
AGENDA - REGULAR MEETING OF COUNCIL
Monday, March 25, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

*Watch the meeting live at www.portalberni.ca
Register to participate via webinar at: <https://portalberni.ca/council-agendas-minutes>*

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Councillors.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 5

1. Minutes of the Special meeting held at 12:00 pm and Regular Council meeting held at 2:00 pm on March 11, 2024 be adopted, as presented.

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Western Vancouver Island Industrial Heritage Society (WVIHS) | Railway Operations Update - Page 16**
Report dated March 19, 2024 from the Chief Administrative Officer requesting Council refer WVIHS railway operation updates to the next Committee of the Whole meeting.
THAT Council refer the report entitled 'Western Vancouver Island Industrial Heritage Society (WVIHS) | Railway Operations Update' to the April 15th, 2024 Committee of the Whole meeting for further discussion.
2. **2024-2028 Financial Plan | Recommendations from the March 18th Committee of the Whole**
THAT Council continue to de-link major industry Class 4 and light industry Class 5 and set an effective tax rate for light industry that is approximately \$20 per thousand lower than major industry to rebalance the tax share and lower the effective tax rate of Class 1.

E. STAFF REPORTS

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

1. Accounts

THAT the certification of the Director of Finance dated March 25, 2024, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

F. BYLAWS

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

1. Development Cost Charges Bylaw - Page 67

THAT “Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5102.

2. Zoning Bylaw Amendment | 3045, 3053, 3063 Kingsway Avenue - Page 70

THAT “Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5096.

3. 2024-2028 Financial Plan | 3rd Reading - Page 75

Report dated March 19, 2024 from the Director of Finance requesting Council consideration for third reading of the proposed bylaw.

THAT “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” be read a third time as amended.

G. CORRESPONDENCE FOR ACTION

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

1. Port Alberni Port Authority - Page 121

Letter received March 13, 2024 from the Port Alberni Port Authority requesting use of the parking area at Harbour Quay.

THAT Council authorize the Port Alberni Port Authority use of the parking area at the Harbour Quay for the purpose of a community event on Saturday, June 22, 2024 from 9:00 am to 12:00 pm on Centennial Pier subject to:

- the notification of emergency services and BC Transit;*
- consultation with all affected businesses/residents;*
- implementation of a Traffic Plan; and*
- provision of standard liability insurance in the amount of \$5M [minimum].*

2. **Alberni-Clayoquot Regional District [ACRD] | Grant Application Request - Page 122**
Letter dated March 8, 2024 from the ACRD requesting Council support for application to the Union of BC Municipalities Community Emergency Preparedness Fund.

THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning Program, and authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary - Page 124**
 - a. District of Hudson's Hope | Support for Bill-34
 - b. Copy of City of Port Alberni Letter to Ministry of Forests | Support for Port Alberni Mill dated March 15, 2024
 - c. City of Duncan | 2024 AVICC Resolution: Fail to Appear Charges in Policing Statistics
 - d. B. Kanngiesser | Johnston Road Utility Improvements

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 131**
THAT the Council reports outlining recent meetings and events related to the City's business, be received.

L. NEW BUSINESS

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

1. **Seniors Advocacy | Notice of Motion from March 11, 2024**
THAT Council direct staff to send a resolution to the Union of BC Municipalities [UBCM] with copies to the Association of Vancouver Island and Coastal Communities and MLA J. Osborne requesting provincial support of the recommendations outlined in the Office of the Seniors Advocate report titled 'Resourceful and Resilient: Challenges Facing BC's Rural Seniors' dated February 2024 and further, to request the creation of a rural seniors caucus within the UBCM membership.
2. **Canada Day Family Event | Recommendations from the March 18th Committee of the Whole**
THAT Council direct staff to coordinate a 2024 Canada Day family event in conjunction with local groups/organizations and staff seek any grants available.

3. **Budget Presentations | Recommendations from the March 18th Committee of the Whole**
THAT in 2025 Council direct City staff to request managers make department presentations during tax time.
4. **Three-Stream Waste Collection Service | Contract Renewal - Page 133**
Report dated March 18, 2024 from the Director of Finance requesting Council consideration of a Service Agreement.
THAT Council authorize the Mayor and Corporate Officer to renew the "3-Stream Waste Collection Service Agreement" with the Alberni-Clayoquot Regional District for the handling and shipping of recyclable materials, related to the City's curbside collecting of recyclable materials within the City until December 31, 2026.
5. **Appointment of Corporate Officer - Page 135**
Report dated March 20, 2024 from the Director of Corporate Services requesting Council appoint the Deputy Director of Corporate Services as Corporate Officer.
THAT Council appoint Sara Darling, Deputy Director of Corporate Services, as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Darling in accordance with s.148 of the Community Charter effective April 5, 2024.

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker. For those participating electronically, please use the 'Raise your Hand' feature.

N. IN-CAMERA

Motion to close the meeting to the public as per the Community Charter, section(s):

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

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

O. RISE AND REPORT

P. ADJOURNMENT

That the meeting adjourn at PM.

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, March 11, 2024 @ 12:00 PM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

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

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Culture

Call to order: @ 12:00 p.m.

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

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

CARRIED

The meeting was adjourned at 5:53 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, March 11, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Culture
M. Owens, Fire Chief
D. Fines, Chief Fire Prevention Officer
S. Darling, Deputy Director of Corporate Services | Recording Secretary
P. Datta, PC Support

Gallery: 25 & 1 Electronically

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include items under “Delegations” C.2 | Port Alberni Toy Run, ‘New Business’ L.8 | Seniors Advocacy and L.9 | Hole in the Wall and ‘Bylaws’ F.3 | Correspondence R. Cameron. The agenda was then approved, as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 12:00 pm, Regular Council meeting held at 2:00 pm on February 26, 2024 and the Special meeting held at 5:00 pm on March 4, 2024 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. Introduction | Manager of Culture

W. Thorpe, Director of Parks, Recreation and Culture introduced the City’s new Manager of Culture, J. Robinson.

Councillor Patola recused himself at 2:05 pm noting his association as Director on the Port Alberni Toy Run Board.

2. Port Alberni Toy Run

Chairman, D. Wiwchar and member, J. Cook spoke to the recommendations outlined in the ‘City Involvement in Local Events’ report, as it relates to the Toy Run’s involvement in First Night activities.

Councillor Patola returned to the meeting at 2:17 pm.

MOVED AND SECONDED, THAT Council recess at 2:29 pm to address technical difficulties.

CARRIED

The meeting resumed at 2:33 pm with all members of Council in attendance.

D. UNFINISHED BUSINESS

1. Five Year Financial Plan 2024 – 2028, Bylaw No. 5097

MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” as follows:

- i. apply the \$135,000 in fines received by bylaw to Financial Plan line item 15210 ‘Fines and Parking Tickets’.*

CARRIED | Res. No. 24-99

- ii. direct a prior year budget amendment to reassign the Canada Community-Building Fund program allocated for the Connect the Quays Pathway project and the Burde Street Paving project totalling \$1.188 Million from the Growing Communities Fund.*

CARRIED | Res. No. 24-100

- iii. fund \$157,500 for ballfield improvements from the Alberni Valley Community Forest Reserve.*

CARRIED | Res. No. 24-101

- iv. cancel the Fire Hall fueling station project for 2024 and consider reallocating the funding in 2025 if required and further, that staff explore alternative fueling options.*

CARRIED | Res. No. 24-102

- v. remove the \$30,000 in capital funding for McLean Mill National Historic Site.*

CARRIED | Res. No. 24-103

- vi. move the Echo Centre table and chair project to 2025.*

MOVED AND SECONDED, THAT Council amend the motion to move the Echo Centre table and chair project to 2025 by changing the year to 2024 and by adding ‘allocating the associated costs of \$14,850 from the Alberni Valley Community Forest Reserve’.

DEFEATED

MOVED AND SECONDED, THAT Council amend the motion to move the Echo Centre table and chair project to 2025 to add ‘allocating the associated costs of \$14,850 from the Alberni Valley Community Forest Reserve’.

CARRIED | Res. No. 24-104

MAIN MOTION AS AMENDED

MOVED AND SECONDED, THAT Council move the Echo Centre table and chair project to 2025, allocating the associated costs of \$14,850 from the Alberni Valley Community Forest Reserve.

CARRIED | Res. No. 24-105

- vii. include design work for the Canal Beach Pier project within the 2025 Financial Plan with construction included for 2026.*

MOVED AND SECONDED, THAT Council postpone the motion to include design work for the Canal Beach Pier project within the 2025 Financial Plan with construction included for 2026 until such time Council has completed the Corporate Strategic Plan review.

CARRIED | Res. No. 24-106

MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” to fund the Multiplex stereo system in the amount of \$33,800 and Train Station water tower in the amount of \$15,000 from the Alberni Valley Community Forest Reserve.

CARRIED | Res. No. 24-107

MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” to fund the Intersection Safety Updates in the amount of \$150,000 and CSO 3rd Avenue Storm Projects in the amount of \$380,000 from the Canada Community-Building Fund.

CARRIED | Res. No. 24-108

MOVED AND SECONDED, THAT Council direct the BC Assessment residential class non-market change to fund the Asset Management Reserve Fund in 2024.

MOVED AND SECONDED, THAT Council amend the motion to direct the BC Assessment residential class non-market change to fund the Asset Management Reserve Fund to reflect application of ‘all classes of non-market change’ to the Asset Management Reserve Fund.

DEFEATED

MOVED AND SECONDED, THAT Council amend the motion to direct the BC Assessment residential class non-market change to fund the Asset Management Reserve Fund by redirecting the application of residential class non-market change to remain in the residential property class and applying the value from non-market change in the light industrial and business class to fund the Asset Management Reserve Fund.

CARRIED | Res. No. 24-109

MAIN MOTION AS AMENDED

MOVED AND SECONDED, THAT Council direct the BC Assessment residential non-market change to remain in the residential property class and apply the value from non-market change in the light industrial and business class to fund the Asset Management Reserve Fund.

CARRIED | Res. No. 24-110

MOVED AND SECONDED, THAT Council request administration to provide an update at the next Committee of the Whole meeting regarding the Alberni Pacific Railway, including status of the ICET grant application, proposed rail crossing work and extending an invitation to Western Vancouver Industrial Heritage Society to attend.

CARRIED | Res. No. 24-111

MOVED AND SECONDED, THAT Council provide early approval to proceed in the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” to the following:

- i. 2025 Capital Plan - Solid Waste truck replacement - #402 & #403 for \$588,500 each.*

CARRIED | Res. No. 24-112

MOVED AND SECONDED, THAT Council use previous funding from paused projects and assign \$150,000 to the Argyle Street, 1st Avenue to 3rd Avenue Combined Sewer Overflow mitigation work in the 2024 Capital Plan.

MOVED AND SECONDED, THAT Council amend the motion to use previous funding from paused projects and assign \$150,000 to the Argyle Street, 1st Avenue to 3rd Avenue Combined Sewer Overflow mitigation work in the 2024 Capital Plan by removing 'use previous funding from paused projects and assign' and replace it with 'direct Canada Community-Building funds of'.

CARRIED | Res. No. 24-113

MAIN MOTION AS AMENDED

MOVED AND SECONDED, THAT Council direct Canada Community-Building funds of \$150,000 to the Argyle Street, 1st Avenue to 3rd Avenue Combined Sewer Overflow mitigation work in the 2024 Capital Plan.

CARRIED | Res. No. 24-114

MOVED AND SECONDED, THAT Council refer the motion to amend the 'Work in Progress' to remove the following Capital Plan projects to the March 18th Committee of the Whole meeting:

- i. General Fund - 20017 - Welcome Sign*
- ii. General Fund - 22016 - Argyle Street / 10th Avenue Roundabout (ptp, w, st, s) Design only*
- iii. General Fund - 22017 - Argyle Street, 1st Avenue to 3rd Avenue - CSO*
- iv. General Fund - 22019 - Wallace Street - 4th Avenue to 6th Avenue - Paving*
- v. General Fund - 23019 - Road Network Survey*
- vi. General Fund - 23021 - Intersection Safety #1a Gertrude Street/Roger Street*
- vii. General Fund - 22021 - Wallace Street - 4th Avenue to 6th Avenue - Storm*
- viii. General Fund - 22022 - Anderson Road - Wallace Street to Maitland Street*
- ix. Sewer Fund - 22064 - Anderson Road - Wallace Street to Maitland Street*
- x. Sewer Fund - 23071 - Josephine Forcemain Detailed Design & Geotech 22051*
- xi. Water Fund - Argyle / 10th Avenue - Roundabout (ptp, w, st, s) Design only*
- xii. Water Fund - 22052 - Wallace Street - 4th Avenue to 6th Avenue*
- xiii. Water Fund - 22053 - Anderson Road - Wallace Street to Maitland Street*
- xiv. Water Fund - 22054 - Cowichan Reservoir to Burde Street New Twin Main Ph 6 - design*
- xv. Water Fund - 23051 - Dunbar Street-10th Avenue to 11th Avenue loop 200mm PVC*
- xvi. Water Fund - 23053 - Bainbridge Plant to Cowichan Reservoir Supply Main Replacement*
- xvii. Water Fund - 23056 - CSO - Argyle Street (1st-3rd) (240m st,w, CSO)*
- xviii. Water Fund - 23057 - CSO - 6th Avenue Bruce Street -Melrose Street*
- xix. Water Fund - 23058 -CSO - Wallace Street 4th Avenue - 6th Avenue (120m)*

CARRIED | Res. No. 24-115

MOVED AND SECONDED, THAT Council direct administration to:

- i. consult with community partners to facilitate the current design work for the Canal Beach Pier in 2024.*
- ii. present information to Council for 2025 budget.*
- iii. put a place holder into the 5 year capital project plan in 2026, with the final budget to be determined and considered by Council once the design is refined and additional funding options have been explored.*

MOVED AND SECONDED, THAT Council postpone the following motion until such time Council has completed the Corporate Strategic Plan review.

That Council direct administration to:

- i. consult with community partners to facilitate the current design work for the Canal Beach Pier in 2024.*
- ii. present information to Council for 2025 budget.*
- iii. put a place holder into the 5 year capital project plan in 2026, with the final budget to be determined and considered by Council once the design is refined and additional funding options have been explored.*

CARRIED | Res. No. 24-116

E. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated March 11, 2024, be received and the cheques numbered 154475 to 154531 inclusive, in payment of accounts totalling \$2,838,710.37, be approved.

CARRIED | Res. No. 24-117

F. BYLAWS

1. Development Cost Charges Bylaw

MOVED AND SECONDED, THAT Council endorse the consolidated reserve establishment bylaw for the following Development Cost Charges Reserves:

- Water Development Cost Charges Reserve*
- Sewer Development Cost Charges Reserve*
- Storm Drainage Development Cost Charges Reserve*
- Highway Facilities Development Cost Charges Reserve*
- Parkland Development Cost Charges Reserve*

CARRIED | Res. No. 24-118

MOVED AND SECONDED, THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be now introduced and read a first time.

CARRIED | Res. No. 24-119

MOVED AND SECONDED, THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be read a second time.

CARRIED | Res. No. 24-120

MOVED AND SECONDED, THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be read a third time.

CARRIED | Res. No. 24-121

2. **Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024**
MOVED AND SECONDED, THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5086-1.
CARRIED | Res. No. 24-122

Councillor Haggard left the meeting at 3:52 pm and returned at 3:54 pm.

3. **Zoning Bylaw Amendment | 3045, 3053, 3063 Kingsway Avenue**
MOVED AND SECONDED, THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be now introduced and read a first time.
CARRIED | Res. No. 24-123
MOVED AND SECONDED, THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be read a second time.
CARRIED | Res. No. 24-124
MOVED AND SECONDED, THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be read a third time.
CARRIED | Res. No. 24-125

Councillor Douglas left the meeting at 4:05 pm and returned at 4:09 pm.

G. CORRESPONDENCE FOR ACTION

1. **Alberni Valley Community Forest | Community Donation**
MOVED AND SECONDED, THAT Council direct staff to inform the Alberni Valley Community Forest Board that their donation limit will remain at \$10,000 and further, that Council invites the Board to provide suggestions on any project they feel will benefit the community during Council's yearly budget discussions.
CARRIED | Res. No. 24-126
2. **BC Farmers' Markets**
MOVED AND SECONDED, THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.
CARRIED | Res. No. 24-127
3. **Lathom Corridor Traffic Petition**
MOVED AND SECONDED, THAT Council direct staff to refer the letter and petition from B. Casavant and L. Fox dated February 28, 2024 regarding traffic safety concerns on Lathom Road to the next Traffic Advisory Committee meeting, taking place on Wednesday, April 17, 2024.
CARRIED | Res. No. 24-128

Council invited letter writer, B. Casavant to speak to the correspondence.

H. PROCLAMATIONS

1. GBS/CIDP Foundation of Canada

MOVED AND SECONDED, THAT Council on behalf of GBS/CIDP Foundation of Canada, proclaim May 2024 as 'GBS/CIDP Awareness Month' in Port Alberni.

CARRIED | Res. No. 24-129

I. CORRESPONDENCE FOR INFORMATION

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

- a. Department of Fisheries and Oceans | Open-Net Pen Transition Plan
- b. BC Salmon Farmers | 2024 Marine Finfish Licence Reissuance and Conditions
- c. Ministry of Forests | *Heritage Conservation Act* Transformation Project Engagement Sessions
- d. Hupacasath First Nation | Tree Harvesting and Road Construction Notification on Dundalk Avenue South
- e. Alberni-Clayoquot Regional District | Accessibility Committee Appointments
- f. UNIFOR | Forestry Worker Summit 2024
- g. Peace River Regional District | AVICC 2024 Resolution to UBCM
- h. UBCM | Provincial Response to 2023 Resolutions
- i. Sage Haven | Letter of Support for Alberni Valley Toxic Poisoned Drugs Crisis Strategy
- j. Alberni Valley Museum and Heritage and Commission | February 7, 2024 Minutes

MOVED AND SECONDED, THAT Council receive correspondence for information, as circulated.

CARRIED

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. Council and Regional District Reports

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

CARRIED | Res. No. 24-130

L. NEW BUSINESS

1. City Involvement in Local Events

*MOVED AND SECONDED, THAT Council direct staff to contact *cišaaʔath* and Hupačasath First Nations to confirm what involvement or contribution would be most meaningful for the City of Port Alberni to provide each Nation for National Day for Truth and Reconciliation.*

CARRIED | Res. No. 24-131

MOVED AND SECONDED, THAT Council refer the 'City Involvement in Local Events' report to a future Committee of the Whole meeting to include additional information as requested and to provide an overview of the Community Investment Program.

CARRIED | Res. No. 24-132

2. **Recreation Fees and Charges Bylaw**

MOVED AND SECONDED, THAT Council direct administration to update recreation fees and charges as of September 1, 2024 to reflect the 2024 median of the following communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River.

CARRIED | Res. No. 24-133

MOVED AND SECONDED, THAT Council direct administration to implement a fee for sports field use starting September 1, 2024 based on the median of the six comparator communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River;

AND FURTHER, THAT staff prepare a report outlining options permitting exemptions for sports field fees associated with children/youth sports and charitable events.

MOVED AND SECONDED, THAT Council amend the motion to implement a fee for sports field use starting September 1, 2024 based on the median of the six comparator communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River; by changing the start date to September 1, 2025.

CARRIED | Res. No. 24-134

MAIN MOTION AS AMENDED

MOVED AND SECONDED, THAT Council direct administration to implement a fee for sports field use starting September 1, 2025 based on the median of the six comparator communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River;

AND FURTHER, THAT staff prepare a report outlining options permitting exemptions for sports field fees associated with children/youth sports and charitable events.

CARRIED | Res. No. 24-135

MOVED AND SECONDED, THAT Council direct staff to prepare a report outlining options that would permit City residents [including Tseshaht and Hupacasath First Nations] priority status for Parks, Recreation and Culture services.

CARRIED | Res. No. 24-136

3. **Engineering & Public Works Fees and Charges**

MOVED AND SECONDED, THAT Council direct administration to increase fees for utility service connections to bring them in alignment with comparable sized municipalities on Vancouver Island as outlined in the report 'Fees and Charges | Engineering and Public Works' dated February 26, 2024;

AND FURTHER, THAT staff review "Fees and Charges Bylaw, 2007, Bylaw No. 4665" and where required, make the necessary rate amendments to ensure full cost recovery.

CARRIED | Res. No. 24-137

MOVED AND SECONDED, THAT Council direct administration to review the overall utility service connection application process, and to investigate requirements to include estimates and actual costs of construction for the fees charged.

CARRIED | Res. No. 24-138

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4. **Development Cost Charges**
MOVED AND SECONDED, THAT Council direct administration to update the Development Cost Charges Bylaw and further, establish a Community Amenity Charges Bylaw in alignment and as informed by the Official Community Plan update and Master Plan process.
CARRIED | Res. No. 24-139

 5. **Revitalization Tax Exemption Programs**
MOVED AND SECONDED, THAT Council direct staff to bring forward a report to a Committee of the Whole meeting considering the repeal of bylaws related to Revitalization Tax Exemption Programs.
CARRIED | Res. No. 24-140

 6. **Ministry of Environment Air Emissions**
MOVED AND SECONDED, THAT Council direct staff to write a letter to the Ministry of Environment requesting that they reduce the air emissions permit for Catalyst Paper by 70% as per the recommendation of the Alberni Valley Air Quality Council, thereby formalizing and bringing into alignment those standards currently being realized by Catalyst Paper.
CARRIED | Res. No. 24-141

MOVED AND SECONDED, THAT Council proceed beyond 3 hours in accordance with Council Procedures Bylaw No. 4830.
CARRIED

MOVED AND SECONDED, THAT Council recess at 4:57 pm.
CARRIED

The meeting resumed at 5:03 pm with all members of Council in attendance.

7. **5170 Argyle Street [Port Pub] | Remedial Action Order Update**
MOVED AND SECONDED, THAT Council receive the report '5170 Argyle Street [Port Pub] - Remedial Action Order Update' dated March 4, 2024.
CARRIED | Res. No. 24-142

8. **Notice of Motion | Seniors Advocacy**
That Council direct staff to send a resolution to the Union of BC Municipalities [UBCM] with copies to the Association of Vancouver Island and Coastal Communities and MLA J. Osborne requesting provincial support of the recommendations outlined in the Office of the Seniors Advocate report titled 'Resourceful and Resilient: Challenges Facing BC's Rural Seniors' dated February 2024 and further, to request the creation of a rural seniors caucus within the UBCM membership.

9. **Highway 4 Hole in the Wall Access and Safety**

THAT City Council direct administration to request that the Alberni-Clayoquot Regional District contact Mosaic Forest Management, with a goal for Mosaic to lead a collaborative 'Hole in the Wall Trailhead' project on their new cut block south of Aspenden Road and Highway 4.

CARRIED | Res. No. 24-143

M. QUESTION PERIOD

R. Smith

Inquired regarding the land sale reserve, sewer and water projects, and Quay to Quay Pathway project totals.

L. Walerius

Inquired regarding the Official Community Plan process and regulations related to housing.

Councillor Patola recused himself at 5:36 pm noting his association as Director on the Port Alberni Toy Run Board.

D. Wiwchar

Requested clarity regarding the outcome of Council recommendations for City involvement in local events.

Councillor Patola returned to the meeting at 5:38 pm.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 5:38 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: March 19, 2024
File No: 0230-20 [WVIIHS]
To: Mayor & Council
From: M. Fox, CAO
Subject: **Western Vancouver Island Industrial Heritage Society (WVIIHS) | Railway Operations Update**

RECOMMENDATION[S]

THAT Council refer the report entitled 'Western Vancouver Island Industrial Heritage Society (WVIIHS) | Railway Operations Update' to the April 15th, 2024 Committee of the Whole meeting for further discussion.

PURPOSE

To provide updated Operational and Capital needs summary following new information received from WVIIHS.

BACKGROUND

Parks, Recreation and Culture (PRC) has been working with WVIIHS on several agreements to attain quotes for insurance coverage through the City's liability insurance provider. Both parties are also, working with Technical Safety British Columbia to obtain operating permits, and have in place, a viable Operating and Capital program to have trains running in Port Alberni as an amenity for the public and visitors.

At the March 18th, 2024 Committee of the Whole meeting, Council directed administration to provide the budget package and any relevant information received from WVIIHS to support next steps for operations in 2024, at the next regular Council meeting.

Administration was also asked to provide an update on the Steam Donkey show at McLean Mill. Currently, Administration is working on an agreement with WVIIHS to provide to Mosaic, and eventually submit to the Municipal Insurance Association of British Columbia (MIABC) for land use and liability insurance. Administration will bring an update to Council as this moves forward.

ALTERNATIVES/OPTIONS

1. THAT Council refer this report to the April 15th, 2024 Committee of the Whole meeting for further discussion
2. Receive report for information and direct funding once all agreements, insurance requirements are confirmed and operating permits are in place.
3. Council direct administration to allocate funding in the amount of \$60,000 for one-time operating funding and \$143,000 Capital funding prior to adoption of the Financial Plan.
4. Direct administration to wait until the ICET (Island Coastal Economic Trust) grant report is complete before taking any action and seek operational plans for the 2025 year.

ANALYSIS

1. Referring this report to the April 15th 2024 COW meeting will allow administration the time to provide information and services levels required for the WVIIHS as it relates to operations and cultural needs in the City. With this information Council will be able to decide on moving forward with the service this year by looking at the on-going tax increase in future years. The capital repairs and one-year operating funding would not affect taxes as Council could use other funding streams. However, looking long term this would be an additional service level for council to consider.
2. While progress has occurred on the rail operations contract, some outstanding items will need to be considered. The activities WVIIHS will be undertaking on the City's behalf with oversight of the activities that are performed on the City's behalf, if required, the parties may need to source sufficient expertise to oversee the activities to make sure all requirements are met. MIABC would need to review the insurance policy that WVIIHS secures and details of all agreements to confirm the City has the required liability coverage, standard operational procedures, and training standards of all members prior to restarting train operations, including documentation of activities. Cost uncertainty persists as railway operations and limited funds are available to undertake train operations and capital upgrades. Cost certainty and ongoing costs for future years should be considered and allow Council to see the full agreements and total costing before WVIIHS starts to provide train service to the public. Administration will need to bring any agreements to Council for approval before signing with WVIIHS, with the any information gaps addressed.
3. This option would amend the current budget and may cause the need for additional Council meetings to approve the current financial plan if amendments are made that cause taxation changes. Alternatively, consider the amendment of the financial plan without increases to taxation and utilize reserves. Budgets have been provided by WVIIHS and only capital funding has a contingency. The risk is that WVIIHS does not receive the revenue expected in their operating budget and therefore has a shortfall requesting it to be covered by the City.
4. This would provide Council with a more complete picture of the viability of the train running and full costs. In addition, sustainable funding model that is support for inclusion over the entire proposed 2024 running of the train would not be possible if this option is selected.

IMPLICATIONS

Currently administration and WVIIHS are working through the operating plan, standard operating procedures, documentation procedures, Technical Safety BC approvals, insurance coverage with another provider or considering any exclusion that would require CPA coverage through MIABC and capital plan for track repairs.

All of the above will be required prior to commencing train operations. There are risks and uncertainty at this time and any of these items may limit when the operations or start-up occurs for WVIIHS. The financial information provided has not been confirmed by administration and will need to be reviewed with further information to come to Council before an agreement is approved through Council.

Financial

The financial commitment for 2024 is not certain as revenue and expenditure plans are still being considered. In regards to the one-time funding of \$60,000, Council may consider the use of the Alberni Valley Community Forest, or McLean Mill reallocation of the capital funding carry forward from McLean Mill. The Rail crossing

could consider allocations from the Canada Building Community Fund (Gas Tax) or the Growing Community Fund.

Providing a one-year operating agreement would permit administration time to further the work with WVIIHS to consider all the additional factors with the long-term operation of rail, and seek a longer 5-year agreement once the City and WVIIHS receive the final Business case and long-term financial sustainability considerations.

COMMUNICATIONS

Once agreements are in place Administration will work with WVIIHS to promote their approved events that will take place.

BYLAWS/PLANS/POLICIES

[Corporate Strategic Plan](#) - 2. Enabling the new economy – 2.1

SUMMARY

To direct administration with next steps and actions to take regarding WVIIHS request for operating and capital funding.

ATTACHMENTS/REFERENCE MATERIALS

- *WVIIHS crossing replacement costs*
- *WVIIHS operating budget*
- *WVIIHS revised operations plan*
- *WVIIHS operating map*
- *WVIIHS APR | 2024 Business Plan*
- *Alberni Pacific Railway Equipment ownership*
- *Guild Insurance Group | Rail Insurance dated Sept 21, 2023*

c: *A. McGifford, Director of Finance*
 W. Thorpe, Director of Parks, Recreation & Culture

Dunbar/Athol Crossing Replacement

MX3 Crossing Replacement	\$ 63,078.50
Materials:	\$ 41,782.00
Machine Rental:	\$ 5,000.00
Athol Paving:	\$ 9,195.00
Dunbar Paving:	\$ 5,271.80
Contingency @15%	\$ 18,649.17
Total:	\$ 142,976.47

REVENUE	Fixed Costs	Variable Costs	Total Budget
Fundraising, Donations, Sponsorships	\$4,000.00	\$0.00	\$4,000.00
Grants - City of Port Alberni	\$60,000.00	\$0.00	\$60,000.00
Grants - Canada Summer Jobs	\$10,720.00	\$0.00	\$10,720.00
Event Ticket Sales (Santa Train)	\$0.00	\$10,800.00	\$10,800.00
Seasonal Operation Ticket Sales	\$0.00	\$6,075.00	\$6,075.00
Gift Shop	\$0.00	\$0.00	\$0.00
Total Revenue	\$74,720.00	\$16,875.00	\$91,595.00
EXPENSES			
Administration			
APR Manager	\$1,000.00	\$0.00	\$1,000.00
Employee MERCs	\$112.00	\$0.00	\$112.00
Staffing - Summer Students	\$10,720.00	\$0.00	\$10,720.00
Staffing - Ancillary (Volunteer)	\$0.00	\$0.00	\$0.00
Operations Crew	\$0.00	\$0.00	\$0.00
Janitorial (Volunteer)	\$0.00	\$0.00	\$0.00
Accounting and Legal	\$500.00	\$0.00	\$500.00
Advertising and Marketing	\$1,000.00	\$0.00	\$1,000.00
Insurance - Hyrailer	\$0.00	\$0.00	\$0.00
*Insurance - APR Liability	\$40,000.00	\$0.00	\$40,000.00
Operating Permit	\$5,200.00	\$0.00	\$5,200.00
Licenses	\$147.00	\$0.00	\$147.00
Security	\$600.00	\$0.00	\$600.00
Utilities/Propane	\$0.00	\$0.00	\$0.00
Crew Training	\$4,000.00	\$0.00	\$4,000.00
First Aid - Supplies/Training	\$1,500.00	\$0.00	\$1,500.00
Rolling Stock/Roundhouse			
Railway Mechanic	\$0.00	\$0.00	\$0.00
Inspections	\$0.00	\$0.00	\$0.00
Locomotive General Maintenance	\$500.00	\$0.00	\$500.00
Rolling Stock General Maintenance	\$2,500.00	\$0.00	\$2,500.00
Roundhouse Repairs	\$0.00	\$0.00	\$0.00
Fuel - Gasoline	\$0.00	\$1,000.00	\$1,000.00
Fuel - Diesel	\$0.00	\$8,300.00	\$8,300.00
Supplies - Roundhouse/Office	\$0.00	\$0.00	\$0.00
Display Roundhouse	\$1,000.00	\$0.00	\$1,000.00
Infrastructure			
Maintenance Crew (Volunteer)	\$0.00	\$0.00	\$0.00
Track Maintenance	\$2,000.00	\$0.00	\$2,000.00
Bridge Maintenance	\$0.00	\$0.00	\$0.00
Track and Bridge Inspections	\$11,000.00	\$0.00	\$11,000.00
Brush Clearing	\$200.00	\$0.00	\$200.00
Total Expenses	\$81,979.00	\$9,300.00	\$91,279.00
Net Income			\$316.00
Asset Contingency Reserve			
Operational Contingency Reserve			
Surpls/Deficit			

Last Updated: March 18, 2024

Grant at \$16.75/hr

Ability to make more revenue dependant on volunteer availability with operating the Speeder

Part Time Summer Manager
Merch @ 12%
2x Summer Staff at \$16.75/hr

Minimal Marketing

Confirmed on Jan 22, 2024

Radio Permit

CROR and Medical Certifications
First Aid Training and Supplies

Completed in 2023

Maintenance to passenger cars

Roundhouse Cleanup and Display

Basic Track Maintenance

Track and Bridge Inspections
Fuel and matts. for brush clearing

2024

TICKETS	
Seasonal: Adult	\$7.00
Seasonal: Senior/Student	\$6.00
Seasonal: Child	\$5.00
Seasonal: AVERAGE	\$6.00
Santa Train: Adult	\$7.00
Santa Train: Child	\$5.00
Santa Train: AVERAGE	\$6.00
INFO	
Seasonal: Operating Days	34
Santa Train: Op. Days	4
Seasonal: # of Runs/Day	3
Santa Train: # of Runs/Day	4
Seasonal: Ridership %	15%
Santa Train: Ridership %	75%
RIDERSHIP TOTALS	
Seasonal Ridership	1,040
Speeder	Unknown
#11 (3 Cars)	1,215
Event Ridership	2,160
Santa Train	2,160
REVENUE TOTALS	
Seasonal Ridership	\$6,075.00
Speeder	\$0.00
#11 (3 Cars)	\$6,075.00
Event Ridership	\$10,800.00
Santa Train	\$10,800.00
TOTAL REVENUE:	\$16,875.00

Fuel	
Speeder Fuel	Based on \$2.15/litre (Gasoline)
20 Litres = 4hrs	\$ 43.00
5 Litres = 1hr	\$ 10.75
20 Litres = 4hrs	\$ 43.00 apprx \$45
#11 Fuel	
	Based on \$2.15/litre (Diesel)
81 Litres = 3hrs	\$ 174.15
27 Litres = 1hr	\$ 58.05
4hrs/day	\$ 232.20 apprx \$240

Capacity per run X total runs X total days X Ridership %

Speeder: 20 X total runs X total days X Ridership %

#11 (3 cars): 100 X total runs X total days X Ridership %

#11 (5 cars): 180 X total runs X total days X Ridership %

Runs (3)	11am, 1pm, 2pm					
	June	July	August	September	December	Total Days
Diesel	29-30,	1, 5-7, 12-14, 19-21, 26-28	2-4, 9-11, 16-18, 23-25, 31	1-2,	7/8, 14/15	34
Speeder	<i>As volunteer availability allows (non-scheduled) Number of runs is approximate</i>					10
Total						34-44

Total Fuel		TOTAL	
Diesel	\$240/day	34 \$	8,160.00 .+ \$140 for training, switching, testing, etc
Speeder	\$45/day	10 \$	450.00 .+ \$100 for training, testing, etc
Total Fuel		\$	8,610.00 \$4,640

Passengers, Tickets and Revenues	
Based on season runs at 15% capacity	
Diesel (cap 100)	15 passengers/run
Based on Santa Train at a low 75% ridership	
Diesel (cap 180)	135 passengers/run

Last Updated: February 1, 2024

Rent the train (2hrs operational)
Fuel: \$100 /2 hours
Maint.: \$100
Crew: \$150 /2 hours
Revenue: \$500

TOTAL: \$850

These costs are for basic operation of the Alberni Pacific Railway. It is depenant on the group wanting to rent out the train, and what they are wanting to do with it. We are always open to work with the group to make their experince on the Alberni Pacific Railway tailored to their occasition.

