
AGENDA - REGULAR MEETING OF COUNCIL
Monday, June 24, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshah̓t [č̓iśaaʔath̓] 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 Regular Council meeting held at 2:00 pm and Special meeting held at 4:00 pm and on June 10, 2024, and minutes of the Special meeting held at 4:00 pm on June 17, 2024 be adopted, as presented.

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **5170 Argyle Street [Port Pub] – Revised Remedial Action Order - Page 14**
Report dated June 4, 2024 from the Director of Corporate Services requesting Council pass a resolution for a remedial action requirement.
THAT Council pass a resolution for a remedial action requirement in the following terms:
WHEREAS Division 12 of Part 3 of the Community Charter authorizes Council to impose a remedial action requirement on the owner of a building or structure which is in a hazardous condition, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;
AND WHEREAS Division 12 of Part 3 of the Community Charter authorizes Council to declare a building or other structure to be a nuisance and so dilapidated or unclean as to be offensive to the community, and to impose a remedial action requirement on the owner of such a building or structure, including a requirement to demolish or remove

the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;

AND WHEREAS 1052162 BC Ltd. is the registered owner (the "Owner") of the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property");

AND WHEREAS section 17 of the Community Charter provides that the authority of Council to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the Municipality may fulfill the requirement at the expense of the person;

AND WHEREAS Council passed a previous resolution for a remedial action requirement on the Property on January 22, 2024 [the "January Remedial Action Requirement"], which has not been carried out by the Owner within 30 days of receiving notice, or at all;

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

- 1. THAT Council hereby considers that the building located on the Property (the "Structure") is unsafe and contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018, and therefore is in a hazardous condition within the meaning of Section 73 of the Community Charter;*
- 2. THAT Council hereby considers that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community, within the meaning of Section 74 of the Community Charter;*
- 3. THAT Council hereby requires, pursuant to its powers under Section 72(2)(b) of the Community Charter, that the Owner, within 30 days of the date this Resolution is sent to the Owner, do all things necessary to apply for a demolition permit for the Structure under the Port Alberni Building Standards Bylaw;*
- 4. THAT the Owner, within 30 days of receiving a demolition permit under Section 3 of this Resolution, must demolish the Structure and remove all resulting debris, and comply with all requirements of the demolition permit and the Building Standards Bylaw in relation to the demolition, including but not limited to requirements for the abatement and handling of hazardous materials;*
- 5. THAT the Owner may request that Council reconsider the terms of this Resolution by providing the City with written notice within 14 days of the date on which notice of this Resolution is sent to the Owner under Section 77 of the Community Charter; and*
- 6. THAT if the Owner has not completed any requirement imposed by this Resolution within the time limit for so doing, City staff and contractors are authorized to enter on to the Property for the purpose of and to fulfil the applicable requirement(s) without further notice to and at the expense of the Owner, and may recover the cost of so doing from the Owner, together with costs and interest, as a debt and in the same manner as municipal taxes in accordance with sections 17, 258 and 259 of the Community Charter.*

E. STAFF REPORTS

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

1. Accounts

THAT the certification of the Director of Finance dated June 24, 2024, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

F. BYLAWS

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

G. CORRESPONDENCE FOR ACTION

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

1. Uptown Merchants' Association | Grassroots Uptown Market - Page 175

Letter dated June 14, 2024 from the Uptown Merchants' Association requesting use of City streets for the Grassroots Uptown Market.

THAT Council authorize the Uptown Merchants' Association access to City streets on 3rd Avenue between Argyle Street and Angus Avenue on July 17, 2024 and August 21, 2024 from 4:00 to 9:00 p.m. for the purpose of the Grassroots Uptown Market 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].*

2. Western Vancouver Island Industrial Heritage Society (WVIHS) | Annual Antique Truck & Machinery Show - Page 176

Letter dated June 13, 2024 requesting Council authorization for the Antique Truck & Machinery Show.

THAT Council authorize WVIHS access to City streets from 5:00 p.m. on Friday, August 30, 2024 to 5:00 p.m. on Sunday, September 1, 2024 on Dunbar Street, from the corner of 7th Avenue to 9th Avenue for the purpose of an antique trucks and machinery show 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].*

3. **Spirit Square Farmer's Market | Equinox Garlic Festival** - Page 178
Email dated June 19, 2024 from the Spirit Square Farmer's Market regarding the Equinox Garlic Festival.

THAT Council authorize the Harbour Quay Spirit Square Farmer's Market to utilize additional space as outlined in the attached map and to extend their use of Spirit Square to 3:00 pm on Saturday, September 21, 2024 for the Equinox Garlic Festival.

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary** - Page 182
 - a. City of Kamloops | Support for Downloading Costs on Municipalities
 - b. Alberni-Clayoquot Regional District | News Release - West Coast Multi-Use Path
 - c. Alberni-Clayoquot Regional District | Keeping you Connected May 2024
 - d. Ministry of Housing | Zoning Bylaw Compliance Deadline
 - e. Ministry of Municipal Affairs | BC PNP Entrepreneur Immigration Regional Pilot
 - f. Alberni Valley Museum and Heritage Commission Minutes | May 1, 2024

J. REPORT FROM IN-CAMERA

1. Council releases for public consumption appointment of Dr. A. Elias to serve as the City municipal representative to the Port Alberni Port Authority Board of Directors for a term of three years effective July 1, 2024.
2. Council releases for public consumption authorization for the Mayor and Corporate Officer to execute a renewal agreement between the City and the Alberni Valley Bulldogs and the Port Alberni Bombers for a 10-year term (August 1, 2024 – July 31, 2034), subject to the advertised Notice of Intent to lease receiving no objections.
3. Council releases for public consumption approval the draft 2023 Annual Municipal Report as presented including proceeding with the public inspection period as per legislative requirements.

K. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 221
THAT the Council reports outlining recent meetings and events related to the City's business, be received.

L. NEW BUSINESS

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

1. **City of Port Alberni Accessibility Plan | Recommendation from the June 17th Committee of the Whole**

THAT Council approve the City of Port Alberni Accessibility Plan dated June 2024.

[June 17, 2024 Staff Report Pg. 28](#)

2. **Leasing Policy for City-Owned Properties | Recommendations from the June 17th Committee of the Whole**

a. THAT Council for the City of Port Alberni approve a comprehensive leasing Policy for City-Owned Properties.

b. THAT Council for the City of Port Alberni issue a Request for Proposal for a third-party to manage the lease agreements at Harbour Quay with costs to come out of Harbour Quay lease revenue.

[June 17, 2024 Staff Report Pg. 80](#)

3. **Options for Façade Improvement Project Allocation | Recommendation from the June 17th Committee of the Whole**

THAT Council for the City of Port Alberni direct that the \$50,000 funding allocation for the Façade Improvement Program be invested in a placemaking initiative.

[June 17, 2024 Staff Report Pg. 98](#)

4. **Director of Corporate Services – Presentation of the Annual Report - Page 223**

The 2023 Annual Report is available to the public on the City's website at <https://www.portalberni.ca/annual-reports> or via City Hall in hardcopy.

1) Questions and Comments from the Council

THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2023, as presented.

5. **Statement of Financial Information - Page 225**

Report dated June 14, 2024 from the Director of Finance requesting Council approval of the Statement of Financial Information for 2023.

THAT Council approve the statements and schedules included in the Statement of Financial Information for 2023, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 14, 2024.

6. **2023 Development Cost Charges - Page 269**

Report dated May 27, 2024 from the Deputy Director of Finance providing for Councils information the 2023 Development Cost Charges.

THAT Council receive the report dated May 27, 2024 and titled "2023 Development Cost Charges".

M. QUESTION PERIOD

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

N. ADJOURNMENT

That the meeting adjourn at PM.

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, June 10, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard @ 2:12 p.m.
Councillor C. Mealey
Councillor C. Solda
Councillor T. Patola

Absent: Councillor J. Douglas

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
D. Leurebourg, Director of Corporate Services
W. Thorpe, Director of Parks, Recreation and Culture
B. McLoughlin, Manager of Planning
S. Darling, Deputy Director of Corporate Services | Recording Secretary
P. Datta, Information Services

Gallery: 2 & 1 Electronically

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include items under 'New Business' L.6. | Skate Park and L.7 | UBCM Meeting Requests. The agenda was then adopted, as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on May 27, 2024 be adopted, as presented.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated June 10, 2024, be received and the cheques numbered 154966 to 155095 inclusive, in payment of accounts totalling \$968,985.47, be approved.

CARRIED | Res. No. 24-222

F. BYLAWS

1. Lane Closure Bylaw | 4th Avenue

MOVED AND SECONDED, THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5103.

CARRIED | Res. No. 24-223

2. Zoning Bylaw No. 5105, 2024 | Small Scale Multi-Unit Housing (SSMUH) Update

MOVED AND SECONDED, THAT "Zoning Bylaw No. 5105, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5105.

CARRIED | Res. No. 24-224

G. CORRESPONDENCE FOR ACTION

1. Port Alberni Community Action Team

Council invited Angeline Street, Coordinator, Port Alberni Community Action Team to speak.

MOVED AND SECONDED, THAT Council authorize the installation of a semi-permanent art memorial on the fence at Dry Creek Park following International Overdose Awareness Day [August 30th] in support and remembrance of lives claimed due to the toxic drug crisis.

CARRIED | Res. No. 24-225

2. Wesco Food Society

MOVED AND SECONDED, THAT Council receive correspondence dated May 29, 2024 from Wesco Food Society requesting a letter of support for the 'Little Kitchen Academy' and Good Food Boxes' programs and direct staff to request that that the Society provide additional information prior to further consideration of Council.

CARRIED | Res. No. 24-226

H. PROCLAMATIONS

1. Port Alberni Community Action Team | International Overdose Awareness Day

MOVED AND SECONDED, THAT Council on behalf of Port Alberni Community Action Team, proclaim August 31, 2024 as 'International Overdose Awareness Day' in Port Alberni.

CARRIED | Res. No. 24-227

2. Island Kids Cancer Association

MOVED AND SECONDED, THAT Council on behalf Island Kids Cancer Association, proclaim the month of September 2024 as 'Childhood Cancer Awareness Month' in Port Alberni.

CARRIED | Res. No. 24-228

I. CORRESPONDENCE FOR INFORMATION

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

- a. BC Ferries | Invitation to *Charting the Course* Workshop June 13, 2024
- b. Alberni-Clayoquot Regional District | Appreciation of Councillor Haggard's contribution as Chair on the Alberni Valley Aquatics Feasibility Study Committee
- c. BC Games Society | 2028 BC Winter and BC Summer Games Host Communities Announcement

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

CARRIED

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. **Council and Regional District Reports**

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

CARRIED | Res. No. 24-229

L. NEW BUSINESS

1. **Echo Aquatic Centre Study**

THAT Council direct staff to obtain a quote to conduct a study of the Echo Aquatic Centre regarding the potential for expansion [renovation] for Council consideration compared to the current feasibility study for a new build.

MOVED AND SECONDED, THAT the motion be amended to replace 'a quote to conduct a study' with a 'high-level report'

CARRIED | Res. No. 24-230

Main Motion as Amended

MOVED AND SECONDED, THAT Council direct staff to prepare a high-level report for the Echo Aquatic Centre regarding the potential for expansion [renovation] for Council consideration compared to the current feasibility study for a new build.

CARRIED | Res. No. 24-231

2. **Potential Uses of the Existing Rollins Building on 8th Avenue**

MOVED AND SECONDED, THAT Council direct staff to discuss the potential use of the existing Rollins building on 8th Avenue with the Saltair Childcare Society for additional childcare spaces.

CARRIED | Res. No. 24-232

3. 5170 Argyle Street [Port Pub] – Revised Remedial Action Order

Council invited community member, K. Murphy to speak.

MOVED AND SECONDED, THAT Council postpone the resolution for a revised remedial action requirement at 5170 Argyle Street to the June 24th Regular meeting permitting time to engage with BC Housing to request that they purchase, remediate and rent the building in question.

CARRIED | Res. No. 24-233

4. Council Letter of Support | Legislative Reform Initiative

MOVED AND SECONDED, THAT Council direct staff to send a letter of support for the Regional District of Nanaimo [RDN] Legislative Reform Initiative indicating Council's support for a comprehensive review of the Local Government Act ensuring that consideration is made to fair distribution of funding for joint services between regional districts and municipalities.

CARRIED | Res. No. 24-234

Councillor Mealey left the meeting at 3:23 pm and returned at 3:26 pm.

Councillor Dame recused himself at 3:27 pm on the basis of a personal relationship with the tenant of the Train Station.

5. Train Station | Building Modification

MOVED AND SECONDED, THAT Council direct staff to proceed with installation of an additional exterior door at the Train Station.

CARRIED | Res. No. 24-235

Councillor Dame returned to the meeting at 3:28 pm.

6. Skate Park

MOVED AND SECONDED, THAT Council direct staff to prepare and submit applications for a skate park, pump track and skills track at its current location for any grants available and bring back to Council if motions are required for grant.

CARRIED | Res. No. 24-236

7. UBCM Meeting Requests

MOVED AND SECONDED, THAT Council direct staff to proceed with submitting Minister meeting requests for the 2024 UBCM Convention as based on the 2023 requests.

CARRIED | Res. No. 24-237

M. QUESTION PERIOD

Charlaine

Inquired regarding Bill 44 legislated amendments as it relates to small-scale, multi-unit homes.

A. Street

Invited Council to the Community Action Team 'Living Library' Event.

N. MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT Council closes the meeting to the public, pursuant to section(s) 90(1)(a), 90(1)(c), 90(1)(e), 90(1)(i), 90(1)(k) and 90(1)(l) of the Community Charter for the purpose of considering:

- *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality*
- *labour relations or other employee relations;*
- *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;*
- *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*
- *discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

CARRIED

Following adoption of the above motion, the meeting will be closed to the public and not recorded.

MOVED AND SECONDED, THAT the Regular Meeting reopens and Council reconvenes its open meeting at 5:32 pm with all members of Council in attendance.

CARRIED

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 5:33 p.m.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, June 10, 2024 Immediately following the Regular Council Meeting
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

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

Regrets: Councillor J. Douglas

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
D. Leurebourg, 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)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(i)** the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- Section 90 (1)(k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- Section 90 (1)(l)** discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

CARRIED

The meeting was adjourned at 5:32 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, June 17, 2024 @ 4:00 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

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

Regrets: Councillor C. Mealey

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
D. Leurebourg, 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)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Section 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

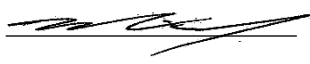
The meeting was adjourned at 5:21 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: June 4, 2024
File No: 4020-30-NR-5170 Argyle Street
To: Mayor & Council
From: M. Fox, CAO
Subject: 5170 Argyle Street [Port Pub] – Revised Remedial Action Order

Prepared by: D. LEUREBOURG DIRECTOR OF CORPORATE SERVICES	Supervisor: M. Fox CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

That Council pass a resolution for a remedial action requirement in the following terms:

WHEREAS Division 12 of Part 3 of the Community Charter authorizes Council to impose a remedial action requirement on the owner of a building or structure which is in a hazardous condition, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;

AND WHEREAS Division 12 of Part 3 of the Community Charter authorizes Council to declare a building or other structure to be a nuisance and so dilapidated or unclean as to be offensive to the community, and to impose a remedial action requirement on the owner of such a building or structure, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;

AND WHEREAS 1052162 BC Ltd. is the registered owner (the "Owner") of the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property");

AND WHEREAS section 17 of the Community Charter provides that the authority of Council to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the Municipality may fulfill the requirement at the expense of the person;

AND WHEREAS Council passed a previous resolution for a remedial action requirement on the Property on January 22, 2024 [the "January Remedial Action Requirement"], which has not been carried out by the Owner within 30 days of receiving notice, or at all;

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

-
1. *THAT Council hereby considers that the building located on the Property (the “Structure”) is unsafe and contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018, and therefore is in a hazardous condition within the meaning of Section 73 of the Community Charter;*
 2. *THAT Council hereby considers that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community, within the meaning of Section 74 of the Community Charter;*
 3. *THAT Council hereby requires, pursuant to its powers under Section 72(2)(b) of the Community Charter, that the Owner, within 30 days of the date this Resolution is sent to the Owner, do all things necessary to apply for a demolition permit for the Structure under the Port Alberni Building Standards Bylaw;*
 4. *THAT the Owner, within 30 days of receiving a demolition permit under Section 3 of this Resolution, must demolish the Structure and remove all resulting debris, and comply with all requirements of the demolition permit and the Building Standards Bylaw in relation to the demolition, including but not limited to requirements for the abatement and handling of hazardous materials;*
 5. *THAT the Owner may request that Council reconsider the terms of this Resolution by providing the City with written notice within 14 days of the date on which notice of this Resolution is sent to the Owner under Section 77 of the Community Charter; and*
 6. *THAT if the Owner has not completed any requirement imposed by this Resolution within the time limit for so doing, City staff and contractors are authorized to enter on to the Property for the purpose of and to fulfil the applicable requirement(s) without further notice to and at the expense of the Owner, and may recover the cost of so doing from the Owner, together with costs and interest, as a debt and in the same manner as municipal taxes in accordance with sections 17, 258 and 259 of the Community Charter.*

PURPOSE

This report provides Council with information pertaining to the compliance and nuisance issues related to the Property at 5170 Argyle Street, Port Alberni, and recommends that Council impose remedial action requirements on the Property to compel the Owner to bring the Property into compliance with City bylaws, provincial building legislation, and to remedy its status as a nuisance, in addition to obtaining Council direction to proceed with direct action on the Property if compliance is not achieved within the required time limit set by Council.

BACKGROUND

On January 22, 2024, Council passed a resolution to impose a remedial action requirement on the Owner to remedy a number of hazardous and nuisance conditions on the Property, including by repairing elements of the structure, taking steps to ensure fire safety, and clean up significant accumulations of refuse and filth both inside and outside the primary structure. Detailed background on the process and powers for Remedial Action Requirements under the *Community Charter*, applicable provisions of the City’s Bylaw and the Building Code, and the lengthy and significant history of problems at the Property can be found in the January 12, 2024 Staff Report attached as Appendix A to this report. An update regarding the lack of progress in implementing the

January Remedial Action Requirement, continued problems at the Property, and escalating fire hazards can be found in the March 4, 2024 Staff report attached as Appendix B to this Report.

On May 2, 2024, the City received a Condition Assessment of the Property from McGill and Associates Engineering Ltd., a firm engaged by the City to assess the structural, building envelope, and life-safety architectural elements of the building in question. This Condition Assessment is attached as Appendix C to this Report. In summary, the work required to bring the building on the Property up to an acceptable standard would be significant and is expected to cost close to \$1 million, not including hazardous materials abatement. On May 22, 2024, a follow-up fire inspection was completed, which revealed no progress on addressing the fire hazards and deficiencies on the Property. An inspection report is attached as Appendix D.

On May 27, 2024, the City received a laboratory report confirming the presence of asbestos on the Property, which is attached as Appendix E to this Report. The City issued a Notice of Hazardous Materials to the Owner and the tenants of the Property – attached as Appendix F – and discontinued the Fire Watch put in place by the City due to the inoperable fire alarm and sprinkler systems. The removal of the Fire Watch necessitated the issuance of a Fire Order requiring the building to be vacated and secured. This Fire Order is attached as Appendix G to this Report.

On June 10, 2024 at its Regular meeting, Council received this same report requesting a resolution for a revised remedial action requirement and resolved as follows:

THAT Council postpone the resolution for a revised remedial action requirement at 5170 Argyle Street to the June 24th Regular meeting permitting time to engage with BC Housing to request that they purchase, remediate and rent the building in question. Res. No. 24-233

ALTERNATIVES/OPTIONS

1. That Council declare the Property to be in a hazardous condition by virtue of its breaches of the Building Bylaw, Building Standards Bylaw and the Fire Bylaw, as well as being a nuisance and so dilapidated and unclean to be offensive to the community, and impose remedial action requirements as identified in the recommendations of this report
2. That Council direct staff to prepare an alternative form of resolution to impose a remedial action requirement that provides the option to either remediate or demolish the Structure, and to bring this matter back before Council at its June 24th Regular meeting.
3. That Council take no action at this time.

ANALYSIS

Given the Owner's failure to carry out the January Remedial Action Requirement, the continued deterioration of safety and sanitation on the Property, the escalating fire hazards, and the discovery of hazardous materials that must be safely abated by licenced professionals, and the high cost of remediating the building, it is no longer practical or cost-effective for the measures specified in the January Remedial Action Requirement to be carried out. The state of the hazard and nuisance now posed by the condition of the Property justifies the demolition and removal of the building, along with a full cleanup of all demolition debris along with the refuse and discarded materials.

Should Council wish to exercise Option 2, staff would draft an alternative form of resolution for the Remedial Action Requirement to include the option to bring the property into compliance, as set out in the January Remedial Action Requirement and amended to include additional terms based on the recent inspections and cost assessments.

IMPLICATIONS

The Property is in violation of many City bylaws, and has numerous outstanding violation tickets. Voluntary compliance, letters, orders, tickets, site inspections, and the January Remedial Action Requirement have not resulted in compliance.

The continuing and sustained pattern of nuisance activity inside the Structure and on the Property is negatively impacting the community, and the building deficiencies, fire safety risks and presence of hazardous materials are creating immense concern for safety. The safety of the residents, visitors, workers, City Staff and first responders are all jeopardized by these ongoing infractions. This is not in line with the Council's *Strategic Plan* and the principal 'Fostering a complete community (safe, healthy and inclusive)'.

The current 2024 land & improvements assessed value of the property [Class 6 – Commercial]. is \$1,016,500. Land only assessed value is \$200,803.

Cost implications associated with demolition of the Structure and clearing of the site are approximately \$187,000 plus 15 percent contingency, totalling \$215,050.

The Condition Assessment received from McGill and Associates Engineering Ltd. dated May 2nd was based on an assessment of the structural, building envelope, and life-safety architectural elements of the building in question. The assessment was based primarily on a visual review of the building. No removal of finishes was performed and access to some residential suites upstairs was not possible. The opinion of probable cost provided for the recommended work is \$937,950. This does not include items outside of the firm's scope (eg. electrical, plumbing, hazardous materials).

It is for these reasons that staff are not recommending Option 2 to include the option of bringing the property into compliance.

COMMUNICATIONS

The *Community Charter* requires formal notification be given to the Property's registered owner and to the holders of any charges listed on the Property's assessment roll should Council pass a remedial action requirement as outlined in this report, and requires providing for an opportunity for the owner to request Council's reconsideration of the matter. Specifically, a notice of the resolution imposing the remedial action requirement will be provided in accordance with sections 77(1) and (2) of the *Community Charter*, with section 77(3) setting out specific content that must also be included, to the Property owner and registered share holders.

BYLAWS/PLANS/POLICIES

Anti-litter Bylaw No. 4874

Building Bylaw No. 5077

Building Standards Bylaw No. 4975

Fire Control Bylaw No. 4876

Noise Control Bylaw No. 4718

Property Maintenance Bylaw No. 4712

Solid Waste Collection and Disposal Bylaw No. 5030

Zoning Bylaw No. 5074

SUMMARY

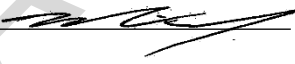
This report provides Council with information pertaining to the compliance and nuisance issues related to the Property at 5170 Argyle Street. The recommendations in this report to issue a Remedial Action Order meet the *Community Charter* requirements and outline the process by which the issues on this Property may be resolved.

ATTACHMENTS/REFERENCE MATERIALS

- *Appendix A: Staff Report, January 12, 2024: 5170 Argyle Street [Port Pub] – Remedial Action Order*
- *Appendix B: Staff Report, March 4, 2024: 5170 Argyle Street [Port Pub] Remedial Action Order Update*
- *Appendix C: McGill and Associates Engineering Ltd. 5170 Argyle Street Condition Assessment*
- *Appendix D: May 22, 2024 Fire Inspection Report*
- *Appendix E: Lewkowich Engineering Associates Ltd. 5170 Argyle Street, Port Alberni, BC – Bulk Asbestos Sample Report*
- *Appendix F: Notice of Hazardous Materials – Notice to Residents and Other Affected Persons and Notice to Owners*
- *Appendix G: May 29, 2024 Fire Order*

c: M. Fox, CAO
M. Owens, Fire Chief
M. Thompson, Acting OIC, RCMP
S. Smith, Director of Development Services/Deputy CAO

Date: January 12, 2024
File No: 4020-30 NR
To: Mayor & Council
From: M. Fox, CAO
Subject: 5170 Argyle Street [Port Pub] – Remedial Action Order

Prepared by: MC. MASSICOTTE MANAGER OF COMMUNITY SAFETY AND SOCIAL DEVELOPMENT	Supervisor: D. MONTEITH DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

WHEREAS

Remedial Action:

1. THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;
2. THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;
3. AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:
 - a. 1052162 BC Ltd., being the registered owner of the Property (the "Owner"), is hereby required to:
 - i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:
 1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:
 - a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;
 - b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;

2. *Remove or permanently cover all graffiti from the exterior of the Structure;*
3. *Replace/repair all broken or missing handrailing on staircases;*
4. *Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
5. *Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
6. *Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed and self closers are operational with no binding, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;*
7. *Replace or repair all interior entrance doors and door frames for each unit to be fitted with proper fitting door in good operating condition and provide locking door knobs;*
8. *Replace or repair the roof of the Structure to a watertight condition with no leaks;*
9. *All drywall repairs to be completed for fire separation and integrity of building;*
10. *An engineer and/or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues;*
11. *Replace or repair all fire escapes and devises for safe exiting, stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions;*
12. *Have licensed electrician inspect and repair all electrical to ensure all lighting, cover plates and smoke and co2 detectors to be in working operation;*
13. *Have a licensed plumber evaluate and make repairs to all communal washrooms, as required inclusive of showers, toilets and hot water tanks;*
14. *Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, annunciator panel, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;*
15. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*

16. *Designate a space or area for daily refuse on premises and not in emergency egress areas;*
17. *Eliminate all rodents, vermin and insects and soiling's from the Structure;*
18. *Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and*
19. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department and Approved from Fire Prevention Officer.*

Compliance & Reconsideration Notice Time Limit Recommendations:

4. *AND FURTHER THAT Council, pursuant to Section 78 of the Community Charter, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.*

Municipal Action at Defaulter's Expense:

5. *AND FURTHER THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.*

PURPOSE

This report provides Council with information pertaining to the compliance and nuisance issues related to the Property at 5170 Argyle Street, Port Alberni, and recommends that Council impose remedial action requirements on the Property to compel the Owner to bring the Property into compliance with City bylaws, provincial building legislation, and to remedy its status as a nuisance, in addition to obtaining Council direction to proceed with direct action on the Property if compliance is not achieved within the required time limit set by Council.

BACKGROUND

Community Charter Remedial Action Authority and Process

Sections 72 through 80 of the [Community Charter](#) outline the process for remedial action requirements. Remedial action requirements are imposed by Council resolution and do not require enacting a bylaw.

Section 72 of the *Community Charter* provides the authority for Council to impose remedial action requirements on property owners, lessees or occupiers of land in relation to hazardous conditions or declared nuisances. Section 2(b)(i-iv) also stipulates the actions that Council may require the person to:

- i. Remove or demolish the matter or thing;
- ii. Fill it in, cover it over or alter it;
- iii. Bring it up to standard specified by bylaw; or

-
- iv. Otherwise deal with it in accordance with the directions of Council or a person authorized by Council.

Section 73 details Council’s authority to impose a “hazardous condition” remedial action requirement on a property. Council may only impose a remedial action requirement in relation to a hazardous condition if:

- a) Council considers that the matter or thing is in or creates an unsafe condition; or
- b) The matter or thing contravenes the Provincial building regulations.

Section 74 details Council’s authority to impose a “declared nuisance” remedial action requirement on a property. This section affords Council significant latitude with regards to determining what “matters or things” in relation to a property can be declared a nuisance. This includes the ability for Council to make directions in relation to a thing that is so dilapidated or unclean as to be offensive to the community.

Section 76 stipulates the minimum time period that Council can set for compliance, which is at least 30 days after notice is sent to the person subject to the remedial action requirement.

Section 77 outlines the process the City must follow to notify the property owner or their representatives of Council’s decision to impose a remedial action requirement on the property. It also references the ability for the City to exercise its authority under [Section 17](#) of the *Community Charter* [municipal action at defaulter’s expense] if the remedial action requirement is not completed by the compliance date. Furthermore, Section 17 authorizes the City to collect all related costs as a debt owed to the City which, if unpaid, can be transferred to the property’s taxes as arrears at the end of the year, in accordance with [Division 14](#) [Recovery of Special Fees] of Part 7 [Municipal Revenue] of the *Community Charter*.

Section 78 allows a person affected by the remedial action requirement to request Council reconsider their decision and an opportunity to make a representation directly to Council. This section states the default time period for an affected person to request reconsideration 14 days from the date the notice was sent to the affected persons; Council may extend this time period by resolution, but may only shorten it in cases of emergency.

The Property and the Structure are currently in contravention of the below listed provisions of the following City of Port Alberni Bylaws.

City of Port Alberni Property Maintenance Bylaw No. 4712

Relevant Provisions:

The definition of “unsightly” means *an untidy or otherwise non-aesthetic accumulation of filth, discarded materials or refuse on any real property, and includes graffiti.*

Section 4(a) *requires all real property to be maintained by the property owner or their designate.*

Section 4(b) *no property owner shall cause or permit the accumulation of refuse on his or her property.*

Section 4(k) *No property owner shall permit graffiti in a place visible from adjacent public or private property.*

City of Port Alberni Building Standards Bylaw No. 4975

Relevant Provisions

Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out forming part of this Bylaw.

Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.

SCHEDULE "A"

The Owner of a Building or Vacant Building must comply with the following maintenance standards of this Schedule.

PART 1: EXTERIOR WALLS

1.1 The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.

1.2 Without restricting the general obligation set out in subsection 1.1:

- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
- (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
- (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
- (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
- (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
- (g) the exterior of every building must be free of graffiti;
- (h) loose material must be removed from exterior walls, doors, and window openings;
- (i) all windows must be in good repair and properly glazed; and
- (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:

- (a) rainwater or melting snow falling on the roof from entering the Building;
- (b) rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
- (c) objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:

- (a) Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;
- (b) Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
 - (i) accumulates or causes ground erosion;
 - (ii) causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
 - (iii) accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

2.3 Loose or unsecured objects and materials, including accumulations of snow or ice or both that are likely to fall on passersby or are likely to result in the collapse of the roof, must be removed from the roof of a building or an accessory building.

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES

3.1 Fire escapes, stairs, balconies, and porches shall be maintained:

- (a) In a safe and clean condition;
- (b) In good repair; and
- (c) Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS

4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.

4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION

5.1 An owner shall ensure that residential and commercial premises are kept free of rodents, vermin, and insects at all times, and appropriate extermination measures shall be taken, as necessary.

PART 6: FLOORS

6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS

7.1 Existing doors and frames shall be maintained in good repair and weather tight.

7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS

8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

Section 13 of this bylaw permits City Staff to carry out work required on a property if the owner fails to comply with a formal notice/order to remediate. Costs incurred by the City can be recovered through the real property tax roll and collected in the same manner as property taxes.

Section 14 of this bylaw reiterates Council's authority to impose a remedial action requirement under Division 12, Part 3 of the *Community Charter*. Remedial action can include, but is not limited to, requiring a property to be fully compliant with City bylaws and regulations within 30 days.

Section 15, Recovery of City Costs through the Sale of Property. In accordance with Section 80 of the *Community Charter*, if remedial action requirements have not been satisfied by the date specified for compliance, the City may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

BC Building Code

Relevant Provisions:

Section 1.1 General

1.1.1.1. Application of this Code

1.1.1.2. Application of this Code

1) This Code applies to any one or more of the following:

h) the correction of an *unsafe condition* in or about any *building*.

j) the work necessary to ensure safety in parts of a building

i) that remain after a demolition,

ii) that are affected by but that are not directly involved in alterations, or

iii) that are affected by but not directly involved in additions,

k) except as permitted by the British Columbia Fire Code, the installation, replacement, or alteration of materials or equipment regulated by this Code,

1.1.1.2. Application to Existing Buildings

1) Where a building is altered, rehabilitated, renovated or repaired, or there is a change in occupancy, the level of life safety and building performance shall not be decreased below a level that already exists. (See Note A-1.1.1.2.(1).)

Section 1.1. General

1.1.4. Fire Safety Plan

1.1.1.4.1. Fire Safety Plan

1) Fire safety plans shall conform to the British Columbia Fire Code.

Section 1.2. Compliance

1.2.1. Compliance with this Code

1.2.1.1. Compliance with this Code

1) Compliance with this Code shall be achieved by

a) complying with the applicable acceptable solutions in Division B (see Note A-1.2.1.1.(1)(a)), or

b) except as required by Sentence (3), using alternative solutions, accepted by the authority having jurisdiction under Section 2.3 of Division C, that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions (see Note A-1.2.1.1.(1)(b)).

2) For the purposes of compliance with this Code as required in Clause 1.2.1.1.(1)(b), the objectives and functional statements attributed to the acceptable solutions in Division B shall be the objectives and functional statements referred to in Subsection 1.1.2. of Division B.

3) An alternative solution shall not be used in place of an acceptable solution if the acceptable solution expressly requires conformance to a provincial enactment other than Book I (General) or Book II (Plumbing Systems) of the British Columbia Building Code.

- 1.2.1.2. Responsibility of Owner
1) Unless otherwise specified in this Code, the owner of a building shall be the person responsible for carrying out the provisions of this Code in relation to that building.
2) The owner of a building is in no way relieved of full responsibility for complying with this Code by the authority having jurisdiction
a) granting a building permit,
b) approving drawings or specifications, or
c) carrying out inspections.
- Section 3.3 Fire Protection, Occupant Safety and Accessibility
Section 3.3 Safety within Floor Areas
3.3.1.5. Egress Doorways
1) Except for dwelling units, a minimum of 2 egress doorways located so that one doorway could provide egress from the room or suite as required by Article 3.3.1.3. if the other doorway becomes inaccessible to the occupants due to a fire which originates in the room or suite, shall be provided for every room and every suite
c) in a floor area that is not sprinklered throughout, and
i) the area of a room or suite is more than the value in Table 3.3.1.5.-A, or
ii) the travel distance within the room or suite to the nearest egress doorway is more than the value in Table 3.3.1.5.-A
- 3.3.1.23. Obstructions
1) No obstruction shall be permitted in any occupancy that would restrict the width of a normal means of egress from any part of a floor area to less than 750 mm unless an alternative means of egress is provided adjacent to, accessible from, and plainly visible from the obstructed means of egress. (See Note A-3.3.1.23.(1).)
- 3.3.4.7. Stairs, Ramps, Landings, Handrails and Guards for Dwelling Units
1) Except as required in Article 3.3.4.8., stairs, ramps, landings, handrails and guards within a dwelling unit shall conform to the appropriate requirements in Section 9.8.
- 3.3.4.8. Protection of Openable Windows
- 3.3.4.9. Resistance to Forced Entry
1) Dwelling units shall conform to Article 9.7.2.1. and Subsection 9.7.5
- Section 7.1. General
7.1.1. Scope
7.1.1.1. Scope
1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.
- 7.1.1.2. Application
1) This Part applies to the design, construction, extension, alteration, renewal or repair of plumbing systems.
- 7.1.2. Design and Installation

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- 7.1.2.1. Conformance
 - 1) Every plumbing system shall be designed and installed in conformance with Book II (Plumbing Systems) of this Code.
 - 7.1.3. Required Facilities
 - 7.1.3.1. All Buildings Except Dwelling Units
 - 1) Buildings shall be equipped with plumbing facilities as required in Subsection 3.7.2. and Article 3.8.2.8.
 - 7.1.3.2. Dwelling Units
 - 1) Dwelling units shall be equipped with plumbing facilities as required in Section 9.31.
 - 7.1.4. Definitions
 - 7.1.4.1. Defined Terms
 - 1) Words that appear in italics are defined in Article 1.4.1.2. of Division A.

City of Port Alberni Fire Control Bylaw No. 4876

Relevant Provisions:

Section 16; Fire Protection Equipment

- (a) Every owner of premises must ensure that all *Fire Protection Equipment* required under the *Building Code* or *Fire Code* is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the *Building Code*, the *Building Bylaw*, the *Fire Code*, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.

Section 19; Activation of a Fire Alarm System

- (b) A person must not activate a *Fire Alarm System* unless:
 - (i) there is a fire;
 - (ii) the person reasonably believes that a fire or other *Incident* is occurring or is imminent; or
 - (iii) the activation is carried out for testing purposes by persons authorized by the *Fire Chief*.

Section 21; No Obstructions

- (c) A person must not cause to be placed, stored, or maintained upon any roof or balcony any material or object which may interfere with access or egress or *Fire Department* operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the *Fire Chief* or any *Member*.
- (d) A person must not obstruct access passageways on a roof surface required by the *Fire Code* or *Building Code*.
- (e) Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the *Building Code*, *Fire Services Act*, *Fire Code* or the *Building Bylaw* or the *Building Standards Bylaw* are properly maintained and remain unobstructed at all times.

BC Fire Code

Relevant Provisions

Section 2.1. General

2.1.1. Scope

2.1.1.1. Application

1) This Part provides for the safety of the occupants in existing buildings, the elimination or control of fire hazards in and around buildings, the installation and maintenance of certain life safety systems in buildings, the installation and maintenance of posted signs and information, and the establishing of a fire safety plan in those occupancies where it is considered necessary.

2.1.3.3. Smoke Alarms

(See Note A-2.1.3.3.)

1) Smoke alarms shall be installed in each dwelling unit and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.

2) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.

3) Smoke alarms shall be installed in conformance with CAN/ULC-S553, "Installation of Smoke Alarms."

4) Smoke alarms are permitted to be battery operated in a) a building that is not supplied with electrical power, or b) locations within a dwelling unit where smoke alarms were not required by the British Columbia Building Code at the time of construction or alteration of the dwelling unit.

2.1.3.6. Inspection, Maintenance and Testing of Fire Safety Devices

(See Note A-2.1.3.6.)

1) Where specific references to the inspection, maintenance and testing of fire safety devices and building fire safety features are not made in this Code, such devices and features shall be maintained to ensure they operate as per their design or function according to their original intent.

2.1.4. Posted Information

2.1.4.1. Posting

1) Where a sign, notice, placard or information is required to be posted, it shall be

a) clearly legible, and

b) except as provided in Sentence (2), permanently mounted in a conspicuous or prominent location in proximity to the situation to which it refers.

2) Where the situation for which posting is required is of a temporary nature, permanent mounting need not be provided.

2.1.4.2. Maintenance

1) Every sign, notice, placard or information that is required to be posted shall be maintained in conformance with Article 2.1.4.1.

- 2.1.5. Portable Extinguishers
- 2.1.5.1. Selection and Installation
- 1) Portable extinguishers shall be installed in all buildings except dwelling units.
 - 2) Except as otherwise required by this Code, portable extinguishers shall be selected and installed in accordance with NFPA 10, "Portable Fire Extinguishers."
 - 5) Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk. (See Note A-2.1.5.1.(5).)
- 2.1.3. Fire Safety Installations
- Section 2.7. Safety to Life
- 2.7.1. Means of Egress 2.7.1.1. Means of Egress
- 1) Means of egress shall be provided in buildings in conformance with the British Columbia Building Code.
- 2.7.1.6. Maintenance
- 1) Means of egress shall be maintained in good repair and free of obstructions.
- 2.7.3. Exit Lighting, Exit Signs and Emergency Lighting
- 2.7.3.1. Installation and Maintenance
- 1) Means of egress lighting, emergency lighting, exit signs and the location of exit signs in buildings shall conform to the British Columbia Building Code. (See Note A-2.7.3.1.(1).)
 - 2) Exit lighting and exit signs shall be illuminated during times when the building is occupied.
 - 3) Emergency lighting and exit signs shall be maintained in operating condition, in conformance with Section 6.5.
- 2.8.2.7. Posting of Fire Emergency Procedures
- 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.
- Section 2.8. Emergency Planning
- 2.8.1. General
- 2.8.1.1. Application
- 1) Fire emergency procedures conforming to this Section shall be provided for a) every building containing an assembly, care, treatment or detention occupancy, b) every building required by the British Columbia Building Code to have a fire alarm system, c) demolition and construction sites regulated under Section 5.6., d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9., e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.
- 2.8.1.2. Training of Supervisory Staff

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- 2.8.1.3. 1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)
Keys and Special Devices
1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.
- 2.8.2. Fire Safety Plan
2.8.2.1. Measures in a Fire Safety Plan
1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
- a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i)),
 - ii) notifying the fire department,
 - iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(1)(a)(iv)),
 - v) confining, controlling and extinguishing the fire,
 - b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
 - c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
 - d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
 - e) the holding of fire drills,
 - f) the control of fire hazards in the building, and g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Note A-2.8.2.1.(1).)
- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Site History/Issues:

The registered owner on title for the Property is 1052162 BC Ltd. (the “Owner”) and P. WANG, is the Director of the Company.

The Property operates 3 businesses from this location:

- Port Pub holding a valid business license by 1185818 BC Ltd
- Port Hotel holding a valid business licence by 1109898 BC Ltd
- Toad’s Hoppin Delivery Services holding a valid business license by Todd Peterson

The Bylaw Department has expended significant resources in an attempt to gain compliance. The Property currently has the highest call volumes in Port Alberni, requiring the most resources. These resources include Police, Fire, Building and Bylaw Services. In 2023, there were 15 files generated for Bylaw Services; 24 Bylaw Offence tickets have been issued to the property owner in 2023 resulting in only 5 of them being paid, and

none being disputed. To date the amount owing in outstanding bylaw tickets, less pending disputes, totals \$7,812.50. As additional information, the Port Alberni Fire Department responded to 92 calls for service in 2023. The RCMP had 88 calls for service in 2023, up from 48 in the prior year (Appendix B).

This property was first introduced to the nuisance abatement working group in March 2020 which later resulted in Council passing a series of resolutions for remedial action in September 2020. In October 2020 staff met with the Property owner and manager on-site to review actions that had taken place following the order. As the majority of items had been remedied Council resolved;

THAT Council direct staff to refrain from considering enforcement measures so long as significant and appropriate progress continues to be made on the part of the property owner/manager on completing the outstanding Remedial Action Requirements as ordered by Council at its meeting held September 14, 2020. Further, that Council will revisit this matter at its Regular meeting on November 23, 2020 to ensure remedial action requirements have been or are continuing to be met. [Res No. 20-283].

A Reminder of the Remedial Action Order was sent to the property owner in February 2021. Despite the property undergoing improvements during that time, the Property is periodically or currently in violation of the following Bylaws:

Anti-litter Bylaw No. 4874
Building Bylaw No. 5077
Building Standards Bylaw No. 4975
Fire Control Bylaw No. 4876
Noise Control Bylaw No. 4718
Property Maintenance Bylaw No. 4712
Solid Waste Collection and Disposal Bylaw No. 5030
Zoning Bylaw No. 5074

There have been four (4) Fire Inspections conducted between October 2023 and January 11, 2024. The last Fire Inspection was attended by the Chief Fire Prevention Officer, two City Building Inspectors, one Bylaw Enforcement Officer, and the Building Owner P. Wang. A copy of the Fire Inspection Report is attached to this report as Appendix A. Staff note that the Fire Inspection Report refers to one item, posting unit numbers, as in contraveneance to Bylaw 4577. This is a typo and should read Bylaw 5077. The most concerning violations are from the Fire Control Bylaw, with the emergency doors not working as intended, tied open or barricaded with garbage piled at the bottom of the fire escape.

There is significant garbage accumulating inside of the Structure often extending out into the alley, sidewalk and fire exits, obstructing egress. Inside, communal washrooms are out of service, missing doors off of units, padlocks on the outside of doors, exposed wires, drug paraphernalia, rats, interior ceilings, walls and doors are full of holes, leaking water, missing drywall and black mold is visible throughout the top and bottom floors.

The Fire Department has responded to 46 verified false alarm calls and 94 calls for service in 2023. These alarms appear to have been activated due to causes including leaks in the roof, smoking in the area of the alarm, and intentional setting off the alarm. The Fire Department has also observed during its inspections of the Building that emergency lights/exit signs are broken and not working, obstructions to access panels,

hallways and stairwells are obstructed, non-compliant use of extension cords to name a few. Also noted was water leaking from the roof which was leaking from the top floor all the way to the bottom floor.

ALTERNATIVES/OPTIONS

- 1) That Council declare the Property to be in a hazardous condition by virtue of its breaches of the Building Bylaw, Building Standards Bylaw and the Fire Bylaw, as well as being a nuisance and so dilapidated and unclean to be offensive to the community, and impose remedial action requirements as identified in the recommendations of this report.
- 2) That Council provide staff with alternate direction.
- 3) That Council take no action at this time.

ANALYSIS

Due the variety of bylaw infractions, calls requiring emergency response and impacts to public health and safety, staff are recommending that the subject property be declared to be in hazardous condition, a nuisance, so dilapidated and unclean as to be offensive to the community, and remedial actions be imposed.

IMPLICATIONS

The Property is in violation of many City bylaws, and has numerous outstanding violation tickets. Voluntary compliance, letters, orders, tickets, and site inspections have not resulted in compliance.

The continuing and sustained pattern of nuisance activity inside the Structure and on the Property is negatively impacting the community, and the building deficiencies are creating immense concern for safety. The safety of the residents, visitors, workers, City Staff and first responders are all jeopardized by these ongoing infractions. This is not in line with the City's Strategic Plan and the principal 'Fostering a complete community (safe, healthy and inclusive)'.

COMMUNICATIONS

The *Community Charter* requires formal notification be given to the Property's registered owner and to the holders of any charges listed on the Property's assessment roll should Council pass a remedial action requirement as outlined in this report, and requires providing for an opportunity for the owner to request Council's reconsideration of the matter. Specifically, a notice of the resolution imposing the remedial action requirement will be provided in accordance with sections 77(1) and (2) of the *Community Charter*, with section 77(3) setting out specific content that must also be included, to the Property owner and registered share holders.

BYLAWS/PLANS/POLICIES

[Anti-litter Bylaw No. 4874](#)

[Building Bylaw No. 5077](#)

[Building Standards Bylaw No. 4975](#)

[Fire Control Bylaw No. 4876](#)

[Noise Control Bylaw No. 4718](#)

[Property Maintenance Bylaw No. 4712](#)

[Solid Waste Collection and Disposal Bylaw No. 5030](#)

[Zoning Bylaw No. 5074](#)

SUMMARY

This report provides Council with information pertaining to the compliance and nuisance issues related to the Property at 5170 Argyle Street. The recommendations in this report to issue a Remedial Action Order meet the *Community Charter* requirements and outline the process by which the issues on this Property may be resolved.

ATTACHMENTS/REFERENCE MATERIALS

- *Fire Inspection Report and Photos dated January 11, 2024*
- *RCMP correspondence dated January 18, 2024*
- [Report to Council | September 14, 2020](#)
- [Report to Council | October 26, 2020](#)

Copy: M. Fox, CAO
M. Owens, Fire Chief
M. Thompson, Acting OIC, RCMP
D. Monteith, Director of Corporate Services
S. Smith, Director of Development Services/Deputy CAO



Port Alberni Fire Department
3699 10th Avenue
Port Alberni BC V9Y 4W3
250-724-1351

Inspection Report

Basic Info

Name	Port Pub Hotel
Address	5170 Argyle Street, Port Alberni, BC
Inspector Name	Derrin Fines
Completion Date	2024-01-11
Status	Unsatisfactory
Next Inspection Date	2024-02-01

Summary

Item	Status
Ensure fire lanes are kept unobstructed.	Sat
Lockbox keys.	Sat
Remove obstructions from fire department connection.	Sat
Replace missing caps.	Sat
Remove combustible waste materials.	Sat
Fire Alarm requires annual test	Sat
Fire Extinguisher requires annual inspection.	Sat
Mount portable fire extinguishers.	Sat
Replace missing fire extinguishers.	Sat
Exit sign requires annual inspection.	Sat
Ensure signs are illuminated while building is occupied.	Sat
Emergency Light requires annual test.	Sat
Sprinkler/standpipe requires annual inspection.	Sat
Remove sprinkler obstruction.	Sat

Findings

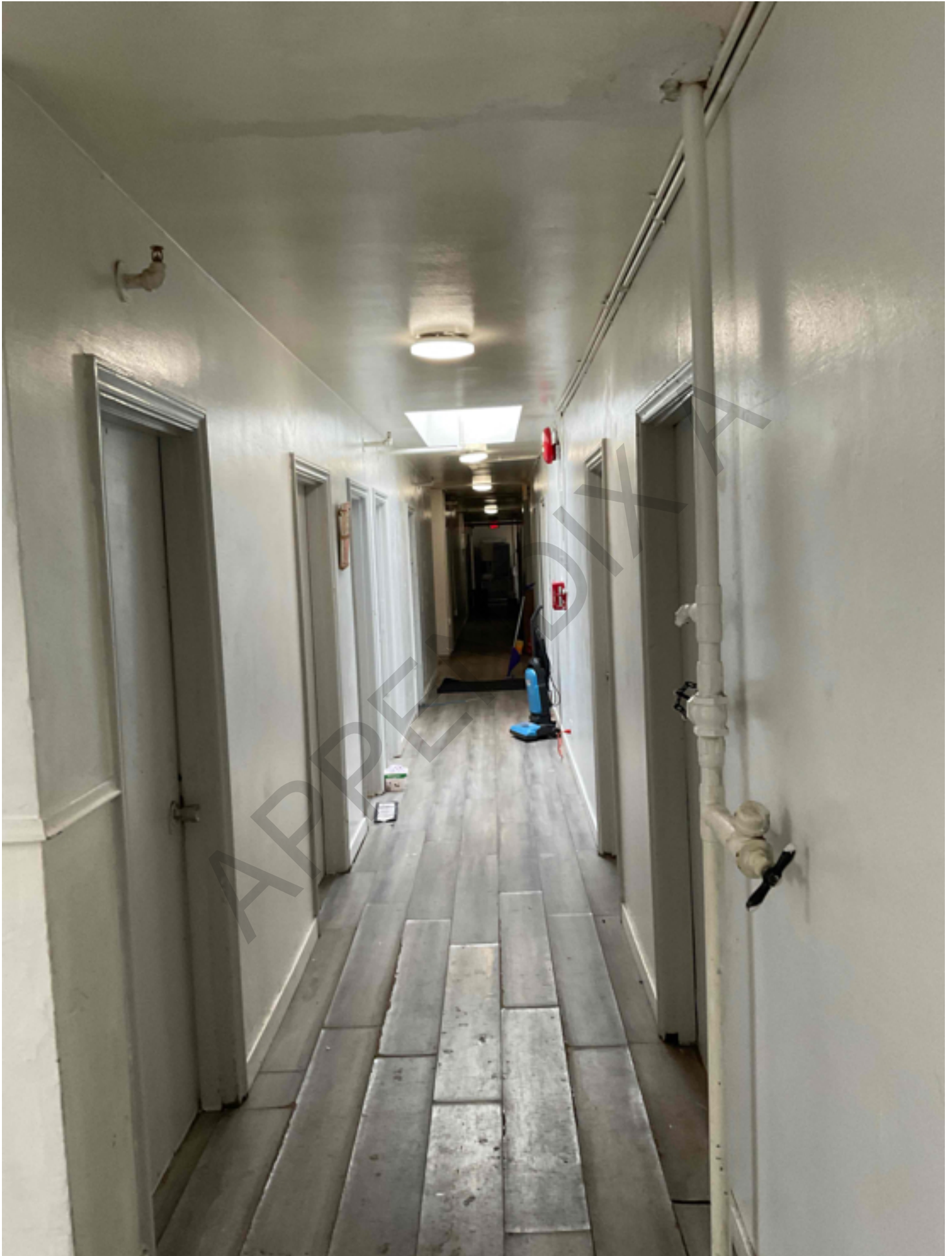
Item	Status	Code
Post building and unit address numbers.	Unsat	See below code CPA

Item	Status	Code
Post unit numbers. - identify all units		BYLAW 4577
Excessive Storage of Combustibles in Building No accumulations of combustible storage allowed	Unsat	See below code BCFC 3.2.1.1
Repair trouble condition. Repair Fire Alarm in trouble mode	Unsat	See below code BCFC 6.7.1.1
Repair/replace defective equipment. Emergency lighting must be repaired to function as required	Unsat	See below code BCFC 2.7.3.1
Repair exit doors/hardware.	Unsat	See below code BCFC 2.2.2
Remove obstructions from access to exit door.	Unsat	See below code BCFC 2.7.1.6
Remove obstructions to access panels.	Unsat	See below code BCFC 5.1.2.2
Non-compliant use of extension cords.	Unsat	See below code BCFC 2.4.7.1
Replace missing cover plates. Multiple missing cover plates throughout the building	Unsat	See below code BCFC 5.1.2.2
Repair electrical fire hazards.	Unsat	See below code BCFC 2.6.3.1
Repair fire separation. Repair all holes in the drywall and ceilings	Unsat	See below code BCFC 2.2.1.2
Adjust or repair doors in fire separations to close and latch. All doors must close the opening, and be able to close and latch	Unsat	See below code BCFC 2.2.1.2
Prepare a Fire Safety Plan and submit to the Fire Department for review. Fire Safety Plan is required	Unsat	See below code Div. B Section 2.8
19. Other - Smoke detectors - Replace missing smoke alarms from all units	Unsat	See below code 0
19. Other - Fire escape - Repair broken hand railing	Unsat	See below code 0

Inspection Code Reference

- (CPA BYLAW 4577) --- :
- (BCFC 3.2.1.1) --- :
- (BCFC 6.7.1.1) --- :
- (BCFC 2.7.3.1) --- :
- (BCFC 2.2.2) --- :
- (BCFC 2.7.1.6) --- :
- (BCFC 5.1.2.2) --- :
- (BCFC 2.4.7.1) --- :
- (BCFC 2.6.3.1) --- :
- (BCFC 2.2.1.2) --- :
- (Div. B Section 2.8) --- :
- (0) --- No Code Name: No Code Description

APPENDIX A



no unit identification



3rd floor,east emergency exit- combustible materials



3rd floor middle hallway - combustible storage



3rd floor combustible storage



boiler room - combustible storage



3rd floor south hallway



fire alarm still in trouble mode



3rd floor missing detector



water dripping from restaurant kitchen hallway detector



pub emergency light requires repair



east end downstairs emergency light inoperative



north east corner, ground floor emergency light requires maintenance



2nd floor emergency light missing light head



3rd floor, east end emergency exit doesn't close and latch



2nd floor fire escape door doesnt close and latch



3rd floor fire escape door- closure device not connected



3rd floor east end- combustible containers blocking path to exit.



3rd floor discarded appliance blocking path to exit



3rd floor car bumper cover in hallway



combustible storage in front of electrical panel - downstairs.



2nd floor extension cord not allowed



extension cord. ot allowed



extension cord usage not allowed



extension cord usage not allowed



extension cord usage not allowed



extension cord usage 3 rd floor unit to roof not allowed



3rd floor unit no cover plates



improper wiring on signs at pub entrance



2nd floor ceiling drywall seperation



door behind kitchen doesnt completely close the opening



repair storage unit ceiling drywall



3rd floor repair ceiling drywall



2nd floor -repair door to close



3rd floor storage unit smoke detector



2 nd floor #11



APPENDIX

broken railing fire escape 3rd floor

APPENDIX "B"

From: [Hamlyn, Jordan \(RCMP/GRC\)](#)
To: [Donna Monteith](#)
Cc: [Thompson, Mike \(RCMP/GRC\)](#); [Ivezich, Kim \(RCMP/GRC\)](#)
Subject: RE: 5170 Argyle St
Date: Thursday, January 18, 2024 7:45:42 AM
Attachments: [image001.png](#)

You don't often get email from jordan.hamlyn@rcmp-grc.gc.ca. [Learn why this is important](#)

Morning Donna,

Of course! I had some numbers prepared for the meeting that was scheduled for yesterday.

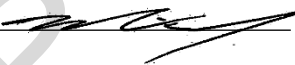
The RCMP have had 88 calls for service to 5170 Argyle Street between January , 2023 and December 31, 2023. This is an increase from 48 calls, the year prior. Calls for service at this location include murder, assaults with weapons, sexual assaults, assaults, missing persons, mental health and a plethora of other property offences. The Port Alberni RCMP spend a considerable amount of time at this particular building.

During routine patrols and while attending calls, police have observed tenants of the building to be living in deplorable conditions, which include excessive accumulation of human waste and refuse in the hallway. Police routinely observe persons in their open rooms, or common hallways/stairwells under the influence of opiates and other illicit drugs. As recent as yesterday, the rear fire escape was overloaded with garbage, rendering it inoperable. There are extension cords running from room to room and the ceilings in several units have collapsed due to moisture levels and flooding. The building is in a general state of disrepair and no longer possesses the basic amenities required to provide a safe living environment for tenants.

Jordan

Cpl Jordan Hamlyn
OPS Support NCO
Port Alberni RCMP
(T) 250-723-2424
(F) 250-724-8986

Date: March 4, 2024
File No: 4020-30 NR
To: Mayor & Council
From: M. Fox, CAO
Subject: 5170 Argyle Street [Port Pub] – Remedial Action Order Update

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

THAT Council receive the report '5170 Argyle Street [Port Pub] - Remedial Action Order Update' dated March 4, 2024.

PURPOSE

This report provides Council with an update regarding the Remedial Action Order issued to the owners of the property at 5170 Argyle Street, Port Alberni.

BACKGROUND

At the Regular Council meeting on January 22, 2024 Council resolved to issue a Remedial Action Order to the owners of 5170 Argyle Street, Port Alberni. Staff prepared notice of the remedial action requirements and delivered such notice to all current Directors of 1052162 BC Ltd. listed as of January 23, 2024. The notice included the right to appeal with a deadline in writing of February 7, 2024 by 5:00 pm. No appeals were received. The notice also provided a deadline of February 23, 2024 by 5:00 pm to remediate, otherwise failure to comply with the requirements will result in the City proceeding, pursuant to the [Community Charter s. 17](#), to undertake the actions to remedy the contraventions.

Further to the Remedial Action Order, a Fire Order was issued to the owners on February 21, 2024 requiring the fire alarm system be repaired and verified by a professional as fully functional. In 2024 False Alarm Incident Fees fines totalling \$2,400 have been issued under "Fire Control Bylaw, 2015, Bylaw No. 4876" up to and including February 27, 2024. In addition, the Order requires the owners to hire a third-party security company to supply at least two security officers to provide a fire watch on the building. The Order remains in effect at the date of writing this report.

Following the deadline of the Remedial Action Order, an inspection was conducted by City Building Inspectors, a Bylaw Officer, a Structural Engineer from McGill and Associates Engineering and Port Alberni Fire Department Chief Fire Prevention Officer on Monday February 26, 2024 at 9:00 am. The Inspection Report [attached] shows little to no improvement from the previous inspections.

