

AGENDA - REGULAR MEETING OF COUNCIL Monday, April 22, 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 <u>portalberni.ca</u> or contact Corporate Services at 250.723.2146 or by email <u>corp_serv@portalberni.ca</u>

Watch the meeting live at <u>www.portalberni.ca</u>

Register to participate via webinar at: <u>https://portalberni.ca/council-agendas-minutes</u>

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 [cišaa?ath] 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 7

1. Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on April 8, 2024, and Special meetings held at 4:00 pm and 4:30 pm on April 15, 2024 be adopted, as presented.

C. <u>DELEGATIONS</u>

1. MNP Chartered Accountants | 2023 Financial Statements - Page 14

Cory Vanderhorst, CPA, CA to present the draft Audited Financial Statements (for discussion purposes) for the year 2023.

THAT the Auditor's Report and the 2023 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. Western Vancouver Island Industrial Heritage Commission | Railway Operations Update | Recommendations from the April 15th Committee of the Whole THAT Council direct staff to enter into a one-year agreement with the Western

Vancouver Island Industrial Heritage Society to operate the Alberni Pacific Railway and amend the City's 2024 - 2028 Five Year Financial Plan to include \$113,935 in the capital budget and \$60,000 in the operating budget.

Staff Report | Committee of the Whole Meeting, April 15, 2024 - Pg. 10

2. Welcome to Port Alberni Sign - Page 53

Report dated April 15, 2024 from the Project Manager requesting Council consideration for a slightly modified Welcome Sign.

That Council for the City of Port Alberni approve a slightly modified Welcome to Port Alberni sign and its installation at the Visitor Information Centre (pending approval of the Alberni Valley Chamber of Commerce Board) as per the staff report dated April 11, 2024 to be completed within the allocated Financial Plan amount of \$23,194.

E. <u>STAFF REPORTS</u>

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 April 22, 2024, be received and the cheques numbered _____ to ____ inclusive, in payment of accounts totalling \$_____, be approved.

2. Broombusters Community Event - Page 71

Event proposal for a community-wide Broombusting event on Saturday May 4th from 10:00 am to 12:00 pm at Echo Centre as directed by Council at its February 12th Regular meeting.

F. <u>BYLAWS</u>

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. Tax Rates Bylaw - Page 72

THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5104.

Staff Report | Special Council Meeting, April 15, 2024

2. Zoning Bylaw Amendment | 5350 Margaret Street - Page 75

Report dated April 15, 2024 from the Planner I requesting Council consideration for three readings of the proposed bylaw.

- a. THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be now introduced and read a first time.
- b. THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a second time.
- c. THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a third time.

G. <u>CORRESPONDENCE FOR ACTION</u>

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. **Riders of Alberni Valley | Support for a Land Use Agreement** - Page 90 Letter dated March 27, 2024 from Riders of Alberni Valley requesting Council support for application to the Province of British Columbia for a land use agreement.

THAT Council direct staff to prepare a letter to the Province on behalf of Riders of Alberni Valley in support of their application for a land use agreement to maintain and possibly build multi-use trails on Crown Land throughout the Maquinna trail system.

2. The Rotary Club of Port Alberni | Colour Fest - Page 92

Letter dated April 9, 2024 from The Rotary Club of Port Alberni requesting use of Blair Park/Kitsuksis Dyke Trail.

THAT Council authorize The Rotary Club of Port Alberni use of Blair Park/Kitsuksis Dyke Trail on Saturday, July 20, 2024 from 10:00 am to 3:00 pm for the purpose of a "Colour Fest" fundraiser event of which proceeds will be used to support local youth groups subject to the following conditions:

- signed agreement with the Parks, Recreation and Culture department;
- consultation with all affected businesses/residents;
- provision of standard liability insurance in the amount of \$5M [minimum].

3. ADSS 2024 Parent Prom Committee | Use of City Streets - Page 95

Letter dated April 12, 2024 from the Parent Committee Parade Chair requesting access to City streets for the ADSS graduating class of 2024.

THAT Council authorize the ADSS 2024 Parent Prom Committee access to City streets on Saturday, June 22, 2024 from 5:00 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. to Roger St., ending at the Athletic Hall [3727 Roger St] subject to:

- the notification of emergency services and BC Transit;
- consultation with all affected businesses/residents;
- implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control Personnel as required;
- provision of standard liability insurance in the amount of \$5M [minimum].

H. PROCLAMATIONS

1. Vancouver Island Economic Alliance | Island Good Days - Page 97

Email dated March 28, 2024 from Vancouver Island Economic Alliance requesting a proclamation.

THAT Council on behalf of Vancouver Island Economic Alliance, proclaim the week of June 3-9, 2024 as 'Island Good Days' in Port Alberni.

2. United Steelworkers, Local 1-1937 | Day of Mourning - Page 98 Letter dated March 28, 2024 from United Steelworkers, Local 1-1937 requesting a

Letter dated March 28, 2024 from United Steelworkers, Local 1-1937 request proclamation.

THAT Council on behalf of United Steelworkers, Local 1-1937, proclaim April 28, 2024 as 'Day of Mourning' in Port Alberni and that the National Day of Mourning Flag be flown at City Hall at half-mast on April 28th and throughout the following week in respect of those who have died on the job.

3. Falun Dafa Association of Vancouver | Falun Dafa Day - Page 99

Email dated April 9, 2024 from the Falun Dafa Association of Vancouver requesting a proclamation.

THAT Council on behalf of Falun Dafa Association of Vancouver, proclaim May 13, 2024 as 'Falun Dafa Day' in Port Alberni.

4. **MS Canada | MS Awareness Month** - Page 104 Email dated April 13, 2024 from MS Canada Ambassador Executive requesting a proclamation.

THAT Council on behalf of MS Canada, proclaim the month of May 2024 as "MS Awareness Month" in Port Alberni and authorize that the MS flag be flown at City Hall the week of May 6th in recognition.

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 109
 - a. Ministry of Transportation and Infrastructure | Response to City Letter dated February 15th Re: Log Train Trail
 - b. Ministry of Environment and Climate Change Strategy | Response to City Letter dated March 13th Re: Amendment of the Air Discharge Permit for Catalyst Paper
 - c. Ministry of Environment and Climate Change Strategy | Public Interest Bonding Strategy
 - d. Ministry of Housing | Bill 16 Pro-Active Zoning Framework
 - e. Ministry of Housing | Small-Scale Multi-Unit Housing Legislation
 - f. BC Ferries | Invitation to Charting the Course Workshop
 - g. Office of the Ombudsperson | Quarterly Report: October 1 December 31, 2023
 - h. Ministry of Forests | Response to City Letter dated March 15, 2024 Re: Enhanced Provincial Support for Port Alberni Paper Mill
 - i. Alberni-Clayoquot Regional District | Highlights of the Board of Directors Meetings Feb/Mar 2024
 - j. Aldred Restaurants | Invitation to McHappy Day® event on May 8th
 - k. Alberni-Clayoquot Regional District | March 5, 2024 Minutes of the Accessibility Committee
 - I. Alberni Valley Museum and Heritage Commission Minutes | March 6, 2024
 - m. Traffic Advisory Committee Minutes | July 19, 2023 & January 17, 2024

J. <u>REPORT FROM IN-CAMERA</u>

- Office of the Information & Privacy Commissioner for British Columbia Page 153 Council releases for public consumption the Office of the Information & Privacy Commissioner for British Columbia Order F24-23, and related redacted documents regarding an information request for records.
- 2. Community Action Initiative | Community Action Team Grants 2024 -Notice of Termination of Contribution Agreement

Council releases for public consumption notice of termination for the contribution agreement between the City of Port Alberni and the Canadian Mental Health Association BC Division | Community Action Initiative and further, that unspent funds be returned to same.

K. <u>COUNCIL REPORTS</u>

1. Council and Regional District Reports - Page 197

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

L. <u>NEW BUSINESS</u>

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. Policy | Release of In-Camera Resolutions | Recommendation from the April 15th Committee of the Whole

THAT Council approve Policy No. 3002-6 | Release of In-Camera Resolutions.

Staff Report | Committee of the Whole Meeting, April 15, 2024 - Pg. 162

2. Official Community Plan Update | Recommendation from the April 15th Committee of the Whole

THAT Council support the Official Community Plan Growth and Climate Action 'What We Heard' report as presented, and further, that Council support the Alternative Growth Scenario and GHG Reduction Targets as per the staff report dated April 15, 2024.

Staff Report | Committee of the Whole Meeting, April 15, 2024 - Pg. 167

3. BC Transit Annual Operating Agreement | 2024-25 - Page 201

Report dated April 11, 2024 from the Director of Finance requesting Council authorization to execute the BC Transit Annual Operating Agreement.

THAT the Mayor and Corporate Officer be authorized to execute the BC Transit | 2024 – 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to the staff report dated April 11, 2024 and in effect from April 1, 2024 to March 31, 2025.

4. Asset Retirement Obligations - Page 214

Report from the Director of Finance providing a summary for the period ending December 31, 2023.

THAT the Asset Retirement Obligations for the period ending December 31, 2023 be received as outlined in the staff report dated April 17, 2024.

M. <u>QUESTION PERIOD</u>

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. <u>ADJOURNMENT</u>

That the meeting adjourn at PM.

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL MONDAY, April 8, 2024 @ 11:30 AM City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

- PRESENT:
 Mayor S. Minions (Electronic Participation)

 Councillor D. Dame
 Councillor J. Douglas

 Councillor D. Haggard (Chair)
 Councillor C. Mealey

 Councillor C. Solda
 Councillor T. Patola
- Staff: M. Fox, Chief Administrative Officer S. Smith, Director of Development Services | Deputy CAO A. McGifford, Director of Finance S. Darling, Director of Corporate Services

Call to order: @ 11:31 a.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)(c)	labour relations or other employee relations;
Section 90 (1)(e)	the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
Section 90(1) (g)	litigation or potential litigation affecting the municipality;
Section 90 (1)(j)	information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the <i>Freedom of Information and Protection of Privacy Act</i> .

CARRIED

The meeting was adjourned at 1:58 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL Monday, April 8, 2024 @ 2:00 PM In the City Hall Council Chambers & Via Video-Conference 4850 Argyle Street, Port Alberni, BC

Present:	Mayor S. Minions [Electronic Participation] Councillor D. Dame Councillor J. Douglas Councillor D. Haggard [Chair] Councillor C. Mealey Councillor C. Solda Councillor T. Patola
Staff:	 M. Fox, Chief Administrative Officer A. McGifford, Director of Finance K. Orchiston, Manager of Asset Management Initiatives S. Darling, Director of Corporate Services Recording Secretary F. Guevarra, PC Support

Gallery: 3 & 1 Electronically

A. <u>CALL TO ORDER & APPROVAL OF THE AGENDA</u>

The meeting was called to order at 2:01 PM.

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

B. <u>ADOPTION OF MINUTES</u>

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 4:20 pm and Regular Council meeting held at 2:00 pm on March 25, 2024 be adopted, as presented. **CARRIED**

C. <u>DELEGATIONS</u>

1. Introduction | Manager of Asset Management Initiatives

Andrew McGifford, Director of Finance introduced Keith Orchiston, Manager of Asset Management Initiatives.

D. UNFINISHED BUSINESS

1. Five Year Financial Plan Q&A Summary

The Director of Finance presented a summary of questions and responses as it relates to the 2024-2028 Financial Planning process.

E. <u>STAFF REPORTS</u>

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated April 8, 2024, be received and the cheques numbered 154641 to 154703 inclusive, in payment of accounts totalling \$850,367.14, be approved. CARRIED | Res. No. 24-160

F. <u>BYLAWS</u>

1. 2024-2028 Financial Plan | Adoption

MOVED AND SECONDED, THAT "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5097.

CARRIED | Res. No. 24-161

2. Tax Rates Bylaw

MOVED AND SECONDED, THAT consideration of "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be deferred to a Special meeting of Council April 15, 2024 in order to permit additional information to be presented to Council regarding historical allocation of tax rate shares across the classes.

CARRIED | Res. No. 24-162

G. <u>CORRESPONDENCE FOR ACTION</u>

 Loaves and Fishes Community Food Bank Society | Support for Warehouse Project MOVED AND SECONDED, THAT Council direct staff to prepare a letter to the Minister of Housing, Infrastructure and Communities on behalf of the Loaves and Fishes Community Food Bank Society in support of their funding request to construct the new 25,000 sq.ft. warehouse in Nanaimo, BC. CARRIED | Res. No. 24-163

H. <u>PROCLAMATIONS</u>

1. Fondation Émergence | International Day Against Homophobia and Transphobia MOVED AND SECONDED, THAT Council on behalf of Fondation Émergence, proclaim May 17, 2024 as 'International Day Against Homophobia and Transphobia' in Port Alberni.

CARRIED | Res. No. 24-164

Walk for Values | Human Values Day MOVED AND SECONDED, THAT Council on behalf of Walk for Values, proclaim April 24, 2024 as 'Human Values Day' in Port Alberni. CARRIED | Res. No. 24-165

I. CORRESPONDENCE FOR INFORMATION

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

- a. Alberni-Clayoquot Regional District |Food Security Emergency Planning Grant Award & Emergency Support Services Grant Award
- b. The Alberni Project Society and HMCS Alberni Museum and Memorial | Invitation to the 80th Anniversary of the Sinking of HMCS Alberni Ceremony and Exhibit August 21, 2024
- c. Ministry of Agriculture and Food | Invitation to a Presentation on Land Use Planning for Agriculture
- d. Association of Vancouver Island & Coastal Communities | United Way BC 2024-2025 Community Investment Grants

- e. Town of Osoyoos | Support for Legislative Changes Personal and Defamatory Attacks on Municipal Leaders
- f. PRIMECorp | 2024-2025 Budget
- g. Municipal Pension Retirees' Association | Support for Council Seniors Advocacy Resolution

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

J. <u>REPORT FROM IN-CAMERA</u>

K. <u>COUNCIL REPORTS</u>

Council offered condolences to the family on the recent passing of Jack Payne, former R.C.M.P Officer and City Bylaw Enforcement Officer.

L. <u>NEW BUSINESS</u>

1. Island Health Community Wellness 2024 Grant Application

MOVED AND SECONDED, THAT Council authorize staff to apply for, receive, and manage grant funding for the April 12, 2024 intake of the Island Health 'Community Wellness Grant Program' for \$50,000 to develop a Community Well-Being and Safety Strategy for the Continuum of Care of safety, security and social services in Port Alberni;

AND FURTHER, THAT Council authorize staff to engage a consultant to develop the strategy upon the grant application being successful. **CARRIED | Res. No. 24-166**

M. QUESTION PERIOD

N. Anderson

Inquired about the Walk for Values organization, the letter of support from Town of Osoyoos regarding personal and defamatory attacks on municipal leaders, and sought additional information on the resolution regarding Seniors Advocacy.

B. Kanngiesser

Inquired regarding the financial plan, taxation rates, service levels, and Council consideration to halt construction of the Quay to Quay Pathway.

N. <u>ADJOURNMENT</u>

MOVED AND SECONDED, THAT the meeting adjourn at 3:11 p.m. CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL MONDAY, April 15, 2024 @ 4:00 PM City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

- **PRESENT:**Mayor S. Minions (Electronic Participation)
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard (Chair)
Councillor C. Solda
- Regrets: Councillor C. Mealey Councillor T. Patola
- Staff: M. Fox, Chief Administrative Officer
 S. Smith, Director of Development Services | Deputy CAO
 A. McGifford, Director of Finance
 S. Darling, Director of Corporate Services

Call to order: @ 4:00 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)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.

CARRIED

The meeting was adjourned at 4:10 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE SPECIAL MEETING OF COUNCIL Monday, April 15, 2024 @ 4:30 PM In the City Hall Council Chambers & Via Video-Conference 4850 Argyle Street, Port Alberni, BC

Present:	Mayor S. Minions [Electronically] Councillor D. Dame Councillor J. Douglas Councillor D. Haggard [Chair] Councillor C. Solda
Regrets:	Councillor C. Mealey Councillor T. Patola
Staff:	M. Fox, Chief Administrative Officer A. McGifford, Director of Finance S. Darling, Director of Corporate Services Recording Secretary J. Pelech, Manager of Information Services
Gallery:	0

Gallery:

Α. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 4:30 PM.

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

В. **BYLAWS**

Mayor Minions left the meeting at 4:32 pm.

1. **Tax Rates Bylaw**

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be now introduced and read for a first time. CARRIED | Res. No. 24-167

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be read a second time.

CARRIED | Res. No. 24-168

MOVED AND SECONDED, THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be read a third time. CARRIED | Res. No. 24-169

С. **QUESTION PERIOD**

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Page | **2**

D. <u>ADJOURNMENT</u> MOVED AND SECONDED THAT the me

MOVED AND SECONDED, THAT the meeting adjourn at 4:34 p.m. CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



Consolidated Financial Statements of

CITY OF PORT ALBERNI

Year Ended December 31, 2023

To Mayor and Council of the City of Port Alberni:

Qualified Opinion

We have audited the consolidated financial statements of the City of Port Alberni (the "City"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations and accumulated operating surplus, changes in net financial assets (net debt) and cash flows and related schedules 1 to 4 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2023, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

As at December 31, 2023, the City has recorded an asset retirement obligation of \$40,308,426 for remediation costs related to sewage lagoons. We were unable to obtain sufficient appropriate audit evidence for this amount. Consequently, we were not able to determine whether any adjustments would be necessary to asset retirement obligation liabilities, tangible capital assets, amortization and accretion expenses, annual surplus, accumulated surplus or change in net financial assets (net debt) for the year ended December 31, 2023.

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

Other Matter

Our audit was performed for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information, including schedules 5 to 11, have been presented for purposes of additional analysis. We do not express an audit opinion on schedules 5 to 11 because our examination did not extend to the detailed information therein.

Other Information

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

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

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

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

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

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

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

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

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

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

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

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

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

Nanaimo, British Columbia

April 22, 2024

LLP

Chartered Professional Accountants

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CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF FINANCIAL POSITION As at December 31, 2023

	2023	2022
-		
FINANCIAL ASSETS	4 007 047 0	0 4 4 4 0 4
Cash and cash equivalents \$, , - , - , - , - , - , - , - , - ,	8,111,91
Investments (Note 3)	34,263,623	22,403,77
Accounts receivable (Note 4)	9,933,228	6,529,33
Inventory for resale	50,570	48,06
Investment in government business enterprise (Note 5)	2,404,599	2,741,21
	48,459,037	39,834,29
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 6)	9,792,923	11,708,09
Deferred revenue (Note 9)	7,155,985	6,927,51
Refundable deposits	1,970,988	1,250,75
Long-term debt (Note 11, Schedule 3)	21,003,293	12,999,83
Asset Retirement Obligations (Note 12)	42,617,953	
	82,541,142	32,886,19
NET FINANCIAL ASSETS (NET DEBT)	(34,082,105)	6,948,09
Commitments and Contingencies (Note 18)		
NON-FINANCIAL ASSETS		
Inventory of supplies	883,822	648,29
Prepaid expenses	297,956	237,27
Tangible capital assets (Note 15, Schedule 1)	200,747,291	152,396,48
- 6	201,929,069	153,282,05
ACCUMULATED SURPLUS (NOTE 16)	5 167,846,964 \$	160,230,14
proved on behalf of the City		
ndrew McGifford		
irector of Finance		

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

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CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF OPERATIONS For the Year Ended December 31, 2023

		20	
	Budget (Note 19)	2023	2022
REVENUE			
Taxation (Schedule 4)	\$ 28,792,070	\$ 27,873,962 \$	25,801,595
Sale of services	11,217,673	13,889,841	12,702,238
Other revenue from own sources	1,498,057	1,261,637	1,325,297
Investment income	450,000	1,782,059	623,066
Grants and transfers (Note 17)	6,069,314	14,346,216	3,989,808
Loss on disposal of tangible capital assets	<u>()</u>	(96,709)	(121,662)
(Loss) income from investment in government business (Note 5)	-	(36,615)	1,840,840
	48,027,114	59,020,391	46,161,182
EXPENSES			
General government services	\$ 5,764,459	\$ 4,722,610 \$	4,851,527
Protective services	13,686,838	15,073,926	13,741,231
Transportation services	4,930,933	8,012,334	6,589,824
Environmental health services	1,423,933	1,337,703	1,419,095
Environmental and economic development	1,970,286	1,589,825	1,910,139
Recreation and cultural services	8,024,239	9,167,954	7,910,256
Water utility	1,937,328	2,843,718	2,927,816
Sewer utility	1,673,974	8,655,501	3,165,384
Other	-	-	1,573
	39,411,990	51,403,571	42,516,845
ANNUAL SURPLUS	8,615,124	7,616,820	3,644,337
Accumulated surplus, beginning of year	160,230,144	160,230,144	156,585,809
ACCUMULATED SURPLUS - END OF YEAR	\$ 168,845,268	\$ 167,846,964 \$	160,230,144

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

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CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (NET DEBT) As at December 31, 2023

Adget 19) ,615,124 \$,572,386) - - - - - - - - - - - - -	2023 7,616,820 \$ (16,432,538) 9,082,957 1,520,017 96,709 - (42,617,953) (40,733,988) (883,822) (297,956) 648,291 237,277 (296,210) (41,030,198)	2022 3,644,334 (14,443,697) 5,615,586 121,662 138,000 (4,924,115) (648,291) (237,277) 518,079 139,176 (228,313) (5,152,428)
,572,386) - - - - - - - - - - - - - - - - - - -	(16,432,538) 9,082,957 1,520,017 96,709 - (42,617,953) (40,733,988) (883,822) (297,956) 648,291 237,277 (296,210)	(14,443,697) 5,615,586 - 121,662 138,000 - (4,924,115) (648,291) (237,277) 518,079 139,176 (228,313)
957,262) - - - - - - - - - - - - - - - - -	9,082,957 1,520,017 96,709 - (42,617,953) (40,733,988) (883,822) (297,956) 648,291 237,277 (296,210)	5,615,586 - 121,662 138,000 - (4,924,115) (648,291) (237,277) 518,079 139,176 (228,313)
- - - - -	1,520,017 96,709 - (42,617,953) (40,733,988) (883,822) (297,956) 648,291 237,277 (296,210)	- 121,662 138,000 - (4,924,115) (648,291) (237,277) 518,079 139,176 (228,313)
- - - - -	96,709 - (42,617,953) (40,733,988) (883,822) (297,956) 648,291 237,277 (296,210)	138,000 - (4,924,115) (648,291) (237,277) 518,079 139,176 (228,313)
- - - - -	- (42,617,953) (40,733,988) (883,822) (297,956) 648,291 237,277 (296,210)	138,000 - (4,924,115) (648,291) (237,277) 518,079 139,176 (228,313)
- - - - -	(40,733,988) (883,822) (297,956) 648,291 237,277 (296,210)	- (4,924,115) (648,291) (237,277) 518,079 139,176 (228,313)
- - - - -	(40,733,988) (883,822) (297,956) 648,291 237,277 (296,210)	(648,291) (237,277) 518,079 139,176 (228,313)
- - - - -	(883,822) (297,956) 648,291 237,277 (296,210)	(648,291) (237,277) 518,079 139,176 (228,313)
- - - - - - - - - 	(297,956) 648,291 237,277 (296,210)	(237,277) 518,079 139,176 (228,313)
- - - - ,957,262)	(297,956) 648,291 237,277 (296,210)	(237,277) 518,079 139,176 (228,313)
- - - ,957,262)	648,291 237,277 (296,210)	518,079 139,176 (228,313)
- - ,957,262)	237,277 (296,210)	139,176 (228,313)
- - ,957,262)	(296,210)	(228,313)
- ,957,262)		
,957,262)	(41 030 198)	(5.152.428)
	(11,000,100)	(-,,,
,948,091	6,948,091	12,100,520
,009,171) \$	(34,082,105) \$	6,948,091
		948,091 6,948,091 009,171) \$ (34,082,105) \$

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

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CITY OF PORT ALBERNI CONSOLIDATED STATEMENT OF CASH FLOWS As at December 31, 2023

		2023	2022
Cash provided by (used in):		\bigcirc	
OPERATING ACTIVITIES		\smile	
Annual surplus	\$	7,616,820 \$	3,644,337
Non-cash items			
Amortization	,	9,082,958	5,615,586
Accretion	$\widehat{}$	1,520,017	-
Gain on disposal of tangible capital assets	9	96,709	121,662
Income (loss) from investment in government business enterprise		36,615	(1,840,840
Actuarial adjustment		(132,296)	(115,769
Inventory of supplies		(235,531)	(130,212
Prepaid expenses		(60,679)	(98,102
Changes in working capital balances Accounts receivable		(3,403,897)	(183,015
Inventory for resale		(2,506)	20,895
Accounts payable and accrued liabilities		(1,915,172)	3,251,420
Deferred revenue		228,471	1,440,040
Refundable deposits		720,236	198,549
		13,551,745	11,924,551
CAPITAL ACTIVITIES			,02.,001
Acquisition of tangible capital assets	(16,432,538)	(14,443,697
Proceeds from sale of tangible capital assets		-	138,000
	(16,432,538)	(14,305,697
Dividend from government business enterprise		300,000	300,000
Change in Investments	(11,859,852)	(2,163,205
	(11,559,852)	(1,863,205
FINANCING ACTIVITIES			
Repayment of long-term debt		(364,249)	(364,250
Proceeds from long-term debt		8,500,000	-
n		8,135,751	(364,250
DECREASE IN CASH AND CASH EQUIVALENTS		(6,304,894)	(4,608,601
Cash and Cash Equivalents - Begining of Year		8,111,910	12,720,513
CASH AND CASH EQUIVALENTS END OF YEAR	\$	1,807,017 \$	8,111,910
	<u> </u>		

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

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1. Significant Accounting Policies

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

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

a) Reporting entity

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

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

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

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

b) Basis of presentation

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

General Revenue Fund

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

Capital Funds

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

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1. Significant Accounting Policies (continued)

Basis of presentation (continued)

Reserve Funds

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

Water and Sewer Funds

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

c) Basis of accounting

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

d) Revenue recognition

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

e) Government transfers

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

f) Deferred revenue

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

1. Significant Accounting Policies (continued)

Deferred revenue (continued)



external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

g) Investment income

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

h) Financial Instruments

The City recognizes its financial instruments when the City becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value. At initial recognition, the City may irrevocably elect to subsequently measure any financial instrument at fair value. The City has not made such an election during the year.

The City subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. The City has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses).

Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method. Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus . Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost.

i) Cash equivalents

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

j) Debt

Debt is recorded net of principal repayments and actuarial adjustments.

k) Employee future benefits

The City and its employees participate in a Municipal Pension Plan. The Plan is a multi-employer contributory

1. Significant Accounting Policies (continued)

Employee future benefits (continued)

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

I) Non-financial assets

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

m) Use of estimates

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

n) Refundable deposits

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

o) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the City is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2023.

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

1. Significant Accounting Policies (continued)

p) Inventory of Supplies

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

q) Reserve accounts

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

r) Asset retirement obligation

An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset that the City will be required to settle. The City recognizes asset retirement obligations when there is a legal obligation to incur retirements costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

Asset retirement obligations are initially measured at the best estimate of the amount required to retire atangible capital asset at the financial statement date. The estimate of a liability includes costs directly attributable to asset retirement activities.

Asset retirement obligations are recorded as liabilities with a corresponding increase to the carrying amount of the related tangible capital asset. Subsequently, the asset retirement costs are allocated to expenses over the useful life of the tangible capital asset. The obligation is adjusted to reflect period-to-period changes in the liability resulting from the passage of time and for revisions to either the timing or the amount of the original estimate of the undiscounted cash flows or the discount rate.

s) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition, construction, or interest from financing of the tangible capital asset. Contributed tangible capital assets are recorded as revenue at fair value at the time of contribution.

The useful life is applied straight line to calculate amortization at the following estimated useful lives:

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

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

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue. The City has capitalized interest costs associated with the construction of tangible capital assets, during the period of construction only.Natural resources that have not been purchased are not recognized as assets in the financial statements. Works of art and cultural and historic assets are not recorded as assets in these financial statements.

2. Change in Accounting Policy

a) Asset Retirement Obligations



Effective January 1, 2023, the City adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement, and disclosure of a liability for asset retirement obligations under PS 3280 *Asset Retirement Obligations*. The new standard establishes when to recognize and how to measure a liability for an asset retirement obligation and provides the related financial statement presentation and disclosure requirements.

Under the new standard, a liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset when certain criteria are met.

The application of the new standard resulted in an asset retirement obligation being recorded in the financial statements due to the presence of asbestos and a legal obligation to remove the asbestos. The new standard has been applied prospectively to these consolidated financial statements.

b) Financial Instruments

Effective January 1, 2023, the City adopted the Public Sector Accounting Board's (PSAB) new recommendations for the recognition, measurement, and disclosure of financial assets, financial liabilities, and derivatives under Section PS 3450 *Financial Instruments*. The new Section is applied prospectively, and prior periods have not been restated. There was no material impact on the consolidated financial statements from the prospective application of the new accounting recommendations.

3. Investments

Investments include funds invested in Guaranteed Investment Certificates and Money Market Funds with Raymond James, The Municipal Finance Authority of B.C, and Canaccord Genuity. The investments are carried at market value which is equal to the carrying value. The investments have various maturity dates between 90 and 365 days with a range of interest rates between 4.00% and 5.90%.

4. Accounts Receivable

	2023	2022
Property taxes	\$ 1,412,629 \$	1,032,844
Federal government	311,974	270,485
General	8,208,625	5,226,002
	\$ 9,933,228 \$	6,529,331

5. Investment in government business enterprise

The investment in the Alberni Valley Community Forest Corporation (AVCFC) is reported as a government

5. Investment in government business enterprise (continued)

business enterprise (GBE) and accounted for using the modified equity method. Under this method, the government business' accounting principles are not adjusted to conform with those of the City and intercorporate transactions are not eliminated. The City owns 100% of the issued and outstanding shares.

In the prior and current year, the AVCFC financial statements were prepared under International Financial Reporting Standards (IFRS). The following table provides condensed supplementary financial information for the corporation at December 31, 2023.

	\bigcirc	-	2023	2022
Financial Assets		\$	3,057,742 \$	3,371,404
	- Charles - Char			
Liabilities	$\langle O \rangle^{\sim}$		644,399	621,446
Equity			2,413,343	2,749,958
			3,057,742	3,371,404
Operations				
Revenue			1,423,792	3,809,975
Expenses			1,460,407	1,969,135
Net (loss) income		\$	(36,615) \$	1,840,840
	S		2023	2022
AVCFC shares	a de la companya de la	\$	1\$	1
Accumulated earnings to date	C		2,404,598	2,741,213
		\$	2,404,599 \$	2,741,214

During the year the City received a dividend from AVCFC of \$300,000 (2022 - \$300,000)

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6. Accounts payable and accrued liabilities

	2023	2022
Other local governments	\$ 53,070 \$	1,393,922
Trade accounts	6,691,718	7,667,583
Salaries and wages	780,869	244,908
Accrued debenture interest	107,199	82,071
Accrued employee benefits	2,160,066	2,319,611
	\$ 9,792,922 \$	11,708,095

7. Employee future benefits

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

7. Employee future benefits (continued)

Retirement benefit payments



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

Accrued benefit obligation – end of year	\$ 909,600	\$ 881,200
Unamortized actuarial (loss) gain	(2,900)	112,700
Benefit liability – end of year	912,500	768,500
Less: Benefits paid	(135,500)	(135,500)
Adjustments for change in discount rates	26,400	200
Amortization of actuarial loss	14,100	14,100
Interest on accrued benefit obligations	26,300	26,500
Add: current service costs	100,000	97,600
Benefit liability – beginning of year	\$ 881,200	\$ 765,800
	2023	2022

The retirement liability requires no contribution from the employees.

b) Accrued vacation liability

	2023	2022
Accrued vacation payable - end of year	\$ 1,110,198 \$	1,160,211

c) Accumulated sick leave liability

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by the appropriate collective agreement. Sick leave for management employees does not accumulate. At December 31, 2023, this liability is estimated at \$140,268 (2022 - \$278,200).

d) Employee benefit obligations

Accrued Benefit Obligation assumptions were reviewed for the 2023 year end and updated based on current market conditions. Accumulated sick leave liability is segragated from the accrued benefit obligation liability for statement presentation.

	2023	2022
Accrued benefit obligation	\$ 909,600 \$	881,200
Accrued vacation payable	1,110,198	1,160,211
Accumulated sick leave liability	140,268	278,200
Total employee benefit obligations	\$ 2,160,066 \$	2,319,611

8. Deferred revenue

Capital grants are restricted to spending on capital project expenses. Other deferred revenue is not restricted.

