this policy.

5.2 Procurement and Standardization

All furniture acquisitions must adhere to the City's Procurement Policy.

- Purchase Cards: In accordance with the Purchase Card Usage Policy, Purchase Cards shall not be used to purchase furniture or capital equipment without prior authorization from the Director of Finance.
- Standards: All new furniture purchases must comply with CSA Standard Z412-17 *Office Ergonomics*.

5.3 Ergonomic Assessment and Accommodation

The City recognizes that "one size does not fit all".

- Standard Requests: Requests for standard furniture replacements due to wear and tear shall be directed to the Department Manager.
- Medical Accommodation: If an employee requires non-standard furniture due to a medical condition or specific ergonomic requirement (Duty to Accommodate), they must submit a request to Human Resources. This request may require a documented ergonomic assessment by a qualified professional or the completion of an internal Ergonomic Self-Assessment Tool.

5.4 Transfer of Assets

Furniture shall not be moved between departments or buildings without the approval of the Department Managers involved to ensure asset tracking accuracy.

6. ROLES AND RESPONSIBILITIES

6.1 Directors and Managers

- Ensure adequate budget is available for the replacement of unsafe or worn-out furniture.
- Enforce the prohibition of unauthorized/personal furniture within their departments.
- Consult with Human Resources/OH&S before approving non-standard furniture purchases.

6.2 Human Resources / OH&S

- Coordinate ergonomic assessments for employees reporting discomfort or MSI symptoms.
- Maintain a list of approved "Standard Furniture" specifications in consultation with Finance.
- Assist Department Managers in determining if existing "outside" furniture presents a safety risk requiring removal.

6.3 Finance / Purchasing

- Ensure all furniture purchases align with the approved Standard Furniture list.

- Reject Purchase Card transactions or invoices for furniture that have not followed this policy.

6.4 Employees

- Refrain from bringing personal furniture or unapproved appliances into the workplace.
- Immediately report broken or unsafe furniture to their Supervisor.
- Participate in ergonomic training and setup their workstation according to provided guidelines.

7. PROCEDURES

7.1 Reporting Unsafe Furniture

If an employee identifies furniture that is broken, unstable, or causing physical discomfort, they must report it to their Supervisor immediately. The Supervisor shall inspect the item and, if deemed unsafe, tag it as "Out of Service" and arrange for disposal and replacement.

7.2 Removal of Unauthorized Items

Upon the enactment of this policy, Managers will conduct a review of their work areas.

- Any personal furniture identified as a tripping hazard, fire hazard, or ergonomic risk must be removed by the employee immediately.
- Any personal electrical appliances (heaters) that do not bear a CSA approval sticker or that overload circuits must be removed immediately.

7.3 New Employee Setup

Managers are responsible for ensuring that a fully equipped, ergonomically compliant workstation is ready prior to a new employee's start date. This includes a standard adjustable chair, desk, and necessary peripherals.

8. AUTHORITY TO ACT

The Chief Administrative Officer (CAO) and Director of Corporate Services are delegated the authority to enforce compliance with this policy and to authorize the removal of unsafe or non-compliant assets from City property.

9. RELATED DOCUMENTS

- Council Occupational Health and Safety Policy
- Procurement
- Purchase Card Usage
- WorkSafeBC OHS Regulation Part 4: Ergonomics (MSI) Requirements
- CSA Standard Z412-17 *Office Ergonomics*

M. Fox
CAO

S. Darling
Director of Corporate Services

POLICY No. 3009-8 | WRITE-OFF FOR UNCOLLECTIBLE RECEIVABLES

Approved: October 1, 2025
Resolution No.: 25-383
Date of Last Review: NEW

CITY OF PORT ALBERNI

1. PURPOSE

The purpose of this policy is to establish standard guidelines for write-off of all uncollectible receivables accounts within the City of Port Alberni (CPA) and to set authorization levels for writing off of accounts receivable and any accumulated interest balances.

2. POLICY STATEMENT

The City will write off uncollectible receivables as a fiscally responsible method to ensure an accurate representation of the City's expected revenue. The City will actively pursue collections of past-due accounts, regularly review their status, and write off amounts determined to be uncollectible. A write-off of uncollectible accounts from the City's accounting records does not constitute forgiveness of the debt nor a gift of public funds. Uncollectible accounts can be reinstated if the status of a collection changes. This policy applies to all City departments and funds.

3. SCOPE AND APPLICATION

Collection procedures will be established by the finance department, bylaw, or agreement with the City and may vary depending on the nature of the receivable. Generally, accounts receivable should be written off during the fiscal year in which they are determined to be uncollectible.

4. DEFINITIONS

Uncollectible Receivables: Accounts that have been deemed to be impossible to collect after all reasonable collection efforts have been exhausted, based on specific criteria outlined in this policy.

Write-Off: The formal removal of an uncollectible account from the City's financial statements, acknowledging that the amount will not be received.