ALTERNATIVES/OPTIONS

1. *THAT Council receive the report '5170 Argyle Street [Port Pub] - Remedial Action Order Update' dated March 4, 2024.*

ANALYSIS

Staff engaged in the services of McGill & Associates Engineering to attend the February 26th inspection in order to get an initial assessment of the structural integrity of the building. It is important to note that a Fire Inspection covers commercial and common spaces of a building. To date the City has not inspected areas outside this jurisdiction, including residential rooms. Further inspection by the structural engineer to consider the overall condition of the building, along with consultation of an Architect is anticipated. To achieve this the City will work with the owners to give notice to the tenants to provide City representatives access to all rooms for this inspection. Following that staff will bring forward a list of repairs and cost estimates.

IMPLICATIONS

The costs to remediate the building could be significant, and will involve careful financial planning as the City will need to fund the repairs in advance of cost recovery. Once a scope of work is estimated, a report will be brought forward by staff for Council consideration. If the City proceeds with repairs the [Community Charter s. 17](#) allows the City to fulfil the requirements of Remedial Action Order at the expense of the owner, and recover the costs incurred as a debt. The City will continue to apply fees and fines as provided within associated bylaws.

COMMUNICATIONS

City staff have fielded inquiries regarding the Remedial Action Order as it relates to residential tenants. Staff continue to communicate with the owners, Ministry of Housing, BC Housing, Ministry of Social Development and Poverty Reduction, and local service providers. Tenants are encouraged to contact the Residential Tenancy Branch with questions.

BYLAWS/PLANS/POLICIES

["Fire Control Bylaw, 2015, Bylaw No. 4876"](#)

SUMMARY

This report provides Council with an update and next steps regarding the Remedial Action Order issued to the owners of the property at 5170 Argyle Street, which expired February 23, 2024.

ATTACHMENTS/REFERENCE MATERIALS

- February 26, 2024 Inspection Report
- February 21, 2024 Fire Order
- [January 22, 2024 Report to Council](#)

Copy: M. Fox, CAO
M. Owens, Fire Chief
S. Smith, Director of Development Services/Deputy CAO
MC. Massicotte, Mgr. of Community Safety and Social Development



McGILL & ASSOCIATES ENGINEERING LTD.

Consulting Engineers

4610 Elizabeth Street, Port Alberni, BC V9Y 6L7 Phone 250-724-3400
Permit to Practice #1002564

May 2, 2024

McGill Job #: 4677

Mike Owens
City of Port Alberni – Fire Chief
3699 10th Avenue
Port Alberni, BC V9Y 4W3

Re: **5170 Argyle Street Condition Assessment**

Dear Mike:

BACKGROUND

McGill & Associates Engineering Ltd. (McGill) has completed an assessment of the structural, building envelope, and life-safety architectural elements of the building in question. McGill assessed the structural and building envelope components and engaged Jensen Group Architecture (JGA) to assess the life-safety architectural components; JGA's report is appended to and is summarized in this report. The purpose of our review was to identify safety issues, recommend remedial measures, and to provide an opinion of probable cost (OPC) for the recommended work. The assessment was based on primarily on a visual review of the building. No removal of finishes was performed and access to some residential suites upstairs was not possible. We have also offered recommendations for assessment of other potential safety items that were not in our scope (eg. electrical, plumbing, hazardous materials).

Below is a figure showing the subject site and building.

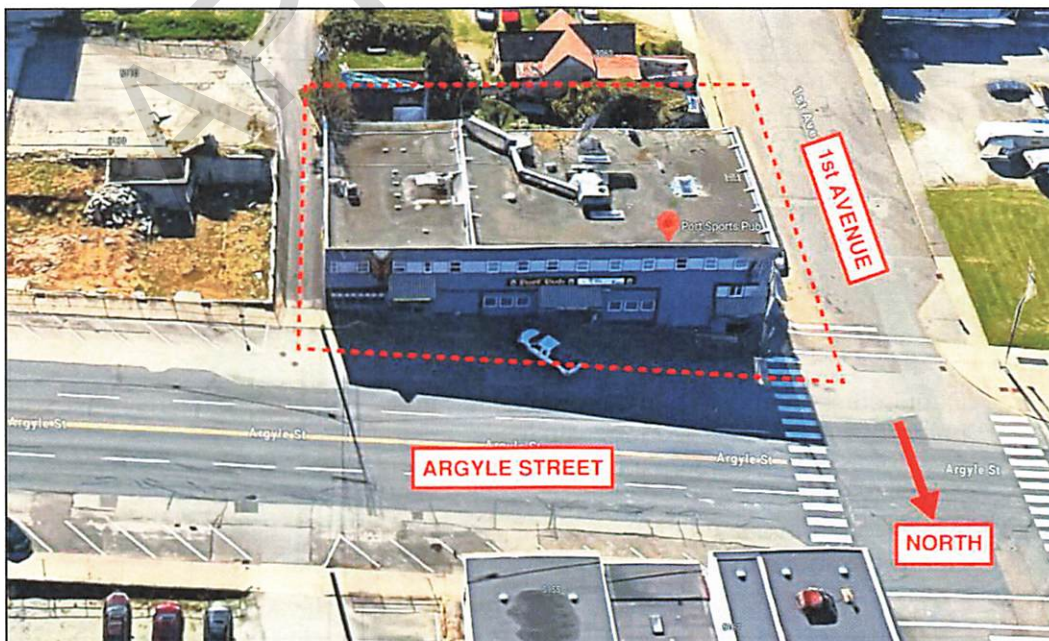


Figure 1 – Aerial View of Subject Site and Building

DRAWINGS REVIEWED

McGill was in possession of one drawing from 1988 showing the ground floor plan and also a fire safety plan from 1977. Neither drawing was particularly helpful or relevant. McGill produced floor plans as part of this assignment, although accuracy and completeness was limited at the upper floors as access to some residential suites was not possible.

BUILDING DESCRIPTION

The building is a total of three storeys. The site slopes significantly, with ground-level access to Level 1 at the northwest corner and to Level 3 at the southeast corner. Level 2 is present only at the west end of the building and is accessed by interior stairs that lead from Level 1 to 3; the second exit for this level is a steel fire escape on the south elevation of the building.

The structure appears to primarily be of wood frame construction. According to data from BC Assessment, it was constructed circa 1956.

Table 1 – Building Description	
Address	5170 Argyle Street, Port Alberni, BC
Number of storeys	3
Date of Construction	Circa 1956
Building Area	Approx 750m ²
Major Occupancies	Assembly (Level 1) Residential (Levels 2 and 3)
Sprinklered	Yes (unknown if functioning)
Construction Type	Light wood framing (combustible)
Roofing	Flat with tar & gravel + sheet membrane patches
Wall Cladding	Stucco (non rainscreen)
Windows	Aluminum (Level 1) Vinyl (Levels 2 and 3)

SITE OBSERVATIONS

Architectural Code Review (Fire-Safety & Egress)

Below is a high-level summary of observations related to fire safety and egress. See attached report by JGA for further details.

- General
 - Unknown if sprinkler system functions properly.
 - Unknown if fire alarm system functions properly.
 - Numerous instances of missing or non-functioning exit signage.
 - Numerous instances of missing or non-functioning emergency lighting.
 - Numerous holes in ceilings and walls that serve as fire separations due to leaks and service penetrations.
- Level 1
 - Required second exit from the pub leads through back-of-house hallways with numerous deficiencies (doors with locks, obstructions).
 - Stairs in pub non-conforming (excessive rise/run, missing landings, missing handrails etc).
- Residential Floors (Levels 2 and 3)
 - Numerous instances of missing smoke and CO alarms

- Doors to residential suites do not provide required fire rating
- Some units at Level 2 are served by “dead-end hallway” 17.5m in length. Maximum code limit is 6m (see appended sketch).
- The existing fire escape is non-code compliant and also is in very poor condition structurally.
- At Level 3, windows that face into light well do not provide required fire protection rating.

Structural

A summary of observations related to structural components is provided below.

- The fire escape is in poor condition.
- The roof structure appeared to be in sound condition where visible but there are known active roof leaks and there also appear to be plumbing leaks at some locations. There is a high probability of hidden deterioration.
- Wall structures were primarily concealed but there is a high probability of hidden deterioration due to poor performance of the building envelope.
- The building was built before any appreciable wind/seismic provisions were incorporated into the building code and thus the building is significantly deficient in this regard.

Building Envelope

A summary of observations related to building envelope components is provided below

- Numerous instance of roof leaks were observed. It is unknown if leaks are active but the roofing appears to generally be in poor condition.
- Exterior walls are clad with stucco. There are multiple instances on the front wall where the stucco has failed, apparently due to water ingress.
- The interior side of the wall is likely not provided with an appropriate air/vapour barrier.
- The walls are not protected by a roof overhang.
- Overall, there is a high risk of moisture-induced deterioration in the walls.

DISCUSSION & RECOMMENDATIONS

It is common for older buildings to have deficiencies relative to current building codes. Deficiencies can arise because of changes in the building code, unpermitted construction, or issues with original construction. A certain degree of elevated risk due to deficiencies is generally-accepted in older buildings. Below are our recommendations to achieve what is, in our opinion, a level of safety that is comparable to other buildings of similar type and vintage. Of course, addressing all deficiencies would be preferable from a safety perspective, but such an approach is not practical and would impose an unfair burden on the building owner.

Architectural Code Review (Fire-Safety & Egress)

The level of non-compliance and risk for the building is overall much higher than for even comparable buildings. The most relevant considerations are noted below.

- Exit signage and emergency lighting is very poor throughout and is relatively easy to correct.
- The fire sprinklers and fire alarm are critical safety components and it is unknown if they are functioning properly. They should be assessed and remediated as required.
- Smoke/CO alarms are critical safety components and several are missing.
- The fire escape is critical to exiting, but is non-compliant and in poor condition.
- The second exit from the pub (to the back hallway) is very poor, primarily due to obstructions and inappropriate door hardware along the path of travel.

- The fire escape and rear exit from the pub lead to an alley on the south elevation from 1st Avenue. The alley is part of the egress path from the building and must be kept clear and any gates/doors must meet requirements for exit doors, including panic hardware.
- The exit sign from the Pub towards the restaurant will potentially lead occupants to a locked door and more convoluted (and not required) exit path.
- The dead-end hallway at Level 2 is well beyond the code limit.
- Holes in walls and ceilings throughout the building have compromised fire separations, particularly, large holes in the ceiling at Level 2 and Level 3.
- Residential suite doors are very poor from a fire-safety perspective.
- The suites facing the light well do not have adequate fire separation from each other as fire can easily spread via the windows. Provided that the fire sprinklers are working, egress from windows is not required. Of course, a lack of operable windows would further reduce already-deficient ventilation of the suites.

We recommend remedying all of the above deficiencies. If this is completed, the fire-safety and egress provisions for the building will achieve a level of risk comparable to other buildings of this type and vintage.

Structural

Most of the aforementioned structural deficiencies are common to buildings of this type and vintage. The fire escape is a particularly acute risk and we recommend replacing the fire escape in its entirety.

Building Envelope

Most of the aforementioned building envelope deficiencies are common to buildings of this type and vintage. However, the numerous roof leaks are a significant concern as leaks have already compromised ceiling finishes and may also be causing undetected structural deterioration or other health risks. We recommend replacing the roof and repair of the failed stucco.

FURTHER RECOMMENDED ASSESSMENT

HVAC

If the kitchen is to be used, it is recommended that the ventilation be assessed, as improper ventilation increases risk of fires caused by built-up grease in ducts.

Plumbing

We recommend that the plumbing systems be assessed, particularly to confirm appropriate backflow preventions and adequate water service for fire sprinklers. Note we also recommended that the fire sprinkler system be assessed under the Fire-Safety section.

Electrical

We recommend that the electrical system be assessed for life-safety risks.

Hazardous Materials

We recommend that air sampling be performed to confirm harmful contaminants are below acceptable levels. A hazardous materials survey will also need to be performed before any demolition or exploratory work, as is required for all pre-1990 buildings.

OPINION OF PROBABLE COST

McGill has prepared an opinion of probable cost (OPC) for the completion of the recommendations above. This OPC is intended to represent fair market value for the repair work, inclusive of soft costs such as consulting and permit fees. It is highly uncertain and conceptual and many items are simply reasonable allowances for assumed or unknown conditions. We have assumed that no hazardous materials requiring abatement are present. A hazardous materials survey will be required before construction and we recommend that it be performed as soon as possible so that any related costs can be accounted for.

Our OPC to complete the aforementioned recommendations is \$938,000 (rounded), including allowances for construction contingency and consulting fees. Value added taxes are not included. Please see the attached breakdown for further details.

Please note that our OPC is intended only to achieve “order of magnitude” accuracy for initial discussion and planning. If a more accurate figure is desired, McGill can prepare drawings and specifications for the work which can be priced by a contractor or professional cost consultant. Any reliance the owner places on this OPC is at their own risk. This report was prepared for the City of Port Alberni and is not for the use or benefit of, nor may it be relied upon by any other person or entity. This report was prepared in accordance with generally accepted engineering practices. No other warranties, expressed or implied, are made regarding the content of this report.

Please don't hesitate to contact me should you require further clarification.

Yours truly,

for McGill & Associates Engineering Ltd.

Prepared by:



Brandon Paxton, P.Eng.
Professional Engineer

Reviewed by:

Brad West, P.Eng.
Principal

Encl.

Opinion of Probable Cost Breakdown
Report by Jensen Group Architecture and accompanying sketches.

5170 Argyle Street Condition Assessment

02-May-24

OPINION OF PROBABLE COST BREAKDOWN

Item	Discipline	Cost
Roof replacement incl new sheathing	Envelope	\$ 110,500
Repair Stucco	Envelope	\$ 28,500
Repair water damaged roof joists (allowance)	Structure	\$ 39,000
Interior debris cleanup	Misc	\$ 8,000
Wall/Ceiling Fire Sep Repairs	Fire-safety/Egress	\$ 96,150
Stair railings	Fire-safety/Egress	\$ 4,800
Fire escape	Structural	\$ 75,000
Ladder from window well to roof	Structural	\$ 8,500
Fire rated suite doors	Fire-safety/Egress	\$ 100,000
Rear pub exit (rated partitions/doors)	Fire-safety/Egress	\$ 50,000
Exit signs and emergency lighting	Electrical	\$ 50,000
Repairs in restaurant	Fire-safety/Egress	\$ 15,000
Fumigation & extermination	Misc	\$ 5,000
Sewage leak	Plumbing	\$ 5,000
sprinkler assessment	Fire-safety/Egress	\$ 7,500
Fire alarm verification	Fire-safety/Egress	\$ 7,500
Install smoke/CO alarms throughout building	Fire-safety/Egress	\$ 5,000
Kitchen HVAC Assessment	Fire-safety/Egress	\$ 2,500
Plumbing safety assessmetn	Plumbing	\$ 2,500
Electrical safety assessment	Electrical	\$ 2,500
Hazardous materials assessment	Misc	\$ 5,000
	Subtotal	\$ 627,950.00
Construction Contingency (25%)		\$ 155,000
Permits and consulting fees (25%)		\$ 155,000
	Total	\$ 937,950

Port Pub, 5170 Argyle Street, Port Alberni



Building Code Review

Jensen Group Architects

April 12, 2024

1. Terms of Reference

Jensen Group Architects were retained by McGill and Associates Engineering Ltd. to undertake a 3rd party review of the existing condition of the Port Pub and make recommendation on alterations that would provide an opportunity to improve building code compliance and the life safety of the occupants and the safety of the building with limited modifications. Review is from a visual inspection only and no destructive testing was undertaken. Partial survey plans have been provided by McGill & Associates.

2. Building Information

- 3 storey wood frame construction
- Sprinklered
- Building Area: 750m²
- C occupancy on upper floors
- A2 occupancy on 1st floor
- Required fire separations

BCBC 3.2.2.55 (3 story, combustible construction, sprinklered, max area 1800m²)

Floor assembly 45min fire resistance rating.

Load bearing walls 45min fire resistance rating.

Spacial Separation Restaurant A2 to Pub A2: 45Min (BCBC 3.3.1.1)

A2 to C: 1 hr FRR(BCBC Table 3.1.3.1)

Required separations between residential suites (BCBC 3.3.4.2.2)) 45min FRR

Required separation between suite & corridor: (BCBC 3.3.4.2.2)) 45min FRR

3. Building Wide Fire & Life Safety Concerns

- ceilings have fallen in many locations due to water leak from roof compromising fire separations between floors.
- smoke detectors have been removed in most locations.
- Lighting levels for emergency exit routes on 1st floor are insufficient. Min. light levels required. Emergency lighting should be supplied.
- Exit signage needs to be updated throughout the entire building

4. 1st floor

4.1 Restaurant

- Suite Area: 187m²
- Travel distance to exits: 24m (max 25m)
- number of exits required: 1 exit required (BCBC3.3.1.5.1))
- occupant Load (based on customer section area and excluding kitchen/bar 71m²/1.2m² per person)
= 59 people (< 60 therefore one exit is acceptable(BCBC 3.3.1.5.1))
- fire separation between restaurant and adjacent pub and adjacent public corridor unknown
- current configuration of exits complies with code requirements.

4.2 Pub

- Suite Area: 286m²
- Occupant Load based on 240m² / 1.2m² per person = 200 people (BCBC Table 3.1.17.1) area excludes bar and storage areas
- number of exits required: Area greater than 200m² , occupant load > 60, so two exits required (BCBC 3.3.1.5.1))
- width of doors required = 200 x 6.1mm = 1220mm
- two exit doors provided for a total width of 1524mm + 914mm=2438mm (acceptable)
- use of sliding door for exit not permitted.

Recommendations:

- Remove exit sign over sliding door (not required). If the sign is retained the door should swing on a vertical axis and be self closing. Current sliding door is non-compliant.



4.3 Public Corridor

- Both the restaurant and the Pub are served by a public corridor
- The Pub requires the public corridor to act as an access to exit
- safety of access to exit:
 - access to exit corridor has been used for storage space which represents an impediment to reaching an exit in emergency
 - electrical panels in the public corridor represent a hazard
 - some locations in the public corridor have low headroom (does not meet minimum code headroom height of 2100mm for exit path)
 - low light levels for exit path

Recommendations:

- Install new rated door in public corridor to create a vestibule between the pub and the covered walkway area. This will create a safer access to exit by eliminating exposure to hazards from electrical panels, open storage rooms etc...

- Clear items stored in public corridor and exterior covered walkway to provide safe access to exit.
- Door hardware: Locks on exit doors should be replaced to provide free exiting from pub to exterior in the event of an emergency.
- Provide new panic hardware at exterior door (remove bolt lock)

4.4 1st Floor Lobby for Residential Units on upper floors

- Exit signage required at main entrance door. (required exit through lobby from stair)



- existing door hardware on stair at lobby does not meet the code requirements for a fire rated door.
- stair door & glazing at lobby does not meet required fire ratings. Door location does not allow for required landing at bottom of the stair.



Recommendation:

- replace existing door hardware with new panic hardware and closer.
- Provide new door with fire resistant glazing and frame with appropriate fire ratings.
- reconfigure 1st three steps and door location to provide a landing at the bottom of the stair with appropriate clearances.

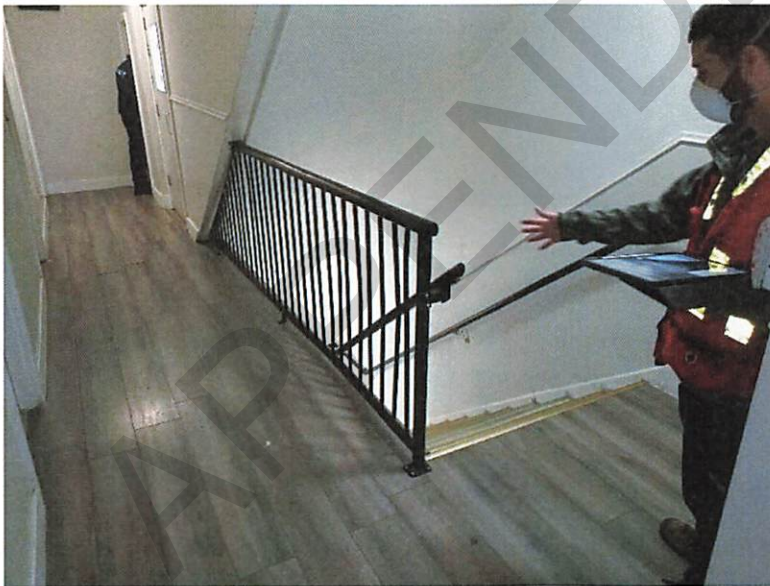
5. General Comments on Upper Floors

- Suite entrance doors do not meet code requirements (require min. 20min FRR ratings, door closers required, door hardware needs to be upgraded)

5.1 Main stair as an exit

The existing stair has been enclosed from the floor level at the bottom landing of each run of stair such that the floors are not interconnected. However, to exit from the third floor you have to exit onto the 2nd floor, then take the stair from the 2nd floor to the 1st floor. This is not compliant with the requirements of an exit stair. There is no practical way to enclose the stair so that it may be used for an exit from the 3rd floor without removing or reconfiguring min. 2 units on the 2nd floor.

The existing stair may be used for exiting from the 2nd floor – exiting through the 1st floor lobby.



Stair at 2nd floor

- stair door hardware (closers have been installed, but door does not latch)
- Stair doors (glazed door) not a rated door

Recommendations:

- replace existing stair doors and frames with 45min. FRR doors and frames
- provide door closers and passage sets on stair doors so that the doors will close and latch to maintain the required fire separation between floors.

5.2 Fire Escape

- Existing Fire escape ladder & landings do not comply with current code requirements for fire escape (current code requires stairs with max. incline of 45 deg. with risers max. 210mm and treads min. 220mm. Minimum width of stairs 550mm (BCBC 3.4.7.5.1-4).



View of existing fire escape from grade

- BCBC 3.4.7.5.3 max. 15 people for buildings over 3 storeys

- calculation of people using fire escape (1/2 of people per floor assumed to use fire escape)
 - 2nd floor: 9 units (assume 1 person per unit*) = 4/5 people
 - 3rd floor: 21 units (assuming units in center of building are converted to storage and assume 1 person per unit*) 10/11 people
 - Total: approx. 15 people (single resident occupant hotel room)

*Note: Building code ascribes 2 people/bedroom, however if hotel rooms are considered single resident occupancies, then one person can be assumed.

Recommendations:

- restrict rooms to a single occupant.
- existing doors on to fire escape should be replaced with 45min. FRR doors. Door closers and upgraded door hardware should be provided.
- The fire escape ladder should be replaced with a metal framed stair to meet code requirements for fire escapes.
- a clear exit path to the street at grade should be made (remove recycling bins)

6. 2nd floor

-The hallway outside of unit #9 is a dead-end corridor exceeding 6m (approx. 12.5m)



-Holes in fire separation in Linen Closet – wall & ceiling to be repaired



Recommendations:

-combine units 8 & 9 into one unit so that the length of the corridor can be shortened to 6m

7. 3rd floor

General comments on 3rd floor

- the door that exits to grade requires an upgrade to the door hardware.
- the door that exits to grade requires an exit sign.
- ceilings have fallen in many locations due to water leak from roof compromising fire separations between floors. Roof replacement required.



Central light well / Residential Units

- Units in the center of the building (19, 21, 26, & 29) do not have windows to the exterior. They do have windows to a central light well to provide daylighting to the units.
- The spatial separation of the units looking into the central light well are insufficient to meet the limiting distance requirements for separate fire compartments

Recommendation:

- remove units that rely on the central light well for daylighting or replace windows in these units with fire rated glass block (per BCBC 3.2.3.5.2).
- provide upgraded door hardware and signage for door that exits to grade.



Port Alberni Fire Department
3699 10th Avenue
Port Alberni BC V9Y 4W3
250-724-1351

Inspection Report

Basic Info

Name	Port Pub Hotel
Address	5170 Argyle Street, Port Alberni, BC
Inspector Name	Derrin Fines
Completion Date	2024-05-22
Status	Unsatisfactory
Next Inspection Date	2024-05-29

Summary

Item	Status
Ensure fire lanes are kept unobstructed.	Sat
Lockbox keys.	Sat
Post building and unit address numbers.	Sat
Remove obstructions from fire department connection.	Sat
Fire Extinguisher requires annual inspection.	Sat
Mount portable fire extinguishers.	Sat
Replace missing fire extinguishers.	Sat
Exit sign requires annual inspection.	Sat
Remove sprinkler obstruction.	Sat

Findings

Item	Status	Code
Replace missing caps.	Unsat	See below code BCFC 6.4.1.1
Remove combustible waste materials.	Unsat	See below code BCFC
Excessive Storage of Combustibles in Building	Unsat	See below code BCFC 3.2.1.1

Item	Status	Code
Fire Alarm requires annual test Fire alarm is still required to be repaired and verified.	Unsat	See below code BCFC 6.3.1.2
Repair trouble condition. Fire Alarm in trouble mode. Some detectors have been bypassed pending separation repair	Unsat	See below code BCFC 6.7.1.1
Ensure signs are illuminated while building is occupied.	Unsat	See below code BCFC 6.5.1.6
Emergency Light requires annual test. Repair all emergency lights and perform annual test.	Unsat	See below code BCFC 6.5.1.7
Repair/replace defective equipment. Emergency lighting must be repaired to function as required	Unsat	See below code BCFC 2.7.3.1
Repair exit doors/hardware.	Unsat	See below code BCFC 2.2.2
Remove obstructions from access to exit door.	Unsat	See below code BCFC 2.7.1.6
Sprinkler/standpipe requires annual inspection. Sprinkler System requires repair and annual inspection	Unsat	See below code BCFC 6.4.1.1
Remove obstructions to access panels.	Unsat	See below code BCFC 5.1.2.2
Non-compliant use of extension cords.	Unsat	See below code BCFC 2.4.7.1
Replace missing cover plates. Multiple missing cover plates throughout the building	Unsat	See below code BCFC 5.1.2.2
Repair electrical fire hazards.	Unsat	See below code BCFC 2.6.3.1
Repair fire separation. Repair all holes in the drywall and ceilings	Unsat	See below code BCFC 2.2.1.2
Adjust or repair doors in fire separations to close and latch. All doors must close the opening, and be able to close and latch	Unsat	See below code BCFC 2.2.1.2
Prepare a Fire Safety Plan and submit to the Fire Department for review. Fire Safety Plan is required and has not been provided	Unsat	See below code Div. B Section 2.8
19. Other - Smoke detectors - Replace missing smoke alarms from all units	Unsat	See below code 0
19. Other - Interior staircase and fire escape - Repair	Unsat	See below code 0

Item	Status	Code
broken hand railing		

APPENDIX D

Inspection Code Reference

- (BCFC 6.4.1.1) ---:
- (BCFC) ---:
- (BCFC 3.2.1.1) ---:
- (BCFC 6.3.1.2) ---:
- (BCFC 6.7.1.1) ---:
- (BCFC 6.5.1.6) ---:
- (BCFC 6.5.1.7) ---:
- (BCFC 2.7.3.1) ---:
- (BCFC 2.2.2) ---:
- (BCFC 2.7.1.6) ---:
- (BCFC 5.1.2.2) ---:
- (BCFC 2.4.7.1) ---:
- (BCFC 2.6.3.1) ---:
- (BCFC 2.2.1.2) ---:
- (Div. B Section 2.8) ---:
- (0) --- No Code Name: No Code Description