	2023	2022
Opening Balance	\$ 837,477	\$ 579,177
Capital grants, receipts	5,791,771	1,364,796
Capital projects recognized into revenue	(5,947,895)	(1,106,526)
Capital grants, ending balance	681,353	837,447
Property taxes	2,126,976	1,993,570
Other	1,101,061	918,696
Development cost charges	3,246,595	3,177,801
	\$ 7,155,985	\$ 6,927,514
Development cost charges (DCCs)		
Opening Balances	\$ 3,177,801	\$ 1,889,119
Add: DCCs received during the year	(16,429)	1,258,272
Add: Interest	85,222	30,410
	\$ 3,246,594	\$ 3,177,801
9. Community Building Fund		
	2023	2022
Federal Gas Tax Funds		
Opening Balance	\$ 3,115,328	\$ 3,812,050
Add: Funding received during the year	872,264	835,923
Less: Amount recognized as revenue	(852,924)	(1,573,570)
Add: Interest	103,058	40,925
17	\$ 3,237,726	\$ 3,115,328

Federal Gas Tax funding is provided by the Federal government. The use of funding is established by a funding agreement between the City and the Union of British Columbia Municipalities (UBCM). These funds may be used towards designated infrastructure projects that help communities build and revitalize public infrastructure supporting economic growth and a clean environment. These funds are held in the Community Building Fund Reserve (see Note 16).

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10. Financial Instruments

The City as part of its operations carries a number of financial instruments. It is management's position that the City is not exposed to significant interest, currency, or credit risks arising from these financial instruments unless otherwise disclosed.

11. Debt

Debt Reserve Fund

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

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

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

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

As a condition of the loan agreements, the City is obligated to provide security by way of demand notes and interest- bearing cash deposits (sinking fund balances) based on the amount of the debt. If the debt is repaid without default, the deposits are refunded to the City. The demand notes are held by the MFA and upon maturity of the debt, the demand notes are released. As of December 31, 2023, there are contingent demand notes of \$430,810 (2022 - \$258,452) that are not recorded in the City's consolidated financial statements.

Long-term Debt

All debenture debt is owed to the MFA and is reported at gross amount. The City has no debt assumed by others on its behalf and has assumed no debt for others. Debenture debt by Bylaw is detailed on Schedule 3. Principal payments on long-term debt as of December 31, 2023, for the next 5 years are as follows:

	Long Term Debt
2024	526,214
2025	526,214
2026	526,214
2027	526,214
2028	526,214
Total \$	2,631,070

11. Debt (continued)

Scheduled long-term debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was \$364,249 (2022 - \$364,249). Total interest expense during the year was \$553,132 (2022 - \$376,757). Included in revenue is \$132,296 (2022 - \$115,769) of actuarial adjustments on the City's annual debt principal repayments invested by MFA. This annual investment income results in a reduction in the overall cost of borrowing.

12. Asset Retirement Obligations

The City owns and operates twenty three tangible capital assets that are known to have asbestos and lead paint, which represent a health hazard upon demolition or renovation of the assets. There is a legal obligation to remove and dispose of the hazardous materials. The City is also obligated under the Environmental Management Act to decommission and restore waste water lagoons. Following the adoption of Public Accounting Standard PS 3280 Asset Retirement Obligations, the City recognized an obligation relating to the removal of the hazardous materials in assets and decommissioning and restoration of waste water lagoons as estimated at January 1, 2023. The transition and recognition of asset retirement obligations involved an accompanying increase to the buildings and waste water infrastructure tangible capital assets. The increase in tangible capital assets is amortized on a straight-line basis over the remaining expected useful life of the related assets.

The City has adopted this standard prospectively. Under the prospective method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. Estimated costs totaling \$42,617,953 have been discounted using a present value calculation with a discount rate of 3.7%. The timing of these expenditures is estimated to occur between 2023 and 2053 with the regular replacement, renovation, or disposal of assets. No recoveries are expected at this time.

	2023
Opening Asset Retirement Obligation	\$ -
Initial Recognition of Expected Discounted Cashflows	41,097,936
Increase due to acretion	1,520,017
Closing Asset Retirement Obligation	\$42,617,953

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REGULAR COUNCIL AGENDA - APRIL 22, 2024

13. Trust Funds



The City operates a cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Internment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. As at December 31, 2023, the balance of funds held in trust was \$153,915 (2022 - \$147,824).

14. Municipal Pension Plan



The City and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761,000 funding surplus for basic pension benefits on a going concern basis.

The City of Port Alberni paid \$1,405,041 (2022 - \$1,284,120) for employer contributions while employees contributed \$1,228,428 (2022 - \$1,125,857) to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available in 2025.

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

14. Tangible capital assets

Tangible Capital Assets are stated at their net book value.

	2023	2022
Land	\$ 10,282,996	\$ 10,083,413
Land improvements	4,194,702	4,423,954
Buildings	18,192,201	16,220,457
Machinery and equipment	7,032,128	6,615,726
Engineering structures	2,897,147	2,937,959
Storm Drains	16,551,437	16,224,163
Transportation	8,084,425	7,315,290
Water	25,585,483	24,060,860
Sewer	96,002,396	57,179,718
Leased asset	68,889	68,889
	188,891,804	145,130,429
Work-in-progress: Assets under construction not being amortized	11,855,487	7,266,056
(\$ 200,747,291	\$ 152,396,485

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

No interest was capitalized in 2023 (2022 - \$206,695). No amortization has been recorded on work in progress assets not in use in 2023.

Accumulated surplus Accumulated surplus consists of individual fund surplus and reserve funds as follows:		\bigcirc		
		2023	2022	
Operations			Set el Alexa de 2014	
General	\$	9,466,863 \$	(21,169,	
Water		224,039	988,	
Sewer	((8,735,370)	(2,873,	
	5	955,532 \$	(23,054,2	
Capital		9		
General	S	20,769,750	26,772,2	
Water	400	3,352,967	(1,547,	
Sewer		(30,923,439)	(11,101,	
	9	(6,800,722)	14,123,	
Equity in tangible capital assets General	s	74,384,988 \$	64,848,	
Water		23,908,241	23,045,	
Sewer		38,832,817	51,502,4	
Zewei				
Reserves	\$	137,126,046 \$	139,396,	
Reserve funds – statutory				
Parkland acquisition	\$	314,284 \$	300,0	
Land Sale		991,722	90,	
e P		1,306,006	390,	
Reserve funds – restricted				
Equipment replacement		6,622,669	6,127,	
Carbon fund		549,410	352,	
Parks and recreation capital		2,650,919	2,511,9	
Capital works		289,505	264,	
Community Building Fund Reserve (Note 9)		3,237,726	3,115,	
Growing Communities Fund		5,396,338		
Aquatic Centre Reserve Fund		61,688		
Alberni Valley Community Forest Corporation reserve		906,152	598,4	
		19,714,407	12,969,	
Reserve funds – unrestricted General fund - project and purchases		2,357,710	2,789,0	
Museum purchases			A 100 Ker	
RCMP - contract surplus		61,631	62,9	
McLean Mill project		1,040,231	1,149,3	
Water fund - projects and purchases		334,300	334,3	
Sewer fund - projects and purchases		5,402,014	8,878,3	
		6,349,809	3,189,8	
Sewer fully - projects and purchases		15,545,695	16,403,8	
			20 764	
Total reserves		36,566,108	29,764,5	
16. Accumulated surplus (continued)



a) Accumulated Surplus - Safe Restart Grant

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

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

		2023	2022
Opening balance	S.	139,529 \$	721,385
Deductions:	Nº Nº		
Parks and recreation revenue shortfall		-	(500,000)
Technical upgrading and imporvements		(139,529)	(81,856)
Closing balance of unspent funds	\$	- \$	139,529

b) Growing Communities Fund

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The City of Port Alberni received \$5,269,000 of GCF funding in March 2023. No grant proceeds were spent in the 2023 year.

	2023		2022
Growing Communities opening balance	\$	- \$	<u>1</u> 27
Funds received	5,269,	000	-
Interest Earned	127,	338	-
Eligible expenses			<u>(2</u> 1)
Closing balance of unspent funds	\$ 5 396	338 \$	-

CITY OF PORT ALBERNI NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2023

17. (

Grants and Transfers			7
		2023	2022
Operating Grants			
Federal	\$	83,290 \$	-
Provincial	0	1,662,388	1,810,601
Total Government Operating Grants	$\langle \mathcal{O} \rangle$	1,745,678	1,810,601
Local		10,500	8,978
Capital			
Federal		10,891,508	1,058,954
Federal/Provincial		1,690,000	1,106,525
		12,581,508	2,165,479
Total Government Grants and Transfers		14,337,686	3,985,058
Other Grants - Non Governmental		8,530	4,750
Total Grants and Transfers	\$	14,346,216 \$	3,989,808

18. Commitments and Contingencies

a) Regional District Debt

Debt issued by the Regional District of Alberni Clayoquot is a direct joint and several liability of the District and each member municipality including the City.

b) Claims for damages

In the normal course of a year, the City is faced with lawsuits and other claims for damages of a diverse nature. At year end, the City's estimated exposure for such liabilities is not considered to be significant. The City carried general liability insurance with a private insurance carrier in the amount of \$5 million, plus an umbrella policy in the amount of \$45 million. When claims are paid the expense is charge to the General Government expense category.

c) Commitments

The City entered into a long-term contract with the Royal Canadian Mounted Police for the provision of police services effective April 1, 2012. Under the terms of this contract, the City is responsible for 90% of policing costs. The 2024 estimated cost of this contract is \$7,287,407 (2025 - \$7,622,452).

19. Budget

The budget data presented in these consolidated financial statements includes both operating and capital budgets. The City of Port Alberni budget was approved by Council on April 27, 2023, with the adoption of the Five-Year Financial Plan (2023-2027) Bylaw No 5075, 2023. The chart below reconciles the approved budget per the Financial Plan to the budget reported in these consolidated financial statements.

CITY OF PORT ALBERNI NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2023

Budget (continued)	
Consolidated Budgeted Surplus, per City of Port Alberni Financial Plan Bylaw No. 5075 Add	2023 Budget \$ -
Acquisition of TCA Contingency	16,572,386
Contingency	100,000
Debt repayments	371,426
Transfers to reserves	
Less	
Transfers from Surplus	8,428,688
Consolidated Budgeted Surplus, per City of Port Alberni Statement of Operations	\$ 8,615,124

20. Segmented information

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

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

General government services

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

Protective services - Police, Fire, and Building Inspection

The Royal Canadian Mounted Police is Canada's national police service. They are committed to preserving the peace, upholding the law and providing quality service in partnership with Canadian communities and for all Canadian citizens. The mandate of the Port Alberni Fire Department is to provide fire suppression services; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders. Building inspection services are provided in order to assist residents and builders in constructing projects which meet minimum construction standards.

Transportation services

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

CITY OF PORT ALBERNI NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2023

20. Segmented information (continued)

Environmental health services



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

Environmental and economic development

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

Recreation and cultural services

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

Water utility

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

Sewer utility

The Sewer Department provides for the collection and treatment of wastewater. The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in (Note 1). For additional information see Segmented Information (Schedule 2).

21. Comparative Figures

Certain comparative amounts have been reclassified to conform to the current year's presentation.

CITY OF PORT ALBERNI SCHEDULE : TANGIBLE CAPITAL ASSETS As at December 31, 2023

	AS	SETS	ACCUMULATED	AMORTIZATION
	Balance December 31, Additions 2022 2023	Balance Disposals December 31, 2023 2023	Balance December 31, Additions Disposals I 2022 2023 2023	Balance NET BOOK NET BOOK December 31, VALUE VALUE 2023 2023 2022
Land	\$ 10,083,413 \$ 199,584	4 \$ - \$ 10,282,997	\$ -\$ -\$ -\$	\$ 10,282,996 \$ 10,083,413
Land Improvements	13,000,317 180,809	5 (41,936) 13,139,186	8,576,363 368,123 -	8,944,486 4,194,702 4,423,954
Buildings	37,978,677 3,154,634	4 - 41,133,311	21,758,220 1,182,892 -	22,941,112 18,192,201 16,220,457
Machinery & Equipment	17,551,532 1,234,419	9 (251,803) 18,534,148	10,935,806 753,014 (186,803)	11,502,017 7,032,129 6,615,726
Engineered Structures	4,271,879	4,271,879	1,333,920 40,812 -	1,374,732 2,897,147 2,937,959
Storm Drains	25,614,521 684,486	6 (3,196) 26,295,811	9,390,358 356,829 (2,812)	9,744,375 16,551,437 16,224,163
Transportation	44,738,938 1,553,852	- 46,292,790	37,423,648 808,481 (23,763)	38,208,366 8,084,425 7,315,290
Water	42,573,975 2,324,38	l (41,106) 44,857,250	18,513,115 786,606 (27,952)	19,271,769 25,585,481 24,060,860
Sewer	69,779,879 43,608,87	1 - 1 13,388,750	12,600,161 4,786,202 -	17,386,363 96,002,397 57,179,718
Lease Assets	1,425,000	- 1,425,000	4,356,111	1 ,356,111 68,889 68 ,889
Work in progress	7,266,055 4,589,43	- 11,855,486		- 11,855,487 7,266,056
	\$ 274,284,186 \$ 57,530,463	3 \$ (338,041) \$ 331,476,608	\$ 121,887,702 \$ 9,082,959 \$ (241,330) \$	\$ 130,729,331 \$ 200,747,291 \$ 1 52,396,485

REGULAR COUNCIL AGENDA - APRIL 22, 2024

CITY OF PORT ALBERNI SCHEDULE 2: SEGMENTED INFORMATION For the Year Ended December 31, 2023

	General government services	Protective services	Transportation services	Environmental health services	Environmental and economic development	Recreation and cultural services	Water utility	Sewer utility	Other	Consolidated 2023	Budget (Note 19)	Consolidated 2022
Revenues							\bigcirc					
Taxation	\$27,873,962	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ 27,873,962	\$28,792,070	\$ 25,801,595
Sale of services	59,918	374,418	415,227	1,748,651	874,933	1,971,980	4,150,373	3,287,104	,007,237	13,889,841	11,217,673	12,702,238
Other revenue from own sources	533,983	344,647	-	16,729	163,230	C-	38,089	32,662	132,296	1,261,637	1,498,057	1,325,297
Investment income	1,007,677	-	7,018	-	-	(A)	208,696	231,387	327,281	1,782,059	450,000	623,066
Grants and transfers	11,354,201	-	8,530	-	263,489	1,029,995	-	1,680,000	10,000	14,346,216	6,069,314	3,989,808
Loss on disposal of tangible capital assets	-	-	-	-	-		-	-	(96,709)	(96,709)	-	(121,662)
(Loss) income from investment in government business	(36,615)	-	-	-	-<	- 193	-	-	-	(36,615)	-	1,840,840
Total Revenues	40,793,126	719,065	430,775	1,765,380	1,301,652	3,001,975	4,397,158	5,231,153	,380,105	59,020,392	48,027,114	46,161,182
Expenses												
Salaries, wages and benefits	2,727,180	6,585,916	2,735,788	402,563	853,828	4,975,747	685,522	447,701	-	19,414,391	19,763,554	17,187,875
Debt Servicing	81,988	83,777	-	- /	<u> </u>	21,372	139,094	541,035	-	867,266	580,082	217,452
RCMP Contract	-	7,035,396	-	Ē	- 《	-	-	-	-	7,035,396	6,730,009	6,043,880
Grants	-	5,833	-	0	253,163	74,362	-	-	-	333,358	203,500	539,612
Other Contracts	98,889	-	1,078,530	Cà	35,654	-	-	-	-	1,213,073	2,294,826	1,220,073
Goods and services	1,505,717	999,499	2,589,875	932,957	390,162	2,845,137	1,231,547	1,442,364	-	11,937,258	9,840,019	11,692,369
	4,413,774	14,710,421	6,404,193	1,335,520	1,532,807	7,916,618	2,056,163	2,431,100	-	40,800,596	39,411,990	36,901,261
Amortization	287,493	355,928	1,607,151	2,183	56,591	1,200,802	786,606	4,786,202	-	9,082,956	-	5,615,586
Accretion	21,343	7,576	991	-	427	50,533	949	1,438,198	-	1,520,017	-	-
Total expenses	4,722,610	15,073,926	8,012,334	1,337,703	1,589,825	9,167,951	2,843,718	8,655,501	-	51,403,571	39,411,990	42,516,845
Annual surplus (deficit)	\$36,070,516	\$14,354,860)	\$(7,581,560)	\$ 427,677	\$ (288,173)	\$ (6,165,978)	\$ 1,553,440	\$(3,424,347)	\$,380,105	\$ 7,616,820	\$ 8,615,124	\$ 3,644,337
	/7)									

							C	S				
	General government services	Protective services	Transportation services	Environmental health services	Environmental and economic development	Recreation and cultural services	Water utility	Sewer utility	Other	Consolidated 2022	Budget	Consolidated 2021
Revenues												
Taxation	\$ 25,801,595	\$-9	ş -	\$-3	\$ -	\$-	\$-	\$-	\$-	\$25,801,595	\$25,807,573	\$24,818,992
Sale of services	82,540	428,627	416,047	1,586,522	338,160	1,614,925	3,900,749	3,152,799	1,181,869	12,702,238	10,895,776	11,318,533
Other revenue from own sources	445,414	526,410	-	14,349	153,874	Co	37,038	32,442	115,769	1,325,297	1,215,805	1,230,103
Investment income	351,436	-	1,226	-	-	Ð	89,721	18,089	162,594	623,066	280,000	257,138
Grants and transfers	2,385,660	-	4,750	-	254,580	508,895	-	-	835,923	3,989,808	1,289,287	3,722,439
Recognition of development cost charges	-	-	-	-	-	-	-	-	-	-	-	165,907
Loss on disposal of tangible capital assets	-	-	-	-	-	- 33	-	-	(121,662)	(121,662)	-	(145,806)
Income (loss) from investment in government business		-	-	-	1,840,840	<u>}</u>	-	-	-	1,840,840	-	(11,949)
Total Revenues	29,066,645	955,037	422,023	1,600,871	2,587,454	2,123,820	4,027,508	3,203,330	2,174,493	46,161,182	39,488,441	41,355,358
Expenses												
Salaries, wages and benefits	2,318,961	5,229,450	2,760,520	540,949	868,850	4,173,946	788,985	506,214	-	17,187,875	18,983,031	17,141,118
Debt Servicing	21,501	81,287	-	۵,	<u> </u>	22,488	44,518	47,658	-	217,452	505,170	192,007
RCMP Contract	-	6,043,880	-	R	- 1	-	-	-	-	6,043,880	6,053,092	6,683,045
Grants	21,000	235,599	-		283,013	-	-	-	-	539,612	238,500	332,709
Other Contracts	170,376	-	998,778	S	50,920	-	-	-	-	1,220,074	1,323,539	1,060,218
Goods and services	2,228,907	1,803,729	1,182,894	875,964	638,024	2,618,590	1,095,397	1,247,291	1,573	11,692,369	8,427,873	8,364,424
	4,760,745	13,393,945	4,942,192	1,416,913	1,840,807	6,815,024	1,928,900	1,801,163	1,573	36,901,262	35,531,205	33,733,521
Amortization	181,790	347,286	1,647,633	2,183	69,332	1,095,231	907,908	1,364,222	-	5,615,585	-	4,598,806
Total expenses	4,942,535	13,741,231	6,589,825	1,419,096	1,910,139	7,910,255	2,836,808	3,165,385	1,573	42,516,845	35,531,205	38,372,327
Annual surplus (deficit)	\$ 24,124,110	\$ (12,786,194)	6,167,802)	\$ 181,775	\$ 677,315	\$ (5,786,435)	\$ 1,190,700	\$ 37,945	\$ 2,172,920	\$ 3,644,337	\$ 3,957,237	\$ 2,983,031
			>									

CITY OF PORT ALBERNI SCHEDULE 3: DEBT As at December 31, 2023

Security Issuing Bylaw	Purpose	Term in Years	Annual Interest Rate	Maturity Date	Original Issue	Balance Dec 31, 2022	Principal Paid	Actuarial Recognized	Balance Dec 31, 2023	Debt Reserve Cash Dec 31, 2022	Debt Reserve Income & Expenses	Debt Reserve Cash Balance Dec 31, 2023
4575	General	25	1.75%	19-Apr-31	\$3,375,064	\$ 1,606,362	\$ 81,042	\$ 70,748	\$ 1,454,572	\$ 55,222	\$ 1,716	\$ 56,938
4807	General	30	3.00%	14-Oct-44	428,300	145,861	7,638	2,815	135,408	5,125	336	5,461
4846	General	20	-%	08-Apr-35	912,000	661,121	32,249	8,781	620,091	10,810	160	10,970
					4,715,364	-	120,929	82,344	2,210,071	71, <mark>1</mark> 57	2,212	73,369
4848	Water	30	-%	08-Apr-45	2,000,000	1,698 <mark>,</mark> 605	38,743	10,549	1,649,313	23,705	737	24,442
4807	Waste Water	30	3.00%	14-Oct-44	5,321,700	4,659,467	94,885	34,972	4,529,610	63,919	1,986	65,905
4939	Waste Water	30	1.45%	09-Apr-50	4,450,000	4,228,422	109,692	4,432	4,114,298	46,941	1,459	48,400
5038	Waste Water	30	4.15%	05-Jun-53	8,500,000	51 50 <u>1</u>	C.		8,500,000	5 <u>4</u> 5	86,646	86,646
					18,271,700	8,887,889	204,577	39,404	17,143,908	110,860	90,091	200,951
					\$4,987,064	\$ 12,999,838	\$ 364,249	\$ 132,297	\$21,003,292	\$ 205,722	\$ 93,040	\$ 298,762

CITY OF PORT ALBERNI SCHEDULE 4: TAX LEVIES AND GRANTS IN LIEU OF TAXES For the Year Ended December 31, 2023

		4	
	Budget (Note 19)	2023	2022
Tax Levies			
General Purpose	\$ 26,845,136	\$ 26,745,407	\$ 24,788,520
Off-Street Parking	18,000	18,000	12,882
Utility	786,028	852,834	775,362
	27,649,164	27,616,241	25,576,764
Grants in lieu of taxes	229,245	257,721	224,831
Total Municipal Taxes	27,878,409	27,873,962	25,801,595
Collections For Other Governments			
School Districts	6,251,695	7,017,775	6,637,778
Alberni Clayoquot Regional Hospital District	682,652	682,652	695,873
Alberni Clayoquot Regional District	1,770,580	1,770,580	1,595,707
B.C. Assessment	190,000	214,261	210,693
Vancouver Island Regional Library	913,661	913,661	839,444
Municipal Finance Authority	<u> </u>	-	960
5	9,809,288	10,598,929	9,980,455
Total Taxes Collected	\$ 37,687,697	\$ 38,472,891	\$ 35,782,050

CITY OF PORT ALBERNI SCHEDULE 5: GENERAL GOVERNMENT SERVICES EXPENSES For the Year Ended December 31, 2023

(UNAUDITED)

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		Budget (Note 19)	2023	2022
Legislative	\$	299,383 \$	303,893 \$	219,472
City manager's office		235,020	263,905	183,924
Municipal clerk's office		1,181,222	682,093	710,094
Legal fees		25,000	22,796	44,144
Financial management		1,064,972	1,011,952	867,926
Administration vehicle		12,271	17,204	25,895
External audit		32,000	39,500	27,650
Purchasing		147,350	142,933	148,844
Buildings	4	121,876	255,884	258,942
Information services		854,216	764,727	1,006,839
Appraisals		→ -	3,661	23,000
Personnel		402,423	367,916	381,117
Training and development	\bigcirc	221,527	222,854	181,502
Damage claims		21,000	4,986	9,091
Grants and grant funded programs	9	11,000	-	21,000
Office equipment supplies and printing		503,140	674,729	510,866
Public liability insurance		392,878	371,126	373,708
Other general services		45,000	87	443,923
Administration recoveries		(503,000)	(527,004)	(517,200)
Asset Management Plan		-	16,976	-
Debt servicing		17,100	82,394	21,798
Total	\$	5,084,377 \$	4,722,611 \$	4,942,527

CITY OF PORT ALBERNI SCHEDULE 6: PROTECTIVE SERVICES EXPENSES For the Year Ended December 31, 2023

(UNAUDITED)

(UNAUDITED)				
		Budget (Note 19)	2023	2022
Police protection	\$	8,289,494 \$	9,510,952 \$	8,293,318
Fire protection	r	4,394,297	4,579,843	4,374,692
Emergency measures		585	7,134	8,457
Building and plumbing inspections		299,213	249,745	169,359
Animal pound operations		149,328	137,778	161,252
Bylaw enforcement		470,142	504,697	652,867
Debt servicing		83,777	83,777	81,287
	<u>۴</u>	41 12		
Total	\$	13,686,838 \$	15,073,926 \$	13,741,231
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CITY OF PORT ALBERNI SCHEDULE 7: TRANSPORTATION SERVICES EXPENSES For the Year Ended December 31, 2023

(UNAUDITED)

		Budget (Note 19)	2023	2022
Common Services				
Engineering administration	\$	891,113 \$	760,357 \$	769,991
Engineering consulting services		132,007	511,348	199,781
Public works supervision		455,616	534,152	377,557
Equipment and supplies		43,212	116,497	104,113
Building and yard maintenance		374,398	263,879	278,322
Equipment maintenance		801,400	1,272,217	1,373,670
		2,697,746	3,458,450	3,103,434
Road and Street Maintenance	2	\bigcirc		
Roadway surfaces maintenance		1,200,334	1,826,908	1,626,901
Snow and ice removal	\square	205,347	194,737	370,452
Parking	\leq	16,597	14,055	18,094
Gravel)	116,676	130,062	95,616
Bridges and retaining walls	>	27,496	47,538	44,773
Street lighting		516,539	467,138	457,235
Traffic control		280,816	297,879	326,235
		2,363,805	2,978,317	2,939,306
Other Ditch and dyke maintenance		89,294	125,628	82,017
Storm sewers		332,714	652,060	630,927
Public transit		1,077,555	1,078,198	997,974
Other		94,418	183,535	169,829
Recoveries		(1,724,600)	(463,854)	(1,333,661
π		(130,619)	1,575,567	547,086
	\$	4,930,933 \$	8,012,334 \$	6,589,824

CITY OF PORT ALBERNI SCHEDULE 8: RECREATION AND CULTURAL SERVICES For the Year Ended December 31, 2023 (UNAUDITED)

2023

		Budget Revenue	Actual Revenue	Budget Expense	Actual Expense	Budget Operating Deficit	Actual Operating Deficit	Actual Operating Deficit
Recreation Services				~				
Administration	\$	- \$	- \$	585,207 \$	615,537 \$	(585,207) \$	(615,537) \$	(520,183)
Leisure Centre		235,970	270,634	437,801	700,798	(201,831)	(430,164)	(332,359)
Swimming pool		221,000	233,601	497,259	586,134	(276,259)	(352,533)	(299,903)
Arena		537,500	859,618	1,172,721	2,005,645	(635,221)	(1,146,027)	(1,079,715)
Parks, Playgrounds, and other		18,000	15,080	2,074,853	2,388,891	(2,056,853)	(2,373,811)	(2,309,159)
Programs		308,900	514,698 💠	2,571,959	1,941,270	(2,263,059)	(1,426,572)	(1,079,024)
		1,321,370	1,893,631	7,339,800	8,238,275	(6,018,430)	(6,344,644)	(5,620,343)
Cultural Services			N)				
Museum services		39,200	48,160	468,359	619,428	(429,159)	(571,268)	(428,873)
McLean Mill		-	29,900	216,079	310,249	(216,079)	(280,349)	(246,114)
		39,200	78,060	684,438	929,677	(645,238)	(851,617)	(674,987)
			\square					
	\$	1,360,570 \$	1,971,691 \$	8,024,239 \$	9,167,954 \$	(6,663,668) \$	(7,196,261) \$	(6,295,330)
		IL II						
		·						
	$\langle \rangle$		32					

CITY OF PORT ALBERNI SCHEDULE 9: SALES OF SERVICES For the Year Ended December 31, 2023 (UNAUDITED)

Or the Year Ended December 31, 2023 (UNAUDITED)				Ć	
		Budget (Note 19)	2023		2022
General Revenue					
General services	\$	2,772,974	\$ 3,399,465	\$	2,767,927
Arena		537,500	859,618		601,595
Leisure Center		235,970	272,095		235,126
Parks, playgrounds and other		18,000	15,080		14,468
Swimming Pool		221,000	233,601		225,799
Programs		308,900	514,698		473,732
Museum		39,200	48,160		34,305
McLean Mill		<u> </u>	29,900		29,900
		4,133,544	5,372,617		4,382,852
Miscellaneous Revenue		> -	1,007,237		1,181,869
Services Provided to Other Governments	\mathcal{D}^{\prime}	50,000	72,509		83,969
Water Revenue					
Sale of water		3,668,474	4,010,229		3,897,074
Connections and sundry charges		105,886	140,144		3,675
		3,774,360	4,150,373		3,900,749
Sewer Revenue		0.070.004			
Sale of sewer services		3,076,894	3,167,634		2,878,349
Connections and sundry charges		182,875	119,470		274,450
		3,259,769	3,287,104		3,152,799
	\$	11,217,673	\$ 13,889,841	\$	12,702,238

CITY OF PORT ALBERNI SCHEDULE 10: OTHER REVENUE FROM OWN SOURCES For the Year Ended December 31, 2023 (UNAUDITED)

2022 Budget 2023 (Note 19) Licenses and permits \$ 585,000 \$ 333,327 \$ 513,113 17,000 11,321 13,297 Fines and costs Land and building rentals 186,090 163,230 153,874 Penalties and interest 446,467 379,770 307,565 263,500 241,693 Miscellaneous revenue 221,679 Other revenue from own sources - Capital Fund 132,296 115,769 1,498,057 \$ 1,261,637 \$ 1,325,297 34

CITY OF PORT ALBERNI SCHEDULE 11: SEWER AND WATER UTILITIES For the Year Ended December 31, 2023

(UNAUDITED)

Water Unity Administration Service of supply \$ 640.655 \$ 901,468 \$ 200,992 Pumping Tamamission and distribution \$ 109,947 393,166 \$ 200,992 Sever Unity Administration \$ 109,947 393,166 \$ 200,992 Sever Unity Administration \$ 109,947 393,166 \$ 200,992 Sever Unity Administration \$ 109,947 309,166 \$ 200,992 Sever Unity Administration \$ 109,947 309,166 \$ 200,992 Sever Unity Severge treatment and disposal \$ 109,947 1017,9607 Severge upong tations \$ 100,947 1012,999 1,738,230 Other \$ 100,000 \$ 24,332 \$ 24,332 \$ 42,305 \$ 47,888 1,000 \$ 2,120,253 \$ 0,665,501 \$ 3,3165,384 \$ 1,083 47,888 \$ 2,120,253 \$ 0,665,501 \$ 3,31,65,384 \$ 1,083 47,888		Budget (Note 19)	2023	2022
Service of supply 109,047 369,165 200,952 Pumping 225,250 330,376 346,551 Transmission and distribution 94,4199 1,197,971 1,476,883 Server Uillity 4,080 44,737 44,518 Administration 5,038,126 2,843,718 2,927,816 Sewage treatment and dispocal 357,427 6,087,341 229,2976 Sewage collection system 357,427 6,087,341 229,2976 Sewage collection system 350,099 284,332 52,818 Other 1,000 5 -1,035 47,658 Sold Servicing 5 2,126,253 5 6,65,501 3 3,165,384		\$ 640 655 \$	901 468 \$	799 113
Pumping 252,580 330,376 346,551 Dath servicing 934,197 1,197,971 1,476,683 Sewar Utility 357,427 6,087,341 229,27816 Sewage pump stations 300,099 284,332 529,818 Other 330,099 284,332 529,818 Doth servicing 1,000 - - 452,305 51,035 - 7,688 20ther 2,126,253 8,655,501 \$ 3,165,384				
Transmission and distribution 934,197 1,475,683 Debt servicing 1,187,971 1,476,683 Sewar Utility 44000 44,737 44,518 Administration 5,2,443,718 2,29,27,816 Sewage treatment and disposal 357,427 6,087,341 292,976 Sewage collection system 360,09 284,332 529,818 Other 1,000 - - Debt servicing 422,305 541,035 47,658 30,000 - - - 422,305 541,035 47,658 3 2,126,253 5 6,655,501 \$ 3,165,384				
Sower Utility Administration Sewage treatment and disposal Sewage option system Sewage option system Debt servicing				
Sower Utility Administration Sewage treatment and disposal Sewage cullection system Sewage cullection system Sewage pump stations Other Debt servicing	Debt servicing	44,000	44,737	44,518
Administration Sewage treatment and disposal Sewage onlection system Sewage onlection system Other Debt servicing		\$ 1,981,329 \$	2,843,718 \$	2,927,816
Administration Sewage treatment and disposal Sewage onlection system Sewage onlection system Other Debt servicing	Sewer Utility			
Sewage collection system Sewage pump stations Other Debt servicing 267,815 729,785 556,702 330,099 284,332 529,818 1,000 452,305 541,035 47,558 52,126,253 5,865,501 5 3,165,384 		717,607	1,012,999	1,738,230
Sewage pump stations 330,099 284,332 529,818 1,000 - - - 452,305 541,035 47,658 \$ 2,126,253 \$ 8,655,501 \$ 3,165,384	Sewage treatment and disposal	357,427	6,087,341	292,976
Other 1,000 - - - 452,305 541,035 47,658 - - \$ 2,126,233 \$ 8,655,501 \$ 3,165,384	Sewage collection system	267,815	729,795	556,702
452,305 541,035 47,658 \$ 2,126,253 \$ 8,665,501 \$ 3,165,384			284,332	529,818
<u>\$ 2,128,253 \$ 8,655,501 \$ 3,165,384</u>			-	-
	Debt servicing	452,305	541,035	47,658
		\$ 2,126,253 \$	8,655,501 \$	3,165,384
35				
	35			



Date:	April 11, 2024
File No:	6280-20-WS
То:	Mayor & Council
From:	M. Fox, CAO
Subject:	Welcome to Port Alberni Sign

Prepared by:	Supervisor:	CAO Concurrence:
E. BOROVICA	J. MACDONALD	-
Project Manager	DIRECTOR OF INFRASTRUCTURE SERVICES	Mike Fox, CAO

RECOMMENDATION

That Council for the City of Port Alberni approve a slightly modified 'Welcome to Port Alberni' sign and its installation at the Visitor Information Centre (pending approval of the Alberni Valley Chamber of Commerce Board) as per the staff report dated April 11, 2024, to be completed within the allocated Financial Plan amount of \$23,194.