2 Hours: \$ 850.00
3 Hours: \$ 975.00
4 Hours: \$ 1,100.00
5 Hours: \$ 1,225.00
6 Hours: \$ 1,350.00
7 Hours: \$ 1,475.00

Alberni Pacific Railway
Revised Operations Plan
March 18, 2024

The Alberni Pacific Railway is requesting \$60,000 in operational funding from the City of Port Alberni to operate “Diesel Days” and the crew speeder experience in 2024.

Depending \$40,000 of the \$60,000 is for insurance alone, therefor, if insurance discussions with the City of Port Alberni and MIABC result in being able to insurance the railway operation under the City of Port Alberni’s insurance, there would likely be a decrease to the cost of insurance, decreasing the \$60,000s in operational funding from the City.

What would this operation look like?

- Supe low ticket prices - \$6 average
- Speeder operating on volunteer basis (apprx 1 day/week) (not only during summer months)
- Diesel operating 3 days/week (summer only) (3 trips/day)
- EVENTS:
 - Canada Day Train!
 - August “Long Weekend Express”
 - Labour Day Weekend Train
 - Santa Train! (2 weekends)
- Possibly of much more based on volunteer availability with speeder, handcars, shop tours, etc.
- Waterfront run from APD sawmill to Stamp Ave
- Can bring the speeder (or diesel if large passenger count expected) for other events throughout the year.
- Possible APR hosted events throughout the year
- Rent the train!

Prepared by

R [REDACTED] Spencer, Manager
Alberni Pacific Railway

Alberni Pacific Railway Routes Outlines

This document outlines the planned track map for the Alberni Pacific Railway (Map 01), and the possible future expansion of the Alberni Pacific Railway (Map 02 & Map 03). The Prepared business plan is based on Map 01 to get the railway going and build brand awareness. Once we are operating, the plan is to look into what it will take to extend operations, including looking into grants, sponsorships and other funding levels to build the operation.

Map 01:

This map shows the planned operations along the waterfront of the City of Port Alberni (CPA), utilizing CPA owned trackage. This run is about 30-35 minutes long on train, plus a 20 minute stop and guided tour at the Alberni Pacific Railway Roundhouse Museum.

This will provide visitors and locals with an exciting experience onboard the Alberni Pacific Railway. The opportunity to step back in time and experience a piece of transportation history is a significant draw for those seeking a distinctive and enjoyable travel experience.

Map 02:

This map shows the possible near-future expansion of the Alberni Pacific Railway, operating along the quay to quay pathway as an exciting mode of summer transportation, bringing this multi-use pathway to life. This run is about 15 minutes (one-way), including stops from the NEW Johnston Rd. Crossing to the E&N Train Station. This operation would drastically separate the speeder and diesel operation from the Steam. Essentially, the Crew Speeder and diesel train would (at low cost to locals) become a "commuter" train back and forth directly from the E&N Train Station at Harbour Quay, stopping at the APR Roundhouse Museum, Barclay Hotel, and Johnston Rd. Steam Locomotive excursions will continue to operate outside of this operation and would not stop at each of the middle stops.

This will provide visitors and locals with an exciting experience onboard the Alberni Pacific Railway. Running along side the Quay-to-Quay pathway, from Quay to Quay will provide locals and visitors utilizing the pathway with an exciting mode of cross-town transportation, as well as continue to provide the visitors with their Steam Locomotive excursions.

Map 03:

This map shows the dream trip of the Alberni Pacific Railway, back to McLean Mill National Historic Site. Visitors would get many more unique views on this venture. With enough crew, you could also include the operation of Map 02, however, a proper business plan would need to be created to properly differentiate the “commuter” service from the excursion service. This trip, E&N Train Station to McLean Mill National Historic Site would be a 40-minute one-way trip with no stops.

Prepared by,

R■■■■ Spencer, Manager
Alberni Pacific Railway









2024 Business Plan

Prepared by

R [REDACTED] J. Spencer

On behalf of the

Western Vancouver Island Industrial Heritage Society

[REDACTED]

[REDACTED]

[REDACTED]

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September 20, 2023

Table of Contents

1. EXECUTIVE SUMMARY	4
a. Mission Statement	4
b. Company History and Background	5
c. Management	5
2. BUSINESS CONCEPT	6
a. Services	6
b. Industry Description	7
3. MARKETING PLAN	8
a. Marketing Overview	8
b. Prices	9
c. Selling Policy	9
d. Distribution	11
e. Location	12
f. Competition	13
g. Promotional Plan	14
4. 2024 OPERATING PLAN	17
i. Facilities Required	17
ii. Equipment Required	17
iii. Supplies/Materials	18
iv. Licenses and Permits	18
v. Insurance	18
vi. Administration	19
vii. 2024 Operations	20
5. FINANCIAL PLANNING	22
i. Revenue Streams	22
ii. Supporting Local	22
iii. 5-Year Financial Plan	23
6. APPENDICIES	24
i. 5-Year Budget	24
ii. 5-Year Wages Breakdown	24
iii. 5-Year Tickets and Ridership Breakdown	24
iv. 2024 Operations Schedule	24
v. Asset Inventory List	24

1. EXECUTIVE SUMMARY

a. Mission Statement

At the Alberni Pacific Railway, our mission is to preserve and showcase the rich historical significance of rail transportation while providing an immersive and memorable experience to our visitors. As a non-profit heritage railway organization, we are dedicated to celebrating the heritage and culture of the Alberni Valley region and British Columbia's railway history.

Our primary objectives are:

1. **Heritage Preservation:** We are committed to preserving and restoring historic railway artifacts, locomotives, and rolling stock to their original glory, ensuring that the essence of rail travel remains alive for generations to come.
2. **Educational Experience:** We strive to offer an educational and informative journey through time, engaging visitors of all ages and backgrounds with captivating stories, exhibits, and interactive displays that showcase the development and impact of railways on our society.
3. **Community Engagement:** Alberni Pacific Railway aims to be an integral part of the local community, fostering strong relationships with residents, businesses, and organizations. We collaborate with educational institutions and historical societies to promote an understanding of the past and inspire future generations.
4. **Sustainable Operation:** We are dedicated to practicing environmentally responsible operations and implementing sustainable practices to minimize our ecological footprint and contribute positively to the well-being of our planet.
5. **Exceptional Visitor Experience:** Alberni Pacific Railway is committed to providing a safe, enjoyable, and immersive railway adventure. We prioritize customer satisfaction by offering courteous service, comfortable amenities, and well-maintained facilities.
6. **Cultural Celebration:** As a reflection of the diverse cultural heritage in our region, we celebrate and respect the contributions of Indigenous communities and recognize the integral role they played in shaping the Alberni Valley's history.
7. **Continuous Improvement:** We strive for ongoing growth and development by seeking feedback from our visitors, volunteers, and stakeholders, and implementing improvements to enhance the overall experience.

By upholding these principles and embracing our role as stewards of history, Alberni Pacific Railway endeavors to be a beacon of railway heritage, fostering appreciation for the past while fostering a sense of community and enthusiasm for the future of rail travel.

b. Company History and Background

The Alberni Pacific Railway (APR) is registered in British Columbia as a heritage railway. Since 2001 it has ran historic rail equipment for passenger use on a 6.1 mile (9.76 km) rail line between the historic 1912 E&N Train Station in the City of Port Alberni (CPA), and the CPA-owned McLean Mill National Historic Site (MMNHS). The APR provincial licence to operate a heritage railway is held by the Western Vancouver Island Industrial Heritage Society (WVIIHS). Operations, including running equipment and trains, maintenance of the rolling stock, and maintenance of way, are under the direction of the WVIIHS. In 2017 financial control was given to the McLean Mill Society (MMS), a one-member society with the City of Port Alberni as its sole member, created to operate McLean Mill NHS and the Alberni Pacific Railway. Day to day operations of the APR have been managed by a combination of WVIIHS volunteers and the paid Manager of the MMNHS. Until 2016 the Manager was employed by MMNHS/WVIIHS, and from 2016 to 2018, the Executive Director of the MMS acted as Manager of the APR. In 2019, the MMS was disbanded, and operations of the APR ceased. The WVIIHS then took over financial control.

The APR runs within a regulatory framework administered by Technical Safety British Columbia (TSBC), which ensures that all aspects conform to the standards required of a passenger-carrying heritage railway. This includes the condition of the track, the condition of the locomotives and rolling stock, and the certification of the paid staff and volunteers in safety-critical positions. Additionally, in the case of steam locomotives, there is oversight from the boiler inspection department of TSBC.

Previously in the summer months, the APR operated scheduled trains comprised of a locomotive typically pulling three to five rail cars, and in periods of higher fire risk a water tank car. These trains made one round trip per day to the MMNHS, usually on three or four days of the week in the summer, for special events and on weekends at other times of the year.

c. Management

Effective management is the cornerstone of Alberni Pacific Railway's success. Our management team comprises passionate and experienced individuals who are deeply committed to preserving the railway's heritage and delivering an exceptional visitor experience. Led by a visionary General Manager, the Alberni Pacific Railway will foster a culture of collaboration, open communication, and continuous improvement, encouraging employees and volunteers to contribute their unique skills and perspectives. Through strategic planning and meticulous attention to detail, the General Manager will successfully balance the preservation of historical authenticity with modern operational efficiencies. Embracing sustainable practices, they strive to create an eco-friendly operation that respects both the environment and the local community. As we embark on an exciting future, our dedicated management team will steer Alberni Pacific Railway towards greater growth, community integration, and an enduring legacy for generations to come.

2. BUSINESS CONCEPT

a. Services

Operations in 2024 will consist of four main parts. Events, Guided Shop Tours, The Crew Speeder Experience/Diesel Days and the Waterfront Express. The Crew Speeder Experience/Diesel Days and the Waterfront Express will operate scheduled excursions between End-of-Track (Mile 39.4) and Stamp Ave. Crossing (Mile 37.95).

a) Events:

Events will be held throughout the year, primarily at the APR Roundhouse. We will open the property and train to outdoor private and public events wanting to utilize the space and/or the train. This opens more possibilities for collaborating with the new Train Station tenants. We will also host our own events such as; Railway Parades (aimed at rail enthusiasts), Annual Santa Train (aimed at families), Live Music Days, etc.

b) Guided Shop Tours

The APR Roundhouse will also be open daily to guided tours of our shops and static displays. Visitors will be able to walk through the shop and learn what it takes to maintain railway equipment and learn the history of our beloved artifacts. This will primarily be manned by the Summer Staff hired through the Canada Summer Jobs program. There will be the option to include this with a train trip based on scheduling and timing.

c) The Crew Speeder Experience & Diesel Days

The Crew Speeder Experience & Diesel Days will consist of visitors getting either a ride on the #102 (Big Yellow) Speeder or behind the #11 GE Diesel Electric Locomotive. The #102 Speeder is historically a logging crew speeder from the Comox Logging Co. The #11 is historically a switching locomotive used at the Pulp and Paper Mill in Port Alberni for MacMillan Bloedel Ltd. These operations will bring an exciting experience for visitors and locals, adding to the beautiful waterfront of Port Alberni.

d) Waterfront Express

The Waterfront Express takes passengers for a ride aboard one of our five passenger cars pulled by the locally famous #7 Baldwin Steam Locomotive showcasing Port Alberni's beautiful waterfront. The ride will be narrated by one of our knowledgeable conductors and include a roundhouse shop tour.

For Diesel Days and the Waterfront Express, groups will also be able to add-on and rent out the 1909 CN Caboose for a premium fare. Cab Rides will also be available in either of the two locomotives on a first come first serve basis at a premium fare when vacant cab seats are available.

b. Industry Description

Heritage railways are an incredibly unique segment of the larger tourism industry. The overall goal of heritage and tourist railways is to preserve the history, equipment, and tradition of rail travel around the world. With the rise of air and road travel, many communities stood to lose their rail connections as private rail carriers were abandoning both track and equipment at rapid rates. Born from an appreciation of history many private and public entities began purchasing those disused assets with hopes of operating them as a living history museum for future generations. Many of the worlds most historic railways were saved into preservation, and the tourist railway industry was born. Those lines transitioned from carrying freight and commuters to leisure travelers. Those passengers experienced unique, memorable, and nostalgic experiences that are unattainable from most other tourist attractions and it became clear that heritage railways could be major economic drivers for local economies. Tourist railways around North America attract hundreds of thousands of passengers annually. Ticket fares not only make lifelong memories but also ensure the preservation of vintage rail equipment that would otherwise disappear from memory.

3. MARKETING PLAN

a. Marketing Overview

The marketing overview for Alberni Pacific Railway outlines our comprehensive strategies to promote the rich heritage and immersive railway experience we offer. As a non-profit heritage railway organization, our primary focus is to preserve the historical significance of rail in the Alberni Valley while fostering community engagement and attracting visitors from diverse backgrounds. Our marketing efforts revolve around captivating storytelling, targeted audience engagement, and sustainable promotional initiatives.

Target Market Analysis:

We primarily target heritage enthusiasts, families, history buffs, and tourists seeking unique and nostalgic experiences. Additionally, we aim to engage with local communities, schools, and educational institutions to foster an appreciation for our region's railway history and cultural heritage.

Unique Selling Proposition (USP):

Alberni Pacific Railway's USP lies in its authentic and meticulously restored vintage railcars and locomotives. Our scenic excursions offer passengers an enchanting journey back in time, reliving the charm and romance of the golden era of railways. Furthermore, our commitment to sustainable practices sets us apart as an eco-friendly attraction that respects the environment and the local community.

Marketing Objectives:

- Increase brand awareness and recognition among regional and international audiences.
- Boost visitor numbers by attracting a diverse range of tourists and local residents.
- Enhance community engagement through educational programs and events.
- Drive ticket sales and excursion bookings through effective digital and offline marketing channels.

Marketing Strategies:

- **Digital Presence:** We will maintain an informative and engaging website, utilize social media platforms, and create compelling content to attract and engage our target audience.
- **Content Marketing:** Engaging blog posts, historical articles, and captivating visual content will be used to tell the stories of our heritage, excursions, and community involvement.
- **Advertising Campaigns:** We will run targeted digital ad campaigns, particularly during peak tourism seasons, to reach potential visitors across relevant demographics and geographic locations.
- **Partnership Collaborations:** Collaborating with local businesses, tourism boards, and historical societies will help extend our reach and foster mutually beneficial relationships.
- **Events and Special Offers:** We will host themed events, seasonal excursions, and special offers to create a sense of excitement and urgency among our audience.

Budget and Resource Allocation:

Our marketing budget will be strategically allocated to ensure a balanced approach across various marketing channels and initiatives. Digital marketing, content creation, and promotional events will receive special focus.

Marketing Metrics and KPIs:

We will track key performance indicators such as ticket sales, website traffic, social media engagement, customer feedback, and community participation to measure the effectiveness of our marketing efforts.

Timeline and Milestones:

The marketing plan will be structured with clear timelines and milestones, allowing us to assess the progress of our strategies and make adjustments when necessary.

By aligning our marketing efforts with our mission to preserve railway heritage, foster community engagement, and deliver an exceptional experience, Alberni Pacific Railway aims to become a cherished and sought-after destination for railway enthusiasts and tourists alike.

b. Prices

In setting our prices at Alberni Pacific Railway, we aim to strike a balance between honoring the historical significance of our railway experience and ensuring accessibility for a wide range of visitors. Our pricing structure is designed to reflect the exceptional value and immersive journey we offer, showcasing the rich heritage of the Alberni Valley region. The ticket prices for our excursions take into consideration various factors, such as the duration of the trip, the onboard amenities provided, and the demand during peak seasons. Additionally, we offer discounted rates for seniors, children, students, locals, and group bookings, fostering inclusivity and encouraging families, students, and heritage enthusiasts to embark on a memorable adventure with us. Furthermore, we periodically introduce seasonal promotions and packages to entice new and returning visitors, thereby enhancing engagement and appreciation for the timeless allure of rail travel. Our transparent pricing approach, coupled with the quality experience we deliver, reinforces our commitment to sharing the heritage of the Alberni Pacific Railway with a diverse and appreciative audience.

c. Selling Policy

1. Ticket Sales and Reservations:

- a) Tickets for Alberni Pacific Railway excursions can be purchased online through our official website, at our ticketing office, or at designated sales points.
- b) Reservations for specific excursions are recommended to secure seating and ensure availability, especially during peak seasons and special events.
- c) Tickets are non-transferable and non-refundable, except under exceptional circumstances outlined in our refund policy.

2. Pricing and Discounts:

- a) Alberni Pacific Railway offers competitive and transparent pricing for all excursions, reflecting the historical significance and quality of our railway experience.
- b) Special rates and discounts may be available for seniors, children, students, locals, and group bookings, encouraging inclusivity and affordability for diverse audiences.
- c) Seasonal promotions and packages may be offered to attract visitors during specific periods and increase engagement.

3. Payment Methods:

- a) We accept a wide range of payment methods, including credit/debit cards, cash, and electronic wallets, to facilitate convenient transactions for our customers.
- b) Contactless payment options are available to promote safety and ease of use.

4. Customer Service:

- a) Alberni Pacific Railway is committed to providing exceptional customer service, ensuring that all interactions with our staff are courteous, informative, and helpful.
- b) Our team is readily available to address customer inquiries, assist with reservations, and provide any necessary support before, during, and after excursions.

5. Safety and Accessibility:

- a) Safety is our top priority, and we adhere to strict guidelines to ensure the well-being of our passengers and staff.
- b) Our trains and facilities are designed to be accessible to individuals with mobility challenges, ensuring inclusivity for all visitors.

6. Merchandise and Souvenirs:

- a) Commemorative merchandise and souvenirs celebrating the Alberni Pacific Railway experience are available for purchase at designated gift shops and online platforms in the coming years.
- b) These items will serve as cherished mementos of the journey and make for meaningful gifts to remember the railway experience.

7. Events and Special Occasions:

Alberni Pacific Railway offers customizable packages for private events, such as weddings, corporate gatherings, and celebrations, providing a unique and unforgettable setting for special occasions.

8. Refund and Cancellation Policy:

- a) Refund requests are considered on a case-by-case basis and must adhere to the stipulated terms and conditions.
- b) Cancellation policies for reserved excursions are outlined clearly to inform customers about the procedures and any applicable fees.

Our selling policy is crafted with a commitment to customer satisfaction, safety, and transparency, ensuring that every visitor's journey aboard the Alberni Pacific Railway is an extraordinary and cherished experience.

d. Distribution

The APR distribution strategy prior to its closure in 2018 is not available, but it is understood that the railway was run almost entirely on walk-in ticket sales. With the exception of special event trains, where it was expected that trains would reach capacity, advance reservations were accepted. It is clear that we are living in an online world, and research has shown that almost 100% of all tourist railway sales come from online reservations. The distribution and sales of tickets will be rooted in a computer, online based reservation system Direct to Consumer.

Ticket Sales: Passengers will have the option to book their reservations online directly with us through the APR website. Guests will be able to view photos of each class of service, along with detailed descriptions of the amenities offered. When ready to make a reservation, guests will be directed to the reservation page that is hosted by a third party ticket software. Payment will be collected at the time of booking with cancellation policies clearly outlined in the terms and conditions. An emphasis will be placed on pre-arrival reservations to assist in operational forecasting.

Tour Operators: In the early stages of operation, our ability to work with tour operators is entirely dependent on the capacity of our equipment. Tour groups are a cost effective way to fill trains in periods of low transient tourist numbers such as August and September when families are going back to school. By offering a small discount to groups of 20 passengers or more, we will work with some of the nation's largest tour operators to include a ride on the APR in their trip's itinerary.

Cruise Ship Industry: Port Alberni is home to a deep water port that can accommodate a variety of modern cruise liners as they travel up the western coast of North America. Port Alberni has slowly introduced itself to the cruise market, having been the subject of a number of studies by individual cruise lines. The E&N Train Station is a short walk from the port, making it an ideal attraction for day visitors disembarking from a ship for their brief ports of call on Vancouver Island. Cruise ships deliver thousands of potential passengers on a regular schedule. Entering this market will require heavy involvement from the City of Port Alberni, the Port Alberni Port Authority and the general public.

Packaging: In an effort to create a cohesive experience for our guests, while at the same time increasing our exposure and marketing abilities we plan on packaging our experience with other attractions and services in the area. This could include hotels, restaurants, and other adventure/heritage attractions that compliment our product.

e. Location

The Alberni Pacific Railway is located in the historic Community of Port Alberni, British Columbia on Vancouver Island. The modern Port Alberni is actually an amalgamation of two communities. Port Alberni was incorporated in 1912 and was born out of industry. Alberni was slightly north and also shared a deep history of logging and industry on Vancouver Island. These communities are nestled at the end of the Alberni Inlet, which is a prominent feature of the landscape. This inlet became a bustling shipping port for not only Vancouver Island, but British Columbia as a whole. Port Alberni is a two hour drive from Victoria, and one hour from Nanaimo Airport. The Port Alberni Port Authority manages the communities world class deep sea harbor and facilities.

Economy of Port Alberni: According to the 2016 Canadian Census, Port Alberni is home to 20,712 residents at 27.63 square kilometers. The median average household income was \$28,861. The City of Port Alberni states that their economy has been largely based on “the management and processing of natural resources. The main industries are forestry, commercial fishing, and later tourism”. The city also claims that recent changes in international markets have resulted in the area diversifying its economy by focusing on tourism development. Currently, a large portion of the manufacturing jobs center around the processing and exporting of wood products.

Tourism in Port Alberni: In the last in-depth study completed in 2014, “tourism in British Columbia generated 18.9 million overnight visits and \$9.2 billion in related spending.” It was determined that 23% of those totals originate from 23% of provincial overnight visitation and 19% of spending. In 2014, Vancouver Island saw a total of 4.43 million overnight visitors spending \$1.8 billion dollars in tourism related activities. Of those visitors, 2.7 million were BC residents, 4.69 million were from other regions in Canada, and the remaining 1.212 billion travelers were from outside of Canada. 725 million of those originating from the USA. An interesting note from this study is that the number one attraction for US residents visiting Vancouver Island were historic sites. For most international visitors the number one and two attractions were historic sites and National/Provincial parks. The Tourism and Labour Market Research Project conducted in 2002 sampled visitors to the South-Central Island Region of Vancouver Island throughout all four seasons with the goal of understanding what drew visitors to that particular region. Conducted by the Recreation and Tourism Management Department at Malaspina University, their conclusions are still considered relevant by Destination British Columbia and provide fantastic insight into what makes Port Alberni and the surrounding communities so attractive to tourists. They concluded that 53% of all visitors planned on visiting local shops, and 50% planned on visiting the local national parks. A total of 36% of all visitors planned on visiting the local historic sites. Over 79% of all visitors in the study concluded that scenic beauty was highly important in their decision-making process to visit the South-Central Island Region. Overall, the study concluded that the “demand for a variety for tourism products exists throughout the entire Vancouver Island Region” and that the “demand for emerging sectors of the tourism industry is evident”. In 2015 a visitor profile was created by the City of

Port Alberni, The Sociable Scientists, and the Vancouver Island University with the goal of gaining a better understanding of the tourism market for the region. They concluded that 63% of visitors surveyed said that Port Alberni was their main destination on Vancouver Island and there were more repeat visitors than first time visitors. 78% indicated that their trip was for the purpose of leisure, with only 3% stating it was for business. The second top tourism attractions visited, just behind local shops and boutiques were historic sites. 46% of those surveyed traveled to a historic site in the Port Alberni region. When asked to describe their group, 48% responded that they were traveling with a spouse or partner and 28% were traveling with children under the age of 19. This is an opportunity for growth in the region.

Port Alberni is home to several popular tourist attractions. These include the Waterfront Park, Victoria Quay and the Harbor Quay. Both are filled with unique local shops and restaurants. The McLean Mill National Historic Site is a beautiful attraction filled with rich history and excellent learning experiences. It is the ideal destination for the Alberni Pacific Railway. Port Alberni is also home to a variety of museums that tell the unique history of Vancouver Island. The Maritime History Museum is situated amongst an actual lighthouse and is adjacent to the harbor. It tells of the unique maritime history that made Port Alberni such an important place economically. The Alberni Valley Museum tells provides insight into the rich indigenous history of Vancouver Island as well as explaining the background of the unique cultures found within the region. It is clear that most of the area's tourist attractions center around showcasing the spectacular natural setting that Port Alberni is situated in and also in telling the story of Port Alberni's industrial and cultural history.

f. Competition

The success of one tourist attraction is heavily reliant on the success of the region as a whole. This is even more true in a community as small as Port Alberni. As mentioned above, Port Alberni's tourism industry is largely centered around the natural landscape of Vancouver Island. As shown by a number of studies conducted by the community of Port Alberni, most visitors travel to experience the outdoors and the areas rich history. In that aspect, it is difficult to determine who the Railway is competing with. Overnight visitors to the region will patronize a variety of shops, restaurants and attractions. For this reason, this section will mention the island's largest tourist attractions but will also mention the surrounding tourist railways as well.

Island Wide Competitors:

BC Forest Discovery Centre: Located just outside of Duncan, BC, the BC Forest Discovery Centre operates the Cowichan Valley Railway, a figure 8 track heritage railroad with two station stops and a trestle at their 100-acre museum.

Heritage Acres: Heritage Acres is a heritage museum and cultural attraction located in Saanich, BC. Heritage Acres preserves and shares Canada's rural and agricultural heritage.

The Butchart Gardens: The Butchart Gardens is a group of floral display gardens in Brentwood Bay, BC and showcases its historic 119-year-old 55-acre display garden. The gardens have been designated a National Historic Site of Canada

Royal BC Museum: The Royal BC Museum focuses on education, research and the promotion of an understanding of the province's past, present and future. It showcases a variety of collections and exhibits that provide insight into British Columbia's rich history.

Local Competitors:

The following places are listed as they provide opportunities for partnership and collaboration rather than direct competition.

McLean Mill National Historic Site: McLean Mill National Historic Site located just outside the City of Port Alberni showcases its in-situ logging site from the mid 1920's, and contains thousands of collected artifacts, vehicles, and machinery. The site also serves as an event venue for heritage events, weddings, and local groups.

Port Alberni Maritime Discovery Centre: The Port Alberni Maritime Discovery Centre located on the waterfront of Port Alberni and works to preserve and present the maritime heritage of the west coast area. It has developed and hosted temporary exhibits, mounted public information panels and coordinated many special events.

Alberni Valley Museum: The Alberni Valley Museum, reflects the richly diverse past of the area, with a large collection of artefacts linked to First Nations culture, local and industrial history, and folk art.

g. Promotional Plan

The promotional plan for Alberni Pacific Railway centers around captivating storytelling, community engagement, digital outreach, and targeted marketing initiatives. By leveraging our unique selling proposition and heritage appeal, we aim to boost brand awareness, attract diverse audiences, and establish Alberni Pacific Railway as a premier destination for an immersive railway experience.

1. Digital Presence and Content Marketing:

- Develop and maintain an informative and visually appealing website highlighting our heritage, excursions, schedules, and ticketing options.
- Create engaging blog posts, historical articles, and multimedia content that showcases the charm and significance of our vintage rail travel.
- Utilize social media platforms to share captivating stories, behind-the-scenes glimpses, and interactive content to connect with our audience.

2. Advertising Campaigns:

- Launch targeted digital ad campaigns on platforms such as Google Ads and social media channels to reach potential visitors within specific geographic areas and demographics.
- During peak tourism seasons, allocate advertising budgets to increase visibility and attract tourists seeking unique experiences.

3. Partnership Collaborations:

- Forge strategic partnerships with local businesses, tourism boards, hotels, and other attractions to offer joint promotional packages and cross-promote each other's offerings.
- Collaborate with historical societies and educational institutions to develop educational programs and special events that celebrate the railway's heritage and cultural significance.

4. Events and Special Offers:

- Organize themed events, seasonal excursions, and limited-time offers to create a sense of excitement and urgency among potential visitors.
- Offer discounts for group bookings, students, seniors and locals to encourage inclusivity and attract a wider audience.

5. Community Engagement:

- Participate actively in community events, fairs, and local festivals to promote Alberni Pacific Railway as a community-oriented organization.
- Host community-focused events, such as heritage days and fundraisers, to strengthen ties with local residents and businesses.
- Provide community members with discounted ticket prices on select excursions.

6. Influencer Marketing:

- Collaborate with relevant travel influencers, historians, and railway enthusiasts to create engaging content and reach new audiences who share an interest in heritage and travel experiences.

7. Customer Reviews and Testimonials:

- Encourage passengers to share their experiences through reviews and testimonials on platforms like TripAdvisor, Google, and social media.
- Utilize positive feedback in promotional materials to build trust and credibility with potential customers.

8. Email Marketing:

- Develop an email marketing campaign to nurture relationships with past visitors and keep them informed about upcoming events, new excursions, and exclusive offers.

9. Visitor Loyalty Program:

- Implement a loyalty program to reward repeat customers with exclusive perks, discounts, and early access to special excursions.

10. Sustainable Tourism Promotion:

- Highlight our commitment to sustainable practices in all marketing materials to appeal to environmentally conscious travelers.

By implementing this promotional plan, Alberni Pacific Railway will elevate its visibility, attract a diverse audience, and reinforce its position as a top choice for an authentic and unforgettable railway experience in the heart of the Alberni Valley region.

4. 2024 OPERATING PLAN

a. Facilities Required

i. APR Roundhouse:

The APR Roundhouse is essential to operate the APR in any form of service. It serves as a workshop, meeting place, storage facility and museum. The APR Roundhouse, built in 1985 by WVIIHS volunteers, is in good condition structurally. The property is continually maintained by the Alberni Pacific Railway under lease by the City of Port Alberni.

ii. E&N Train Station:

The historic E&N Train Station is a perfect draw and should be utilized by the APR for ticket sales, merchandise, and washrooms. The Alberni Pacific Railway will work collaboratively with the new Train Station tenants to ensure there is a sufficient plan to accommodate the above requirements for use as a “Train Station”.

b. Equipment Required

i. Locomotives:

- #7 Baldwin Steam Locomotive – CPA
- #8427 Alco RS3 Diesel Locomotive – CPA
- #11 GE 45 Ton Diesel Locomotive – CPA
- #102 “Big Yellow” 20 Passenger Speeder - CPA

ii. Rolling Stock:

- APR Passenger Cars (5) – WVIIHS / CPA
- Water Tank Car – CPA
- CN Caboose – WVIIHS

iii. Maintenance of Way Equipment:

- A6 Speeder – WVIIHS
- Woodings Speeder - WVIIHS
- Ford F-350 One Ton Hi-Rail Truck – WVIIHS
- Track Mower (“Lobster”) – WVIIHS
- Track Weedeater – WVIIHS
- Diesel Trailer Compressor – WVIIHS
- Speeder Trailer – WVIIHS
- Handheld Weeders - WVIIHS
- Hand Tools – WVIIHS
- Portable Power Tools – WVIIHS

c. Supplies/Materials

- PPE – As per the APR PPE Requirements
- Office Supplies
- Boiler Water Treatments.
- Training Documents

d. Licenses and Permits

i. GST/HST

The Western Vancouver Island Industrial Heritage Society holds a valid GST Number.

ii. Revenue Canada

As a registered non-profit organization, the Western Vancouver Island Industrial Heritage Society will report to Revenue Canada. Financials are in compliance with the BC Societys Act.

iii. WorkSafe BC

The Alberni Pacific Railway will ensure compliance with WorkSafe BC to create a safe work environment for our employees and volunteers.

The Western Vancouver Island Industrial Heritage Society is currently registered with WorkSafe BC and will continue to remit appropriately.

iv. Railway Operating Permit

The Alberni Pacific Railway will hold a Railway Operating Permit from Technical Safety British Columbia.

v. Antique Boiler

Boiler Operators on the Alberni Pacific Railway are required to hold a valid Antique Boiler ticket through Technical Safety British Columbia. This ticket is part of our Safety Critical Qualification Requirements for Boiler Operators.

Operation of Antique Boilers on the Alberni Pacific Railway follows the standards outlined by the Railway Association of Canada.

vi. Radio License

The Alberni Pacific Railway holds a radio license through Innovation, Science and Economic Development Canada to use our VHF mobile radios.

e. Insurance

i. Insurance – APR Liability

The Western Vancouver Island Industrial Heritage Society will take out a Railroad General Liability policy to insure the Alberni Pacific Railway Operation with the City of Port Alberni named as Additional Insured, and provide the City of Port Alberni with a copy of this policy.

The Policy will be purchased through a Canadian Insurance Broker.

ii. Hyrailer Vehicle Insurance

The Alberni Pacific Railway will insure its 1992 Ford F-350 HyRailer for the months of track maintenance and operation for ease of transport of maintenance materials and fire watch.

The Vehicle Insurance will be purchased through a local Insurance Broker.

f. Administration

i. Staffing Requirements

General Manager: The Alberni Pacific Railway will be managed by a paid full-time General Manager who will look after the operations and marketing of the Alberni Pacific Railway. The General Manager reports to the President of the Western Vancouver Island Industrial Heritage Society.

Mechanic: A Paid full-time mechanic will maintain rail equipment and organize engineman certifications, locomotive inspections and scheduled maintenance to the WVIIHS and CPA owned equipment. The Mechanic will report to the General Manager.

Summer Staff: Two summer staff will be employed by the Alberni Pacific Railway to look after general tidiness and giving guided tours of the Alberni Pacific Railway Roundhouse Rail Museum. These students will also act as guest services personnel for events and ticket sales if needed. The Summer Staff will report to the General Manager

Track Foreman: The Track Foreman is a volunteer position at the Alberni Pacific Railway. They will look after scheduling track maintenance and organizing track inspections. The Track Foreman will report to the General Manager.

Track Maintenance Crew: Two of Alberni Pacific Railways personnel will be paid a day rate \$100/day for a minimum 6-hour day. These personnel will be supervised by and report to the Track Foreman.

Operations Crew: The Alberni Pacific Railway will employ necessary crew members for operational days. The Engineer/operator will work at a day rate of \$200/day. The Fireman/Secondman and Conductor will work at a day rate of \$100/day. Ancillary crew will be welcomed as volunteer positions.

To begin operating the Alberni Pacific Railway these positions are the minimal requirements for planned operations. This is the beginning of a transition from operating mainly on volunteers to operating mainly on staff.

ii. Leases

The Alberni Pacific Railway requires a lease to be held for the Alberni Pacific Railway Roundhouse and property. As of August 2023, this lease is in draft form but has not been completed or signed.

The Alberni Pacific Railway requires use of the 1911 E&N Train Station. As of August 2023, the Train Station is nearing completion of seismic upgrades, and a lease is being drafted for local tenant to operate a business out of the building. The Alberni Pacific Railway will work happily along side the train station tenants to offer the best experience for both our guests.

g. 2024 Operations

The Alberni Pacific Railway will have a lot to offer in 2024, essentially expanding the waterfront as a destination to tourists. Operations are split into four parts; Events, Guided Shop Tours, The Crew Speeder Experience/Diesel Days and the Waterfront Express. The Crew Speeder Experience/Diesel Days and the Waterfront Express will operate scheduled excursions between End-of-Track (Mile 39.4) and Stamp Ave. Crossing (Mile 37.95). Splitting operations up into these four parts allow us to monetize the APR in different ways that are appealing to all types of visitors, while keeping the cost of day-to-day operations lower than previous years. Below is a breakdown of what each part will look like.

a) Events:

Events will be held throughout the year, primarily at the APR Roundhouse. We will open the property and train to outdoor private and public events wanting to utilize the space and/or the train. This opens more possibilities for collaborating with the new Train Station tenants. We will also host our own events such as; Railway Parades (aimed at rail enthusiasts), Annual Santa Train (aimed at families), Live Music Days, etc.

b) Guided Shop Tours

The APR Roundhouse will also be open daily to guided tours of our shops and static displays. Visitors will be able to walk through the shop and learn what it takes to maintain railway equipment and learn the history of our beloved artifacts. This will primarily be manned by the Summer Staff hired through the Canada Summer Jobs program. There will be the option to include this with a train trip based on scheduling and timing.

c) The Crew Speeder Experience & Diesel Days

The Crew Speeder Experience & Diesel Days will consist of visitors getting either a ride on the #102 (Big Yellow) Speeder or behind the #11 GE Diesel Electric Locomotive. The #102 Speeder is historically a logging crew speeder from the Comox Logging Co. The #11 is historically a switching locomotive used at the Pulp and Paper Mill in Port Alberni for MacMillian Bloedel Ltd. These operations will bring an exciting experience for visitors and locals, adding to the beautiful waterfront of Port Alberni.

d) Waterfront Express

The Waterfront Express takes passengers for a ride aboard one of our five passenger cars pulled by the locally famous #7 Baldwin Steam Locomotive showcasing Port Alberni's beautiful waterfront. The ride will be narrated by one of our knowledgeable conductors and include a roundhouse shop tour.