APPENDIX D



ensure fire department connection is clear and replace cap



remove outside combustible storage



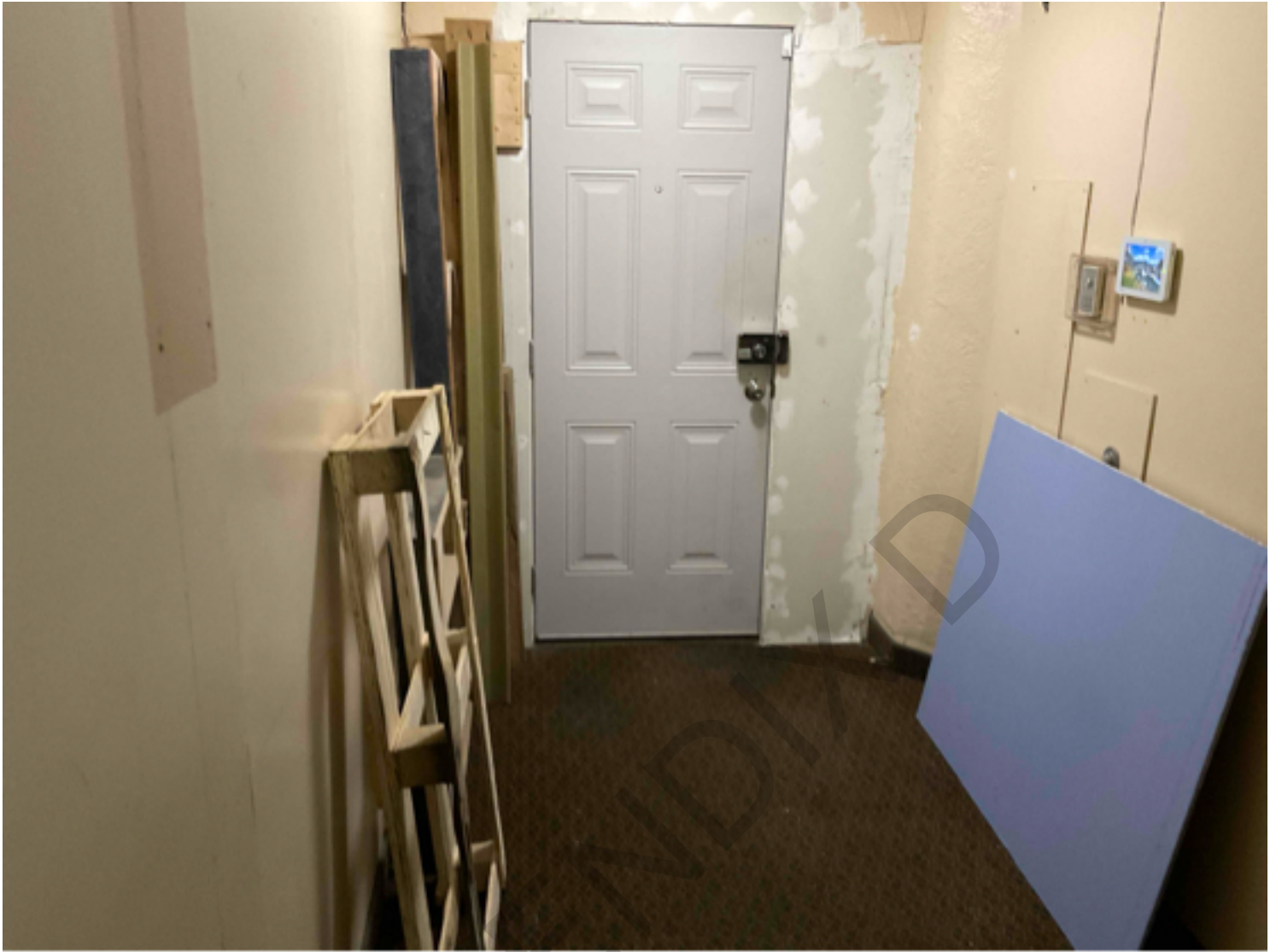
remove outside combustile storage



inside combustible storage



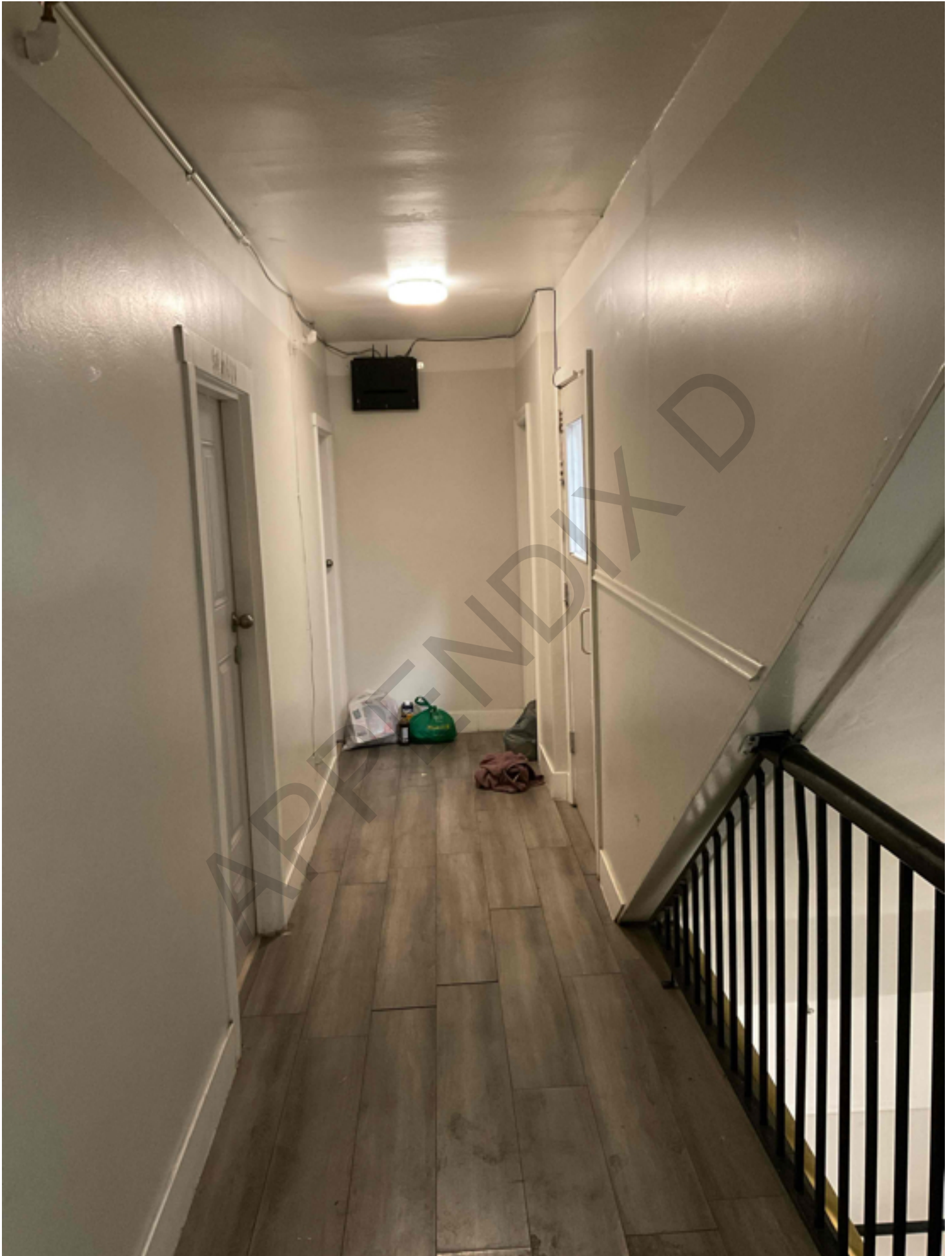
inside combustible storage



inside combustible storage



inside combustible storage



inside combustible storage



inside combustible storage



inside combustible storage



inside combustible storage



Fire alarm requires repair



Fire alarm requires repair



Fire alarm requires repair



Fire alarm requires repair



Replace bypassed detector



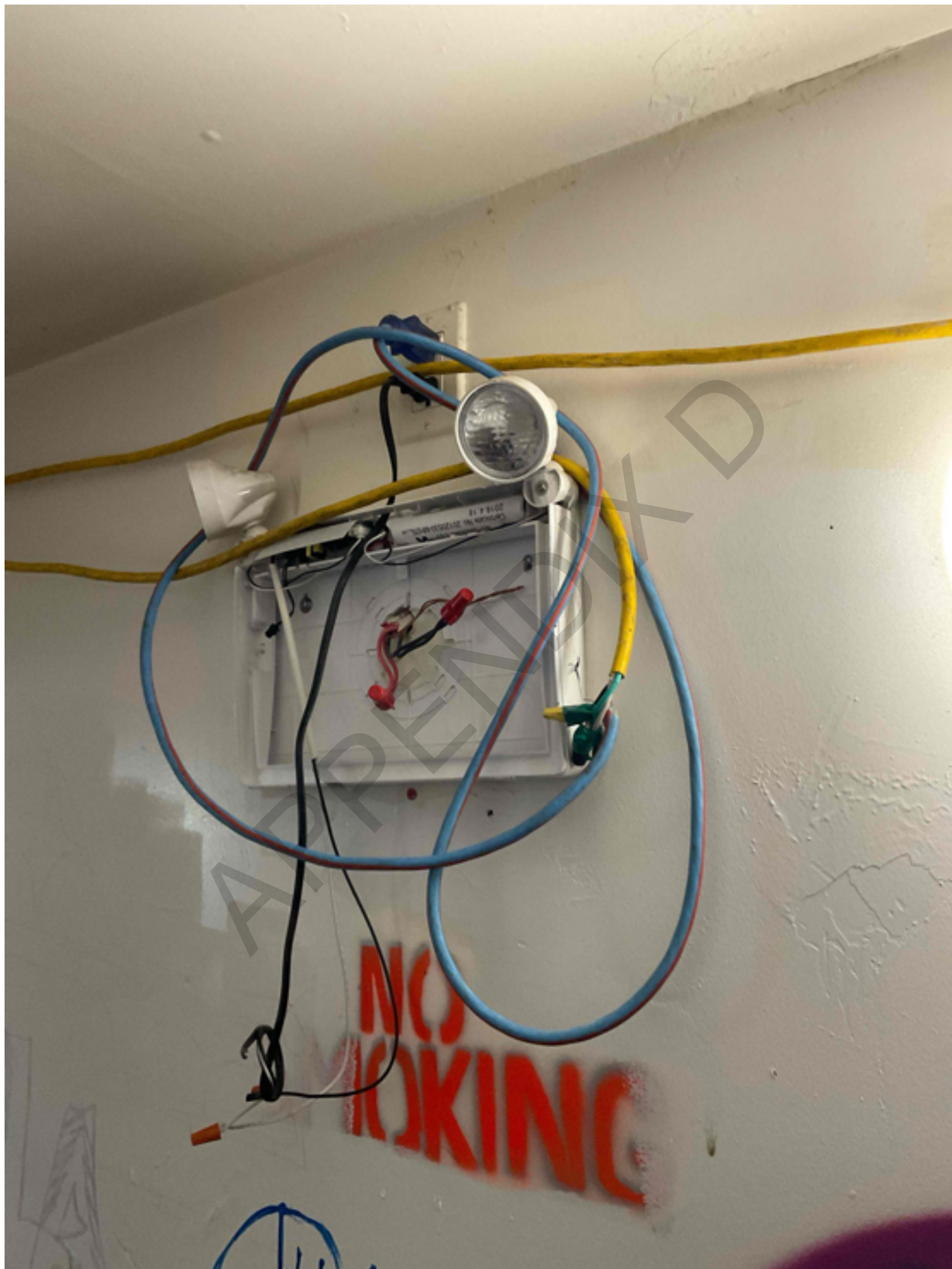
Replace bypassed detector



Replace bypassed detector



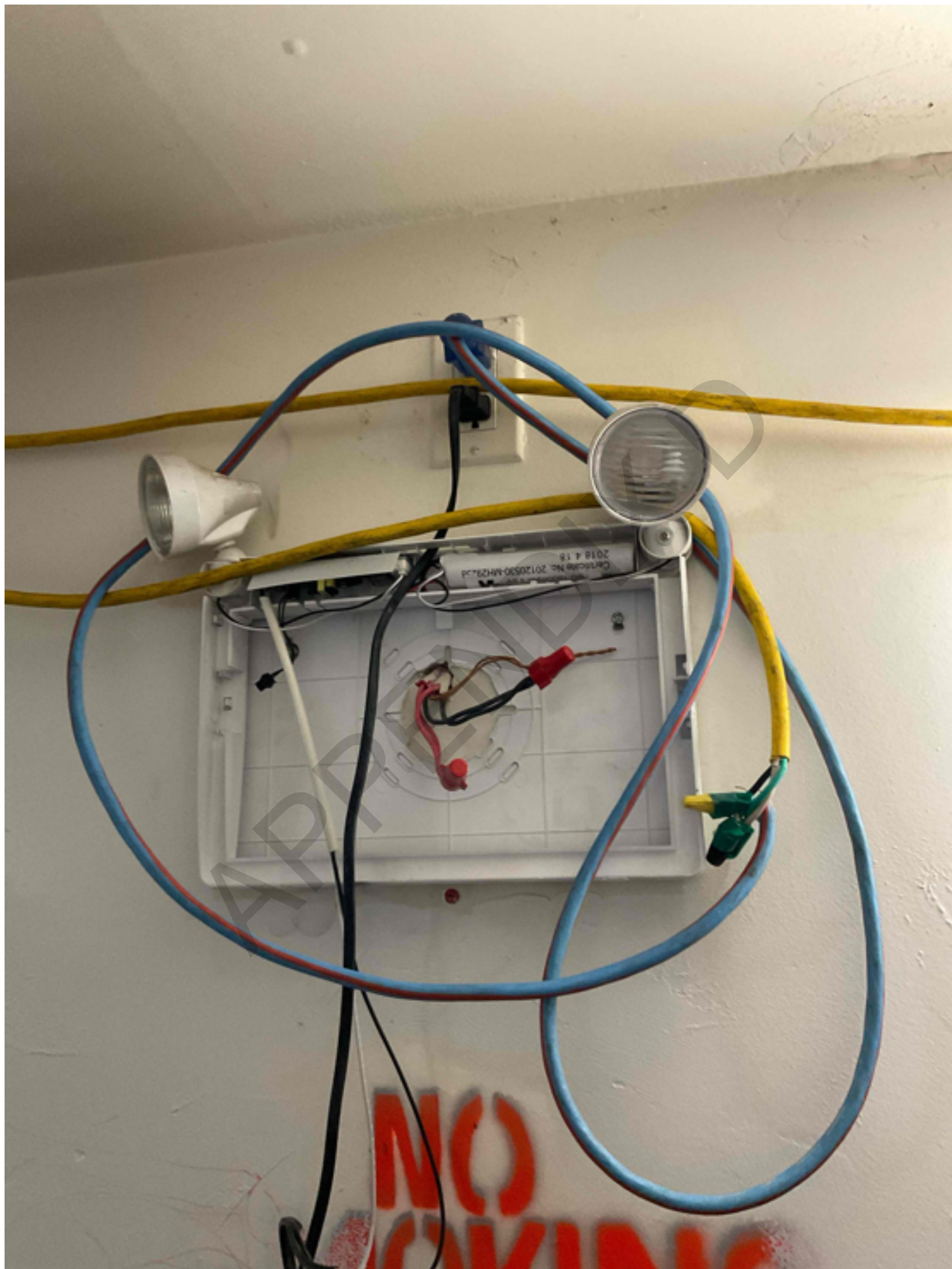
repair exit sign to illuminate



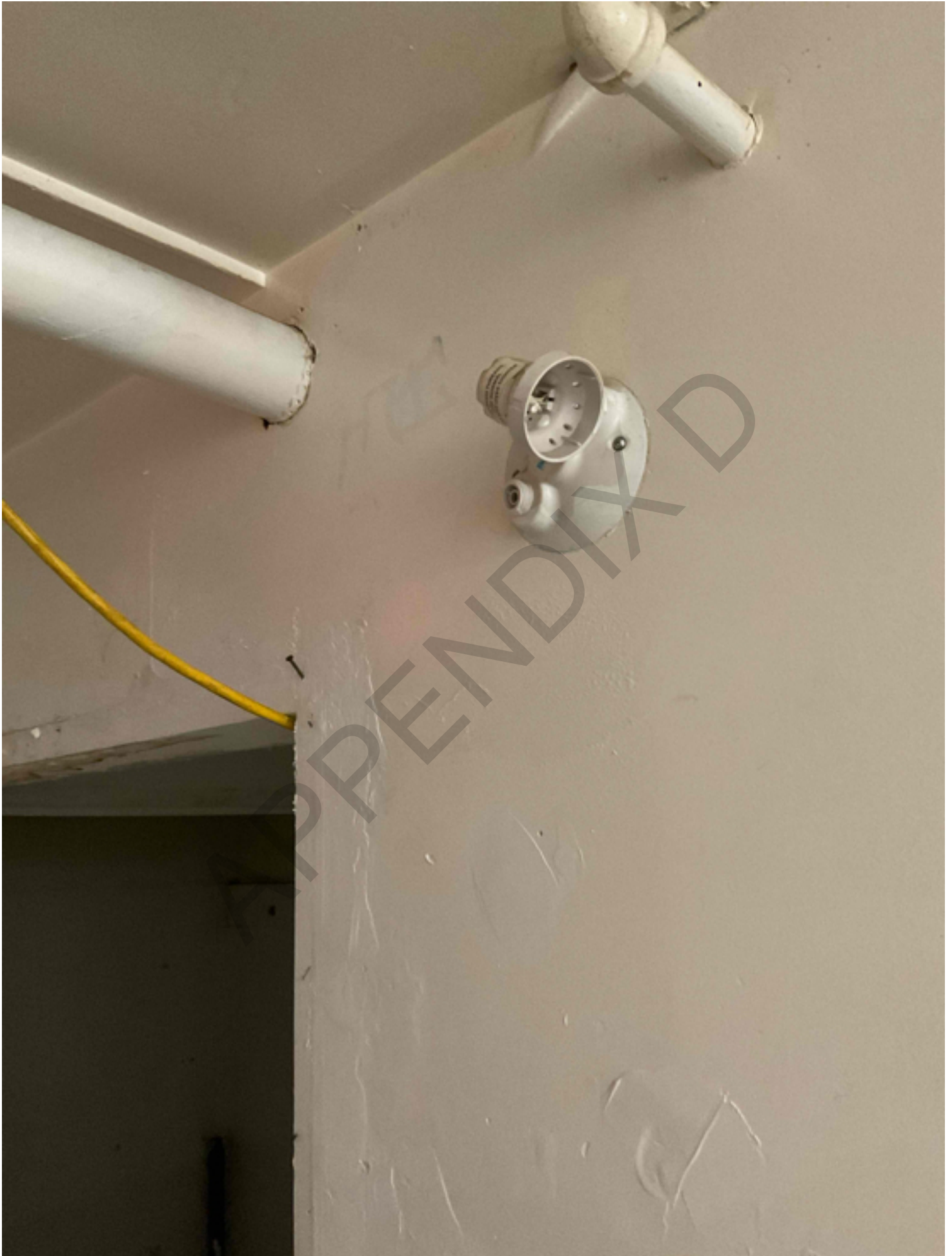
repair exit sign to illuminate



Repair emergency lighting



Repair emergency lighting



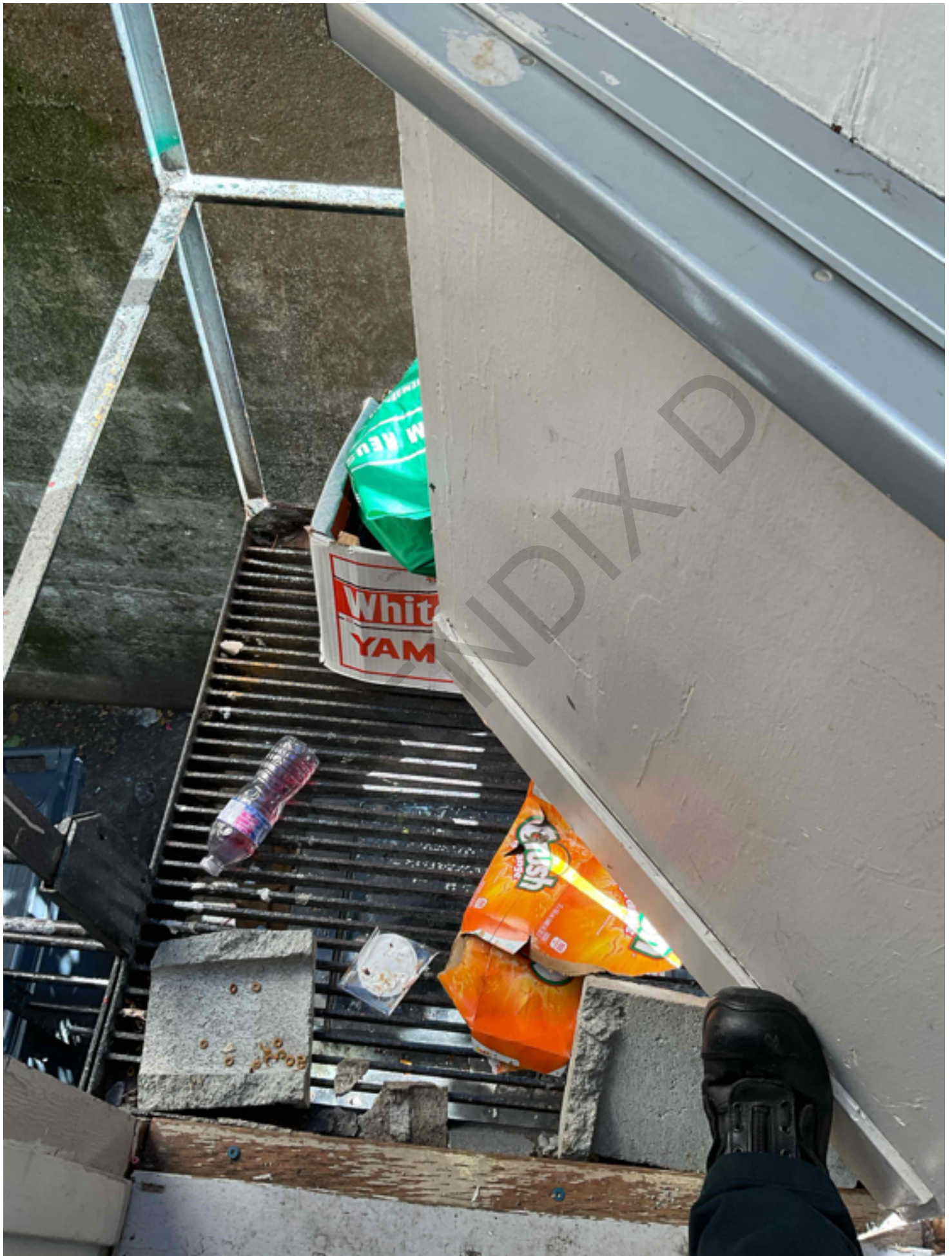
Repair emergency lighting



Repair emergency lighting



Repair exit door to close and latch



Repair exit door to close and latch



Repair exit door to close and latch



Repair exit door to close and latch



Remove slide locks on exit door



Repair exit door to open



Remove obstructions to exit door



Remove obstructions to exit door



Remove obstructions to exit door



Remove obstructions to exit door



Remove obstructions to exit door



Remove obstructions to exit door



Sprinkler System requires repair and annual inspection



Remove sprinkler obstruction



Remove obstruction to electrical panel



Non compliant use of extension cords



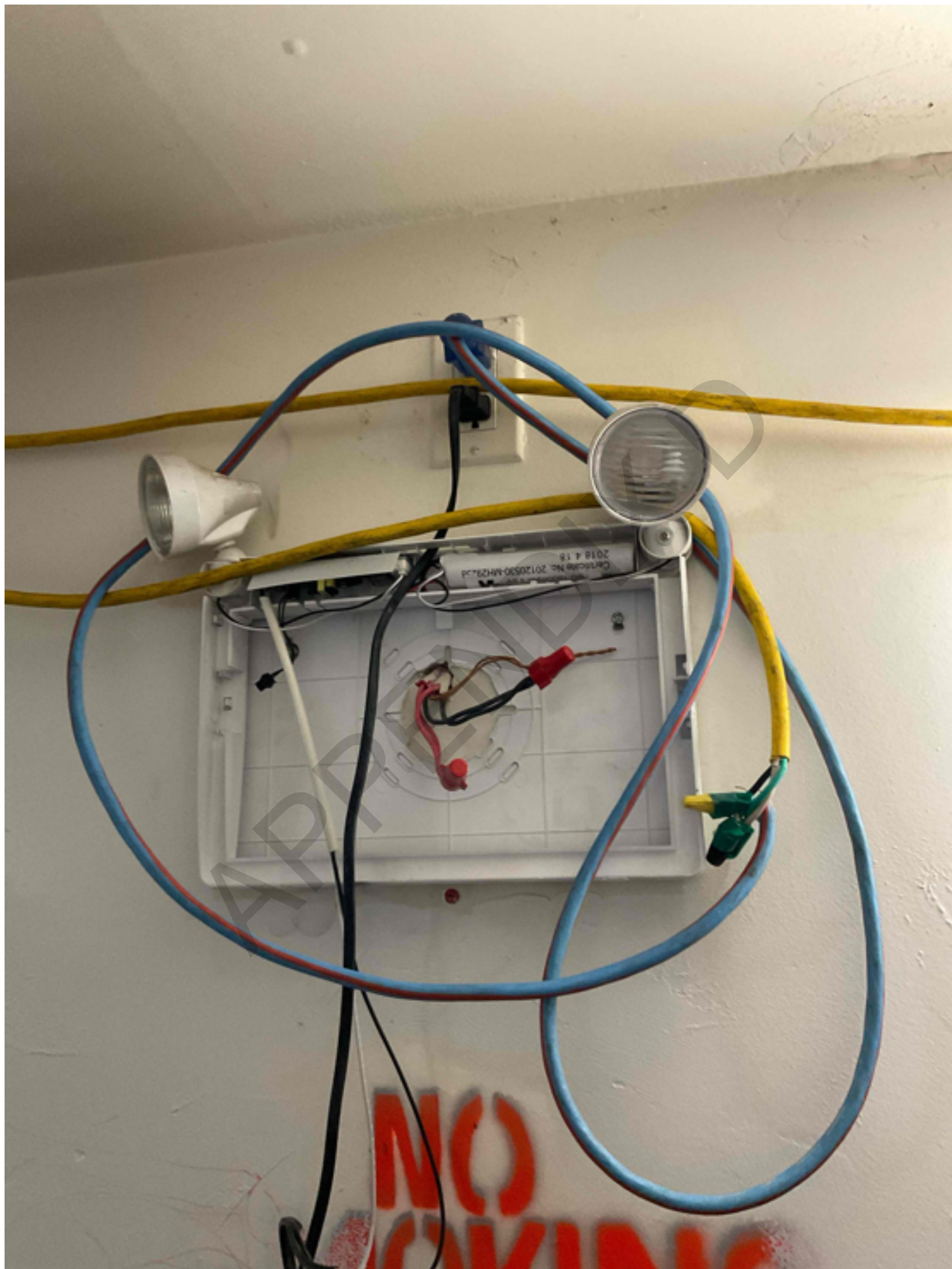
Non compliant use of extension cords



Non compliant use of extension cords



Non compliant use of extension cords



Non compliant use of extension cords



Non compliant use of extension cords



Non compliant use of extension cords



Non compliant use of extension cords



Replace missing cover plate



Replace missing cover plate



Replace missing cover plate



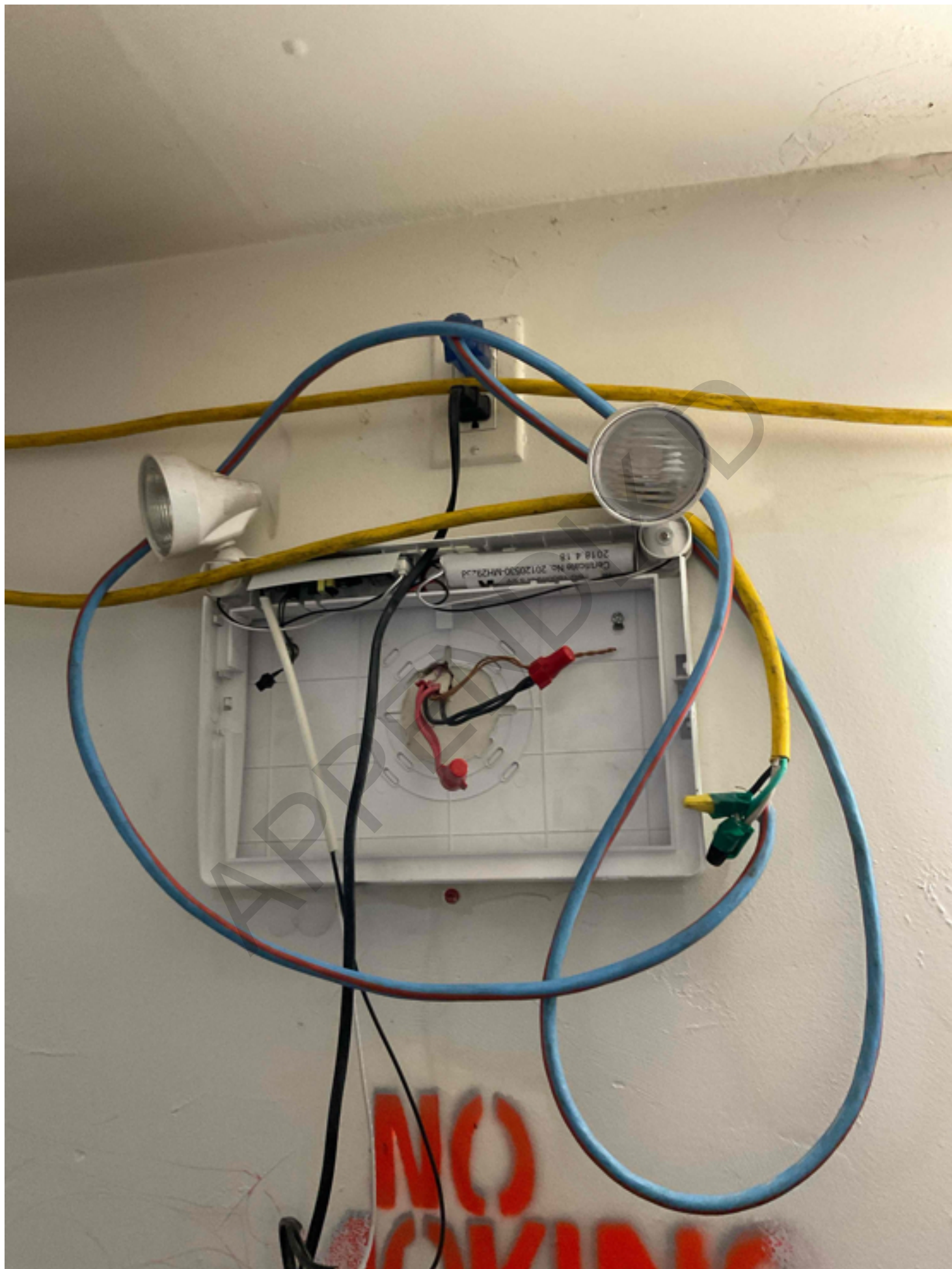
Replace missing cover plate



Repair electrical fire hazard



Repair electrical fire hazard



Repair electrical fire hazard



Repair electrical fire hazard



Repair fire separation



Repair fire separation



Repair fire separation



Repair fire separation



Repair fire separation



repair window



Repair door to close completely



Repair door to close completely



Repair door to close completely



Repair door to close completely



Remove non-compliant door hardware



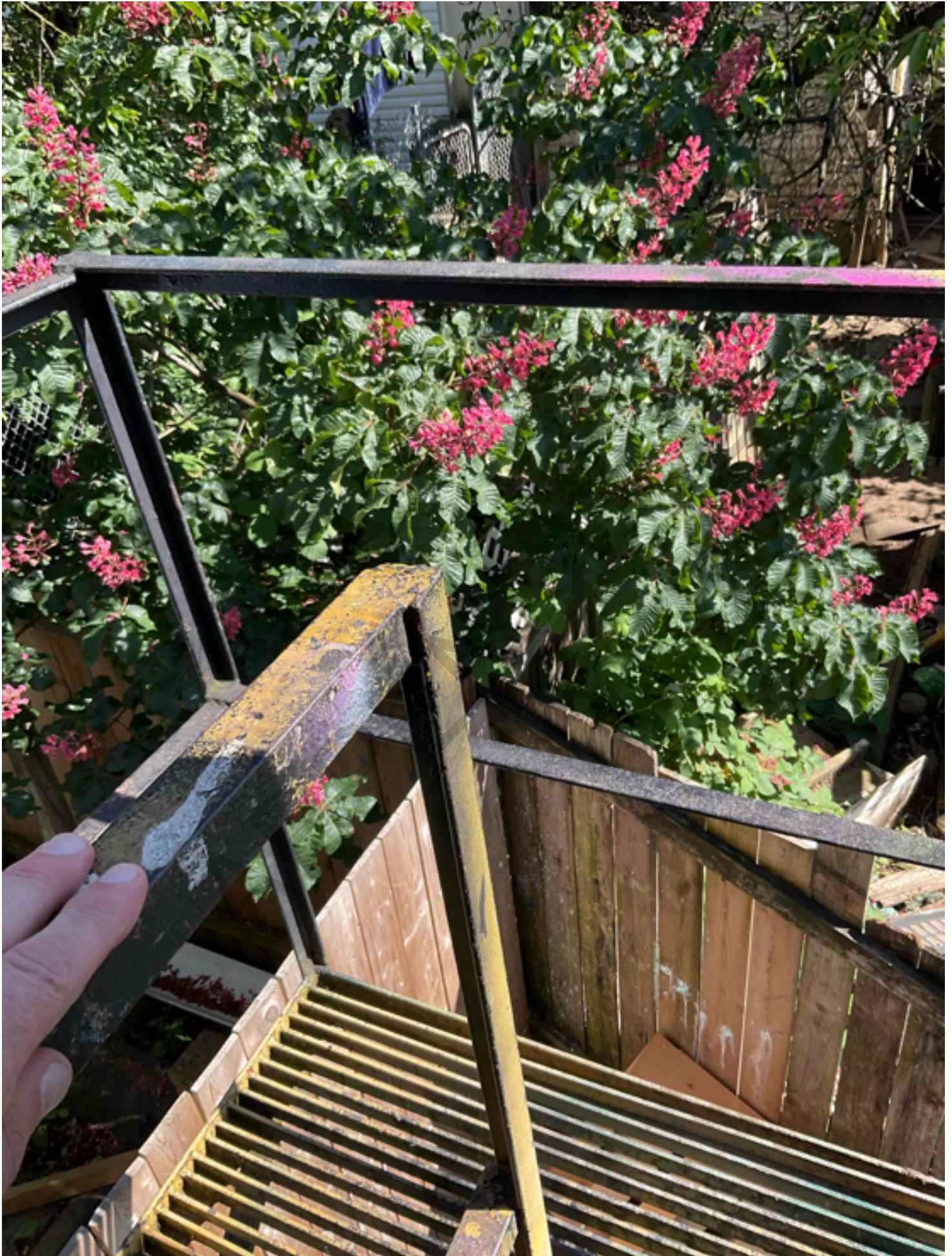
Remove non-compliant door hardware



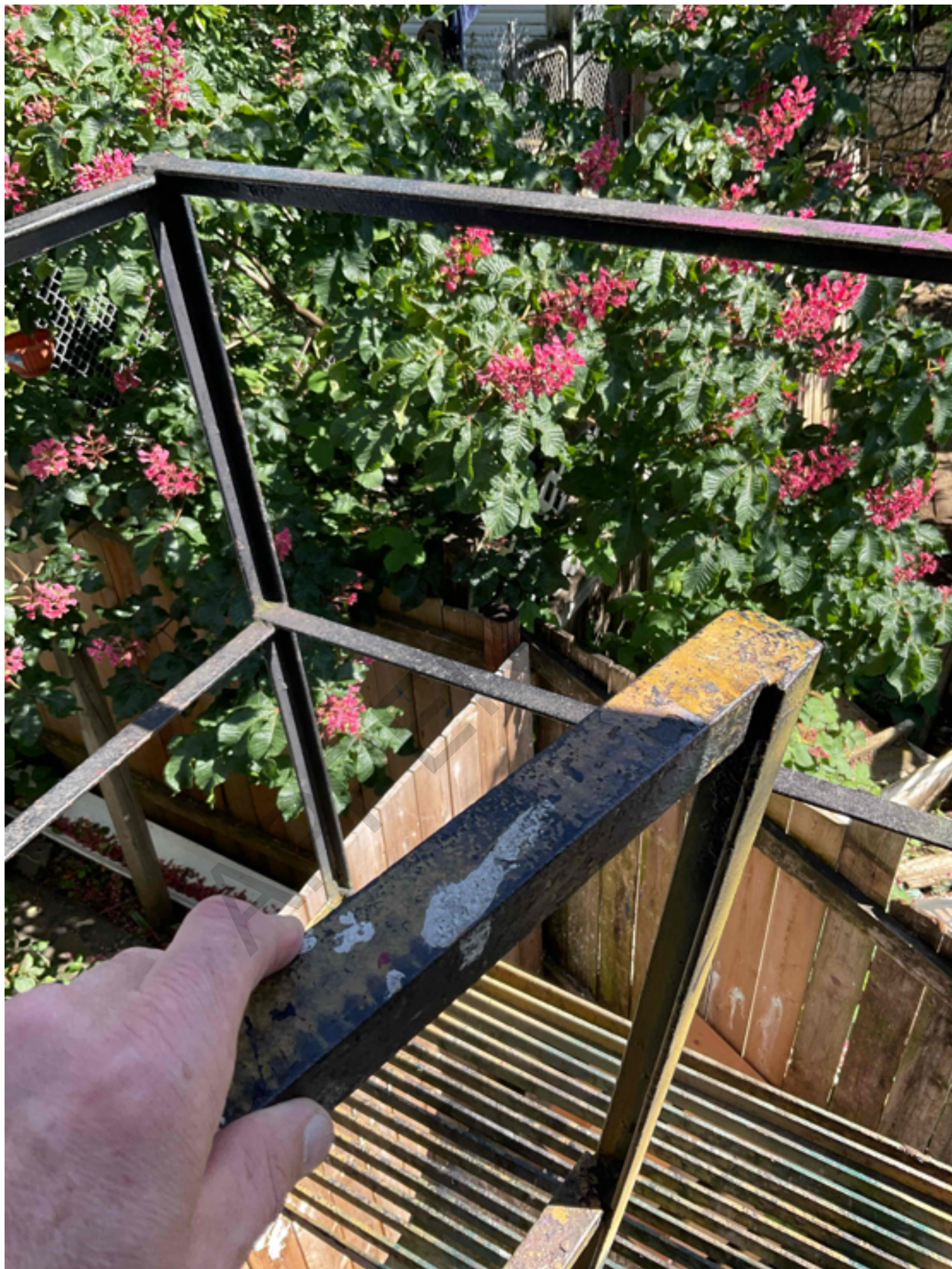
Repair door to close completely



Repair door to close completely



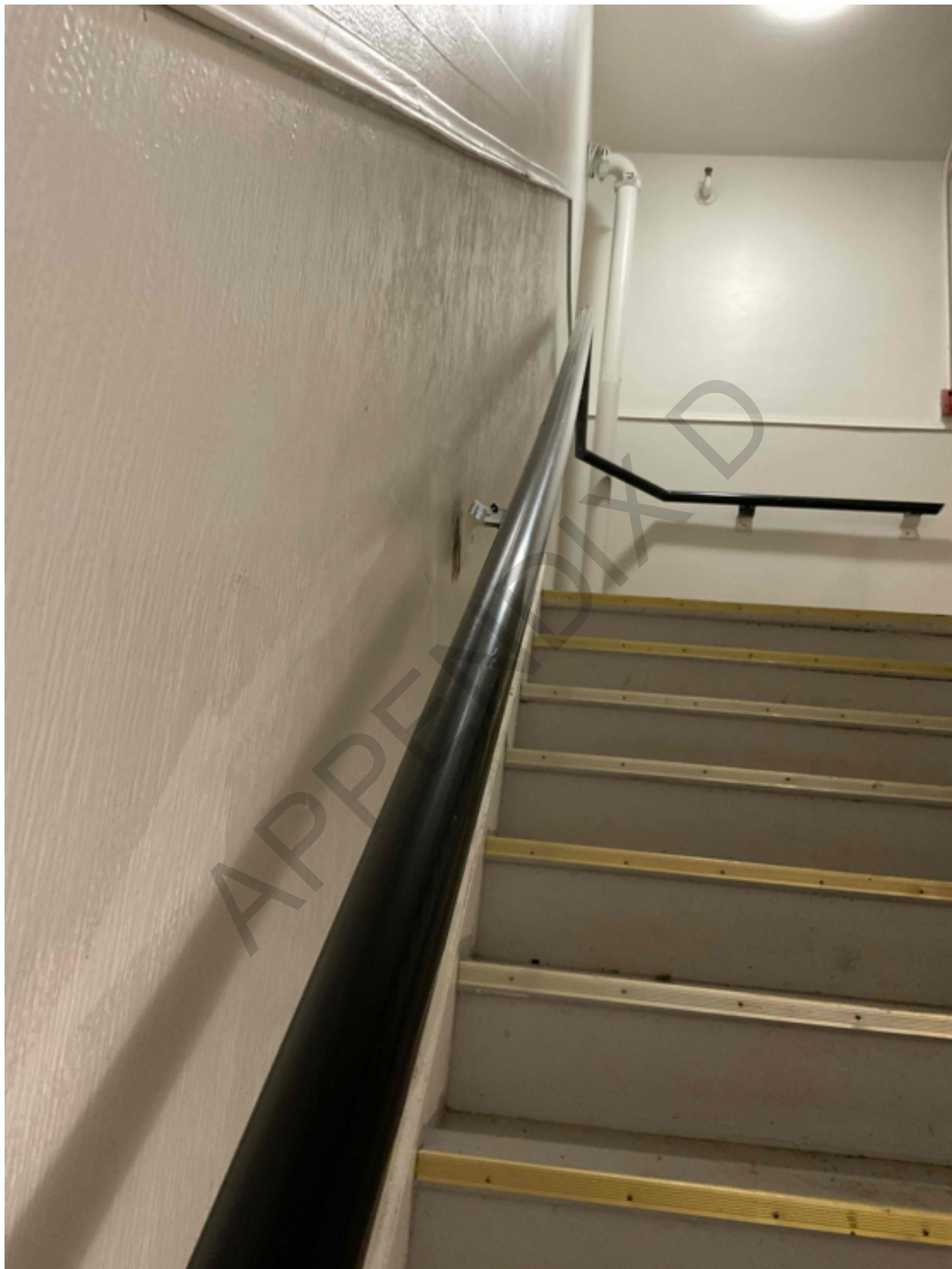
Repair damaged fire escape railing



Repair damaged fire escape railing



Repair damaged interior staircase railing



Repair damaged interior staircase railing

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

File Number: E0400-1139
Date: May 22, 2024

PROJECT: 5170 ARGYLE STREET, PORT ALBERNI, BC

SUBJECT: BULK ASBESTOS SAMPLE ANALYSIS

Please find attached our laboratory's results for analysis of material submitted for identification of Asbestos.

Sample examination was conducted in accordance with the NIOSH 9002 analytical method using polarized light microscopy and dispersion staining techniques. The detection limit of this method is listed as <1%.

This report relates only to material tested and any extrapolation of the results by the client is the responsibility of the client. Samples collected by the client cannot be confirmed as representative of materials sampled.

If Asbestos containing materials (ACM – defined by WorkSafe BC as containing at least 0.5% Asbestos and >0% for Vermiculite insulation) are identified in this report and remediation is indicated, the requirements of the B. C. Occupational Health & Safety Regulation Part 6.0 and related Guidelines should be met. This will require completion of a Risk Assessment by a 'Qualified Person' as described in Section 6.6.4. of the Regulations.

This report is not a 'Hazardous Materials Assessment' (Report), as defined in Section 20.112. In addition to this report, WorkSafe BC may require Section 20.112 to be met prior to commencement of work.

Samples will be disposed of after one month, unless otherwise instructed by you. If further clarification is required, please contact the undersigned. Thank you for the opportunity to be of service to you.

Yours truly,

LEA ENVIRONMENTAL HEALTH & SAFETY



Laurie Clark, B.Sc.
WorkSafeBC Certificate # ASB – 10002588
E-mail: lclark@lewkowich.com



Johanne Picard, B.Sc., RPIH
WorkSafeBC Certificate # ASB – 10002597
E-mail: jpicaard@lewkowich.com

Attachments (2): Certificate of Analysis
Chain of Custody

Bulk Asbestos Certificate of Analysis

Project #: E0400-1139 Client: City of Port Alberni Site Address: 5170 Argyle Street, Port Alberni, BC Sampled By: Client

Analyzed in accordance with NIOSH 9002 Asbestos (Bulk) by PLM

(Note: Estimated Limit of Detection (LOD) is <1% asbestos)

Legend:

ND Not Detected

Lab Sample #	Sample Description	Location	Phase Description	Phase %	Asbestos Type	Asbestos %	Other Material Type	Other Material	Analyst
E0400-1139-1a	Plaster	Ceiling #1	Paint - Silver	3	NO	ND	Non-Fibrous	100	LC
			Cream Mix	20	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	75	NO	ND	Non-Fibrous	100	LC
			Paper - Beige	2	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-1b	Plaster	Ceiling #1	Paint - Silver	5	NO	ND	Non-Fibrous	100	LC
			Cream Mix	25	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	65	NO	ND	Fibrous(Hair)/Non-Fibrous(2/98)	100	LC
			Paper - Beige	5	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-1c	Plaster	Ceiling #1	Paint - Silver	5	NO	ND	Non-Fibrous	100	LC
			Cream Mix	25	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	65	NO	ND	Fibrous(Hair)/Non-Fibrous(2/98)	100	LC
			Paper - Beige	5	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-2a	Stucco	Exterior #2	Paint - Off White	5	NO	ND	Non-Fibrous	100	LC
			Cream Mix	10	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	80	NO	ND	Fibrous(Hair)/Non-Fibrous(2/98)	100	LC
			Paper - Beige	5	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-2b	Stucco	Exterior #2	Paint - Off White	5	NO	ND	Non-Fibrous	100	LC
			Cream Mix	10	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	80	NO	ND	Fibrous(Hair)/Non-Fibrous(2/98)	100	LC
			Paper - Beige	5	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-2c	Stucco	Exterior #2	Paint - Off White	5	NO	ND	Non-Fibrous	100	LC
			Cream Mix	15	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	70	NO	ND	Fibrous(Hair)/Non-Fibrous(2/98)	100	LC
			Paper - Beige	10	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-3a	Plaster	Interior #3	Paint - Cream	30	NO	ND	Non-Fibrous	100	LC
			Cream Mix	50	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	20	NO	ND	Fibrous(Hair)/Non-Fibrous(1/99)	100	LC
E0400-1139-3b	Plaster	Interior #3	Paint - Cream	30	NO	ND	Non-Fibrous	100	LC
			Cream Mix	70	NO	ND	Non-Fibrous	100	LC
E0400-1139-4	Textured Drywall	Interior #3	Paint - Off White	5	NO	ND	Non-Fibrous	100	LC
			Fibrous Mix - White	15	NO	ND	Fibrous(Cellulose)/Non-Fibrous(5/95)	100	LC
			Paint	5	NO	ND	Non-Fibrous	100	LC
			Joint Compound - Light Cream	15	NO	ND	Non-Fibrous	100	LC
			Paper - Cream	15	NO	ND	Fibrous(Cellulose)	100	LC
			Joint Compound - Off White	20	YES - Chrysotile	1-3	Non-Fibrous	97-99	LC
			Paper - Cream/Beige	25	NO	ND	Fibrous(Cellulose)	100	LC

Bulk Asbestos Certificate of Analysis

Project #: E0400-1139 Client: City of Port Alberni Site Address: 5170 Argyle Street, Port Alberni, BC Sampled By: Client

Analyzed in accordance with NIOSH 9002 Asbestos (Bulk) by PLM

(Note: Estimated Limit of Detection (LOD) is <1% asbestos)

Legend:

ND Not Detected

Lab Sample #	Sample Description	Location	Phase Description	Phase %	Asbestos Type	Asbestos %	Other Material Type	Other Material	Analyst
E0400-1139-5	Drywall 1	Interior #4	Paint - Off White	5	NO	ND	Non-Fibrous	100	LC
			Joint Compound - White	20	NO	ND	Non-Fibrous	100	LC
			Paper - Cream	15	NO	ND	Fibrous(Cellulose)	100	LC
			Joint Compound - White	25	NO	ND	Non-Fibrous	100	LC
			Paper - Cream/Beige	35	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-6	Drywall 2	Interior #4	Paint - Off White	5	NO	ND	Non-Fibrous	100	LC
			Joint Compound - White	25	NO	ND	Non-Fibrous	100	LC
			Paper - Cream	15	NO	ND	Fibrous(Cellulose)	100	LC
			Joint Compound - White	25	NO	ND	Non-Fibrous	100	LC
			Paper - Cream/Beige	30	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-7	Textured Plaster	Interior #3	Paint - Off White	1	NO	ND	Non-Fibrous	100	LC
			White Mix	3	NO	ND	Non-Fibrous	100	LC
			Paint	1	NO	ND	Non-Fibrous	100	LC
			Off White Mix	10	NO	ND	Non-Fibrous	100	LC
			Cementitious - White/Dark Aggregate	75	NO	ND	Fibrous(Hair)/Non-Fibrous(2/98)	100	LC
			Paper - Beige	10	NO	ND	Fibrous(Cellulose)	100	LC
E0400-1139-8	Vinyl Floor Tile	Interior	Vinyl - Cream	95	NO	ND	Non-Fibrous	100	LC
			Mastic - Black	5	NO	ND	Fibrous(Cellulose)/Non-Fibrous(2/98)	100	LC

Lewkowich Engineering Associates Ltd.

Laboratory Chain of Custody Form

LABORATORY USE ONLY	
Job Number: <u>E0400-1139</u>	Page: <u> </u> of <u> </u>

Company	<u>CITY OF PORT ALBERNI</u>	Report To	
Billing Contact	<u>EVAN BOROVICA</u>	Email	
Billing Address		CC Email	
City, Province		Phone	
Postal Code		Mobile	

SAMPLING ADDRESS <u>PORT PUB</u> <u>5170 Argyle St., Port Alberni</u>	CLIENT PO #
	CLIENT PROJECT NUMBER

SAMPLE TURN AROUND TIME (see Notes)	REGULAR <input type="checkbox"/> NEXT DAY <input type="checkbox"/> SAME DAY <input type="checkbox"/> Stop Positive <input type="checkbox"/>
-------------------------------------	---

Notes: Same Day Surcharge +100% of Regular • Next Day Surcharge +50% of Regular
 External Lab Courier Charges Extra at Cost
 Sample Disposal Fees May Apply
 Same Day Samples Must Be Received in Lab by 1300

	Sample Type	Sample Location/Room	Sampled By	Date Sampled	Analysis Type											
1	<u>CONCRETE</u>	<u>CEILING</u>	<u>CLIENT</u>		Asbestos Bulk	Asbestos Filter	Lead Bulk	Lead Filter	Lead Wipe	Leachable Lead	Total/Resp PNO	Silica (RCS)	Spore Trap	Viable Cultures (Air)	Fungal Bulk/Tape	