PURPOSE

To seek Council approval for a slightly modified Welcome Sign and its installation at the Visitor Information Centre (pending Chamber Board approval).

BACKGROUND

- 1. Council previously approved \$25,000 for a Welcome to Port Alberni sign; \$23,194 remains.
- 2. A design was chosen by Council after a process that involved the community.
- 3. The design was put to tender and came back over budget.
- 4. The sign was slightly modified and locally sourced to achieve budget.

On April 6, 2020 Council directed that \$25K be allocated to design work and \$125K in grant funding be sought for a 'Welcome to Port Alberni' sign (Res. No. S20-88).

On April 27, 2020 after a presentation from the AV Chamber CEO, Council directed that staff prepare a report with two or three alternate designs including cost estimates for Council's consideration (Res No R20-116).

On September 28, 2020, the Chamber CEO presented some sign concepts at a Regular Council meeting along with an estimated cost of \$43,490. The Minutes note that 'Council will review the proposal and communicate with the Chamber prior to finalizing the project'.

Following that meeting, a number of unsolicited designs were received by the Chamber.

The Chamber CEO was a delegation to Council at the RCM of February 8, 2021 presenting those alternate sign designs and a cost estimate for one of them.

On June 14, 2021, Council directed staff to prepare a detailed report based on the sign submitted by Susan Roth and to include costs associated with sign development, installation and maintenance. (Res. No. R21-134). A staff report was not completed.

The City's Project Manager obtained three quotes for the production and installation of the sign this year. They ranged from \$53,500 to \$87,500. At that point the Project Manager sought a modification of one of the sign's dimensions which involved compacting its depth from six (6) feet to one (1) foot. Although this affects the three- dimensional nature of the sign, it makes it more robust and reduces the installation footprint. Both of those modifications reduce the cost of the sign. The alterations included ensuring an unceded territories acknowledgement would be on the sign.

ALTERNATIVES/OPTIONS

- That Council for the City of Port Alberni approve a slightly modified 'Welcome to Port Alberni' sign and its installation at the Visitor Information Centre (pending approval of the Alberni Valley Chamber of Commerce Board) as per the staff report dated April 11, 2024, to be completed within the allocated Financial Plan amount of \$23,194.
- 2. Install the slightly modified sign at the location previously selected for it (John St. and Johnston Rd.) at the north-east boundary of the City on Highway 4.
- 3. Source additional funding to meet the price of the tender for the original design and installation.

ANALYSIS

Option 1: Install the slightly modified sign at the Visitor Information Centre

Pro: In house modifications and sole sourcing of the fabrication and installation brings the production and installation to within the \$23,194 remaining in the sign budget. The sign is similar in design to the original but more robust. The sign would be assembled and painted and its more compact depth would lower installation requirements. Installing at the Visitor Information Centre location (pending Chamber approval April 25, 2024) will capture the traffic on both Highway corridors into Port Alberni and can be completed this summer. The Ministry of Transportation [MOTI] is reported to like the idea of the sign on this site.

Con: Neither the sign modifications nor the proposed new site were considered by Council previously. The modifications alter the sign design chosen by Council and placement may provide a proception that the City's boundary is located at the Junction of the two entries into Port Alberni.

Option 2: Install the slightly modified sign at the location previously selected for it at the north-east boundary of the City on Highway 4

Pro: Installing at the original John St. and Johnston Road location has current authorization and MOTI support and depicts the true boundary of the City Port Alberni. The sign would be installed on time and on budget meeting Council's previous directive.

Con: The design originally chosen by Council is now proposed to be modified and the sign may be diminished with future development in the area.

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Option 3: Source additional funding to meet the price of the tender for the original design and installation. Pro: This option will provide a sign that is engineered and designed to the original artistic concept and as selected by Council June 14, 2021.

Con: The significant cost increases may lead to funding challenges and project delays.

IMPLICATIONS

Approval of the modification of the sign allows this project to be completed on time and on budget regardless of location chosen by Council. If installed at the Visitor Information Centre, it would be in a location that has historically hosted a Welcome to Port Alberni sign. Maintenance of the sign and asset management / replacement considerations require \$3,000 to be added to the budget annually. Completing this project aligns with previous Council direction and meets a goal set for administration.

COMMUNICATIONS

The City would seek the opinion of the Tseshaht First Nation and Hupacasath First Nation on the wording of the land acknowledgement. The Manager of Communications would be asked to prepare media releases about the sign.

BYLAWS/PLANS/POLICIES

The following goals in Council's 2023-2027 Corporate Strategic Plan are met with this initiative:

- 1.1 Community continues on a thoughtful path of reconciliation;
- 5.1 The community is aesthetically appealing

SUMMARY

Administration recommends that Council approve the slightly modified sign for installation it at the Visitor Information Centre location (assuming Chamber Board approval).

ATTACHMENTS/REFERENCE MATERIALS

- 1. Concept Design
- 2. Proposed Sign Location
- 3. MOTI approval for sign at John Street and Johnston Road
- 4. Report to Council | Welcome Sign | October 26, 2020
- 5. Report to Council | Welcome Sign Background | April 27, 2020
- 6. PowerPoint Presentation | Alberni Valley Chamber of Commerce | April 27, 2020
- 7. PowerPoint Presentation | Alberni Valley Chamber of Commerce | February 8, 2021
- 8. Letter from Alberni Valley Chamber of Commerce dated June 25, 2021 | Late Submission
- c: S. Darling, Director of Corporate Services J. MacDonald, Director of Infrastructure Services

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Regular Council Meeting Staff Report – Welcome to Port Alberni Sign April 11, 2024



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ATT A	APALLA ADAA	Ministry of
	COLUMBIA	Transportation

Permit/File Number: 2022-06147

Office: Vancouver Island District

PERMIT TO CONSTRUCT SIGNS UNDER SECTION 214 OF THE "MOTOR VEHICLE ACT"

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE NISGA'A FINAL AGREEMENT ACT.

BETWEEN:

The Minister of Transportation and Infrastructure

Vancouver Island District Third Floor 2100 Labieux Road Nanaimo, BC V9T 6E9 Canada

("The Minister")

AND:

City of Port Alberni 4850 Argyle Street Port Alberni, British Columbia V9Y 1V8 Canada

("The Permittee")

WHEREAS:

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;
- B. The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

The installation, operation, and maintenance of a new Welcome to Port Alberni Entrance Sign within the Highway 4 road dedication, as shown on drawing 0182-009 SK1, and as per application submitted Dec 12, 2022.

C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

- That the signs shall be erected only in a position approved by the Minister or any person appointed by him.
- The signs shall be maintained at all times in a neat and tidy condition to the satisfaction of any of the above officials.
- That this permission shall not be transferable and shall be in force only during such time as the said signs are operated and maintained by the applicants to the entire satisfaction of the Minister.
- 4. That this permit may be terminated at any time at the discretion of the Minister of Transportation and Infrastructure, and that the termination of this permit shall not give right to any cause of action or claim of any nature whatsoever.
- That the letters "H.D. and the permit number" shall be displayed on the lower right-hand corner of the sign in letters one-half inch high, minimum size, in order that the permit number is always readily visible on the sign.
- 6. That poor maintenance of the sign or non-compliance with the terms of this permit or with the standards of message and design as set down in the Sign Regulations shall be sufficient cause for removal of the sign by authorized employees of the Ministry of Transportation and Infrastructure. After removal, no responsibility is taken for the safety of the sign or for its return to the holder of this permit.

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Cumb	BRITISH	Ministr	ry of			ermit/File Number: Office:		r Island Distr	rict
	COLUMBI		ortation			Office.	vancouve	Island Dist	lict
7.		be placed close is a directional				raffic sign, except wh	ere the applic	ant's sign is p	laced at an
8.						in the field before in	stallation		
9.						s agents and employ		anainst all de	aime liabilitios
0.	demands, los sustained by or termination	ses, damages, the Ministry, its of this permit,	costs and exp agents and e where the sal	mployees me or any	nes, penalties s, or any of th of them are	s, assessments and l em at any time or tim based upon or arise ors, in connection with	evies made a les, whether out of or from	gainst or incu before or after	rred, suffered o r the expiration
10.	permittee is to Compensation the permittee	he prime contra in Act, for the pr or designated	actor or will ap urposes of the prime contract	point a qu work dea tor will ob	ualified prime scribed by this serve and pe	s with the Ministry of contractor, as descri s permit, at the work rform all of the duties Act and the Occupation	bed in Section location desc and obligation	n 118 of the W ribed in this po ns which fall t	Vorkers ermit, and that to be discharge
11.	considered in	co-ordinating s	site safety: ov	erhead ha	azards, partici	zards may be preser ularly electrical or tele anger trees, falling ro	ecommunicati	ons lines; bur	ied utilities,
12.	Any works wi will be perform Guidelines".	thin the Ministry med by a Profe The Guidelines	y right-of-way ssional Engine can be viewe	that fall w eer, and s d on the M	vithin the scop shall comply v Ministry's web	be of "engineering" un with this Ministry's "En site at http://www2.g s-and-guidelines/tect	nder the Engir ngineer of Rec ov.bc.ca/asse	neers and Geo cord and Field ts/gov/driving	oscientists Act I Review -and-
13.		e is responsible Columbia Wee				spread of noxious we gulation.	eds on the hi	ghway right-ol	f-way as define
14.	New sign to b	e located 1-2m	n from edge of	property	line and not r	negatively impact sig	ht lines for dri	vers at adiace	ent intersection.
e rights g	ranted to the Pe	rmittee in this p	ermit are to b	e exercise	ed only for the	e purpose as defined	in Recital B o	n page 1.	
	ranted to the Pe Nanaimo		ermit are to b umbia, this	e exercise 13	ed only for the	e purpose as defined December	in Recital B o	n page 1.	
e rights g ted at					10 10	December		n page 1.	
					10 10	December	, <u>2022</u> Irulii	m page 1.	
					10 10	December Juisj	, <u>2022</u> Irulii	n page 1.	
					10 10	December Juisj	, <u>2022</u> Irulii	m page 1.	
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					10 10	December Juisj	, <u>2022</u> Irulii	n page 1.	Page 2 of



Subject:	Welcome Sign
From:	T. Pley, CAO
То:	Mayor & Council
File No:	6280-01
Date:	October 20, 2020

Prepared by: T. SLONSKI	Supervisor: <i>T. PLEY</i>	CAD Concourrence:
Dir. Of Corporate Services	T. PLEY, CAO	T. Pley, CAO

RECOMMENDATION[S]

Staff are seeking Council direction.

PURPOSE

For Council to provide direction to staff regarding the City's Welcome Sign project currently being undertaken by the Alberni Valley Chamber of Commerce.

BACKGROUND

At Council's Special meeting held April 6, 2020 Council resolved as follows:

"THAT Council authorize the Welcome Signage project to proceed in 2020 subject to receipt of grant funding. Further, that staff be directed to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by removing the funding identified for the Welcome Signage project from the City's 2020 Operational funding stream and reassign costs associated with this project as follows: \$25,000 from the City's Capital Works Reserve fund for the purpose of carrying out design work and \$125,000 through grant funding. [Res No. S20-88]

At Council's Regular Meeting held April 27, 2020 Council received a presentation from Bill Collette, CEO of the AV Chamber of Commerce addressing the Welcome Signage Project which included a City staff report for background. Following Mr. Collette's presentation Council resolved as follows:

"THAT Council direct staff to prepare a report identifying two to three signage concepts [based on designs similar to that established by Huu-ay-aht, the City of Parksville/Terrace and Nanoose Bay [as outlined in Mr. Collette's presentation] including cost estimates for Council's consideration at a subsequent meeting of Council. [Res. No. R20-116]

At Council's Regular meeting September 28, 2020 Mr. Collette was in attendance to speak further to the City's Welcome Signage project which identified a proposed signage concept and engaging the services of a company to carry out construction of the sign.

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ALTERNATIVES/OPTIONS

ANALYSIS

Following Mr. Collette's presentation to Council at its Regular meeting of September 28, 2020 the City has received a number of unsolicited communications, requesting an opportunity to provide input into the design of the Welcome Signage project. Given that the AV Chamber of Commerce has been tasked with this work, staff are looking to Council as to how they would like to receive the various proposals/comments being received.

IMPLICATIONS

At present, the City currently has \$25,000 allocated in 2020 for the design/construction for the Welcome Signage project. To date, approx. \$5,700.00 has been spent.

COMMUNICATIONS

BYLAWS/PLANS/POLICIES

SUMMARY

The Alberni Valley Chamber of Commerce has been engaged to work on the Welcome Signage project on behalf of the City. Following a presentation by the Chamber at Council's Regular meeting held September 28, 2020 where a proposed design was identified, the City has been receiving communications from the general public requesting an opportunity to provide input and/or design said sign. In the absence of a process being identified to address the communications being received, staff are looking to Council for direction in moving forward with this project.

ATTACHMENTS/REFERENCE MATERIALS

1. April 21, 2020 Welcome Sign Background Report

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REGULARRECCUNARLCOCININIDA GENCLTAD BAERR 21.622,02904



Regular Council Meeting For the Meeting of April 27, 2020

Date:April 21, 2020File No:6280-01To:Mayor & CouncilFrom:T. Pley, Chief Administrative OfficerSubject:Welcome Sign Background Report

RECOMMENDATION[S]

That Council direct staff to proceed with design and planning work on a welcome sign project with input on the following:

- general design and construction material components
- the number and location(s) of welcome signs

PURPOSE

This report is provided as an introduction to a presentation by the Alberni Valley Chamber of Commerce (the Chamber). The Chamber will provide a presentation to Council at the April 27, 2020 Regular meeting.

BACKGROUND

Goal 5.4 of the City's 2019-2023 Strategic Plan states "People know where they are within the City through the use of effective and authentic wayfinding signs." One or more welcoming signs strategically located at entrances to the City are considered to be anchors to wayfinding signs within a community. The City's "Five Year Financial Plan 2020-2024, Bylaw No. 5003" includes \$25,000 for a welcoming signage project.

In order to support Council's consideration of welcome signage location(s) and design, the Chamber of Commerce was engaged under the following terms:

Prepare a report for Council that outlines the following:

REGULAR COUNCIL AGENDA - APRIL 27, 2020

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1. Provide examples of municipal welcome signs from other Vancouver Island municipalities. Include several examples from BC municipalities not on Vancouver Island.

2. Include for each example (where available) a photograph, dimensions, cost incurred, and funding sources.

3. Provide (if available) an overview of previous work done in Alberni Valley on the sign issue (pull together existing info).

The Chamber will essentially pull together and provide the information that Council needs to make an informed decision on next steps in the welcome sign project. This report should provide Council with enough information to enable Council to direct staff as to the preferred design components that can be incorporated into one or more draft designs for Council's consideration.

ALTERNATIVES/OPTIONS

Option One: Council receives the CAO's report and the Chamber's presentation, and directs staff to proceed with design and planning work on a welcome sign project with input on the following;

- general design and construction material components
- the number and location(s) of welcome signs

Option Two: Council receives the CAO's report and the Chamber's presentation, and provides no further direction at this time.

Option Three: Council receives the CAO's report and the Chamber's presentation, and provides other direction to staff.

ANALYSIS

Option one provides for the project moving into the design and planning phase. The design and planning phase would result in one or more graphic designs being produced for Council's consideration, as well as a detailed cost estimate for construction. The Ministry of Transportation and Infrastructure would be engaged in order to acquire their permission for siting of the structure(s).

If Council has adequate information to proceed with the planning and design phase of the project, and desires for the project to proceed in 2020, option one will provide for that.

If Council has received all of the information that they require at this time, and Council does not want to proceed with the design and planning phase of the project at this time, option two provides for that.

If Council requires further information or desires to give direction not outlined in this report, option three provides for that.

IMPLICATIONS

The Five Year Financial Plan does not include funds adequate for completion of the welcome sign project. The Plan does however include funding considered adequate to complete the design and planning phase of the project. Completing the design and planning phase of the project will enable the City to;

- 1. be in a position to have the welcome sign project "shovel ready" in case there is an opportunity later in 2020 to access grant funding to complete the project, or
- 2. be in a position to budget for the project in 2021 or a subsequent year, and complete construction in that same year.

COMMUNICATIONS

Communication will involve informing the public about the direction of Council and the phase of the project.

BYLAWS/PLANS/POLICIES

The City's 2019-2023 Strategic Plan Goal # 5.4 states, "people know where they are within the City through the use of effective and authentic wayfinding signs."

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REGULAR COUNCIL AGENDA - APRIL 27, 202017REGULAR RECOUNARICADENINDARGENEURA BAERR 1622,0200417

SUMMARY

This report outlines the history of the welcome sign project as it relates to the current Strategic Plan and introduces a presentation from the Chamber of Commerce that will provide Council with information about welcome sign projects in other communities. The report outlines options for Council's consideration in terms of next steps.

ATTACHMENTS/REFERENCE MATERIALS

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REGULAR COUNCIL AGENDA - APRIL 27, 202018REGULAR RECOUNARLCOGINIDA GONDA GONDA BARR1622,020454



Date:	April 21, 2020
File No:	6280-01
То:	Mayor & Council
From:	T. Pley, Chief Administrative Officer
Subject:	Welcome Sign Background Report

RECOMMENDATION[S]

That Council direct staff to proceed with design and planning work on a welcome sign project with input on the following:

- general design and construction material components
- the number and location(s) of welcome signs

PURPOSE

This report is provided as an introduction to a presentation by the Alberni Valley Chamber of Commerce (the Chamber). The Chamber will provide a presentation to Council at the April 27, 2020 Regular meeting.

BACKGROUND

Goal 5.4 of the City's 2019-2023 Strategic Plan states "People know where they are within the City through the use of effective and authentic wayfinding signs." One or more welcoming signs strategically located at entrances to the City are considered to be anchors to wayfinding signs within a community. The City's "Five Year Financial Plan 2020-2024, Bylaw No. 5003" includes \$25,000 for a welcoming signage project.

In order to support Council's consideration of welcome signage location(s) and design, the Chamber of Commerce was engaged under the following terms:

Prepare a report for Council that outlines the following:

1. Provide examples of municipal welcome signs from other Vancouver Island municipalities. Include several examples from BC municipalities not on Vancouver Island.

2. Include for each example (where available) a photograph, dimensions, cost incurred, and funding sources.

3. Provide (if available) an overview of previous work done in Alberni Valley on the sign issue (pull together existing info).

The Chamber will essentially pull together and provide the information that Council needs to make an informed decision on next steps in the welcome sign project. This report should provide Council with enough information to enable Council to direct staff as to the preferred design components that can be incorporated into one or more draft designs for Council's consideration.



ALTERNATIVES/OPTIONS

Option One: Council receives the CAO's report and the Chamber's presentation, and directs staff to proceed with design and planning work on a welcome sign project with input on the following;

- general design and construction material components
- the number and location(s) of welcome signs

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Option one provides for the project moving into the design and planning phase. The design and planning phase would result in one or more graphic designs being produced for Council's consideration, as well as a detailed cost estimate for construction. The Ministry of Transportation and Infrastructure would be engaged in order to acquire their permission for siting of the structure(s).

If Council has adequate information to proceed with the planning and design phase of the project, and desires for the project to proceed in 2020, option one will provide for that.

If Council has received all of the information that they require at this time, and Council does not want to proceed with the design and planning phase of the project at this time, option two provides for that.

If Council requires further information or desires to give direction not outlined in this report, option three provides for that.

IMPLICATIONS

The Five Year Financial Plan does not include funds adequate for completion of the welcome sign project. The Plan does however include funding considered adequate to complete the design and planning phase of the project. Completing the design and planning phase of the project will enable the City to;

- 1. be in a position to have the welcome sign project "shovel ready" in case there is an opportunity later in 2020 to access grant funding to complete the project, or
- 2. be in a position to budget for the project in 2021 or a subsequent year, and complete construction in that same year.

COMMUNICATIONS

Communication will involve informing the public about the direction of Council and the phase of the project.

BYLAWS/PLANS/POLICIES

The City's 2019-2023 Strategic Plan Goal # 5.4 states, "people know where they are within the City through the use of effective and authentic wayfinding signs."

Page 2|3

SUMMARY

This report outlines the history of the welcome sign project as it relates to the current Strategic Plan and introduces a presentation from the Chamber of Commerce that will provide Council with information about welcome sign projects in other communities. The report outlines options for Council's consideration in terms of next steps.

ATTACHMENTS/REFERENCE MATERIALS

Page 3 3

REGULAR COUNCIL AGENDA - APRIL 22, 2024

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RECEIVED

JUN 28 2021

CITY OF PORT ALBERNI



LATE ITEM E.2 RCM-JUNE 28, 2021 Mayor Engineering/PW CAO Parks, Rec. & Heritage Finance Community Safety Corporate Services Other LOG Hern - Corr. for Action Agenda CM-TUNE 28, 202 File # 6280-20-WEICOME Sign

Friday, June 25, 2021

President Terry Deakin

Vice President Suzanne Dube

2nd Vice President Daniel Savard

Secretary Krista McKitrick

Treasurer Michael Moore

Directors

Murray Lawlor Mary Clare Massicotte Teresa Bird Peter Wienold Dave Heinrichs Crystal Knudsen Lori Kerr Carol-Anne Phillips

Past President Sarah Jones

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

Dear Mayor and Council:

I am writing to you today regarding the recent 'Motion' from Council directing staff to pursue a specific Welcome Sign concept that was submitted to your attention some time ago. While we respect your decision, we would like to ensure that all on Council are aware of a late submission that came to our attention in February of this year.

This later submission is in our opinion most worthy of your consideration. The design is based on a wood theme but more importantly it is created by local artists with a focus on First Nations history and culture. The idea was presented to us some time after our last presentation to you by a local business owner who himself is very well-respected and admired in Port Alberni. (Dustin Dame – owner of Cloud City)

More recently the artist/business owner reached out to us wondering if there were options available for him and his partners to tweak the drawings per your collective ideas. He is very keen to work with you. Additionally, he and his team have the capabilities to take the project from start to finish using Port Alberni contractors so that all funds spent are done so with local businesses in mind. In subsequent discussions with them they feel that they can take this project, start to finish, within a most reasonable budget.

We do encourage Council to take a second look at this project recognizing this late submission. I have attached the initial drawing that should be considered as a starting point. Please note that the artist confirms that the 'canoe' and other First Nations components are not culturally correct but will be if indeed Council asks to pursue this concept.

The Chamber has been honoured to work with Council, Staff and the many artists who have submitted their ideas for consideration. We understand that the project is now in the hands of City Staff but do know that we are willing to assist down the road should tance be required.

external assistance be required.

Alberni Valley Chamber of Commerce 2533 Port Alberni Highway, Port Alberni, BC V9Y 8P2 www.albernichamber.ca p 250.724.6535 f 250.724.6560 e office@albernichamber.ca If you elect to consider this concept in addition to the one you have currently identified, please let me know so that I can confirm with the artists.

Respectfully, ALBERNI VALLEY CHAMBER OF COMMERCE **Bill Collette** CEO

Encl:

Alberni Valley Chamber of Commerce 2533 Port Alberni Highway, Port Alberni, BC V9Y 8P2 www.albernichamber.ca p 250.724.6535 f 250.724.6560 e office@albernichamber.ca

REGULAR COUNCIL AGENDA - APRIL 22, 2024

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SATURDAY, MAY 4 10:00AM-12:00PM ECHO CENTRE

- The City & Broombusters are once again teaming up to tackle invasive broom in our community.
- The group will meet Sat, May 4 behind Echo pool by the forested area.
- No need to sign up just show up!
- Bring clippers if you have them.

Port Albern

- Please wear long pants, sturdy shoes and a hat.
- Broombusters will also supply tools.

DYK? SCOTCH BROOM IS HARMFUL TO OUR LOCAL NATIVE SPECIES \$ IS A FIRE DANGER

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City Hall · 4850 Argyle Street · Port Alberni · British Columbia · V9Y 1V8 · www portalberni ca · citypa@portalberni ca

CITY OF PORT ALBERNI

BYLAW NO. 5104

A BYLAW FOR THE LEVYING OF TAX RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT, REGIONAL DISTRICT AND OFF-STREET PARKING PURPOSES FOR THE YEAR 2024

WHEREAS Section 197 of the *Community Charter*, *R.S.B.C. 2003 c.* 26 requires a Council, on or before May 15th in each year, to adopt a bylaw to impose tax rates on all taxable land and improvements according to their assessed value in order to provide the money required for all lawful general purposes of the municipality, and other purposes permitted under the *Community Charter*.

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

1. <u>Title</u>

This Bylaw may be cited for all purposes as "City of Port Alberni Tax Rates Bylaw No. 5104, 2024".

2. Tax Rates

The following rates are hereby imposed and levied for the year 2024:

(a) General Municipal Purposes Rate

For all lawful general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" which is attached hereto and forms part of this Bylaw.

(b) <u>General Municipal Debt Rate</u>

For debt purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column II of Schedule "A" which is attached hereto and forms part of this Bylaw.

(c) <u>Regional Hospital District Rate</u>

For purposes of the Alberni-Clayoquot Regional Hospital District on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" which is attached hereto and forms part of this Bylaw.

(d) <u>Regional District of Alberni-Clayoquot Rate</u>

For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column IV of Schedule "A" which is attached hereto and forms part of this Bylaw.
(e) <u>Special Rate - Off-Street Parking</u>

For purposes of the specified area described in "Off-Street Parking Loan Authorization Bylaw, No. 1, 1971" No. 2087 on the value of land and improvements taxable for general municipal purposes, rates appearing in Column V of Schedule "A" which is attached hereto and forms part of this Bylaw.

(f) General Municipal Vancouver Island Regional Library Rate

For Vancouver Island Regional Library purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column VI of Schedule "A" which is attached hereto and forms part of this Bylaw.

3. Effective Date

The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January, 2024.

4. Payment

The aforementioned rates and taxes shall be due and payable at the Office of the Collector of the City of Port Alberni at the City Hall, Port Alberni, in the Province of British Columbia.

5. <u>Repeal</u>

That " City of Port Alberni Tax Rates Bylaw No. 5083, 2023" is hereby repealed.

READ A FIRST TIME this 15th day of April, 2024.

READ A SECOND TIME this 15th day of April, 2024.

READ A THIRD TIME this 15th day of April, 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer

SCHEDULE "A" TO BYLAW # 5104

2024 TAX RATES (DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)

		I	III	IV	V	VI
			Alberni	Alberni		Vancouver
Duranta	0		Clayoquot	Clayoquot	Off	Island Deviauel
Property Class	General Municipal	Daht	Regional	Regional District	Street Barking	Regional
Class	Municipal	Debt	Hospital	District	Parking	Library
Residential	4.67720	0.03311	0.12824	0.34983	0.32717	0.16777
Utilities	27.80396	0.19680	0.44883	1.22439		0.99735
Supportive Housing	4.67720	0.03311	0.12824	0.34983		0.16777
Major Industry	59.22928	0.41924	0.43600	1.18941		2.12459
Light Industry	38.66814	0.27370	0.43600	1.18941		1.38705
Business	13.36645	0.09461	0.31418	0.85708	0.93499	0.47946
Managed Forest Land	14.03161	0.09932	0.38471	1.04948		0.50332
T OFEST Land	14.00101	0.09902	0.00+71	1.04040		0.00002
Non-Profit	4.67720	0.03311	0.12824	0.34983	0.32717	0.16777
Farm	4.67720	0.03311	0.12824	0.34983		0.16777



Date: File No:	April 15, 2024 3360-20-5350 Margaret		
То:	Mayor and Council		
From:	M. Fox, Chief Administrative Officer		
Subject:	DEVELOPMENT APPLICATION – Zoning Bylaw Amendments at 5350 Margaret Street, Port		
	Alberni		
	Lot 1, District Lot 11, Alberni District, Plan 1047, (PID: 007-922-957)		
	Lot 2, District Lot 11, Alberni District, Plan 1047 (PID: 007-922-981)		
	Lot 3, District Lot 11, Alberni District, Plan 1047, (PID: 007-922-990)		
Applicant:	B. Dame		

Supervisor:	Director:	CAO Concurrence:
Ali Mars		acc
B. McLoughlin Manager of Planning	S. Smith, Dir. of Development Services Deputy CAO	M. Fox, CAO
	B. McLoughlin	B. McLoughlin S. Smith, Dir. of Development

RECOMMENDATIONS(S)

- a. THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be now introduced and read a first time.
- b. THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a second time.
- c. THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a third time.

PURPOSE

To consider a Zoning Bylaw amendment (Bylaw 5101) for the properties at 5350 Margaret Street. Amendments would enable a subdivision to create three small residential lots.

BACKGROUND

5350 Margaret Street consists of four individual legal parcels. All four lots are designated '*Residential*' in the Official Community Plan (OCP) and are classified '*P1 Institutional*' in *Zoning Bylaw No. 5074, 2023*. The surrounding neighborhood is a mix of lower-density residential, institutional, and parks and recreation zoning.

Lots 3 and 4 are occupied by an existing building, historically used as a church and dwelling unit. A daycare facility is now operated out of the building. Lots 1 and 2 are currently vacant having previously been used as a parking area for the church. Proposed amendments are for Lots 1, 2, and a small portion of Lot 3 only (subject properties). See Figure 1.

Legislative Changes to Public Hearings in BC (Bill 44)

Recent changes to the *Local Government Act* under Bill 44 prohibit Council from holding a Public Hearing on Zoning Bylaw amendments for housing that are consistent with the Official Community Plan (OCP). From the LGA:

464(3) A local government must not hold a public hearing on a proposed zoning bylaw if:

- a) an official community plan is in effect for the area that is the subject of the zoning bylaw,b) the bylaw is consistent with the official community plan,
- c) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
- d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.

Subject Property and Site Context

The subject properties are located at the corner of Pleasant Road and Margaret Street just south of Tsuma-as Elementary School.

Location	North-west corner of Pleasant Road and Margaret Street intersection.	
Current Land Use	Residential	
Current Zoning	P1 Institutional	
Proposed Zoning	R3 Small Lot Single-Detached Residential	
Total Area	1194.3 m ² (0.3 acres)	
Official Community Plan	Schedule A – Land Use Map	
(OCP)	 Section D Plan Policies – 4.0 Residential 	

Figure 1 – Subject Property Map



Regular Council Meeting Staff Report – Development Application ZON23-04 | 5350 Margaret Street April 15, 2024



ALTERNATIVES/OPTIONS

1. THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be now introduced and read a first time.

THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a second time.

THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a third time.

- 2. Council may decline to give first reading.
- 3. Council may direct staff to provide additional information.