For Diesel Days and the Waterfront Express, groups will also be able to add-on and rent out the 1909 CN Caboose for a premium fare. Cab Rides will also be available in either of the two locomotives on a first come first serve basis at a premium fare when vacant cab seats are available.

5. FINANCIAL PLANNING

a. Revenue Streams

The Alberni Pacific Railway will continue to increase its amount of revenue streams over five years.

In 2024, we will begin with four revenue streams: Grants, Donations and Sponsorships, Events, Waterfront Express (Steam Operations) and The Crew Speeder Experience/Diesel Days (Daily Operation).

By 2028, our goal is to increase our revenue in each of our revenue streams and increase the total amount of revenue streams by adding on Gift Shop Sales and Guided Shop Tours. This would be the result of continued and improved rail operations and enhancement of the APR Roundhouse Museum.

b. Supporting Local

The Alberni Pacific Railway will support local by welcoming local businesses to become sponsors of the Alberni Pacific Railway, as well as increasing involvement with local businesses and ensuring our visitors support them as they visit town.

The Alberni Pacific Railway brings a uniqueness that tourists won't find in many other places with our historic locomotives, fascinating history and vibrant waterfront. Attracting visitors to the Alberni Valley and supporting local businesses is one of the most important ways of strengthening our local economy.

We will also implement a locals pass for the Alberni Pacific Railway. This pass will cost \$75 with proof of local residency within the City of Port Alberni and will be valid for the entire operating year for up to 7 trips on the Crew Speeder Experience and Diesel Days. This is equivalent to an approximate 50% discount.

c. 5-Year Financial Plan

The Alberni Pacific Railways 5-Year Financial Plan highlights the goals being set to increase revenue. These are the goals to increase opportunities, programs, and ridership to bring in more revenue not only to the APR, but to the entire Alberni Valley.

The Alberni Pacific Railway will involve outside organizations to create a feasible plan for the APR to return to McLean Mill National Historic Site. This will take many years to implement and once the plan is complete and ready to be executed, it will override this plan using the statistics collected and brand awareness indicated in the 5-Year outline below.

2024

- Begin operations to build brand awareness
- Gather KPIs and Passenger Statistics
- Begin to set up business operations

2025

- Continue to gather KPIs and Passenger Statistics
- Develop full Multi-Year Marketing Plan based on 2024 KPIs and Statistics
- Increase sponsorship activity
- Increase Event Operation days

2026

- Increase ridership during Event Operations
- Continue to gather KPIs and Passenger Statistics
- Increase Event Operation Days
- Create International Marketing Plan add-on to Multi-Year Marketing Plan

2027

- Increase ridership during Event Operations
- Continue to gather KPIs and Passenger Statistics
- Develop Educational Programs

2028

- Increase ridership during Event Operations
- Continue to gather KPIs and Passenger Statistics
- Continue to update Marketing Plan to increase ridership and build more Local Opportunities

6. APPENDICIES

- i. 5-Year Budget
- ii. 5-Year Wages Breakdown
- iii. 5-Year Tickets and Ridership Breakdown
- iv. 2024 Operations Schedule
- v. Asset Inventory List

a. 5-Year Budget

	2024	2025	2026	2027	2028
REVENUE	Budget	Budget	Budget	Budget	Budget
Fundraising, Donations, Sponsorships	\$20,000.00	\$20,000.00	\$25,000.00	\$30,000.00	\$35,000.00
Grants - City of Port Alberni	\$130,000.00	\$130,000.00	\$120,000.00	\$110,000.00	\$100,000.00
Grants - Canada Summer Jobs	\$11,520.00	\$17,763.84	\$18,207.94	\$18,663.14	\$19,129.72
Event Ticket Sales	\$159,848.64	\$169,210.08	\$207,332.34	\$223,309.44	\$240,022.71
Daily Operation Ticket Sales	\$64,501.92	\$61,430.40	\$62,462.88	\$66,566.88	\$70,670.88
Gift Shop	\$0.00	\$0.00	\$2,000.00	\$2,500.00	\$3,000.00
Total Revenue	\$385,870.56	\$398,404.32	\$435,003.16	\$451,039.46	\$467,823.31
EXPENSES					
Administration					
APR Manager	\$50,000.00	\$51,250.00	\$52,531.25	\$53,844.53	\$55,190.64
Employee MERCs	\$16,365.60	\$17,684.40	\$17,973.15	\$19,840.82	\$20,312.18
Staffing - Summer Students	\$17,280.00	\$25,920.00	\$25,920.00	\$26,640.00	\$26,640.00
Staffing - Ancillary (Volunteer)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operations Crew	\$21,100.00	\$21,200.00	\$21,300.00	\$21,300.00	\$21,300.00
Janitorial	\$400.00	\$400.00	\$500.00	\$500.00	\$600.00
Accounting and Legal	\$1,200.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,200.00
Advertising and Marketing	\$8,500.00	\$8,500.00	\$10,000.00	\$10,000.00	\$10,000.00
Insurance - Hyrailer	\$900.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00
*Insurance - APR Liability	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$45,000.00
Operating Permit	\$5,200.00	\$5,400.00	\$5,600.00	\$5,800.00	\$6,000.00
Licenses	\$147.00	\$150.00	\$155.00	\$160.00	\$165.00
Security	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
Utilities/Propane	\$3,000.00	\$3,500.00	\$3,600.00	\$3,600.00	\$3,700.00
Crew Training	\$4,000.00	\$4,000.00	\$4,200.00	\$4,200.00	\$4,500.00
First Aid - Supplies/Training	\$1,500.00	\$1,500.00	\$1,600.00	\$1,600.00	\$1,700.00
Rolling Stock/Roundhouse					
Railway Mechanic	\$40,000.00	\$41,000.00	\$42,025.00	\$43,075.63	\$45,177.52
Inspections	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00
Locomotive General Maintenance	\$8,000.00	\$8,500.00	\$9,000.00	\$9,500.00	\$9,800.00
Rolling Stock General Maintenance	\$6,000.00	\$3,000.00	\$3,000.00	\$4,500.00	\$4,500.00
Roundhouse Repairs	\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00
Fuel - Gasoline	\$5,000.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00
Fuel - Diesel	\$80,000.00	\$85,000.00	\$90,000.00	\$92,000.00	\$94,000.00
Supplies - Roundhouse/Office	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$1,000.00
Display Roundhouse	\$1,500.00	\$1,500.00	\$800.00	\$850.00	\$900.00
Infrastructure					
Maintenance Crew	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Track Maintenance	\$10,000.00	\$12,000.00	\$12,000.00	\$14,000.00	\$14,000.00
Bridge Maintenance	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Track and Bridge Inspections	\$11,000.00	\$11,500.00	\$11,500.00	\$12,000.00	\$12,000.00
Brush Clearing	\$2,000.00	\$2,000.00	\$2,200.00	\$2,400.00	\$2,600.00
Total Expenses	\$349,292.60	\$368,204.40	\$378,004.40	\$390,110.97	\$403,085.34
Net Income	\$36,577.96	\$30,199.92	\$56,998.76	\$60,928.49	\$64,737.97
Asset Contingency Reserve	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Operational Contingency Reserve	\$6,577.96	\$199.92	\$26,998.76	\$30,000.00	\$30,000.00
Surpl/Deficit	\$0.00	\$0.00	\$0.00	\$928.49	\$4,737.97

b. 5-Year Wages Breakdown

	2024							2025							2026						
	Rate/hr	Rate/day	hrs/day	days/week	Total Days	Total Weeks	Total Expense	Rate/hr	Rate/day	hrs/day	days/week	Total Days	Total Weeks	Total Expense	Rate/hr	Rate/day	hrs/day	days/week	Total Days	Total Weeks	Total Expense
General Manager	Salary						\$50,000.00	Salary						\$51,250.00	Salary						\$52,531.25
Mechanic	Salary						\$40,000.00	Salary						\$41,000.00	Salary						\$42,025.00
Summer Staff #1	18		8	5		12	\$8,640.00	18		8	5		12	\$8,640.00	18		8	5		12	\$8,640.00
Summer Staff #2	18		8	5		12	\$8,640.00	18		8	5		12	\$8,640.00	18		8	5		12	\$8,640.00
Summer Staff #3							N/A	18		8	5		12	\$8,640.00	18		8	5		12	\$8,640.00
Foreman							N/A							N/A							N/A
Track Maintenance #1		100		2		20	\$4,000.00		100		2		20	\$4,000.00		100		2		20	\$4,000.00
Track maintenance #2		100		2		20	\$4,000.00		100		2		20	\$4,000.00		100		2		20	\$4,000.00
Engineer		200			58		\$11,600.00		200			58		\$11,600.00		200			58		\$11,600.00
Steam																					
Diesel/Speeder																					
Fireman/Secondman		100		Loco Only	37		\$3,700.00		100		Loco Only	38		\$3,800.00		100		Loco Only	39		\$3,900.00
Steam																					
Diesel/Speeder																					
Conductor		100		4	58		\$5,800.00		100		4	58		\$5,800.00		100		4	58		\$5,800.00
Total Wages							\$136,380.00							\$147,370.00							\$149,776.25
						Summer Stf:	\$17,280.00							Summer Stf:	\$25,920.00					Summer Stf:	\$25,920.00
						Ops Crew	\$21,100.00							Ops Crew	\$21,200.00					Ops Crew	\$21,300.00
						Track Crew	\$8,000.00							Track Crew	\$8,000.00					Track Crew	\$8,000.00
						MERCs:	\$16,365.60							MERCs:	\$17,684.40					MERCs:	\$17,973.15

	2027							2028						
	Rate/hr	Rate/day	hrs/day	days/week	Total Days	Total Weeks	Total Expense	Rate/hr	Rate/day	hrs/day	days/week	Total Days	Total Weeks	Total Expense
Salary							\$53,844.53	Salary						\$55,190.64
Salary							\$43,075.63	Salary						\$45,177.52
18.5			8	5		12	\$8,880.00	18.5		8	5		12	\$8,880.00
18.5			8	5		12	\$8,880.00	18.5		8	5		12	\$8,880.00
18.5			8	5		12	\$8,880.00	18.5		8	5		12	\$8,880.00
26			6	4		20	\$12,480.00	27		6	4		20	\$12,960.00
	100			2		20	\$4,000.00		100		2		20	\$4,000.00
	100			2		20	\$4,000.00		100		2		20	\$4,000.00
	200				58		\$11,600.00		200			58		\$11,600.00
	100			Loco Only	39		\$3,900.00		100		Loco Only	39		\$3,900.00
	100			4	58		\$5,800.00		100		4	58		\$5,800.00
							\$165,340.16							\$169,268.16
						Summer Stf:	\$26,640.00						Summer Stf:	\$26,640.00
						Ops Crew	\$21,300.00						Ops Crew	\$21,300.00
						Track Crew	\$8,000.00						Track Crew	\$8,000.00
						^ (inc. frmn)							^ (inc. frmn)	
						MERCs:	\$19,840.82						MERCs:	\$20,312.18

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c. 5-Year Tickets and Ridership Breakdown

	2024	2025	2026	2027	2028
TICKETS					
Minimal: Adult	\$24.00	\$24.00	\$25.50	\$27.00	\$28.50
Minimal: Senior/Student	\$22.00	\$22.00	\$23.50	\$25.00	\$26.50
Minimal: Child	\$18.00	\$18.00	\$19.50	\$21.00	\$22.50
Minimal: AVERAGE	\$21.33	\$21.33	\$22.83	\$24.33	\$25.83
Event: Adult	\$45.00	\$45.00	\$46.50	\$48.00	\$49.50
Event: Senior/Student	\$42.00	\$42.00	\$43.50	\$45.00	\$46.50
Event: Child	\$38.00	\$38.00	\$39.50	\$41.00	\$42.50
Event: AVERAGE	\$41.67	\$41.67	\$43.17	\$44.67	\$46.17

INFO

Minimal: Operating Days	42	40	38	38	38
Event: Operating Days	12	14	16	16	16
Santa Train: Op. Days	4	4	4	4	4
Minimal: # of Runs/Day	4	4	4	4	4
Event: # of Runs/Day	4	4	4	4	4
Minimal: Ridership %	30%	30%	30%	30%	30%
Event: Ridership %	30%	30%	33%	35%	37%

Ridership Totals

Minimal Ridership	3,024	2,880	2,736	2,736	2,736
<i>Speeder</i>	504	480	456	456	456
<i>#11 (3 Cars)</i>	2,520	2,400	2,280	2,280	2,280
Event Ridership	5,472	5,904	6,682	6,912	7,143
<i>Waterfront Express</i>	2,592	3,024	3,802	4,032	4,263
<i>Santa Train</i>	2,880	2,880	2,880	2,880	2,880

Revenue Totals

Minimal Ridership	\$64,501.92	\$61,430.40	\$62,462.88	\$66,566.88	\$70,670.88
<i>Speeder</i>	\$10,750.32	\$10,238.40	\$10,410.48	\$11,094.48	\$11,778.48
<i>#11 (3 Cars)</i>	\$53,751.60	\$51,192.00	\$52,052.40	\$55,472.40	\$58,892.40
Event Ridership	\$151,208.64	\$169,210.08	\$207,332.34	\$223,309.44	\$240,022.71
<i>Waterfront Express</i>	\$108,008.64	\$126,010.08	\$164,132.34	\$180,109.44	\$196,822.71
<i>Santa Train</i>	\$43,200.00	\$43,200.00	\$43,200.00	\$43,200.00	\$43,200.00
TOTAL REVENUE:	\$215,710.56	\$230,640.48	\$269,795.22	\$289,876.32	\$310,693.59

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d. 2024 Operations Schedule

APR 2024 Operations Notes

Operate 4 days/week beginning mid June, ending mid September.

Thursday – Sunday 9:30-4:30

4 trips per day (departure at top of the hour 10am, 11:30am, ~lunch~ 1:30pm, 3:00 pm)

Includes Roundhouse Tour

Crew Speeder Experience or Diesel Days – Green

Waterfront Express or Event – Pink

JUNE

S	M	T	W	T	F	S
						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						

JULY

S	M	T	W	T	F	S
	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			

AUGUST

S	M	T	W	T	F	S
				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

SEPTEMBER

S	M	T	W	T	F	S
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					

DECEMBER

S	M	T	W	T	F	S
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				

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e. Asset Inventory List

<i>Unit No.</i>	<i>Owner</i>	<i>Description</i>	<i>Builder's No.</i>	<i>Year Built</i>	<i>Length cplr. - cplr.</i>	<i>Seating Capacity</i>	<i>Comments</i>	<i>Appraised Value</i>
IHSX		Locomotives - Steam					No. same as present unless noted; year of acquisition in brackets;	
2	CPA	Lima 42 ton 2-truck Shay	2548	1912	38'-6"		nee. Weist Logging; Alberni Pacific Lmbr. (1918); MacMillan Bloedel (1953); Alberni Pacific (1980):	\$20,000
7	CPA	Baldwin 90 ton 2-8-2 ST	60942	1929	36'-10"		nee. Campbell River Timber #2; Alberni Pacific Lmbr. #7 (1953); Alberni Pacific Lmbr. #1007 (1959); Comox Logging & Rwy. #18 (1962); MacMillan Bloedel #1055 (1973); Alberni Pacific (1994):	\$275,000
112	WVIIHS	Baldwin 75 ton 2-6-2T locomotive	56323	1923	-	-	ex. Canadian Forest Product #112, Beaver Cove; Alberni Pacific (2015)	
		Locomotives - Diesel						
11	CPA	GE 45 ton 300 hp	17722	1942	29'-2"		nee. US Army #7089 (Ozark, Ark.); US Navy #65-00568 (Jacksonville, Fla. 1951); Birmingham Rail, Ala. (rebuilt 1975); Alberni Pulp & Paper #76-11 and #11 (1975); Alberni Pacific (1987)	\$55,000
8427	CPA	Alco RS-3 120 ton 1600 hp	80992	1954	56'-0"		nee. Canadian Pacific Rwy.#8427; Crown Forest #8427 (1980); Ladysmith Rwy.Hist.Soc.#8427 (1993); Alberni Pacific (1994):	\$65,000
		Locomotives - Gasoline						
1	CPA	Westminster Iron Works 14ton Buda		1928	28'-2"		nee. R.B.McLean Lumber.: Alberni Pacific (1987):	\$60,000
107	CPA	Plymouth DL 7ton	1662	1927	15'-1"		nee. Sydney E. Jenkins #2; Alberni Pacific Lumber #7 (1980); Comox Logging & Rwy. #107 (1984);	\$10,000
		Rolling Stock						
76656	CPA	34' Coach - "Edward H. Sharpe"		1978	37'-10"	26+1+1	neeCN #76656; Alberni Pacific 1993: (conv.CN transfer caboose; conductor's coach; wheelchair access:)	\$25,000
76529	CPA	34' Coach - "Richard H. Grandy"		1978	37'-10"	32	neeCN #76529; Alberni Pacific 1993: (converted CN transfer caboose, closed coach:)	\$25,000
76593	CPA	34' Coach - "Mark F. Mosher"		1978	37'-10"	38	neeCN #76593; Alberni Pacific 1993: (converted CN transfer caboose; open coach:)	\$25,000

76617	WVIIHS	34' Coach - "K.D. (Doug) Wilson"		1978	37'-10"	38	neeCN #76617; Alberni Pacific 1998: (converted CN transfer caboose; open coach:)	
76666	WVIIHS	34' Coach - "W. (Bill) McNichol"		1978	37'-10"	45	neeCN #76666; Alberni Pacific 1998: (converted CN transfer caboose; open coach:)	
77880	WVIIHS	34' CN Caboose		1920's			nee. CN #77880; ex. MacDonald's Nanaimo; Alberni Pacific 2006 (not yet restored)	
1407	CPA	34' Vancouver Island Caboose		1898	33'-2"		nee. Esquimalt & Nanaimo #1407; BC For.Mus. (1991); Alberni Pacific (1991)(not yet rebuilt)	\$3,000
1002	CPA	30' Sprinkler Tank Car (cap. 3500 us gal)			32'-6"		ex. Crown Zellerbach; ex.Ladysmith Rwy.Hist.Soc. #02 (1995); Alberni Pacific (1995) - tank 5.3 ft.dia. X 21.5 ft. Long = 477 cu.ft. x 7.481 = 3568 us.gal.	
1402		30' V.L.&M Crew Car (1402 ?)		early 1900's	32'-10"		ex. Victoria Lmbr. & Manuf. Co. (24" dia. wheels)	
1400	CPA	52' Parlour Car ("Strathcona")		1882	53'-4"		nee. Credit Valley Railway "Grand River" (1884); CP "Grand River"(1886); CP "Montmorency" (1901); Esquimalt & Nanaimo "Strathcona" (ret'd.1930): summer home Cowichan Lake, then stored at BCForest ; Museum; Alberni Pacific "Strathcona" (1992): (no trucks;not yet rebuilt)	\$10,000
315500	WVIIHS	44' Wooden Truss Rod Flatcar (#563 ?)			44'11"		nee.unknown; Comox Logging & Rwy.; ex.Ladysmith Rwy.Hist.Soc.(1995); Alberni Pacific (1995):	
305584	WVIIHS	Log Car		1968	62'-9"		ex. CP Rail #305584; Alberni Pacific (2006):	
305592	WVIIHS	Log Car		1968	62'-9"		ex. CP Rail #305592; Alberni Pacific (2006):	
5013	WVIIHS	Flat Car		1985	60'-5"		ex. Soo Line: acquired by Alberni Pacific (2006):	
307710	CPA	50' Flatcar (capacity 102,000#)			44'-11"		ex. CP Rail #307710; Alberni Pacific (????)	\$1,000
312623	CPA	40' Logging Flatcar (capacity 99,100#)			45'-0"		ex. CP Rail #312623; Alberni Pacific (????)	\$1,000
404503	CPA	40' Logging Flatcar (capacity 99,100#)			45'-2"		ex. CP Rail:	
1106	CPA	42' Skeleton Log Car		1920's	41'-10"		ex. Salmon River Logging:	
1924	CPA	B.C.Rail Tank Car (cap. 7100 us gallons)		1920	41'-6"		nee. PGE/BC Rail #BCOL1924; ex.Ladysmith Rwy.Hist.Soc. (1995); Alberni Pacific (1995):	
1063	CPA	27' Tank Car			26'-11"		recovered from Campbell River area (home made)	
1051	CPA	Oil Storage Tank Car (cap 8900 us gallons)			34'-8"		ex. Bloedel, Stewart & Welch; MacMillan Bloedel:	
1007	CPA	Oil Storage Tank Car (cap. 8300 us gallons)			34'-8"		ex. Bloedel, Stewart & Welch; MacMillan Bloedel: Arch-bar trucks:	

1821	CPA	Oil Storage Tank Car			34'-8"		ex. Bloedel, Stewart & Welch; MacMillan Bloedel:	
501	CPA	Brownhoist Steam Crane (21 ton cap.)		1929	27'-9"		ex. Pac.Coast Terminals (1929); Koppers Int'l. (1982); B.C.Transportation Museum (1991); Alberni Pacific:	
502	CPA	Brownhoist Steam Crane (21 ton cap.)	3690		22'-7"		ex. Unknown: recovered from Sechelt, B.C.	
		<u>Railway Motor Cars</u>						
102	CPA	Speeder (yellow)			23'-10"		nee Comox Logging & Rwy. #104; Alberni Pacific (????)	
	CPA	Speeder Trailer (rusty)					moved up from Ladysmith (Bruce Adams yard) 2018	
130-79	WVIIHS	Fairmont model M19 Speeder	195169	1938	4' - 0"	2	ex. Can.Nat'l., steel frame,plywood body (max. 8hp. eng.no.86390) acquired Mar.2003	
130-21	WVIIHS	Fairmont model M19 Speeder	194129	1938	4' - 0"	2	ex. Can.Nat'l., fibreglas body (max. 8hp. eng.no.101934) acquired Mar.2003	
A3	WVIIHS	Fairmont Speeder with Ford Anglia 4 cyl. eng.		1960's	8' - 0"	2	ex. SRR A3. acquired Mar.2003	
	WVIIHS	A6 speeder					transferred to WVIIHS from John Armstrong May 1, 2013	
V3	WVIIHS	Velocipede					restored by WVIIHS	
SP2	WVIIHS	Motorcar					restored by WVIIHS	
	Les Stevens	Pump speeder					located in Train Station "freight shed"	
	WVIIHS	Pump speeder -					located in Train Station "baggage room" rebuilt by Jan and Matt in 2012	

Unit No.	Owner	Description	Builder's No.	Year Built	Length cpl. - cpl.	Seating Capacity	Comments	Appraised Value
IHSX		<u>Locomotives - Steam</u>					No. same as present unless noted; year of acquisition in brackets;	
2	CPA	Lima 42 ton 2-truck Shay	2548	1912	38'-6"		nee. Weist Logging; Alberni Pacific Lmbr. (1918); MacMillan Bloedel (1953); Alberni Pacific (1980);	\$ 20,000
7	CPA	Baldwin 90 ton 2-8-2 ST	60942	1929	36'-10"		nee. Campbell River Timber #2; Alberni Pacific Lmbr. #7 (1953); Alberni Pacific Lmbr. #1007 (1959); Comox Logging & Rwy. #18 (1962); MacMillan Bloedel #1055 (1973); Alberni Pacific (1994);	\$ 275,000
112	WVLIHS	Baldwin 75 ton 2-6-2T locomotive	56323	1923			ex. Canadian Forest Product #112, Beaver Cove; Alberni Pacific (2015)	
		<u>Locomotives - Diesel</u>						
11	CPA	GE 45 ton 300 hp	17722	1942	29'-2"		nee. US Army #7089 (Ozark, Ark.); US Navy #65-00568 (Jacksonville, Fla. 1951); Birmingham Rail, Ala. (rebuilt 1975); Alberni Pulp & Paper #76-11 and #11 (1975); Alberni Pacific (1987)	\$ 55,000
8427	CPA	Alco RS-3 120 ton 1600 hp	80992	1954	56'-0"		nee. Canadian Pacific Rwy.#8427; Crown Forest #8427 (1980); Ladysmith Rwy.Hist.Soc.#8427 (1993); Alberni Pacific (1994);	\$ 65,000
		<u>Locomotives - Gasoline</u>						
1	CPA	Westminster Iron Works 14ton Buda		1928	28'-2"		nee. R.B.McLean Lumber.; Alberni Pacific (1987);	\$ 60,000
107	CPA	Plymouth DL 7ton (on loan to Ladysmith)	1662	1927	15'-1"		nee. Sydney E. Jenkins #2; Alberni Pacific Lumber #7 (1980); Comox Logging & Rwy. #107 (1984);	\$ 10,000
		<u>Rolling Stock</u>						
76656	CPA	34' Coach - "Edward H. Sharpe"		1978	37'-10"	26+1+1	neeCN #76656; Alberni Pacific 1993: (conv.CN transfer caboose; conductor's coach; wheelchair access:)	\$ 25,000
76529	CPA	34' Coach - "Richard H. Grandy"		1978	37'-10"	32	neeCN #76529; Alberni Pacific 1993: (converted CN transfer caboose, closed coach:)	\$ 25,000
76593	CPA	34' Coach - "Mark F. Mosher"		1978	37'-10"	38	neeCN #76593; Alberni Pacific 1993: (converted CN transfer caboose; open coach:)	\$ 25,000
76617	WVLIHS	34' Coach - "K.D. (Doug) Wilson"		1978	37'-10"	38	neeCN #76617; Alberni Pacific 1998: (converted CN transfer caboose; open coach:)	
76666	WVLIHS	34' Coach - "W. (Bill) McNichol"		1978	37'-10"	45	neeCN #76666; Alberni Pacific 1998: (converted CN transfer caboose; open coach:)	
77880	WVLIHS	34' CN Caboose		1920's			nee. CN #77880; ex. MacDonald's Nanaimo; Alberni Pacific 2006 (not yet restored)	
1407	CPA	34' Vancouver Island Caboose		1898	33'-2"		nee. Esquimalt & Nanaimo #1407; BC For.Mus. (1991); Alberni Pacific (1991)(not yet rebuilt)	\$ 3,000
1002	CPA	30' Sprinkler Tank Car (cap. 3500 us gal)			32'-6"		ex. Crown Zellerbach; ex.Ladysmith Rwy.Hist.Soc. #02 (1995); Alberni Pacific (1995) - tank 5.3 ft.dia. X 21.5 ft. Long = 477 cu.ft. x 7.481 = 3568 us.gal.	
1402		30' V.L.&M Crew Car (1402 ?)		early 1900's	32'-10"		ex. Victoria Lmbr. & Manuf. Co. (24" dia. wheels)	
1400	CPA	52' Parlour Car ("Strathcona")		1882	53'-4"		nee. Credit Valley Railway "Grand River" (1884); CP "Grand River"(1886); CP "Montmorency" (1901); Esquimalt & Nanaimo "Strathcona" (ret'd.1930): summer home Cowichan Lake, then stored at BCForest ; Museum; Alberni Pacific "Strathcona" (1992): (no trucks;not yet rebuilt)	\$ 10,000
315500	WVLIHS	44' Wooden Truss Rod Flatcar (#563 ?)			44'11"		nee.unknown; Comox Logging & Rwy.; ex.Ladysmith Rwy.Hist.Soc.(1995); Alberni Pacific (1995);	
305584	WVLIHS	Log Car		1968	62'-9"		ex. CP Rail #305584; Alberni Pacific (2006);	
305592	WVLIHS	Log Car		1968	62'-9"		ex. CP Rail #305592; Alberni Pacific (2006);	
5013	WVLIHS	Flat Car		1985	60'-5"		ex. Soo Line: acquired by Alberni Pacific (2006);	
307710	CPA	50' Flatcar (capacity 102,000#)			44'-11"		ex. CP Rail #307710; Alberni Pacific (????)	\$ 1,000
312623	CPA	40' Logging Flatcar (capacity 99,100#)			45'-0"		ex. CP Rail #312623; Alberni Pacific (????)	\$ 1,000
404503	CPA	40' Logging Flatcar (capacity 99,100#)			45'-2"		ex. CP Rail:	
1106	CPA	42' Skeleton Log Car		1920's	41'-10"		ex. Salmon River Logging:	
1924	CPA	B.C.Rail Tank Car (cap. 7100 us gallons)		1920	41'-6"		nee. PGE/BC Rail #BCOL1924; ex.Ladysmith Rwy.Hist.Soc. (1995); Alberni Pacific (1995);	
1063	CPA	27' Tank Car			26'-11"		recovered from Campbell River area (home made)	
1051	CPA	Oil Storage Tank Car (cap 8900 us gallons)			34'-8"		ex. Bloedel, Stewart & Welch; MacMillan Bloedel:	
1007	CPA	Oil Storage Tank Car (cap. 8300 us gallons)			34'-8"		ex. Bloedel, Stewart & Welch; MacMillan Bloedel: Arch-bar trucks:	
1821	CPA	Oil Storage Tank Car			34'-8"		ex. Bloedel, Stewart & Welch; MacMillan Bloedel:	

501	CPA	Brownhoist Steam Crane (21 ton cap.)		1929	27'-9"		ex. Pac.Coast Terminals (1929); Koppers Int'l. (1982); B.C.Transportation Museum (1991); Alberni Pacific:	
502	CPA	Brownhoist Steam Crane (21 ton cap.)	3690		22'-7"		ex. Unknown: recovered from Sechelt, B.C.	
		<u>Railway Motor Cars</u>						
102	CPA	Big Yellow Speeder			23'-10"		nee Comox Logging & Rwy. #102; Alberni Pacific (????)	
	CPA	Speeder Trailer (rusty)					moved up from Ladysmith (Bruce Adams yard) 2018	
130-79	WVIIHS	Fairmont model M19 Speeder	195169	1938	4' - 0"	2	ex. Can.Nat'l., steel frame,plywood body (max. 8hp. eng.no.86390) acquired Mar.2003	
130-21	WVIIHS	Fairmont model M19 Speeder	194129	1938	4' - 0"	2	ex. Can.Nat'l., fibreglas body (max. 8hp. eng.no.101934) acquired Mar.2003	
A3	WVIIHS	eng.		1960's	8' - 0"	2	ex. SRR A3. acquired Mar.2003	
69	WVIIHS	Tie Insertor						
	WVIIHS	Tie Crane						
	WVIIHS	A6 speeder					transferred to WVIIHS from John Armstrong May 1, 2013	
V3	WVIIHS	Velocipede					restored by WVIIHS	
SP2	WVIIHS	Motorcar					restored by WVIIHS	
	WVIIHS	Pump speeder -					located in Train Station "baggage room" rebuilt by Jan and Matt in 2012	
	WVIIHS	Crew Trailer & Office						
	WVIIHS	Security Camera System						
	WVIIHS	All shop tools						

Sent: Thursday, September 21, 2023 6:10 PM
To: [Alberni Pacific Railway](#)
Subject: RE: Rail Insurance

AXA XL has confirmed their pricing indication at \$25,000 for \$5,000,000 limit and \$40,000 for \$10,000,000 limit. This would be with a \$10,000 deductible and \$50,000 deductible on wildfire liability claims. I do have other companies that will quote this, but for the purposes of your business plan and meeting with Council this should be worst case scenario. As we get a bit closer to January 1st or whatever date you want coverage to start I will approach my other markets for their quotes so we can compare.

AXA XL are basing this on covering the rail operations only. If they are only being asked to provide coverage for any of the other activities we'll just need a bit more info on that. (They were on the Western Vancouver Island Industrial Heritage Society website and asked if we were wanting the activities and equipment shown there covered in addition to the rail operations.)

Let me know what else I can provide for now.



B [REDACTED] McGregor, MBA, FCIP, CAIB
President & CEO

2830 Victoria Ave. Brandon, MB R7B 3X1
P [204-578-5655](tel:204-578-5655)

Guild.ca



CITY OF PORT ALBERNI

BYLAW NO. 5102

DEVELOPMENT COST CHARGES RESERVE FUND ESTABLISHMENT BYLAW

WHEREAS Section 188 (2)(a) of the *Community Charter*, if a municipality receives money from the imposition of a development cost charge, the money must be placed to the credit of a reserve fund in accordance with section 566 [use of development cost charges] of the *Local Government Act*;

AND WHEREAS pursuant to section 188(1) of the *Community Charter*, the Council of a municipality may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

AND WHEREAS pursuant to section 566(1) of the *Local Government Act*, development cost charges paid to a local government must be deposited by the local government in a separate special development cost charge reserve fund established for each purpose for which the local government imposes the development cost charge;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI, IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be known and cited for all purposes as "**Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024**".

2. Reserve Fund

There are hereby established reserve funds pursuant to the provisions of the *Community Charter*, to be known as the following:

- a) Water Development Cost Charges Reserve
- b) Sewer Development Cost Charges Reserve
- c) Storm Drainage Development Cost Charges Reserve
- d) Highway Facilities Development Cost Charges Reserve
- e) Parkland Development Cost Charges Reserve

3. Sources of Funds

All money paid to the City for the purposes described in Column 2 of Schedule "A" under any development cost charges imposed by bylaw of the City will be deposited into the corresponding reserve fund shown in Column 1 of Schedule "A".

4. Use of Funds

Money in a reserve fund established under this Bylaw, together with interest on it, may be used only for the following:

- (a) to pay the capital costs of providing, constructing, altering or expanding projects related directly or indirectly to the purpose for which each reserve fund was established;

(b) to pay the capital costs of:

- (i) acquiring park land or reclaiming land as park land, or
- (ii) providing fencing, landscaping, drainage and irrigation, trails, restrooms, changing rooms and playground and playing field equipment on park land, related directly or indirectly to the purpose for which the City of Port Alberni Parkland Development Cost Charge was established; or

(c) to pay principal and interest on a debt incurred by the City as a result of an expenditure under paragraph (a) or (b).

(d) as expensed by the City in accordance with the requirements in section 189 of the *Community Charter*.

READ A FIRST TIME this 11th day of March, 2024.

READ A SECOND TIME this 11th day of March, 2024.

READ A THIRD TIME this 11th day of March, 2024.

ADOPTED this day of , 2024.

Mayor

Corporate Officer

BYLAW NO. 5102
SCHEDULE A
DESCRIPTION OF DEVELOPMENT COST CHARGES RESERVE FUND ESTABLISHMENT BYLAW

NO.	RESERVE FUND	PURPOSE
5102	Water Development Cost Charges Reserve	Providing, constructing, altering or expanding the water supply infrastructure for which development cost charges (DCCs) are collected
5102	Sewer Development Cost Charges Reserve	Providing, constructing, altering or expanding the Sewer infrastructure for which development cost charges (DCCs) are collected
5102	Storm Drainage Development Cost Charges Reserve	Providing, constructing, altering or expanding Storm infrastructure for which development cost charges (DCCs) are collected
5102	Highway Facilities Development Cost Charges Reserve	Providing, constructing, altering or expanding transportation infrastructure for which development cost charges (DCCs) are collected
5102	Parkland Development Cost Charges Reserve	To provide funds to pay the capital costs to construct, alter, or expand park facilities for which development cost charges (DCCs) are collected

CITY OF PORT ALBERNI

BYLAW NO. 5096

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 5074

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

1. Title

This Bylaw may be known and cited for all purposes as “**Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096**”.