2	<u>STUCCO</u>	<u>EXTERIOR</u>														
3	<u>DJC</u>	<u>INTERIOR</u>														
4	<u>TEXTURED DRYWALL</u>															
5	<u>TEXTURED DRYWALL</u>															
6	<u>"</u>															
7	<u>TEXTURED PLASTER</u>															
8																
9																
10																

Relinquished By: (PLEASE PRINT)			
Name	<u>E. Borovica (C. of PA)</u>	Date /Time	
Name	<u>J. Picard (LEA)</u>	Date /Time	
Name		Date /Time	

LABORATORY USE ONLY	
Received By	<u>JLC</u>
Date	<u>16 May 2024</u>
Time	<u>0800</u>



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1900 Boxwood Road
 Nanaimo, BC V9S 5Y2
 (250) 756-0355



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street
Port Alberni, B.C. V9Y 1V8
Tel. (250) 723-2146 Fax: (250) 723-1003

NOTICE OF HAZARDOUS MATERIALS NOTICE TO RESIDENTS AND OTHER AFFECTED PERSONS

May 28, 2024 @ 6:00 pm

Delivered by Email



Re: Lot 24 Block 86 District Lot 1 Alberni District Plan VIP 197
Lot 23 Block 86 District Lot 1 Alberni District Plan VIP 197
Civic Address: 5170 Argyle St, Port Alberni, BC

TAKE NOTICE THAT the presence of asbestos has been confirmed at 5170 Argyle Street. Asbestos is a hazardous material that poses a risk to health. In light of this information, the City of Port Alberni is recommending that all tenants find alternative lodging as soon as possible to minimize their exposure to this harmful substance. Notices will be delivered to tenants this evening and posted on all entry and exit doors.

The City's priority is the safety and well-being of all individuals involved and are working closely with WorkSafe BC, the Province, BC Housing and local service providers to address this situation. The City of Port Alberni will provide an update on Wednesday, May 29th.

CITY OF PORT ALBERNI


Mike Fox
Chief Administrative Officer
250.723.2146
mike_fox@portalberni.ca

c: D. Leurebourg, Director of Corporate Services
Chief Owens, PAFD
M. Massicotte, Manager of Community Safety and Social Development



City Hall
4850 Argyle Street
Port Alberni, B.C. V9Y 1V8
Tel. (250) 723-2146 Fax: (250) 723-1003

NOTICE OF HAZARDOUS MATERIALS NOTICE TO RESIDENTS AND OTHER AFFECTED PERSONS

May 28, 2024 @ 6:00 PM

TAKE NOTICE THAT the presence of asbestos has been confirmed at 5170 Argyle Street. Asbestos is a hazardous material that poses a risk to health. In light of this information, the City of Port Alberni is recommending that all tenants find alternative lodging as soon as possible to minimize your exposure to this harmful substance.

The City's priority is the safety and well-being of all individuals involved and are working closely with WorkSafe BC, the Province, BC Housing and local service providers to address this situation. The City of Port Alberni will provide an update on Wednesday, May 29th.

CITY OF PORT ALBERNI

Mike Fox
Chief Administrative Officer
250.723.2146
mike_fox@portalberni.ca



CITY OF PORT ALBERNI FIRE DEPARTMENT FIRE ORDER

May 29, 2024

The Owner(s)



5170 Argyle St
Port Alberni, BC

Attn: Property Owner(s)

BY ORDER OF THE FIRE CHIEF – City of Port Alberni

On February 21, 2024, a Fire Order was issued for your property and/or business(es) at 5170 Argyle St. An excerpt from that Fire Order, "Therefore, based on the above information, I, Mike Owens, Fire Chief, City of Port Alberni, do hereby Order that the Fire Alarm System be repaired and verified by a professional as fully functional. Until such a time as I receive a verification report to my satisfaction indicating that the alarm has been verified by a professional you are hereby required to hire a third-party security company to supply at least two (2) security officers to provide a fire watch on the building and to maintain records of their fire watch duties. The security officers will be tasked with calling 911 immediately upon any alarm activation or any sign of smoke or fire."

The owner(s) failed to immediately have the Fire Alarm System repaired and verified by a professional as fully functional. The owner(s) also failed to hire a third-party security company to provide a fire watch, so the City of Port Alberni hired a fire watch on your behalf; these costs, plus administration fees, will be passed on to the owner(s) to pay.

By February 26th, the timeline to complete the action items on the Remediation Order had lapsed. A subsequent inspection found that the vast majority of the action items required in the Remediation Order were not completed. That inspection, as well as at least 10 additional inspections by the Chief Fire Prevention Officer since then, have shown major deficiencies.

On May 5th, a property representative shut off the sprinkler system after a sprinkler activation in one of the suites. The following morning, the property representative was instructed to have the sprinkler system repaired and reactivated as soon as possible.

This month, a small sample of debris from the building was sent to a laboratory for analysis, and we were informed that it tested positive for asbestos.

On May 28th, the City was advised by a WorkSafe BC Officer that the building should be treated as a moderate to high risk for asbestos until proven otherwise. The health and safety of residents, employees and contractors is paramount. As such, we cannot have the Fire Watch continue in a building that is to be treated as a moderate to high risk for asbestos. With the Fire Alarm system

not repaired or verified, the sprinkler system inoperable, and an inability to maintain a Fire Watch, the building is no longer safe for residents, employees or contractors.

The City's Fire Control Bylaw No. 4876 grants the Fire Chief the authority to issue an order to ensure full and proper compliance with this Bylaw or to remove or otherwise deal with the Fire Hazard or other danger, specifically, Section 29 – Fire Orders, states, in part:

"if conditions exist in or upon any premises which in the opinion of the Fire Chief constitutes a Fire Hazard, or other danger to life or property may, in writing, issue such an order."

Therefore, I, Mike Owens, Fire Chief, City of Port Alberni, do hereby Order that the building be vacated by 1500 Hours on Wednesday, May 29, 2024, and remain vacated. Further, the building must be secured to prevent further occupancy until the Fire Chief determines that existing conditions no longer pose a danger to life or property.

You are required to retain an Architect to assess the condition of the building and suitability for occupancy. If repairs are necessary, an Architect shall prepare the necessary building permit application and plans for the identified works for review by the Development Services Department to determine if a Building Permit may be necessary prior to undertaking any repair/construction works. Once a Building permit has been issued, any repairs can commence. The Architect must submit all requirements to the Development Services Department for approval. Once this process has been completed to the satisfaction of the Development Services, the Fire Chief will be satisfied that existing conditions no longer pose a danger to life or property.

Entry to the structure, except as described above, is strictly prohibited without the expressed authorization of myself, my designate, or a City of Port Alberni Building Inspector.

Respectfully,
CITY OF PORT ALBERNI



Mike Owens
Fire Chief

C: City Council
M. Fox, CAO

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JUN 14 2024

CITY OF PORT ALBERNI

Uptown Merchants' Association

3036 Third Avenue

Port Alberni BC

V9Y 2A5

Tel: 250-724-5851

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

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

June 24 RCM

VIA E-MAIL

14 June 2024

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

Dear Mayor and Council:

Re: Grassroots Uptown Market Road Closure Request

We are, once again, planning to hold a Market in the Uptown area.

This year we have determined that we will only be closing the 3rd Avenue block between Argyle and Angus.

Our scheduled dates are July 17 and August 21, 2024.

As we have done this before, we are aware of the requirements for stoppage of traffic and insurance.

We look forward to hearing from you at your earliest convenience.

Yours truly,

Christine Washington
Chair, Uptown Merchants' Association



WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY

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CITY OF PORT ALBERNI

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☐ Development Services
☐ Community Safety
☐ Other

RCM June 24/24
File # 80020W111HS June 13, 2024

Mr. Mike Fox,

CAO – City of Port Alberni.

Dear Sir,

Re. 2024 "Antique Trucks & Machinery Show, August 31-Sept. 1, 2024"

We wish to inform Council, through you, of our annual Truck Show to be held at the Industrial Heritage Centre (IHC) on the Labour Day weekend. As we have requested in previous years, we would like to block off Dunbar Street between 7th and 9th Avenue, to make the site safer. We would keep the road clear for the passage of Emergency vehicles, of course, but do not want the General Public driving through the site during Set-up, the Show and Take-down.

We would like to close off the street from 5 p.m., Friday, August 30 to 5 p.m., Sunday, Sept. 1st.

We will inform our neighbours on 7th and 9th Avenue of the temporary closure. We would like to borrow some City plastic barriers to block both ends of that section of Dunbar Street. There will be Security on site overnight during the Show.

The local Emergency services are being informed of this Event.

If you have any concerns or suggestions, please let us know. You are of course invited to come to the Show, as it is part of your bailiwick in any case!

Yours sincerely,

[Redacted Signature]

D. Hooper, Event Organizer

Tel. [Redacted]

E-mail: [Redacted]

Copies to: RCMP, P.A. Fire Dept., BC Ambulance Service, R. Corbeil

ANTIQUE TRUCKS & MACHINERY SHOW 2024 PORT ALBERNI

August 31—Sept. 1st
INDUSTRIAL HERITAGE
CENTRE

Sat. 10 a.m to 5 p.m.
Sun. 10 a.m. to
3 p.m.



Radio –controlled
Models

Model logging & road–
building demos.