Accounts Receivable: Money owed to the City by external parties, including individuals and businesses, for goods or services provided.

Collection Agency: A third-party organization contracted to assist in the recovery of delinquent accounts on behalf of the City.

Director of Finance: The principal financial officer responsible for overseeing the City's financial operations, including the management of accounts receivable and financial compliance.

5. POLICY

Designating an account uncollectable:
Staff will recommend write-off actions when an account meets one of the criteria described below:

a. The balance has been deemed uncollectible by a collection agency or regulatory authority.
b. The cost of further collection efforts will exceed the estimated recovery amount.
c. The amount is under $20 and remains unpaid for more than two years.
d. The debt on account has been discharged through legal action (e.g., bankruptcy or court judgement).
e. The debtor is a company that no longer exists, or the debtor has passed away and there is no known estate or guarantor.
f. The debtor cannot be located, nor are there any known assets of the debtor.
g. The balance has been deemed uncollectible by the Director of Finance.
h. Upon direction by Mayor and Council by resolution.

Procedures for Writing Off Uncollectible Account:
Once all options for collection have been exhausted and it is deemed the account is uncollectible by the responsible department, a request for write-off will be sent to the finance staff. Finance will pursue any alternatives for collection and will determine if the account meets the criteria for being uncollectible. Annually, a write-off request will be prepared for the Director of Finance for review and approval. The request must include the following:

a. Debtor Name.
b. Account Balance.
c. Due date.
d. Description of receivable.
e. Criteria under which account is deemed uncollectible.
f. Original account coding for the general ledger.
g. Supporting documentation (invoices, reminders, collection letters, personal property and asset registry information, bankruptcy claims or related discharge, etc.).

Approval Authority - Write off Requests
Upon receipt of a write off request, the Director of Finance will review the requests to ensure completeness and that due diligence documentation has been provided. Annually write-off requests will be presented to the relevant authority for approval as follows:

a. The Director of Finance is authorized to approve write-off of accounts up to $2,500.
b. The Chief Administrative Officer is authorized to approve write-off of accounts up to $5,000.
c. City Council to authorize write-off of accounts pertaining to property tax collections and accounts exceeding $5,000.

For informational purposes, amounts to be written off will be presented annually at the next available Audit Committee meeting. For records retention, documentation pertaining to written-off accounts will be retained by the Finance department for seven (7) years for reference in future collection situations.

6. AUTHORITY TO ACT

The authority to act under this policy is vested in the City's Director of Finance, Chief Administrative Officer and City Council. All staff involved in the collection and write-off process must adhere to this policy and cooperate with oversight bodies to maintain the integrity of the City's financial records.

7. REVIEW PROCECURES

This policy shall be reviewed every 4 years to ensure its continued effectiveness and compliance with applicable laws and regulations. The Finance Department is responsible for conducting the review and proposing amendments as necessary.

Sharie Minions
Mayor

Sara Darling
Corporate Officer

TITLE: ZERO TOLERANCE POLICY FOR ALCOHOL IN ARENA DRESSING ROOMS				
EFFECTIVE DATE: October 15, 2014	DEPARTMENT: Parks Recreation & Heritage	AUTHORIZED BY: Council	REPLACES: New	PAGE 1 OF 1

1. GENERAL

The operation of the Alberni Valley Multiplex is administered by the Director of Parks, Recreation and Heritage and the Manager of the Alberni Valley Multiplex and Sports Services is responsible to ensure that this policy is observed at all times.

2. SCOPE

Alcohol consumption has been an issue in arena dressing rooms for many years in facilities across Canada and community arenas are adopting a zero tolerance alcohol policy to ensure public safety.

This Policy represents zero tolerance with respect to alcohol consumption in areas other than those approved under our Liquor Licence, currently the Upper Lounge, in order to maintain compliance with BC Liquor Control and Licensing Branch regulations.

Public and users drinking alcohol in unauthorized areas of City Facilities will cause the City to be liable for their actions and responsible for their duty of care until they are sober. The City may also be subject to fines related to Team non-compliance and suspension of the facility liquor license.

3. EDUCATION & NOTICE

Rental contract documents will include notice about the zero tolerance policy. Signage will be posted in all dressing rooms.

4. ENFORCEMENT

A three-step process will be enforced by staff if evidence of alcohol consumption is found and Teams will be subject to the following:

First Offence	The Team will be issued a written warning stating the date, time and location of the consumption infraction with a copy to the respective League President. The warning will state clearly the consequences of an additional offence.
Second Offence	The Team involved will be issued a written notice cancelling their next ice booking without refund with a copy to the respective League President. The warning will state clearly the consequences of an additional offence.
Third Offence	The Team involved in the infraction will be issued written notice that they are banned from facility use. The League President will be advised of the incident.
Visiting Team	The Home Team hosting the Visiting Team will be issued a written notice cancelling their next ice booking without refund. The League President will be advised of the incident.