ANALYSIS

The applicant is proposing to rezone lot 1, lot 2, and a portion of lot 3 at 5350 Margaret Street to enable a subdivision. The subdivision would create three small residential lots fronting Pleasant Road. See Figure 4 where the new lot configuration is outlined in orange. The remaining portion of lot 3 and lot 4 at 5350 Margaret Street would remain *P1 Institutional*. See Figure 5. Below is a summary of the proposed amendments to the Zoning Bylaw:

1. Change the zoning classification from 'P1 Institutional' to 'R3 Small Lot Single-Detached Residential' in the Zoning Bylaw.

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REGULAR COUNCIL AGENDA - APRIL 22, 2024



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Official Community Plan Bylaw No. 4602

The subject properties are designated *Residential (RES)* in the OCP. The proposed R3 zone aligns with *RES* land use designation. OCP policy encourages residential infill provided that it aligns with the character of the surrounding neighbourhood. The proposed R3 zone enables gentle infill that suitably aligns with the surrounding low-density residential neighbourhood.

OCP Section	OCP Text
Section 2.0 Land Use	Residential (RES): Permits one and two family residential.
Designations	
Section 4.2.4 Residential	The City supports the development of residential infill provided that the
(RES) Council Policy	scale and character are suitably integrated into the adjacent
	neighbourhood.

Consistency with Official Community Plan

The OCP should be interpreted broadly when determining Council's ability to hold a Public Hearing on a rezoning application for housing development. Staff have reviewed the application and determined that it aligns with the OCP. Accordingly, Council is prohibited from holding a Public Hearing by section 464(3) of the *Local Government Act*.

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REGULAR COUNCIL AGENDA - APRIL 22, 2024

The determination by staff considers the following:

- The subject properties are designated *Residential* and the proposal is consistent with this land use designation.
- The proposal is consistent with policies for *Residential* land use including policy on infill development.

Zoning Bylaw No. 5074

The proposed R3 zone aligns with the surrounding low-density neighbourhood, and proposed lots meet the requirements of the R3 zone. If amendments are adopted, a portion of lot 3 would have split zoning until a subdivision plan is subsequently registered with the Land Titles Office.

The existing building on lots 3 and 4 does not meet the rear-yard setback requirement of the P1 zone, however the proposal does not impact or worsen this non-conformity. The building also straddles the shared lot line. The applicant will be required to consolidate lots 3 and 4 as a condition of subdivision.

Zoning Bylaw Section	Zoning Bylaw Text
Section 6.2.2 Location of	No principal building shall be located so as to be within more than one lot,
Buildings	except where one or more of the lots is an air space parcel.

Staff Notes:

- The remaining P1 property would be required to meet parking requirements for all uses.
- Civic addressing would be assigned at time of subdivision.

Floodplain Bylaw No. 4288

The subject properties are located within lands outlined in the *Floodplain Bylaw No. 4288,* however the most up-to-date floodplain mapping (*Somass Watershed Flood Management Plan*) indicates that the subject properties are not located within the flood extent and are therefor not subject to minimum flood construction levels.

Small-Scale Multi Unit Housing (SSMUH) Legislation Zoning Update

The City will be required to update it's Zoning Bylaw by June 30, 2024 to align it with new Provincial small-scale multi-unit housing legislation (SSMUH) which will enable up to four (4) dwelling units on most traditionally low-density residential lots within the City.

Although the applicant's intention is for three single-detached residential lots, future zoning would enable up to four (4) dwelling units on each of the subdivided properties. This would also apply to all surrounding R1 and R2 properties.

Infrastructure & Servicing

The properties would be connected to City services and the applicant is responsible for the cost of all necessary upgrades. Infrastructure requirements would be reviewed with consideration for potentially higher density under SSMUH zoning updates. The applicant will be required to provide servicing information for review as a part of the subdivision application process.

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REGULAR COUNCIL AGENDA - APRIL 22, 2024

<u>Referrals</u>

The application was referred to external agencies and internal departments. A summary of responses is attached to this report, including comments from BC Hydro and Fortis BC. If amendments are adopted, items would be addressed during the subdivision application process.

IMPLICATIONS

Supporting the proposed bylaw amendment would enable a subdivision to create three small-lot residential properties at 5350 Margaret Street.

COMMUNICATIONS

The Advisory Planning Commission (APC) passed a motion at their January 18th, 2024 meeting recommending that Council support the application. The draft APC summary minutes are attached to this report.

Where Council is prohibited from holding a Public Hearing, notice must be given prior to 1st Reading. This is a new change under section 467 of the *Local Government Act*. Notices were mailed to owners and occupants of all properties within 100 metres. Notices were also advertised in the newspaper for two consecutive weeks and posted to the City's website and bulletin board. A total of 55 letters were mailed.

Summary of Feedback from Public Notice

Two (2) letters of correspondence were received in response to the public notices. Feedback is summarized below and the letters are attached to this report for review. Correspondence will be accepted until noon on the day of the Council Meeting (April 22nd).

- 1. Concerns for potential height of new buildings and sunlight protection for neighbouring properties.
- 2. Concern that the lot size is too small.
- 3. Concern over a lack of parking in consideration of the adjacent daycare and nearby school.

BYLAWS/PLANS/POLICIES

- <u>Official Community Plan Bylaw No. 4602:</u> Proposed zoning aligns with the RES land use designation and residential infill policy in the OCP:
 - a) Residential (RES): Permits one and two family residential.
 - b) The City supports the development of residential infill provided that the scale and character are suitably integrated into the adjacent neighbourhood.
- 2. Zoning Bylaw No. 5074:

Below is a summary of proposed amending bylaw no. 5101:

a) Change the classification of lots 1, 2, and a portion of 3 at 5350 Margaret Street from "P1 Institutional' to 'R3 Small Lot Single Detached Residential' on the Zoning Bylaw map.

SUMMARY

The City has received an application for zoning bylaw amendments at 5350 Margaret Street that would enable a subdivision to create three small lot residential properties. The application proposed to rezone the subject properties to '*R3 Small Lot Single Detached Residential*' in the Zoning Bylaw. Staff recommend that Zoning Amendment Bylaw No. 5101 now be introduced and given first, second, and third readings.

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REGULAR COUNCIL AGENDA - APRIL 22, 2024

ATTACHMENTS

- 1. Referrals Response Summary
- 2. Advisory Planning Commission January 18, 2024 DRAFT Meeting Minutes
- 3. Public Notice Responses
- 4. Draft "Zoning Amendment (5350 Margaret Street), Bylaw No. 5101"
- *C: S. Darling, Director of Corporate Services*
 - A. McGifford, Director of Finance
 - J. MacDonald, Director of Infrastructure Services
 - R. Gaudreault, Building Official



Attachment 1: Referral Response Summary

The following table contains comments received in response to referrals for Zoning amendments for the properties at 5350 Margaret Street.

Referrals Sent Date: Wednesday, December 6, 2023

Legal Descriptions: Lots 1-3, District Lot 11, Alberni District, Plan VIP1047 PID's: L1: 007-922-957, L2: 007-922-981, L3: 007-922-990

Agency/Dept	Date	Comments
BC Hydro	12/6/2023	Note no pole for direct servicing of #4 so if building is <10m from secondary & only 200A could have midspan, otherwise pole required for servicing.
City Prks- Recreation- Culture	12/6/2023	No Comments / Concerns
RCMP	12/6/2023	No Comments / Concerns
City Community Safety	12/6/2023	No Comments / Concerns
City Fire	12/7/2023	No Comments / Concerns
Can Post Reg	12/11/2023	If approved the project will be served by delivery to the door. No equipment on private or public property required.
Hupacasath Nation	12/12/2023	No Comments / Concerns
City Infrastructure Services	12/14/2023	From Manager of Operations: No Comments / Concerns
Fortis	12/14/2023	FortisBC currently has an existing service to the existing home at 5350 Margaret St. It is 4.1m south of the addition, which would therefore be on the subdivided lot. It looks as though it will be within the set back so it should not conflict with new building footprints. Based on this, we require an SRW.

No further responses were received from other referral agencies by the date of this report.



Summary Report / Minutes of the Advisory Planning Commission Meeting held on January 18, 2024 at 12:00 p.m. (Council Chambers, Port Alberni City Hall, 4850 Argyle Street)

Commission Members Present	<u>Staff</u>
Stefanie Weber (Chair)	Scott Smith, Director of Dev. Services/Deputy CAO
Harley Wylie (Alt.–Tseshaht (ċ išaa?atḥ) F.N) (∨ice-Chair)	Brian McLoughlin, Manager of Planning
Dan Holder	Haley Stevenson, Planner I
Christine Washington, (SD70 Liaison)	Cara Foden, Planning Technician
Callan Noye	
Jack Roland	Guests
Sandy McRuer	Applicant/s: Brad and Caralee Dame
Regrets	Alternates and Staff not in attendance
Serena Mayer, (Hupačasath F.N)	Ken Watts (ECC, Tseshaht (ċ išaaʔatḥ) F.N)
Joe McQuaid	Larry Ransom (Alt S.D.70)

Larry Ransom (Alt.– S.D.70) S./Sgt. Mike Thompson, (R.C.M.P. Liaison) Councilor Deb Haggard (Alt. Council Liaison) Derrin Fines (P.A.F.D. Liaison)

1. Acknowledgements and Introductions

Councilor Dustin Dame (Council Liaison)

• The Vice-Chair acknowledged that this meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the Tseshaht (c išaa?ath) First Nation.

6666666

2. Adoption of previous meeting minutes:

Summary Report / Minutes from the APC Meetings held on December 21, 2023

(Washington / Noye) CARRIED

Election of Chair and Vice-Chair for 2024. The APC Chair and Vice-Chair were elected as follows: Chair – Stefanie Weber

- Vian Obein Herley Wede
- Vice -Chair Harley Wylie

4. DEVELOPMENT APPLICATION: Zoning Bylaw amendment

5350 Margaret St. – Lots 1-3, District Lot 11, Alberni District, Plan VIP1047 Lot 1, District Lot 11, Alberni District, Plan VIP1047 PID: 007-922-957 Lot 2, District Lot 11, Alberni District, Plan VIP1047 PID: 007-922-981 Lot 3, District Lot 11, Alberni District, Plan VIP1047 PID: 007-922-990 **APPLICANT:** B. and C. Dame

- The Planner I presented a summary of the application. A full report dated January 18, 2024 was
 included in the Agenda package for this meeting.
- Attendees discussed the proposed Zoning bylaw amendment as follows:
 - The applicants' intent for the existing building is to re-purpose the former church to be used as a Daycare Centre for children.

Page 1 of 2

REGULAR COUNCIL AGENDA - APRIL 22, 2024

- Current zoning on four lots owned by the applicants is P1 Institutional. Zoning on the portion of the site currently occupied by a former church building will remain P1 Institutional. The remainder of the site will be rezoned to 'R3 Small Lot Single Detached Residential' with the intent to subdivide. Civic addressing will be assigned at the time of subdivision.
- New provincial legislation with regard to Zoning Bylaw update Staff will work with the applicants to synchronize the timing for adoption of the amendment as necessary.

Motions:

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

(Washington / McRuer) CARRIED

5. Updates from the Director of Development Services

- OCP
 - City is moving forward with public engagement on the policy development phase.
 - Online engagement will take place Feb 8 19
 - Open House sessions are scheduled for February 14th and February 15th.
 - Consultants have been engaged to do data analysis on the community and the information will inform Planning staff in the creation of long-term development strategies for the management of growth, climate goals, infrastructure and recreational needs in the community ('Complete Communities').
 - The former Somass lands now owned by the City will be considered during the OCP process but will not be focused on in detail.
- City revenue sources The City only has the authority to generate revenue as authorized by the Province. New legislation has widened the scope of local governments with respect to DCC and Amenity charges.
- Discussion around the inconsistency of grant funding as a revenue item in the City budget. It was noted that City budget must account for long term capital plans.

6. Other Business:

7. Adjournment – The meeting adjourned at 1:00 pm. The February 15, 2024 meeting will be cancelled and the next regular meeting is scheduled for 12:00 pm on Thursday, March 21, 2024.

(Chair)

APC-SummaryMinutes-Jan18-2024

Page 2 of 2

APR 1 6 2024

CITY OF PORT ALBERNI

From: Jack Laughlin

Sent: Tuesday, April 16, 2024 2:34 PM To: Corporate Services Department <<u>corp_serv@portalberni.ca</u>> Subject: Bylaw number 5101

'Mayor and Council'

submission by:

J. & Vi Laughlin

Got your Notice of zoning bylaw amendment for 5350 Margaret Street.

We would like to let you know how we feel about this being done:

- Rezoning from 'P1 Institutional' to 'R3 Small Lot Single Detached Residential' is OK
- 2. Worried about the size of the lots feel it would be better to have 2 lots not 3 lack of parking as the property next door is a daycare facility. Also, living near a school our parking is taken up during special events (we know this is an issue due to past events at the school) this would be Margaret Streetand Pleasant Road When people have more than one vehicle (ie trailer, utility trailer, 2nd vehicle) this will be an issue with parking as well. Where are they going to park -- On the street ????
- 3. Height of the homes that will be built. Some of the neighbours are attempting to help with our environment by putting in solar. Feel this needs to be taken into consideration when the new homes are built.

& Vi Laughlin

Council	Economic Development
Mayor	Engineering/PW
	Parks, Rec. & Heritage
V	Development Services
Finance	Community Safety
Corporate Services	Other
Agenda RCM	Apr. 22/24
File # 3300	20-5350 Monopret

APR 08 2024

CITY OF PORT ALBERNI

From: Charles Addy <

Sent: Saturday, April 6, 2024 6:12 PM To: Corporate Services Department <<u>corp_serv@portalberni.ca</u>> Subject: Zoning Amendments at 5350 Margaret Street

RE: Proposed Zoning Amendments at 5350 Margaret Street, Port Alberni

To whom it may concern,

We are writing today to express a concern about the amendments to the zoning at 5350 Margaret
Street, Port Alberni. We don't have concern with the amendment however, we are concerned about the
potential height of future new builds. We have made a significant investment installing solar panels to
our home as well as we use our land to produce a variety of foods. Both of which offset the cost of living
expenses for our family by reducing energy consumption and increasing our food security.
Our concern is that large multi-level building will be built blocking direct sunlight to our yard. The shade would block our solar panels as well as reduce light to our gardens. We have made a significant
investment in solar panels and having a larger home next to us would block them reducing our ability to capture energy and therefore increasing our energy costs and extending the return on our investment as
well. We are writing to request that the future builds be a rancher style or single story build with
basements to avoid shading our home and vard.

Thank you for your considerations in regards to my concerns,

E Addy

Council	Economic Deve' ment
Mayor	
AO	Parks, Rec. & Huritage
G Finance	Development Services
Corporate Services	Community Safety
BAgenda RCM	Apr 22124
File #_3360-	20 -5350 Managet

CITY OF PORT ALBERNI

BYLAW NO. 5101

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5074, 2023

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

1. <u>Title</u>

This Bylaw may be known and cited for all purposes as **"Zoning Amendment (5350 Margaret Street) Bylaw No. 5101**".

2. Zoning Amendment

The properties legally described as Lot 1, District Lot 11, Alberni District, Plan VIP1047 (PID: 007-922-957); and Lot 2, District Lot 11, Alberni District, Plan VIP1047 (PID: 007-922-981); and a portion of the property legally described as Lot 3, District Lot 11, Alberni District, Plan VIP1047 (PID: 007-922-990); all located at **5350 Margaret Street** and shown shaded in gray on Schedule A attached hereto and forming part of this bylaw, are hereby rezoned from 'P1 Institutional' to '**R3 Small Lot Single Detached Residential'** zone.

3. <u>Map Amendments</u>

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw, Bylaw No. 5074 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024

READ A THIRD TIME this day of , 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5101



APR 0 8 2024 CITY OF PORT ALBERNI

Council	
Mayor	Economic Development Engineering/PW
	Parks, Rec. & Heritage
□ Finance	Development Services
Corporate Serv	Community Safety
Agenda	CM ADRZZIAY
File #	10-01

March 27, 2024



City of Port Alberni

RE: Riders of Alberni Valley (ROAV)

Dear members of the Port Alberni City Council,

We are ROAV, a non-profit cycling organization located in Port Alberni with ambitions to create and maintain cycling and multi-use trails as well as provide events and recreation opportunities for members of both our community and tourists alike.

We come to city council with a simple request for a letter of support for our application for a land use agreement with the province of British Columbia to maintain and possibly build multi use trails on Crown Land above and around the Maquinna trail system.

ROAV was defunct for a few years before being re-establish in December of 2023 and since then has made great strides in that short time. We now have over 80 paid members, have been working at confirming landowner boundaries, and have been in talks with landowners about agreements to use their land for multi-use trails. We are expecting rider liability and personal insurance by the end of March 2024 as well as to submit our application to the BC provincial government to use and maintain the trails around Maquinna trails as they will have been mapped and photographed as part of the application process.

This letter of support will be the first of a few requests by ROAV as we have big plans for the future but are working on the Maquinna Trail network to start as it seems most manageable area to begin this years long process to help turn the Alberni Valley into a recreational destination for locals and tourists alike. ROAV will eventually be collaborating with First Nations groups in the area to use land that those groups manage such as the woodlot licence at the top of Burde Street. ROAV also has in the works, working with Mosaic Forest Management to maintain and possibly build more trails at the Candy Store area. We are

REGULAR COUNCIL AGENDA - APRIL 22, 2024

particularly excited about this goal for the Mountain Bike community as these trails are well established, but almost forgotten about by the rest of Vancouver Island since Mosaic has taken over the forest management of the area as there has been no agreement on trail use. Mosaic is insisting that ROAV have agreements with other landowners in the area before coming to them for any requests.

Without any agreements with landowners in the area, the only trails that the city and region can technically promote are the Log Train Trail, the Alberni Inlet Trail and Maquinna Trail, all of which are great trails but assuming the goal for the area is to promote tourism on many different levels, more and more diverse multi use trail networks throughout the Alberni Valley will only help the future of this amazing area of the world.

Just imagine the Candy Store area as the first thing people travelling down The Hump seeing with its outdoor recreation facilities of Hole In The Wall and an extensive trail network for hikers, walkers, and cyclists, both mountain bikers using the upper trails and recreational cyclists and families using the Log Train Trail.

Also imagine being a national advertisement like this being able to promote the valley as more than just a fishing town.

https://www.narcity.com/this-hospital-in-the-breathtaking-alberni-valley-is-hiringprovides-relocation-aid



Thank you for considering our request, we look forward to hearing from you. Sincerely,

ROAV Board of Directors clhall303@gmail.com



Council	Economic Development
	Engineering/PW
Mayor	Parks, Rec. & Heritage
CAO	Development Services
Finance	Community Safety
Corporate Ser	lices Other
Agenda	CH HPrade
File # -	dop. d

The Rotary Club of Port Alberni P.O. Box 2, Port Alberni B.C. V9Y 7M6 April 9, 2024

City of Port Alberni

Parks Recreation and Culture Department

4255 Wallace St.

Port Alberni B.C. V9Y 3Y6

Attn: Willa Thorpe, Director

Our Rotary Club in planning on hosting a "Colour Fest" on July 20, 2024. We have attached a poster outlining our initial thoughts of this event including location, activities and our target audience. This is an event that has happened in other communities, including one in Fort St. John each year.

This is meant to be a family event allowing people of all ages, abilities to have a few hours of fun. It involves participants walking a 2.5 km course around the Kitsuksis Dyke trail. It is not a race or a timed event. Participants walk the trail and along the way stop at a colour station, where they will be "coloured" with different powdered colour at each station. The colouring is non toxic and easily washed off.

At this time we envision the following offerings to the participants,

- Music. We hope to have a band playing during the event
- Food. We envision having a few food vendors.
- Outdoor games. We will have activity coordinators who will supervise these games
- Costumes encouraged.
- Waterpark to be turned on and available.

To be able to do this event, we will require,

- Permit/permission to use the following in Blair Park,
 - o Waterpark
 - o Gazebo
 - o Grassed areas in Blair Park.
 - o Kitsuksis walk way
 - o Washrooms

o A power source

We expect set up and Registration for the event will start around 10:00am on July 20, 2024 and the event finish around 3:00pm.

We have in an existing insurance policy for such events and can provide a certificate of insurance if required.

As this is meant to be a fun event, it will also provide Rotary a fundraiser to raise funds for many community charities whom we support. We will also have sponsors to cover our costs and contribute to our financial success. We are hopeful this event will be a success and allow us to replicate it each year.

Thank you for your earliest consideration of our request and look forward to any input you can provide.

Regards,

Dewayne Parfitt	
Treasurer	
reasurer	

A community event hosted by the Rotary Club

A 2.5KM ROUTE, SUITABLE FOR ALL AGES AND ALL ABILITIES. FRAVERSE THE SCENIC COURSE, AS COLOUR STATIONS TURN YOU INTO A MOVING RAINBOW. COME FOR THE FUN, UNITY, AND COMMUNITY SUPPORT!

DATE: JULY 20, 2024

TIME: 11:00AM

Location

Blair Park **Kitsuksis Dyke Trall** 505 Pineo Rd, Port Alberni

Participants

Approximately: 300*

Activities

- Outdoor Games
- Local vendors Costume Contests

Proceeds to support local youth programs

Registration

- Regular \$25
- → Kids 5 to 12 years \$10
- → Family (2 adults 3 kids) \$40
- → Kids under 5 years Free
- → Souvenir T-shirts available for \$15

Contact

- **Rotary Club of Port Alberni** Randy Grixti
- 7782289507
- 🖂 grixti@gmail.com
- https://www.zeffy.com/en-
 - CA/ticketing/d1fe99ff-b603-414c-942f-15691eda3690

Colour Fest is an enjoyable and festive 2.5K event where participants run through different coloured powders at various stations along the way. The event is not about speed or competition, but rather about celebrating wellness, joy, and diversity. By the end of the race, everyone is coated in a rainbow of colours and ready to have fun at the post-event party with music, food, and more. Colour Fest event is a great opport/unity to have/fun with friends, family, or coworkers, and support a good cause.

REGULAR COUNCIL AGENDA - APRIL 22, 2024

APR 1 5 2024

ADSS 2024 Parent Prom Committee

4000 Roger Street Port Alberni BC V9Y 0B1

April 12th, 2024

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

1	Economic Development	
Council	Engineering/PW	
	Parks, Rec. & Heritage	
Finance	Sevelopment Services	
Corporate Serv		
Agenda Q	CM Apraalay	2-10
File #	8100-00- (rirad 1	CI aor

Dear Mayor and City Council:

RE: 2024 Prom Parade Request for use of City Streets

This letter is to request approval for the use of city streets for the prom parade for the graduating class of 2024.

This celebration has become a tradition in our community and it it something we would like to see continue. The parade will be taking place June 22nd, 2024. We are requesting the use of city streets between the times of 5:00 pm-6:30 pm with the marshaling time of 5:00 pm at the 3600 block of Anderson Avenue and 12th Avenue. The parade will begin at 5:30 pm. The parade route will be Burde Street to 10th Avenue to Roger Street ending at the Athletic Hall at 3727 Roger Street. (route map included).

We will meet the legal requirements of traffic control as well as communication of parade details with the RCMP, Fire Department, BC Ambulance Services, BC Transit, and any affected business or residents.

We will have liability insurance in the amount of 5,000,000 and before the event, we will provide a certificate of liability insurance naming the city as an additional insured.

If you have any questions or require any additional information please feel free to contact us.

Sincerely,

M	King.	

Parent Committee Parade Chair



REGULAR COUNCIL AGENDA - APRIL 22, 2024

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https://outlook.office365.com/mail/inbox/id/AAQkADRmYmlwZGM5LTM0MWYtNDNmYS1iNmU1LTk3YmQ5YmFmZWl3ZQAQAGc152iO4T9Au7fC31... 1/1

MAR 2 8 2024

CITY OF PORT ALBERNI

From: Diana . <<u>diana@viea.ca</u>> Sent: March 28, 2024 4:37 PM

To: Sharie Minions <<u>sharie minions@portalberni.ca</u>>; Cindy Solda <<u>cindy_solda@portalberni.ca</u>>; John Douglas <<u>John_Douglas@portalberni.ca</u>>; Debbie Haggard <<u>debbie_haggard@portalberni.ca</u>>; Todd Patola <<u>Todd_Patola@portalberni.ca</u>>; Charles Mealey <<u>Charles_Mealey@portalberni.ca</u>>; Dustin Dame <<u>Dustin_Dame@portalberni.ca</u>>; Charles Mealey <<u>Charles_Mealey@portalberni.ca</u>>; Dustin Dame <<u>Cc: Pat Deakin <<u>patrick_deakin@portalberni.ca</u>></u>

Subject: Request for Proclamation - Island Good Days June 3 - 9, 2024

Subject line: Subject: Request for Proclamation - Island Good Days June 3 - 9, 2024

Please see the following proclamation request on behalf of Julie Sperber, President and CEO of Vancouver Island Economic Alliance (VIEA) Address:P.O. Box 76, Stn. A, Nanaimo, V9R 5K4 Phone: 250-667-5225 Email: julie@viea.ca

Request for Proclamation - Island Good Days June 3 - 9, 2024

WHEREAS the Vancouver Island Economic Alliance, a non-government, non-profit organization created and launched the Island Good product brand in 2018 to support local producers and manufacturers by making it easier for shoppers to find and buy local products, and the Island Good brand has been successful in improving the sustainability and resiliency of the Island region economy; and

WHEREAS Island Good is celebrating its 6th anniversary and has licensed over 165 Island Good businesses, with 11 operating in the City of Port Alberni; and

WHEREAS Island Good food and beverage products will be prominently featured and celebrated in major grocery store in Port Alberni during the week of June 3-9, 2024; and

WHEREAS This is an opportunity to recognize and celebrate the contributions of Island Good producers and manufacturers to our local economy and community.

NOW, THEREFORE, I, Sharie Minions, Mayor of the City of Port Alberni, do hereby proclaim the week of June 3 - 9 as Island Good Days within the City of Port Alberni.

Many thanks and we look forward to hearing from you with regards to this request for proclamation.

Diana Jolly | Project Administrator



P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4 T 250-240-9450 | E: <u>diana@viea.ca</u> | <u>www.viea.ca</u> Building Alliances for Economic Vitality & Sustainability



REGULAR COUNCIL AGENDA - APRIL 22, 2024



UNITED STEELWORKERS, LOCAL 1-1937

Affiliated with AFL-CIO-CLC



RECEIVED

March 28, 2024

APR 09 2024

Council	Economic Development
Mayor	Engineering/PW
CAO	Parks, Rec. & Heritage Development Services
Finance	Community Safety
Agenda	es Other
File #Old 3	0-01

City of Port Alberni 4850 Argyle St Port Alberni, BC **V9Y 1V8**

CITY OF PORT ALBERNI

RE: National Day of Mourning, April 28, 2024

Dear Mayor Minions:

United Steelworkers Local 1-1937 will be hosting the Day of Mourning Ceremony this year and we request that the City of Port Alberni fly the National Day of Mourning Flag at half-mast on April 28th and throughout the following week out of respect for our fellow workers who have died on the job.

We also request that the City of Port Alberni declare April 28th Day of Mourning in recognition of workers who were either killed or injured while at work.

Your thoughtfulness for these workers and their families is greatly appreciated.

On behalf of USW Local 1-1937,

Men Cheeten

Glen Cheetham, 4th Vice-President United Steelworkers, Local 1-1937 Port Alberni Office – 4904 Montrose Street, Port Alberni, BC V9Y 1M3 Phone: 250-724-0171 Fax: 250-724-2800 Email: gcheetham@usw1-1937.ca Local Union Website: www.usw1-1937.ca

GC/Im USW Local 1-1937

APR 0 9 2024

CITY OF PORT ALBERNI

Council	Economic Development
Mayor	Engineering/PW
CAO	🗖 Parks, Rec. & Heritage
	Development Services
G Finance	Community Safety
Corporate Services	Other
Agenda	y Hor. 221an
File #0631	201

From: Sonya Chia <<u>fldf.van@34033177.mailchimpapp.com</u>> Sent: Tuesday, April 9, 2024 3:23 PM To: Sharie Minions <<u>sharie minions@portalberni.ca</u>>

Subject: Request for a Greeting letter / Flag Raising - Celebrating the 32nd Falun Dafa Day Anniversary

Dear Mayor Sharie Minions,

In commemoration of the 32ndFalun Dafa Day on May 13th, 2024, for celebrating Falun Dafa spreading to the public, we respectfully request again a recognition in the form of a Greeting letter/Flag Raising. This annual occasion pays tribute to the contributions of the Falun Dafa community in Canada—many of whom arrived here as refugees fleeing persecution in China, and celebrates the values of Truthfulness, Compassion, and Forbearance.

In 2023, we were very glad to have had 16 Canadian cities have flags-raisings or lighting-up the landmarks to celebrate our Falun Dafa Day. We also received 88 supporting letters and/or proclamations from Canadian MPs, MPPs, Mayors, and City Councillors.

Originated from the autocratic communist China 32 years ago, along with 25 years' brutal persecution even with the horrific organ harvesting, <u>facing the transnational repression</u>, the Falun Dafa community has endured, persevered and flourished peacefully. At the same time, Canadian Falun Dafa practitioners are proud to build our communities across the country and call Canada home.

The fight for freedom and integrity continues, as community members courageously fend off intimidation, threat, and mis/dis-information campaign by the long-arm operation of China's communist regime that has infiltrated many aspects of Canadian politics and social life.

Here in Canada, Falun Gong volunteers have taught <u>free meditation exercises</u> that have helped thousands of Canadians improve their mental, moral and physical well-being, contributing to a more healthy and harmonious society.

We are genuinely grateful for the freedom, diversity and compassionate support received across the society. Year to year, the Falun Dafa communities have garnered worldwide recognition, including greetings and proclamations. By sending a greeting letter/video to

mark the 32nd Falun Dafa Anniversary, you help affirm Canada's commitment to the values of Truthfulness, Compassion, and Forbearance, and to the upholding of human rights and freedom of conscience.

For the greeting letter/video, it will be greatly appreciated if you could send it to us by **May 5th**, **2024**. Should you have questions, please don't hesitate to contact the undersigned.

Sincerely, Sue Zhang on behalf of Falun Dafa Association of Vancouver Tel: 604-401-2797 Email: <u>vanocsy@gmail.com</u>

4 enclosures below:

1. 16 Flag Raising/Light-up Hosting Cities in 2023, and 14 MPs joined Ottawa Rally: ON : Hamilton; Barrie; Cambridge; Milton; Cornwall; Pembroke; Orangeville; St. Catharine; Orillia; Brighton; Brock, Scugog, Amherstburg; AB: Edmonton; SK: Regina; Saskatoon;





2a. A short video of 'An Introduction to Falun gong' (6:35 min) https://www.youtube.com/watch?v=aJ-A6xY47jc
For more information, please visit faluninfo.net
2b. Members of Parliament and Practitioners Celebrate the 31st
Anniversary of Falun Dafa's Public Introduction

https://en.minghui.org/html/articles/2023/5/7/208414.html
Greetings for Falun Dafa Month Celebration 2023(excerpt from 88 greetings):

"It is my pleasure to extend best wishes to the Falun Dafa community here in Canada...Today, as practitioners face discrimination and violence from the Chinese community party in Beijing, Conservatives join with Falun Dafa in their calls for tolerance, peace, and freedom for their people... I hope that all Falun Dafa practitioners are filled with a spirit of hope and freedom..."

-Hon. Pierre Poilievre, Leader of the Conservative Party, greetings 2023

"Falun Dafa, it promotes kindness, it promotes kindness to each other. And that's the message that the world needs. Truthfulness, Compassion, and Forbearance are the principles of every Falun Dafa practitioner. Canada needs to promote Falun Dafa, and the whole world needs to promote it to strive for more peace." –*Hon. Judy Saro, co-chair of the Falun Gong Parliamentary Friendship Group*, *Rally speech 2023*

"Such an exciting moment last December. Bill S-223 has now become law. There is so much more work to be done though, as the horrific violence against Falun Gong practitioners, including organ harvesting continues. And our advocacy now needs to turn to seeing the full implementation of this bill,...and how to identify and prosecute those that are involved in forced organ harvesting and trafficking and come back to Canada."- *MP Garnett Genuis, co-chair of the FalunGong Parliamentary Friendship Group* Speech 2023

As Parliamentary Leader of the Green Party of Canada and Member of Parliament for Saanich-Gulf Islands, I am pleased to extend my warmest congratulations to the Falun Dafa community as you gather to celebrate the 31th Anniversary of public introduction of Falun Dafa. I have great respect for the principles of Truth, Benevolence and Forbearance.