Information / Registration:

—D. Hooper

E-mail:

FREE ADMISSION / Everyone Welcome

FIRE TRUCKS

Old and New .

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JUN 19 2024

CITY OF PORT ALBERNI

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

File # 8100-01 **RCM June 24/24**

From: k [REDACTED] allen [REDACTED]

Sent: June 19, 2024 12:08 AM

To: Sharie Minions <sharie_minions@portalberni.ca>

Cc: Dustin Dame <Dustin_Dame@portalberni.ca>; John Douglas <John_Douglas@portalberni.ca>;

Debbie Haggard <debbie_haggard@portalberni.ca>; Charles Mealey <Charles_Mealey@portalberni.ca>;

Todd Patola <Todd_Patola@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>

Subject: 1st Annual Equinox Garlic Festival- Request to Mayor and Council for an extension to the Spirit Square Farmer's Market hours of operation

June 13, 2024

Port Alberni City Council
City of Port Alberni
Port Alberni, BC V9Y 1V8

Dear Port Alberni City Council members,

I am writing on behalf of the organizing committee for the first annual Equinox Garlic Festival presented by the Spirit Square Farmer's Market (SSFM) at Harbour Quay. We are excited to bring this event to the community and are anticipating a significant turnout from both local residents and visitors.

The Equinox Garlic Festival aims to celebrate local agriculture, food, and crafts, offering a unique opportunity for community engagement and economic support for local producers and artisans. The event will feature various activities, for all ages including educational workshops, entertainment, all centred around garlic.

We would like to operate the festival in conjunction with our regular Saturday morning market, and we are requesting permission on behalf of the SSFM Board of Directors and vendors to extend our use of the Spirit Square area at Harbour Quay until 3:00 PM on Saturday, September 21, 2024. The festival and market would end at 2:00pm and the additional hour would provide time for clean-up and for vendors to pack up and exit the square.

We will be extending an invitation to all the surrounding businesses to participate in the garlic theme for that day and we believe that extending the time and space of the market will greatly enhance the experience for all participants and help ensure the festival's success. We assure you that we will adhere to all guidelines and regulations to maintain the area and manage the event efficiently.

In addition, we would like to utilize some additional space as detailed in the attached map. This extension and additional space will allow us to accommodate all planned activities, vendors, and guests comfortably and safely. Please consider approaching the use of this addition to the normal Saturday footprint of the market, in order for us to host a demonstration/speaker in the tent adjacent to the playground where the musicians hired by the market sometimes play on Saturday mornings.

The other area we would like to use is an approximate 10 foot section along the grassy side of the playground against the covered walkway area that is parallel to the parking spaces along the foot of Argyle Street. The tables would be set up in such a way that there would be lots of room for people to walk or pass by with any mobility devices or baby carriages. This set up would be similar to the Solstice Arts Festival with the tables across from the facing onto the grass by the playground.

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JUN 24 2024
CITY OF SEASIDE

Thank you for considering our request for the additional time and space for this exciting event. We are happy to provide any additional information or meet to discuss this further at your convenience. We look forward to your positive response and to making the Equinox Garlic Festival a memorable and successful event for our community.

Sincerely,

K [REDACTED] Allen
Spirit Square Farmer's Market Board
-Equinox Garlic Festival Organizing Committee Member
equinoxgarlicfestival2024@googlegroups.com
[REDACTED]







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JUN 11 2024

CITY OF PORT ALBERNI

June 11, 2024

B.C. Municipalities and Regional Districts

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

CR-6871

RE: Support for Downloading Costs on Municipalities

Dear Municipalities of BC,

Kamloops City Council recently received a report titled "The Financial Impacts of Higher-Level Government Policy Change" at a May 28, 2024, Council meeting. The report highlighted a number of significant costs that have been downloaded to the municipality due to changes in policies or lack of Provincial action. It is attached for your reference.

Next steps are necessary in order to create a call to action for all provincial party leaders in British Columbia as the election approaches.

It is also crucial that we bring these costs to the attention of our constituents as they grapple with significant increases to taxation at the local level and seek to bring responsibilities and associated costs back into appropriate scope for all levels of Canadian government. We are therefore urging fellow municipalities in British Columbia to perform a similar evaluation of the costs of higher-level government policy changes on your communities so that we can effectively bolster the advocacy already happening through UBCM in concrete terms.

Through our collective strength, and as one unified voice committed to seeing positive change in our communities, we can make a difference for the citizens who have chosen to make British Columbia home.

Sincerely,

Councillor Katie Neustaeter
Deputy Mayor, City of Kamloops

cc: Council
David Hallinan, Corporate Services Director, City of Kamloops

ADMINISTRATIVE REPORT TO COUNCIL
ON
FINANCIAL IMPACTS OF HIGHER-LEVEL GOVERNMENT POLICY CHANGE

PURPOSE

The purpose of this report is to provide Council with information pertaining to the impact that various changes at senior levels of government have had on City operations and budgets over the past five years.

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Safety and Security**
 - Safety: We prioritize the safety of our community for residents, businesses, and visitors.
 - Housing: We proactively create opportunities to increase the inventory of diverse housing supply so that residents can access and move throughout the housing continuum.
 - Social Supports: We intentionally collaborate with key partners to create innovative solutions that respond to and address the community's needs.
 - Emergency Preparedness and Response: We build community resiliency, mitigate the impacts of emergency events, streamline response, and ensure our protective services align with evolving needs.
- **Governance and Service Excellence**
 - Asset Management: We plan for the development, improvement, repair, and replacement of our infrastructure.
 - Fiscal Responsibility: We are accountable to Kamloops residents and businesses in providing effective management, best value, and responsible use of tax dollars.
 - Service Excellence: We promote the continuous development of staff and encourage innovation in process and service delivery.
- **Livability and Sustainability**
 - Healthy Community: We foster an environment that supports and promotes healthy living through community, recreation, and social connection.
 - Inclusivity: We reduce barriers for underrepresented groups to bring inclusivity, diversity, and fairness to our community.
 - Climate Action: We practice discipline in our environmental responsibility by enhancing the City's resiliency and capacity for mitigating climate change. We actively implement actions to reduce our environmental impacts.
- **Economic Health**
 - Business Development: We ensure our efforts and investments are measurable and accountable.
 - Economic Strength: We build strategies to increase our competitive advantage, cultivate growth, and support our residents.

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SUMMARY

On January 9, 2024, Council requested staff bring forward a summary of the City's costs associated with senior levels of government downloading services onto municipalities. The issue of downloading is complex and has become muddled by the impact of the various services that are expected to be provided by various levels of government. Services such as medical response become less clear when the interdependence between policing, fire, and ambulance services are called upon to address an emergency.

Other conditions are very clear and easily identified, as the relationship between federal and provincial responsibilities and those of local governments is easily distinguishable. Growing centres face increasing demands for service delivery to address growing social and health needs related to poverty, homelessness, and medical support. At the same time, the financial challenges facing all levels of government require alignment to provide services effectively. This report will focus on the different forms of downloading in six key focus areas:

- gaps in service delivery - areas where policy and/or service delivery should fall under federal or provincial jurisdiction
- senior government services shortfalls - areas where service is delivered by senior government and there are gaps in the service level addressed by the local government
- legislative and regulatory framework - changes to senior government legislative and regulatory framework that impacts municipal budgets
- property taxation policy and partnering - changes by senior government to property tax policy that impacts the City's ability to collect or increase taxes and partnering on infrastructure upgrades
- emerging service - areas of emerging service need that have resulted in an expanded mandate or increased cost on local governments
- future impacts - changes that are either known or are still in a phase of materializing with an impact on local governments

RECOMMENDATION:

For information only.

DISCUSSION

Senior levels of government have been shifting services or costs onto local governments for many years. The period of review of this report is from the beginning of 2019 through the end of 2023. As a starting point, since 2019, both levels of senior government have continued to introduce changes to policy, legislation, and regulatory compliance during a period of considerable challenges in the employment market, the social environment, and the economy. As these impacts ripple through municipalities across the province, the impact is being felt at the local government level in the delivery of services and the need to adapt to address these changes is being felt by City operations and residents.

Many of the impacts being felt at the local level are attributed to changes initiated by the federal or provincial governments and gaps in the ability to deliver the requested services are becoming increasingly evident.

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Several of the policy changes in effect have yet to impact the City financially; however, these changes are expected to affect the organization's future financial position.

Gaps in Service Delivery

Shelters, Social Housing, and Affordable Housing

In support of responding to the housing crisis and increasing homelessness, the following is a list of City-owned properties currently being leased or previously leased at a nominal fee (\$1) to the Province to provide shelter services, social housing, or affordable housing.

- Shelter Services
 - Memorial Arena and Kamloops Curling Club - leased during the pandemic (2020/2021) to provide up to 90 temporary shelter beds (\$250,000 lost revenue).
 - Kamloops Yacht Club - leased to provide 20 temporary winter shelter beds winter 2021/2022 and 2022/2023 (\$24,000 lost revenue).
 - Stuart Wood School - leased through joint approvals by the City and Tk'emlúps te Secwépemc to provide temporary winter shelter in winter 2017/2018 and 2021/2022 and served as a temporary shelter on an ongoing basis since November 2022 with a current lease to April 2024 (likely to be further extended).
 - 600 Kingston Avenue - leased for \$1 in 2021 to provide a 41-bed temporary shelter (Moir House) through to end of 2026.
- Supportive Housing
 - Idle City property located at 785, 805, 807, and 809 Mission Flats Road - leased to BC Housing for \$1 in 2018 to provide 54 temporary supportive housing units (ongoing) (the City's cost to acquire adjacent property (773 Mission Flats Road) and demolish older dwelling to accommodate displaced public works operations - \$727,000).
 - 317 Tranquille Road - long-term (60 years) lease to provide 58 supportive housing units (Spero House) (City cost to acquire and demolish the existing building - \$1.4 million).
- Subsidized Affordable Housing:
 - City property located at 445 5th Avenue and 527, 533, and 537 St. Paul Street was provided under a long-term lease (60 years) to provide 60 subsidized affordable rental housing units (Diversity Flats) (City cost to acquire the property - \$1.41 million).
 - City property located at 975 Singh Street was provided under a long-term lease (60 years) to provide 31 housing units for Indigenous youths and Elders (Kikekyelc: A Place of Belonging).
 - City property located at 440 MacKenzie Avenue was provided under a long-term lease (60 years) to provide 43 housing units for seniors.

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The City's total expenditures to accommodate the housing projects identified above is approximately \$3.537 million.

Housing Regulations (Bill 44 or 46)

The City works in partnership with the provincial government and BC Housing through a memorandum of understanding to support the planning, development, operations, and communications for future shelter, social housing, and subsidized affordable housing sites.

In 2023, the Province began issuing non-market and market housing targets to municipalities, including the City of Kamloops. Non-market housing is primarily achieved through provincial and federal funds, and market housing relies on investment and development by private landowners and developers.

Zoning changes required under Bill 44 to allow increased densities in urban areas will require significant infrastructure upgrades, which have not been accounted for in the Development Cost Charges Bylaw.

The Province also looks to the City to cover the costs for servicing and off-site improvements to assist in moving specific Province-led housing projects forward.

In summary, the costs in areas where policy and/or service delivery should fall under federal or provincial jurisdiction and where current gaps exist have negatively impacted the municipality either from a reduction in revenue, or the City costs to acquire property to support these forms of initiatives, along with recognizing the impact due to the loss of access and revenues on assets that are held for other civic purposes.

Gaps in Service Delivery	
Summary of Identified Costs	
Lost Revenue	\$274,000
Costs	\$3,537,000
Total	\$3,811,000

Senior Government Services Shortfall

This category impacts City service delivery and costs but is also difficult to quantify because they impact services in different ways and can be difficult to track. Costs that can be identified have been indicated.

Many of these cost impacts had been experienced by the local government; however, the COVID-19 pandemic placed a brighter spotlight on the growing opioid epidemic and the challenges in overall access to housing access and market affordability. Senior levels of government's response to these crises has been felt on the front lines of many municipalities, including Kamloops.

Mental Health and the Toxic Drug Crisis

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Kamloops Fire Rescue Medical Response

In addition to fire suppression, Kamloops Fire Rescue firefighters provide pre-hospital care as first responders to medical calls. Kamloops Fire Rescue's response to medical calls is approximately 66% of their annual calls for service. In the last three years, medical responses have increased by 57% between 2021 (4,600) and 2023 (7,200). Of the total annual medical calls, overdose/poisoning responses have increased by 57% between 2021 (540) and 2023 (845).

For 2023 medical responses, Kamloops Fire Rescue arrived on scene 75% of the time and an average of 4 minutes and 42 seconds before BC Emergency Health Services. Given an average call duration of 26 minutes for Kamloops Fire Rescue's medical responses, the 2,600 additional responses put significant pressure on existing crews and resources.

The 2023 budget for fire suppression and medical response was \$21.6 million. Given the large portion of response calls that are medical in nature, there is an implicit cost related to the increase in on-scene time due to delays in BC Emergency Health Services responses.

Overtime costs have increased by approximately 58% (\$180,000) since 2020, and sick leave hours have increased by 31% (4,800 hours) over the same period. Several factors contributed to these increases, but there is a correlation between the increased call volume, member fatigue, and rising leaves taken.

The City incurs a range of costs, including supplying medical supplies and Naloxone costs of about \$1,000 per year, as these supplies are consumed through these forms of Kamloops Fire Rescue responses.

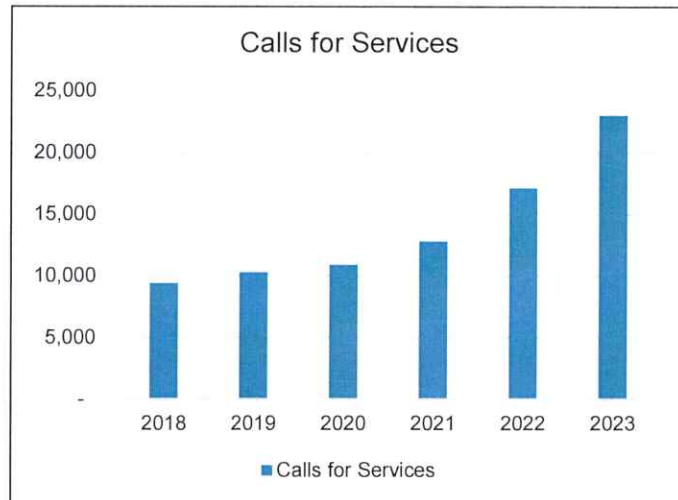
In addition to the increase in overall operating costs, an additional complication is the potential risk of delayed responses to other calls or a future need for increased staffing to meet rising demand. Medical response is a value-added service that Kamloops Fire Rescue provides as the primary responsibility for pre-hospital care lies with the Province through BC Emergency Health Services.

Community Services

Leading up to 2019, it became apparent that social issues were increasing at the community level, and traditional Bylaw Officers lacked the skills to respond to these types of incidents safely. In response, the division was rebranded to Community Services, and Bylaw Officer positions were transitioned to Community Service Officers. This reorganization was intended to provide augmented services to support bylaw enforcement and to partner with the RCMP to introduce a greater combined presence within the city.

In 2018, 9,400 bylaw-related calls for service were received. Under the Community Services model, this has sharply increased each year, with 23,000 calls for service received in 2023. Of these calls, 24% were classified as social related.

This growth in call volume is attributed to residents' increased awareness of the supports provided by Community Services and a continuation of the rising social issues that precipitated the creation of the department in the first place.



To respond to this rising call volume, Community Services has added six new full-time equivalents over the past five years, with those additional salaries and wages adding approximately \$860,000 to the budget annually. Community Services Officers receive a higher level of training (up to \$20,000) and equipment profile (up to \$20,000) than previously required, and more vehicles (five at approximately \$90,000 once fully outfitted each plus operating costs) have been required to support the increased officer numbers and call volume. The cost for homeless camp cleanup is a specific cost that has increased \$140,000 from 2018 levels.

Community Services Budget and Staff Levels¹

	2019	2020	2021	2022	2023
Salaries and Wages	\$2,581,000	\$2,851,000	\$2,975,000	\$2,775,000	\$3,788,000
Other	1,152,000	1,345,000	1,045,000	966,000	896,000
Total	\$3,733,000	\$4,196,000	\$4,020,000	\$3,741,000	\$4,684,000
Full-Time Equivalents	28.9	30.9	30.9	31.3	38.0

In fall 2022, BC's Attorney General and the Minister of Public Safety and Solicitor General commissioned the Transforming Policing and Community Safety in British Columbia report. The report contained many recommendations to address the gaps in the system around the care of people with mental health and substance use needs involved in the criminal justice system. Central to this was the understanding of the need to increase non-police resources to address mental health and substance use issues.

An additional impact of the rising call volume and the resulting Community Service Officer resource constraints led to a temporarily reduced focus on parking enforcement in the key business corridors. Parking ticket revenues in 2021 decreased by approximately \$40,000 and by a further \$5,000 in 2022. Once additional Community Service Officer resources were added as part of the 2023 supplemental budget process, Community Services Officers were able to refocus on enforcement, and revenue returned to historical levels.

¹ Combined custody of prisoners, Community Services, and parking budgets. The salaries and wages decrease in 2022 is attributable to a realignment of budgets and positions to the new model.

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On-Street and Off-Street Parking and Ticket Revenue

	2019	2020	2021	2022	2023
Parking Revenue	\$2,000,900	\$1,111,700	\$1,432,300	\$1,468,200	\$1,482,700
Ticket Revenue	166,400	105,900	62,500	56,300	113,100
Total	\$2,167,300	\$1,217,600	\$1,494,800	\$1,524,500	\$1,595,800

Parking revenue was significantly impacted by COVID-19 measures and has been slow to recover. This is partially a result of changes in demand due to an increase in remote office workers and the effects of reduced enforcement due to Community Service Officers' capacity constraints.

Contracted Security

During the transition period to the Community Services model, the need to supplement the emerging program with private security services was identified. These security firms were engaged to support and minimize community impacts brought on by an increase in social conditions caused by the COVID-19 pandemic, opioid crisis, and lack of safe and secure housing for marginalized people.

While the City implemented these supports, funding was provided received through provincial Strengthening Communities' Services Program grants provided for security services in the city's key commercial corridors. This funding package expired in summer 2023. To keep this important support in place, the City approved using \$450,000 from the Gaming Reserve to maintain this service until the end of 2023.

The costs for security services over the past three years were \$689,000 in 2021, \$1.023 million in 2022, and approximately \$1.177 million in 2023. These costs were offset by grant funding totalling \$1.650 million over the same period. Security is still utilized in park areas and overnight; however, Community Services now has capacity to reduce usage.

Continuing security costs for 2024 are estimated at \$75,000 per month to provide ongoing patrols at transit exchanges, parkades, and surface lots and to perform washroom lockups and night patrols in the parks.

Having initiatives being funded by non-taxation-based revenues (e.g. the Gaming Fund) creates a challenge for the organization in that these funds have traditionally been used to introduce specific projects or initiatives that are completed in a short-term period. With these funds being diverted, it limits the introduction of broader community-based amenities or initiatives that would be added with these non-taxation forms of funding.

Homelessness

On March 2, 2021, Council directed staff to create comprehensive short-, medium-, and long-term plans for preventing and alleviating street issues. One of the medium-term options proposed in the original Notice of Motion was to identify daytime space for street-involved

individuals. In July 2021, Council authorized Administration to enter into a short-term facility use permit with the Kamloops Aboriginal Friendship Society and The Mustard Seed to provide The Gathering Place, a seasonal outdoor day space for people experiencing homelessness that was operated in a City-owned parking lot at 48 Victoria Street West. Council authorized the seasonal day space for unhoused individuals at 48 Victoria Street West again in 2022, 2023 and 2024. This initiative operates from April or May to October and is funded through the federal Reaching Home program.

In March 2023, Council approved \$450,000 in funding from the Gaming Reserve to support social-related initiatives beyond the August 2023 conclusion of the Strengthening Communities' Services Program funding. This funding was to continue operating the Envision Outreach Shuttle, the Community Service Officers Outreach Response Program, and the Clean Team through the end of the year.

In November 2023, for the 2024 budget, Council approved \$682,000 in annual funding (the initial year from the Gaming Reserve) to support the Community Service Officers Outreach Response Program (\$422,000) and the Clean Team (\$260,000) on an ongoing basis. The Envision Outreach Shuttle is now supported by funding from the federal Reaching Home program.

Social and Community Development Section

In 2009, Council adopted the Kamloops Social Plan, which resulted in the creation of the Social and Community Development Section to address community needs through the provision of programs and services to support community well-being and an inclusive, accessible, healthy community.

This portfolio puts particular emphasis on supports for vulnerable demographic groups, including, among others, seniors, children and youth, low-income families, Indigenous people, people with disabilities, and people experiencing homelessness. All municipalities have undertaken a social planning and community development function.

For many years through this portfolio, the City has provided affordable access to recreation and transportation; programs for youth, seniors, people with disabilities, and low-income families; food security initiatives; engagement with neighbourhood associations and support for community development initiatives; social and community development grants to community -based programs in alignment with Council and community priorities; coordination and support for community partners in addressing social issues; and social plans in the areas of food security, youth homelessness, childcare, affordable housing, accessibility and inclusion, and housing needs.

Over the past decade, new and growing social issues and community needs have arisen that municipalities, government agencies, and community partners are responding to. These include, among others:

- the toxic drug supply crisis
- the housing crisis and an increasing scale of homelessness
- limited access to and availability of childcare spaces
- increasing food insecurity

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These issues are compounded by strains on our health care system and social safety net, climate change impacts, and demographic transitions. While housing, childcare, health care, and social services fall under the jurisdiction of senior government, these emerging social and community needs require municipalities to respond to address gaps where provincial and federal partners are not meeting them. This has resulted in the growth of social planning and community development portfolios in municipalities across the province and the country.

Prior to 2021, the City's Social and Community Development Section included five staff: a supervisor, two union coordinators, one union coordinator specifically for the Emergency Support Services program, and a project manager to support administration of the federal Reaching Home program.

In 2021, with escalating social issues creating increased impacts in the community, a new management position was created to provide oversight, direction, and additional capacity to the portfolio and to support relationship-building and partnership development with senior government agencies, including BC Housing, Interior Health, the Ministry of Social Development and Poverty Reduction, and the Ministry of Mental Health and Addictions. An additional Reaching Home project manager position was also created to support the program's increasing scale.

In 2022, a new supervisor position, predominantly funded through the federal Reaching Home program, was created to provide oversight and management support for the expanding program and to address new responsibilities given to the City as the local administrator of the program, including the development of a coordinated access and assessment system and a homelessness information management system. This new supervisory role also increased capacity to support the Emergency Support Services program, which is being activated with increasing frequency and duration to support regional evacuees fleeing the increasing number and scale of wildfires and floods.

Social and Community Development Section 2019–2023

The federal Reaching Home program funds the Social and Community Development Section. Most of the Reaching Home funds are provided to community programs and services to prevent and reduce homelessness in Kamloops, with the City utilizing an allocated portion for program administration, staffing, and specific projects like the Point-in-Time Count or extreme weather supplies for unhoused individuals.

The following table does not include salaries and wages for the Emergency Support Services program staff, which come from a different program. The federal government invested significant additional funds into the Reaching Home program during the COVID-19 pandemic.

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	2019	2020	2021	2022	2023
Salaries and Wages	\$131,000	\$163,000	\$405,000	\$388,000	\$582,000
Community Programs and Services (Reaching Home, Service Agreements, Social and Community Development Grants)	1,219,000	2,211,000	4,664,000	2,258,000	2,577,000
Grant Funding	(569,000)	(1,426,000)	(4,036,000)	(1,640,000)	(1,874,000)
Total	\$781,000	\$948,000	\$1,033,000	\$1,006,000	\$1,285,000
Full-Time Equivalents (not including Reaching Home and Emergency Support Services program staff)	3.0	3.0	4.0	4.0	4.0
Full-Time Equivalents (including Reaching Home and Emergency Support Services program staff)	5.0	5.0	7.0	8.0	8.0

The ownership of the services identified under senior government services shortfalls can be described as shared between all three levels of government. These services, specifically the ability to clearly delineate where one level of government's responsibility starts and another's ends, are muddy at best. The service that best shows this is emergency/medical response. It is commonplace to see multiple first responders dealing with a situation, so while the local government incurs some of these costs, it is reasonable that those costs would be incurred regardless of the nature of the situation being responded to.

Government Shortfalls	
Summary of Identified Costs	
Overtime Costs	\$400,000
Medical Supplies	\$5,000
Camp Cleanup	\$210,000
Community Service Officers	\$813,000
Security	\$1,239,000
Community Programs	\$787,000
Total	\$3,454,000

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Legislative and Regulatory Framework

Municipalities are often impacted by senior government policy and legislation that result in increased spending by municipalities. While not directly considered downloading, these collectively require the City to increase its budgets or staffing. In a number of these circumstances, a stronger consultation process would improve coordination and help municipalities minimize additional costs.

Response to Emergency Situations

Kamloops is centrally located in BC's Interior. In many circumstances, it becomes the destination for many other Interior residents during periods of local evacuation orders. Over the past number of years, Kamloops has been relied on as a host community for displaced residents from Merritt, Williams Lake, and Lytton.

With the changes to the *Emergency and Disaster Management Act* and a new potential requirement to be a host community, these services are necessary for evacuees, and supplying them is very impactful to the corporation's ability to maintain its brand of Canada's Tournament Capital.

Many City facilities become unavailable during host community activations to support many of the displaced residents or responding agencies. As these types of events become more frequent, the City is expected to experience a larger financial impact and that there will be less access for sports organizations and residents. In many circumstances, a number of these residents chose to remain in the city after many of the displaced people have returned home.

The Province covers some of these expenses; however, some costs, such as technology access and lost revenues, are not covered while the facility is unavailable. Potentially adding to the situation is the impact on reputation as the public becomes increasingly aware of the impacts that, for example, wildfires have on evacuation and air quality. Areas where these conditions exist become less desirable, and tourists and visitors are booked elsewhere where there is a greater level of comfort that these conditions will not impact their plans or events.

Adding to the delay in resuming normal City activities is that staff time is required to clean and prepare the facility to support program delivery.

Bail Reform

Kamloops RCMP experienced an increase in calls for service from 45,000 in 2019 to almost 47,000 in 2022. Of those calls for service, criminal code offences increased by 3,500 over the same period. Many of these calls were related to mental health issues, addiction issues, and level of homelessness are a common theme with many missing person files. These investigations are challenging as those closest to these missing individuals are often difficult to locate. These investigations can be costly and resource intensive.

In response to rising case files per member, Council authorized an increase in the number of authorized RCMP members. For 2024, the budgeted target is 138 members, an increase of nine members over the previous budget level of 129. At the current estimated cost of \$225,000 per member, this equates to a \$2.0 million budget increase.

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This increased amount does not account for the municipal support employees and facilities requirements needed to support a growing RCMP contingent. It should be noted that rapid population growth in Kamloops would have resulted in the need for additional policing resources regardless, but the timing was accelerated due to the rising caseload.

Changing Policies Towards Substance Use and Safe Supply Access

These policies impact the overdose crisis and the overall community. They add to the cost of delivering City services across multiple departments, as outlined in the medical response section.

WorkSafeBC Regulation Changes

Mental Health/Psychological

In 2012, WorkSafeBC introduced amendments to the *Workers Compensation Act* recognizing the impact of traumatic workplace events. These types of events have grown over the years as the impacts of mental health and psychological conditions are becoming more prevalent in the workplace, increasing psychological injuries.

The cost of a psychological injury in 2021 was \$220,270, which is five times more than a physical injury. As the number of accepted psychological injuries is increasing, the City has responded by providing various resources around mental health through benefits and an employee and family assistance program.

In support of these changing developments, the City has developed a wellness committee that focuses on mental and physical health. Through this committee, the City completes a Workplace Mental Health Essentials Canada to review where the city is currently at regarding mental health and to provide some guidance on the next steps to become a psychologically safe workplace.

Asbestos Certification and Licensing

WorkSafeBC introduced more stringent requirements for additional training with asbestos, which led to increased training for staff and contractors. These are all positive changes from a safety perspective but come with a cost to the City. The regulation changes required any City staff who handle asbestos or oversee contractors who handle asbestos to take additional training.

Of the staff who handle asbestos, 38 have achieved in level 1 certification at a total cost of \$4,500, and two staff have achieved level 3 certification at a total cost of \$3,000. Level 1 training is one full day, level 2 training is three full days, and level 3 training is one full day. Completion of levels 1 and 2 is a prerequisite for level 3.

In these circumstances, there is an additional cost to the City, either for employees who, while receiving training, are not available to deliver on City services or for contractors who, with training, pass this time on to the City as part of the overall cost to deliver the work that they are undertaking.

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Traffic Control

The updated Traffic Management Manual (2020) required flashing arrow boards to be added to the tops of 25 City vehicles. Each of these arrow boards costs approximately \$3,000, for a total spend of \$75,000. Another requirement with the new regulations is the use of portable traffic signals. The City needed to purchase two portable traffic signals for \$57,500 each. In addition to these capital costs, any projects which require traffic control are seeing cost increases due to the new regulatory requirements.

Adding to overall safety awareness, in 2021, the change in requirements to provide a more stringent level of traffic control led to an increase in training requirements for training, staff time on site for assessments, and overall projects costs. These are all positive changes from a safety perspective but come with a cost to the City.

Other Financial Impacts

Employer Health Tax

Effective January 1, 2020, the provincial government introduced the employer health tax as a replacement for the previous premium-based BC Medical program. The BC Medical premium was a fixed amount per person, or couple as opposed to a percentage allocation based on total payroll. The City's annual payroll is more than the \$1.5 million threshold that results in the provincially mandated tax rate of 1.95% of gross salaries and wages.