2. Zoning Text Amendments

2.1 Adding the following text to Establishment of Zones Section 5.1:

“CD5 – Comprehensive Development – 3045, 3053, 3063 Kingsway Avenue”

2.2 Port Alberni Zoning Bylaw 5074 is hereby amended by adding the following text and images under Section 5:

CD5 – COMPREHENSIVE DEVELOPMENT – 3045, 3053, 3063 Kingsway Avenue

11.1 The purpose of this zone is to provide for in-fill development of a multi-residential building.

11.1.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

11.1.2 Site Development Regulations

Minimum Lot Area	1151 m ²	(12,389 ft ²)
Maximum Coverage	55%	
Minimum Setbacks:		
Front yard	1.8 m	(5.91 ft)
Rear yard	5.9 m	(19.36 ft)
Side yard (north)	3.4 m	(11.15 ft)
Side yard (south)	2.8 m	(9.19 ft)
Maximum Floor Area Ratio	1.62	
Maximum Height, Principal Building	18 m	
Maximum number of dwelling units:	25	

11.2 Parking

11.2.1 Vehicle parking will be provided at the following minimum rates:

Type	Bed(s)	Spaces per Dwelling unit
Multi-family	Studio	0.75
Multi-family	1 bed	0.75
Multi-family	2 bed	1.25
Multi-family	3 bed	1.50

11.2.2 Secure bicycle storage will be provided at a rate of 0.96 spaces per dwelling unit.

11.3 Useable Open Space

A total of 395 m² of *Usable Open Space* will be provided at a rate of 15.8 m² per dwelling unit.

11.3.1 Notwithstanding section 6.27.2(c), required useable open space may consist exclusively of roof garden areas, private balconies, and private patios.

11.4 Landscaping

11.4.1 Landscape screening will be provided along the side and rear property lines except where vehicle access is provided.

11.5 Signage

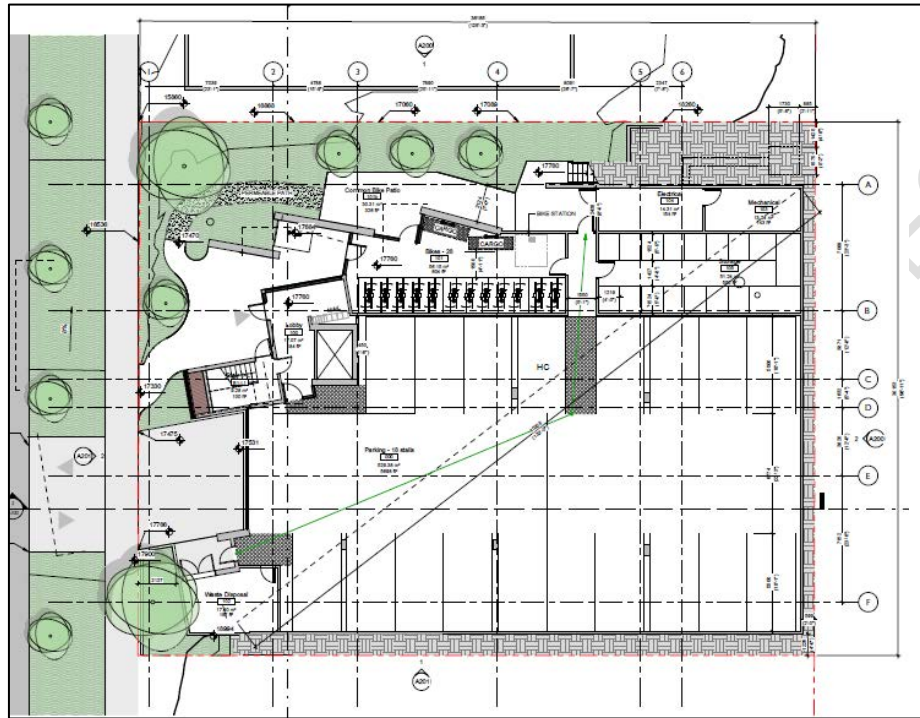
11.5.1 All signage must meet the requirements for multi-family zones in Port Alberni Sign Bylaw No. 4843.

11.6 Conditions of Use

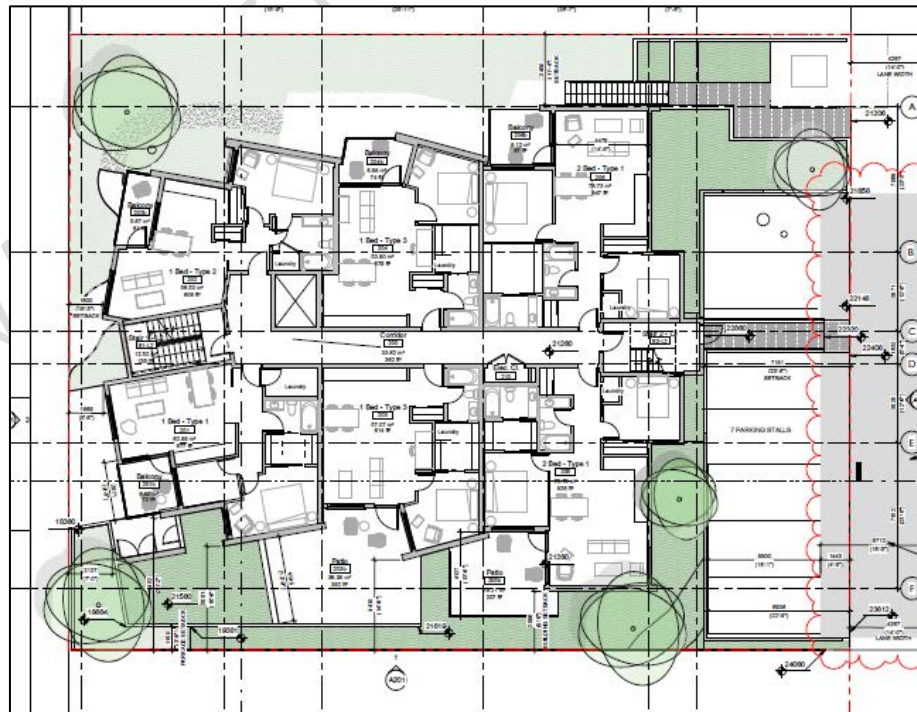
- (a) Limits to *Home Occupation* listed as section 6.15.6(f) apply to this zone.
- (b) Notwithstanding section 11.1.2, a minimum side yard setback of 1.15 m is permitted for an *underground parking* structure to a maximum height of 3.5 m above grade.

11.7 Site Plan

Site Plan at Ground Floor



Site Plan at 2nd Floor



3. Zoning Map Amendments

3.1 The properties legally described as:

- a) Lot 17, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-272-925 located at 3045 Kingsway Avenue; and
- b) Lot 18, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-272-968 located at 3053 Kingsway Avenue; and
- c) Lot 19, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-273-000 located at 3063 Kingsway Avenue, as shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, are hereby rezoned from a mix of 'RM2 Medium Density Multi-Residential' and 'C7 Core Business' zones to "CD5 Comprehensive Development - 3045, 3053, 3063 Kingsway Avenue".

3.2 Schedule "A" (Zoning Map) which forms an integral part of Port Alberni Zoning Bylaw 5074 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this 11th day of March, 2024.

READ A SECOND TIME this 11th day of March, 2024.

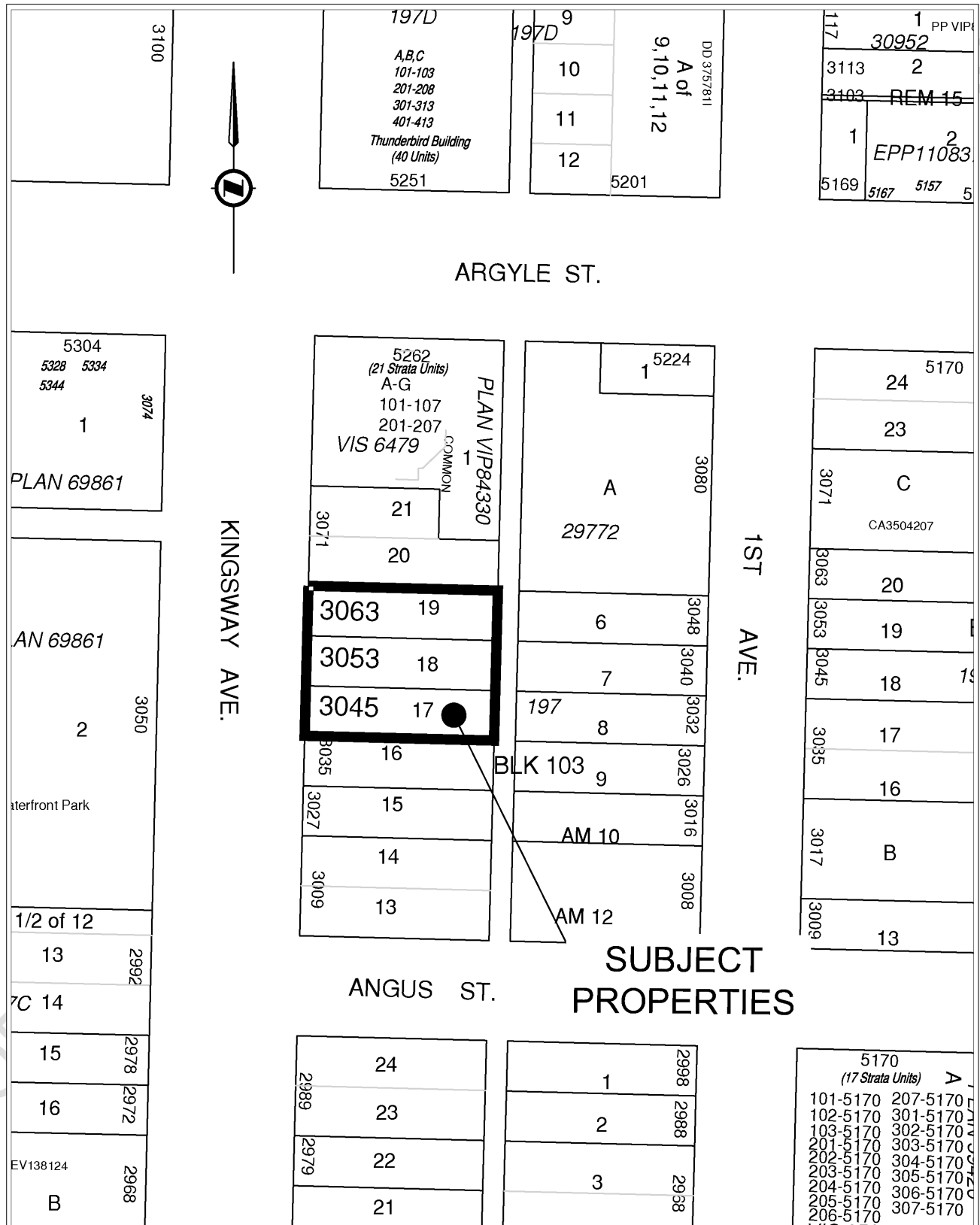
READ A THIRD TIME this 11th day of March, 2024.

ADOPTED this day of , 2024.

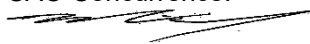
Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5096



Date: March 19, 2024
File No: 1720-20-2024-2028
To: Mayor & Council
From: M. Fox, CAO
Subject: 2024-2028 Financial Plan | 3rd Reading

Prepared by: A. McGIFFORD DIRECTOR OF FINANCE	Supervisor: M. FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” be read a third time as amended.

PURPOSE

To consider third reading as it relates to the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024”.

BACKGROUND

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

ALTERNATIVES/OPTIONS

1. THAT “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” be read a third time as amended.
2. Make additional amendments to the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” and potentially schedule additional meeting(s) and a special Council meeting to adopt within required timelines.

ANALYSIS

On March 18, 2024, members of the Committee recommended to Council a tax share and non-market change allocation that provides the anticipated taxation impact for the residential class is as follows:

Table 1: City of Port Alberni proposed Average Single-Family Residence increase for 2024

2023		2024		Change	
Value	Amount	Value	Amount	Difference	% Change
\$530,609	\$2,315.29	\$519,006	\$2,527.41	\$212.12	9.16%

The revised tax roll from BC Assessment for 2024 is available at the end of the March and will be used to set the tax rates and confirm the Average Single-Family Residence [ASFR] increase for 2024.

At this time, Council could make any other amendments, or if ready, provide 3rd reading of the “*City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024*”.

IMPLICATIONS

The proposed Financial Plan amendments do impact the current proposed 9.16% taxation increase to the ASFR household. The targeted date to adopt the Financial Plan is April 8th. The province requires adoption of the Financial Plan and associated bylaws before May 15th.

BC Assessment provides each municipality with a Completed Assessment Roll on January 1 of each year, on which estimated property tax rates are calculated. The actual tax rates are calculated on the Revised Roll. The Revised Roll includes Property Appeal Review Panel decisions, and may include further adjustments or corrections and would be provided by the end of March. The Revised Roll is used to set the tax rate bylaw.

COMMUNICATIONS

The table below outlines the current schedule of the “*City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024*”

Table 2: City of Port Alberni financial plan timeline

Date	Meeting	Purpose
February 5, 2024	CoW	Director of Finance to provide an overview and summarize the City’s proposed Five-Year Financial Plan
February 12, 2024	RCM	Financial Plan Introduced and Council to consider First Reading “ <i>City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024</i> ”
February 20, 2024	CoW	Public Engagement Session
February 26, 2024	RCM	Council to consider Second Reading “ <i>City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024</i> ”
March 4, 2024	CoW	Public Engagement Session
March 11, 2024	RCM	Address any follow up “ <i>City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024</i> ”
March 18, 2024	CoW	Public Engagement Session
March 25, 2024	RCM	Address any follow up - Council to consider Third Reading “ <i>City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024</i> ”
April 8, 2024	RCM	Address any follow up - Council to consider Final Adoption “ <i>City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024</i> ”

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

BYLAWS/PLANS/POLICIES

“*City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024*”

SUMMARY

- The 2024–2028 draft Financial Plan identifies a proposed tax increase of 9.16% for the Single-Family Residential Property in the 2024 year;
- Council will review the assessed values and tax shares to consider allocation for each property classification at a future date;
- The Plan will be reviewed and confirmed by Council throughout the financial planning process and a tentative schedule is outlined above, that is subject to change if required;
- Council can balance the need to fund improvements in the community and continue current levels of service, while understanding the need to balance the impact of taxation to all taxpayers in the community;
- Adoption must occur prior to May 15, 2024.

ATTACHMENTS/REFERENCE MATERIALS

- *Proposed “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024”*
- *Proposed “Financial Plan 2024-2028” dated March 25, 2024*

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

**CITY OF PORT ALBERNI
BYLAW NO. 5097**

A BYLAW TO ESTABLISH A FIVE-YEAR FINANCIAL PLAN

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

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

1. Schedules 'A' & 'B' attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan of the City of Port Alberni for the five-year period from January 1, 2024 to December 31, 2028.
2. This Bylaw may be cited for all purposes as "*City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024*" and shall become effective upon adoption.

READ A FIRST TIME this 12th day of February, 2024.

READ A SECOND TIME this 26th day of February, 2024.

READ A THIRD TIME this day of , 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer



SCHEDULE A TO BYLAW NO. 5097
CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2024 - 2028

	2024	2025	2026	2027	2028
Revenue					
Taxes					
Property Taxes	31,223,574	35,782,447	39,115,687	41,307,389	43,298,497
Other Taxes	835,453	860,702	886,716	913,518	941,131
Grants in Lieu of Taxes	231,750	231,761	231,772	231,787	231,795
Fees and Charges					
Sales of Service	4,904,967	5,031,949	5,177,557	5,345,730	5,502,267
Sales of Service/Utilities	7,613,843	7,871,234	8,272,581	8,624,247	8,750,340
Service to other Government	72,100	72,100	74,263	76,491	78,786
User Fees/Fines	756,135	636,171	650,588	665,396	680,608
Rentals	180,993	186,422	192,015	197,776	203,709
Interest/Penalties/Miscellaneous	1,263,372	1,275,063	1,291,888	1,309,232	1,327,110
Grants/Other Governments	1,125,000	1,156,650	1,189,250	1,222,828	1,257,412
Other Contributions	139,900	89,900	89,900	89,900	89,900
	<u>48,347,087</u>	<u>53,194,399</u>	<u>57,172,217</u>	<u>59,984,294</u>	<u>62,361,555</u>
Expenses					
Debt Interest	647,335	647,335	647,335	647,335	647,335
Capital Expenses	8,479,289	9,706,789	7,295,181	5,783,074	5,556,133
Other Municipal Purposes					
General Municipal	5,811,126	6,076,220	6,209,808	6,320,465	6,521,001
Police Services	9,582,621	10,008,072	10,327,465	10,678,813	10,991,970
Fire Services	4,827,053	4,986,543	5,112,752	5,242,415	5,375,643
Other Protective Services	449,040	458,622	470,896	513,538	496,556
Transportation Services	6,497,624	6,771,126	7,068,495	7,266,793	7,472,408
Environmental Health and Development	3,303,434	3,672,107	3,638,305	3,680,860	3,802,633
Parks and Recreation	7,049,166	7,346,121	7,559,122	7,779,337	8,004,679
Cultural	1,873,847	2,094,699	2,167,288	2,244,589	2,325,290
Water	2,146,469	2,215,509	2,279,676	2,345,644	2,413,645
Sewer	1,849,760	1,908,458	1,964,827	2,022,768	2,082,493
Contingency	275,000	300,000	300,000	300,000	300,000
	<u>52,791,764</u>	<u>56,191,601</u>	<u>55,041,150</u>	<u>54,825,631</u>	<u>55,989,786</u>
Revenue Over (Under) Expenses Before Other	<u>(4,444,677)</u>	<u>(2,997,202)</u>	<u>2,131,067</u>	<u>5,158,663</u>	<u>6,371,769</u>
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(363,788)	(363,788)	(363,788)	(363,788)	(363,788)
Transfer from Equipment Replacement Reserve	520,914	2,949,311	1,206,674	520,192	607,551
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	4,285,551	409,679	(2,975,953)	(5,317,067)	(6,617,532)
	<u>4,444,677</u>	<u>2,997,202</u>	<u>(2,131,067)</u>	<u>(5,158,663)</u>	<u>(6,371,769)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

SCHEDULE B TO BYLAW NO. 5097 REVENUE POLICY DISCLOSURE

Objectives and Policies

The City of Port Alberni's 2023 – 2027 Corporate Strategic Plan [Strategic Plan] provides municipal objectives and policy direction. The "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" [Financial Plan] will continue with initiatives arising from these stated priorities related directly to revenue generation, property taxation, and permissive tax exemptions until alternate direction has been made for an updated Corporate Strategic Plan.

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

Proportion of Revenue from Funding Sources

Property Taxes – The majority of the City of Port Alberni's revenue arises from property taxation; in 2023, approximately 68% in the *Financial Plan*.

The *Financial Plan* proposes an 12.48% increase in property taxes collected for 2024, with increases in subsequent years decreasing from 14.60% to 4.82%. Property tax increases over the previous five years were lower than those projected for the next five years. The projected annual tax increases will allow for successful implementation of corporate strategic priorities set out by Council in the *Strategic Plan*, as well commitments to capital projects, collective bargaining agreements, and projects that require debt service.

2024-2028 Annual Tax Rates

2024	2025	2026	2027	2028
12.48%	14.60%	9.32%	5.60%	4.82%

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

Fees and Charges – In 2024, approximately 25% of the City of Port Alberni's revenues will be derived from fees and charges. Services funded through fees and charges include water and sewer utilities, solid waste collection and disposal, building inspection, cemetery operations and a portion of the parks, recreation, heritage and cultural services. City Council has directed that, where possible, it is preferable to charge a user fee for services that are identifiable to specific users instead of levying a general tax to all property owners.

Other Sources – Other revenue sources are rentals of City-owned property, interest/penalties, payments in lieu of taxes and grants from senior governments. In 2024, approximately 2% of the City of Port Alberni's revenues will be derived from these other sources.

Revenue from some rentals and interest are increasing based on CPI and prescribed interest rates now in the 3% to 5% range. Grants from senior governments vary significantly from year to year depending on successful application for conditional funding.

Distribution of Property Taxes among Property Classes

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

Class 1 – Residential - Tax increases will reflect the 12.48% for this class [share to be confirmed by Council]. Between 2005 and 2023 the share of property taxation paid by Class 1 increased from 40.00% to 60.81%.

Class 4 – Major Industry - In 2006, Council directed that significant tax reductions be provided for Class 4 taxpayers over a five-year period in response to continued market weakness in the coastal forest industry and higher than average municipal tax rates for Major Industry in Port Alberni. These reductions were implemented in 2006. The City subsequently further committed that through 2013 to 2017 there would be no increase in taxes for Major Industry as part of the agreement to purchase Catalyst's sewage lagoon infrastructure. The above noted reductions and freezes resulted in the Major Industry share of taxation decreasing from 41.80% in 2005 to 18.71% in 2023.

Class 5 - Light Industry – Growth has occurred in the Class 5 property classification since 2019. Historically the rate of Class 4 and 5 were the same. These classes were delinked in 2021 with a 20 per thousand separation commitment from Council. The tax share of Class 5 was 2.54% in 2023.

Class 6 – Business In committing to successful implementation of Council's *Strategic Plan* business rates will be reviewed to allocate the increase of 12.48%. Business property tax rates had a taxation share of 17.60% in 2023.

Other Classes Approximately 0.35% of total taxation arises from the other property classes in Port Alberni. Council will consider the share of taxation paid by other classes for 2024 to allocate the tax increase of 12.48%.

Permissive Tax Exemptions

Permissive tax exemptions are provided by the City of Port Alberni as permitted under the *Community Charter* and in compliance with Council policy. Permissive tax exemptions must also fall within the budget constraints identified by Council to be considered for approval. Council approved the "Permissive Tax Exemption Bylaw No. 5090, 2023" in effect for the years 2024 to 2027.

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

- athletic or recreational programs or facilities for youth;
- services and facilities for persons requiring additional supports; mental wellness and addictions;
- programming for youth and seniors;
- protection and maintenance of important community heritage;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;
- preservation of an environmentally or ecologically sensitive area designated within the Official Community Plan;

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

In 2023, 56 organizations were approved, with a total annual property tax exemption value of approximately \$313,111.39.

Revitalization Tax Exemptions

Council adopted "*City of Port Alberni Revitalization Tax Exemption Program, Bylaw No.4824*" in 2013. Council amended the Bylaw in March 2016 to include Harbour Quay and City owned properties to the Schedule of eligible properties. Also, in 2016, Council adopted a new Revitalization Tax Exemption Bylaw covering all other commercial areas. In 2023, one application was received and approved. This approved application experienced the first tax exemption in 2024 and is in effect for a period of ten years [expires December 31, 2033].

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

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

The City is expecting to receive approximately \$550,000 in 2024. Performance targets are not expected to change from 2023 to 2024. SCI and TFRS funds are allocated to general revenue to support local government service delivery.

Community Gaming Funding

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

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

2023 Funding Allocation	Funds (\$) Allocated
McLean Mill National Historic Site Operations	\$204,015
Visitor Centre Funding	103,000
Offset Economic Development	140,000
Community Investment Plan/Grants in Aid	33,200
Total commitments	\$480,215



CITY OF PORT ALBERNI

FINANCIAL PLAN

2024-2028

March 25, 2024



**CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2024 - 2028**

	2024	2025	2026	2027	2028
Revenue					
Taxes					
Property Taxes	31,223,574	35,782,447	39,115,687	41,307,389	43,298,497
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Grants in Lieu of Taxes	231,750	231,761	231,772	231,787	231,795
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Sales of Service	4,904,967	5,031,949	5,177,557	5,345,730	5,502,267
Sales of Service/Utilities	7,613,843	7,871,234	8,272,581	8,624,247	8,750,340
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Expenses					
Debt Interest	647,335	647,335	647,335	647,335	647,335
Capital Expenses	8,479,289	9,706,789	7,295,181	5,783,074	5,556,133
Other Municipal Purposes					
General Municipal	5,811,126	6,076,220	6,209,808	6,320,465	6,521,001
Police Services	9,582,621	10,008,072	10,327,465	10,678,813	10,991,970
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Water	2,146,469	2,215,509	2,279,676	2,345,644	2,413,645
Sewer	1,849,760	1,908,458	1,964,827	2,022,768	2,082,493
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Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(363,788)	(363,788)	(363,788)	(363,788)	(363,788)
Transfer from Equipment Replacement Reserve	520,914	2,949,311	1,206,674	520,192	607,551
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	4,285,551	409,679	(2,975,953)	(5,317,067)	(6,617,532)
	<u>4,444,677</u>	<u>2,997,202</u>	<u>(2,131,067)</u>	<u>(5,158,663)</u>	<u>(6,371,769)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual \$	Variance 2023	Budget 2024	Increase \$	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
REAL PROPERTY TAXES														
		(unaudited)	(unaudited)											
11111 General Purposes - Taxes	27,547,134	27,518,431	(28,703)	31,011,903	3,464,769	12.58%	35,570,776	14.70%	38,904,016	9.37%	41,095,718	5.63%	43,086,826	4.85%
11112 Debt Purposes - Taxes	211,671	210,472	(1,199)	211,671	-	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%
<i>TAX LEVY</i>	27,758,805	27,728,903	(29,902)	31,223,574	3,464,769	12.48%	35,782,447	14.60%	39,115,687	9.32%	41,307,389	5.60%	43,298,497	4.82%
11211 Special Area Levy	18,000	18,000	-	18,540	540	3.00%	19,282	4.00%	20,053	4.00%	20,855	4.00%	21,689	4.00%
<i>SPECIAL ASSESSMENTS</i>	18,000	18,000	-	18,540	540	3.00%	19,282	4.00%	20,053	4.00%	20,855	4.00%	21,689	4.00%
11910 Utility Tax 1%	786,028	852,834	66,806	816,913	30,885	3.93%	841,420	3.00%	866,663	3.00%	892,663	3.00%	919,442	3.00%
<i>TAXES</i>	28,562,833	28,599,737	36,904	32,059,027	3,496,194	12.24%	36,643,149	14.30%	40,002,403	9.17%	42,220,907	5.55%	44,239,628	4.78%
FEDERAL GOVERNMENT														
12110 Federal Building Grant	520	572	52	550	30	5.77%	561	2.00%	572	1.96%	587	2.62%	595	1.36%
12210 CBC Grant	3,500	6,065	2,565	6,000	2,500	71.43%	6,000	0.00%	6,000	0.00%	6,000	0.00%	6,000	0.00%
PROVINCIAL GOVERNMENT														
12310 Provincial Government Grant	54,000	56,245	2,245	54,000	-	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%
12410 BC Hydro	106,000	120,040	14,040	106,000	-	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%
12411 Public Housing Grant (in lieu of taxes)	65,000	74,597	9,597	65,000	-	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%
OTHER ENTITIES														
12910 University of Victoria	225	202	(23)	200	(25)	-11.11%	200	0.00%	200	0.00%	200	0.00%	200	0.00%
<i>GRANTS IN LIEU OF TAXES</i>	229,245	257,721	28,476	231,750	2,505	1.09%	231,761	0.00%	231,772	0.00%	231,787	0.01%	231,795	0.00%
SERVICES PROVIDED TO GOVERNMENT														
13121 PRISONER EXPENSE RECOVERY	50,000	72,509	22,509	70,000	20,000	40.00%	72,100	3.00%	74,263	3.00%	76,491	3.00%	78,786	3.00%
SALES OF SERVICES														
14120 ADMINISTRATION SERVICE CHARGE	25,500	22,417	(3,083)	25,500	-	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%
14221 Law Enforcement Service Charge	191,500	171,177	(20,323)	192,500	1,000	0.52%	198,275	3.00%	204,223	3.00%	210,350	3.00%	216,660	3.00%
14241 Fire Department Service Charge	198,490	344,833	146,343	279,333	80,843	40.73%	296,449	6.13%	296,484	0.01%	313,979	5.90%	314,540	0.18%
<i>PROTECTIVE SERVICES</i>	389,990	516,010	126,020	471,833	81,843	20.99%	494,724	4.85%	500,707	1.21%	524,329	4.72%	531,200	1.31%
14310 Public Works Service Charge	77,800	76,811	(989)	77,800	-	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%
14400 Public Transit Revenue	288,349	313,702	25,353	301,845	13,496	4.68%	310,900	3.00%	320,227	3.00%	329,834	3.00%	339,729	3.00%
<i>TRANSPORTATION SERVICES</i>	366,149	319	(365,830)	379,645	13,496	3.69%	388,700	2.39%	398,027	2.40%	407,634	2.41%	417,529	2.43%
14433 Commercial Solid Waste Collection	-	16,741	16,741	15,000	15,000		15,450	3.00%	15,914	3.00%	16,391	3.00%	16,883	3.00%
14434 Residential Solid Waste Collection	1,409,780	1,374,821	(34,959)	1,519,211	109,431	7.76%	1,561,387	2.78%	1,623,843	4.00%	1,688,797	4.00%	1,756,349	4.00%
14434 Recycle BC Collection Incentive	293,183	293,904	721	296,115	2,932	1.00%	299,076	1.00%	311,039	4.00%	323,480	4.00%	336,419	4.00%
<i>CURBSIDE WASTE COLLECTION</i>	1,702,963	1,685,466	(17,497)	1,830,326	127,363	7.48%	1,875,913	2.49%	1,950,796	3.99%	2,028,668	3.99%	2,109,651	3.99%
14516 PUBLIC HEALTH-CEMETERIES	86,000	63,185	(22,815)	58,700	(27,300)	-31.74%	60,461	3.00%	62,275	3.00%	64,143	3.00%	66,067	3.00%
14550 PLANNING ADMINISTRATION	66,712	11,080	(55,632)	45,000	(21,712)	-32.55%	45,000	0.00%	45,000	0.00%	45,000	0.00%	45,000	0.00%
14560 ECONOMIC DEVELOPMENT	8,500	263,489	254,989	65,000	56,500	664.71%	10,000	-84.62%	10,000	0.00%	10,000	0.00%	10,000	0.00%
14600 Marine Commercial Building	63,000	65,445	2,445	90,000	27,000	42.86%	92,700	3.00%	95,481	3.00%	98,345	3.00%	101,296	3.00%
14601 Port Building	27,560	26,975	(585)	50,000	22,440	81.42%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
14602 Market Square	30,600	23,716	(6,884)	25,000	(5,600)	-18.30%	25,750	3.00%	26,523	3.00%	27,318	3.00%	28,138	3.00%
14690 A. H. Q. Miscellaneous Revenue	500	-	(500)	250	(250)	-50.00%	250	0.00%	250	0.00%	250	0.00%	250	0.00%
<i>ALBERNI HARBOUR QUAY</i>	121,660	116,136	(5,524)	165,250	43,590	35.83%	170,200	3.00%	175,299	3.00%	180,549	2.99%	185,959	3.00%



CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2024-2028 FINANCIAL PLAN

	Budget 2023	Actual \$	Variance 2023	Budget 2024	Increase \$	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
RECREATION SERVICES			-											
RECREATION FACILITIES			-											
14710 Gyro Youth Centre	6,000	8,614	2,614	6,500	500	8.33%	6,695	3.00%	6,896	3.00%	7,103	3.00%	7,316	3.00%
14712 Echo '67 Centre	200,520	210,381	9,861	206,786	6,266	3.12%	212,989	3.00%	219,379	3.00%	225,960	3.00%	232,739	3.00%
14714 Glenwood Centre	27,950	49,497	21,547	39,050	11,100	39.71%	40,222	3.00%	41,428	3.00%	42,671	3.00%	43,951	3.00%
14716 Echo Aquatic Centre	39,000	20,474	(18,526)	32,000	(7,000)	-17.95%	32,960	3.00%	33,949	3.00%	34,967	3.00%	36,016	3.00%
14718 AV Multiplex	499,000	824,768	325,768	647,000	148,000	29.66%	726,410	12.27%	746,402	2.75%	766,994	2.76%	788,204	2.77%
14720 Stadium & Athletic Fields	18,000	15,080	(2,920)	19,500	1,500	8.33%	20,085	3.00%	20,688	3.00%	21,308	3.00%	21,947	3.00%
RECREATION PROGRAMS			-											
SPORT PROGRAMS			-											
14730 Glenwood Centre	1,500	2,142	642	1,500	-	0.00%	1,530	2.00%	1,561	2.03%	1,592	1.99%	1,624	2.01%
14732 Echo Aquatic Centre	182,000	213,127	31,127	203,500	21,500	11.81%	209,605	3.00%	215,893	3.00%	222,370	3.00%	229,041	3.00%
14734 AV Multiplex	38,500	34,851	(3,649)	34,100	(4,400)	-11.43%	35,123	3.00%	36,177	3.00%	37,262	3.00%	38,380	3.00%
LEISURE PROGRAMS			-											
14738 Children's Programs	229,500	271,210	41,710	275,000	45,500	19.83%	283,250	3.00%	291,748	3.00%	300,500	3.00%	309,515	3.00%
14740 Youth Programs & Services	10,000	6,986	(3,014)	10,180	180	1.80%	10,485	3.00%	10,800	3.00%	11,124	3.00%	11,458	3.00%
14742 Adult Programs	68,400	91,102	22,702	85,000	16,600	24.27%	87,550	3.00%	90,176	3.00%	92,882	3.00%	95,668	3.00%
14750 Special Events	1,000	-	(1,000)	1,000	-	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
COMMUNITY SERVICES			-			20.2%								
14760 Community Services Misc. Revenue	5,500	35,738	30,238	19,350	13,850	251.82%	10,300	-46.77%	10,609	3.00%	10,927	3.00%	11,255	3.00%
14770 Contributions & Grants	140,447	199,509	59,062	140,447	-	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%
RECREATION SERVICES	1,467,317	1,983,479	516,162	1,720,913	253,596	17.28%	1,818,651	5.68%	1,867,153	2.67%	1,917,107	2.68%	1,968,561	2.68%
CULTURAL SERVICES			-											
MUSEUM SERVICES			-											
14810 Museum-Sales & Service	35,800	55,200	19,400	39,400	3,600	10.06%	39,400	0.00%	39,400	0.00%	39,400	0.00%	39,400	0.00%
14820 Museum-Federal Grants	3,400	-	(3,400)	3,400	-	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%
14830 Museum-Provincial Grants	68,000	106,361	38,361	100,000	32,000	47.06%	100,000	0.00%	100,000	0.00%	100,000	0.00%	100,000	0.00%
CULTURAL SERVICES	107,200	161,561	54,361	142,800	35,600	33.21%	142,800	0.00%	142,800	0.00%	142,800	0.00%	142,800	0.00%
SALES OF SERVICES	4,341,991	4,823,143	481,152	4,904,967	562,976	12.97%	5,031,949	2.59%	5,177,557	2.89%	5,345,730	3.25%	5,502,267	2.93%
OTHER REVENUE OWN SOURCES			-											
15110 Business License Fees	170,000	191,237	21,237	190,000	20,000	11.76%	191,900	1.00%	193,819	1.00%	195,757	1.00%	197,715	1.00%
15160 Dog License Fees	13,500	15,752	2,252	13,635	135	1.00%	13,771	1.00%	13,909	1.00%	14,048	1.00%	14,189	1.00%
15170 Building & Plumbing Permit Fees	400,000	125,679	(274,321)	400,000	-	0.00%	412,000	3.00%	424,360	3.00%	437,091	3.00%	450,204	3.00%
15181 Other Const/Demolition Permit Fees	500	660	160	500	-	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
15190 Vacant Bldg. Registration Permit Fees	1,000	-	(1,000)	1,000	-	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
LICENCES & PERMITS	585,000	333,328	(251,672)	605,135	20,135	3.44%	619,171	2.32%	633,588	2.33%	648,396	2.34%	663,608	2.35%
FINES & PARKING TICKETS	17,000	11,321	(5,679)	151,000	134,000	788.24%	17,000	-88.74%	17,000	0.00%	17,000	0.00%	17,000	0.00%
RENTALS	186,090	163,230	(22,860)	180,993	(5,097)	-2.74%	186,422	3.00%	192,015	3.00%	197,776	3.00%	203,709	3.00%
Interest On Investments	300,000	422,036	122,036	400,000	100,000	33.33%	400,000	0.00%	400,000	0.00%	400,000	0.00%	400,000	0.00%
Other Interest	146,000	353,033	207,033	306,000	160,000	109.59%	306,000	0.00%	306,000	0.00%	306,000	0.00%	306,000	0.00%
RETURN ON INVESTMENTS	446,000	775,069	329,069	706,000	260,000	58.30%	706,000	0.00%	706,000	0.00%	706,000	0.00%	706,000	0.00%
Current Tax Penalties	190,000	205,721	15,721	210,000	20,000	10.53%	216,300	3.00%	222,789	3.00%	229,473	3.00%	236,357	3.00%
Arrears & Delinquent Tax Interest	53,600	86,569	32,969	53,600	-	0.00%	55,208	3.00%	56,864	3.00%	58,570	3.00%	60,327	3.00%
Residential Garbage Penalties	20,000	16,729	(3,271)	20,000	-	0.00%	20,000	0.00%	20,000	0.00%	20,000	0.00%	20,000	0.00%
PENALTIES & INTEREST	263,600	309,019	45,419	283,600	20,000	7.59%	291,508	2.79%	299,653	2.79%	308,043	2.80%	316,684	2.81%