– MP Elizabeth May , greeting message, Parliamentary Leader of the Green Party, greetings for 2023

"May 13th is a very special day as practitioners and supporters around the world will celebrate this year 30th Anniversary. Truthfulness, compassion, and tolerance,.... have "so much meaning" in society today. I want to wish all to have a special celebration on May 13th"

-MP Melissa Lantsman, Deputy leader of the Conservative Party Greeting letter 2023 Falun Dafa Day

"I would like to begin by saying how important your voices are to our government. I would like to also express my solidarity with Falun Dafa and with you all.– *MP Rachel Bendayan, Rally Speech 2023 Falun Dafa Day*

"Your principles of truthfulness, compassion and forbearance are welcome teachings in our province. Thank you for promoting personal wellbeing and working towards a more peaceful and harmonious world. Please accept my best wishes for successful and enjoyable celebrations of your 31st anniversary and Falun Dafa Day." -Lieutenant Governor Russ Mirasty of the Province of Saskatchewan, Letter of Greetings, 2023 Falun Dafa Day

"Falun Dafa communities have flourished peacefully across our country, creating a more unified and harmonious society. Now, more than ever, Falun Dafa's message of truthfulness, forbearance, and compassion are an example to all of us"

- Her Worship Kate Rogers, Fredericton, Letter of Greetings, 2023 Falun Dafa Day

We also received greetings from:

MPs: Richard Martel, James Bezan, Yvan Baker, Kyle Seeback, Ted Talk, Colin Carrie, Dan Muys, Tom Kmiec, Marilyn Gladu, Marc Dalton, Arnold Viersen, Greg McLean, Pat Kelly, Ron Liepert, Stephanie Kusie, Blaine Calkins, Rachael Thomas, Ziad Aboultaif, Michael Cooper, Chris Warkentin, John Brassard,

MPPs/MLAs: Hon. Peter Bethlenfalvy, Hon. Laura Ross, Hon. Christine Tell, Hon. Pat Dunn, Alana Ross, Ron Schuler, Rudy Cuzzetto,

Mayors' Proclamation/Greetings: Toronto, Ottawa, Calgary, Fredericton, London, Sault Ste.Marie, Springwater, Leamington, LaSalle, Perry Sound, Tecumseh, New Westminster, Mission, Port Coquitlam, West Vancouver, Langley, White Rock, Maple Ridge, Chiliwack, Saanich, Duncan, Red Deer, Lloydminster, Crowsnest Pass, Coaldale, Pincher Creek, Banff, Canmore, Rocky View

Councillors: James Pasternak, Lisa Kearns, Raj Dhaliwal, Gian-Carlo Carra, Andre Chabot, Mike Spadafora, Nigussie Nigussie, Esther Pauls

4. About Falun Dafa:

Falun Dafa (also known as Falun Gong) is a spiritual practice rooted in the ancient schools of cultivation in China. It consists of meditative exercises, and a moral philosophy aimed at the

promotion of virtue. At the core of Falun Dafa's teachings are the tenets of "Truthfulness, Compassion, and Forbearance." Practitioners of Falun Dafa aim to live in accord with these principles, taking them as a guide for daily life and practice.

Since Falun Dafa's public introduction in 1992, hundreds of millions of people from diverse cultural backgrounds in over 100 countries, including Canada, benefit from practicing Falun Gong, where the <u>free teachings</u>help people improve their mental, moral, and physical wellbeing and contribute to a more healthy and peaceful society.

On 20 July, 1999, the Chinese Communist Party (CCP) launched a campaign to eradicate Falun Gong. For the past 21 years, major human rights organizations, the United Nations, the U.S. government, and NGOs, etc. have extensively documented the nation-wide campaign of hatred, mass imprisonment, forced slave labours, torture, and killings of people who practice Falun Gong in China.

Millions of Falun Gong practitioners and their families have been torn apart. Countless practitioners have been killed for their vital organs that are being sold by the state. International legal experts say that crimes against humanity, and possibly genocide, have occurred. Practitioners and supporters in Canada continue to experience various kinds of intimidation and harassment and vilification by the CCP.

The Falun Dafa community, both within China and abroad, have endured these two decades of unimaginable adversity with resolute non-violence and persistence to uphold freedom and universal values. This has garnered worldwide recognition, including thousands of greetings and proclamations from governments and officials.

APR 1 5 2024

CITY OF PORT ALBERNI

Council	Economic Development
	Engineering/PW
Mayor	Parks, Rec. & Heritage
CAO	Development Services
Finance	Community Safety
Corporate Se	rvices Other
Agenda	20-01
File #	196

Dear Mayor Minions and Council and Danielle Leurebourg, Director, Corporate Services:

Thank-you so much for your past support of the MS Community! I'm writing to you again this year to request your support for May as MS Awareness Month on behalf of MS Canada.

Our request is 3-fold:

-The City of Port Alberni declare May as MS Awareness Month (please see attached) -The City of Port Alberni LIGHT UP on World MS Day, May 30th 2024 (please see attached)

-The City of Port Alberni fly a MS Canada Flag for any part of the month of May

Please advise if flag flying is a possibility again this year, if you still have the flag from last year and if any more information is needed.

On behalf of the 1 in 400 Canadians living with this disease, I thank-you for your attention to this cause. Did you know? On average, 12 Canadians a day are diagnosed with MS. By supporting the work of MS Canada, those in the MS Community know that they are not alone.

Gratefully, Gabrielle Veto

Gabrielle Veto | Volunteer MS Canada Ambassador Executive | Peer Support Group Facilitator

Parksville, Vancouver Island, BC





250 Dundas Street West, Suite 500, Toronto, ON, M5T 2Z5 • Toll-free 1-800-268-7582 • mscanada.ca

April 13, 2024

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

Delivered via email

Dear Mayor Minions and Council:

MS Canada is asking the City of Port Alberni to officially declare the month of May as MS Awareness Month. This declaration will significantly raise public awareness of the disease and its effects on the over 90,000 Canadians living with multiple sclerosis (MS), plus the work of MS Canada to connect and empower the MS community to create positive change.

MS is unpredictable and may cause symptoms such as extreme fatigue, lack of coordination, weakness, tingling, impaired sensation, vision problems, bladder problems, cognitive impairment and mood changes. Its effects can be physical, emotional and financial. Currently there is no cure, but each day researchers are learning more about what causes MS and are zeroing in on ways to prevent it.

We are here to help. No one needs to face MS alone. In communities across Canada, MS Canada provides information, support, education and other resources for people living with MS and their families. Approximately 1 in every 400 Canadians live with MS and on average, 12 Canadians are diagnosed with MS every day. Canada has one of the highest incidence rates of MS in the world and most of us know somebody who is affected by the disease.

Attached is the Proclamation document for your consideration and we thank you in advance for helping to recognize May 2024 as MS Awareness Month. We look forward to hearing from you.

Sincerely,

Gabrielle Veto, Volunteer, MS Canada Ambassador

Enclosure

MS Canada

PROCLAMATION

WHEREAS, multiple sclerosis is a chronic, often disabling neurological disease affecting an estimated 1 in 400 Canadians and over 90,000 across the country; and

WHEREAS, multiple sclerosis symptoms vary widely and may cause symptoms such as extreme fatigue, lack of coordination, weakness, tingling, impaired sensation, vision problems, bladder problems, cognitive impairment and mood changes, and

WHEREAS, there is no known cause of, prevention of, or cure for multiple sclerosis; and

WHEREAS, MS Canada is the only national organization in Canada that supports both MS research and services for people with MS and their families; and

WHEREAS, annual fundraising events such as the MS Walk, MS Bike, and A & W Canada's Burgers to Beat MS campaign support programs to enhance the lives of people affected by multiple sclerosis and their families and support MS research in Canada; and

WHEREAS, since 1948, MS Canada has contributed over \$218 million towards MS research; and is grateful for the dedication and commitment of its supporters and volunteers that has made this possible; and

WHEREAS, together we will find ways to connect and empower the MS community to create positive change and see a world free of multiple sclerosis

NOW, THEREFORE, I (name here), Mayor of the City of (name of city here) of the Province of [insert province] Canada, do hereby proclaim this month of May 2024 to be MS Awareness Month for MS Canada.

(signature)

British Columbia Suite 306-3301 Douglas Street, Victoria, BC, V8Z 3L2

1-800-268-7582

Good day,

I am writing to put in a request on behalf of MS Canada to have the <mark>City of Port Alberni, City Hall</mark> to be **lit up red on May 30, 2024, for World MS Day**.

Name of organization: MS Canada

Contact name: Gabrielle Veto

Email: gveto1648@gmail.com

Date(s) of event: May 30, 2024

Date requested for lighting: May 30, 2024

Description of cause/event:

Every year on May 30th, we celebrate global solidarity and hope for the future of people living and affected by MS through World MS Day. This year's theme is Diagnosis: https://worldmsday.org/

Canada has one of the highest rates of multiple sclerosis (MS) in the world. Over 90,000 Canadians live with MS and on average, 12 Canadians are diagnosed with the disease every day. For more information about MS and MS Canada, visit <u>mscanada.ca</u>

Have you made the same request to other iconic facilities in Canada? If yes, which ones?

Yes. Each year we typically reach out to major landmarks in cities across Canada, which often include: Science World, Canada Place, BC Place, Calgary Tower, Provincial City Halls, CN Tower, Niagara Falls and Edmonton High Level Bridge

Is this an annual or one-time event? Annual

What colour(s) are you requesting for lighting? Red

Please provide your social media handles. We do our best to promote each cause on social media.

Facebook: @MSCanadaOfficial X: @MSCanOfficial

Instagram: @MSCanadaOfficial

Hashtags: #WorldMSDay #MSAwarenessMonth

Please provide details of how you will promote your event, and where mention will be made of the lighting this landmark/facility:

Throughout May and on World MS Day we strive to reshare social posts that tag MS Canada featuring illuminations to raise awareness! Post-event we typically share a round up social media post featuring some of the landmark illumination pictures, to highlight communities across Canada who participated in World MS Day. This is shared via our MS Canada social media channels.

If you require additional information, please contact me.

Thank you, Gabrielle Veto, Volunteer, MS Canada Ambassador




Economic Development Engineering/PW Parks, Rec. & Heritage CAO Development Services E Finance Community Safety Corporate Services Other 0400-20-MOT File #

April 4, 2024

Her Worship Mayor Sharie Minions City of Port Alberni 4850 Argyle Street Port Alberni BC V9Y 1V8 Reference: 324315 Your File: 0400-20-MOTI

Dear Mayor Minions:

Re: Log Train Trail

Thank you for your letter of February 15, 2024, regarding proposed motorized vehicle access to sections of the Log Train Trail. I appreciated you sharing your concerns with me.

As you may be aware, the Alberni-Clayoquot Regional District (ACRD) leases about 18 kilometres of ministry land for the Log Train Trail under a non-exclusive lease agreement. Currently, the lease allows only non-motorized trail use, but as you note, the ACRD has proposed changes. The ministry and the ACRD are currently discussing updates to the agreement to ensure it is consistent with the priorities outlined in the new Log Train Trail Management Plan while considering the region's broader connectivity, active transportation and recreational priorities.

Decisions about trail use are best made by local governments, as they are in the best position to conduct public engagement and ensure their decisions meet the needs of the community. I encourage the City of Port Alberni to continue to work directly with the ACRD on your preferred approaches to managing the trail.

Should you have any questions regarding the ministry's involvement in this matter, please do not hesitate to contact the ministry's local Operations Manager, Nikki Scheider. She can be reached at 778 974-2633 or Nikki.Schneider@gov.bc.ca and would be pleased to assist you.

.../2

Ministry of Transportation and Infrastructure Office of the Minister

Mailing Address: Parliament Buildings Victoria BC V8V 1X4

REGULAR COUNCIL AGENDA - APRIL 22, 2024

INBERIA TRUB FORT

Thank you again for taking the time to write.

Sincerely,

Rob Fleming Minister

Copy to: Nikki Schneider, Operations Manager Vancouver Island District



Office of the Mayor

City Hall · 4850 Argyle Street · Port Alberni, BC · V9Y 1V8

Phone: 250.723.2146 Fax: 250.723.1003 portalberni.ca

Our File No. 0400-20-MOTI

February 15, 2024

Ministry of Transportation PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2 by email: <u>Minister.MOTI@gov.bc.ca</u>

Attn: Honourable Rob Fleming

Dear Minister Fleming

Re: Motorized Vehicles on Municipal Lands

On behalf of Council for the City of Port Alberni, I write to express our strong opposition to the recent decision allowing motorized vehicles access to the Alberni Clayoquot Regional District (ACRD) portions of the Log Train Trail.

While we recognize that motorized vehicles serve a purpose, we firmly believe that their presence on the Log Train Trail poses significant concerns related to safety, noise pollution, potential wildfires, and environmental issues. The Log Train Trail is a popular recreational area that is primarily used by hikers and bikers, and we believe it should remain as such to preserve the tranquility and natural beauty of the trail.

During the Regular meeting of Council on February 12, 2024, a resolution was passed directing administration to review all current signage and barriers on the Log Train Trail to ensure that it remains free of motorized vehicles. Additionally, Council instructed submission of a letter to the Ministry of Transportation and Infrastructure and Mosaic Forest Management conveying our opposition to motorized vehicles on the Log Train Trail and affirming that the City's portion of the trail will be reserved exclusively for hikers and bikers.

We kindly request that you consider our concerns and support our position against allowing motorized vehicles on the City owned portions of the Log Train Trail. We believe that by maintaining the trail's current restrictions, we can ensure the safety and enjoyment of all trail users while preserving the natural environment.

Thank you for your attention to this matter.

Yours truly CITY OF PORT ALBERNI

Sharie Minions Mayor

C

Council M. Fox, CAO D. Monteith, Director of Corporate Services W. Thorpe, Director of Parks, Recreation and Culture D. Sailland, CAO | ACRD

J1EFS\0100_0699 Administration\0400 Cooperation_Liaison\0400_20 British Columbia Government\MOTI - Transportation & Infrastructure\2024_02_15_MOTI_Motorized_Vehicles_Parks_Log_Train_Trail doc

APR 0 5 2024 CITY OF PORT ALBERNI



🗹 Çouncil	Economic Development
Mayor	Engineering/PW
LI CAO	🗆 Parks, Rec. & Heritage
	Development Services
Finance	Community Safety
Corporate Services	Other
Agenda Reck	1 Apr 22124
File # 0400 -	20- 5005
	BNV

Reference: 409471

April 5, 2024

Their Worship Mayor Sharie Minions and Councillors City of Port Alberni 4850 Argyle Street Port Alberni BC V9Y 1V8

Sent via email: sharie_minions@portalberni.ca

Dear Mayor Minions and Council:

Thank you for your letter of March 13, 2024, regarding the request for amendment of the air discharge permit for Catalyst Paper in Port Alberni.

We acknowledge that a decrease in Catalyst's permit limits for particulate matter would reduce potential risk to air quality in the Alberni Valley. The Ministry of Environment and Climate Change Strategy (ENV) and Catalyst are both in favour of decreasing the permit limits, and there is a permit amendment process underway to address this, along with other issues. ENV will review Catalyst's discharge limit proposal and air quality data and consider what is appropriate and reasonable for any reductions to the particulate matter permit limit.

We anticipate entering the review and decision phase for the permit amendment later in 2024. In the meantime, we understand the mill operates well below Catalyst's permit limits and the risk of them increasing their particulate matter discharge is low.

Air quality in the Alberni Valley has improved over the last few years, in part due to efforts of ENV and the Air Quality Council. Thank you for supporting this work.

Ministry of Environment and Climate Change Strategy Office of the Minister

Mailing Address: Parliament Buildings Victoria BC V8V 1X4 Telephone: 250 387-1187 Facsimile: 250 387-1356 Website: <u>www.gov.bc.ca/env</u>

REGULAR COUNCIL AGENDA - APRIL 22, 2024

Should you have additional questions related to Catalyst's permit requirements or the amendment process, please do not hesitate to contact ENV's Industrial Waste Authorizations team, including Patricia Groulx at <u>Patricia.Groulx@gov.bc.ca</u> or 778 463-5580 and Andrea Doll at <u>Andrea.Doll@gov.bc.ca</u> or 250 739-8202.

Thank you again for taking the time to write.

Sincerely,

George Heyman Minister

cc: Annie O'Connor, Corporate Services Clerk, City of Port Alberni

RECEIVED



City Hall · 4850 Argyle Street · Port Alberni, BC · V9Y 1V8

Office of the Mayor

Phone: 250.723.2146 Fax: 250.723.1003 portalberni.ca

Our File No. 0400-20-ENV

March 13, 2024

Ministry of Environment and Climate Change Strategy PO Box 9047 Stn Prov Gov Victoria, BC V8W 9E2 by email: <u>ENV.Minister@gov.bc.ca</u>

Attn: Honourable George Heyman

Dear Minister Heyman

Re: Request for Amendment of Air Emissions Permit for Catalyst Paper

On behalf of Council for the City of Port Alberni, I am writing to commend Catalyst Paper for their outstanding efforts in significantly reducing air emissions over the past decade. We urge the Ministry to formally recognize this commendable achievement by amending their air emissions permit to reflect a 70 percent reduction.

Catalyst Paper's dedication to environmental stewardship and sustainability is truly commendable, and their actions have had a positive impact on the local community and the environment. By formalizing and reducing the emissions permit, Catalyst Paper can uphold these high standards for future generations. This amendment will provide assurance to the community that these practices will continue, regardless of changes in ownership.

We appreciate your attention to this important matter and look forward to your prompt action and collaboration in formalizing the reduction in the air emissions permit for Catalyst Paper.

Yours truly, CITY OF PORT ALBERNI

Sharie Minions Mayor

C:

Council M. Fox, Chief Administrative Officer D. Monteith, Director of Corporate Services Alberni Valley Air Quality Council Catalyst Paper

J:EFS/0100_0599 Administration/0400 Cooperation_Liaison/0400_20 British Columbia Government/ENV - Environment & Climate Change Strategy/2024_03_13_Catalyst Paper_Air Emissions Permit.docx

APR 1 1 2024

CITY OF PORT ALBERNI

From: Public Interest Bonding Strategy ENV:EX <<u>PIBS@gov.bc.ca</u>> Sent: Thursday, April 11, 2024 1:25 PM Subject: Public Interest Bonding Strategy Intentions Paper

 Council
 Economic Development

 Mayor
 DEngineering/PW

 A0
 Development Services

 Finance
 Community Safety

 Corporate Services
 Other

 Agenda
 April 24

 File #
 4000-200-200-200-2000

Good afternoon:

The Ministry of Environment and Climate Change Strategy (the ministry) is writing to notify you that an intentions paper on the Public Interest Bonding Strategy is posted and broad engagement on policy intentions is commencing.

The ministry intends to introduce a new regulatory framework under the *Environmental Management Act* to ensure high-risk industrial projects, not British Columbians, plan and pay for decommissioning and closure of their sites, even if abandoned.

The ministry's proposed policy is outlined in the intentions paper, which summarizes potential areas for regulatory and policy changes. Consultation with First Nations and Indigenous organizations, industry partners, local governments, members of the public, non-governmental organizations and other interested parties will help shape the approach going forward.

The intentions paper is available on the B.C. Government engagement website: https://engage.gov.bc.ca/govtogetherbc/engagement/public-interest-bonding-strategy/.

With the release of the intentions paper, the ministry will seek your input through several upcoming engagement opportunities. The ministry is holding engagement sessions with the public and sessions for First Nations and Indigenous organizations. The sessions will provide an overview of the intentions paper and offer an opportunity to ask questions. You can provide feedback on the intentions paper through an online feedback form on the <u>engagement website</u>.

Please visit the <u>website</u> to review the intentions paper, register for webinar sessions and submit comments and feedback. Information gathered during this engagement initiative will be summarized in "What we heard" reports and will be available to the public after the engagement period.

If you are receiving this communication as an association contact, please distribute this to your members as appropriate. Additional questions or comments about the Public Interest Bonding Strategy, can be submitted to <u>PIBS@gov.bc.ca</u>.

Thank you for your time and consideration - we look forward to receiving your comments.

Sincerely,

Christa Zacharias-Homer Director, Clean Air, Integrated Pest Management, and Bonding at <u>Christa.ZachariasHomer@gov.bc.ca</u>, 778 698-4911 APR 0 8 2024



Council	Economic Development
Mayor	Engineering/PW
CAO	Barks, Rec. & Heritage Development Services
Finance	Community Safety
Corporate Ser	vices Other
File #	0-20-Mott

Ref: 66489

VIA EMAIL

April 8, 2024

Their Worship Sharie Minions Mayor of the City of Port Alberni Email: sharie_minions@portalberni.ca

Dear Mayor Sharie Minions:

On April 5, 2024, I introduced new legislation, Bill 16, intended to support local governments in their efforts to build more affordable and liveable communities. The proposed legislation strengthens the shift towards pro-active zoning by providing local governments with new authorities to secure affordable housing units and site-level infrastructure in new developments and to enable municipalities to adopt bylaws to help tenants facing eviction from redevelopment.

These changes are part of the broader set of local government changes that started in fall 2023 with Bills 44, 46 and 47 to help get more housing built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Those changes will result in fewer site-by-site rezonings, which many local governments currently rely on to secure key outcomes such as affordable housing, tenant protections, and site-level infrastructure. If passed, Bill 16 will provide authorities to local governments to secure these outcomes within a pro-active zoning framework.

Bill 16 will establish a new **Inclusionary Zoning** tool that allows local governments to require affordable housing in new development without relying on the rezoning process and to accept cash-in-lieu of affordable housing or affordable units on a different site by agreement. Local governments will need to undertake a financial feasibility analysis and consultation when developing Inclusionary Zoning bylaws to ensure that enough density is provided to offset the costs of providing affordable housing. They will also need to report annually on the outcomes of Inclusionary Zoning bylaws for transparency and to support provincial monitoring of implementation.

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Office of the Minister of Housing Website: www.gov.bc.ca/housing

Mailing Address: PO Box 9074 Stn Prov Govt Victoria BC V8W 9E9 Phone: 236 478-3970 Location: Parliament Buildings Victoria BC V8V 1X4 Email: <u>HOUS.Minister@gov.bc.ca</u>

REGULAR COUNCIL AGENDA - APRIL 22, 2024

Their Worship Sharie Minions Page 3

If Bill 16 is passed, local governments can use the capacity funding distributed in January to adopt these new tools.

The Province will continue to engage and collaborate with local governments to support implementation of the new legislative tools and requirements. Later this year, we will provide guidance for adoption of the new authorities: Inclusionary Zoning and Density Bonus, Works and Services and Transportation Demand Management, and Tenant Protection Bylaws. In the coming months, we will also be providing further guidance to support the implementation of the fall 2023 legislation, including guidance on the Interim Housing Needs Reports and comprehensive guidance on the development finance tools.

I appreciate all the work being undertaken to transition to a pro-active zoning planning framework and to help get more homes built for British Columbians.

Sincerely,

Ravi Kahlon Minister of housing

pc: The Honourable Anne Kang, Minister of Municipal Affairs
 Teri Collins, Deputy Minister, Ministry of Housing
 Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
 Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
 Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
 Michael Fox, City Manager/CAO (mike_fox@portalberni.ca)

Links:

Local Government Housing Initiatives Webpage: <u>Local government housing initiatives -</u> <u>Province of British Columbia</u> Bill 16 Announcement: <u>https://news.gov.bc.ca/releases/2024HOUS0049-000471</u> APR 1 0 2024



ET Course	Economic Development
Council	Engineering/PW
Mayor	Parks, Rec. & Heritage
CAO	Development Services
Finance	Community Safety
Corporate Service	s 🗋 Other
Agenda	CM ADV. 22/24
File #64	ou-de-MOH

Ref. 66386

VIA EMAIL

April 10, 2024

Her Worship Sharie Minions Mayor of the City of Port Alberni Email: sharie_minions@portalberni.ca

Dear Mayor Sharie Minions:

British Columbia is facing an unprecedented housing shortage. We need every local government in the province to work with us to enable the development of more housing in every community. We need all types of housing; rental housing, family housing, housing that is appropriate and accessible for seniors and housing that presents real opportunities for ownership to first time buyers. That is why in the 2023 fall legislative session, we passed three legislative packages (Bills 44, 46 and 47) designed to shift land use planning away from site-by-site rezoning decisions that slow down the delivery of housing and amenities toward more 'up-front' planning and zoning practices.

Collectively, these legislative changes will help to address the housing crisis in BC by promoting greater diversification of the housing stock to address the unique needs for homes across a variety of demographics, tenures, household lifecycles, and income ranges. They will enable more efficient and predictable planning for housing need, reduce administrative and negotiation costs, help deliver more housing options for a range of incomes, and contribute to economic growth.

In our consultations on the Small-Scale Multi-Unit Housing legislation with planning staff and home builders, we heard clearly that this type of housing, four to six units on a singlefamily lot, can be challenging to realize within overly prescriptive site guidelines. Allowing for maximum flexibility on site will ensure we have the best chance of seeing "gentle" density realized in our communities. And because we know this type of development can be challenging and that streamlined development approvals process will help, Bill 44 also requires that you do not unreasonably restrict or prohibit the development of Small Scale Multi-Unit Housing.

Office of the Minister of Housing Website: www.gov.bc.ca/housing Mailing Address: PO Box 9074 Stn Prov Govt Victoria BC V8W 9E9 Phone: 236 478-3970

Location: Parliament Buildings Victoria BC V8V 1X4 Email: <u>HOUS.Minister@gov.bc.ca</u>

REGULAR COUNCIL AGENDA - APRIL 22, 2024

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Her Worship Sharie Minions Page 2

ATPES A TECH ROYTER

We also expect many Small-Scale Multi-Unit Housing Developments will be strata titled and provide more accessible pathways to homeownership for people who would not be able to afford a single-family home in many communities. The Province recommends local governments allow stratification at every opportunity.

Alongside these bills, we also published the <u>Provincial Policy Manual and Site Standards</u> for Small Scale Multi-Unit Housing. This manual provides a framework that will create a healthy development environment to realize the diverse housing types needed to meet the unit level density required by Bill 44. I would like to remind you that Bill 44 requires that you consider this policy guidance when crafting your zoning bylaw amendments. We strongly encourage you to adopt the provincial site standards around lot coverage, building height and setbacks and to allow as many unit types as possible in as many residential zones as you can so we can build more homes for people.

I know your staff are already working hard to prepare your bylaw amendments to meet the compliance deadline of June 30, 2024, and I appreciate the work and thought that you are putting into this process.

Thank you for working with us to address restrictive zoning and make it easier for people to build small scale, multi-unit homes.

Sincerely,

Ravi Kahlon Minister of Housing

pc: Michael Fox, Chief Administrative Officer (mike_fox@portalberni.ca)

APR 08 2024

CITY OF PORT ALBERNI

From: Jen Hazell <<u>ien@spurcommunication.ca</u>> Sent: Monday, April 8, 2024 2:58 PM To: Jen Hazell <<u>jen@spurcommunication.ca</u>> Subject: Save the Date: BC Ferries Charting the Course Workshop

Good afternoon,

BC Ferries is embarking on a long-term transformative journey to reshape our coastal ferry services in response to the evolving needs of the communities we serve. That means developing a vision that sets out how we help keep people, goods, and services in coastal communities connected and moving now and into the future.

Last fall, we held the first round of *Charting the Course* workshops with community members and interest-holders and asked them to rank, comment on and indicate their support for six proposed long-term goals. The support was beyond doubt. BC Ferries is now exploring several key policy areas that align with these priorities, including:

- Service levels
- Integration of ferry services into the wider transportation network, including transit
- The role of coastal ferries in the movement of goods
- Approach to pricing and demand management
- Approach to GHG emissions reductions

As we start the next phase of our work, we hope you can join us for this next virtual workshop to share your feedback on the strategies being developed to shape the coastal ferry service.

Workshop details

Your preferred date from one of the following:

- Thursday, May 9, 10:00am-12:00pm
- Tuesday, May 14, 10:00am-12:00pm
- Wednesday, May 15, 2:00pm-4:00pm
- Thursday, May 16, 2:00pm-4:00pm

Venue: Computer, Zoom Virtual Meeting

We will provide more details about the workshops in the coming weeks.

Background

As part of *Charting the Course*, a visioning initiative for the coastal ferry system, BC Ferries is engaging coastal Indigenous communities, local governments, and interest holders to define a vision and identify the strategies needed to deliver a ferry system that's reliable, resilient, and equipped to serve future generations.

 Council
 Economic Development

 Mayor
 Engineering/PW

 AO
 Parks, Rec. & Heritage

 Finance
 Development Services

 Finance
 Community Safety

 Corporate Services
 Other

 Agenda
 Parks

 File #
 Other

REGULAR COUNCIL AGENDA - APRIL 22, 2024

The fall engagement and update report is available for download <u>here</u>, and the final vision is expected by early 2025, which will outline the plan for an integrated, modern, and accessible ferry service for decades to come.

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About us

Spur Communication is a public engagement and strategic communication agency retained by BC Ferries to support Charting the Course. We look forward to facilitating the workshop with you.

All the best, Jen



Jen Hazell Associate Senior Consultant <u>Spur Communication</u> Office: 778.655.2337 Follow Spur on <u>Instagram</u> & <u>LinkedIn</u>

CITY OF PORT ALBERNI

RECEIVED



The Ombudsperson Act requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.

Mayor Sharie Minions

City of Port Alberni 4850 Argyle St. PORT ALBERNI BC V9Y1V8

Dear Mayor Sharie Minions:

 Image: Control Image

February 29, 2024

Re: Office of the Ombudsperson Quarterly Report: October 1 - December 31, 2023

This package of documents details the complaint files the Office of the Ombudsperson closed for City of Port Alberni between October 1 and December 31, 2023. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they
 were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate
 complaints from the public regarding authorities under our jurisdiction. A more detailed
 description of our closing categories is available on our website at:
 https://bcombudsperson.ca/assets/media/QR-Glossary.pdf.
- If applicable: Copies of closing summaries written about the complaint files we
 investigated. These summaries provide an overview of the complaint received, our
 investigation and the outcome. Our office produces closing summaries for investigated
 files only, and not for enquiries or those complaints we chose not to investigate.
- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and



those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request. Please contact the PACT Team at 250-508-2950 or consult@bcombudsperson.ca

If you wish to update your organization's contact information, or if you notice any inaccuracies in the data provided, please contact us at info@bcombudsperson.ca.

Yours sincerely,

Jay Chalke Ombudsperson Province of British Columbia

Enclosures



Quarterly Report for 1 October - 31 December, 2023 City of Port Alberni

Type of complaint closure for Authority: City of Port Alberni	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the Ombudsperson Act.	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority – When an	0

REGULAR COUNCIL AGENDA - APRIL 22, 2024



investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.

Complaint substantiated with formal findings under the Ombudsperson Act.	0
Complaint not substantiated under the Ombudsperson Act.	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



Complaints Closed from 1 October - 31 December, 2023 City of Port Alberni

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics – All Local Government

Business Licensing	3	2%
Bylaw Enforcement	52	33%
Council Member Conduct (incl. Conflict of Interest)	18	11%
Fees/Charges (incl. Taxes)	18	11%
Official Community Plan/Zoning/Development	24	15%
Open Meetings	7	4%
Other	16	10%
Procurement	1	1%
Response to Damages Claim	2	1%
Services (incl. Garbage, Sewer, Water)	17	11%

General Complaint Topics – All Local Government

Accessibility	11	5%
Administrative Error	5	2%
Communication	34	15%
Delay	7	3%
Disagreement with Decision or Outcome	73	33%
Discrimination	5	2%
Employment or Labour Relations	1	0%
Other	5	2%
Process or Procedure	57	26%

REGULAR COUNCIL AGENDA - APRIL 22, 2024 126



	17 Charles Contraction	
Review or Appeal Process	4	2%
Treatment by Staff	21	9%

APR 10 2024

CITY OF PORT ALBERNI



1	
Council	Economic Development
Mayor	Engineering/PW
	Parks, Rec. & Heritage
CAO	Development Services
Fipance	Community Safety
Corporate Serv	Ices Other Fice
Agenda	for, 22124 RCM
File #DL	20-20-MOF

 Reference:
 278210

 File:
 0400-20-MOF

April 10, 2024

VIA EMAIL: sharie minions@portalberni.ca

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

Dear Mayor Minions:

Thank you for your letter of March 15, 2024, regarding enhanced provincial support for the Port Alberni paper mill and its workers.

I understand the significant contributions the mill makes to the local economy in the Alberni Valley and the critical role that the mill plays in providing employment and taxation revenues for your community. I will address your letter's suggested focus areas in the order they were presented, starting with the **Coast Fibre Recovery Zone (FRZ)**.