	2019	2020	2021	2022	2023
BC Medical	\$516,800				
Employer Health Tax	-	\$1,224,336	\$1,295,694	\$1,391,639	\$1,440,000
Difference Over 2019	-	\$707,536	\$778,894	\$874,839	\$923,200

When introduced in 2020, organizations with an annual payroll of less than \$500,000 were exempt from paying the employer health tax. As a result, many of the larger organizations, such as municipalities, were placed in the position of carrying the cost burden of these smaller businesses. This impact is expected to continue and to grow, proposed legislation changes for 2024 are expected to see the exemption limit double to organizations with an annual payroll of less than \$1.0 million.

Provincially Legislated Five Paid Sick Days

In addition to the number of sick days identified in the City of Kamloops collective agreement with CUPE Local 900, at the start of 2022, the Province legislated five sick days for staff who are not part of the union. The cost to the City in 2023 was \$24,467.

BC Carbon Tax

Since 2008, the provincial carbon tax has been applied to the purchase or use of fossil fuels, such as gasoline, diesel, natural gas, heating fuel, and propane. The carbon tax is collected at the fuel's point of retail consumption. In 2008, the BC carbon tax rate was calculated based on

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\$10 per tonne of carbon dioxide equivalent emissions (tCO₂e) produced at combustion. In 2023, the rate used by the Province and the federal government is \$65/tCO₂e.

Carbon Tax Rate by Fuel Type by Year

Fuel Type	2019	2020	2021	2022	2023
Gasoline (\$/L)	\$0.089	\$0.089	\$0.099	\$0.110	\$0.143
Diesel (\$/L)	\$0.102	\$0.102	\$0.117	\$0.130	\$0.169
Natural Gas (\$/GJ)	\$1.99	\$1.99	\$2.31	\$2.56	\$3.24

Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780

Carbon Tax Cost on Operations by Fuel Type by Year

Fuel Type	Average Consumption /Year*	2019	2020	2021	2022	2023
Gasoline \$/L	400,000 L	\$35,600	\$35,600	\$39,600	\$44,000	\$57,200
Diesel \$/L	930,000 L	\$94,860	\$94,860	\$108,810	\$120,900	\$157,170
Natural Gas \$/GJ	81,433 GJ	\$162,072	\$162,072	\$188,110	\$208,468	\$263,843
Total Carbon Tax Estimate		\$292,532	\$292,532	\$336,520	\$373,368	\$483,213

*Average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

Based on the estimates in the table above, carbon tax represents \$483,213 of the \$3,329,400 paid for fossil fuels used in the delivery of municipal services in 2023. These carbon tax expenses are partially offset by the \$325,000 of revenue the City receives through the Local Government Climate Action Program.

The Local Government Climate Action Program replaced the former Climate Action Revenue Incentive Program that was retired in 2021 and effectively reimbursed 100% of the carbon tax paid by municipalities for publicly reporting their annual greenhouse gas emissions.

This taxation impact on the City is expected to grow and increase as planned increases have already been identified at the provincial and federal government levels. As of April 1, 2024, the carbon tax rate increased by 23.0% from \$65 to \$80 per tonne.

Various Permitting (or Licensing)

Part of the ongoing relationship between City staff and other ministries of both governments or other government agencies is working within the regulatory and compliance requirements that are in place. Many of the requirements result in the need to secure "permission" before performing specific project works.

In many of these situations, delays are encountered in securing the completed permit in a timely manner. In some instances, these delays extend over many months and even years and, as a result, increase the project's costs due to these delays. In addition to this cost increase, there is a domino effect where the delay in one year will impact future years' project timing, priorities, funding, and access to resources.

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The financial impact of these forms of delays is difficult to measure as inflationary impact due to supply and demand, supply chain issues, and contractor availability all contribute to cost increase caused by permitting delays.

Regulations

Enhanced enforcement of regulations has led to higher project costs as we comply with building permitting, the *Heritage Conservation Act*, and the *Wildlife Act*.

Changes to existing regulations affect our ongoing operations, as staff need to ensure compliance with the regulations and change existing capital plans where they no longer fit the regulations. Changes in regulations for things like wastewater, organic matter, drinking water, and privacy require a lot of internal and external resources to ensure we are continually compliant. In cases such as the Commercial Vehicle Safety Enforcement hour of work regulation changes, it affects how we can meet our service level within our approved staffing.

While many of the regulatory changes are resulting in a positive impact on City operations, particularly those that help provide a safer working environment for the nearly 1,000 employees, others do not. Introduction of the employer health tax and the bc carbon tax add to the City's overall costs, and while they are intended to provide a greater value to the Province, they leave little being returned to the municipality.

Legislative and Regulatory Framework	
Summary of Identified Costs	
RCMP	\$2,030,000
Asbestos Training	\$185,000
Traffic Management	\$132,500
Employer Health Tax	\$3,284,469
Provincially Mandated Five Paid Sick Days	\$24,467
BC Carbon Tax	\$206,581
Total	\$5,863,017

Property Taxation Policy and Partnering

Supportive Housing Exemption

In addition to statutory and permissive exemptions, eligible properties designated as supportive housing (Class 3) are assessed at a nominal value and are effectively exempt from property taxes.

The Province created this property class pursuant to the *Small Business and Revenue Statutes Amendment Act, 2008*. This exemption is applied to 19 Class 3 properties. It is difficult to project what the assessed value and corresponding taxes of these properties would be.

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Provincial Partnership in Municipal Upgrades

In many instances when City infrastructure is being revitalized, such as work recently completed on the Victoria Street West corridor, partnerships with Crown agencies or private companies result in increased costs to the City. Many of these agencies benefit from activities like installing infrastructure underground instead of maintaining it overhead or relocating their infrastructure to provide easier access. In many of these situations, there is no fair consideration of the value the third party provides. In these situations, the City identifies an overall fully funded budget to deliver the project uninterrupted.

This situation also exists when Crown agencies upgrade their infrastructure and restore the location. However, rather than restoring the area to a preferred standard, these agencies restore to a like-for-like deliverable instead. For example, instead of installing curb, gutter and sidewalk to current design standards, they replace it to the same standard curb as the existing outdated infrastructure.

Emerging Services

Implementation of Surrey Policing Service

Kamloops is a large municipality in relation to the surrounding communities and as a result, the city has the largest comparative contingent of RCMP members in the Thompson region. This allows for additional specialty members, such as a dog team, identification and forensic specialists, and emergency response team members. The Kamloops RCMP Detachment also has two provincially funded forensic members.

These specialty members are expected to cover the entire Thompson region and are often tasked outside the community to support smaller municipalities and rural areas. There is currently no cost-sharing initiative to support this central resource, so the City bears an outsized portion of the carrying costs for these shared resources.

The City of Surrey is transitioning from the RCMP to a municipal police force. Surrey has had the largest RCMP contingent in the province, so its departure will have a significant, although currently unknown, impact on ongoing operations. For example, ticket revenue for the province is pooled and paid to member communities through a pro-rata allocation based on member full-time equivalents. Surrey's pending transition from the RCMP will decrease the RCMP's total full-time equivalents and likely reduce the total ticket revenue collected and distributed. The City has already experienced a \$100,000–\$150,000 per year reduction in ticket revenue.

On the contract cost side, the impacts of Surrey's departure on divisional overhead, recruitment, and training expenses remain unknown. These costs are also allocated based on the full-time equivalents model, with an expectation that with fewer province-wide full-time equivalents to allocate against, the City would see an increase in the cost per member.

Future Impacts

Orphan Dikes

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During flooding, mainly in the 1970s, many dikes were constructed on an emergency basis and not to applicable standards. Responsibility for these dikes was never established, and they became known as orphan dikes. In 2020, the Province contracted a consultant to assess all orphan dikes in BC.

The estimated cost to upgrade the orphan dikes within Kamloops' jurisdiction was \$115 million. We can assume that the cost has drastically increased with the inflation of construction services. If the Province continues with the strategy of assigning responsibility for orphan dikes to local governments, the cost and liability of this assignment would be immense.

Dams (Inherited)

During its amalgamation, the City of Kamloops inherited several small dams operated by the BC Fruitlands Irrigation District. The City has never used or operated these dams but is responsible for their liability.

The current cost estimate for decommissioning these dams is \$5 million, and this estimate is included in both the 2027 and 2028 water utility capital budgets. There are ongoing discussions with the Province and Tk'emlúps te Secwépemc to find more cost-effective and less environmentally disruptive options.

Childcare

As the demand on working parents increases, local governments have started to be drawn into the area of childcare. As Kamloops continues to grow, there is a need to support current municipal employees, other residents, and future residents. This concern may materialize in several ways. Subsidized childcare services may be provided, property or venues may be identified and provided, or local government may take on the responsibility of filling the gaps in the marketplace. Any costs associated with childcare are unknown until the details and nature of the programs and responsibilities are known.

With the ChildCareBC New Spaces Fund, 100% of project costs are covered if the applicant and landowner is a local government, Indigenous organization or governing entity, or a public body such as a health authority, board of education, post-secondary institution, or Crown Corporation. However, only 90% of project costs are covered if the applicant and landowner is a non-profit entity or independent school. This places additional pressure on the City to sponsor applications and provide land.

Sustainability

In March 2021, the Province redefined and introduced new 2030 emissions targets within four target sectors to meet provincial greenhouse gas targets. Many of these targets transcend the service activities of the municipality.

These changes to the provincial emissions targets align with the federal 2030 Emissions Reduction Plan. The plan reflects input from provinces, territories, Indigenous Peoples, the Net-Zero Advisory Body, and interested Canadians on what is needed to reach Canada's more ambitious climate target of 40%–45% emissions reductions by 2030.

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In October 2023, amendments to the *Zero-Emission Vehicles Act* implemented accelerated sales targets for new light-duty vehicles sold in BC, which were initially announced in the CleanBC Roadmap to 2030, so that 26% of light-duty (cars and trucks) vehicle sales in the province are zero-emission vehicles, 90% by 2030, and 100% by 2035.

The *Canadian Net-Zero Emissions Accountability Act* sets out Canada's commitment to achieving net-zero emissions by 2050. The act ensures transparency and accountability as the government works to deliver on its targets and requires public participation and independent advice to guide the Government of Canada's efforts.

While there are currently revenue streams providing funding to either the federal or provincial governments through the carbon tax, the level of revenues that are anticipated to be collected is greatly outpacing the amount of funding being provided back to local governments to support the implementation of these program and help achieve the emissions targets. This shortfall in funding is going to be required to meet the targets, and unless there is a change in the funding allocation from higher levels of government, it is going to fall on the local governments to identify funding opportunities.

BC Carbon Tax

In 2024, the BC carbon tax as a component to consumable fuels is expected to increase to \$0.1761 per litre for gasoline and \$0.1525 per m³ of natural gas consumption. Under the current government, this form of taxation is expected to triple by 2030. For this impact, average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

BC Carbon Tax Rates

	2024	2025	2026	2027	2028
Gasoline \$/L	0.1761	0.2091	0.2422	0.2752	0.3082
Diesel \$/L	0.2074	0.2462	0.2851	0.3239	0.3628
Natural Gas \$/GJ	4.0951	4.8631	5.6311	6.3991	7.1671

BC Carbon Tax Cost on Operations

	Estimated Volumes	2024	2025	2026	2027	2028
Gasoline L	400,000	\$70,440	\$83,640	\$96,880	\$110,080	\$123,280
Diesel L	905,000	\$187,697	\$222,811	\$258,016	\$293,170	\$328,325
Natural Gas GJ	84,378	\$336,324	\$399,398	\$462,473	\$525,548	\$588,622
Total Carbon Tax Estimate		\$664,901	\$789,489	\$914,248	\$1,038,878	\$1,163,507

Occupational First Aid

The requirement for the number of staff trained in Level 1 and Level 2 first aid will change at the end of 2024. This change will require the City to train more staff in Level 1 first aid. In 2024,

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there are 16 first aid courses scheduled, each costing \$1,200, for a total of \$19,200. The training requirements will continue in future years.

Future Impacts	
Summary of Potential Costs	
Orphan Dikes	\$115,000,000
Dams	\$5,000,000
BC Carbon Tax	\$2,194,548
First Aid	\$19,200
Total	\$122,213,748

SUMMARY

Policy changes at both senior levels of government over the past five years have resulted in many impacts on local governments. In addition to these changes, the overall social and economic environments have added new challenges that are needing to be addressed by local governments. In some situations, the relationship between cause and effect is apparent and obvious, while in other situations, the impact is more challenging to identify and quantify.

As local government service delivery is placed on the front line to address the community's concerns, municipalities must find ways to meet new or changed regulatory requirements and address the growing gaps in services of other levels of government.

The following table summarizes the costs for each impact area from higher-level government policy changes or the expanded role that the City has had to undertake. The costs that the City has been able to quantify are included; however, as noted throughout the report, many significant impacts are not possible to quantify.

Identified Costs	
Gaps in Service Delivery	\$3,811,000
Senior Government Services Shortfalls	\$3,454,000
Legislative and Regulatory Framework	\$5,863,017
Property Taxation Policy and Partnering	Unknown
Emerging Service	Unknown
Future Impacts	\$122,213,748
Total	\$135,341,765

These costs have created and are likely going to continue to create an ongoing financial challenge for the City and provide opportunities to build partnerships with senior government to

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explore improved co-operation and coordination and expand access to funding provide stable and predictable funding solution that does not lie solely on the municipal tax-payer.



D. Hallinan, FCPA, FCMA
Corporate Services Director



Approved for Council

DR/kjm

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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CITY OF PORT ALBERNI

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

File # 0400-60

FOR IMMEDIATE RELEASE

June 7, 2024

ACRD celebrates completion of Multi-Use Path

ALBERNI-CLAYOQUOT REGIONAL DISTRICT – The Alberni-Clayoquot Regional District (ACRD) is thrilled to announce that West Coast Multi-Use Path is officially complete.

The ACRD, our partners, and funders held an official opening celebration on June 7, 2024. The path closes the 1.2-kilometre missing link between the Pacific Rim National Park Reserve ʔapsčik ʔašii Trail and the ACRD Multi-Use Path that begins at the Junction and connects to the District of Ucluelet's MUP.

"The ACRD has been working on this project for more than five years, and it is a great to celebrate its completion," explains John Jack, chair of the ACRD Board of Directors. "With the completion of this section of trail, safety is no longer a barrier when travelling between Tofino and Ucluelet, and all points in between. This section makes active transportation in our region even better."

The ACRD received several grants that made completion of this important path possible. The largest was \$500,000 from the BC Active Transportation Infrastructure Grant Program (formerly Bike BC). The grant made up the missing portion of funding needed for this project. Prior to this grant, the ACRD received \$200,000 of grant funding from Capital and Innovation program of Island Coastal Economic Trust in 2020 and more than \$731,900 Canada Community Building Funds (formerly Community Works Funding) allocated by the ACRD Board.

"This new multi-use pathway will help more people choose greener, healthier options to travel between Tofino and Ucluelet and all points in between," said Minister Josie Osborne, on behalf of Rob Fleming Minister for Transportation and Infrastructure. "Active transportation projects are essential to promoting safe and reliable alternatives to car travel. With the BC Active Transportation Infrastructure Grant program, we will see more people cycling, walking, or rolling to work and school or simply to be active and enjoy the outdoors."

Completing this section of trail addresses the many safety concerns raised by residents who are looking to use a separated path to bike, walk, or skate to and from any of the communities on the West Coast. The missing link has raised safety concerns as people use the shoulder of the highway to traverse the section not yet constructed.

"The Yuuʔuʔiʔaʔh Government appreciates the ACRD in overseeing the completion of the Multi-Use Path," says Charles McCarthy, President of Yuuʔuʔiʔaʔh Government – Ucluelet First Nation. "Since the initial opening with the Pacific Rim National Park, the path has been well used by locals and visitors. While this connector ensures safety and access, it also represents connection of community between our territories."

Alberni-Clayoquot Regional District - 3008 Fifth Avenue, Port Alberni, BC - 250-720-2700 - www.acrd.bc.ca
Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuuʔuʔiʔaʔh, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

"The West Coast Multi-Use Path will help pedestrians and cyclists go between Tofino and Ucluelet, and around the National Park, easily," said the Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities. "We are proud to support this project and will keep investing in projects that make lives more convenient for all Canadians."

-30-

For more information, please contact:

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About the Alberni-Clayoquot Regional District:

Established in 1966, the Alberni-Clayoquot Regional District is in the heart of Vancouver Island, British Columbia. It encompasses more than 6,500 square kilometres, with a population of approximately 31,000. The ACRD consists of member municipalities Port Alberni, Tofino, Ucluelet, as well as Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek and Cherry Creek. It was also the first regional district to welcome full participation on the board from the Treaty First Nations of Huu-ay-aht First Nations, Yuułu?it̓'ath Government, Uchucklesaht Tribe Government and Toquaht Nation. The ACRD is within the territory of the Nuuchahnulth Nations. The ACRD is governed by a fourteen-member Board of Directors that represent the member jurisdictions. The regional district offices are in Port Alberni.



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

MAY 8 & 22 MEETINGS

Celebrating 30 years of service!



This month the ACRD recognized Sproat Lake Volunteer Fire Department Chief Mike Cann and Beaver Creek Volunteer Fire Department Chief Mike Kobus with the Fire Services Exemplary Service Medals, 30-year Service Bar.



Congratulations Chief Cann (top) and Chief Kobus (bottom). Presented by Vice-chair Debbie Haggard and CAO Daniel Sailland on behalf of the ACRD.

DRAG RACERS PRESENT TO THE BOARD

Alberni Valley Drag Race Association made a presentation regarding hosting the drag races at the Alberni Valley Regional Airport in 2024. Staff are working with AVDRA to bring a report to the Board of Directors for decision.

STAFF RECEIVES DIRECTION AND ENDORSEMENT

- The Board of Directors gave direction for staff to work with the City of Port Alberni to provide recommendations to Catalyst Paper on the timing of the Sproat Lake weir plate installation and removal.

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 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

Yuułu'it?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.

- The 2024 Solid Waste Management Plan Guiding Principles were endorsed by the Board.

REGATTA GETS APPROVAL TO MAKE A BIT OF NOISE

A noise exemption was issued under the Sproat Lake Noise Control Bylaw No. R1024, 2013 for July 5-7 from 9 am - 5 pm for the Alberni Valley Regatta Association to host their annual event.

GRANT APPLICATIONS

- Support was provided for the grant funding application to the Union of BC Municipalities Asset Management Planning Program for Assessment of Linear Assets in the ACRD Community and Regional Parks project.
- Support was provided for the grant funding application to the Island Coastal Economic Trust (ICET) for funding the design of the new terminal building at the Long Beach Airport.
- Support was given for the grant funding application to the Watershed Security Fund to conduct an agricultural water assessment in the Alberni Valley. If the grant is unsuccessful the Board approved funding up to a maximum of \$35,000 from the Local Government Climate Action Program fund for the assessment.

ADDING STAFF TO MOVE OCP FORWARD

The Board of Directors approved to move ahead with hiring a consultant and staff to complete the six Electoral Area Official Community Plan (OCP) review and comprehensive updates.



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

Allocation of an additional \$540,000 of the Canada Community Building Funds was approved for the OCP Comprehensive Updates project and the 2024-2028 Financial Plan Bylaw will be amended.

TIPPING FEES

- A Permanent Bamfield Tipping Fee Voucher Policy was approved with an amendment to exclude commercial businesses and large construction/demolition projects.
- Alberni Valley Landfill Tipping Fee and Regulation Bylaw Amendment R1029-8 and West Coast Landfill Tipping Fee and Regulation Bylaw R1033-06 were adopted.

ELECTIONS AND ASSENT VOTING REMAINS THE SAME

The Board declined the ACRD Elections and Assent Voting Bylaw A1089-1 Amendment.

TITLES

- Notice on Title NOT2024-04 (8682 Stirling Arm Drive) will be registered.

EXPLORING OPTION FOR RECRUITING HEALTH PROFESSIONALS

The Board of Directors received the Phase 1 Health Professional Recruitment and Retention in the Alberni Clayoquot report and will be adding this item to a future Committee of the Whole meeting/workshop to explore possible new service(s).

LEASES

- Coulson Aircrane Ltd. for lease lot LS-A2024001 at the Alberni Valley Regional Airport (CBS8) effective May 15, 2024 - June 30, 2044.

CONTRACTS AND AGREEMENTS

- Bamfield Waste Hauling Bin Fabrication contract was awarded to Environmental Metal Works Ltd.

- 2024-2025 Annual Operating Agreement with BC Transit was approved for Alberni Valley Custom Transit
- Long Beach Airport (LBA) Line Marking contract was awarded to Dan-Mark Runway Grooving Ltd.

PERMITS

The Board considered issuing the following permits at a future meeting, subject to notifying neighbouring properties:

- Development Variance Permits: DVA24002 (Bamfield), DVE24003 (Beaver Creek)
- Temporary Use Permits: TUP24001 (Beaver Creek), TUP21002R (Cherry Creek)

The Board issued the following permits:

- Development Variance Permits: DVD23012 (Sproat Lake)

REZONING AND BYLAWS

- Rezoning Applications: RE23011 (Beaver Creek) and Bylaw P1494 were deferred.
- Bylaw P1495 (Long Beach) was given first, second and third readings.
- Bylaws P1487 and P1489 (Beaver Creek) were adopted.
- Bylaw P1500 (Small-Scale Multi-Unit Housing) was considered a first time
- Bylaws P1496 and P1497 (Former Land Use Contracts) were given second and third readings

LETTERS OF SUPPORT:

- Yuułu?it?ath Government for their application to secure funding through BC Housing's Indigenous Housing Fund

The next meetings of the ACRD Board of Directors take place on June 12 and 26.

IT'S TAX TIME

If you are a rural property owner, you pay your taxes through Service BC at 4070 8th Avenue.

The ACRD office is not a taxing authority and the office cannot accept any payments.

RECEIVED

JUN 17 2024

CITY OF PORT ALBERNI



BRITISH
COLUMBIA

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

File # 0400-20-110H **KCM June 24/24**

June 14, 2024

Ref. 68598

Dear Mayors and Chairs:

As you know, last fall, we passed legislation requiring local governments to update their zoning bylaws to make it easier to build Small Scale Multi-Unit Housing (SSMUH), like town homes, multiplexes, and laneway houses. These changes support our government's work to tackle the housing crisis and build more homes faster. We know local governments in BC have been working hard to comply.

I would like to remind you that the deadline for local governments to amend their zoning bylaws to comply with the new SSMUH requirements is fast approaching. All local governments are required to notify the Minister of Housing that they have amended their bylaws in accordance with the SSMUH requirements in Bill 44: *Housing Statutes (Residential Development) Amendment Act, 2023*, legislation by June 30, 2024. Direction on notification can be found on the Ministry website [here](#).

While the compliance date for zoning bylaw amendments is June 30, 2024, the requirements must be applied to all zones that met the definition in the legislation of a restricted zone on the date the legislation came into force, which was December 7, 2023. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government must consider any applicable guidelines for SSMUH, including the Provincial Policy Manual and Site Standards and any subsequent policy bulletins issued by the Province. These guidelines were developed to ensure that SSMU projects are viable so more homes will be available in our communities for people. Current and future resources can be found online at: [Local government housing initiatives - Province of British Columbia](#). Of note, the legislation also states that local governments must not unreasonably prohibit or restrict the use or density of use required by Bill 44 for SSMUH.

.../2

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: HOUS.Minister@gov.bc.ca

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JUN 24 2024
CHIEF OF DISTRICT

I would also like to remind you that the Province encourages local governments to allow for strata-titled SSMUH at every opportunity. This will increase opportunities for home ownership while still adding to the supply of rental housing in the secondary rental market.

Similarly, policy recommendations for parking contained in the [Provincial Policy Manual and Site Standards](#) highlight the influence of onsite vehicular parking requirements on the viability of SSMUH housing forms. Local governments should seek to minimize parking requirements when updating their zoning bylaws, and where appropriate, consider removing parking requirements for residential zones altogether.

Finally, if you have applied for an extension to the compliance date for the SSMUH requirements, please be assured the Ministry of Housing is processing applications, and decisions will be communicated as they are made. Local governments that have applied for an extension for part of their community are still required to adopt an amended zoning bylaw for all areas for which they have not requested an extension by June 30, 2024.

I look forward to our continued work together to ensure that all British Columbians have access to the homes that they need.

Sincerely,



Ravi Kahlon
Minister of Housing

pc: Chief Administrative Officers
City Managers

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JUN 19 2024

CITY OF PORT ALBERNI



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<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0400-20-MMA *RCM June 24/24*

June 18, 2024

Ref: 274911

Pat Deakin, Economic Development Manager
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Pat Deakin:

Thank you for your participation in the British Columbia Provincial Nominee Program (BC PNP) Entrepreneur Immigration Regional Pilot. I extend my congratulations to you, your staff, and the supporting community members, for your commitment to the initiative during these last five years.

Your active collaboration with Ministry of Municipal Affairs staff during this pilot period has resulted in more than 50 entrepreneurs choosing British Columbia as the place to come and start up their businesses. You have all created a thriving community of practice and your collective successes have led to the creation of an Entrepreneur Immigration Regional stream and the opportunity to further collaborate to attract and retain needed talent for your community. I commend you all for what you have accomplished together.

To explore options for continued collaboration, I encourage your staff to work with ministry staff in the Immigration Programs Branch. You can contact Aileen Luney, A/Director, Program Development and Engagement, or Kimberley Branch, Program Manager, by email at: PNPConcierge@gov.bc.ca.

Once again, I want to thank you and your supporting local organization(s) for your role in making this pilot a success. Your efforts have further solidified our commitment to build a stronger British Columbia for everyone.

Sincerely,

Anne Kang
Minister of Municipal Affairs

pc: Aileen Luney, Acting Director, Program Development & Engagement,
Immigration Program Branch
Kimberley Branch, Program Manager, Immigration Program Branch

Ministry of Municipal Affairs

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4
<http://www.gov.bc.ca/muni>

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JUN 06 2024

CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Heritage Commission Meeting

May 1, 2024

Minutes

Location:
AV Museum

Attendees:

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

Regrets:

Chamber of Commerce
City Council
Hupačasath First Nation
čišaaʔath (Tseshah) First Nation

Called to Order: 7:02pm

1. Moved by Colin, seconded by Ken, that the agenda of the May 1, 2024 meeting be approved as circulated.
2. Moved by Pam, seconded by Elliot that the minutes of the April 3, 2024 meeting be approved as amended.
3. Old Business
 - a. Rollin Art Centre
 - i. Delegation (Gareth and Pam) attended the Committee of the Whole meeting on April 15, 2024 to present on the future of the Rollin Art Centre.
4. Correspondence – none
5. New Business
 - a. Deaccessioning Tank Cars
 - i. Moved by Ken, seconded by Colin, to approve the staff proposal to deaccession three fuel tank cars (accessioned artefacts 1995.21.1, 1995.21.2, 1995.21.3). Carried.
 - ii. Moved by Ken, seconded by Pam, to retain any or all of the trucks from the three fuel tank cars during the deaccession process for the future use by the Western Vancouver Island Industrial Heritage Society if the total cost of the remediation and removal of the tank cars is within the budget approved by

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

File # 0540-20-AvmHC *RCM June 24/24*



Heritage Commission Meeting
May 1, 2024
Minutes

Council. Carried.

6. Reports

a. Historical Society

- i. The joint public evening with the Maritime Heritage Society on April 17th was a success. We had a lovely evening- sun shining - to learn all about the exhibits held in the "boat yard", the lighthouse & the Hutcheson Gallery. Geo Monrufet was a terrific "tour guide".
- ii. A big Thank you to all our very dedicated volunteers for 186.75 volunteer hours in April.
- iii. Request for research are still coming in. We are happy to be able to answer their enquiries.
- iv. Our AGM is fast approaching – Thursday, May 23rd, 7 pm at Echo Centre. Guest speaker is Frank Holm.
- v. The Archives are open Tues-Thurs., 11am to 3 pm.

b. Industrial Heritage Society



**Western Vancouver Island
Industrial Heritage Society**



May 1st, 2024 Report to the Heritage Commission

1. On April 13, some IHS members attended the celebration of life for Bob Dingsdale. Members brought the 1955 Mack Truck that Bob restored himself for the industrial collection.
2. On April 22, Port Alberni City Council approved Alberni Pacific Railway Waterfront Operations for 2024. Crews have been hard at work getting our equipment and operation ready for the operating season.
3. On April 28th, some IHS members attended the National Day of Mourning at the United Steelworkers Hall with the 1939 Ford Firetruck.
4. On April 30th, the Alberni Pacific Railway had our first volunteer meeting where we had 18 people join us to find out how they can help and support operations. From that meeting we've had a marketing committee formed, and now have proper crews for our maintenance Department and Cosmetic Department.
5. Work continues at the Industrial Heritage Centre on the 1958 Hayes restoration and the M&B Bullmoose repairs. Volunteers are also planning some signage upgrades for the Industrial Heritage Centre to better promote our facility.
6. We were successful in receiving a grant from Canda Summer Jobs for one summer student. We have also applied for the Community Gaming Grant once again.



Heritage Commission Meeting
May 1, 2024
Minutes

c. Maritime Heritage Society



Port Alberni Maritime Heritage Society
May 1, 2024 Report to the Heritage Commission

Facilities Coordinator Position

We are interviewing for this position this week and hope to have this position filled very soon. .