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual \$	Variance 2023	Budget 2024	Increase \$	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
15930 Miscellaneous Revenue	230,500	241,693	11,193	239,782	9,282	4.03%	242,205	1.01%	249,471	3.00%	256,955	3.00%	264,663	3.00%
15940 Miscellaneous Revenue-IT Services	33,000	33,488	488	33,990	990	3.00%	35,350	4.00%	36,764	4.00%	38,234	4.00%	39,763	4.00%
MISCELLANEOUS REVENUE	263,500	275,181	11,681	273,772	10,272	3.90%	277,555	1.38%	286,235	3.13%	295,189	3.13%	304,426	3.13%
OTHER REVENUE OWN SOURCES	1,761,190	1,867,148	105,958	2,200,500	439,310	24.94%	2,097,656	-4.67%	2,134,491	1.76%	2,172,404	1.78%	2,211,427	1.80%
UNCONDITIONAL TRANSFERS OTHER GOV'T														
PROVINCIAL GOVERNMENT														
16212 Small Community Protection Grant	255,000	210,000	(45,000)	210,000	(45,000)	-17.65%	216,300	3.00%	222,789	3.00%	229,473	3.00%	236,357	3.00%
16214 Revenue Sharing - Traffic Fines	345,000	344,000	(1,000)	345,000	-	0.00%	355,350	3.00%	366,011	3.00%	376,991	3.00%	388,301	3.00%
16215 Community Gaming Revenue	520,000	460,070	(59,930)	500,000	(20,000)	-3.85%	515,000	3.00%	530,450	3.00%	546,364	3.00%	562,754	3.00%
UNCOND TFRS OTHER GOV'T	1,120,000	1,014,070	(105,930)	1,055,000	(65,000)	-5.80%	1,086,650	3.00%	1,119,250	3.00%	1,152,828	3.00%	1,187,412	3.00%
CONDITIONAL TRANSFERS OTHER														
18120 Grants/Contributions UBCM/FCM	-	2,635,554	2,635,554	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
18121 Grants/Contributions Other	70,000	-	(70,000)	70,000	-	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
CONDITIONAL TRANSFERS - OTHER	70,000	2,635,554	2,565,554	70,000	-	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
OTHER TRANSFERS & COLLECTIONS														
19110 Cemetery Trust Fund	2,000	-	(2,000)	2,000	-	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
19114 Operating Funds From Prior Years	532,253	-	(532,253)	-	(532,253)	-100.00%	400,000	0.00%	400,000	0.00%	400,000	0.00%	400,000	0.00%
19115 Transfer from RCMP Surplus Reserve	204,490	-	(204,490)	193,116	(11,374)	-5.56%	-	-	-	-	-	-	-	-
TRANSFERS FROM OWN RESERVES	738,743	-	(738,743)	195,116	(543,627)	-73.59%	402,000	106.03%	402,000	0.00%	402,000	0.00%	402,000	0.00%
COLLECTIONS FOR OTHER GOV'T														
19811 Non-Residential School Tax	1,783,987	1,844,804	60,817	1,875,000	91,013	5.10%	1,931,250	3.00%	1,989,188	3.00%	2,048,863	3.00%	2,110,329	3.00%
19812 Residential School Tax	4,467,708	5,095,878	628,170	5,200,000	732,292	16.39%	5,356,000	3.00%	5,516,680	3.00%	5,682,180	3.00%	5,852,646	3.00%
COLLECTIONS FOR OTHER GOV'T	6,251,695	6,940,682	688,987	7,075,000	823,305	13.17%	7,287,250	3.00%	7,505,868	3.00%	7,731,043	3.00%	7,962,975	3.00%
REGIONAL GOVERNMENT														
19820 Alberni-Clayoquot Regional Hosp Dist.	682,652	680,965	(1,687)	679,233	(3,419)	-0.50%	685,000	0.85%	685,000	0.00%	685,000	0.00%	685,000	0.00%
19821 Alberni-Clayoquot Regional District	1,770,580	1,769,087	(1,493)	1,807,199	36,619	2.07%	2,094,578	15.90%	2,157,415	3.00%	2,222,138	3.00%	2,288,802	3.00%
REGIONAL GOVERNMENT	2,453,232	2,450,052	(3,180)	2,486,432	33,200	1.35%	2,779,578	11.79%	2,842,415	2.26%	2,907,138	2.28%	2,973,802	2.29%
JOINT BOARDS AND COMMISSIONS														
19830 Municipal Finance Authority	700	1,049	349	1,200	500	71.43%	1,236	3.00%	1,273	2.99%	1,311	2.99%	1,351	3.05%
19831 BC Assessment	190,000	215,846	25,846	220,000	30,000	15.79%	226,600	3.00%	233,398	3.00%	240,400	3.00%	247,612	3.00%
JOINT BOARDS AND COMMISSIONS	190,700	216,895	26,195	221,200	30,500	15.99%	227,836	3.00%	234,671	3.00%	241,711	3.00%	248,963	3.00%
OTHER TRANSFERS, COLLECTIONS	8,895,627	9,607,629	712,002	9,782,632	887,005	9.97%	10,294,664	5.23%	10,582,954	2.80%	10,879,892	2.81%	11,185,740	2.81%
GENERAL FUND REVENUE	45,769,629	48,877,511	3,107,882	50,568,992	4,799,363	10.49%	55,929,929	10.60%	59,794,690	6.91%	62,552,039	4.61%	65,109,055	4.09%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2024-2028 FINANCIAL PLAN**

**GENERAL GOVERNMENT SERVICE
LEGISLATIVE**

	Budget 2023	Actual 2023	Variance 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
		(unaudited)	(unaudited)										
21110 Mayor	72,070	73,892	(1,822)	74,724	3.68%	78,265	4.74%	81,983	4.75%	85,887	4.76%	89,985	4.77%
21130 Council	193,052	197,543	(4,491)	201,961	4.61%	211,280	4.61%	221,046	4.62%	231,280	4.63%	242,003	4.64%
21190 Receptions and Other Services	34,260	32,458	1,802	46,880	36.84%	45,592	-2.75%	57,105	25.25%	51,670	-9.52%	50,290	-2.67%
LEGISLATIVE	299,382	303,893	(4,511)	323,565	8.08%	335,137	3.58%	360,134	7.46%	368,837	2.42%	382,278	3.64%

**GENERAL ADMINISTRATION
ADMINISTRATIVE**

21211 Chief Administrative Officer	235,020	263,905	(28,885)	338,984	44.24%	378,172	11.56%	391,401	3.50%	402,879	2.93%	414,706	2.94%
21212 Corporate Services	678,929	677,987	942	812,438	19.66%	782,694	-3.66%	753,475	-3.73%	774,475	2.79%	796,537	2.85%
21215 Legal Services	25,000	22,796	2,204	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21216 Bylaw Enforcement	449,373	489,549	(40,176)	474,853	5.67%	489,418	3.07%	500,407	2.25%	513,235	2.56%	526,394	2.56%
22140 Parking Enforcement	-	-	-	-	-	25,000	-	25,000	0.00%	25,000	0.00%	25,000	0.00%
21217 Bylaw Enforcement Vehicles	20,769	13,762	7,007	21,362	2.86%	21,973	2.86%	22,602	2.86%	23,250	2.87%	23,914	2.86%
21218 Public Safety Building	48,000	31,139	16,861	59,727	24.43%	60,522	1.33%	62,080	2.57%	63,673	2.57%	65,312	2.57%

FINANCIAL MANAGEMENT

21221 Financial Management Administration	999,412	941,893	57,519	1,034,184	3.48%	1,103,581	6.71%	1,133,965	2.75%	1,165,261	2.76%	1,197,445	2.76%
21225 External Audit	32,000	39,500	(7,500)	32,960	3.00%	33,949	3.00%	34,967	3.00%	36,016	3.00%	37,097	3.00%
21226 Purchasing Administration	147,350	142,933	4,417	134,015	-9.05%	138,093	3.04%	141,274	2.30%	144,550	2.32%	147,925	2.33%
21229 Other Financial Management	66,812	70,059	(3,247)	79,290	18.68%	60,791	-23.33%	62,348	2.56%	63,975	2.61%	65,677	2.66%

COMMON SERVICES

21222 Administration Vehicle	12,271	9,376	2,895	12,639	3.00%	13,018	3.00%	13,409	3.00%	13,811	3.00%	14,225	3.00%
21252 City Hall	119,776	157,518	(37,742)	140,832	17.58%	145,465	3.29%	149,587	2.83%	153,826	2.83%	158,172	2.83%
21253 Other City Buildings	2,100	778	1,322	2,185	4.05%	2,270	3.89%	2,334	2.82%	2,406	3.08%	2,481	3.12%
21259 Other Common Services	503,140	426,472	76,668	671,462	33.45%	719,456	7.15%	734,308	2.06%	749,590	2.08%	765,315	2.10%
21260 Carbon Offsets	45,000	45,000	-	51,500	14.44%	53,045	3.00%	54,636	3.00%	56,275	3.00%	57,964	3.00%

INFORMATION SERVICES

21261 Information Services	854,216	706,402	147,814	968,488	13.38%	1,012,369	4.53%	1,055,504	4.26%	1,100,571	4.27%	1,147,564	4.27%
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OTHER ADMINISTRATIVE SERVICES

21282 Appraisals	-	3,661	(3,661)	-	-	27,500	-	-	-	-	-	-	-
21283 Personnel (Human Resources)	385,823	347,291	38,532	435,976	13.00%	452,181	3.72%	421,448	-6.80%	430,986	2.26%	455,776	5.75%
21285 Employee Wellness (EFAP)	16,599	14,999	1,600	17,812	7.31%	18,477	3.73%	19,146	3.62%	19,841	3.63%	20,561	3.63%

RECOVERIES

21290 Administration Services Recovered	(503,000)	(527,004)	24,004	(530,000)	5.37%	(545,900)	3.00%	(562,277)	3.00%	(579,145)	3.00%	(596,520)	3.00%
GENERAL ADMINISTRATION	4,138,590	3,878,017	260,573	4,783,707	15.59%	5,017,074	4.88%	5,040,614	0.47%	5,185,475	2.87%	5,350,545	3.18%

21911 Election Expense	-	5,491	(5,491)	-	-	-	-	64,290	-	-	-	-	-
21920 Training and Development	150,427	167,500	(17,073)	191,212	27.11%	196,948	3.00%	202,857	3.00%	208,943	3.00%	215,211	3.00%
21925 Council Travel and Development	71,100	53,206	17,894	76,000	6.89%	78,280	3.00%	80,628	3.00%	83,047	3.00%	85,539	3.00%
21930 Insurance	392,878	371,126	21,752	404,642	2.99%	416,781	3.00%	429,285	3.00%	442,163	3.00%	455,428	3.00%
21931 Damage Claims	21,000	4,986	16,014	21,000	0.00%	21,000	0.00%	21,000	0.00%	21,000	0.00%	21,000	0.00%
21950 Grants In Aid	11,000	-	11,000	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%
OTHER GENERAL GOV'T SERVICES	646,405	602,309	44,096	703,854	8.89%	724,009	2.86%	809,060	11.75%	766,153	-5.30%	788,178	2.87%

GENERAL GOVERNMENT SERVICE	5,084,377	4,784,218	300,159	5,811,126	14.29%	6,076,220	4.56%	6,209,808	2.20%	6,320,465	1.78%	6,521,001	3.17%
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PROTECTIVE SERVICES

22121 Police Services Contract	6,730,009	7,035,396	(305,387)	7,287,407	8.28%	7,622,452	4.60%	7,875,460	3.32%	8,141,534	3.38%	8,401,662	3.20%
22122 Police Services Administration	1,184,096	1,286,892	(102,796)	1,331,508	12.45%	1,379,480	3.60%	1,417,654	2.77%	1,456,947	2.77%	1,497,427	2.78%
22123 Police Services Consulting	33,000	35,610	(2,610)	36,000	9.09%	38,750	7.64%	38,750	0.00%	41,000	5.81%	41,000	0.00%
22130 Community Policing	154,490	150,560	3,930	159,292	3.11%	163,285	2.51%	168,703	3.32%	172,995	2.54%	177,499	2.60%
22160 Police Building Maintenance	195,886	190,918	4,968	196,663	0.40%	211,151	7.37%	217,406	2.96%	239,811	10.31%	230,311	-3.96%
22180 Detention & Custody of Prisoners	525,933	575,846	(49,913)	571,751	8.71%	592,954	3.71%	609,492	2.79%	626,526	2.79%	644,071	2.80%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual 2023	Variance 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
<i>POLICE PROTECTION</i>	8,823,414	9,275,222	(451,808)	9,582,621	8.60%	10,008,072	4.44%	10,327,465	3.19%	10,678,813	3.40%	10,991,970	2.93%
22411 Fire Protection Administration	399,819	424,260	(24,441)	415,283	3.87%	427,502	2.94%	439,562	2.82%	451,984	2.83%	464,778	2.83%
22421 Fire Crew	3,397,501	3,473,297	(75,796)	3,488,594	2.68%	3,571,786	2.38%	3,657,126	2.39%	3,744,705	2.39%	3,834,583	2.40%
22422 Personnel Expense	52,597	58,170	(5,573)	58,127	10.51%	59,973	3.18%	61,773	3.00%	63,626	3.00%	65,535	3.00%
22431 Communication System	8,560	17,768	(9,208)	8,901	3.98%	9,257	4.00%	9,535	3.00%	9,821	3.00%	10,115	2.99%
22440 Fire Investigation	2,000	-	2,000	2,080	4.00%	2,163	3.99%	2,228	3.01%	2,295	3.01%	2,364	3.01%
22441 Fire Prevention	172,095	169,583	2,512	183,927	6.88%	188,301	2.38%	192,733	2.35%	197,276	2.36%	201,934	2.36%
22471 Fire Building Maintenance	90,182	60,689	29,493	93,915	4.14%	97,612	3.94%	100,494	2.95%	103,448	2.94%	106,491	2.94%
22480 Vehicle Repair & Maintenance	203,066	217,142	(14,076)	494,043	143.29%	544,234	10.16%	560,500	2.99%	577,254	2.99%	594,510	2.99%
22481 Sundry Equipment Repair & Mtce	27,269	17,678	9,591	28,359	4.00%	29,493	4.00%	30,378	3.00%	31,290	3.00%	32,228	3.00%
22482 Fire Fighting Tools/Supplies Purchases	41,209	43,082	(1,873)	53,824	30.61%	56,222	4.46%	58,423	3.91%	60,716	3.92%	63,105	3.93%
<i>FIRE PROTECTION</i>	4,394,298	4,481,669	(87,371)	4,827,053	9.85%	4,986,543	3.30%	5,112,752	2.53%	5,242,415	2.54%	5,375,643	2.54%
22510 Emergency Program (Tsunami Warning)	585	562	23	6,401	994.19%	2,027	-68.33%	2,088	3.01%	2,151	3.02%	2,215	2.98%
22921 Building & Plumbing Inspection	308,321	245,664	62,657	278,481	-9.68%	287,557	3.26%	294,744	2.50%	332,146	12.69%	309,770	-6.74%
22926 Building Inspector Vehicle	10,892	2,724	8,168	10,395	-4.56%	10,707	3.00%	11,028	3.00%	11,359	3.00%	11,699	2.99%
22931 Animal Control Services Contract	149,328	136,578	12,750	153,763	2.97%	158,331	2.97%	163,036	2.97%	167,882	2.97%	172,872	2.97%
<i>OTHER PROTECTION</i>	468,541	384,966	83,575	442,639	-5.53%	456,595	3.15%	468,808	2.67%	511,387	9.08%	494,341	-3.33%
PROTECTIVE SERVICES	13,686,838	14,142,419	(455,581)	14,858,714	8.56%	15,453,237	4.00%	15,911,113	2.96%	16,434,766	3.29%	16,864,169	2.61%
TRANSPORTATION SERVICE													
COMMON SERVICES													
23110 Engineering Administration	971,113	752,176	218,937	881,031	-9.28%	967,988	9.87%	1,097,327	13.36%	1,122,983	2.34%	1,149,130	2.33%
23121 Engineering Consulting Services	50,000	178,324	(128,324)	50,000	0.00%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
PUBLIC WORKS ADMINISTRATION													
23129 Clerical & Reception-Operation	132,007	176,768	(44,761)	172,045	30.33%	178,098	3.52%	183,157	2.84%	188,368	2.85%	193,735	2.85%
23130 Supervision Operations	455,616	532,919	(77,303)	390,448	-14.30%	401,154	2.74%	412,181	2.75%	423,539	2.76%	435,238	2.76%
23134 Small Tools/Equipment/Supplies	43,212	55,560	(12,348)	55,303	27.98%	56,981	3.03%	58,681	2.98%	60,429	2.98%	62,230	2.98%
23136 Works Yard Maintenance	122,607	81,646	40,961	125,481	2.34%	132,845	5.87%	137,158	3.25%	141,582	3.23%	147,910	4.47%
23137 Main Building Maintenance	148,894	165,137	(16,243)	178,159	19.65%	183,985	3.27%	189,240	2.86%	194,648	2.86%	200,203	2.85%
23138 Shop Overhead	102,897	91,542	11,355	101,771	-1.09%	105,139	3.31%	108,119	2.83%	111,171	2.82%	114,315	2.83%
23160 General Equipment Maintenance	731,816	815,030	(83,214)	759,351	3.76%	783,654	3.20%	806,440	2.91%	829,777	2.89%	853,813	2.90%
23161 Vehicle Maintenance & Replacement	33,113	31,174	1,939	34,107	3.00%	35,471	4.00%	36,890	4.00%	38,365	4.00%	39,900	4.00%
23162 Supv Vehicle Mtce & Replacement	36,471	22,932	13,539	28,000	-23.23%	28,840	3.00%	29,705	3.00%	30,596	3.00%	31,514	3.00%
<i>COMMON SERVICES</i>	2,827,746	2,903,208	(75,462)	2,775,696	-1.84%	2,925,655	5.40%	3,111,943	6.37%	3,196,094	2.70%	3,284,263	2.76%
ROAD TRANSPORTATION													
ROADS AND STREETS													
23205 Customer Service Requests-Streets	28,816	91,224	(62,408)	86,859	201.43%	89,897	3.50%	92,352	2.73%	94,881	2.74%	97,486	2.75%
23210 Small Tools/Supplies-Streets	2,286	-	2,286	2,354	2.97%	2,454	4.25%	2,498	1.79%	2,573	3.00%	2,650	2.99%
23220 Streets Inspections	42,775	52,959	(10,184)	45,033	5.28%	46,638	3.56%	47,894	2.69%	49,187	2.70%	50,520	2.71%
23231 Roadway Surfaces Maintenance	569,800	397,230	172,570	626,170	9.89%	646,562	3.26%	665,170	2.88%	684,335	2.88%	704,076	2.88%
23233 Road Allowance Maintenance	343,249	443,909	(100,660)	466,370	35.87%	482,271	3.41%	496,135	2.87%	510,398	2.87%	525,089	2.88%
23234 New Driveway Crossings	14,475	-	14,475	12,819	-11.44%	13,236	3.25%	13,617	2.88%	14,005	2.85%	14,405	2.86%
23236 Street Sweeping	198,933	162,588	36,345	201,522	1.30%	208,282	3.35%	214,144	2.81%	220,183	2.82%	226,402	2.82%
23237 Snow & Ice Removal	205,347	242,330	(36,983)	211,751	3.12%	219,785	3.79%	227,010	3.29%	234,464	3.28%	242,184	3.29%
BRIDGES AND RETAINING WALLS													
23241 Bridges & Engineered Structures	27,938	10,946	16,992	26,681	-4.50%	27,482	3.00%	28,306	3.00%	29,155	3.00%	30,030	3.00%
STREET LIGHTING													
23250 Overhead & Decorative Lighting	384,024	415,725	(31,701)	408,759	6.44%	421,665	3.16%	434,273	2.99%	447,259	2.99%	460,634	2.99%
23261 Signs & Traffic Marking	256,656	221,283	35,373	267,028	4.04%	275,683	3.24%	283,626	2.88%	291,804	2.88%	300,227	2.89%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual 2023	Variance 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
23264 Traffic & Railroad Signals	24,831	31,286	(6,455)	25,218	1.56%	25,975	3.00%	26,754	3.00%	27,557	3.00%	28,384	3.00%
PARKING													
23272 Off-Street Parking	18,000	13,849	4,151	17,946	-0.30%	18,563	3.44%	19,110	2.95%	19,674	2.95%	20,256	2.96%
OTHER													
23291 Gravel	116,676	127,110	(10,434)	119,706	2.60%	123,526	3.19%	127,114	2.90%	130,809	2.91%	134,616	2.91%
ROADS & STREETS	2,233,806	2,210,439	23,367	2,518,216	12.73%	2,602,019	3.33%	2,678,003	2.92%	2,756,284	2.92%	2,836,959	2.93%
STORM DRAINAGE													
OPEN DRAINAGE													
23311 Ditch, Creek & Dyke Maintenance	89,294	123,049	(33,755)	108,312	21.30%	112,149	3.54%	115,325	2.83%	118,567	2.81%	121,905	2.82%
STORM SEWERS													
23331 Storm Sewer Maintenance	109,757	165,069	(55,312)	138,304	26.01%	142,998	3.39%	146,986	2.79%	151,062	2.77%	155,261	2.78%
23333 Storm Sewer Lift Station	78,720	17,853	60,867	52,657	-33.11%	54,572	3.64%	56,059	2.72%	57,573	2.70%	59,133	2.71%
23335 Storm Sewer Connections	144,237	95,403	48,834	114,062	-20.92%	117,852	3.32%	121,202	2.84%	124,630	2.83%	128,162	2.83%
STORM DRAINAGE	422,008	401,374	20,634	413,335	-2.06%	427,571	3.44%	439,572	2.81%	451,832	2.79%	464,461	2.80%
OTHER COMMON SERVICES													
23881 Training Program	69,458	122,851	(53,393)	125,634	80.88%	129,786	3.30%	133,488	2.85%	137,287	2.85%	141,199	2.85%
23882 Safety	22,010	52,944	(30,934)	41,642	89.20%	42,891	3.00%	44,178	3.00%	45,503	3.00%	46,868	3.00%
23884 Special Streets Work Orders	2,950	7,900	(4,950)	2,964	0.47%	3,053	3.00%	3,145	3.01%	3,239	2.99%	3,336	2.99%
OTHER COMMON SERVICES	94,418	183,695	(89,277)	170,240	80.30%	175,730	3.22%	180,811	2.89%	186,029	2.89%	191,403	2.89%
OTHER													
23510 PUBLIC TRANSIT	1,077,555	1,076,198	1,357	1,119,137	3.86%	1,155,151	3.22%	1,189,806	3.00%	1,225,500	3.00%	1,262,265	3.00%
RECOVERIES													
23951 General Overhead Recovery	(893,000)	-	(893,000)	-	-100.00%	-	-	-	-	-	-	-	-
23952 Main Building Expense Recovery	(24,000)	(24,000)	-	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%
23953 Shop Overhead Recovery	(107,800)	-	(107,800)	-	-100.00%	-	-	-	-	-	-	-	-
23958 Equipment Charges Recovery	(587,800)	(381,532)	(206,268)	(400,000)	-31.95%	(416,000)	4.00%	(432,640)	4.00%	(449,946)	4.00%	(467,943)	4.00%
23959 Gravel Cost Recovery	(112,000)	(58,322)	(53,678)	(75,000)	-33.04%	(75,000)	0.00%	(75,000)	0.00%	(75,000)	0.00%	(75,000)	0.00%
RECOVERIES	(1,724,600)	(463,854)	(1,260,746)	(499,000)	-71.07%	(515,000)	3.21%	(531,640)	3.23%	(548,946)	3.26%	(566,943)	3.28%
TRANSPORTATION SERVICE	4,930,933	6,311,060	(1,380,127)	6,497,624	31.77%	6,771,126	4.21%	7,068,495	4.39%	7,266,793	2.81%	7,472,408	2.83%
ENVIRONMENTAL HEALTH SERVICES													
SOLID WASTE COLLECTION													
24320 Residential Waste Collection	762,527	606,191	156,336	880,573	15.48%	1,007,822	14.45%	990,507	-1.72%	1,019,022	2.88%	1,048,392	2.88%
24322 Solid Waste Containers Purchase & Mtce	15,500	44,487	(28,987)	51,088	229.60%	52,701	3.16%	65,331	23.97%	67,254	2.94%	69,235	2.95%
24323 Solid Waste Disposal Fees	525,000	592,539	(67,539)	550,000	4.76%	566,500	3.00%	583,485	3.00%	601,000	3.00%	619,030	3.00%
24324 City Facility Solid Waste Collection	12,240	1,558	10,682	6,203	-49.32%	6,423	3.55%	6,597	2.71%	6,778	2.74%	6,963	2.73%
ENVIRONMENTAL HEALTH	1,315,267	1,244,775	70,492	1,487,864	13.12%	1,633,446	9.78%	1,645,920	0.76%	1,694,054	2.92%	1,743,620	2.93%
PUBLIC HEALTH													
25161 Cemetery Maintenance	14,855	8,957	5,898	14,510	-2.32%	15,037	3.63%	15,488	3.00%	15,953	3.00%	16,431	3.00%
25162 Interments	74,049	33,237	40,812	47,936	-35.26%	49,692	3.66%	51,094	2.82%	52,538	2.83%	54,026	2.83%
25163 Memorial Marker Installation	19,762	21,303	(1,541)	23,077	16.77%	23,897	3.55%	24,553	2.75%	25,220	2.72%	25,908	2.73%
CEMETERIES	108,666	63,497	45,169	85,523	-21.30%	88,626	3.63%	91,135	2.83%	93,711	2.83%	96,365	2.83%
PUBLIC HEALTH	108,666	63,497	45,169	85,523	-21.30%	88,626	3.63%	91,135	2.83%	93,711	2.83%	96,365	2.83%
DEVELOPMENT SERVICES													
26129 Planning Administration	815,352	759,303	56,049	796,927	-2.26%	850,312	6.70%	980,017	15.25%	1,005,390	2.59%	1,031,535	2.60%
26132 Consulting Services - OCP	428,000	135,822	292,178	240,600	-43.79%	361,218	50.13%	166,855	-53.81%	117,510	-29.57%	145,000	23.39%
RESEARCH AND PLANNING	1,243,352	895,125	348,227	1,037,527	-16.55%	1,211,530	16.77%	1,146,872	-5.34%	1,122,900	-2.09%	1,176,535	4.78%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual 2023	Variance 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
26234 Business Development	86,000	5,582	80,418	65,800	-23.49%	69,156	5.10%	70,539	2.00%	71,950	2.00%	73,389	2.00%
26235 Economic Development	350,179	315,561	34,618	333,906	-4.65%	367,032	9.92%	375,478	2.30%	384,134	2.31%	393,005	2.31%
26237 Community Serv-Community Inv Program	33,200	33,039	161	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%
26238 Community Serv-Community Engagement	500	9,847	(9,347)	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
COMMUNITY DEVELOPMENT	469,879	364,029	105,850	433,406	-7.76%	469,888	8.42%	479,717	2.09%	489,784	2.10%	500,094	2.11%
26701 Alberni Harbour Quay Overhead	18,727	18,054	673	19,289	3.00%	19,868	3.00%	20,464	3.00%	21,078	3.00%	21,078	0.00%
26770 Harbour Quay - Buildings Maintenance	138,328	158,022	(19,694)	136,825	-1.09%	144,719	5.77%	149,127	3.05%	153,212	2.74%	157,759	2.97%
ALBERNI HARBOUR QUAY	157,055	176,076	(19,021)	156,114	-0.60%	164,587	5.43%	169,591	3.04%	174,290	2.77%	178,837	2.61%
OTHER ENVIRONMENTAL DEVELOPMENT													
26911 Chamber of Commerce Visitor Centre	100,000	97,785	2,215	103,000	3.00%	104,030	1.00%	105,070	1.00%	106,121	1.00%	107,182	1.00%
OTHER	100,000	97,785	2,215	103,000	3.00%	104,030	1.00%	105,070	1.00%	106,121	1.00%	107,182	1.00%
ENVIRONMENTAL DEVELOPMENT	1,970,286	1,533,015	437,271	1,730,047	-12.19%	1,950,035	12.72%	1,901,250	-2.50%	1,893,095	-0.43%	1,962,648	3.67%
PARKS, RECREATION & HERITAGE RECREATION FACILITIES ADMINISTRATION													
27110 Parks, Recreation & Heritage Mgmt Serv	585,207	619,063	(33,856)	603,077	3.05%	622,313	3.19%	639,646	2.79%	657,402	2.78%	675,688	2.78%
COMMUNITY CENTRES AND HALLS													
27120 Gyro Youth Centre Maintenance	52,753	70,689	(17,936)	53,832	2.05%	58,625	8.90%	60,159	2.62%	61,730	2.61%	63,345	2.62%
27126 Glenwood Skate Shop	1,590	-	1,590	2,979	87.36%	3,081	3.42%	3,174	3.02%	3,269	2.99%	3,324	1.68%
27128 Glenwood Centre Maintenance	82,594	66,799	15,795	81,661	-1.13%	89,192	9.22%	91,427	2.51%	93,706	2.49%	96,045	2.50%
27129 Bob Dailey Stadium	10,233	6,933	3,300	16,880	64.96%	17,369	2.90%	17,777	2.35%	18,190	2.32%	18,615	2.34%
27130 Echo Activity Centre Maintenance	290,631	354,122	(63,491)	309,660	6.55%	316,267	2.13%	326,087	3.10%	336,664	3.24%	347,432	3.20%
27134 Echo Aquatic Maintenance	497,259	551,320	(54,061)	512,687	3.10%	538,742	5.08%	554,677	2.96%	571,328	3.00%	588,418	2.99%
27140 AV Multiplex Concessions	190,306	339,137	(148,831)	228,461	20.05%	236,392	3.47%	243,483	3.00%	250,788	3.00%	258,311	3.00%
27142 AV Multiplex Skate Shop	12,806	19,506	(6,700)	29,545	130.71%	30,687	3.87%	31,577	2.90%	32,494	2.90%	33,439	2.91%
27144 AV Multiplex Maintenance	969,610	1,153,094	(183,484)	1,001,017	3.24%	1,048,297	4.72%	1,079,848	3.01%	1,112,383	3.01%	1,145,456	2.97%
27146 Parks Building & Fieldhouses	130,665	162,808	(32,143)	140,710	7.69%	148,964	5.87%	153,148	2.81%	157,719	2.98%	162,475	3.02%
27148 Echo Park Complex	71,453	86,699	(15,246)	65,285	-8.63%	71,331	9.26%	73,639	3.24%	76,101	3.34%	78,657	3.36%
RECREATION PROGRAMS SPORT PROGRAMS													
27156 Glenwood Centre Programs	49,393	71,715	(22,322)	68,927	39.55%	71,619	3.91%	73,768	3.00%	75,981	3.00%	78,260	3.00%
27160 Echo Aquatic Programs	729,724	788,246	(58,522)	847,498	16.14%	857,642	1.20%	883,124	2.97%	909,172	2.95%	935,920	2.94%
27163 AV Multiplex Programs	240,857	273,316	(32,459)	274,681	14.04%	283,743	3.30%	291,742	2.82%	299,930	2.81%	308,363	2.81%
LEISURE PROGRAMS													
27166 Leisure Service Programs	274,136	241,129	33,007	287,255	4.79%	297,815	3.68%	306,069	2.77%	314,570	2.78%	323,327	2.78%
27170 Youth Services and Programs	16,000	8,956	7,044	6,046	-62.21%	6,273	3.75%	6,461	3.00%	6,655	3.00%	6,855	3.01%
27173 Children's Programs	266,676	350,461	(83,785)	321,721	20.64%	331,626	3.08%	340,645	2.72%	349,938	2.73%	359,512	2.74%
27180 Adult Programs	54,316	94,130	(39,814)	88,755	63.40%	89,124	0.42%	89,503	0.43%	89,893	0.44%	90,296	0.45%
SPECIAL EVENTS													
27190 Special Events	13,250	13,754	(504)	13,250	0.00%	13,647	3.00%	14,057	3.00%	14,479	3.00%	14,913	3.00%
27198 Vehicle Maintenance & Repair	13,936	10,190	3,746	14,354	3.00%	14,785	3.00%	15,228	3.00%	15,685	3.00%	16,156	3.00%
RECREATION FACILITIES & PROGRAMS	4,553,395	5,282,067	(728,672)	4,968,281	9.11%	5,147,534	3.61%	5,295,239	2.87%	5,448,077	2.89%	5,604,807	2.88%
PARKS AND PLAYGROUNDS													
27210 Parks & Facility Management Services	219,765	277,973	(58,208)	351,065	59.75%	361,057	2.85%	371,203	2.81%	381,639	2.81%	392,388	2.82%
27215 Parks Maintenance	1,097,103	1,000,789	96,314	1,122,923	2.35%	1,161,925	3.47%	1,195,179	2.86%	1,229,318	2.86%	1,264,480	2.86%
27220 Horticultural Services	357,036	361,655	(4,619)	379,143	6.19%	439,793	16.00%	454,020	3.23%	468,951	3.29%	483,511	3.10%
27225 Vehicles & Equipment Mtce & Repair	218,746	186,768	31,978	233,802	6.88%	241,988	3.50%	249,867	3.26%	257,961	3.24%	266,333	3.25%
27230 Parks Upgrading	53,095	12,795	40,300	69,952	31.75%	72,104	3.08%	74,242	2.97%	76,438	2.96%	78,699	2.96%
27499 Equipment Recovery	(73,000)	(64,028)	(8,972)	(76,000)	4.11%	(78,280)	3.00%	(80,628)	3.00%	(83,047)	3.00%	(85,539)	3.00%
PARKS & PLAYGROUNDS	1,872,745	1,775,952	96,793	2,080,885	11.11%	2,198,587	5.66%	2,263,883	2.97%	2,331,260	2.98%	2,399,872	2.94%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual 2023	Variance 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
CULTURAL SERVICES													
27510 Museum Services	228,588	276,858	(48,270)	325,234	42.28%	346,925	6.67%	355,903	2.59%	365,149	2.60%	374,673	2.61%
27515 Museum Programs-Curatorial	76,500	152,490	(75,990)	120,297	57.25%	124,902	3.83%	128,493	2.88%	132,193	2.88%	136,003	2.88%
27516 Museum Programs-Permanent Exhibits	3,060	572	2,488	1,000	-67.32%	1,030	3.00%	1,061	3.01%	1,093	3.02%	1,126	3.02%
27517 Museum Programs-Temporary Exhibits	28,200	9,515	18,685	20,200	-28.37%	20,806	3.00%	21,430	3.00%	22,073	3.00%	22,735	3.00%
27530 Industrial Collections	39,125	40,318	(1,193)	40,657	3.92%	42,303	4.05%	43,521	2.88%	44,882	3.13%	46,240	3.03%
27550 Museum Maintenance	92,886	54,276	38,610	89,742	-3.38%	90,749	1.12%	93,368	2.89%	96,445	3.30%	99,432	3.10%
27600 Vancouver Island Regional Library	913,661	913,661	-	1,072,702	17.41%	1,265,788	18.00%	1,329,078	5.00%	1,395,532	5.00%	1,465,308	5.00%
27700 McLean Mill Operator Agreement	140,000	140,000	-	130,000	-7.14%	120,000	-7.69%	110,000	-8.33%	100,000	-9.09%	90,000	-10.00%
27710 McLean Mill City operations	76,079	90,132	(14,053)	74,015	-2.71%	82,196	11.05%	84,434	2.72%	87,222	3.30%	89,773	2.92%
CULTURAL SERVICES	1,598,099	1,677,822	(79,723)	1,873,847	17.25%	2,094,699	11.79%	2,167,288	3.47%	2,244,589	3.57%	2,325,290	3.60%
RECREATION & CULTURAL	8,024,239	8,735,841	(711,602)	8,923,013	11.20%	9,440,820	5.80%	9,726,410	3.03%	10,023,926	3.06%	10,329,969	3.05%
TOTAL OPERATIONS EXPENSES	35,120,606	36,814,825	(1,694,219)	39,393,911	12.17%	41,413,510	5.13%	42,554,131	2.75%	43,726,810	2.76%	44,990,180	2.89%
INTEREST & DEBT SERVICING													
28115 Interest on Prepaid Taxes	9,000	73,352	(64,352)	50,000	455.56%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
28121 Interest Payments on Debentures	83,777	83,777	-	83,777	0.00%	83,777	0.00%	83,777	0.00%	83,777	0.00%	83,777	0.00%
28131 Principal Payments on Debentures	120,468	120,468	-	120,468	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%
28193 Banking Service Charges	8,100	7,291	809	8,200	1.23%	8,300	1.22%	8,400	1.20%	8,400	0.00%	8,400	0.00%
FINANCING & BANK FEES	221,345	284,888	(63,543)	262,445	18.57%	262,545	0.04%	262,645	0.04%	262,645	0.00%	262,645	0.00%
TOTAL OPERATIONS AND DEBT SERVICING	35,341,951	37,099,713	(1,757,762)	39,656,356	12.21%	41,676,055	5.09%	42,816,776	2.74%	43,989,455	2.74%	45,252,825	2.87%
TRANSFERS TO RESERVES													
28910 Debt Reserve Fund Transfer	15,000	15,000	-	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%
28222 Transfer to Equipment Replacement	34,000	34,000	-	34,000	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%
28230 Transfer to Capital Works Reserve	70,000	70,000	-	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
RESERVE TRANSFERS	119,000	119,000	-	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%
TRANSFERS TO GENERAL CAPITAL RES.													
28220 Projects TBD Council Direction	-	-	-	-	-	(205,990)	-	2,017,353	-1079.3%	3,670,710	82.0%	4,591,373	25.1%
Administration	500,000	500,000	-	130,000	-74.0%	-	-100.0%	-	-	250,000	-	595,325	138.1%
Fire Department	-	-	-	15,500	-	159,000	925.8%	110,000	-30.8%	240,000	118.2%	-	-100.0%
Transportation Services	-	-	-	272,078	-	290,880	6.9%	-	-100.0%	-	-	-	-
Paving and Road Construction	-	-	-	-	-	1,050,000	0.0%	1,050,000	0.0%	1,050,000	0.0%	1,050,000	0.0%
Traffic Upgrades	-	-	-	-	-	150,000	-	50,000	-66.7%	33,000	-34.0%	33,000	0.0%
Storm Drains	-	-	-	-	-	380,000	-	380,000	0.0%	380,000	0.0%	461,892	21.6%
Other Public Works Projects	-	-	-	15,000	-	-	-100.0%	-	-	-	-	-	-
Parks	76,500	76,500	-	39,675	-48.1%	135,940	242.6%	103,607	-23.8%	209,982	102.7%	-	-100.0%
Cultural Services	30,000	30,000	-	-	-100.0%	30,000	0.0%	30,000	0.0%	30,000	0.0%	119,900	299.7%
Parks, Recreation and Heritage	335,000	335,000	-	23,000	-93.1%	1,150,380	4901.7%	1,835,000	59.5%	1,000,000	-45.5%	1,000,000	0.0%
TOTAL GENERAL CAPITAL TRANSFERS	941,500	941,500	-	495,253	-47.4%	3,140,210	534.1%	5,575,960	77.6%	6,863,692	23.1%	7,851,490	14.4%
OTHER SERVICES													
OTHER BUDGET CONSIDERATIONS													
29911 Contingency Funds	100,000	-	100,000	275,000	175.00%	300,000	9.09%	300,000	0.00%	300,000	0.00%	300,000	0.00%
OTHER BUDGET CONSIDERATIONS	100,000	-	100,000	275,000	175.00%	300,000	200.00%	300,000	9.09%	300,000	0.00%	300,000	0.00%
TOTAL OPERATIONS, DEBT SERVICING, RESERVE AND CAPITAL TRANSFERS, CONTINGENCY	36,502,451	38,160,213	(1,657,762)	40,545,609	20.18%	45,235,265	23.92%	48,811,736	20.39%	51,272,147	13.35%	53,523,315	9.65%
TRANSFERS TO RESERVE ALLOWANCES													
28211 Transfers to Reserve - Asset Mangement	371,551	-	371,551	240,751	-35.20%	400,000	66.15%	400,000	0.00%	400,000	0.00%	400,000	0.00%
TAXES COLLECTED FOR OTHERS													