The FRZ was reinstated on August 1, 2022, after discussions with Paper Excellence, to help remove and redirect 200,000 cubic metres of residual fibre annually to coast pulp mills. The FRZ provides pulp and chip-n-saw logs which can be traded. This program will continue through 2024.

In recent months, western hemlock log market values have declined, making it difficult to harvest this volume economically. This has in turn made it challenging for the Port Alberni mill to secure hemlock chips, a species requirement for the mill.

As you have indicated, **Forest Enhancement Society of BC (FESBC) funding** plays an important role in projects to increase residual fibre utilization by non-lumber producing facilities, utilize fibre from fire- and insect-damaged stands, and minimize emissions associated with open burning. Funding these projects also encourages diversity and innovation by the forest sector to utilize otherwise uneconomical residual fibre located on provincial Crown land.

Prior to 2023, Paper Excellence mills in B.C. received \$18.3 million from FESBC. From 2023-2025, FESBC has provided an additional \$6.5 million to Paper Excellence, Alberni, and Crofton mills to help cover the incremental costs in hauling fibre to their mills.

Page 1 of 3

Tel:

Fax:

Website:

Ministry of Forests

Office of the Minister

Mailing Address: PO BOX 9049 Stn Prov Govt Victoria, BC V8W 9E2 250 387-6240 250 387-1040 www.gov.bc.ca/for

REGULAR COUNCIL AGENDA - APRIL 22, 2024

Last year we announced funding for 42 new FESBC projects across the province, and <u>Budget 2024</u> includes \$60 million in funding over three years to continue the wildfire risk reduction and utilization of uneconomic waste fibre programs. We continue to encourage applications for funding, especially potential Alberni-focused projects that meet the criteria of this forest enhancement program.

With respect to **support for the sawmill sector**, I note that turnaround times for the issuance of cutting permits in the South Island Natural Resource District (based in Port Alberni and responsible for the issuance of cutting permits local to the area) does not carry a backlog of permit applications. Specifically, cutting permit turnaround times are nearly 100 percent within the 40-day performance measure. In this regard, district staff are consistently demonstrating attention to maintaining fibre flow through the prompt issuance of authorizations.

BC Timber Sales has also taken a lead to support improved fibre utilization introducing initiatives, including in 2019 when it introduced a "decking" clause to its Timber Sales (following a request from Paper Excellence to consider). This initiative has been successful in reducing costs associated with loading lower grade fibre and being able to economically haul to mill locations.

Moving on to the **promotion of commercial thinning**, the expansion of commercial thinning on provincial Crown land is a priority objective for the ministry for 2024. While commercial thinning has occurred on Crown land for many years, it has traditionally been best suited to area-based tenure holders (Tree Farm Licences), community forests, woodlots, and private lands, because the future benefits of these practices will flow directly to the tenure holder. As you suggest, there may also be benefits from commercial thinning in helping to reduce wildfire risks.

Which brings us to **enhanced support for the Wildfire Risk Reduction (WRR) program**. Provincial funding for the WRR program continues to increase and, in your constituency, the South Island Natural Resource District now has permanent staff resources dedicated to identifying and treating sites to protect provincial infrastructure and mitigate wildfire risks. Through 2023, many sites throughout the South Island district, and across the province, have been successfully treated with results well-received by municipalities, and which have proven to be effective when a fire occurs.

Local to your community, Roger Creek represents a new opportunity for our governments to collaborate and address public concerns about the potential for wildfires in this area by exploring ways to create an ecosystem that is wildfire resilient. Through the <u>Community Resiliency Investment Program</u>, designed to help fund local government and natural resource districts to execute on wildfire risk reduction projects, I understand provincial representatives met with Port Alberni staff in January to begin to explore options for Roger Creek.

If you would like to further discuss any of the five areas of focus highlighted in your letter, I encourage you to reach out to James Proteau, District Manager, South Island Natural Resource District, at 250-736-6882 or james.proteau@gov.bc.ca.

Page 2 of 3

Mayor Sharie Minions

Again, thank you for writing to share your suggestions.

Sincerely,

Bruel 1 RDC

Bruce Ralston Minister

pc: Sarah Fraser, Assistant Deputy Minister, Coast Area Sharon Hadway, Regional Executive Director, West Coast Region James Proteau, District Manager, South Island Natural Resource District

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REGULAR COUNCIL AGENDA - APRIL 22, 2024 130



Office of the Mayor

City Hall · 4850 Argyle Street · Port Alberni, BC · V9Y 1V8

Phone: 250.723.2146 Fax: 250.723.1003 portalberni.ca

Our File: 0400-20-MOF

March 15, 2024

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

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\0100_0699 Administration\0400 Cooperation_Liaison\0400_20 British Columbia Governmen\\MOF\2024_03_15_Minister Ralston_Port Alberni Mill.Docx

APR 1 5 2024

CITY OF PORT ALBERNI



KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - February 2024

FEBRUARY 14 & 28 MEETINGS

BUDGET REVIEW

The Board of Directors reviewed the Draft 2024-2028 Alberni-Clayoquot Regional District & Hospital District Financial Plan, in preparation to adopt at the March 27, 2024, Board of Directors meeting

LIBRARY PRESENTATION

The Vancouver Island Regional Library made a presentation to the board on their upcoming year.

BC HOMES FOR PEOPLE ACTION PLAN

The Board gave their support to amend ACRD Zoning Bylaw and six Electoral Area Housing Needs Reports to comply with the legislated changes.

ALBERNI VALLEY AQUATICS FEASIBILITY STUDY

Phase 2 of the study is now complete and a summary titled Technical Memo #3 was presented outlining the survey results. The 2023 survey results indicate the support for the following features for an aquatic centre: 260 square metre leisure (wave) pool, 25 metre, six lane lap pool, hot tub, slide, fitness space, multi purpose room, sauna, and steam room.

The Board provided direction for staff to move ahead with Phase 3 of the aquatics initiative, which includes drafting a report outlining Phases 1 & 2 outcomes, financial considerations (including apportionment, costs, borrowing, etc.), options for governance structure, service delivery consideration, referendum for proposed service, and public outreach plan. The Board also agreed that the project would be paused if the referendum results indicate that not all areas want to opt into the service.

CONTRACTS AWARDED:

Island Rail Corridor Consulting Services contract awarded to HDR Inc.

PERMITS

The Board to consider issuing the following permits, subject to notifying neighbouring properties:

Gouncil

Mayor

CAO

□ Finance

 Development Variance Permits: DVC23010 (Beaufort), DVC23011 (Long Beach), and DVD23009 (Sproat Lake)

COMMITTEE APPOINTMENTS:

- John McNabb was nominated for consideration of appointment to the BC Ferry Authority Board of Directors
- Ken McRae was appointed to the Transportation Advisory Committee to represent the business community
- Director Cote was appointed to the Somass Fish Flows Committee for 2024

BYLAWS:

- First Readings: Bylaw P1475 Cherry Creek OCP Amendment, Bylaw 1476, ACRD Zoning Text Amendment, and Bylaw 1483 ACRD Zoning Atlas Amendment- consider adoption subject to approval from MOTI and meeting technical referral agency requirements
- Second and Third Readings: Bylaw 1468 Beaufort OCP Amendment and Bylaw 1469 ACRD Zoning Atlas Amendment, and Bylaw 1484, Zoning Atlas Amendment
- First, Second and Third Readings: Bylaw 1487, ACRD Zoning Atlas Amendment

LETTERS OF SUPPORT:

- Huu ay aht and the Ministry of Indigenous Relations and Reconciliation for Premier's Award for Excellence in Public Service for their partnership in the Anacla/Bamfield Road Improvement Project
- Air Quality Council (AQC), ACRD Board of Directors to provide a letter of support to the AQC initiatives for improving air quality
- District of Tofino resolution submitted to Association of Vancouver Island and Coastal Communities regarding BC fire rescue service departments experiencing increased demands in emergency medical response calls

The next meetings of the ACRD Board of Directors takes place on March 27, April 10 and 24.

BOARD OF DIRECTORS

Chair: John Jack Huu-ay-aht First Nations Councillor Debble Haggard City of Port Alberni (vice-chair) Director Bob Beckett Electoral Area "A" Bamfield Director Fred Boyko Electoral Area "B" Beaufort

Director Vaida Siga Electoral Area "C" Long Beach Director Penny Cote Electoral Area "D" Sproat Lake Director Susan Roth Electoral Area "E" Beaver Creek Director Mike Sparrow Electoral Area "F" Cherry Creek Mayor Sharie Minions City of Port Alberni Councillor Tom Stere District of Tofino Mayor Marilyn McEwen District of Ucluelet Councillor Kirsten Johnsen Toquaht Nation Councillor Moriah Cootes Uchucklesaht Tribe Government Levana Mastrangelo - Executive Legislator Yuulu?il?ath Government

For more information, visit the ACRO Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail. hzenner@acrd.bc.ca.

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov

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Economic Development

Engineering/PW

Parks, Rec. & Heritage
Development Services
Community Safety
Other



KEEPING YOU CONNECTED

CONTRACTS AWARDED:

(Beaver Creek)

LETTERS OF SUPPORT:

PERMITS

awarded to Urban Systems Ltd.

The Board to consider issuing the following permits:

(Cherry Creek), TUP23007 (Long Beach)

NOT2024-01 (Taylor Arm Drive)

licensing (Sproat Lake Landing)

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - March 2024



On March 6, the Alberni-Clayoquot Regional District and Uchucklesahi Tribe celebrated the 10th anniversary of the Maa-nulth Nation Joining the ACRD Board of Directors. Uchucklesahi Joined the ACRD as a full voling member on February 1, 2014. Huu ay aht First Nations and Yuulu7il7ath Government Joined the ACRD on April 1, 2012. Toquaht Nation Joined on October 1, 2016. (Photo) Uchucklesaht Chief Councillor Wilfred Cooles was the first director on the board (holding plaque). He was Joined by current board director Morlah Cooles inght) and other members of his community, as well as ACRD Vice-chair Dobble Haggard and ACRD CAO Daniel Saliland.

West Bamfield Submarine Line Replacement Engineering contract

was awarded to Great Pacific Engineering and Environment

Bamfield Development Plan Consulting Services contract was

Development Variance Permits: DVD23009 (Bamfield), DVE24001

Temporary Use Permits: TUP20004R (Beaver Creek), TUP23003

Rezoning Applications: RE23014 (Beaver Creek), RF23006 (Cherry Creek), RC22014 (Long Beach), RE23011 (Beaver Creek)

Notice on Title: NOT2023-03 (Bamfield), NOT2023-04 (Bamfield),

A resolution was passed to support the application to the Agricultural

A resolution was passed to support the application to the Liquor and Cannabis Regulation Branch for a structural change to expand

The next meetings of the ACRD Board of Directors takes place on April 24,

Land Commission for a local abattoir (Sproat Lake).

March 13& 27 MEETINGS

FINANCIAL PLAN

The Board of Directors adopted Bylaw F1165 - 2024-2028 Alberni-Clayoquot Regional District Financial Plan. Details can be found at https://www.acrd.bc.ca/24_28-fp.

BYLAW ENFORCEMENT POLICY AND BUILDING BYLAW

The ACRD Board of Directors will be reviewing the Bylaw Enforcement Policy and Building Bylaw regarding enforcement and fine options.

LAND USE CONTRACTS BY PROVINCE END - PUBLIC HEARINGS WILL BE HELD

Land Use Contracts will cease to exist under provincial legislation, effective June 30, 2024. There will need to be Zoning Atlas Amendments to Bylaws 1496 and 1497 to reflect the site-specific zoning that is currently reflected in the nine land use contracts that ACRD has with property owners. Public hearings were delegated to Directors from Electoral Areas A, C, D, and F and will be held accordingly.

ALBERNI VALLEY ADVISORY COMMITTEE

Alberni Valley Regional Airport Advisory Committee terms of reference was amended to include member representation from Coulson Aircrane Ltd.

BOARD OF DIRECTORS

Chair: John Jack Huu-ay-aht First Nations Councillor Debbie Haggard City of Port Alberni (vice-chair) Director Bob Beckett Electoral Area "A" Bamfield Director Fred Boyko Electoral Area "B" Beaufort

Director Valda Siga Electoral Area "C" Long Beach Director Penny Cote Electoral Area "D" Sproat Lake Director Susan Roth Electoral Area "E" Beaver Creek Director Mike Sparrow Electoral Area "F" Cherry Creek Mayor Sharle Minlons City of Port Alberni Councillor Tom Stere District of Tofino Mayor Marilyn McEwen District of Ucluelet Councillor Kirsten Johnsen Toquaht Nation

May 8 and 22.

Councillor Moriah Cootes Uchucklesaht Tribe Government Levana Mastrangelo - Executive Legislator Yuulu?il?ath Government For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail hzenner@acrd.bc.ca.

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov

REGULAR COUNCIL AGENDA - APRIL 22, 2024

APR 17 2024

CITY OF PORT ALBERNI

	Economic Development
Mayor	Engineering/PW
	Parks, Rec. & Heritage
CAO	Development Services
C Fipence	Community Safety
Corporate Serv	ices Other
Agenda	CN Apr. 22124
File# 80	10-01

From: Aldred Jess < Jess. Aldred@post.mcdonalds.ca> Sent: Wednesday, April 17, 2024 11:56 AM To: Sharie Minions <sharie minions@portalberni.ca>; Cindy Solda <cindy solda@portalberni.ca>; Dustin Dame <<u>Dustin Dame@portalberni.ca</u>>; Debbie Haggard <<u>debbie haggard@portalberni.ca</u>>; John Douglas <John Douglas@portalberni.ca>; Charles Mealey <Charles Mealey@portalberni.ca>; Todd Patola <Todd Patola@portalberni.ca> Subject: McHappy Day Wednesday, May 8th - we hope you can join us!

Dear Mayor Minions and Council,

Stuart and I are excited for McHappy Day® this spring in Port Alberni. This will be McHappy Day's 30th anniversary in Canada and over the past three decades has raised \$92.5 million for children's charities in communities across the country. We would welcome your involvement in this year's event on Wednesday, May 8th.

Through the amazing commitment of crew, volunteers such as yourself, and our guests, we are honoured to continue to be raising funds for Ronald McDonald House BC (RMHBC). Each year, families from Vancouver Island and across BC learn that their child needs critical care at BC Children's Hospital. During these times, RMHBC, just 575 steps to BC Children's Hospital, provides a caring home for families while allowing them to focus their energy on the treatment their child needs. Over 20% of the families who stay at RMHBC are from Vancouver Island.

It is a time-honoured McHappy Day® tradition for civic and community leaders to join us in our restaurants to celebrate this special day with our guests. Your involvement would be a tremendous boost to our McHappy Day® efforts in raising funds for RMHBC.

We will plan on 1 hour shifts between 8 am and 5pm. During your shift, you will be behind the counter or in the dining room serving guests, having fun and helping our team raise McHappy Day funds.

With your RSVP, if you are able to join us, please also indicate what time of day and location would be most convenient for you: 4152 Redford Street or 3990 Johnston Road.

RSVP and any questions to Kelsey at Kelsey.Jeannotte@post.mcdonalds.ca. Respectfully we request your RSVP by Wednesday May 1st.

We are proud to help raise funds to support children and their families. Thank you for considering our request for your involvement.

Sincerely,

Jess & Stuart



ALORED RESTAURANTS LTD Q 250-650-9928 jess.aldred@post.mcdonalds.ca Q Courtenay, Comox, & Port Alberni

REGULAR COUNCIL AGENDA - APRIL 22, 2024



APR 1 2 2024

CITY OF PORT ALBERNI

Alberni-Clayoquot Regional District

100 A 100	
Council	Economic Development
Mayor	Engineering/PW
	Parks, Rec. & Heritage
CAO	Development Services
Finance	Community Safety
Corporate Services	Other
Agenda RCA	1 Apr 22/24
D240-	20-AC
File #	14 M 1

MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON MARCH 5, 2024, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERSPRESENT:Cindy Solda, Chairperson, Councillor, City of Port Alberni
Vaida Siga, Director, Area C – Long Beach
Amber Severinson, Member at Large
Helen Dick, Member at Large
Deanna Spencer, Member at Large
Nicole Uzelman, Member at Large
Rainie O'Connor, Member at Large
Jamie Tattrie, Member at LargeSTAFF PRESENT:Heather Zenner, ACRD, Manager of Administrative Services

STAFF PRESENT:Heather Zenner, ACRD, Manager of Administrative Services
Donna Monteith, City of Port Alberni, Director of Corporate Services
Kristin Kerr-Donohue, ACRD, Administrative Assistant
Cara Wilkie, Consultant, Left Turn Right Turn Ltd.
Haley Gienow-McConnell, Consultant, Left Turn Right Turn Ltd.
Kaila Hunte, Consultant, Left Turn Right Turn Ltd.

The meeting can be viewed on the Alberni-Clayoquot Regional District website at: <u>https://www.acrd.bc.ca/events/5-3-2024/</u>

1. CALL TO ORDER

The Manager of Administrative Services (MAS) called the meeting to order at 10:00am.

The MAS recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The MAS reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2024</u>

a. ELECTION OF CHAIRPERSON

The Manager of Administrative Services (MAS) conducted the election for Chairperson of the Accessibility Committee for 2024.

REGULAR COUNCIL AGENDA - APRIL 22, 2024

The MAS declared Cindy Solda to the position of Chairperson of the Accessibility Committee for 2024.

b. ELECTION OF VICE-CHAIRPERSON

The MAS conducted elections for Vice-Chairperson of the Accessibility Committee for 2024.

The MAS declared Nicole Uzelman to the position of Vice-Chairperson of the Accessibility Committee for 2024.

C. Solda assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: N. Uzelman SECONDED: J. Tattrie

THAT the agenda be approved as circulated.

CARRIED

4. **DECLARATIONS**

The MAS reviewed conflict of interest and what would be considered a conflict, and what the process is if a conflict is declared.

5. <u>DISCUSSION</u>

- a. Terms of Reference H. Zenner, Manager of Administrative Services The Manager of Administrative services reviewed the Accessibility Committee's Terms of Reference.
- b. Committee Members Expense Forms K. Kerr-Donohue, Administrative Assistant

The Administrative Assistant reviewed the Remuneration Policy and process.

6. **PRESENTATIONS**

a. Donna Monteith, Director of Corporate Services, City of Port Alberni. Overview of City Services.

D. Monteith provided an overview of the different departments at the City of Port Alberni and the services they provide.

b. Heather Zenner, Manager of Administrative Services. Overview of ACRD Services

H. Zenner reviewed the purpose of the Regional District and services provided by the ACRD in the region.

c. Left Turn Right Turn, LTD. Project Overview, Accessibility Committee Role in Accessibility Planning, Consultation Process.

The consultants from Left Turn Right Turn (LTRT) presented a review of their organization, staff, and services provided.

LTRT also provided an overview of the work that has been and will be done for the ACRD and City of Port Alberni, to develop two Accessibility Plans for adoption by each local government.

LTRT discussed the upcoming public accessibility survey and asked the committee for feedback on what features or questions should be included in this survey and what organizations should we direct the survey to. Committee provided feedback including adding attitudinal barriers and provided further organizations to share the survey with.

The Committee requested that the *Accessible BC Act*, examples of other communities' Accessibility Plans, a draft list of survey questions, and all three presentations be distributed for review following the meeting.

8. QUESTION PERIOD

Questions/Comments from the public. The Administrative Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. ADJOURN

The meeting was adjourned at 11:57 am.

Certified Correct:

Cindy Solda

Cindy Solda, Chairperson

Kristin Kerr-Donohue

Kristin Kerr-Donohue, Administrative Assistant

REGULAR COUNCIL AGENDA - APRIL 22, 2024

APR 1 1 2024

CITY OF PORT ALBERNI

Alberni Valley Museum and Heritage Commission



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

Location: AV Museum

 Council
 Economic Development

 Mayor
 Engineering/PW

 AO
 Development Services

 Finance
 Community Safety

 Corporate Services
 Other

 Agenda
 Approx

 File #
 Obio

Attendees:

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

Regrets:

Chamber of Commerce Community Arts Council Hupačasath First Nation ċišaa?atḥ (Tseshaht) First Nation

Called to order: 7:01pm

- 1. Moved by Pam that the agenda of the March 6, 2024 meeting be approved as amended.
- 2. Moved by Mike that the minutes of the February 7, 2024 meeting be approved as circulated.
- 3. Old Business
 - a. Future tenant at Rollin Art Centre
 - Heritage Commission to write a letter to City Council with recommendations of prospective tenants for Council's consideration (moved by Pam, seconded by Elliot, carried unanimously)
- 4. Correspondence none
- 5. New Business
 - a. Arrowsmith Rotary Community Banners
 - Announced to City Council that after 15 years, this will be the final installation of the community banner program. Arrowsmith Rotary is happy to work with a new organization to take over the program.

Page 1 of 9

Museum and Heritage Commission City of Port Alberni

4255 Wallace Street Port Alberni BC Canada V9Y3Y6 REGULAR COUNCIL AGENDA - APRIL 22, 2024 TEL (250) 723 2181 FAX (250) 723 1035



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

6. Reports

a. Historical Society

- i. During the year 2023 our active group of volunteers have logged in 2,320 hours. They are also starting 2024 with a bang 290 hours. A busy season ahead!
- We need the following Telephone Books to complete the collection in the Archives – 1969; 1983; 2007. Please check and see if you have a copy you would donate.
- iii. Please check newspapers from other Vancouver Island locations for current or former Port Alberni residents who have passed away out of the Alberni Valley. Sometimes the obit doesn't get published in our local paper.
- iv. We have the following gently used books for sale: George Watts ...Creating Greatness by Matilda Watts - \$4.00 High School Algebra – Copyright 1915 – Published 1918 - \$4.00 North of the Snakerail Fence by Meg Trebitt - \$10.00 If you have any or know of anyone who has paper treasures and would like to donate them to the Archives, please contact the Archives, Tuesday – Thursday, 11 am – 3 pm. Thank you in advance.

Page 2 of 9

REGULAR COUNCIL AGENDA - APRIL 22, 2024 TEL (250) 723 2181 FAX (250) 723 10 35



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

b. Industrial Heritage Society



Page 3 of 9

Museum and Heritage Commission City of Port Alberni



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

c. Maritime Heritage Society



- d. Regional District no report
- e. Community Arts Council
 - i. Gallery Exhibits:

Present exhibit – Cairis Wall and Lorne McNab Mixed Media March 26 to April 26 – OPEN – when colour speaks to you – Ignite your imagination

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Museum and Heritage Commission City of Port Alberni

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REGULAR COUNCIL AGENDA - APRIL 22, 2024 TEL (250) 723 2181 FAX (250) 723 1035





Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

- ii. Meet and Greet April 6, 1-3
- iii. Workshops 2024

Two day Paverpol workshop with Cheryl Frehlich – March 16 and March 23 , Saturdays 10:30 to 3:30

- iv. Fundraisers:
 - Greater Victoria Police Chorus Sunday, April 14, 230pm ADSS Auditorium

Tickets\$30

- SAGE joint partnership creating birdhouses (Sage) and artists to paint (CAC) spring baskets April 12 to May 31
- 3. McLean Mill Teas at the Mill July 14 & 28, August 11 & 25
- Book Sale Mother's Day weekend. Friday 6pm to 8pm, and Saturday 9am to 3pm. Athletic Hall. Rugby Club will be carrying out the boxes to the truck and into the hall as soon as they can get to Gill School after school.
- v. Changes at the Gallery.

We will be posting imminently for a full-time assistant gallery/digital responsibilities position. We will evaluate both positions in September. These changes are partially because we will need to be open many more hours during the summer.

- f. Chamber of Commerce no report
- g. McLean Mill
 - February has continued our off-season theme of planning, paperwork, and purging.
 - ii. To aid in our planning we visited Chris Gale and Neil Malbon at the BC Forest Discovery Center in Duncan for insight in how their operation works and ideas we could implement to improve our visitor experience. I also had the pleasure to present at the IHS AGM, sharing our success from 2023 and a rough plan for 2024. The 2024 season picture is still waiting on two major pieces before plans can be finalized and we are hoping to have those decision in place for next month, so we can begin to share and market our next phase of growth.
 - iii. We also finalized our paperwork for 2023 and are excited to get the final word back from the accountants so we can share how we weathered a challenging year.
 - iv. The purge continues as we make room for the future, and we will be holding a virtual give away later this month once I have got everything together.

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Museum and Heritage Commission City of Port Alberni



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

With the spring weather springing our attention is turning back to our exterior space as we begin to prepare the site for visitors. Luckily this winter has been fairly mild and so while the job is expansive it should be manageable. Also, a big thank you to Marley Bros Excavating and owner Zach Marley, who have been working on the Septic Project at the Mill. They have gone above and beyond to help do some road repair that will ensure our visitors can safely navigate our site this season.

- v. We are pleased to welcome back Ridgeview Health and Performance back to the Mill on Apr 7th for the return of the McLean Mill 10KM run. We are also pleased that April will also see us hosting the Alberni Bowmen 3-day shoot Apr 19th – 21st.
- vi. As planning and booking for the season continues, we look forward to updating you on all the exciting developments coming to our National Heritage Site.
- h. School District
 - i. Pacific Rim Board of Education's next public meeting is Tuesday Match 12 at Eighth Avenue Learning Centre at 5pm.
 - ii. School District Canada Flags are at half-mast in honour of the passing of former Prime Minister Brian Mulroney until sunset of the day of the funeral.
 - iii. Two key Board Motions passed at Feb 27th Public Meeting:
 - 1. Land Based Learning Programs:
 - THAT the Board of Education direct staff through the Superintendent, to commence Land Based Learning Programs for Alberni District Secondary School and Ucluelet Secondary School, starting in September 2024; and to commence the Pacific Rim Wild Experience and Pacific Rim Wild Guide and Outfitting Programs, starting in the Summer 2024.
 - Co-governance with Nuu-chah-nulth Nations: THAT the Board of Education direct staff through the Superintendent to invite the following Nuu-chah-nulth Nations, Gaahuus?ath (Ahousaht First Nation), cišaa?ath (Tseshaht First Nation), diitiid?aa?tx (Ditidaht First Nation), Xa?uuk^wi?ath (Tla-o-quiaht First Nation), tuk^waa?ath (Toquaht Nation), hišk^wii?ath (Hesquiaht First Nation), hupačasath (Hupacasath First Nation), huučuqXis?ath (Uchucklesaht First Nation), huu?ii?ath (Huu-ay-aht First Nation), and Yuułu?ił?ath Government, to provide written expression of their interest in moving forward with Co-Governance, sitting with the Board of Education and Standing Committee members at Public Board Meetings and Standing Committee

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Museum and Heritage Commission City of Port Alberni
Alberni Valley Museum and Heritage Commission



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

Meetings, in a collaborative, consultative and consensus building manner, supporting the decision-making processes of the governing body; and

THAT the Board of Education direct staff through the Superintendent, to request each of the above-named Nuu-chahnulth Nations to provide the name of a selected representative, selected to sit in the above-described cogoverning structure, on behalf of their respective Nations.

- iv. New replacement Board Office signage on Roger Street.
- v. Public Consultation on Policies posted to District website.
- vi. Trustees will be attending the Vancouver Island School Trustees Association Spring Conference March 8 & 9 in Qualicum School District.
- vii. Two important District initiatives:
 - FIT Focused Intervention Team grade 8-12 funded by Ministry Public Safety and Solicitor General. Specific criteria are in-risk youth, substance use/addiction, extreme vulnerability, sexual exploitation, trafficking, street/gang entrenched, homelessness. The focus is on bridging high risk youth with existing community resources, school supports, and promoting/building/strengthening/ protective factors.
 - ICY Integrated Child Youth Teams currently have Clinician working, soon to hire a Peer Support Worker (lived understanding of mental health and/or substance use) team building in process but will include an integrated approach with multi-ministerial service providers, including a substance use specialist.
- i. Community at Large
 - i. March Activities Around Town

5,6,7th – PA Blood donation event @ BW Barclay 2-645pm

6th – Gardening for Life, the Biodynamic Way @ Char's 6-8pm led by Gary/Louise Swann, Leda Farm, entrance by donation

7th - Quizbang Trivia at DMB 7pm

Drop In Spin/fibre night at AV Museum 6-8pm

Mt Klitsa Garden Club Echo Centre 7pm Dogwood – March Surprises and Survivors

7/8/9th – Calendar Girls at the Capitol 630 for 730 start tix on sale on-line @ www.atthecapitol.org

8th – Ladies ONLY Kickboxing 630-730pm 4358 Roger St, every Wed and Friday

International Women's Day Event- highlighting local women owned businesses in PA – 4951 Benjamin RD 12-7

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Museum and Heritage Commission City of Port Alberni

4255 Wallace Street Port Alberni BC Canada V9Y3Y6

Alberni Valley Museum and Heritage Commission



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

ADSS Drama Club - "She Kills Monsters" 7pm

9th – Watercolour Drop-in hosted by Courageous Community, United Church 11am, by donation

PushMe PullYou Dance workshop @ Char's 2-4pm, tix \$20 (\$17 seniors) ADSS Drama Club – "She Kills Monsters" 1pm and 7pm

Int'l Women's Day Market – Leave her wild container design 12-7pm Fundraiser for Youth @ Hupačasath House of Gathering- Loonie Twoonie 9-4 9th-10th – AV Rock and Gem Club – Annual R&G Show @ Athletic Hall: 10-5 and 10-4

9th and 10th – PA Home Show at the Glenwood Centre Free Admission 10-6 and 10-4

12th – West Coast Highlanders Pipe and Drum Band AGM at Legion 7pm AV Fibre Guild – monthly meeting 6pm AV Athletic Hall conf room 14/15/16th - Calendar Girls at the Capitol 630 for 730 start tix on sale on-

line @ www.atthecapitol.org

16th – Mandala dotting – Gateway Church 6-9pm \$45 per person, must reserve a spot, appies included – Stress relieving Art

20th – AVCOC Luncheon Eagles Nest Golf Course tix 34.82/46.01 @ 12pm – Networking luncheon

Port Alberni 2024-2044 Economic Futures – Focus on jobs and affordability @ Char's 7pm, free event by AVTTS

21/22/23rd - Calendar Girls at the Capitol 630 for 730 start tix on sale online @ www.atthecapitol.org

23rd – Spring into the Season 2024 – online event by Alberni District Fall Fair 11-230. Meet vendors and products online March 17-22 then meet in person in pick up purchases, visit other vendors and enjoy the day 31st – Neighbourhood Easter Pancake Breakfast – Arrowsmith Baptist Church 930-1015am

30th – Easter Egg-stravaganza – Gyro Park 10am

j. City Council

- Right in the thick of budget process. There was a full house at Monday's Committee of the Whole meeting where the Mayor suggested a variety of items to decrease the 2024 taxation percentages. The next meeting is scheduled for 2pm on Monday, March 11.
- k. Museum
 - i. Dr. Jennifer Robinson started as our Manager of Culture on Monday
 - ii. Sylvia Gropp, our Education Curator, starts on April 2

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Museum and Heritage Commission City of Port Alberni



Heritage Commission Meeting March 6, 2024 <u>Minutes</u>

- Our Family Day event was a huge success, with 200 families (over 400 people) participating
- Due to the departure of a staff member, we have cancelled our Spring Break camps and have pressed pause on hosting birthday parties and programs until staff have the chance to review next steps
- v. The merchandise in the shop has now shifted to spring; staff encourage you to have a peek
- I. Hupačasath First Nation no report
- m. cišaa?ath (Tseshaht) First Nation no report
- 7. Next Meeting
 - a. April 3 → 7pm (McLean Mill)
- 8. Moved by Colin to adjourn at 8:34pm.

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Museum and Heritage Commission City of Port Alberni

MINUTES OF THE ADVISORY TRAFFIC COMMITTEE MEETING Wednesday, July 19, 2023 @ 10:00 AM City Hall Committee Room 4850 Argyle Street, Port Alberni, BC

- Present:Chief Administrative Officer, Mike Fox (Chair)
Appointed Councillor, Charles Mealey
Manager of Operations, Clinton Wright
Ministry of Transportation, Jessica Learn
Manager of Community Policing, Dave Cusson
Director of Corporate Services, Donna Monteith [Recording Secretary]Absent:ICBC, Peggy Gibbs
- ICBC, Caroline Robinson SD 70, Larry Ransom
- Gallery: 2

The meeting was called to order at 10:02 AM

MOVED AND SECONDED, THAT the agenda be amended to include an item under New Business D.6 'Correspondence – Industrial Traffic Harbour Road'. The agenda was then adopted, as amended.

CARRIED

- A. ADOPTION OF MINUTES
- B. <u>DELEGATIONS</u>

C. UNFINISHED BUSINESS

- 1. Create Terms of Reference for Advisory Traffic Committee A draft Terms of Reference for this committee has been created. It will be distributed and discussed at the next meeting.
- 2. Update required regarding the roundabout at Beaver Creek Rd. and River Rd. The final design will be distributed, along with date for works to be completed when available. The work is most likely to take place in 2024 or 2025.

D. <u>NEW BUSINESS</u>

1. Request from J. Dame of PA Play Academy, 5350 Margaret Street, requesting the City of Port Alberni consider installing a crosswalk at the crossing of Helen Street and Lathom Road.

Correspondence regarding the installation of a crosswalk at Helen Street and Lathom Road was discussed.

Item referred to the Manager of Operations for review and comment.

2. Request from a resident requesting a crosswalk light to be installed at the crosswalk at 4th Avenue and Argyle Street.

Correspondence regarding installation of a crosswalk light at 4th Avenue and Argyle Street was discussed. While it is close to another lighted intersection, Chair Fox spoke to the development of the Transportation Master Plan, along with a report to Council in the future which will cover such topics as streetscapes, bump outs, street width, and traffic calming. The report to Council will enable input to be included in the Transportation Master Plan.

MOVED and SECONDED, THAT the Advisory Traffic Committee recommend to Council that the 4th Avenue and Argyle Street intersection be considered within the Transportation Master Plan for inclusion of a crosswalk light. **CARRIED**

3. Request from L. Thibodeau, Support Worker and Community Inclusion Worker, requesting a crosswalk to be installed at Mary Street and River Road, due to safety concerns trying to access the bus stop on River Road.

Correspondence regarding a crosswalk be installed at Mary Street and River Road was discussed.

MOVED and SECONDED, THAT Ministry of Transportation and Infrastructure staff investigate traffic and pedestrian flow along the entirety of River Road, and report back to the committee.

CARRIED

4. Letters from residents in the area of the 3900 block of 6th Ave. and Maitland Street expressing concerns regarding excessive speeding and the ongoing traffic noise primarily due to commercial truck traffic throughout the day and night. The Committee discussed several pieces of correspondence, as well as heard from two residents from the gallery regarding excessive speeding and traffic noise along the 3900 block of 6th Avenue and Maitland Street. The residents state this is primarily commercial truck traffic. They asked if the trucks could be routed through Roger Street rather then Redford, thus staying out of residential areas. Chair Fox explained the Transportation Master Plan will have trucking routes incorporated into it. Once the Master Plan is completed and approved, the City will create bylaws and policies to enable enforcement. D. Cusson, Manager of Community Policing, will dedicate more Speed Watch time to this area.

MOVED and SECONDED, THAT the Advisory Traffic Committee recommend to Council the areas of the 3900 Block of 6th Avenue and Maitland Street be included for review in the Roads Master Plan, specifically regarding where commercial truck routes should be located.

CARRIED

5. Implementation of bike lanes on Johnston Road, does MOTI support this? Ministry of Transportation & Infrastructure (MOTI) representative, J. Learn, commented that MOTI is open to working with the City. They will review any plans provided to them and hope to work on a vision together.

MOVED and SECONDED, THAT the Advisory Traffic Committee recommend to Council that the collaborative development of multi modal transportation on Johnston Road between the City of Port Alberni and Ministry of Transportation and Infrastructure be brought to public engagement and included in the Transportation Master Plan. CARRIED

6. Industrial Traffic Harbour Road

Correspondence from H. Thompson regarding vehicles parking on the train tracks along Harbour Road and hindering industrial traffic use was discussed. Chair Fox explained this issue will be addressed in the Transportation Master Plan.

Item referred to the Manager of Operations to review opportunities for signage.

ADJOURNMENT

CERTIFIED CORRECT

brald

J. MacDonald, Chair

SCHEDULE OF NEXT MEETING DATES:

October 18, 2023

DISTRIBUTION

Councillor Charles Mealey Mike Fox - CAO Donna Monteith - Director of Corporate Services Clinton Wright - Manager of Operations Crystal Hiltunen - Roads and Drainage Superintendent Scott Smith, Director of Development Services/Deputy CAO Mary Clare Massicotte - Manager of Community Safety Dave Cusson - Manager of Community Policing Willa Thorpe, Director of Parks, Recreation and Heritage Sgt. Peter Dionne - RCMP, email agenda to Peter.DIONNE@rcmp-grc.gc.ca Mike Owens, Fire Chief - PAFD Larry Ransom, Trustee, SD 70, email agenda to Iransom@sd70.bc.ca Chris Washington - Trustee, SD 70, email agenda to cwashington@sd70.bc.ca Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to Rowena.Narayan@icbc.com Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to jessica.learn@gov.bc.ca Kathy Deschamps, Diversified Transportation Ltd., email agenda to kathyd@patransit.pwt.ca David Wiwchar, The Peak, email agenda to david.wiwchar@jpbg.ca

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REGULAR COUNCIL AGENDA - APRIL 22, 2024

MINUTES OF THE ADVISORY TRAFFIC COMMITTEE MEETING Wednesday, January 17, 2024 @ 10:00 AM City Hall Council Chambers 4850 Argyle Street, Port Alberni, BC

- Present:Director of Infrastructure Services, Jim MacDonald
Councillor, Charles Mealey
A/Sgt. RCMP, Jordan Hamlyn
Fire Chief, Mike Owens
ICBC, Peggy Gibbs
Deputy Director of Corporate Services, Sara Darling [Recording Secretary]Absent:Diversified Transportation, Kathy Deschamps
ICBC, Rowena Narayan
Ministry of Transportation, Jessica Learn
SD 70, Christine WashingtonStaff:Manager of Operations, Clinton Wright
- Manager of Community Policing, Dave Cusson
- Gallery: 0
 - A. <u>CALL TO ORDER & APPROVAL OF THE AGENDA</u> The meeting was called to order at 10:05 AM.

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

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Advisory Traffic Committee meeting held at 10:00 am on July 19, 2023, be adopted, as circulated. **CARRIED**

C. DELEGATIONS

D. UNFINISHED BUSINESS

1. Draft Terms of Reference

MOVED AND SECONDED, THAT the Advisory Traffic Committee recommend that Council approve the Terms of Reference **CARRIED**

E. CORRESPONDENCE FOR INFORMATION

The Director of Infrastructure Services summarized correspondence to the Committee as follows:

a. Pacific Rim School District | Appointment of Pacific Rim School District's Advisory Traffic Committee Representative

F. <u>NEW BUSINESS</u>

G. ROUNDTABLE

A/Sgt. RCMP, Jordan HAMLYN

a. Provided input regarding increased RCMP traffic enforcement on 6th Avenue and Anderson Avenue.

Councillor, Charles Mealey

- a. Inquired to the Connect the Quays Pathway Project and the traffic lighting options at the intersection of Gertrude Street and Pemberton Avenue.
- b. Inquired regarding Johnston Road and Redford Street intersection traffic concerns, particularly the potential of installing a full signal light as it would relate to possible increased traffic congestion during pick-up and drop-off times at the adjacent Ecole Alberni Elementary School. Requested a timeline update for the Intersection Report Council directed staff to prepare at the November 27th Regular Council meeting.

H. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 10:12 AM. CARRIED

CERTIFIED CORRECT

J. MacDonald, Chair

SCHEDULE OF NEXT MEETING DATES:

April 17, 2024 July 17, 2024 October 16, 2024

DISTRIBUTION

Councillor Charles Mealey Mike Fox - CAO Donna Monteith - Director of Corporate Services Clinton Wright - Manager of Operations Crystal Hiltunen - Roads and Drainage Superintendent Scott Smith, Director of Development Services/Deputy CAO Mary Clare Massicotte - Manager of Community Safety Dave Cusson - Manager of Community Policing Willa Thorpe, Director of Parks, Recreation and Heritage A/Sgt. Jordan Hamlyn - RCMP, email agenda to Jordan.HAMLYN@rcmp-grc.gc.ca Mike Owens, Fire Chief - PAFD Larry Ransom, Trustee, SD 70, email agenda to Iransom@sd70.bc.ca Chris Washington - Trustee, SD 70, email agenda to cwashington@sd70.bc.ca Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to Rowena.Narayan@icbc.com Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to jessica.learn@gov.bc.ca Kathy Deschamps, Diversified Transportation Ltd., email agenda to kathyd@patransit.pwt.ca

David Wiwchar, The Peak, email agenda to david.wiwchar@jpbg.ca

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REGULAR COUNCIL AGENDA - APRIL 22, 2024



Order F24-23

CITY OF PORT ALBERNI

Alexander R. Lonergan Adjudicator

March 27, 2024

CanLII Cite:	2024 BCIPC 30
Quicklaw Cite:	[2024] B.C.I.P.C.D. No. 30

Summary: An applicant requested access to reports that the City of Port Alberni (City) received from SLR Consulting (Canada) Ltd. (SLR) about land that the City sought to purchase from Western Forest Products Inc. (WFP). SLR and WFP objected to disclosure, arguing that s. 21(1) (disclosure harmful to a third party's business interests) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) applies to most of the information in the reports. After considering SLR and WFP's positions, the City released a small amount of information while severing most of the information under s. 21(1). The adjudicator determined that the City is required to refuse to disclose most, but not all, of the disputed information under s. 21(1). The adjudicator in dispute to the applicant.

Statutes Considered: *Freedom of Information and Protection of Privacy Act,* RSBC 1996 c. 165, ss. 2(1), 21(1), 21(1)(a), 21(1)(b), 21(1)(c)(i), 21(1)(c)(ii), 21(1)(c)(ii), 23(1), 54.

INTRODUCTION

[1] The City of Port Alberni (City) hired SLR Consulting (Canada) Ltd. (SLR), to create reports about land that the City wished to purchase from Western Forest Products Inc. (WFP). An individual (the applicant) requested that the City provide him with access to the completed reports under the *Freedom of Information and Protection of Privacy Act* (FIPPA).¹

[2] The City identified three reports in response to the applicant's request. The City notified SLR and WFP about the information that was relevant to them

¹ All sectional references in this Order refer to FIPPA unless otherwise noted.

and sought their positions under s. 23(1).² SLR and WFP initially objected to the City disclosing most of the information in the records under s. 21(1) (disclosure harmful to business interests of a third party).

[3] After considering the third parties' positions, the City decided that it was required to refuse access to almost all of the information in the records under s. 21(1). The City only disclosed parts of one report to the applicant, which I understand SLR and WFP do not object to.

[4] The applicant requested that the Office of the Information and Privacy Commissioner (OIPC) review the City's decision. Mediation did not resolve the matter and it proceeded to inquiry.

[5] The City and the applicant provided written submissions for this inquiry. The OIPC invited SLR and WFP, under s. 54, to participate in the inquiry as appropriate persons, and they both provided written submissions. The OIPC permitted WFP to submit some of its submission *in camera* (that is, material which only the adjudicator may see).

ISSUE AND BURDEN OF PROOF

[6] The issue I must decide in this inquiry is whether s. 21(1) requires the City to refuse to disclose the information in dispute.

[7] Under s. 57(1) of FIPPA, the City has the burden of proving that the applicant has no right of access to the information withheld under s. 21(1).

DISCUSSION

Background⁶

[8] The City is a local government located in central Vancouver Island. SLR is a corporation in the business of environmental consulting and land remediation. WFP is a corporation in the business of producing and selling building materials. WFP owns real estate assets in and near the City.

[9] WFP sold a former lumber mill site (Land) to the City. Some time before the sale completed, the City retained SLR to produce the three reports at issue in this inquiry. These reports are about the environmental conditions of the Land

² Section 23 specifies when and how a public body *must* or *may* give notice to third parties when the public body believes the record contains information that may be excepted from disclosure under ss. 18.1, 21 or 22.

³ This background information is based on the information provided in the City, SLR, WFP, and the applicant's submissions.

and its vicinity, the suitability of the Land for real estate development, and SLR's recommendations for environmental remediation work.

Records and Information in Dispute

- [10] In response to the applicant's request, the City identified three records:1. A report dated January 29, 2021 (the January 29 Report);
 - 2. A report dated April 30, 2021 (the April 30 Report); and
 - 3. A report dated August 4, 2021 (the August 4 Report).

[11] After considering the third parties' positions, the City refused access to all of the information in the January 29 Report and the August 4 Report but only refused access to some information in the April 30 Report.

[12] In his inquiry submission, the applicant says that he no longer disputes any of the severing in the April 30 Report. He also says that he no longer disputes the decision to refuse him access to the parts of the January 29 Report that WFP does not want disclosed.⁴ As the applicant no longer wants that information, I conclude the City's decision to refuse him access to it under s. 21(1) is no longer in dispute and I will make no decision about it.

[13] However, the applicant is still seeking access to some other information withheld in the January 29 Report and the entire August 4 Report. Therefore, this is the only information remaining in dispute for this inquiry.

[14] In reply to the applicant's submission, WFP says that it no longer objects to the City disclosing the portions of the January 29 Report that remain in dispute. Additionally, WFP says that it takes no position on the City's decision to refuse access to the August 4 Report. WFP takes this position because the City told WFP that there is no information about WFP in the August 4 Report and did not provide a copy of it to WFP.⁵ Therefore, I understand WFP's position to be that it still objects to disclosing any information in the August 4 Report that was supplied by WFP to the City, if any such information exists.

[15] SLR asserts that the City must refuse to disclose all of the information in the January 29 Report and the August 4 Report.⁶

[16] I will refer to the January 29 Report and the August 4 Report collectively as the "Reports".

⁴ Applicant's submission at pp. 2 and 4. The severing in the January 29 Report that he no longer disputes is information that WFP says must be withheld on p. 1, part of pp. 2, 3, 4, 5 and 6 and all of pp. 10, 11, 13, 15, and 17.

⁵ WFP's initial submission at paras. 8 and 10; and WFP's final submission at para. 2. WFP says it has never seen that report and it was told by the City that it contains no information about WFP. ⁶ SLR's initial submission at p. 3.

[17] The disputed information includes a summary of services performed by SLR, a description and analysis of the structural and environmental conditions of the Land, a discussion of possible uses for the Land, an outline of the applicable regulatory framework, possible funding sources, and recommended remediation steps. The disputed information also includes costing and scheduling projections if SLR were to perform the remediation work.

Section 21(1) - Harm to Third Party Business Interests

[18] Section 21(1) requires a public body to refuse to disclose information if disclosure could be reasonably expected to harm the business interests of a third party. In relation to an access request under FIPPA, a "third party" is any person, group of persons or organization other than the person who made the request or a public body.⁷ In this matter, both WFP and SLR are third parties.

- [19] The parts of s. 21(1) that are relevant to this inquiry are as follows:
 - 21 (1) The head of a public body must refuse to disclose to an applicant information
 - (a) that would reveal

. . .

- (ii) commercial, financial, labour relations, scientific or technical information of or about a third party,
- (b) that is supplied, implicitly or explicitly, in confidence, and
- (c) the disclosure of which could reasonably be expected to
 - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,
 - (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,
 - (iii) result in undue financial loss or gain to any person or organization, . . .

[20] Past orders have established a three-part analytical framework to determine the applicability of s. 21(1), which I will adopt for this matter. The City must satisfy all three parts of the test in order for the information to be properly withheld under s. 21(1):

- Disclosing the information at issue would reveal the type of information listed in s. 21(1)(a);
- 2. The information at issue was supplied, implicitly or explicitly, in confidence under s. 21(1)(b); and

⁷ See Schedule 1 of FIPPA for definitions.

- 5
- 3. Disclosing the information at issue could reasonably be expected to cause one or more of the harms set out in s. 21(1)(c).⁸

Type of Information – s. 21(1)(a)

[21] The City and the third parties varyingly characterize the information as "financial", "commercial", "scientific" and "technical", information.⁹ The applicant did not directly discuss how this information should be characterized. Although FIPPA does not define these terms, past orders have considered the meaning of most of them. I will consider each category independently.

[22] "Financial information" relates to prices charged for goods and services, assets, liabilities, expenses, cash flow, profit and loss data, operating costs, financial resources, or arrangements.¹⁰

[23] Some of the disputed information consists of cost estimates for SLR's recommended environmental remediation actions. This information is about the City's estimated costs if it were to specifically hire SLR to perform this work. Given that this information is specifically about the price of SLR's services, I find that it is financial information about SLR.

[24] "Commercial information" relates to a commercial enterprise but need not be proprietary in nature or have an independent market or monetary value. The information itself must be associated with the buying, selling or exchange of the entity's goods or services.¹¹

[25] The records contain a description of services that SLR agreed to provide to the City. Elsewhere, there are descriptions of services that SLR offers to provide in the future. I accept that this is commercial information about SLR because it is associated with the use of SLR's goods and services. This finding is consistent with past orders that characterized lists of a third party's agreed services as its commercial information.¹²

[26] "Technical information" is information belonging to an organized field of knowledge falling under the general categories of applied science or mechanical arts. Technical information usually involves information prepared by a

⁸ Order 03-02, 2003 CanLII 49166 (BC IPC); Order F17-14, 2017 BCIPC 15 (CanLII) at para. 9; and Order F22-33, 2022 BCIPC 37 (CanLII) at para. 25.

⁹ SLR's initial submission at p. 6-7; WFP's initial submission at paras. 24-28; and City's submission at p. 2.

¹⁰ Order F22-35, 2022 BCIPC 39 (CanLII) at para. 82. Order F22-63, 2022 BCIPC 71 (CanLII), at para. 33; Order F17-41, 2017 BCIPC 45 (CanLII), at para. 59.

¹¹ Order 01-36, 2001 CanLII 21590 (BC IPC), at para. 17; and Order F08-03, 2008 CanLII 13321 (BC IPC), at para. 63.

¹² Order 03-04, 2003 CanLII 49168 (BC IPC), at para. 22.

professional with the relevant expertise, and describes the construction, operation or maintenance of a structure, process, equipment, or entity.¹³

[27] A substantial amount of the disputed information describes applied, structural, or hydrogeological engineering problems and solutions. The Reports include many descriptions of equipment, structures, and processes jointly written by a professional agrologist and a professional engineer on behalf of SLR. Other information is about regulatory compliance processes which required agrology and engineering expertise to prepare. I am satisfied that this information is technical information of SLR.

[28] I am not satisfied that all of the disputed information can be characterized as financial, commercial, or technical information. Therefore, I must also consider whether this remaining information may be properly characterized as "scientific".

[29] I am not aware of any orders that closely considered the definition of "scientific information" in the context of FIPPA. In several matters, former Commissioner Flaherty determined that environmental sampling was both "scientific" and "technical" information.¹⁴ Similarly, Commissioner McEvoy determined in Order F10-06 that veterinary testing of fish samples and information about related veterinary treatment programs was properly characterized as scientific or technical in nature.¹⁵

[30] The modern approach to statutory interpretation requires the term "scientific information" to be read in its entire context and according to its grammatical and ordinary sense, harmoniously with the scheme and object of the Act and the intention of the legislature.¹⁶ The intent of FIPPA and its legislative purposes are identified in s. 2(1) which are to "make public bodies more accountable to the public" and to "protect personal privacy." Those purposes are achieved, in part, by "giving the public a right of access to records" and by "specifying limited exceptions to the right of access."¹⁷

[31] As a starting point, the *Canadian Oxford Dictionary* defines the adjective "scientific" as follows:

1 a (of an investigation etc.) according to rules laid down in exact science for performing observations and testing the soundness of conclusions.
b systematic, accurate. 2 used in, engaged in, or relating to (esp. natural)

¹³ Order F10-06, 2010 BCIPC 9 (CanLII), at para. 35; Order F12-13, 2012 BCIPC 18 (CanLII), at para. 11; and Order F23-32, 2023 BCIPC 38 (CanLII), at para. 18.

¹⁴ Order No. 56-1995, 1995 BCIPCD No. 26 at p. 5 (petition for judicial review dismissed); Order No. 57-19951995 CanLII 19204 (BC IPC), at p. 4; Order No. 67-1995, 1995 CanLII 390 (BC IPC) at p. 4; and Order No. 130-1996, 1996 CanLII 370 (BC IPC), at p. 3.

¹⁵ Order F10-06, 2010 BCIPC 9 (CanLII), at para. 36.

¹⁶ *Rizzo & Rizzo Shoes Ltd. (Re)*, 1998 CanLII 837 (SCC) at para. 21; and *Castillo v. Castillo*, 2005 SCC 83 (CanLII), at para. 22.

¹⁷ Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165, at ss. 2(1)(a) and (c).

science (*scientific discoveries; scientific terminology*). **3** constituted of scientists (*the scientific community*).¹⁸

[32] I note that Ontario's FIPPA contains an equivalent provision to s. 21(1). The Information and Privacy Commissioner of Ontario has used the following definition of "scientific information":

Scientific information is information belonging to an organized field of knowledge in the natural, biological or social sciences, or mathematics. In addition, for information to be characterized as scientific, it must relate to the observation and testing of a specific hypothesis or conclusion and be undertaken by an expert in the field.¹⁹

[33] In my view, the Ontario Commissioner's definition accords with the grammatical and ordinary use of "scientific information" and does not appear to substantially differ from the relevant dictionary definition. Therefore, I will adopt this same definition of "scientific information" for the present analysis.

[34] Most of the remaining information consists of SLR's explanations of the Land's chemical, biological, and environmental characteristics. Elsewhere, SLR recommends specific testing processes that would answer critical unknown data points. I am satisfied that this information is properly characterized as the scientific information of SLR.

[35] I can see that a very small amount of information in the August 4 Report is historical information about the biological, chemical, and structural characteristics of the Land during WFP's ownership of it. Furthermore, WFP is the party that gathered this information and shared it with the City under certain conditions. The source and nature of this information satisfy me that it is the technical and scientific information of WFP.

[36] In summary, I find that almost all of the disputed information is scientific, technical, financial, or commercial information of or about a third party, satisfying the first requirement of the s. 21(1) analysis.

[37] A small amount of the information identifies SLR as the author of the disputed records and briefly explains why the reports were written. Elsewhere, the information consists of disclaimers and boilerplate acceptable usage statements. It is not apparent to me, and the parties do not persuasively explain, how this is technical, scientific, financial, or commercial information. I find that this information is none of the types of information listed in s. 21(1)(a).

¹⁸ Canadian Oxford Dictionary, 2d ed, sub verbo "scientific".

¹⁹ Order PO-4164, 2021 CanLII 63771 (ON IPC) at para. 25, citing Order PO-2010, 2002 CanLII 46412 (ON IPC) at p. 3; The New Brunswick's then-Commissioner also applied the same definition in its *Report of Findings*: 2010-105-AP-048, 2012 NBOMB 8 (CanLII), at para. 114.

Supplied in confidence – s. 21(1)(b)

[38] The second step of the analysis is to determine whether the disputed information was supplied to the City in confidence. Past orders have conducted the s. 21(1)(b) analysis by first considering whether the information was "supplied" by the third party and then whether it was supplied "in confidence", both of which are required to engage s. 21(1)(b).²⁰ I will apply the same two-step approach to s. 21(1)(b) in this matter.

Was the information "supplied"?

[39] Information is considered "supplied" under s. 21(1)(b) if it is "provided or furnished" to the public body.²¹

[40] It is clear from the material before me, and the parties do not dispute, that WFP originally provided some information directly to the City who in turn gave it to SLR. SLR then summarized and analyzed this information, added its own explanations and suggestions, and then provided the disputed records directly to the City. I find that all of the disputed information was supplied to the City by WFP, SLR, or both of them depending on the specific information at issue.

Was the supply of information "in confidence"?

[41] Under s. 21(1)(b), the City must show that the disputed information was supplied in confidence, either implicitly or explicitly. To do so, the City must show that the information was supplied under an objectively reasonable expectation of confidentiality, by the supplier of the information, at the time the information was supplied.²²

[42] A reasonable expectation of confidentiality can be shown by pointing to express assurances of confidentiality or by establishing an implicit expectation after considering all of the relevant circumstances. Evidence of a party's subjective intentions with respect to confidentiality is insufficient.²³

²⁰ Order 01-39, 2001 CanLII 21593 (BC IPC), at para. 26, upheld and cited by *Canadian Pacific Railway v. British Columbia (Information and Privacy Commissioner),* 2002 BCSC 603; and Order F14-28, 2014 BCIPC 31 (CanLII) at paras. 17-18.

²¹ Order 01-20, 2001 CanLII 21574 (BC IPC), at para 93.

²² Order 01-36, 2001 CanLII 21590 at para. 23.

²³ Order 01-39, 2001 CanLII 21593 (BC IPC), at para. 28, citing *Re Maislin Industries Ltd. and Minister for Industry* (1984) 1984 CanLII 5386 (FC), 10 DLR (4th) 417 (FCTD) and *Timiskaming Indian Band v. Canada (Minister of Indian and Northern Affairs)* (1997) 1997 CanLII 5125 (FC), 148 DLR (4th) 356 (FCTD).

Parties' Positions, s. 21(1)(b)

[43] The City argues that a non-disclosure agreement that it previously executed with WFP (2019 NDA) extends to the Reports it received from SLR. The City says that this is because the 2019 NDA restrains disclosure of "all written information disclosed to the City".²⁴ I understand the City is arguing that all of the disputed information it received from SLR and WFP was supplied explicitly in confidence.

[44] The applicant says that the City now owns the Land and therefore any information about the Land belongs to the tax-paying public.²⁵ In essence, this is an argument that a third party cannot reasonably expect confidentiality over information about an asset if that asset was sold to a public body. I will consider this argument below when determining whether the third parties' expectations of confidentiality were objectively reasonable.

[45] Both WFP and SLR submit that they expected the City to keep the information that they supplied confidential.²⁶ Both provided affidavit material and other documents to support their positions.

Analysis and Findings, s. 21(1)(b)

[46] I accept that the 2019 NDA is persuasive evidence of an express, mutual, and reasonable expectation of confidentiality over the information WFP supplied to the City. WFP supplied this information before the City had purchased the Land which means that there was a risk the deal would not complete. If the deal did not complete, then I am satisfied both parties would want to keep this information confidential to prevent other prospective buyers from using it to their advantage in their efforts to buy the Land. It makes sense that WFP would make the City sign an NDA that covers this information to protect its interests as the seller of the Land. In light of those concerns, I consider WFP's expectation of confidentiality to be objectively reasonable.

[47] However, the information supplied by WFP only comprises a small amount of the information that is still in dispute. The larger question at this stage of the analysis is whether SLR reasonably expected the City to keep its scientific, technical, commercial, and financial information confidential when SLR supplied that information to the City.

[48] I am not persuaded by the City's argument that the 2019 NDA applies to everything in the Reports. WFP attached a copy of the 2019 NDA to its affidavit evidence which allows me to see what it actually says. I cannot describe what the

²⁴ City's submission at p. 2.

²⁵ Applicant's request for review at p. 1.

²⁶ WFP's initial submission at para. 15; and SLR's initial submission at p. 3.

2019 NDA actually says without revealing material provided to me *in camera*. In my view, neither the list of parties to the 2019 NDA, nor its definition of "Confidential Information", can possibly be interpreted as extending its effects to the whole of the Reports or to SLR. However, there is still other evidence I have to consider.

[49] The 2019 NDA was not the only agreement purportedly restraining the use of the disputed information. SLR provided affidavit evidence which refers to a contract between itself and the City named the "Agreement for Environmental Services". SLR says that this contract explicitly states that the disputed records were provided to the City in strict confidence.²⁷ Although a copy of the Agreement for Environmental Services is not before me, I do have a description of its effects, a reference to it in a sworn affidavit, and a reference to it in the disputed records. Based on this material, I accept that this agreement existed and that it expressly assured SLR that its supplied information would be kept confidential by the City.

[50] The disputed records provide additional evidence of SLR's expectations of confidentiality. For example, most pages of the Reports are marked with the word "confidential". Furthermore, both Reports contain a statement that "Other than by [the City] and as set out herein, copying or distribution of this report or use of or reliance on the information contained herein, in whole or in part, is not permitted unless payment for the work has been made in full and express written permission has been obtained from SLR."²⁸ I accept that all of this is persuasive evidence of a reasonable expectation of confidentiality on SLR's part.

[51] Past orders have considered whether a "mutuality of understanding" between a public body and a third party existed when assessing third party's expectations of confidentiality.²⁹ In this matter, I accept that the Agreement for Environmental Services and the confidentiality provisions in the Reports are persuasive evidence of a mutual understanding of confidentiality as between the City and SLR.

[52] Having considered the material and circumstances above, I am satisfied SLR supplied the information explicitly in confidence to the City, and that the City received it on that basis. Next, I must determine whether this expectation was reasonable.

[53] I understand one of the applicant's arguments to be that it was unreasonable for SLR to expect that information about the Land would remain

²⁷ SLR's initial submission at p. 3; and Affidavit #1 of D.M. at paras. 4 and 9.

²⁸ This excerpt was disclosed in open argument in SLR's initial submission at p. 7.

²⁹ Order 4-06, 2004 CanLII 34260 (BC IPC), at para. 53; and Order F19-24, 2019 BCIPC 26 (CanLII), at para. 28.

confidential considering that the City is a public body that now owns the Land.³⁰ I find this line of reasoning unpersuasive because it assumes that all of the disputed information is about the Land while disregarding what the disputed information reveals about SLR and WFP. The fact that the City bought the Land does not change the fact that disclosure would also reveal considerable information about the third parties.

[54] Furthermore, the 2019 NDA, the Agreement for Environmental Services, and the third parties' affidavit evidence clearly establish that the third parties expected they would suffer harm if the information were disclosed after the City bought the Land. These harms, which I will discuss in greater detail under the third step of the s. 21(1) analysis, were feared by SLR and WFP primarily because the disputed information reveals as much information about them as it does about the Land. In these circumstances, I find that the third parties' expectations of confidentiality were reasonable.

[55] In summary, I accept that all of the disputed scientific, technical, commercial, and financial information in the Reports was supplied explicitly in confidence, so s. 21(1)(b) applies.

Reasonable Expectation of Harm – s. 21(1)(c)

[56] The last step of the s. 21(1) analysis is to determine whether disclosing the disputed information could be reasonably expected to result in any of the harms set out in s. 21(1)(c). If so, the City must refuse to disclose the disputed information. The standard of harm under s. 21(1)(c) is "a reasonable expectation of harm" which is "a middle ground between that which is probable and that which is merely possible."³¹

[57] The City does not need to prove on a balance of probabilities that the expected harms will actually happen. Instead, the City must establish that disclosure will result in a risk of harm that is well beyond the merely possible or speculative. Additionally, there must be a clear and direct connection between disclosure of the information in dispute and the harm alleged.³² Whether this standard has been met depends on the circumstances of each matter because the unique probabilities and harms that are present will determine the type and amount of evidence that is sufficient.³³

³⁰ Applicant's request for review at p. 1.

³¹ Order 10-20, 2001 CanLII 21574 (BC IPC) at para. 57; Order 01-36, 2001 CanLII 21590 (BC IPC) at para. 38; and *Merck Frosst Canada Ltd. v. Canada (Health)*, 2012 SCC 3 (CanLII), [2012] 1 SCR 23, at para. 196; *Lavigne v. Canada (Office of the Commissioner of Official Languages)*, 2002 SCC 53 at para. 58; and *Ontario (Community Safety and Correctional Services) v. Ontario (Information and Privacy Commissioner)*, 2014 SCC 31 (CanLII) [*Ontario*] at paras. 52-54.

³² Order F07-15, 2007 CanLII 35476 (BC IPC), at para. 17.

³³ Ontario, supra note #31 at para. 54.

[58] In their submissions, the parties raise the harms set out under ss. 21(1)(c)(i), (ii) and (iii).³⁴ I will first consider s. 21(1)(c)(i) (harm to competitive or negotiating position), then, if needed, s. 21(1)(c)(ii) (undue financial loss or gain) and s. 21(1)(c)(ii) (similar information no longer being supplied to the public body).

Significant harm to competitive position or interference with negotiating position, s. 21(1)(c)(i)

[59] Section 21(1)(c)(i) says that the head of a public body must refuse to disclose the disputed information if doing so could reasonably be expected to harm significantly the competitive position, or interfere significantly with the negotiating position, of the third party.

[60] To engage s. 21(1)(c)(i), the expected harm must also be significant, because s. 21(1) does not operate to protect third parties from all negative effects that flow from their dealings with public bodies.³⁵ Significant harm under s. 21(1)(c)(i) is material harm looked at in light of the circumstances affecting the third party's competitive or negotiating position.³⁶

Parties' Positions, s. 21(1)(c)(i)

[61] The City and SLR say that disclosing the disputed information would significantly harm SLR's competitive position and significantly interfere with SLR's negotiating position.³⁷

[62] SLR explains that the City will soon need contractors to perform environmental remediation work on the Land that SLR wishes to perform. If SLR's competitors are able to access the disputed information, SLR says that those competitors could unfairly use this information while submitting competing bids for the remediation work.