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual 2023	Variance 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
REGIONAL DISTRICT													
28410 Alberni-Clayoquot Regional District	1,770,580	1,770,580	-	1,807,199	2.07%	2,094,578	15.90%	2,157,415	3.00%	2,222,138	3.00%	2,288,802	3.00%
SCHOOL DISTRICTS													
28811 Non-Residential School Tax	1,783,987	1,884,462	(100,475)	1,875,000	5.10%	1,931,250	3.00%	1,989,188	3.00%	2,048,863	3.00%	2,110,329	3.00%
28812 Residential School Tax	4,467,708	5,133,313	(665,605)	5,200,000	16.39%	5,356,000	3.00%	5,516,680	3.00%	5,682,180	3.00%	5,852,646	3.00%
REGIONAL GOVERNMENTS													
28820 Alberni-Clayoquot Regional Hosp District	682,652	682,652	-	679,233	-0.50%	685,000	0.85%	685,000	0.00%	685,000	0.00%	685,000	0.00%
JOINT BOARDS AND COMMISSIONS													
28830 Municipal Finance Authority	700	1,049	(349)	1,200	71.43%	1,236	3.00%	1,273	2.99%	1,311	2.99%	1,351	3.05%
28831 BC Assessment	190,000	214,261	(24,261)	220,000	15.79%	226,600	3.00%	233,398	3.00%	240,400	3.00%	247,612	3.00%
TAXES COLLECTED FOR OTHERS	8,895,627	9,686,317	(790,690)	9,782,632	9.97%	10,294,664	5.23%	10,582,954	2.80%	10,879,892	2.81%	11,185,740	2.81%
GENERAL FUND EXPENDITURE	45,769,629	47,846,530	(2,076,901)	50,568,992	10.49%	55,929,929	10.60%	59,794,690	6.91%	62,552,039	4.61%	65,109,055	4.09%



**CITY OF PORT ALBERNI
SEWER FUND - REVENUE & EXPENSES
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actual 2023	Variance 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
SALES OF SERVICE													
		(unaudited)	(unaudited)										
94421 Sewer Fees	3,076,894	3,167,634	90,740	3,230,739	5.00%	3,392,276	5.00%	3,561,889	5.00%	3,739,984	5.00%	3,889,583	4.00%
94431 Sewer Connections	83,600	-	(83,600)	85,272	2.00%	86,977	2.00%	88,717	2.00%	90,491	2.00%	93,206	3.00%
94432 Service Charges Sundry	5,225	39,330	34,105	40,000	665.55%	41,200	3.00%	42,436	3.00%	43,709	3.00%	45,020	3.00%
94433 User Charges	20,900	-	(20,900)	21,318	2.00%	21,744	2.00%	22,179	2.00%	22,623	2.00%	23,302	3.00%
OTHER SERVICES													
94441 Sewage Disposal Fees	73,150	80,140	6,990	74,613	2.00%	76,105	2.00%	77,627	2.00%	79,180	2.00%	81,555	3.00%
SALES OF SERVICE	3,259,769	3,287,104	27,335	3,451,942	5.90%	3,618,302	4.82%	3,792,848	4.82%	3,975,987	4.83%	4,132,666	3.94%
OTHER REVENUE FROM OWN SOURCE													
95590 Interest Income	24,000	226,296	202,296	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%
95611 Sewer Penalty	36,400	32,662	(3,738)	38,045	4.52%	39,765	4.52%	41,562	4.52%	43,441	4.52%	45,000	3.59%
91210 Sewer Local Improvement Charges	1,000	-	(1,000)	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
OTHER REVENUE	61,400	258,958	197,558	63,045	2.68%	64,765	2.73%	66,562	2.77%	68,441	2.82%	70,000	2.28%
SEWER FUND REVENUE	3,321,169	3,546,062	224,893	3,514,987	5.84%	3,683,067	4.78%	3,859,410	4.79%	4,044,428	4.79%	4,202,666	3.91%
ADMINISTRATION													
104210 Sewer Administration & Other	597,582	618,585	(21,003)	891,584	49.20%	919,317	3.11%	947,336	3.05%	976,255	3.05%	1,006,121	3.06%
ENGINEERING SERVICES													
104221 Consulting Services	35,035	1,900	33,135	36,086	3.00%	37,169	3.00%	38,284	3.00%	39,432	3.00%	40,615	3.00%
SEWER SYSTEM ADMINISTRATION													
104233 Customer Service Requests	75,496	1,634	73,862	32,704	-56.68%	33,765	3.24%	34,663	2.66%	35,588	2.67%	36,541	2.68%
104236 Small Tools/Equipment/Supplies	9,494	-	9,494	4,472	-52.90%	4,606	3.00%	4,745	3.02%	4,887	2.99%	5,034	3.01%
SEWER COLLECTION SYSTEM													
104240 Sewage Collection System Main	90,690	106,201	(15,511)	100,198	10.48%	103,512	3.31%	106,438	2.83%	109,428	2.81%	112,501	2.81%
104241 Sewer Service Connections	177,124	262,034	(84,910)	206,830	16.77%	213,574	3.26%	219,714	2.87%	226,019	2.87%	232,500	2.87%
SEWER LIFT STATIONS													
104260 Sewage Lift Stations	330,099	222,399	107,700	305,642	-7.41%	315,577	3.25%	324,632	2.87%	333,892	2.85%	343,416	2.85%
SEWER TREATMENT AND DISPOSAL													
104280 Sewage Treatment	357,454	268,182	89,272	271,244	-24.12%	279,938	3.21%	288,015	2.89%	296,267	2.87%	304,765	2.87%
OTHER COMMON SERVICES													
104294 Special Work Orders	1,000	-	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
SEWER SYSTEM	1,673,974	1,480,935	193,039	1,849,760	10.50%	1,908,458	3.17%	1,964,827	2.95%	2,022,768	2.95%	2,082,493	2.95%
FISCAL SERVICES													
DEBT													
108120 Interest Payments On Debentures	452,305	425,355	26,950	519,558	14.87%	519,558	0.00%	519,558	0.00%	519,558	0.00%	519,558	0.00%
108130 Principal Payments On Debentures	212,215	205,039	7,176	204,577	-3.60%	204,577	0.00%	204,577	0.00%	204,577	0.00%	204,577	0.00%
TOTAL DEBT	664,520	630,394	34,126	724,135	8.97%	724,135	0.00%	724,135	0.00%	724,135	0.00%	724,135	0.00%
TRANSFER TO FUNDS AND RESERVES													
108220 Transfer To Sewer Capital Fund	980,675	1,432,733	(452,058)	939,092	-4.24%	1,048,473	11.65%	1,168,448	11.44%	1,295,525	10.88%	1,394,038	7.60%
108910 Debt Reserve Fund Transfer	2,000	2,000	-	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
108211 Transfer to Reserves & Allowances	-	-	-	-	-	-	-	-	-	-	-	-	-
108920 Transfer to Infrastructure Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS	982,675	1,434,733	(452,058)	941,092	-4.23%	1,050,473	11.62%	1,170,448	11.42%	1,297,525	10.86%	1,396,038	7.59%
FISCAL SERVICES	1,647,195	2,065,127	(417,932)	1,665,227	1.09%	1,774,609	6.57%	1,894,583	6.76%	2,021,660	6.71%	2,120,173	4.87%
EXCESS OF REVENUE OVER EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-
SEWER FUND EXPENSES	3,321,169	3,546,062	(224,893)	3,514,987	5.84%	3,683,067	4.78%	3,859,410	4.79%	4,044,428	4.79%	4,202,666	3.91%



**CITY OF PORT ALBERNI
WATER FUND - REVENUE & EXPENSES
2024-2028 FINANCIAL PLAN**

	Budget 2023	Actuals 2023	Variance 2,023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
SALES OF SERVICE		(unaudited)	(unaudited)											
54421 Metered Sales	3,668,473	3,668,039	199,566	5.00%	3,851,896	5.00%	4,005,972	4.00%	4,166,211	4.00%	4,332,859	4.00%	4,506,174	4.00%
54431 Connections	54,386	142,189	87,803	0.00%	60,000	10.32%	60,000	0.00%	60,000	0.00%	60,000	0.00%	60,000	0.00%
54432 Turn-On Charges	1,500	2,723	1,223	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%
54433 Service Charges Sundry	50,000	137,421	87,421	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
SALES OF SERVICE	3,774,359	4,150,372	376,013	4.85%	3,963,396	5.01%	4,117,472	3.89%	4,277,711	3.89%	4,444,359	3.90%	4,617,674	3.90%
OTHER REVENUE FROM OWN SOURCE														
55590 Other Interest	90,460	207,959	117,499	183.31%	100,460	11.05%	100,460	0.00%	100,460	0.00%	100,460	0.00%	100,460	0.00%
55611 Water Penalty	35,000	38,089	3,089	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%
OTHER REVENUE	125,460	246,048	120,588	87.45%	135,460	7.97%	135,460	0.00%	135,460	0.00%	135,460	0.00%	135,460	0.00%
WATER FUND REVENUE	3,899,819	4,396,420	496,601	6.36%	4,098,856	5.10%	4,252,932	3.76%	4,413,171	3.77%	4,579,819	3.78%	4,753,134	3.78%
WATER SUPPLY SYSTEM ADMINISTRATION														
64110 Water Administration & Other	494,316	654,505	(160,189)	9.39%	895,089	81.08%	923,583	3.18%	951,728	3.05%	980,776	3.05%	1,010,790	3.06%
ENGINEERING SERVICES														
64121 Engineering Consulting Services	30,000	37,513	(7,513)	-75.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
WATER SYSTEM ADMINISTRATION														
64133 Customer Service Requests	106,589	1,330	105,259	2.01%	20,756	-80.53%	21,448	3.33%	22,056	2.83%	22,679	2.82%	23,320	2.83%
64136 Small Tools/Equipment/Supplies	9,750	7,320	2,430	0.00%	10,523	7.93%	10,866	3.26%	11,178	2.87%	11,499	2.87%	11,830	2.88%
SERVICE OF SUPPLY														
64141 Supply Inspection & Operation	109,947	169,729	(59,782)	-13.93%	106,996	-2.68%	110,696	3.46%	113,780	2.79%	116,922	2.76%	120,158	2.77%
PUMPING														
64161 Pumping Inspection & Operation	252,529	263,542	(11,013)	1.40%	271,388	7.47%	280,218	3.25%	288,290	2.88%	296,558	2.87%	305,069	2.87%
TRANSMISSION & DISTRIBUTION														
64181 Transmission/Distribution System	332,336	492,788	(160,452)	4.57%	380,556	14.51%	393,578	3.42%	404,670	2.82%	416,014	2.80%	427,682	2.80%
64183 Connections	267,918	8,770	259,148	0.89%	86,841	-67.59%	89,479	3.04%	92,154	2.99%	94,909	2.99%	97,748	2.99%
64185 Meters	265,049	259,015	6,034	83.71%	282,746	6.68%	291,950	3.26%	300,345	2.88%	308,983	2.88%	317,873	2.88%
64187 Hydrants	68,894	56,896	11,998	-24.82%	61,574	-10.63%	63,691	3.44%	65,475	2.80%	67,304	2.79%	69,175	2.78%
WATER SUPPLY SYSTEM	1,937,328	1,951,408	(14,080)	2.93%	2,146,469	10.80%	2,215,509	3.22%	2,279,676	2.90%	2,345,644	2.89%	2,413,645	2.90%
FISCAL SERVICES														
DEBT														
68120 Interest Payments On Debentures	44,000	44,000	-	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%
68130 Principal Payments On Debentures	38,743	38,743	-	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%
DEBT	82,743	82,743	-	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%
TRANSFERS TO FUNDS AND RESERVES														
68220 Transfers To Water Capital Fund	1,879,288	2,361,809	(482,521)	297.31%	1,869,184	-0.54%	1,954,220	4.55%	2,050,292	4.92%	2,150,972	4.91%	2,256,286	4.90%
68910 Debt Reserve Fund Transfer	460	460	-	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%
FISCAL SERVICES	1,962,491	2,445,012	(482,521)	9.98%	1,952,387	-0.51%	2,037,423	4.36%	2,133,495	4.72%	2,234,175	4.72%	2,339,489	4.71%
EXCESS OF REVENUE OVER EXPENSE	-	-	-		-		-		-		-		-	
WATER FUND EXPENSE	3,899,819	4,396,420	(496,601)	6.36%	4,098,856	5.10%	4,252,932	3.76%	4,413,171	3.77%	4,579,819	3.78%	4,753,134	3.78%

Capital Project listing

2023 & Prior Year project in Progress

Unaudited - December 31, 2023

ACCT	PROJ	CAPITAL PROJECT	WIP ACTUAL	BUDGET	AVAILABLE	STATUS/COMMENT
Administration						
485623	22003	GIS - Software upgrades - connectivity	25,938	45,000	19,062	Plan for completion in 2024
Fire						
485626	22006	Confined Space Equipment Replacement	16,129	30,000	13,871	Plan for completion in 2024
485627	22007	Replace Garage Door Openers (7)	19,027	50,000	30,973	Plan for completion in 2024
Transportation						
485561	21012	Replace 2005 Ford F350 W/Comp Body #520	-	120,532	120,532	Plan for completion in 2024
485628	22008	Replace 2007 GMC 5500 W/SERVICE BOX #140	-	134,000	134,000	Completion planned in 2024 with approval of additional funding (\$67,000)
485629	22009	Replace 2009 DODGE 5500 SERVICE TRUCK #141	-	112,000	112,000	Completion planned in 2024 with approval of additional funding (\$60,000)
485630	22010	Replace 2007 GMC C5500 Utility Dump Trk #240	191	140,000	139,809	Plan for completion in 2024
485671	23007	Replace 2007 Dodge Dakota	57,254	70,000	12,746	Completed in January 2024
485673	23009	Replace 1998 GMC 4.5M3 Dump Truck #259	-	288,000	288,000	Plan for completion in 2024
485674	23010	Replace 1999 GMC 4.5M3 Dump Truck #260	-	288,000	288,000	Plan for completion in 2024
485675	23011	Replace 2004 Ford F450 w/Utility Dump Box #263	-	145,000	145,000	Plan for completion in 2024
485676	23012	Replace 1997 Big 40 Diesel Miller Welder #393	-	10,000	10,000	Plan for completion in 2024
485677	23013	Replace 2018 Freightliner Garbage Truck #401 - moved from 2024*	-	523,940	523,940	To be Completed in 2024 - on order
485678	23014	Replace 2005 Ford F250 4X4 Pickup #610	-	47,501	47,501	Plan for completion in 2024
485679	23015	Replace 2005 GMC TC5500 152" WB (Hort) #614	-	145,000	145,000	Plan for completion in 2024
485680	23016	Replace 2005 GMC TC5500 128" WB (Util) #615	-	145,000	145,000	Plan for completion in 2024
485682	23018	Replace 2007 Dodge Caliber #721	-	50,600	50,600	Plan for completion in 2024
Paving						
485684	23020	Anderson at North Park reconstruction	6,105	150,000	143,895	Plan for completion in 2024
		Burde & Anderson Development	-	1,170,000	1,170,000	Awaiting development to complete & June 12, 2023 Res. No. 23-194
Traffic Upgrades						
485642	22023	3rd Ave/Argyle Street - Signal Controller Replacement	-	27,000	27,000	Plan for completion in 2024
485685	23021	Intersection Safety #1a Gertrude/Roger	1,366	60,000	58,634	Plan for completion in 2024
485686	23022	Traffic Signal Controller Replacement - 3rd Ave and Redford	-	96,000	96,000	Plan for completion in 2024
Storm						
		CSO Project aligned with sewer project		380,000	380,000	Plan for completion in 2024
PW Other						
485586	21024	Child Care Spaces - Grant	4,307,711	5,183,103	875,392	Work to be completed in April 2024
Cultural Services						
485577	21018	McLean Mill Septic site upgrades	18,600	279,500	260,900	Work started in January 2024
485689	23025	McLean Mill Capital Projects - Heritage	5,853	154,758	148,906	Plan for completion in 2024
PRH	(Parks)					
485310	15482	Clock Tower Repair/Removal Plan	667,068	706,171	39,103	Work to be completed in February 2024
485542	20029	Connect The Quays	2,061,450	5,841,411	3,779,961	Plan for completion in 2024
485690	23026	Train Station - Phase II	272,891	320,000	47,109	Plan for completion in 2024
485645	22026	Victoria Quay Millstone Park Connector Foot Bridge	-	115,000	115,000	Plan for completion in 2024
485669	23004	Tree planting	5,246	76,500	71,254	Plan for completion in 2024
485687	23024	Linking Roger Creek Trails	525,584	725,978	200,394	To be completed in September 2024
485721	23099	Echo Park Field upgrade	65,353	140,000	74,648	Plan for completion in 2024
Facilities Upgrade						
		Facilities - Asset renewal projects	284,048	474,196	190,148	2023 projects
485668	23003	Somass Mill - redevelopment funding	714,610	2,200,000	1,485,390	CPA funding and \$1M grant - less revenue from salvage
Sewer Capital						

ACCT	PROJ	CAPITAL PROJECT	WIP ACTUAL	BUDGET	AVAILABLE	STATUS/COMMENT
Water Capital						
525546	23055	Burde St-11th Ave to Estevan 650m - Development	324	160,000	159,676	Plan for completion in 2024
525550	23059	2023 Water meter replacements	-	300,000	-	Plan for completion in 2024

Proposed paused projects - to be reviewed at future date

Administration						
485532	20017	Welcome Sign	1,806	25,000	23,194	
485636	22016	Argyle / 10th Roundabout (ptp, w, st, s) Design only	58,288	135,000	76,712	
485637	22017	Argyle 1st to 3rd Avenue - CSO	43,325	100,000	56,675	
485640	22019	Wallace - 4th to 6th Ave - Paving	-	60,000	60,000	
485683	23019	Road Network Survey	-	150,000	150,000	
485685	23021	Intersection Safety #1a Gertrude/Roger	-	230,000	230,000	
485639	22021	Wallace - 4th to 6th Ave - Storm	-	60,000	60,000	
485641	22022	Anderson Road - Wallace to Maitland St	-	40,000	40,000	
Sewer Capital						
565453	22064	Anderson Road - Wallace to Maitland St	-	4,000	4,000	
565458	23071	Josephine Forcemain Detailed Design & Geotech	6,203	250,000	243,797	Close and new project in 2024 with estimated budget update
Water Capital						
525446	22051	Argyle / 10th Roundabout (ptp, w, st, s) Design only	-	15,000	15,000	
525447	22052	Wallace - 4th to 6th Ave	-	10,000	10,000	
525448	22053	Anderson Road - Wallace to Maitland St	-	40,000	40,000	
525449	22054	Cowichan Reservoir to Burde St. New Twin Main Ph 6 - design	15,076	95,000	79,924	
525543	23051	Dunbar St-10th Ave to 11th Ave loop 200mm PVC	-	100,000	100,000	
525544	23053	Bainbridge Plant to Cowichan Reservoir Supply Main Replacement	34,107	150,000	115,893	
525547	23056	CSO - Argyle (1st-3rd) (240m st,w, CSO)	-	115,000	115,000	
525548	23057	CSO - 6th Ave Bruce -Melrose	866	48,000	47,134	
525549	23058	CSO - Wallace 4th - 6th (120m)	-	25,000	25,000	

Working in Progress - Capital Projects 2024	Taxation	Land Sale	ERRF	Growing Communities Fund	Gas Tax	Grant Funding	RCMP Surplus	Capital Works	Carbon Reserve	Parks & Rec Reserve	Aquatic Centre Replacement	DCC (Combined)	AV Community Forest	Parkland Acquisition	Water Capital	Sewer Capital	Total Project Expenditure
FUNDING SOURCES																	
STRATEGIC CAPITAL PROJECTS 2024																	
Connect the Quays pathway				1,641,411													1,641,411
Master Plans																	
Parks, Rec & Culture Dept				300,000													300,000
Watershed Protection Plan				50,000													50,000
Stormwater Master Plan				125,000													125,000
Fire Services Master Plan				100,000													100,000
Mobility Master Plan (Active Transportation & Trail Network)				200,000													200,000
Burde Street renewal				1,180,000													1,180,000
	-	-	-	3,596,411	-	-	-	-	-	-	-	-	-	-	-	-	3,596,411
ADMINISTRATION																	
Network Switch replacement	130,000																130,000
Computer Equipment Replacement	-		86,400														86,400
	130,000	-	86,400	-	-	-	-	-	-	-	-	-	-	-	-	-	216,400
FIRE DEPARTMENT																	
Fire Hall - design - Renovate Upper Shower Facilities	10,500																10,500
Replace Exhaust Extraction Equipment	5,000		43,068														48,068
	15,500	-	43,068	-	-	-	-	-	-	-	-	-	-	-	-	-	58,568
TRANSPORTATION SERVICES																	
Prior year - Replace 2007 GMC 5500 W/SERVICE BOX #140 - cost escalation	67,000																67,000
Prior year - Replace 2009 DODGE 5500 SERVICE TRUCK #141	60,000																60,000
Replace 2008 Dodge Ram 2500 PU (Carpenter) #151	25,466		34,834														60,300
Replace 2006 LANGFAB DUMP PUP TRAILER - #367	28,143		45,657														73,800
Replace 1992 Ingersoll Rand Compressor/Trailer #377			29,600														29,600
Replace 1996 TRIPLE AXLE TILT TRAILER - #388	42,499		47,501														90,000
Replace 2007 FORD F350 PICKUP (CARPENTER) #622	35,970		39,030														75,000
Replace 2013 TORO MOWER #633	13,000		122,147														135,147
New - Manager of Operations - Compact SUV									43,000								43,000
New - Superintendent Roads and Drainage - Compact SUV									43,000								43,000
New - Facilities - Compact SUV									43,000								43,000
	272,078	-	318,769	-	-	-	-	-	129,000	-	-	-	-	-	-	-	719,847
PAVING & ROAD CONSTRUCTION																	
Design for future Capital projects																	-
Argyle 1st to 3rd - streetscape design					150,000												150,000
Capital plan designed in prior years on priority listing																	-
	-	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
TRAFFIC UPGRADES																	
Intersection safety	-				150,000												150,000
	-	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
STORM																	
CSO - 3rd Avenue Storm	-				380,000												380,000
	-	-	-	-	380,000	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS - OTHER																	
Crane replacement	15,000																15,000
Total Station Survey Instrument - ERRF			53,835														53,835
	15,000	-	53,835	-	-	-	-	-	-	-	-	-	-	-	-	-	68,835
PARKS																	
John Deer overseeder	16,675																16,675
Bob Dailey Track - Line repainting	23,000																23,000
Echo Phase II - Sports field upgrading	-												157,550				157,550
	39,675	-	-	-	-	-	-	-	-	-	-	-	157,550	-	-	-	197,225
CULTURAL SERVICES																	
McLean Mill Capital Projects (heritage)	-					89,900											89,900
	-	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	89,900
PARKS, RECREATION & CULTURE																	
Replace 1997 CLARKE FLOOR SCRUBBER - ERRF			18,842														18,842
Facilities Upgrades																	-
Multiplex - Stereo System													33,600				33,600
Echo Centre - Tables and Chairs													14,850				14,850
City Hall - Front & Council Chamber entrance reconfiguration													100,000				100,000
Public Works - Boiler replacement													-				402,500
Harbour Quay - Rot repair and window replacement	23,000				402,500												23,000
Train Station - Water Tower Structure													15,000				15,000
Multiplex - Dehumidifier replacement study (grant)						50,000											50,000
	23,000	-	18,842	-	402,500	50,000	-	-	-	-	-	-	163,450	-	-	-	657,792
WATER WORKS																	
Watershed Masterplan															50,000		50,000
Franklin River Rd-Supply Main Replace.- Design - Ph 1													-		35,000		35,000
Light Plant															30,000		30,000
Water Masterplan															150,000		150,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	265,000	-	265,000
SEWER SYSTEM																	
Sewer Flow monitoring																30,000	30,000
Josephine Sewer Forcemain Replacement - design																105,000	105,000
CSO - 3rd Avenue Storm																72,311	72,311
CSO - Burde St - 9th to North Park																1,242,000	1,242,000
SCADA - communication requirements																100,000	100,000
Decommission old lagoon - consulting/ARO																30,000	30,000
South Street raised sewer culvert replacement																150,000	150,000
Sewer Masterplan																200,000	200,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,929,311	1,929,311
																	-
TOTAL GENERAL CAPITAL 2024	495,253	-	520,914	3,596,411	1,082,500	139,900	-	-	129,000	-	-	-	321,000	-	265,000	1,929,311	8,479,289

OPERATING CAPITAL PROJECTS 2025 FUNDING SOURCES	Taxation	Land Sale	ERRF	Growing Communities	Gas Tax	Grant Funding	RCMP Surplus	Capital Works	Carbon Reserve	Parks & Rec Reserve	Aquatic Centre Replacement	DCC (Combined)	AV Community Forest	Parkland Acquisition	Water Capital	Sewer Capital	Total Project Expenditure
STRATEGIC CAPITAL PROJECTS 2024																	
Master Plans																	75,000
Stormwater Master Plan				75,000													150,000
Fire Services Master Plan				150,000													50,000
Mobility Master Plan (Active Transportation & Trail Network)				50,000													50,000
	-	-	-	275,000	-	-	-	-	-	-	-	-	-	-	-	-	275,000
ADMINISTRATION																	
Computer Equipment Replacement			88,848														88,848
	-	-	88,848	-	-	-	-	-	-	-	-	-	-	-	-	-	88,848
FIRE DEPARTMENT																	
Turnout Gear	25,000																25,000
Fueling Station	42,000																42,000
Replace 1998 Jordair Compressor			65,000														65,000
Replace 2011 CHEV SILVERADO 4X4 #13 (from 2024)			60,564														60,564
Replace 2006 Ford F550 Rescue Truck #8 (from 2021 & 24)			128,961														128,961
Reno - Showers to downstairs, separating /hot/warm/cold zones	TBD - study 2024																-
Parking lot upgrade	92,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92,000
	159,000	-	254,525	-	-	-	-	-	-	-	-	-	-	-	-	-	413,525
TRANSPORTATION SERVICES																	
Replace 2008 Dodge Ram 3500 Flatdeck (shop) #150			46,182														46,182
Replace 2011 Freightliner Asphalt Patch Truck #266			415,000														415,000
Replace 2013 Volvo Dump Tandem Axle #267			194,386														194,386
2005 John Deere Loader #350			288,285														288,285
Replace 2005 Volvo Grader #355			306,818														306,818
Replace 1990 Britco Office Trailer #369			26,258														26,258
Replace 1996 Wells Cargo Trailer (Swr) #389			14,118														14,118
Replace 1995 BOMAG ROLLER #395			60,696														60,696
Replace 2004 CHEV 3500 CUBE VAN (used) #616			51,724														51,724
Replace 2006 FORD E350 15 PASSENGER VAN #619			62,016														62,016
Replace 2018 Freightliner Garbage Truck #402 - 2024	145,440		443,060														588,500
Replace 2018 Freightliner Garbage Truck #403	145,440		443,060														588,500
Replace 2012 Chev 3500 Service Truck #521			77,681														77,681
Solid Waste Pickup Truck - new			85,000														85,000
Replace 2014 Toyota Tacoma #522			50,470														50,470
Replace 2015 Ventrac Mower			41,184														41,184
	290,880	-	2,605,938	-	-	-	-	-	-	-	-	-	-	-	-	-	2,896,818
PAVING & ROAD CONSTRUCTION																	
Design for future Capital projects	250,000																250,000
Capital plan designed in prior years on priority listing	800,000				356,378												1,156,378
	1,050,000	-	-	-	356,378	-	-	-	-	-	-	-	-	-	-	-	1,406,378
TRAFFIC UPGRADES																	
Intersection safety	150,000																150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000
STORM																	
CSO projects	380,000																380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER																	
																	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PARKS																	
Bob Dailey Stadium - Paint	21,850																21,850
Roger Creek Park - Zipline installation	34,500																34,500
Tree Planting	79,590																79,590
	135,940	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	135,940
CULTURAL SERVICES																	
McLean Mill Capital Projects	30,000					89,900											119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & CULTURE																	
Facilities Upgrade																	-
Parks Yard - Roof Replacement	100,000																100,000
Aquatic Centre - UV replacement, LED pool lights & Lobby	53,100																53,100
Multiplex - Handrailing	50,000																50,000
Multiplex - Replacement Propane Zamboni	137,500																137,500
Multiplex - Replace Rink Boards on Weyerhaeuser	500,000																500,000
Museum - Security and washroom flooring	10,000																10,000
City Hall - Committee room updates	30,000																30,000
City Hall - Westside door replacement	15,000																15,000
Public Safety Building - Safety Assessment	20,000																20,000
Echo Centre - Cedar room dividers	40,000																40,000
Echo Centre - Flooring - Fir room, furniture and offices	10,000																10,000
Echo Centre - Blinds andf furniture	11,500																11,500
Echo Centre - Safety upgrades	45,000																45,000
Glenwood - tables and chairs	10,000																10,000
Echo Park Field House - East side gutters	35,000																35,000
Rec Park - Concession - roof and gutter	10,280																10,280
All Caretaker facilities, public washrooms and out buildings	10,000																10,000
Public Works Yard - Windows	5,000																5,000
McLean Mill - historic site building work	25,000																25,000
RCMP - Boardroom offcie reno	17,000																17,000
RCMP - Cabinets	16,000																16,000
	1,150,380	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,150,380
WATER WORKS																	
Design for future Capital projects	-														100,000		100,000
Capital plan designed in prior years on priority listing	-														1,250,000		1,250,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,350,000	-	1,350,000