[63] In response to these arguments, the applicant says that the prospective contracting work has already been awarded to SLR so there can be no harm to SLR's competitive position in respect of the Land's remediation work. The applicant points to several statements made by City employees which suggest that SLR has already been hired to complete some excavation work on the Land.³⁸ In reply to this argument, SLR explains that this excavation work is

³⁴ City's submission at p. 2; SLR's initial submission at p. 9; WFP's initial submission at para. 37; and Applicant's response submission at pp. 3 and 4.

³⁵ Order 00-22, 2000 CanLII 14389 (BC IPC) at p. 8; and Order F18-28, 2018 BCIPC 31 (CanLII) at para. 58.

³⁶ Order 00-10, 2000 CanLII 11042 (BC IPC), at p. 11.

³⁷ City's submission at p. 2; and SLR's initial submission at p. 3.

³⁸ Applicant's response submission at p. 2.

limited and distinguishable from the full range of remediation services that it recommended in the Reports.³⁹

[64] Finally, the applicant argues that the sheer variety of approaches to remediation and the numerous development options for the Land means that it is too speculative to know whether the disputed information will be relevant or helpful for SLR's competitors' future bids.⁴⁰

Analysis and Findings, s. 21(1)(c)(i)

[65] At the outset, I am satisfied by SLR's explanation that SLR has not yet secured contracts to perform all of the recommended remediation work. The fact that SLR wrote the Reports and has already performed some preliminary excavation work does not necessarily mean that SLR will be the successful proponent for most of the remediation work.

[66] The essence of the City's and SLR's argument is that disclosure would harm SLR's current competitive position by providing its competitors with the same knowledge that SLR already has. A longstanding principle under FIPPA is that disclosure to an applicant should be considered disclosure to the world,⁴¹ so I accept that disclosure to the applicant would place this information in the hands of those competitors.

[67] Beginning with SLR's commercial and financial information, I do not consider the value of this information to be as speculative as the applicant submits. Disclosing this information would reveal SLR's costing strategies, funding sources, and its preferred approach to remediation of similar sites to the Land.⁴² In my view, any sophisticated environmental remediation firm could use this information to determine the cost, speed, and methodologies used by SLR to accomplish similar remediation work while placing no reciprocal obligation on those competitors to disclose their own information.

[68] I find it reasonable to conclude that SLR's competitors could then use this information to mimic SLR's methodologies or undercut the cost of SLR's bids, whether in respect of the Land's remediation or in competitions for similar remediation work. Past orders have found that such outcomes constitute significant harm to a third party's competitive position.⁴³ In the circumstances of this matter, I am similarly satisfied that if SLR's competitors obtained this

³⁹ SLR's reply submission at p. 1; and Affidavit #2 of DM at para. 2.

⁴⁰ Applicant's submission at p. 4.

⁴¹ Order 03-33, 2003 CanLII 49212 (BC IPC) at para. 44.

⁴² Affidavit #1 of DM, at paras. 7, and 9-10.

⁴³ Order F09-22, 2009 CanLII 63564 (BC IPC) at para. 37; and Order F13-17, 2013 BCIPC 22 (CanLII) at paras. 35-37.

information, it could reasonably be expected to significantly harm SLR's competitive position.

[69] Turning to the disputed technical and scientific information of SLR, it is patently obvious that SLR will use this information to increase its chances of winning the remaining remediation work on the Land. SLR's competitors do not currently have access to this information, therefore, SLR's competitive position is currently one of advantage.⁴⁴ If this information is disclosed, I accept there is a reasonable expectation that SLR's competitive position could be significantly harmed because SLR's competitors would gain the same detailed knowledge of the Land that SLR currently possesses.

[70] I recognize that the City may ultimately proceed with an entirely different remediation plan than the one that SLR proposes. There is also uncertainty in the type and amount of information that the City will disclose in the competition for the remediation work. Despite this uncertainty however, I note that the scientific and technical information in this matter includes more than a suggested approach to remediation. It also describes the biochemical conditions of the Land, identifies missing information, and proposes further testing at specific locations on the Land. The extensive nature of the disputed scientific and technical information means that it can serve as a step-by-step guide as to how, where, and why the preliminary testing should be done.

[71] Therefore, given what the scientific and technical information reveals, I find disclosure of the information at issue could allow SLR's competitors to level the playing field regarding a successful bid for the Land's remediation work. This would completely eliminate SLR's existing competitive position. For these reasons, I find that disclosing the disputed scientific and technical information could reasonably be expected to significantly harm SLR's current competitive position regarding any further remediation work of the Land and its ability to compete for that work.

[72] In summary, I find that disclosing the disputed commercial, financial, scientific, or technical information could reasonably be expected to significantly harm SLR's competitive position under s. 21(1)(c)(i).

[73] I will next consider the City and SLR's arguments that disclosure would significantly interfere with SLR's negotiating position. I find their submissions generally frame the future remediation work as resulting from a competitive bidding process rather than one of negotiations between the City and its contractors. It is not apparent from the material before me who SLR must negotiate with, what their negotiating position is, and why disclosure would significantly interfere with that position. Therefore, I find that the City has not

⁴⁴ Affidavit #1 of DM at paras. 4 and 8; and Affidavit #2 of DM at para. 4.

established that disclosure of the information in dispute would significantly interfere with SLR's negotiating position.

[74] Thus far, I have only considered the impact of disclosure to SLR. However, I note that both WFP and the City argued that disclosure would harm WFP's interests under ss. 21(1)(c)(i) and (iii).⁴⁵ As discussed above, these issues are now irrelevant because the information whose disclosure WFP says would lead to these harms is no longer sought by the applicant and therefore no longer in dispute.⁴⁶

Undue Financial Gain or Loss, s. 21(1)(c)(iii)

[75] Section 21(1)(c)(iii) says that the head of a public body must not disclose information if it could reasonably be expected to result in undue financial loss or gain to any person or organization. Undue gains or losses are excessive, disproportionate, unwarranted, inappropriate, unfair, or improper, having regard to the circumstances of each case. Undue gains include advantages received by a competitor effectively for nothing.⁴⁷

[76] I determined that the City must refuse to disclose all of the commercial, financial, scientific, and technical information of SLR under s. 21(1)(c)(i) because disclosure can be reasonably expected to significantly harm SLR's competitive position. Therefore, it is unnecessary for me to additionally consider whether the City must refuse to disclose this information under ss. 21(1)(c)(ii) or (ii).

No longer supplied, s. 21(1)(c)(ii)

[77] Section 21(1)(c)(ii) says that the head of a public body must refuse disclosure if doing so could reasonably be expected to result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied.

Parties Positions, s. 21(1)(c)(ii)

[78] There remains a small amount of technical and scientific information of WFP in the August 4 Report that I found WFP supplied in confidence to the City, who then forwarded it to SLR for analysis and recommendations.

[79] The City expects that disclosing this information will lead to the City no longer receiving similar information in other transactions.⁴⁸ The City additionally

⁴⁵ City's submission at p. 1.

⁴⁶ WFP's reply submission at para. 1.

⁴⁷ Order F14-58, 2014 BCIPC 62 (CanLII), at para. 54; and Order 00-10, 2000 CanLII 11042 (BC IPC) at pp. 17-19.

⁴⁸ City's submission at p. 3.

says that it is "inconceivable" that WFP or another sophisticated commercial entity would supply the City with similar information about their unsold assets without a reasonable expectation that the City will keep this information confidential.⁴⁹

[80] WFP has not seen the August 4 Report, so it does not know what exactly it says. However, WFP says generally that if the City's assurances of confidentiality cannot be trusted when WFP shares its confidential information, then this would harm its relationship with the City and that WFP would be unwilling to provide such "full and frank disclosure" in the future.⁵⁰

Analysis and Findings, s. 21(1)(c)(ii)

[81] One entity's unwillingness to supply information without assurances of confidentiality is typically not enough to establish that similar information will not be supplied to a public body under s. 21(1)(c)(ii). This is particularly the case if there are other incentives for supplying the disputed information or multiple entities who can supply similar information.⁵¹ The fact that one third party insists on confidentiality does not mean that similar information will not be supplied by other third parties in the future. Therefore, to establish that s. 21(1)(c)(ii) applies in this matter, the City must show that disclosing the information at issue could reasonably be expected to result in other entities, and not just WFP, becoming unwilling to supply similar information.

[82] In this case, WFP held an asset that the City sought to purchase. At the time WFP supplied information to the City, the City had to weigh the time and cost savings of receiving information from WFP in confidence against the considerable cost and delay of procuring this information itself. WFP's position as a seller meant that it had little reason to supply this information, especially given that it could instead require the City to procure this information at its own cost. This context is important because, when considering whether other entities would be willing to supply similar information to the City in the future, I must recognize that those other entities are commercial real estate owners who normally would not supply this information to a prospective buyer.

[83] The *in-camera* portions of WFP's evidence explain why commercial real estate sales typically require purchasers (such as the City in this case) to undertake all of their own investigations, as opposed to the seller supplying scientific or technical information as WFP did.⁵² I cannot repeat these explanations without revealing the actual content of the material received *in*

⁴⁹ City's submission at p. 2.

⁵⁰ Affidavit #1 of AS, at paras. 26 and 27.

⁵¹ Order F20-41, 2020 BCIPC 49 (CanLII) at paras. 57-58; and Order F20-55, 2020 BCIPC 64 (CanLII) at para. 47.

⁵² Affidavit #1 of AS at para. 24.

camera, but WFP's evidence satisfies me that there are universal business concerns among commercial sellers of real estate that strongly weigh against supplying similar information if those sellers cannot be certain that the information will be kept confidential. This evidence helps me to understand that those concerns are not unique to WFP and why WFP would be unwilling to supply similar information in the future.

[84] I have also considered whether WFP supplied this information under a financial incentive or a contractual obligation. Some past orders have declined to apply s. 21(1)(c)(ii) where the supply of information was made under these circumstances.⁵³ In this case, WFP explains that it supplied this information at the City's request in order to further its negotiations with the City.⁵⁴ There is no evidence or argument before me that WFP was statutorily required, contractually obliged, or financially incentivized to supply this information to the City when it did. The parties' evidence establishes WFP was not expected to provide this information to the City and that the City, as the potential buyer of the Land, would have ordinarily been required to do its own research and due diligence. Therefore, the whole of the material before me satisfies me that WFP supplied this information voluntarily once it had the City's assurances of confidentiality.

[85] Having considered the circumstances and submissions described above, I am persuaded that disclosing WFP's scientific and technical information, as it appears in the August 4 Report, could reasonably be expected to lead to similar information no longer being supplied to the City in the future.

[86] Next, I must determine whether it is in the public interest for similar information to continue to be supplied. Few orders have considered what kind of information is in the "public interest" under s. 21(1)(c)(ii). In Order 03-05, former Commissioner Loukidelis found that the public interest threshold under s. 21(1)(c)(ii) was met where information from similar third-party businesses was beneficial and of value to the public body, and because that kind of information was relevant to the public body's activities.⁵⁵

[87] I can see that the technical and scientific information supplied by WFP allowed the City to begin development and remediation planning without incurring the upfront cost of testing the Land. The City argues that not receiving similar information would require it to hire consultants to complete work that was already completed by others. The City says that the cost of obtaining similar information using its own resources would be costly to the point of causing financial hardship to the City and taxpayers.⁵⁶

⁵³ See for example, Order F15-53, 2015 BCIPC 56 (CanLII), at para. 32; and Order 03-05, 2003 CanLII 49169 (BC IPC), at paras. 15-17.

⁵⁴ Affidavit #1 of AS at para. 14.

⁵⁵ Order 03-05, 2003 CanLII 49169 (BC IPC) at para. 20.

⁵⁶ City's submission at p. 3.

[88] I have also considered the large scope of the Land remediation project, the size and means of the City, and the expense of reproducing information that a seller would otherwise be willing to supply confidentially. Scientific and technical information about real estate assets that the City seeks to purchase with public funds is clearly relevant to the City's real estate development activities. Additionally, receiving such information as early and as cost-effectively as possible leads to significant time and cost savings to the City. Therefore, I find that it is in the public interest for similar information to continue to be supplied to the City.

[89] In summary, I find that disclosure of WFP's technical and scientific information in the August 4 Report could reasonably be expected to result in similar information no longer being supplied to the City when it is in the public interest that similar information continue to be supplied. Therefore, the City must refuse to disclose this information under s. 21(1)(c)(ii).

Conclusions, s. 21(1)

[90] The City has established that almost all of the information in dispute is scientific, technical, financial, or commercial information of or about a third party under s. 21(1)(a), and that this information was supplied to the City explicitly in confidence under s. 21(1)(b).

[91] I find that disclosing this information can be reasonably expected to significantly harm SLR's competitive position under s. 21(1)(c)(i). Disclosing some scientific or technical information of WFP can be reasonably expected to result in similar information no longer being supplied to the City despite it being in the public interest for similar information to continue to be supplied, which engages s. 21(1)(c)(i). The City must refuse to disclose all of this information to the applicant under s. 21(1).

[92] A small amount of disputed information is not the financial, commercial, scientific, or technical information of or about any third parties, so s. 21(1)(a) does not apply to it. The City has not established that all three parts of s. 21(1) apply to this information so it is not required or authorized to refuse to disclose this information under s. 21(1).

CONCLUSION

[93] For the reasons given above, I make the following order under s. 58 of FIPPA:

- 1. Subject to item 2 below, the City is required under s. 21(1) to refuse to disclose the information in dispute to the applicant.
- 2. The City is not required to refuse to disclose the information I have

highlighted, in green, in the copy of the records provided to the City with this order. Therefore, the City must give the applicant access to the highlighted information.

3. When the City complies with item 2 above, it must concurrently provide the OIPC Registrar of Inquires with a copy of the records and any accompanying cover letter sent to the applicant.

[94] Under s. 59 of FIPPA, the City is required to give the applicant access to the information that it is not required to withhold by May 10, 2024.

March 27, 2024

ORIGINAL SIGNED BY

Alexander R. Lonergan, Adjudicator

OIPC File No.: F22-88646

SLR Consulting (Canada) Ltd. 9-6421 Applecross Road, Nanaimo, BC V9V 1N1



January 29, 2021

Mr. Tim Pley, Chief Administrative Officer City of Port Alberni 4850 Argyle Street Port Alberni, BC V9Y 1V8

SLR Project No.: 202.30002.00000

Dear Mr. Pley

RE: Environmental Consulting Services for Development Planning - Former Somass Mill Lands – 3500 Harbour Road

SLR Consulting (Canada) Ltd. (SLR) was retained by the City of Port Alberni (the City) to provide environmental consulting services associated with an industrially zoned property, which formerly operated as the Somass Mill, located at 3500 Harbour Road, Port Alberni, BC (the site). The City contacted SLR to provide guidance and support throughout initial project negotiations/planning phases for a potential property acquisition.

BACKGROUND



SCOPE OF WORK

To assist the City in understanding the outstanding environmental impacts at the site and how each proposed development scenario may affect remediation costs, SLR:



www.slrconsulting.com



DOCUMENT REVIEW

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- 3



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DEVELOPMENT PLAN REVIEW

The City provided SLR with three drawings of different potential development scenarios.

- Scenario 1 (Map 1) Residential Use with Shoreline Trail a park or trail along the western
 property boundary and foreshore, and residential land use for the remainder of the site;
- Scenario 2 (Map 2) Industrial Use with Shoreline Trail a park or trail along the western property boundary and foreshore, and industrial land use for the remainder of the site; and
- Scenario 3 (Map 4) Mixed Residential/Industrial Use with Shoreline Trail a park or trail along the western property boundary and foreshore, with residential land use along the southern quarter of the site and light industrial use for the remainder of the site.





REGULAR COUNCIL AGENDA - APRIL 22, 2024



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STATEMENT OF LIMITATIONS:

This report has been prepared and the work referred to in this report has been undertaken by SLR Consulting (Canada) Ltd. (SLR) for the City of Port Alberni, hereafter referred to as the "Client". It is intended for the sole and exclusive use of the City of Port Alberni. The report has been prepared in accordance with the Scope of Work and agreement between SLR and the Client. Other than by the Client and as set out herein, copying or distribution of this report or use of or reliance on the information contained herein, in whole or in part, is not permitted unless payment for the work has been made in full and express written permission has been obtained from SLR.

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Yours sincerely,

SLR Consulting (Canada 75 Breanne Manson, B.Sc., Environmental Consultant 250-390-5059 ex 31 bmanson@slrconsulting.com

J. SLOA GINF Michael Sloan, M.Sc., P.EngresAl

Principal Environmental Engineer 250-390-5050 ex 22 msloan@slrconsulting.com

Enc Detailed Workplan – Scenario 1 SLR Map 1 – 3500 Harbour Road (Trail with Residential) SLR Map 2 – 3500 Harbour Road (Trail with Industrial) SLR Map 3 – 3500 Harbour Road (Trail with Mixed Residential and Light Industrial)



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SLR Consulting (Canada) Ltd. 9-6421 Applecross Road, Nanaimo, BC V9V 1N1



This document was not disclosed, per sec. 21 - FOIPPA

August 4, 2021

Mr. Scott Smith, Director of Development Services/Deputy CAO City of Port Alberni **4850 Argyle Street** Port Alberni, BC V9Y 1V8

SLR Project No.: 202.30002.00001

Dear Scott:

RE: Environmental Consulting Services for Redevelopment Planning - Former Somass Mill Lands -3500 Harbour Road

SLR Consulting (Canada) Ltd. (SLR) was retained by the City of Port Alberni (the City) to provide environmental consulting services associated with the redevelopment of an industrial property at 3500 Harbour Road, Port Alberni, BC (the site). The site is currently owned by Western Forest Products (WFP) and formerly operated as the Somass Mill. The City is in discussion with WFP to potentially acquire, subdivide and rezone portions of the site to facilitate future redevelopment.

BACKGROUND



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Yours sincerely,

SLR Consulting (Canada) Ltd.

Deryck Masterman, B.Sc., P.Ag Senior Scientist 250-390-5050 ex 31 dmasterman@slrconsulting.com



Michael Sloan, M.Sc., P.Eng, CSAP Principal Environmental Engineer 250-390-5050 ex 22 msloan@slrconsulting.com



Council

City Hall • 4850 Argyle Street • Port Alberni, BC • V9Y 1V8

Phone: 250.723.2146 portalberni.ca

Council Report – April 17, 2024 Council of Forest Industries (COFI)

First Nations, housing, homelessness, climate change, wild fire challenges and innovation...these were refreshing topics to find front and center at this forest industry leadership conference in Vancouver. Although much of the initial perceptions have been of doom and gloom in the forest industry, this conference embodied a sense of hope; a sense of new approaches; a sense of prosperity ahead.

I was privileged to be invited to this conference and fortunate to connect with some significant players in the industry, as well as political leaders and ministry staff relevant to some of our local issues.....including discussions around Community Forest and access to or through privately owned lands.

Cultural partnerships such as the recently announced Iskum Investing Group was one focus of the conference. Iskum is a unified partnership of First Nations across Vancouver Island and the BC coast aiming to "expedite and support the evolution of the BC Forest sector". It is chaired by Robert Dennis Snr., former Chief Councillor of the Huu-ay-aht First Nation.

Some other prime topics were the move towards Mass Timber production facilities and following on that, the needed changes in building codes towards increased density and the use of mass timber construction in smaller as well as large projects. Finland, Sweden and Denmark were singled out as being far ahead and shining symbols of where we need to go.

The concept of central energy production (District Energy) which can then be distributed



John Douglas City Councillor

A City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8 W portalberni.ca



The City of Port Alberni would like to acknowledge and recognize that we work, live and play on the unceded territories of the Tseshaht [cišaa?ath] and Hupačasath First Nations.

REGULAR COUNCIL AGENDA - APRIL 22, 2024



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Council Report – April 17, 2024 Council of Forest Industries (COFI)

throughout large facilities in a community (and often actually generate revenue) was another common theme, as often it is forestry related producers who can produce energy as a sideline to their operations.

A discussion regarding access issues revealed that (apparently) some significant progress has been occurring to open up certain sections of back roads in our valley. Stay tuned for that.

One of the benefits I learned from COFI is that many government staff attend. This enabled some discussions about community forests and may prove helpful in enhancing the engagement of our own Alberni Community Forest and increasing the options to be brought to the valley.

Premier David Eby confirmed what was being said throughout the conference - that everybody First Nations, labour, business and government -must work together to form new and more effective solutions to enhancing the productivity and the sustainability of our forest. He confirmed that in his view this is being done and that his long-term view is very optimistic.

As one presenter from a forestry-based community similar to ours said: "We get to look at the Finland stuff, we get to look at the Swedish stuff, now we get to make it Canadian and 'do a do over'!

Respectfully submitted,



John Douglas City Councillor

A City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8 W portalberni.ca



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REGULAR COUNCIL AGENDA - APRIL 22, 2024

City Councillor Report April 17, 2024

Thursday, April 4th

Meet with Pat Deakin reference MRDT update

Friday, April 5th

Chamber Breakfast with MP Gord Johns

Our MP gave us an update and answered questions from Chamber members. MP Johns is on a 13 city tour and wants to hear everyone's issues. He mentioned how much investment our community has had. The debt small businesses are having. Affordability issues, housing crisis, labor market crisis, drug problems and so much more.

Monday, April 8th

Childcare Centre Tour (Rollin Art Centre) Looking forward to the 88 much needed new childcare spaces to open. 4.1 million grant through the Childcare BC New Spaces Fund. Total grant increase of 538,114 received. The centre is bright and assessable. Two playgrounds for the kids attending the centre. Watch for details on the opening.

Monday, April 8th Council Meeting

Tuesday, April 9th

Accessibility Meeting

Discussion with members regarding the online survey results people across the Alberni Valley and the West Coast. 108 responded to the survey (27 - with disabilities, 32 - close to someone with disabilities- age range 31 to 54. Some issues with municipal facilities and infrastructure. Outdoor spaces parks and pathways. Transportation infrastructure sidewalks and parking accessibility. Parking enforcement for people who park in the handicap parking. Need to educate people. Stay tune for more from the Accessibility Committee

Thursday, April 11th to Sunday April 14th

AVICC Convention - Victoria

Association of Vancouver Island and Coastal Communities what does this organization do? AVICC is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local governments of Vancouver Island, Sunshine Coast, qathet/Powell River, the North Coast and the Central Coast. The Association is one of five area associations of local governments within the province of BC. They operate under the umbrella of the Union of BC Municipalities (UBCM). The objectives are to secure united action among its member to promote greater autonomy within local government in cooperation with the UBCM and other associations of municipalities and regional districts in BC for the advancement of the principles of local government.

HIGHLIGHTS AVICC

Networking with other communities is important and reaching out how they are working through their issues. All our resolutions presented voted, passed and next steps UBCM. It's always interesting to hear everyone's resolutions some are like Port Alberni's and some not.

Metchosin Farm to Table Tour where a person could see first-hand how food production is sustainable in our communities. We arrived at **Stillmeadow Farm**, operating for 70 years. They raise lamb and pork and produces hay and grain and their own feed. Their customers include butchers and restaurants in Victoria and the Mainland. Next door to this farm is Sea Bluff Far 10-acre piece of land with a unique micro-climate that grows fruits and veggies and features a farmstand and an event space.

Keynote Speaker – Diane Kalen-Sukra

Civic Leaders Unite: Addressing Culture Risk, Fostering Social Cohesion. Toxic culture is eroding our sense of belonging, community, and well-being. (Not just in Port Alberni but every community). Our capacity to collaborate and innovate together is also being undermined by the rising incivility and divisiveness. *This poses a risk to our local governments and communities.*

Tracy Lorenson - Striking the Balance: Engagement and Respect

This session explored strategies aimed at enhancing community engagement and fostering a culture of respect. Attendees discussed actionable tools to balance effective public communication, conflict resolution, and collaborative community efforts. Discussing the importance of establishing clear boundaries to secure respectful interactions and mitigate potential violent scenarios, crucial for both personal safety and the integrity of the democratic process.

I would like to say thankyou to ACRD Sproat Lake Penny Cote for serving as President of the AVICC (two-year term) as she takes on her new role – Past President.

Monday, April 15th

Special Meeting of Council and Committee of the Whole

Repectively Submitted

Cindy Solda City Councillor



Date:April 11, 2024File No:Legal File No. 757 [2240-20-757]To:Mayor & CouncilFrom:M. Fox, Chief Administrative OfficerSubject:BC Transit Annual Operating Agreement [AOA] | 2024-25

Prepared by:	Supervisor:	CAO Concurrence:
ANDREW MCGIFFORD	M. Fox	wee
Director of Finance	Chief Administrative Officer	Mike Fox, CAO

RECOMMENDATION

THAT the Mayor and Corporate Officer be authorized to execute the BC Transit | 2024 - 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to the staff report dated April 11, 2024 and in effect from April 1, 2024 to March 31, 2025.

PURPOSE

To receive Council's authorization to execute the BC Transit Annual Operating Agreement [AOA] – 2024-25, covering the period from April 1, 2024 to March 31, 2025.

BACKGROUND

The City of Port Alberni enters into the AOA with BC Transit to provide transit service within the City. The AOA provides a shared service funding model with the province. BC Transit assumptions for revenues related to farebox cash, tickets and passes are based on our most current information and trends. The service agreement with BC Transit is considered in our '2024-2028 Financial Plan' and is based on projections provided in late 2023.

ALTERNATIVES/OPTIONS

- 1. That the Mayor and the Director of Corporate Services be authorized to execute the BC Transit | 2024 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to the staff report dated April 11, 2024 and in effect from April 1, 2024 to March 31, 2025.
- 2. That Council decline authorizing execution of the BC Transit 2024-2025 Annual Operating Agreement and seek to cease services.
- 3. That Council provide alternate direction, such as a change in the level of service.

ANALYSIS

The AOA costs have been considered in the '2024-2028 Financial Plan'. Should Council not concur with the recommendation, any changes would take time to implement and the City would continue with the current level of service until that service level is changed and new AOA is in place. Service level changes or cancellation would require 180 days written notice.

IMPLICATIONS

The City of Port Alberni's 2024-2028 Financial Plan includes provisions for the BC Transit AOA for 2024-2025 therefore there are no additional financial implications related to execution of the agreement. Should Council elect not to execute the BC Transit AOA for 2024-2025 City public transit service would be affected.

COMMUNICATIONS

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

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

- The AOA is an annual agreement with BC Transit and has been in place for many years to deliver transit service in the City of Port Alberni.
- The 2024-2028 Financial Plan includes provisions to operate the transit service, the estimated financial implications associated with senior government funding support.

ATTACHMENTS/REFERENCE MATERIALS

- BC Transit 2024-2025 Annual Operating Agreement
- c: S. Darling, Director of Corporate Services

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ANNUAL OPERATING AGREEMENT

between

City of Port Alberni

and

British Columbia Transit

Effective April 1, 2024

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ANNUAL OPERATING AGREEMENT

April 1, 2024 - March 31, 2025

- BETWEEN: City of Port Alberni (the "Municipality")
- AND: British Columbia Transit (the "Authority")

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

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

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

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

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

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

SECTION 1: DEFINITIONS

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

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

SECTION 2: INCORPORATION OF SCHEDULES

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

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

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

REGULAR COUNCIL AGENDA - APRIL 22, 2024

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2024, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2025, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

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

SECTION 6: SETTLEMENT OF DISPUTES

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

SECTION 7: MISCELLANEOUS PROVISIONS

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

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

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

Eligible Operating Expenses

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

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

Lease Fees

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

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

REGULAR COUNCIL AGENDA - APRIL 22, 2024

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

Reserve Funds

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

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

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

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

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

SECTION 10: GOVERNING LAW

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

SECTION 11: COUNTERPARTS

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

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REGULAR COUNCIL AGENDA - APRIL 22, 2024

SECTION 12: NOTICES AND COMMUNICATIONS

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

British Columbia Transit c/o Executive Assistant, Strategy and Public Affairs PO Box 9861 520 Gorge Road East Victoria, BC V8W 9T5

and to the Municipality at:

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

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

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2024.

City of Port Alberni

British Columbia Transit

Vice President, Strategy and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

Port Alberni Conventional Transit

Product	Audience	Price
Cash	All	\$2.00
Tickets (10)	All	\$18.00
dayPASS	All	\$4.00
30-day Pass	Adult	\$48.00
30-day Pass	Student/Senior	\$25.00
Semester Pass	College	\$100.00
	Child 12 and under	Free

SCHEDULE B: SERVICE SPECIFICATIONS

Effective April 1, 2019

Port Alberni Conventional Service:

The <u>Local Transit Service</u> Area for Port Alberni conventional service shall be the municipal boundaries of the Corporation of the City of Port Alberni.

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

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

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

SCHEDULE C: BUDGET

PORT ALBERNI CONVENTIONAL

	OFFICIAL AOA 2024/25
TOTAL REVENUE	276,254
TOTAL OPERATING COSTS	1,944,247
TOTAL COSTS (including Local Government Share of Lease Fees)	2,088,307
NET LOCAL GOVERNMENT SHARE OF COSTS	873,873



Subject:	Asset Retirement Obligations Period Ending December 31, 2023
From:	Mike Fox, CAO
То:	Mayor & Council
File No:	1835-20-2023
Date:	April 17, 2024

Prepared by:	Supervisor:	CAO Concurrence:
ANDREW MCGIFFORD	MIKE FOX	- a ce
Director of Finance	M. Fox, Chief Administrative Officer	Mike Fox, CAO

RECOMMENDATION

THAT the Asset Retirement Obligations for the period ending December 31, 2023 be received as outlined in the staff report dated April 17, 2024.

PURPOSE

To provide Council the Asset Retirement Obligations (ARO) summary for the period ending December 31, 2023.

BACKGROUND

The *Public Sector Accounting Standards* are in place to support with decision making; *PS 3280 Asset Retirement Obligations* joins *PS 3150 Tangible Capital Assets* and PS *3260 Contaminated Sites* in helping government entities consistently report the financial considerations of assets and their related liabilities within the financial statements. Asset retirement obligations is an estimate which will need to be derived from available information and will require public sector entities to make judgments and assumptions with the available data and the insights of their staff and consultants.

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

ALTERNATIVES/OPTIONS

1. THAT the Asset Retirement Obligations for the period ending December 31, 2023 be received as outlined in the staff report dated April 17, 2024.

ANALYSIS

The City must adhere to the *Public Sector Accounting Standards* to ensure that consolidated financial statements present fairly, in all material respects, and represent the financial position of the City, including this new accounting standard.

The City's Finance Department worked with Infrastructure Services and Facilities staff to quantify all in scope of building, legal requirements and agreements. The required testing has been completed and the volume have been quantified to reflect the asbestos containing material remediation costs as though the work was performed in 2023. These values have now been included in the audited 2023 Financial Statements. The City will be required to identify a method of funding this future liability and update estimates as new information is provided, and changes to legal and legislative requirements occur.

Classification of ARO	Estimates liability
Buildings - Asbestos	2,420,165
Sewage Lagoons	42,754,829
Totals	45,174,994

Table 1: ARO Types and Estimated Costs

The overall liability of ARO in 2023 is \$45.2 million, with \$42.8 million estimated to remediate the two sewage lagoons and \$2.4 million for all asbestos containing buildings that the City currently owns, some of the larger cost estimates are Echo Centre and City Hall (1967 & 1959 construction). Remediation costs of the two lagoons is provided in a manner that would require full remove of sludge, replacement of sludge with native soils and planting of vegetation to fully restore site. The lagoon remediation cost estimate from Administration is a worst-case scenario position.

IMPLICATIONS

The City of Port Alberni's ARO lability has always been present, this inclusion within the annual Financial Statement now clearly consolidates the entire financial if all works to remediate were undertaken at this point in time. In 2024, the City is seeking a qualified professional contractor to provide alternates for remediation and cost estimates that can be audited. The current values are not with a qualified third party that can be audited and therefore will provide a scope limitation for the 2023 audited Financial Statements.

COMMUNICATIONS

ARO will be communicated in the City's annual financial statements and disclosed in the notes beginning for the fiscal year ended December 31, 2023.

BYLAWS/PLANS/POLICIES

- Public Sector Account Standards
- Asset Retirement Obligations Policy 3009-4

SUMMARY

The ARO standard is being implemented to support making better, more informed decisions around future resources and funding requirements. The City has established guidelines to ensure compliance with the new standard PSAB *PS 3280 – Asset Retirement Obligations*. Additional work will be undertaken in 2024 to accomplish work to quantify the estimated cost of the Sewage Lagoon remediation.

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ATTACHMENTS/REFERENCE MATERIALS

- <u>Asset Retirement Obligations Policy 3009-4</u>
- c: S. Darling, Director of Corporate Services

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