SEWER																		
Design for future Capital projects																	100,000	-
Sewer Flow monitoring																	40,000	100,000
Capital plan designed in prior years on priority listing																	1,200,000	40,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,340,000	1,200,000
																	1,340,000	1,340,000
																		-
TOTAL CAPITAL 2025	3,346,200		2,949,311	275,000	356,378	89,900	-	-	-	-	-	-	-	-	1,350,000	1,340,000	9,706,789	
OPERATING CAPITAL PROJECTS 2026																		
FUNDING SOURCES	Taxation	Land Sale	ERRF	Growing Communities	Gas Tax	Grant Funding	RCMP Surplus	Capital Works	Carbon Reserve	Parks & Rec Reserve	Aquatic Centre Replacement	DCC (Combined)	AV Community Forest	Parkland Acquisition	Water Capital	Sewer Capital	Total Project Expenditure	
ADMINISTRATION																		-
Computer Equipment Replacement			90,325															90,325
	-	-	90,325	-	-	-	-	-	-	-	-	-	-	-	-	-	-	90,325
FIRE DEPARTMENT																		-
Parking lot renewal	110,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110,000
	110,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110,000
TRANSPORTATION SERVICES																		-
Replace 2014 TYMCO SWEEPER #411			367,220															367,220
Replace 2011 GMC SIERRA P/U #629			49,008															49,008
Replace 2013 TOYOTA TACOMA #630			35,006															35,006
Replace 2013 TOYOTA TACOMA #632			35,006															35,006
		-	486,240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	486,240
PAVING & ROAD CONSTRUCTION																		-
Design for future Capital projects	250,000																	250,000
Capital plan designed in prior years on priority listing	800,000																	800,000
	1,050,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,050,000
TRAFFIC UPGRADES																		-
Traffic Signal Controller Replacement	50,000																	50,000
	50,000																	50,000
STORM																		-
CSO projects	380,000																	380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER																		-
Garbage Carts			630,109															630,109
	-	-	630,109	-	-	-	-	-	-	-	-	-	-	-	-	-	-	630,109
PARKS																		-
Maquinna trail - Bridge replacement	22,425																	22,425
Tree Planting	81,182																	81,182
	103,607	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	103,607
CULTURAL SERVICES																		-
McLean Mill Capital Projects	30,000					89,900												119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & CULTURE																		-
Facilities Upgrade	1,835,000																	1,835,000
	1,835,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,835,000
WATER WORKS																		-
Design for future Capital projects															100,000	-		100,000
Capital plan designed in prior years on priority listing															1,200,000	-		1,200,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300,000	-		1,300,000
SEWER SYSTEM																		-
Capital plan designed in prior years on priority listing																900,000		900,000
Sewer Flow monitoring																40,000		40,000
LWMP Update per regulatory requirements																200,000		200,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300,000	1,140,000		1,140,000
																		-
TOTAL CAPITAL 2026	3,558,607	-	1,206,674	-	-	89,900	-	-	-	-	-	-	-	-	1,300,000	1,140,000	7,295,181	
OPERATING CAPITAL PROJECTS 2027																		
FUNDING SOURCES	Taxation	Land Sale	ERRF	Growing Communities	Gas Tax	Grant Funding	RCMP Surplus	Capital Works	Carbon Reserve	Parks & Rec Reserve	Aquatic Centre Replacement	DCC (Combined)	AV Community Forest	Parkland Acquisition	Water Capital	Sewer Capital	Total Project Expenditure	
ADMINISTRATION																		-
ERP Replacement	250,000		250,000															500,000
Computer Equipment Replacement			95,325															95,325
	250,000	-	345,325	-	-	-	-	-	-	-	-	-	-	-	-	-	-	595,325
TRANSPORTATION SERVICES																		-
Replace 1992 HIWAY STREET SANDER #378			21,852															21,852
Replace 2014 NISSAN NV VAN 2500 SERIES (water) #523			57,130															57,130
Replace TYCROP TOP DRESSER #626			42,847															42,847
Replace 2015 Dodge Durango - BEO #130			53,038															53,038
		-	174,867	-	-	-	-	-	-	-	-	-	-	-	-	-	-	174,867
FIRE DEPARTMENT																		-
Replace Thermal Cameras	55,000																	55,000
Fire Pump Test Pit	50,000																	50,000
Replace portable Radios	85,000																	85,000
Replace High Angle Rope Equipment	50,000																	50,000
	240,000																	240,000
PAVING & ROAD CONSTRUCTION																		-
Design for future Capital projects	250,000																	250,000
Capital plan designed in prior years on priority listing	800,000																	800,000
	1,050,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,050,000
TRAFFIC UPGRADES																		-
Traffic Signal Controller Replacement	33,000																	33,000
	33,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,000
STORM																		-
CSO projects	380,000																	380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER																		-

	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PARKS																	-
Quonset hut replacement	128,800																128,800
Tree Planting	81,182																81,182
	209,982	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	209,982
CULTURAL SERVICES																	-
McLean Mill Capital Projects	30,000					89,900											119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & CULTURE																	-
Facilities Upgrade	1,000,000																1,000,000
	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000,000
WATER WORKS																	-
Design for future Capital projects															100,000		100,000
Capital plan designed in prior years on priority listing															1,200,000		1,200,000
															1,300,000		1,300,000
SEWER SYSTEM																	-
Design for future Capital projects																1,200,000	1,200,000
Harbour Road Trunk Sewer Replacement (2022 project delayed - June 13, 2022) - Further investigation - maint. Work completed																300,000	300,000
CSO - Masterplan						-										230,000	230,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,730,000	1,730,000
TOTAL CAPITAL 2027	2,142,982	-	520,192	-	-	89,900	-	-	-	-	-	-	-	-	-	1,300,000	1,730,000
OPERATING CAPITAL PROJECTS 2028 FUNDING SOURCES	Taxation	Land Sale	ERRF	Growing Communities	Gas Tax	Grant Funding	RCMP Surplus	Capital Works	Carbon Reserve	Parks & Rec Reserve	Aquatic Centre Replacement	DCC (Combined)	AV Community Forest	Parkland Acquisition	Water Capital	Sewer Capital	Total Project Expenditure
ADMINISTRATION																	-
ERP Replacement	250,000		250,000														500,000
Computer Equipment Replacement			95,325														95,325
	250,000	-	345,325	-	-	-	-	-	-	-	-	-	-	-	-	-	595,325
TRANSPORTATION SERVICES																	-
																	-
FIRE DEPARTMENT																	-
SCBA Changeout			262,226														262,226
	-		262,226														262,226
PAVING & ROAD CONSTRUCTION																	-
Design for future Capital projects	250,000																250,000
Capital plan designed in prior years on priority listing	800,000																800,000
	1,050,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,050,000
TRAFFIC UPGRADES																	-
Traffic Signal Controller Replacement	33,000																33,000
	33,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,000
STORM																	-
CSO projects	380,000																380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER																	-
																	-
PARKS																	-
Russell Field - Basketball surface and backboard up	34,500																34,500
Tree Planting	81,182																81,182
	115,682	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	115,682
CULTURAL SERVICES																	-
McLean Mill Capital Projects	30,000					89,900											119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & CULTURE																	-
Facilities Upgrade	500,000																500,000
	500,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500,000
WATER WORKS																	-
Design for future Capital projects															100,000		100,000
Capital plan designed in prior years on priority listing															1,200,000		1,200,000
															1,300,000		1,300,000
SEWER SYSTEM																	-
Design/construction for future Capital projects																1,200,000	1,200,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		1,200,000	1,200,000
TOTAL CAPITAL 2028	2,358,682	-	607,551	-	-	89,900	-	-	-	-	-	-	-	-	1,300,000	1,200,000	5,556,133



CITY OF PORT ALBERNI
ALBERNI VALLEY COMMUNITY FOREST RESERVE
Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Beginning Balance	598,452	906,152	843,275	1,100,141	1,362,143	1,629,386
Dividends Received	300,000	250,000	250,000	250,000	250,000	250,000
Donations Received	-	-	-	-	-	-
Investment Income	7,700	18,123	16,866	22,003	27,243	32,588
	<u>307,700</u>	<u>268,123</u>	<u>266,866</u>	<u>272,003</u>	<u>277,243</u>	<u>282,588</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses	-	331,000	10,000	10,000	10,000	10,000
	<u>-</u>	<u>331,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
REVENUE OVER EXPENSES	<u>307,700</u>	<u>(62,877)</u>	<u>256,866</u>	<u>262,003</u>	<u>267,243</u>	<u>272,588</u>
FUND EQUITY - ENDING	<u>3,057,658</u>	<u>2,994,781</u>	<u>3,251,647</u>	<u>3,513,649</u>	<u>3,780,892</u>	<u>4,053,480</u>
Reserve balance	<u>906,152</u>	<u>843,275</u>	<u>1,100,141</u>	<u>1,362,143</u>	<u>1,629,386</u>	<u>1,901,974</u>



CITY OF PORT ALBERNI
Canada Community-Building Fund
Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Opening Balance		2,447,265	345,998			
Investment Income	35,000	55,233	10,380	-	-	-
New Deal Gas Tax Funds	835,923	-	-	-	-	-
MFA Surplus						
Miscellaneous	-	-	-	-	-	-
	870,923	2,502,498	356,378	-	-	-
EXPENSES						
CBF - capital projects - prior years		1,074,000		-		-
CBF - operating to allocate in 2024	-	1,082,500	356,378	-		-
	(265,077)	2,156,500	356,378	-		-
REVENUE OVER EXPENSES	(265,077)	345,998	(0)	-	-	-
 Reserve balance	 \$ 2,761,650	 \$ 345,998	 \$ (0)	 \$ (0)	 \$ (0)	 \$ (0)



CITY OF PORT ALBERNI
CARBON TRUST RESERVE FUND

Unaudited

	2023	2024	2025	2026	2027	2028
Beginning Balance	352,006	549,350	434,750	541,750	743,750	945,750
Contributions	192,082	200,000	200,000	200,000	200,000	200,000
Investment Income	5,262	2,000	2,000	2,000	2,000	2,000
	197,344	202,000	202,000	202,000	202,000	202,000
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses						
Vehicle purchase		129,000				
Connect the Quays - use in future year		90,000				
Replace 2007 Dodge Caliber #721		22,600				
Operational - Climate Action planning resource	-	75,000	95,000	-	-	-
	-	316,600	95,000	-	-	-
REVENUE OVER EXPENSES	197,344	(114,600)	107,000	202,000	202,000	202,000
Reserve balance	549,350	434,750	541,750	743,750	945,750	1,147,750



**CITY OF PORT ALBERNI
CEMETERY TRUST FUND**

Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Sale Proceeds	3,000	3,000	3,000	3,000	3,000	3,000
Investment Income	7,500	2,952	3,012	3,072	3,133	3,195
	<u>10,500</u>	<u>5,952</u>	<u>6,012</u>	<u>6,072</u>	<u>6,133</u>	<u>6,195</u>
EXPENSES						
Transfer to General Revenue	<u>2,000</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>
REVENUE OVER EXPENDITURE	<u>8,500</u>	<u>3,951</u>	<u>4,011</u>	<u>4,071</u>	<u>4,132</u>	<u>4,194</u>
Reserve balance	<u>196,827</u>	<u>200,778</u>	<u>204,789</u>	<u>208,860</u>	<u>212,992</u>	<u>217,186</u>



CITY OF PORT ALBERNI
DEVELOPMENT COST CHARGES RESERVE FUND
Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Contributions	200,000	200,000	200,000	200,000	200,000	200,000
Investment Income	75,000	63,556	68,827	74,204	79,688	85,282
	275,000	263,556	268,827	274,204	279,688	285,282
EXPENSES						
Transfer to Other Funds	-	-	-	-		-
Acquisitions and Expenses	-	-	-	-		-
	-	-				
REVENUE OVER EXPENSES	275,000	263,556	268,827	274,204	279,688	285,282
Reserve balance - consolidated	3,177,801	3,441,357	3,710,184	3,984,388	4,264,076	4,549,357



CITY OF PORT ALBERNI
EQUIPMENT REPLACEMENT RESERVE FUND
Unaudited

	2023	2024	2025	2026	2027	2028
Beginning Balance	\$ 6,127,642	\$ 6,385,331	\$ 4,699,429	\$ 2,922,076	\$ 2,721,609	\$ 3,291,391
Sale of Equipment	-	45,000	-	-	-	-
Investment Income	268,769	191,560	93,989	58,442	54,432	65,828
Transfers from General Revenue	70,000	70,000	70,000	70,000	70,000	70,000
Contributions - ERRF Schedule	704,297	725,426	797,969	877,765	965,542	1,062,096
	1,043,066	1,031,986	961,957	1,006,207	1,089,974	1,197,924
EXPENSES						
Prior year ERRF planned exp.	-	2,196,973				
ERRF funding borrowed (Train Station) - returned in 2025	-	-	(210,000)			
Equipment Purchases	785,377	520,914	2,949,311	1,206,674	520,192	607,551
	785,377	2,717,887	2,739,311	1,206,674	520,192	607,551
REVENUE OVER EXPENSES	257,689	(1,685,901)	(1,777,354)	(200,467)	569,782	590,373
 Reserve fund - ENDING	 6,385,331	 4,699,429	 2,922,076	 2,721,609	 3,291,391	 3,311,982



**CITY OF PORT ALBERNI
GROWING COMMUNITIES FUND**

Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Balance forward	5,269,000	5,396,338	1,907,854	1,661,472	1,686,394	1,711,690
Investment Income	127,338	107,927	28,618	24,922	25,296	25,675
	5,396,338	5,504,265	1,936,472	1,686,394	1,711,690	1,737,365
EXPENSES (Future projects will be identified after MP)						
General Fund - Masterplans		775,000	275,000	-	-	-
Burde Street - Streetscape and Storm		1,180,000				
Connect the Quays - Phase 3		1,641,411		-	-	-
	-	3,596,411	275,000	-	-	-
REVENUE OVER (UNDER) EXPENSES	5,396,338	1,907,854	1,661,472	1,686,394	1,711,690	1,737,365
Reserve Fund - Year end balance	5,396,338	1,907,854	1,661,472	1,686,394	1,711,690	1,737,365



**CITY OF PORT ALBERNI
LAND SALE RESERVE FUND**

Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Opening balance	90,939	991,722	85,872	87,160	88,468	89,795
Investment Income	5,908	1,200,000	1,288	1,307	1,327	1,347
Somass salvage	905,850					
Transfer from RCMP Surplus	-	-	-	-	-	-
Transfer from Off Street Parking Res	-	-	-	-	-	-
	911,758	1,200,000	1,288	1,307	1,327	1,347
EXPENSES						
Transfer to Other Funds - land purchase	10,975	-	-	-	-	-
Somass salvage revenueue utilization	-	905,850				
Somass Funding - 2023	-	1,200,000	-	-	-	-
	10,975	2,105,850	-	-	-	-
REVENUE OVER EXPENSES	900,783	(905,850)	1,288	1,307	1,327	1,347
FUND EQUITY - ENDING	991,722	85,872	87,160	88,468	89,795	91,142



CITY OF PORT ALBERNI
PARKLAND ACQUISITION RESERVE

Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Investment Income	\$ 14,255	\$ 9,429	\$ 6,474	\$ 6,604	\$ 6,736	\$ 6,871
Sale of Parkland	-	-	-	-	-	-
Parkland Dedication Deposits	-	-	-	-	-	-
Historical correction	-	-	-	-	-	-
	14,255	9,429	6,474	6,604	6,736	6,871
EXPENSES						
Acquisition of Parkland	-	-	-	-	-	-
	-	-	-	-	-	-
REVENUE OVER (UNDER) EXPENSES	14,255	9,429	6,474	6,604	6,736	6,871
FUND EQUITY - ENDING	\$ 314,284	\$ 323,713	\$ 330,187	\$ 336,791	\$ 343,526	\$ 350,397



CITY OF PORT ALBERNI
PARKS AND RECREATION CAPITAL RESERVE
Unaudited

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Balance forward	2,497,763	2,218,472	605,814	738,952	880,304	1,030,311
Investment Income	25,000	53,018	12,116	14,779	17,606	20,606
Recreation Services Surcharge	103,156	105,735	111,022	116,573	122,401	128,521
Other Deposits	25,000	10,000	10,000	10,000	10,000	10,000
Transfers	-	-	-	-	-	-
Sale of Property	-	-	-	-	-	-
	153,156	2,387,225	738,952	880,304	1,030,311	1,189,439
EXPENSES						
Parks & Recreation - committed 2023 & prior	-	1,781,411	-	-	-	-
New expenditures	-	-	-	-	-	-
	-	1,781,411	-	-	-	-
REVENUE OVER (UNDER) EXPENSES	153,156	605,814	738,952	880,304	1,030,311	1,189,439
FUND EQUITY - ENDING	2,650,919	605,814	738,952	880,304	1,030,311	1,189,439

CITY OF PORT ALBERNI - 2024 Taxation share

NET TAXABLE VALUE		TAX SHARE		TAX INCREASE IN CLASS	TAX % INCREASE	PERCENT TAX SHARE		EFFECTIVE TAX RATE PER THOUSAND		CLASS MULTIPLE	
2023	2024	2023	2024	2023	2024 est.	2023	2024	2023	2024	2023	2024

Class	\$	\$	\$	\$	\$	%	%	%	\$	\$	rate	rate
RESIDENTIAL	3,868,631,400	3,848,407,400	16,880,654	18,740,655	1,860,001	11.02%	60.81%	60.01%	4.36347	4.86972	1.00	1.00
UTILITIES	2,724,555	2,859,755	74,021	83,654	9,633	13.01%	0.27%	0.27%	27.16796	29.25216	6.23	6.01
SUPP. HOUSING	2	2	-	-	-	0.00%	0.00%	0.00%	4.36347	4.86972	1.00	1.00
MAJOR IND.	87,615,800	94,170,300	5,192,778	5,796,886	604,109	11.63%	18.71%	18.56%	59.26759	61.55748	13.58	12.64
LIGHT IND.	19,746,200	24,561,600	704,921	1,007,853	302,932	42.97%	2.54%	3.23%	35.69906	41.03367	8.18	8.43
BUSINESS	370,546,500	401,689,765	4,885,501	5,572,839	687,338	14.07%	17.60%	17.84%	13.18458	13.87349	3.02	2.85
NON-PROFIT	4,711,100	5,623,500	20,557	27,385	6,828	33.22%	0.07%	0.09%	4.36347	4.86972	1.00	1.00
FARM	85,853	86,238	375	420	45	12.10%	0.00%	0.00%	4.36347	4.86972	1.00	1.00
TOTALS	4,354,061,410	4,377,398,560	27,758,805	31,229,691	3,470,886	12.50%	100.00%	100.00%				

AVERAGE SINGLE FAMILY RESIDENCE

2023		2024		CHANGE	
VALUE	AMOUNT	VALUE	AMOUNT	DIFFERENCE	% CHANGE
\$530,609	\$2,315.29	\$519,006	\$2,527.41	\$212.12	9.16%

SINGLE FAMILY RESIDENCES - BC Assessment

2023	2024
6,486	6,513
3,441,528,100	3,380,289,300



2024 - 2028 Financial Plan Questions & Responses

The following is an active document reflecting questions and responses in relation to the 2024-2028 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the Financial Planning process. Citizens are encouraged to engage throughout the process by submitting comments/questions to council@portalberni.ca.

Date	Q or C	QUESTION/COMMENT	RESPONSE
February 5 CoW			
Question Period	1	Need to identify areas for cost recovery i.e. development fees, water, sewer, equitable fees for service across the Alberni Valley.	Staff are reviewing the fees and charges for all service delivery. As the Financial Plan process continues, Council may request specific information to inform and amend revenue projections in the 2024-2028 Financial Plan.
	2	Is the proposed 16.86% tax increase for 2024 or all years in the 5-year Financial Plan?	The proposed 16.86% tax increase is for the 2024 year.
	3	Request for more information related to the 0.63% increase for Contingency Funds.	The increase relates to returning the contingency funding to previous levels. This was reduced in 2023 to \$100,000, down from \$200,000. This is increasing to \$275,000 in 2024 year of the Financial Plan.
	4	Is the Rollin Art Centre (revenue?) back in the budget and where will it be utilized?	Rollin Art Centre did not receive revenue in prior years given the lease rate of \$1 per annum. Any lease moving forward will consider the operations and asset management contribution to ensure the building is allocating the revenues received toward the future renewal costs of this asset. Council will consider this when presented with the lease and recommended allocation to reserves.
	5	Will the Financial Plan include funding for Harbour Quay clean up?	Cost estimates for maintenance upgrades at the Harbour Quay will be included in the Financial Plan for 2025. Regular maintenance will continue on an annual basis.
	6	Will Alberni Pacific Division Sawmill continue to pay taxes?	Alberni Pacific Division Sawmill continues to pay major industry & light industry tax rates.
	7	What is the approximate percentage of taxation required to return the contingency fund reserve back to a sufficient position?	This is operational contingency, not a reserve. The increase is \$175,000 (increase from \$100,000 to \$275,000 in draft Financial Plan) or an increase of 0.63% of the taxation increase. This was lowered in 2023 to achieve a lower taxation.
	8	What does the proposed 2.74% increase for Police Services include?	Of the proposed 2.74% increase, 2.01% is attributed to the RCMP contract increase with the remainder attributed to administration costs.
	9	Request for clarity in relation to the proposed Carbon Offset 0.02% increase?	With the ceasing of the Climate Action Revenue Incentive Program (CARIP), the Local Government Climate Action Program (LGCAP) was established to provide predictable, stable funding for municipalities, regional districts, and Modern Treaty Nations to accelerate local climate action and implement projects. Contributions received are placed in a reserve. Recommendations on how to use funding will be forthcoming to Council.
	10	Support increasing of Equipment Replacement Reserve Fund (ERRF).	The proposed Plan reflects a contribution of \$400,000 in 2024 which is \$50,000 under previous annual contributions of \$450,000. 2025 proposes a return to the full amount.
Correspondence			
	11	When will the 2023 'Actuals' be available to Council and the Public?	March 4, 2024 Committee of the Whole agenda will include actuals.
	12	When will additional information on the status of each capital project in 2023 be available to Council and the Public?	March 4, 2024 Committee of the Whole agenda will include the status.

	13	The 'Actuals' are missing for: General Fund – Revenue/Expense, Sewer - Revenue/Expense and Water-Revenue/Expense.	<i>'Actuals' are not missing. Information will be provided in the same time frame as prior years. The general ledger and accounts payable have a cut-off at the end of January. Reviewing and reconciliations occur over the first few weeks of February, finalizing GL balances towards the end of February.</i>
	14	Please clarify the budget differences between the November 2023 Audit meeting information and the draft Financial Plan information as follows: Replace 2007 Dodge Caliber #721. \$28,000 [Audit Committee] Replace 2007 Dodge Caliber #721 \$50,600 [Financial Plan] Child Care Spaces – Grant \$4,644,989 [Audit Committee] Child Care Spaces – Grant \$5,183,103 [Financial Plan]	<i>Replace Dodge Caliber - The Audit Committee report reflected ERF funding only and did not include the Carbon Fund allocation to electrify the vehicle. The amount of \$50,600 reflects the correct approved funding for the purchase of this vehicle. Child Care Spaces now reflects a grant increase of \$538,114 received in December 2023.</i>
	15	PAVING: Account 485685 – Project number is missing for Capital Project: Intersection Safety #1a Gertrude/Roger for a budget of \$230,000 PAVING: Account & Project numbers are missing for Capital Project: Burde & Anderson Development for a Budget of \$1,170,000 STORM: Account & Project numbers are missing for Capital Project CSO Project aligned with sewer project for a budget of \$380,000 PRC: Account 485720 - Project number missing for Capital Project: Kitsuksis Path Paving for a budget of \$55,000 PRC: Account & Project numbers missing for Capital Project: Echo Park Field upgrade for a budget of \$140,000	<i>Project numbers are for internal use only and are applied as required.</i>
	16	Expenditure overview: City Legislative & Administration Functions: -0.5 FTE Asset Management position increase Early this year, January 17, 2024 edition, the AV News published an advertisement for City positions including: Mgr. of Asset Management Initiatives \$86,189-\$98,904 Please advise if this is a new position in place of the .5 FTE position that was funded in the 2023 Financial Plan or is it the .5 FTE Asset Management position?	<i>This is not a new position. This position was included in the 2023 year and is now funded in the 2024 year with an anticipated start of April 2024.</i>
	17	For the current 2024 Financial Plan, would it be possible for the Human Resources and Financial Department to provide a year-end snapshot of the City's personnel in an easy-to-read document for Council and the public. The information could be provided in a chart format spanning the past 7 years (pre and post COVID) for the RCMP, Fire Fighters, City Management, City Unionized positions, Contractors, etc.	<i>Administration will bring back information at a future Committee of the Whole.</i>
	18	As you start the annual budgeting process, I ask again that monies be assigned to carrying out actual physical work on Fire Smart recommendations. That being dealing with the fuel load in the interface zone.	<i>The Alberni Valley Emergency Planning service is delivered through the ACRD which includes Fire Smart activities. Administration has been looking to grants that would allow some more work on City owned lands to mitigate the full loads. Current grants from the Province are for only crown and provincial lands. Administration continues to work with the Province and other private land owners to address the interface zones around the City.</i>
February 12 RCM			
	19	The Parks and Recreation Capital Reserve reflects no profit. How is this reserve populated?	<i>The reserve is populated by 10% on admissions in Parks and Rec and 100% of Log sales collected from parks. 2024 reflects an anticipated revenue of \$77,536.</i>

20	Suggest RCMP Reserve be separate from the major crime funding.	<i>Council may direct administration to create any type of reserve for specific purposes.</i>
21	Line 12910 - University of Victoria Grant \$200. No increase?	<i>Reflects grant in lieu of taxes from the University based on prior year amount and at a reduction of \$25. Rates are set as per University Act, R.S.B.C. 1979, c.419</i>
22	Line 14718 - What attributed to the increase in Multiplex Revenue of 148%?	<i>The utilization of the Multiplex has returned to pre 2020 [COVID] levels. Plan reflects anticipated revenue for 2024.</i>
23	Line 14738 - Revenue Leisure Programs reflects increase for kids and adults and a decrease for youth?	<i>The changes are based on anticipated programming planned for 2024. Programming overall has increased. Amounts may reflect changes in programming needs based on demographic or other administrative functions such as coding and classification.</i>
24	Line 15190 - Vacant Building \$1,000?	<i>Based on previous 5 year amount.</i>
25	Line 15930 - Please explain Miscellaneous Revenue for public.	<i>PST commission, Port Alberni Port Authority Payment in Lieu of Taxes, WCB Core audit refund, School tax admin revenue, photocopying, other small revenue items.</i>
26	Line 21259 - Other Common Services - Increase 33.45% 2024?	<i>Utility costs for intra office connectivity & lease of a portion of 4835 Argyle Street.</i>
27	Line 22480 - Fire vehicle repair and maintenance up 143.043%	<i>\$250,000 of the \$300,000 planned ERRF contribution.</i>
28	Line 22121 - 8% RCMP Increase?	<i>RCMP contract services.</i>
29	Building & Plumbing Inspection down 9.58%?	<i>Actual cost - budgeting to expected costs.</i>
30	Line 23129 - Public Works - Clerical & Reception up 30.33%	<i>Added the relief provision of 0.14 Full Time Employee.</i>
31	Line 23130 - Supervisor Operations down 14.30%	<i>Reflects allocation of management roles across all three funds (General, Water, and Sewer).</i>
32	Line 23134 - Small tools 27.98% increase?	<i>Reflects the allocation of wages to maintaining small tools.</i>
33	Line 23210 - Customer Service Request Streets 201.43% increase?	<i>Reflects past costs, some revenue would offset.</i>
34	Line 26234 - Business Development down 23.49 - up 5% in 2025	<i>Reflects the efforts to reduce the overall budget from 26% to 16.86%.</i>
35	Economic Development Costs 2024 - 4.65% - up 5.10% in 2025	<i>Reflects increased costs.</i>
36	Line 27170 - Youth Services Programs down 62.21%	<i>The changes are based on anticipated programming planned for 2024. Programming overall has increased. Amounts may reflect changes in programming needs based on demographic or other administrative functions such as coding and classification.</i>
37	Line 27510 - Museum Services - up 42.28%	<i>New role - Manager of Culture added to the Plan & Software costs allocated to the Museum.</i>
38	Line 27515 - Museum Programs - up 57.25%	<i>Increase in the number of programs provided and additional staff scheduling related to working alone procedures.</i>
39	Line 28115 - Interest on Prepaid Taxes - up 455.56%	<i>The statutory interest rates set by province have increased and prepaid taxes are earning a higher rate of interest.</i>
40	Line 29911 - Contingency Fund - \$275,000 175% increase?	<i>This is returning to prior years funding levels reflecting an additional \$75,000.</i>
41	How much more might the average home owner pay with the proposed tax increase?	<i>Once BC Assessment provides the revised role and the Committee/Council provides direction, this value can be confirmed.</i>
42	Request to summarize services attributing to the tax impact that are non-discretionary.	<i>A report will be required to provide this breakdown and will be included in the March 4 Committee of the Whole agenda.</i>
43	\$1M of the \$5.5M Growing Communities Fund was allocated to establish the Master Plans. How will the remaining funds be allocated?	<i>Council can direct allocation to specific projects but the intent was to populate the capital plan with those dollars once the Master Plans are complete to inform priorities.</i>
44	How much has administration already worked to reduce the tax impact?	<i>The financial plan is based on the required community service levels, many of which are non-discretionary. At the inception of the Plan, this reflected a 25-26% percent increase. Administration then worked to bring it to the 16.86% reflected in the draft Financial Plan.</i>
45	Request for context related to the projected 2024 tax rate of 7.69% as reflected in the 2023-2027 Financial Plan compared to the current 16.86% proposed increase?	<i>The difference in the projected 7.69% 2024 tax rate outlined in the 2023-2027 Financial Plan and the 16.86% proposed rate at present is attributed to a variety of factors including actual realization of expenditures, capital costs that were not anticipated and equipment replacement costs. Staff will include additional information at a future Committee of the Whole.</i>
46	Request for a full listing of the projects related to the \$650,000 outlined for capital facility upgrades in 2024.	<i>Provided in February 20, 2024 agenda.</i>

Question Period	47	Building Permit fees increased last year. How was the estimated revenue calculated?	<i>In the 2023 year, it was based on the anticipation of the fees increasing and large projects anticipated.</i>
	48	Can the reserves be replenished over a longer period to assist in reducing the taxation impact?	<i>Administration considered this option. 2023 saw a reduction in the Equipment Replacement Reserve of \$300,000 and a reduction of \$50,000 in solid waste to reduce the tax impact to 8%. Considering the levy of those reductions and Equipment Replacement cost escalations, replenishing the reserves in 2024 is recommended.</i>
	49	How are vehicle replacements identified?	<i>Each year administration reviews equipment replacement requirements based on the recommended life cycle and evaluates whether the life of the asset can be extended. The projections brought forward are based on that evaluation.</i>
	50	Request for details of Quay to Quay costing to date and remaining costing allocated.	<i>March 4, 2024 Committee of the Whole agenda will include actuals and provide the overall funding detail to address this question.</i>
Correspondence			
	51	Is the revenue received for “Curbside Collections” separated from the Water & Sewer Revenues?	<i>Solid Waste revenues are captured within the General Fund.</i>
	52	What is the opening/closing balance for “Curbside Collection” in 2023?	<i>Each year the balance is rolled up into the General Fund surplus. Solid Waste is not a separate fund.</i>
	53	Does “Curbside Collection” generate any revenues from recycled products or compostable materials and if so, what would the City typically receive on an annual basis?	<i>Approximately \$300,000 per year from Recycle BC.</i>
	54	What is the Revenue from the Utility Bill for “Curbside Collection” used for?	<i>Revenue is used to offset the costs of providing the solid waste service.</i>
	55	Why are “Curbside Collection” garbage trucks and carts funded through General Taxation and ERRF, when residents are paying for this service through their Utility Bill, a service that has been removed from Property Taxes years ago?	<i>Solid waste revenue has been separated for many years. The fee was not reflective of full cost recovery before September of 2021. Contributions to ERRF were under the required funding allocation required for the trucks, the trucks then require funding from taxation for the upcoming purchase in 2025.</i>
February 20 CoW			
	56	Please provide clarity for operations out of gaming in the amount of \$204,015?	<i>These are gaming funds that offset the cost of McLean Mill - not an expense.</i>
	57	Please provide clarity for Line 27700 Operators Agreement in the amount of \$130,000?	<i>This is the contract costs of the agreement between the City of Port Alberni and the Alberni Valley Chamber of Commerce for the operation of the non-historic portion of the McLean Mill.</i>
	58	Please provide clarity for Line 27110 City Operations in the amount of \$76,079?	<i>Costing for operational costs of the historic portion of McLean Mill.</i>
	59	Please provide clarity for Line 48577 Site Upgrades in the amount of \$279,500?	<i>McLean Mill septic field project from 2021 capital funding. The funding was held and work is currently underway to be completed in the next couple of months.</i>
	60	Please provide clarity for Line 48568 Capital Upgrades in the amount of \$154,758?	<i>Funding unspent from prior years - Alberni Clayoquot Regional District and City contributions.</i>
	61	Please provide clarity for Historic Site Building Work in the amount of \$25,000?	<i>To review with the Manager of Facilities. May use the \$30,000 already assigned under Capital projects for historic site upgrades and repairs [Alberni-Clayoquot Regional District matches funding]</i>
	62	What are the McLean Mill insurance costs?	<i>Insurance is in one line item in each fund (General/Water/Sewer), not directly assigned to the McLean Mill. If prorated 2023 is used across all asset values, it would be approximately \$6,540 – this includes Dam and Hatchery, which is approximately \$2,390. Liability insurance is just in the general fund.</i>

Question Period	63	Development Services vacant planner role decreased in budget 0.74% or \$205,825. Looking further along we need a long range planner. Why take it off the budget if we need the position?	<i>The decrease within the Development Services budget is reflective of what was actually incurred based on various factors such as the date of hire. The long range planner position was brought forward to reflect approximate estimates on potential future needs.</i>
	64	Economic Development department reflects a decrease. With so many businesses needing assistance, why is there a decrease?	<i>Department managers were tasked with identifying budget reductions. In this particular case, while a variety of factors were taken into consideration to achieve the present allocation, one item that is representative of the decrease is the pause of the Façade Improvement Program in order to permit administration to review and refresh the program. Other factors that may contribute is the staffing departmental changes and adjustments to the budgeting practices.</i>
	65	When will Class 4, Major Industrial tax rate increase to previous levels?	<i>The Major Industry rate is brought forward each year at the previous year's rate for Council to consider and provide direction as to whether to maintain or change. Light Industry has grown in recent years which assists in providing some balance with respect to the lower major industry rates.</i>
	66	Vacant Building revenue of \$1,000. Need to start working on vacant buildings in the community and charging appropriately.	<i>The \$1,000 reflects one self-reported vacant building in past five years.</i>
	67	New versus used replacement vehicles?	<i>Historically the City has purchased new vehicles. Administration is currently examining the potential of purchasing used vehicles. Once determined, an administrative policy will be established.</i>
	68	What is the annual costing of McLean Mill?	<i>The City holds an operating agreement with the Alberni Valley Chamber of Commerce for the non-historic portion of the site at \$130,000 per year. There is a costing of \$75,000 for operation of the historic site related to various factors such as hydro, elevators, etc. Annual contribution of \$30,000. There are various historic projects that have been funded in the past including the sewer system which is presently underway. Property insurance at \$6,500.</i>
	69	Is there an opportunity to review current user fees for opportunities of increased revenue while the Master Planning process is underway?	<i>Directors are currently reviewing fees for services in comparison to like-sized communities. A report will be brought forward for Council consideration prior to the completion of the Financial Plan process.</i>
	70	Why are youth programs reflecting a reduction?	<i>The present allocation reflects changing in allocation rather than a reduction in service based on a variety of factors such as programming based on needs and demographic, capacity and software changes that present the data differently.</i>
	71	Does the suspension of the Night's Alive program contribute to the noted reduction in youth programming?	<i>No, the Night's Alive Program is reflected within a different line item in the Financial Plan.</i>
	72	How are the Alberni-Clayoquot Regional District [ACRD] services allocated?	<i>The City appoints two representatives of Council to sit on the ACRD Board of Directors. On matters related to the Financial Plan, decisions are determined by weighted votes. The number of votes per Director is based on the contributions of the area to the Regional District. The City of Port Alberni is allocated 5 votes for each of the 2 City appointed Directors totaling 10 votes total.</i>
Question Period	73	How many capital projects as outlined in the Financial Plan could be funded through Growing Communities Fund?	<i>Administration will bring back information at a future Committee of the Whole.</i>
	74	Request for clarity on the allocation for the Chief Administrative Officer	<i>The number reflects all expenses related to the Chief Administrative department.</i>
Correspondence			
	75	What dollar value is a 1% change in the budgetary process?	<i>\$277,588.05</i>
	76	The proposed taxation from 2024-2028 reflects a noticeable drop in year-over-year increases in 2027 [5.62%] and 2028 [4.83%]. What are major causes for that dip?	<i>This reflects the current capital and operational plans. Master planning will support improved long term financial plans and this value may change depending on the outcomes and approvals of Council.</i>

77	Over the years 2023 and 2024 the City will have spent \$7.5 million to construct 3.5 km of a path. Over this same period, how many kilometers of roads will the City have paved?	<i>The Quay to Quay Pathway budget was \$7,096,475 and included provincial grant funding for a large portion of the overall budget. The only explicit roadway resurfacing project completed in 2023 was the Shipcreek Road project.</i>
78	In the Plan, in 2024 under the Sewer System section of the capital work is a line item: CSO-Burde St, 9th to North Park for \$1.2 million. This appears to be a wrong description as Burde St runs parallel to North Park. Could you clarify the Street the work is being done on and what is the scope of the work being done?	<i>Deep utilities (Water, Sewer, Storm) are being replaced along Burde Street between 10th Avenue & Anderson Avenue. The streetscape will be replaced between 10th Avenue and 16th Avenue, inclusive of development requirements from the Portview Landing development.</i>
79	In a September 7th 2022 AV news article, the City committed to spending \$1.3 million annually to separate storm water and waste water over the next 50 years. In the current financial plan I am only seeing \$380,000 committed to CSO work in years 2025 onward. There appears to be no other committed funds for CSO work in the plan. Can you explain the discrepancy?	<i>Stormwater and sanitary master plans are being undertaken in 2024 to identify and prioritize CSO related projects. Any unspent annual funds will be allocated towards future projects. On average, over 50 years the Council supported spending \$1.3 million per year.</i>
80	Why is there no road reconstruction or paving budgeted for this year?	<i>Regular patching and maintenance programs will be administered in 2024, also the Burde Street project is a significant project in allocated funding in 2023.</i>
81	Can you clearly lay out each area of cost increases, what is increasing, and justification?	Details were provided at the February 5th CoW - https://www.portalberni.ca/sites/default/files/users/Sonia%20Lowe/2024-28%20FP%20overview%20-%20Feb%205%20COW_0.pdf
82	Can you clearly and plainly layout why you think you need 12% tax increase? This done in a way to provide transparency.	<i>Yes, all expenditures are provided within the Financial plan, each line provides the specific increases and staff report and presentation have indicated the justification.</i>
83	Can you provide a City Hall manning list for the last 10 years (as per question 17 in the Q&A). To be provided before the budgeting process ends.	<i>Will be provided at a future meeting.</i>
84	What is projected manning level and cost increases for the plan period?	<i>In 2024, there are 3.63 new FTE positions added to the City staff from taxation as follows:</i> <ul style="list-style-type: none"> •<i>CAO office - EA for Mayor, Council and the CAO at 0.75 for 2024;</i> •<i>Bylaw - additional 0.33 FTE that was funded at 0.67 in 2023 at the Public Safety Building;</i> •<i>CMP Admin – 1.15 for required relief;</i> •<i>CMP Guards - .25 for required relief;</i> •<i>Manager of Culture - .833 FTE in 2024 based on hire date;</i> •<i>Minor adjustments to relief or recognizing date of hire for vacant positions in 2024.</i> <i>Also, 0.75 FTE from grant funding from our Local Government Climate Action Program grant and 1 FTE from service fees for solid waste. The total is 5.63 FTE's.</i>
85	Why do you think you have to increase taxes to cover capital projects? Previous tax increases for Capital projects are still collecting year over year, so new funding is not required.	<i>There is not enough capital funding to support the replacement and renewal and the increases are impacted by inflation.</i>
86	Why do you think a tax increase is needed to cover equipment replacement when you have an accumulating tax going to a budget item already for replacement? Where did these funds go? Why not let it grow to amount needed? A large tax increase now will continue collecting taxes year over year exceeding any needs for replacements you have.	<i>The planned cost has been exceeded by the actual anticipated cost of replacement. Without the additional funding allocation the Reserve would not have the required funding to replace other pieces of equipment.</i>

February 26 RCM									
	87	Could the City utilize funding from the Municipal Finance Authority [MFA] for the Equipment Replacement Fund rather than taxation?	<i>The Equipment Replacement Reserve Fund is a longstanding program (1973) that supports regular contributions. There have been gaps in funding in recent years due to cost escalation. There are opportunities to utilize funding through MFA to finance equipment costs but liabilities need to be considered. Interest rates for equipment borrowing through MFA is significantly higher than regular borrowing rates. Based on interest rates, debt payment on a 5 year term would be higher than the current allocations projected in the Financial Plan for the ERRF fund.</i>						
	88	Request for a 10-15 year history reflecting taxation class rates allocations?		Overall tax increase	Average SFRH	Class 1	Class 4	Class 6	Total for Class 1-4-6
	2023	8.21%	7.26%	60.81%	18.71%	17.60%	97.12%		
	2022	3.96%	3.81%	60.81%	18.90%	17.60%	97.31%		
	2021	4.55%	3.91%	60.48%	20.96%	16.97%	98.41%		
	2020	1.95%	1.10%	59.75%	22.09%	17.28%	99.12%		
	2019	2.98%	2.20%	59.75%	22.09%	17.28%	99.12%		
	2018	2.97%	3.50%	59.73%	22.09%	17.28%	99.10%		
2017	1.58%	2.90%	59.73%	22.09%	17.28%	99.10%			
2016	2.60%	2.70%	59.35%	22.59%	17.16%	99.10%			
2015	2.51%	3.00%	59.27%	23.18%	16.63%	99.08%			
2014	1.82%	2.22%	58.73%	23.76%	16.58%	99.07%			
2013	5.54%	8.65%	58.40%	24.19%	16.48%	99.07%			
2012	1.29%	3.12%	56.58%	25.53%	16.86%	98.97%			
2011	-2.18%	0.12%	54.47%	28.12%	16.56%	99.15%			
2010	8.90%	23.85%	52.77%	29.72%	16.20%	98.69%			
2009	1.50%	2.40%	44.07%	36.73%	17.74%	98.54%			
89	Could you please provide for budget deliberations the 2021, 2022, and 2023 final revenue for building and plumbing permit fees?	\$229,563.51 - 2021 \$310,278.08 - 2022 \$125,678.88 - 2023							
90	What are the expected permit fees for the Ahousaht building?	35 unit BC Housing/ Housing Society (Ahousaht) project on Cedarwood Street/ The estimated Building Permit Fee is \$67,000.							
91	What other multifamily construction projects do we have nearing permit point for this year and what are the projected revenues?	Potential ground level commercial and 68 dwelling unit building - estimated Building Permit Fee would be \$100,000.							
92	Could we have a breakdown of permit fees per class of development for the last 3 years?	Development Services to follow-up with information.							
March 4 CoW									
	93	Please provide clarity on Museum services increase from \$228,000 to \$325,000 and Museum Curatorial increase from \$76,000 to \$120,000.	Increases are associated with the Manager of Culture and Education Curator roles. Revenue attributed to increased programming and event attendance should assist in off setting those costs.						
	94	Please provide a status update on the two pieces of land for sale at 15th Avenue and Montrose Street and 10th Avenue	Both properties are undergoing required works/studies as part of the conditions subject to sale, including that of OCP and Zoning amendments.						
	95	Please provide more information on the Multiplex rink board replacement project?	Rink boards are over 20 years old and have reached end of life. Project is proposed for 2025 and funding would be from taxation. Grant funds could also be considered.						
	96	Please provide more information on the Public Works boiler replacement project?	Public Works boiler is the original from time of build [1960's] and has reached end of life.						
	97	Are the proposed railway crossing repairs an eligible expense within the Growing Communities Fund?	This would be an eligible expense should Council direct that additional funding be allocated for this project in alignment with rail operations.						
	98	Has the City examined leasing vehicles versus purchasing?	Past review found lease options were costly. Further research would be required should Council wish to consider this option.						
	99	Please provide yearly costing for Somass Lands.	The net expenditures are included in the 2023 year end 'work in progress' for capital.						
Correspondence									

	100	Water and Sewer show up as expenses, where is the Utility tax income shown?	<i>Within the Consolidated Financial Plan "Sales of Services and Utilities"</i>
	101	Capital Project: Victoria Quay Millstone Park Connector Foot Bridge Listed under 'Work In Progress' with a budget of \$115,000 funded through General Revenue. While some projects have been PAUSED, the Victoria Quay Millstone Park Connector Foot Bridge remains a Work In Progress – Council and staff have stated that construction costs have escalated substantially since 2022. At this time, with a looming 16.89% tax increase, would Council give careful consideration to place this now Two (2) year old Project on PAUSE, and take the time to review the Costs?	<i>Staff have reviewed this project and no additional funding has been requested. Any change would be brought forward in a report.</i>
	102	Capital Project: Roger Creek Park Zipline Installation Listed under Capital Projects for 2025 with a budget of \$34,500 funded through Taxation. Is there a reason why this project isn't part of the "Parks Master Plan"? Has staff & Council reviewed the insurance & liability concerns surrounding a Zip Line? Would Council consider removing this Project from the 2025 Project List while waiting for the Parks Master Plan and a review of insurance & liability?	<i>Further details will be provided prior to Financial Planning process and the confirmation of the Capital plan in 2025.</i>
	103	Project 21018 McLean Mill Septic Site Upgrades \$279,500 Project Budget: \$279,500 Was a "Request for Proposal" issued for the work to proceed? Does the project meet the parameters of the City's Procurement Policy?	<i>No, RFP not required for the value of project. Yes, Procurement policy was reviewed for the project.</i>
	104	Agreement between Libberock Holdings Inc. and the City of Port Alberni for 4835 Argyle Street: How is the City planning to fund the purchase of the building? Will the option to purchase the building be in 2025 or 2026 Financial Plan? What is the expected tax increase for the purchase and ongoing maintenance of this City asset?	<i>Only lease considerations are provided in the Financial Plan at this time. Should direction to purchase the building occur, allocations would be considered at that time.</i>
	105	Why is the Chief Administrative Officer and office budget \$230,000 now but over the next five years increased to \$414,000?	<i>In 2024, there is a new position added to the CAO office which is an Executive Assistant for Mayor, Council and the CAO at 0.75 for 2024, moving to a fulltime rate in following years.</i>
	106	How much of the budget is going towards implementing the Official Community Plan?	<i>Funding for the Official Community Plan is as follows: 2024 - \$125,000 2025 - \$100,000</i>
March 11 RCM			
	107	How much is presently in the Alberni Valley Community Forest Reserve?	<i>Approximately \$900,000.</i>
	108	Request for a detailed breakdown of the Museum operating costs in relation to the increases?	<i>Parks Recreation and Culture to follow up.</i>
March 18 COW			
	109	How much would funding from the residential non market change (if separated) be applied as a contribution to the Asset Management Reserve?	<i>Approximately \$264,000.</i>
	110	What would be the approximate percentage difference if this change assigning non-market change for the Asset Management reserve were applied?	<i>If the Council assigned the residential non-market change to the Asset Management reserve in 2024, the increase would be \$268.71 (\$56.59 more) than the current proposed increase that is \$212.12 of the average yearly property tax bill, or an 11.61% increase, versus 9.16%.</i>

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



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

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

File # 0230-20-PAPA
3 8100-01
8 CH Mar 25/24

Dear City of Port Alberni,

CITY OF PORT ALBERNI

I hope this letter finds you well. I am writing to request the temporary closure of the Harbour Quay parking lot for the upcoming Port Day 2024 event scheduled to take place on June 22nd, 2024, from 9:00 AM to 12:00 PM on Centennial Pier.

Port Day is an annual community event aimed at celebrating the vibrant waterfront of Port Alberni and showcasing the importance of our port to the local economy. This year's event promises to be a memorable occasion with various activities planned, including a community fair, live entertainment, and family friendly games and activities.

To ensure the safety and success of Port Day, we kindly request the closure of the Harbour Quay parking lot from 7am to 1pm on June 22nd. This closure will facilitate the setup and takedown of booths and exhibits, as well as provide a safe environment for event attendees to enjoy the festivities. It will also serve as a backup location in case of inclement weather on Centennial Pier.

We are committed to minimizing any inconvenience caused by the road closure and will work closely with local partners to provide advance notice to residents and businesses in the area. We greatly appreciate your consideration of this request and are available to discuss any further details or requirements. Please feel free to contact me with any questions or concerns.

Thank you for your attention to this matter, and we look forward to your favorable response.

Sincerely,

C [REDACTED] Ferro



C [REDACTED] Ferro

Manager of Marketing, Communications and Public Relations
Port Alberni Port Authority

Office: [250-723-5312](tel:250-723-5312) x 223

Cell: [REDACTED]

Email: cferro@papa-appa.ca



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

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MAR 11 2024

CITY OF PORT ALBERNI

March 8, 2024

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

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
File # 0400-60-ACRD

☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other Fire
Rec'd Mar 25/24

Re: Union of BC Municipalities Community Emergency Preparedness Fund Grant Opportunity – Public Notification and Evacuation Route Planning Program grant opportunity

Dear Mayor and Council,

The Alberni-Clayoquot Regional District (ACRD) is pursuing a grant opportunity for the development of a crisis communication strategy. Funding is provided through the Union of BC Municipalities – Community Emergency Preparedness Program Fund (CEPF). The grants allow for collaboration with partners to submit one regional application, whereby each partner could apply for up to \$30,000. The grant covers 100% of the cost of eligible activities; therefore, no matching funds are required.

The Public Notification and Evacuation Route Planning grant provides funding to local governments and First Nations in BC to enhance resilience through the development of a public notification plan and communication strategy. A regional application, with support from other local governments and First Nations allows for an increased allocation of funding that will enable a comprehensive communication plan for the Alberni Valley, Bamfield and Electoral Areas. The Hupacasath First Nation and the Tseshaht First Nation are also invited to support this grant application.

The proposed project will include developing key, standardized, hazard-specific public messages and associated social media graphics to bolster communication. Creating pre-made messages and graphics will help expedite communication and deliver consistent, unified messages throughout our region. The plan will identify key contacts and outline the dissemination and sequence of information during an emergency. Further, the plan will develop pre-written templates for emergency declarations to ease and quicken the process, if ever the time should come that we need to deliver emergency orders or alerts.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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Communication is often recognized as a significant challenge during disasters, and the development of a crisis communication plan will improve efficiencies and effectiveness and reduce the likelihood of miscommunication. The plan will include strategies, plans and policies for public notification during an emergency, including the development of public notification and emergency alerting templates, pre-approved key messages and pre-established graphics.

Should you wish to partner in this application in support of this initiative, a council resolution is requested by April 24, 2024. In accordance with the grant program guidelines, specific wording is required for the resolution. The resolution must acknowledge that the City of Port Alberni provides approval for the ACRD to apply for, receive, and manage the grant funding on behalf of the regional service area, including the City of Port Alberni. The provided resolution should include the following wording:

THAT the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning Program, and authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

The CEPF grant will be submitted by the application deadline of April 26, 2024 and funding announcements are anticipated to be received in June. If you have any questions, I can be reached at 250.724.1356 or kfreethy@acrd.bc.ca.

Sincerely,



K. Freethy
Protective Services Manager



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

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MAR - 7 2024

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
File # 0400-60

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

RUM Mar 25/24

9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

March 7, 2024

Via email: premier@gov.bc.ca

CITY OF PORT ALBERNI

The Honourable David Eby, MLA
Premier of the Province of British Columbia

Delivered Via Email

Re: Support for Bill-34

Dear Premier,

The District of Hudson's Hope Council supports Bill-34 and the *Restricting Public Consumption of Illegal Substances Act*.

We believe that Bill-34 is a necessary step in addressing the ongoing crisis of drug addiction and overdose in our community. By restricting public consumption of illegal substances, we can create a safer and more welcoming environment for all residents, including children and families.

It is crucial that we continue to prioritize the health and safety of our community members and take action to address the harm caused by drug use in public spaces. We urge the Supreme Court to reconsider their decision and allow Bill-34 to be implemented so that we can better protect our community and prevent further harm.

The District of Hudson's Hope Council stands by its decision to support Bill-34 and will continue to advocate for the well-being of our residents. We are committed to creating a safe and thriving community for all and believe that restricting public consumption of illegal substances is an important step in achieving this goal.

Public spaces should be freely enjoyable by all community members and used for their intended purpose. While Council acknowledges that no person should feel compelled to engage in substance abuse alone and privately, but this should not come at the expense of degrading our public spaces.

Sincerely,
DISTRICT OF HUDSON'S HOPE



T. [Redacted] Quibell, Mayor

TQ/am

cc. B.C. Municipalities and Regional Districts
B. [Redacted] Zimmer, MP Prince George - Peace River - Northern Rockies
D. [Redacted] Davies, Peace River North



Our File: 0400-20-MOF

March 15, 2024

Ministry of Forests
PO Box 9049 Stn Prov Govt
Victoria, BC V8W 9E2
by email: FOR.Minister@gov.bc.ca

Attn: Honourable Bruce Ralston

Dear Minister Ralston

Re: Enhanced Provincial Support for the Port Alberni Mill

I am writing on behalf of the Municipality of Port Alberni to request enhanced provincial support for the Port Alberni paper mill and its workers represented by Unifor Locals 592 and 686. With the current challenges in the global paper market, we are increasingly concerned about the long-term future of this site, which is both our biggest employer and taxpayer in Port Alberni. To lose the paper mill would be devastating to residents who are directly and indirectly dependent on Paper Excellence for their employment, and to the Municipality, which annually receives \$4.9 million in property taxes from Paper Excellence, accounting for more than 15.57 per cent of the tax base.

This letter delves into specific operational aspects and policies impacting the mill's sustainability and productivity.

- **Coast Fibre Recovery Zone (FRZ) Maintenance:** We understand that the FRZ has helped increase the availability of logs by ensuring more comprehensive utilization of logs and reducing waste in the bush. This zone is crucial for supplying economical pulp logs to the mill. We urge the continuation and possibly the expansion of this zone to sustain and enhance these benefits.
- **Forest Enhancement Society of BC (FESBC) Funding:** The FESBC plays a pivotal role in facilitating the utilization of wood that would otherwise be uneconomical. The long-term commitment to FESBC funding would support continuity and expansion of projects to support this work.
- **Support for the Sawmill Sector:** The success of mills like Paper Excellence is closely linked to a robust sawmill sector. Issues such as the backlog of cutting permits, currently numbering around 700 provincially, and the performance of BC Timber Sales, are major concerns. These issues reduce the overall wood availability and impact the supply of residual chips, vital for the Port Alberni mill's operations. Prompt resolution of these issues is critical for maintaining a steady log flow.

- **Promotion of Commercial Thinning Practices:** Following insights from successful international models like Finland, we advocate for increased commercial thinning in BC. This practice not only enhances fibre production but also serves as an effective fire management tool, reducing wildfire risks. Implementing such practices will benefit both the industry and the communities.
- **Enhanced Support for the Wildfire Risk Reduction (WRR) Program:** While the WRR program has predominantly been focused on the interior regions, its applicability and expansion to coastal areas are becoming increasingly important due to longer, drier summers and heightened wildfire risks. The program's effectiveness in regions like the Kootenays, where it has aided in fireproofing communities and reducing wildfire intensity, should be a model for similar initiatives on the coast.

The combined impact of these specific areas of focus - the FRZ, FESBC funding, sawmill sector support, commercial thinning practices, and the WRR program - is vital for the continued success and sustainability of the Port Alberni mill and the high-paying unionized jobs that it provides in the municipality and the regional economy.

We appreciate the Ministry's attention to these matters and look forward to collaborative efforts involving the City of Port Alberni, Paper Excellence mill workers and the broader community towards innovative and sustainable forestry practices that align with provincial goals.

Thank you for considering our request for enhanced support.

Yours truly,
CITY OF PORT ALBERNI



Sharie Minions
Mayor

c: M. Fox, Chief Administrative Officer
D. Monteith, Director of Corporate Services
Mayor R. Douglas, Municipality of North Cowichan

J:\EFS\10100_0699 Administration\0400 Cooperation_Liaison\0400_20 British Columbia Government\MOF\2024_03_15_Minister Ralston_Port Alberni Mill.Docx

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MAR 15 2024

CITY OF PORT ALBERNI



☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other
File # 0400-60 **Rcm Mar 25/24**

March 15, 2024

Mayor Sharie Minions and Councillors

City of Port Alberni

4850 Argyle Street

Port Alberni BC V9Y 1V8

Dear Mayor Minions and Councillors:

RE: 2024 AVICC Resolution: Fail to Appear Charges in Policing Statistics

I am writing to bring to your attention a resolution that will be considered at the upcoming Association of Vancouver Island Coastal Communities Annual General Meeting and Convention, and to respectfully request your support when the resolution is presented.

As described in the attached backgrounder, Fail to Appear is a Criminal Code charge brought against an individual who fails to attend a scheduled court appearance. These charges do not impact police resources because they are simply an additional charge against the individual.

Despite having no impact on police workload, these charges are counted alongside all other Criminal Code charges attributed to municipalities with courthouses, regardless of where the original offence occurred. Particularly in smaller jurisdictions, this practice significantly inflates the policing statistics for communities with courthouses. In the case of the City of Duncan, 80% of the Fail to Appear charges attributed to our community originated from outside of our jurisdiction, representing a 23% increase in the City's total 2023 Criminal Code cases. This inflated number has a significant and corresponding impact on the requests for the number of officers, particularly when a community is transitioning past the 5,000 and 15,000 population thresholds.

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. We appreciate your consideration of the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, and respectfully request your support for our resolution to remove these charges from policing statistics.

Sincerely,



M [Redacted] Staples
Mayor

Encl. Backgrounder: Fail to Appear Charges

cc: Duncan City Council

CITY OF TOTEMS

200 Craig Street, Duncan, B.C. V9L 1W3 T: 250-746-6126 F: 250-746-6129 E: duncan@duncan.ca W: www.duncan.ca

REGULAR COUNCIL AGENDA - MARCH 25, 2024

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127

REQUEST

The City of Duncan respectfully requests delegates' support for our resolution requesting that the Province of British Columbia exclude Fail to Appear charges from the workload data of municipalities where courthouses are located:

WHEREAS 100% of Fail to Appear charges at provincial courthouses are assigned to the policing statistics of the municipality in which the courthouse is located, having a disproportionate impact on the policing costs assigned to small municipalities with courthouses that serve a much broader area outside their jurisdiction;

AND WHEREAS this inflates the Criminal Code case load for all municipalities with courthouses within their jurisdiction and results in an unfair burden to the taxpayers of those municipalities, especially considering that Fail to Appear cases have no effect on the workload of the local detachment;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia be urged to direct that Fail to Appear charges be excluded from the policing statistics of municipalities with courthouses.

BACKGROUND

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. BC local governments with a courthouse in their jurisdiction with populations over 5,000 will likely be aware of the impacts of these calculations on their policing costs.

Duncan is a small urban municipality (population 5,047) that serves a much larger population outside of its jurisdiction. The population surpassed 5,000 in the 2021 census, and is now required to pay 70 percent of RCMP policing costs, with the federal government paying the remaining 30 percent, in accordance with the *Policing Act*. Duncan has negotiated with the province to determine how many police officers will be included in the policing agreement, which the province based on the number of Criminal Code offences within the City's policing statistics as part of ensuring "adequate and effective" levels of policing and law enforcement. The province was very inflexible with this methodology.

Through these negotiations, Duncan learned that Fail to Appear charges, a Criminal Code charge brought against an individual who fails to attend a scheduled court appearance, for the Duncan Courthouse (Provincial Court) are attributed to the City's policing statistics, regardless of where the original offence occurred. However, prior to 2022, Fail to Appear charges were simply added to the originating Criminal Code offence, as only the most serious offence was counted for statistical purposes. Now these Fail to Appear charges are added as a new charge because they were created on a different date.

The inclusion of Fail to Appear charges has inflated the policing statistics and consequently the number of officers required for not only Duncan, but likely for other jurisdictions where courthouses are located; particularly when transitioning past the 5,000 and 15,000 population levels. Furthermore, these charges do not impact police resources because they are simply an additional charge against the individual.

DISCUSSION

In the City of Duncan context, the inclusion of the Fail to Appear charges equates to two additional officers to address these charges. In 2023, the City is allocated 100% of the 325 Fail to Appear charges, whereas only approximately 65 of these cases (20%) originated from within the City of Duncan, versus 260 of these cases (80%) originated from other jurisdictions. These Criminal Code cases originating from other jurisdictions inflated the City's 2023 Criminal Code cases from 1,152 to 1,412; this was an increase of 23%. This inflated number has a significant and corresponding impact on the number of required officers.

Our secondary concern, confirmed by multiple senior RCMP officials, is that Fail to Appear cases have no effect on the workload of the local detachment; they are simply an additional charge against the individual.

If Fail to Appear charges are not excluded from the policing statistics of municipalities with courthouses, they should at least be tracked separately like Criminal Code traffic offences, so that their impacts on local policing can be appropriately considered.

KEY BENEFIT

Our hope is that delegates will recognize the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, particularly on small municipalities that serve a much larger population outside of their boundaries. If these charges are eliminated from the policing statistics used to calculate the number of officers, the jurisdiction in which courthouses are located could see dramatic impact on the cost of policing. By supporting this resolution, delegates can ask Province to remove Fail to Appear charges from the policing workload calculations of jurisdictions with courthouses for a fairer distribution of costs.

Contact: Mayor M [REDACTED] Staples | Phone: [REDACTED] | Email: mayorstaples@duncan.ca

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MAR 14 2024

CITY OF PORT ALBERNI

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

RCM MAR. 25/24
File # 5500-01

From:

Sent: March 14, 2024 2:05 PM

To: Corporate Services Department <corp_serv@portalberni.ca>

Cc: Sharie Minions <sharie_minions@portalberni.ca>; Mike Fox <mike_fox@portalberni.ca>

Subject: Letter to Council

From the previous Council Meeting, I note that the Ministry of Transportation and Infrastructure has plans to upgrade the safety of Lower Johnston Street from the railroad crossing to Victoria Quay. These "Intersection Bump Outs" will improve cross walk safety, slow the traffic and improve lane directions. This is excellent news for Port Alberni.

With this construction, it would be very timely for the City, in cooperation with the Ministry and the utility companies, to remove all the wooden utility poles and overhead utility wires placing the wires underground. This upgrade will modernize the area, be more attractive to residents and tourists and show strong support for the business on Johnston Road.

City funding seems to be a natural for the Growing Communities Fund.

Thus, once again, I urge Council to cancel phase three of the Quay to Quay Pathway project which connects Roger Street to the Somass lands gate at Dunbar Street. Return the allocated 1.253 Million Dollars to the Growing Communities Fund and allocate these dollars to a higher priority use of the Fund to utility improvements on lower Johnston Road.

B Kanngiesser

Councillor Report

For March 25, 2024

Councillor Debbie Haggard

February 21, 2024 – Alberni Clayoquot Health Network – Highlights include:

- Annual funding confirmed for ACHN
- Orientation meetings held for new members
- ACHN workshopped statement reviewed:
 - Mission, Vision & Values

February 21, 2024 – There was a meeting held with the members of the **Port Alberni Port Authority Board and City Council**. PAPA highlighted their upcoming national conference that is going to be held in Port Alberni in September.

February 24, 2024 – Sage Haven held their annual fundraiser; **Coldest Night of the Year** walk. Councillor Dame and his family, along with CAO Fox and his wife and I participated. The walk was a huge success surpassing their fundraising goal.

February 25, 2024 – Mayor Minions and I attended the **Celebration of Life** for our friend and former colleague, **Helen Poon**. She was Port Alberni's biggest promoter, inviting many of her friends from the city of Vancouver and beyond to come and visit. She was very proud of her new home and the positive changes that she helped to make in our community.

February 28, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Presentation from Port Alberni Air Quality Council regarding current activities and plans, including Airshed Management Plan.
- Presentation from HCMA regarding an update on the Aquatics Feasibility Study. An Alberni Valley Aquatic Centre design with estimates and will include the following:
 - Leisure Pool: 260-square metre wave pool
 - Lap Pool: 25-metre, six lane lap pool
 - Additional Features: Hot Tub, Slide, Fitness Centre, Multi-Purpose Room, Sauna, Steam Room

March 1, 2024 – I attended the **Alberni Valley Chamber of Commerce Breakfast meeting**. Mayor Minions gave a State of the City "address" and provided insights and updates on the city's progress and future plans.

March 1, 2024 – Councillor Solda and I attended the grand opening of the **Chims Motel**, which features accommodation solutions aimed at meeting the increased tourism demand showcasing innovative space utilization through the Tiny Home concept.

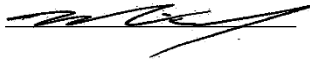
March 5, 2024 – I met with the **Coordinator of the Community Action Team**. We discussed possible changes to meeting agendas and the initial planning of the International Overdose Awareness Day event.

March 6, 2024 – I attended the **Uchucklesaht Celebration** which recognized the 10 years as a voting member at the Alberni Clayoquot Regional District Board of Directors.

March 13, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Presentation from the Port Alberni Victim Services Society regarding their grant-in-aid application.
- The Board of Directors supported the application to the BC Liquor Cannabis Regulation Branch for a structural change to the Sproat Lake Landing Liquor Primary License to expand the licensing to the lakefront outdoor area to allow for an additional site capacity for 200 persons.

Date: March 18, 2024
File No: 2240-20-WCSTA
To: Mayor & Council
From: M. Fox, CAO
Subject: **Three-Stream Waste Collection Service | Contract Renewal**

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

THAT Council authorize the Mayor and Corporate Officer to renew the “3-Stream Waste Collection Service Agreement” with the Alberni-Clayoquot Regional District for the handling and shipping of recyclable materials, related to the City’s curbside collecting of recyclable materials within the City until December 31, 2026.

PURPOSE

To seek Council direction for a renewal of the agreement with the Alberni-Clayoquot Regional District [ACRD] for the consolidation and transportation of curbside recycling materials within the City boundary.

BACKGROUND

Beginning in September 2021, the City began to collect recyclable materials at curbside under an agreement with ACRD. Collection of recyclable post consumer waste in BC is managed and funded through Recycle BC. The City undertook this new work as part of the new three-stream waste collection service. On January 1, 2022 the City entered into a contract directly with Recycle BC for this work. The City’s solid waste trucks take recycling material [and all other solid waste] directly to the Alberni Valley Landfill [Landfill]. The ACRD provides educational services to residents within the City, as well as provide services for the consolidation and transport of the recyclable material to its designated receiving facility in Parksville.

ALTERNATIVES/OPTIONS

1. Council authorize the Mayor and Corporate Officer to renew the “3-Stream Waste Collection Service Agreement” with the Alberni-Clayoquot Regional District for the handling and shipping of recyclable materials, related to the City’s curbside collecting of recyclable materials within the City until December 31, 2026.
2. Council request more information and/or that any potential amendments to the agreement be brought before Council prior to execution of a revised agreement.
3. Council direct that the amendments not be executed.

ANALYSIS

Recycle BC provides funding incentives for 6,737 eligible households within the City of Port Alberni resulting in a monthly incentive payment of \$22,047 for operational costs, \$2,063 for the administration of the recycling

service, and \$442 for educational services. The ACRD consolidates and transports recycling to Parksville and costs the City. The material handling at the Landfill has taken more effort by the contractor and process improvements are being considered. In the mean time, the ACRD is providing the City a process fee monthly that is charged by the contractor to consolidate the recycling materials. The alternative would have each solid waste truck travel to Parksville to drop off recycling materials. The cost of this agreement is estimated to be \$65,000 per year.

IMPLICATIONS

The City's three-stream solid waste collection program is designed to be the lowest possible cost to users, and provides the lowest environmental impact of all options considered for residential collection within the City. The waste diversion actions of the City have provided a significant increase in the useful life of the Landfill. Funding for this work is in the Financial Plan and covered by fees for service.

COMMUNICATIONS

None required.

BYLAWS/PLANS/POLICIES

n/a

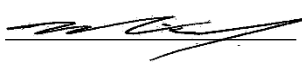
SUMMARY

- The City provides services within the Recycle BC program to collect residential curbside recycling.
- A three-stream waste collection system began in September 2021 at which time the City assumed recycling collection for City residents.
- The ACRD provides educational services to residents within the City boundary as well as provide services for the consolidation and transport of the recyclable material to its designated receiving facility in Parksville.
- The City entered into a direct contract with Recycle BC starting January 1, 2022.
- The three-stream system selected was the lowest cost and the lowest environmental impact option for residential collection within the City.

ATTACHMENTS/REFERENCE MATERIALS

- Not applicable

Date: March 20, 2024
File No: 0570-01
To: Mayor & Council
From: M. Fox, CAO
Subject: Appointment of Corporate Officer

Prepared by: D. MONTEITH DIRECTOR OF CORPORATE SERVICES	Supervisor: M. FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council appoint Sara Darling, Deputy Director of Corporate Services, as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Darling in accordance with s.148 of the Community Charter effective April 5, 2024.

PURPOSE

For Council to assign the responsibilities of corporate administration to a municipal officer in accordance with the [Community Charter, s. 148](#).

BACKGROUND

The City's current Corporate Officer, Donna Monteith, Interim Director of Corporate Services, has resigned, with her last day of work being April 5, 2024. Ms. Monteith's position is term position covering a maternity leave for the permanent Corporate Officer, Danielle Leurebourg. Ms. Leurebourg is expected to return to work in mid May. The City is required to have a Corporate Officer, and thus, it is recommended that the current Deputy Director of Corporate Services, Sara Darling, be appointed in the interim.

ALTERNATIVES/OPTIONS

The City's options are limited as municipalities are required to appoint a Corporate Officer. Although Council could choose a different Corporate Officer in the interim, staff recommend the current Deputy Director of Corporate Services, Sara Darling, for this role.

ANALYSIS

The *Community Charter* requires assignment of the responsibility of corporate administration which includes a number of powers, duties, and functions as outlined in s.148. This is a key position in the City's management team. Staff are requesting that Ms. Darling be appointed as Corporate Officer until Ms. Leurebourg returns to work, expected mid May 2024.

IMPLICATIONS

N/A

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

A resolution of Council is required to appoint Sara Darling, Deputy Director of Corporate Services, as Corporate Officer effective April 5, 2024.

ATTACHMENTS/REFERENCE MATERIALS

- [Community Charter, s.148](#)

“Corporate officer

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

- (a)ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b)ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c)administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d)certifying copies of bylaws and other documents, as required or requested;
- (e)accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f)keeping the corporate seal, if any, and having it affixed to documents as required”

c: M. Fox, CAO
S. Darling, Deputy Director of Corporate Services