Open Hours

Currently, we do not have scheduled open hours for the public until we have a new Coordinator on deck. Groups can make bookings to view the Gallery and/or the Lighthouse by contacting us through the links shown below.

Art Exhibit and Fund Raiser

We are reaching out to artists to provide maritimed themed pieces of art which will be displayed and for sale in the Hutcheson Gallery in May. We have had quite a bit of interest from local artists. Thanks to Kirsten Smith at AV Museum for her help with this upcoming exhibit.

Lighthouse Upgrades

Thanks to a very generous donation by the Port Alberni "100+ Women Who Care" we have now raised sufficient funds to undertake the main portion of the Lighthouse Upgrade project. J. Kurucz Contracting will be undertaking the exterior siding installation starting in late May with completion by the end of June. Thanks again to the 100 + Women Who Care, the Alberni Valley Community Forest, Alberni Valley Community Foundation, the Alberni District, Co-op, Port Alberni Port Authority, Coulson Group, Catayst Paper, Roc-Star Enterprises, and Western Canadian Marine Recovery for their support towards this project. Addition funds are still needed so if you would like to make a donation towards this project please contact us.

Historical Society Joint Meeting

A joint meeting between the Alberni District Historical Society and the Port Alberni Maritime Heritage Society was held on April 17, 2024 at our Gallery. The meeting was well attended. Thanks to Board members Geo Monruffet and Pete Geddes for conducting the tours of our gallery and boatyard for the attendees.

Summer Programs and Employment

We were very pleased to hear that our application to the Canada Summer Jobs program for summer students was once again successful. We will have three summer students working with our Coordinator to assist with delivery of our children and youth oriented summer programs. Thanks once again to our MP, Gord Johns, for supporting our application. We will be advertising for these positions shortly. Watch our Facebook page or the Alberni Valley Employment Centre page for details.

Contact Information

Telephone: 250-723-6164

Website: portalbernimaritimeheritage.ca

Facebook: maritimediscoverycentre

Email: portalbernimhs@gmail.com

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Ken Watson'.

Ken Watson,
President PAMHS



Heritage Commission Meeting
May 1, 2024
Minutes

- d. Regional District
 - i. The Philippine Mars is heading to the Pima Air & Space Museum in Tucson, Arizona later in 2024
 - ii. The Association of Vancouver Island and Coastal Communities (AVICC) convention just celebrated their 75th anniversary

e. Community Arts Council

Community Arts Council Report
Heritage Commission
May 1, Alberni Museum

1. Gallery coordinator position – We received about 5 applicants for this position. We have interviewed 3 people.
 - We did hire someone we thought was perfect for the position, but she had to withdraw. So we are reworking the application information and trying to think of other ways we can fill the position
2. Solstice Arts Festival – we have 14 of the 28 tables confirmed and 2 bands confirmed.
3. Storage Unit Clean out. - We removed all the remaining boxes and still have a fair number of photos to review. We decided to sell our popcorn machine.
4. Our new administrator attended the ADSS Student hiring fair on April 25. She hopes to be able to hire from her discussions with students.
5. Fundraising- We sponsored the Greater Victoria Police Band, and we sold tickets for our basket there as well as at the Barkley Sounds concert and Timbre. We have sold out of our basket tickets, and made a good profit at the Police Chorus.
 - We also did well at a recent workshop
6. 2024 workshops – six paper/book binding with Trisha Klus. May 4, 5, 25, 26, June 8 ,9
 - June 8 painting with Susan Schaefer
7. Upcoming Events – May 10, 11 – Book Sale at the Athletic Hall. We are sharing the space with the Mount Klitsa Garden Club
 - June 15th – Solstice Arts Festival
 - Teas at the Mill
8. Exhibits – Had a very successful exhibit with an open call to artists. "When colour speaks to you"
 - Next exhibit Sarah Williams And Jim Sears April 30 to June 1
 - ADSS Students – June 3 to June 22.
9. We have a call to artists for our gallery for 2025.
- 10 We are also hoping to participate in Port Day



Heritage Commission Meeting
May 1, 2024
Minutes

f. Chamber of Commerce

Port Alberni Visitor Centre Report								
Operated by the Alberni Valley Chamber of Commerce								
Visitor Center Stats:								
	Q1		April*		May		June	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	824	539	422	246	TBD	TBD	TBD	TBD
2023	671	422	367	185	685	383	1114	429
2022	982	660	310	209	673	385	966	620
2021	1012	873	361	272	354	265	702	428

April statistics incomplete and unverified

Visitor Center Site Update:

April continues our trend of increased visitor traffic from last year (up almost 16% for 2023). However, we are still down about 7-10% YTD from previous years. Most of our visitors this month came from other BC communities with only a handful of American and International travelers stopping in. The most requested information was surrounding maps/directions with some attractions and adventure recreation.

Visitor Centre Gift Shop:

As we prepare for the summer season, we are inviting local artists and businesses to consign with us for local Port Alberni products. If anyone is interested, please contact the Chamber for more information and a consignment agreement.

Chamber Activities:

Chamber Breakfast – Apr 5: Speaker Gord Johns.

Chamber Lunch – Apr 17: Speakers Suzanne Dubé and Adam Ballard from Edward Jones, along with Jeff Durrant, CPA, and Leanne Diewold, CPA from McIntosh Norton Williams.

On going Projects -First Nations Welcoming and Language Signage

- Cameron Bluffs Wildfire West Coast Impact study
- Canada Summer Students/ NETP Summer Student onboarding

Up Coming Events:

May 15th- AGM at Chars Landing 12pm-2pm Guest Speaker 4VI (Tourism on Vancouver Island)

June 7th- Chamber Breakfast



Heritage Commission Meeting
May 1, 2024
Minutes

g. McLean Mill



McLean Mill National Historic Site Update - April 2024

Prepared by Elliot Drew

Spring has sprung and we are springing with it. Our season has kicked off with hosting two community events. First the Ridgeview Health and Performance McLean Mill 10km returned on April 7th, as part of the Vancouver Island Race series. 457 runners took part this year with about 100 spectators cheering them on. Sasha Visona and her team did a great job and despite a little rain and a bit of a late start, the event was generally heralded as a success.

The Alberni Bowmen also returned for their annual 3 Day shoot Apr 19th-21st. Over 140 participants from all over the Island braved the wind and rain to take part and enjoy a flashlight lit dinner during a prolonged power outage.

Despite some staffing challenges we have finalized our season plans and we began staff hours 4 days a week Thursday – Sunday at the beginning of the month. The Mill will now be open 7 days a week from May 16th till Oct 11th. Camping and Guided Tour bookings are now open for the season, and we are excited to see the calendar starting to fill in. We continue to field requests for private events, though mostly looking at 2025 so we still have only 6 booked in for the 2024 season.

Work continues on the site to prepare for July and August with stock starting to arrive for the Giftshop and shelving and plumbing going into Admin/Mill Store, so we can offer hot beverages though Alberni Premium Coffee Co. (Dog Mountain Brewing).

Better highlighting the heritage of the site is an ongoing focus and we were grateful to meet with Kirsten and Sylvia from the Alberni Valley Museum to discuss where we have come from, where we are and how we can move forward.

We are also fortunate to once again be able to take advantage of the Federal Canada Summer Jobs program and will soon begin to fill our four positions for the upcoming season.

IMPORTANT DATES:

April 1, 2024	McLean Mill Open – Four Days A week
Thursday May 16, 2024	Site officially opens for season for seven days a week and camping
Saturday June 8, 2024	Wedding
Saturday June 15, 2024	Father's Day Event – Parks and Rec

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.

www.mcleanmill.ca 
info@mcleanmill.ca 
250-723-1376 



Heritage Commission Meeting
May 1, 2024
Minutes

h. School District

- i. Pacific Rim Board of Education next Public Meeting is May 28, 2024 in Ucluelet.
- ii. Pacific Rim Board of Education confirmed the Annual Five-Year Major Capital Plan April 23, 2024. This is the time of year school districts are submitting such plans to provide the Ministry with input to initiate planning for the next budget cycle.
- iii. Pacific Rim Board of Education approved the Long-Range Facilities Plan April 23, 2024 Public Board meeting. The Facilities Plan is a Ministry requirement.
- iv. The Board also directed staff to hire a Healthy Schools Manager to co-ordinate and oversee
- v. the community schools' activities, food programs, school gardens, after school sports and arts initiatives as well as many other healthy school activities.
- vi. Hiring Fair Event April 25, 2024, at ADSS. This event was for students grades 8-12. The purpose was to give students an opportunity to visit several employer tables who were looking to hire part time or summer positions. Students also learned about suitable jobs for their age group. Over 100 resumes and applications were exchanged. Staff considered this event a 'win-win' for employers and students. The district will be looking forward to holding a similar event again. The district has over the years held career events to introduce students to the education requirements for different careers but a focus just on a 'hiring' event, was well received all around.

i. Community at Large

May Activities Around Town

FRIDAYS – 5-9pm Friday Night Market @ Spirit Square

SATURDAYS – 4/11 Annual Plant/Seedling Sale @ Harbour Quay 9-12

May 2nd – June 27 – Introduction to pickleball Tuesday and Thursdays 6-8pm,,
Saturdays 9-11am

4th

- Community Welcome Newcomers Event – Echo Centre hosted by PA
Neighbourhood Welcome and City of PA 10-4

- Mother's Day Market and Tea – Grace Point Ministry 3031 4th Ave

5th

- Spring Market – The Cabin at Shannon Farms 10-2 – lots of vendors

- Paint Pour round 2 @ Smitty's 6pm - \$40 to register – paint 'pouring' night

7th – Island Art Night hosted by Alberni Brewing 6pm – no other details



Heritage Commission Meeting
May 1, 2024
Minutes

8th – PA Town Hall, hosted by No Farmers No Food, 630-830 Italian Hall – discussion about new Bills in BC, with informational speakers. Bills 31, 36, 44&47, Lands and Water Act, etc

9/10/11

- Exhibit: 20th Anniversary Commemorative Solidarity Quilt @ AV Museum 108/10-5/10-430 – In honour of Stephen Lewis Foundation's 20th Ann. A quilt is presented by Grandmothers to Grandmothers Campaign.

- Plant, Bake and Book Sale – 9-12 AV United Church

9th and 23rd – Knit nights at the Museum 6-8

11th

- Canvas Connect: Exhibit and Artist Market – Kinsmen Community Centre 4pm– lots of different pieces of Art, live music and refreshments (Twin City), live artists plus an opp. To actually sit and paint with them.

- Mt Klitsa Garden Club – Community Plant Sale 9-3 @ Alberni Athletic Hall

12th – Mother's Day Tea Party 1-3pm @ BC Hall – Indoor/Outdoor photo sessions available by donation to Island Heart Photography

15th - PA May Childcare month 630-830 – hosted by PacificCARE – CCRR Program – free event, Community partners showing appreciation to all Childcare providers as well as ECEs

17th – Barn Dance 7-10pm Coombs Rodeo Grounds – learn to Square Dance \$15 pp

20th to 25th– TheatreBC's North Island Zone Festival @ The Capitol , 5 nights of plays hosted by Portal Players Dramatic Society

21st – Circle of Security hosted by PacificCARE – CCRR Program – 4 day workshop 6-8

22nd – The Road Ahead – a panel discussion of the future of AV Transportation 7pm – designed to inform and parallel the City's OCP review.

23rd and June 4th – BC Firesmart Drop-in discussion 5-7 @ Echo (Cedar) hosted by City, free Home Assessment and Rebate program. Learn how to build wildfire resilience into your property.

25th

- Pride Car Wash Fundraiser – 12-4 @ 7-11 Redford St - \$\$ to AV Pride's Youth events

- Botanical Creations @ Gateway Church 6-8pm create 4 natural products, lip balm, sunscreen, bug bit, sun relief spray \$60

28th – Why the Anti-Taxes have it Wrong – Get the Facts hosted by AVTTS and Jim Wright 7pm @ Echo – discussions around carbon tax myths and other policy tools to address energy transition

28/29/30 – PA Blood Donation Event – BW Barclay 130-630

June 1 – Black Ty Gala – An evening in 24 karat gold – Music and dinner catered by Starboard Grill, live and silent auctions, and more... @ Echo 6pm tix \$150



Heritage Commission Meeting

May 1, 2024

Minutes

June 2nd – Butterfly Effect @ 11th Ave park 1130-130, release at 1230, \$25 for one Painted Lady butterfly in a box (Max 250 available) – AV Hospice Society. Remember a loved one

j. City Council

CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held April 22, 2024. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

■ DELEGATIONS

2023 City Audited Financial Statements
Cory Vanderhorst of MNP Chartered Accountants presented the City's Audited Financial Statements for the year ending 2023. In MNP's opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2023.

■ UNFINISHED BUSINESS

Western Vancouver Island Industrial Heritage Commission | Railway Operations Update
Council directed 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 with funding from Reserves.

Welcome to Port Alberni Sign
Council approved a slightly modified Welcome to Port Alberni sign and its installation at John Street and Johnston Road to be completed within the allocated Financial Plan amount of \$23,194. Final design work is underway including working with the Tseshah and Hupacasath First Nations for inclusion of a land acknowledgement.

■ STAFF REPORTS

Broombusters Community Event
All are welcome to join a community-wide Broombusting event with Broombusters Invasive Plant Society on Saturday, May 4th from 10:00 am to 12:00 pm at Echo Centre. For more information visit www.broombusters.org/alberniavalley

■ BYLAWS

"City of Port Alberni Tax Rates Bylaw No. 5104, 2024" was adopted. The bylaw will set the tax rates required to balance the municipalities taxing obligations as outlined in the Financial Plan.

"Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" was introduced and given three readings. The bylaw upon adoption will enable a subdivision to create three small residential lots.

■ CORRESPONDENCE

Riders of Alberni Valley | Support for a Land Use Agreement
Council directed staff to write a letter to the Province on behalf of Riders of Alberni Valley in support of their land use request to maintain and possibly build multi-use trails on Crown Land throughout the Maquinna trail system.

The Rotary Club of Port Alberni | Colour Fest
Council authorized The Rotary Club of Port Alberni use of Blair Park/Kitsukis 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.

ADSS 2024 Parent From Committee | Use of City Streets

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

Council also received their correspondence summary which included letters from:

- Ministry of Transportation and Infrastructure | Response to City Letter dated February 15th Re: Log Train Trail
- Ministry of Environment and Climate Change Strategy | Response to City Letter dated March 13th Re: Amendment of the Air Discharge Permit for Catalyst Paper
- Ministry of Environment and Climate Change Strategy | Public Interest Bonding Strategy
- Ministry of Housing | Bill 16 Pro-Active Zoning Framework
- Ministry of Housing | Small-Scale Multi-Unit Housing Legislation
- BC Ferries | Invitation to Charting the Course Workshop
- Office of the Ombudsperson | Quarterly Report: October 1 – December 31, 2023
- Ministry of Forests | Response to City Letter dated March 15, 2024 Re: Enhanced Provincial Support for Port Alberni Paper Mill
- Alberni-Clayoquot Regional District | Highlights of the Board of Directors Meetings Feb/Mar 2024



Heritage Commission Meeting May 1, 2024 Minutes

- j. Aldred Restaurants | Invitation to McHappy Day® event on May 8th
- k. Alberni-Clayoquot Regional District | March 5, 2024 Minutes of the Accessibility Committee
- l. Alberni Valley Museum and Heritage Commission Minutes | March 6, 2024
- m. Traffic Advisory Committee Minutes | July 19, 2023 & January 17, 2024

■ PROCLAMATIONS

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

On behalf of United Steelworkers, Local 1-1937, Council proclaimed April 28, 2024 as 'Day of Mourning' in Port Alberni and authorized that the Mourning flag be flown at City Hall at half-mast April 28th through to May 5th in recognition.

On behalf of MS Canada, Council proclaimed the month of May 2024 as 'MS Awareness Month' in Port Alberni and authorized that the MS flag be flown at City Hall the week of May 6th in recognition.

■ REPORT FROM IN-CAMERA

Council released 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.

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

■ NEW BUSINESS

Policy | Release of In-Camera Resolutions
Council approved the Release of In-Camera Resolutions Policy 3002-6. The Policy serves to establish direction on the public disclosure of business conducted in closed Council meetings.

Official Community Plan Update
Council supported the Official Community Plan Growth and Climate Action 'What We Heard' report including the Alternative Growth Scenario and GHG Reduction Targets.

BC Transit Annual Operating Agreement
Council authorized the Mayor and Corporate Officer to execute the BC Transit | 2024 – 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit in effect from April 1, 2024 to March 31, 2025.

Asset Retirement Obligations
Council received the Asset Retirement Obligations for the period ending December 31, 2023. 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.

Hole in the Wall | Safe Access

Council directed administration to write a letter to the Ministry of Transportation and Infrastructure, Mosaic Forest Management and the ACRD to follow up on the issue of establishing safe access for the popular 'Hole in the Wall' attraction.

■ QUESTION PERIOD

J. Leskosek

Commented on Council's chosen location for the Welcome to Port Alberni sign.

■ COUNCIL MEETINGS

The City of Port Alberni is now offering hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

■ MEETINGS AT A GLANCE

Wednesday, May 1st

7:00 pm – Alberni Valley Heritage Commission
Alberni Valley Museum

Monday, May 13th

2:00 pm – Regular Council
Council Chambers

Thursday, May 16th

12:00 pm – Advisory Planning Commission
Council Chambers

Tuesday, May 21st

6:00 pm – Committee of the Whole
Council Chambers



Heritage Commission Meeting
May 1, 2024
Minutes

k. Museum

- i. The Manager of Culture job posting closes next week.
- ii. We are in the process of finalizing the update to our summer programs and birthday parties.
- iii. Our new part time Museum Assistant (with a focus on Education) starts this week and our job posting for the Young Canada Works summer student closes next week. We're excited to see the impact these two staff have on our program offerings this summer.
- iv. The biennial Art Show is well in hand; the opening event will be held on June 6.

l. Hupačasath First Nation – no report

m. čišaaʔath (Tseshah) First Nation – no report

7. Next Meeting

- a. June 5, 7pm (Maritime Heritage)

8. Moved by Elliot to adjourn at 8:28pm.

Councillor Report

For June 24, 2024

Councillor Debbie Haggard

June 6 - 10, 2024 – Federation of Canadian Municipalities conference –

Councillor's Dame and Patola, Mayor Minions, CAO Fox and I attended the Federation of Canadian Municipalities annual conference. Over 3100 participants from coast to coast came together in Calgary to attend the largest FCM conference to date. The conference theme was *Redefining our Future*.

Delegates attended a range of workshops, participated in panel discussions, visited the trade show and connected with colleagues and partners. Delegates also heard from a range of political keynotes: Prime Minister Trudeau, Minister Sean Fraser, Conservative MP Scott Anderson, NDP Leader Jagmeet Singh and Green Party Leader Elizabeth May.

I attended a walking tour of downtown Calgary which highlighted downtown revitalization, revitalization of the waterfront, public access to their waterfront and the bringing together of neighborhoods and communities. This mirrored a lot of the strategic priorities that this council has identified for Port Alberni.

Port Alberni delegates attended a reception hosted by the Port Authority and we expressed our appreciation and excitement for the upcoming national Port Authority conference that will be held in Port Alberni in September.

June 12, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:

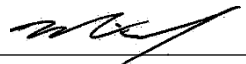
- The Terms of Reference for the Emergency Executive Committee were amended to add the ACRD CAO and the City of Port Alberni CAO.
- The ACRD Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the ACRD 5th Avenue Administrative Building, the Beaver Creek Fire Hall, Harold Bishop Fire Hall, Lakeshore Fire Hall, East Bamfield Fire Hall, Eileen Scott Centennial Park Building and the Long Beach Airport.
- The ACRD Board of Directors provide direction to staff regarding meeting requests in conjunction with the 2024 UBCM convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.

June 14, 2024 – Annual meeting with MLA Osborne – Members of Council and staff attended a meeting with our local MLA, Josie Osborne. We discussed a wide range of topics including:

- Housing needs
- Stabilization beds
- Medical needs
- Hole in the Wall

June 17, 2024 – Industrial Heritage Center – The Industrial Heritage Society invited Council to attend school tours at the Industrial Heritage Center. The tour included life 100 years ago, making of a pencil box, making of a button, using a printing press, and firefighting. Councillor Solda and I had great fun playing the “I Spy” game with the children!

Date: June 20, 20024
File No: 0640-20-2023
To: Mayor & Council
From: M. Fox, CAO
Subject: Annual Report 2023

Prepared by: <i>D. LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>M. FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2023, as presented.

PURPOSE

To receive Council endorsement of the 2023 Annual Report.

BACKGROUND

Under the *Community Charter*, each year prior to June 30th, municipalities are required to produce an annual report which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives.

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2023, as presented.
2. That Council provide amendments to the 2023 Annual Report and endorse, as amended.

ANALYSIS

The *Community Charter* stipulates that each year Council must prepare an annual report and make the report available for public inspection. The annual report must include:

- The municipality's audited annual financial statements for the previous year
- A list of the permissive tax exemptions provided by the municipal council, and for each exemption, the amount of property tax that would have been imposed during the previous year if the exemption had not been granted
- A report on the municipality's services and operations for the previous year
- A progress report on the performance of the municipality with respect to established objectives and measures

-
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the current year and following year
 - The details of any declarations of disqualification made against individual council members during the previous year

Council may include any other information that it deems appropriate for the annual report.

IMPLICATIONS

As per the *Community Charter* Section 98(1) before June 30 in each year, a council must

- (a) prepare an annual report, and
- (b) make the report available for public inspection under section 97.

Cost implications include advertisement in the Alberni Valley News for public notice and the production of hard copy reports.

In the event Council directs amendments to the report, staff are requesting that the report be endorsed today as amended in order to still meet the legislative deadline of June 30th. Staff would ensure amendments were applied prior to the deadline.

COMMUNICATIONS

Section 99 of the *Community Charter* stipulates that the annual report must be made available for public inspection 14 days before the annual public meeting. Public notice was advertised in the June 12th and 19th editions of the Alberni Valley News, on the City website and the Public Notice Posting Place.

Following Council endorsement, the Annual Report will be made available online and in hard copy. A copy will also be provided to the province.

BYLAWS/PLANS/POLICIES

- *2023-2027 Corporate Strategic Plan*

SUMMARY

Under the *Community Charter*, each year prior to June 30th, municipalities are required to produce an annual report which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives.

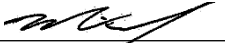
Staff are requesting Council endorsement of the 2023 Annual Report.

ATTACHMENTS/REFERENCE MATERIALS

- *2023 Annual Report*

c: S. Smith, Director of Development Services | Deputy CAO

Date: June 14, 2024
File No: 1880-24-SOFI
To: Mayor & Council
From: M. Fox, CAO
Subject: Statement of Financial Information | Year Ending December 31, 2023

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

THAT Council approve the statements and schedules included in the Statement of Financial Information for 2023, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 14, 2024.

PURPOSE

To provide Council with the annual report in order that Council can receive and then approve the Statement of Financial Information [SOFI] for the year ended December 31, 2023.

BACKGROUND

Pursuant to *Section 2* of the *Financial Information Act*, the Local Government must prepare a Statement of Financial Information. The format is prescribed by regulation pursuant to *Section 3* of the *Financial Information Regulation*. The requirement that Council must approve the statement is prescribed by *Section 9(2)* of the *Financial Information Regulation*.

Attached is a copy of the Statement of Financial Information including all statements and schedules that are required for submission.

ALTERNATIVES/OPTIONS

THAT Council approve the statements and schedules included in the Statement of Financial Information for 2023, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 14, 2024.

ANALYSIS

Not applicable.

IMPLICATIONS

The Statement of Financial Information must be approved and submitted to the Ministry of Municipal Affairs by June 30, 2024.

COMMUNICATIONS

The SOFI report will be posted to the City’s website.

BYLAWS/PLANS/POLICIES

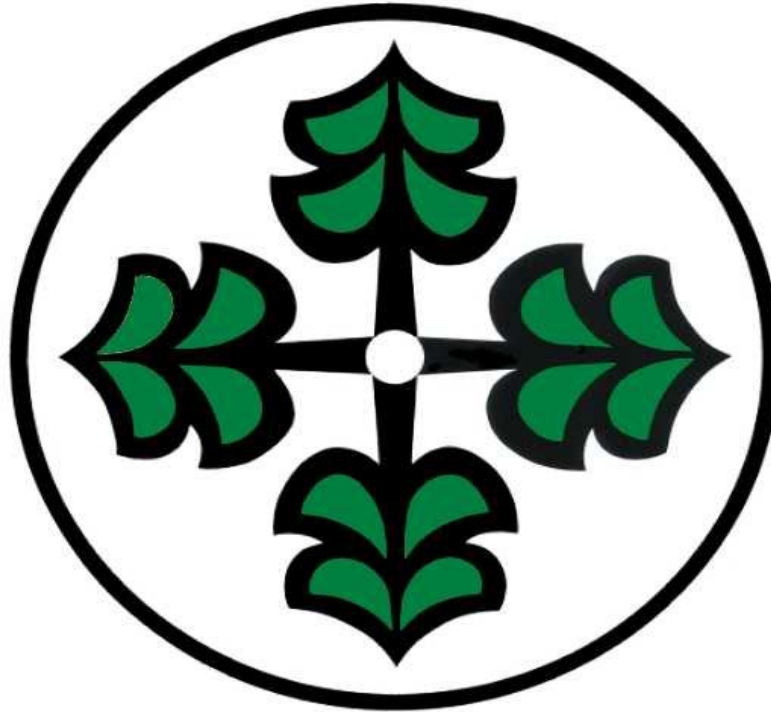
Not applicable.

SUMMARY

Staff are requesting Council’s approval of the Statement of Financial Information for the year ending December 31, 2023 in order to meet legislated requirements of the *Financial Information Act* by the submission deadline of June 30, 2024.

ATTACHMENTS/REFERENCE MATERIALS

- Statement of Financial Information - year ending December 31, 2023



CITY OF PORT ALBERNI
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023

**CITY OF PORT ALBERNI
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

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CITY OF PORT ALBERNI MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

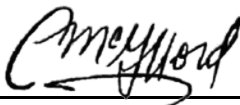
Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of Council. The Audit Committee meets with management four times a year, and the external auditors once a year.

The Director of Finance has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, MNP LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of Council and meet with it on a regular basis.

On behalf of the City of Port Alberni



Name	Andrew McGifford, CPA, CGA
Title *	Director of Finance
Date	Friday, June 14, 2024

* For municipalities, the officer assigned responsibility for financial administration signs

☐ Prepared pursuant to Financial Information Regulation, Schedule 1, section 9

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


MNP LLP

Chartered Professional Accountants

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

	2023	2022
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 1,807,017	\$ 8,111,910
Investments (Note 3)	34,263,623	22,403,771
Accounts receivable (Note 4)	9,933,228	6,529,331
Inventory for resale	50,570	48,064
Investment in government business enterprise (Note 5)	2,404,599	2,741,214
	48,459,037	39,834,290
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 6)	9,792,923	11,708,095
Deferred revenue (Note 9)	7,155,985	6,927,514
Refundable deposits	1,970,988	1,250,752
Long-term debt (Note 11, Schedule 3)	21,003,293	12,999,838
Asset Retirement Obligations (Note 12)	42,617,953	-
	82,541,142	32,886,199
NET FINANCIAL ASSETS (NET DEBT)	(34,082,105)	6,948,091
Commitments and Contingencies (Note 18)		
NON-FINANCIAL ASSETS		
Inventory of supplies	883,822	648,291
Prepaid expenses	297,956	237,277
Tangible capital assets (Note 15, Schedule 1)	200,747,291	152,396,485
	201,929,069	153,282,053
ACCUMULATED SURPLUS (NOTE 16)	\$ 167,846,964	\$ 160,230,144

Approved on behalf of the City


 Andrew McGifford
 Director of Finance

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

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

	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	-	(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

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

	Budget (Note 19)	2023	2022
ANNUAL SURPLUS	\$ 8,615,124	\$ 7,616,820	\$ 3,644,334
Aquisition of Tangible Capital Assets	(16,572,386)	(16,432,538)	(14,443,697)
Amortization	-	9,082,957	5,615,586
Accretion	-	1,520,017	-
Loss on disposal of tangible capital assets	-	96,709	121,662
Proceeds from sale of tangible capital assets	-	-	138,000
Increase in Tangible Capital Assets due to Asset Retirement Obligations	-	(42,617,953)	-
	(7,957,262)	(40,733,988)	(4,924,115)
Acquisition of supply inventory	-	(883,822)	(648,291)
Acquisition of prepaid expenses	-	(297,956)	(237,277)
Consumption of inventory of supplies	-	648,291	518,079
Use of prepaid expenses	-	237,277	139,176
	-	(296,210)	(228,313)
CHANGE IN NET FINANCIAL ASSETS (NET DEBT)	(7,957,262)	(41,030,198)	(5,152,428)
Net financial assets, beginning of year	6,948,091	6,948,091	12,100,520
NET FINANCIAL ASSETS (NET DEBT) - END OF YEAR	\$ (1,009,171)	\$ (34,082,105)	\$ 6,948,091

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

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

	2023	2022
Cash provided by (used in):		
OPERATING ACTIVITIES		
Annual surplus	\$ 7,616,820	\$ 3,644,337
Non-cash items		
Amortization	9,082,958	5,615,586
Accretion	1,520,017	-
Gain on disposal of tangible capital assets	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		
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)
INVESTING ACTIVITIES		
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	-
	8,135,751	(364,250)
DECREASE IN CASH AND CASH EQUIVALENTS	(6,304,894)	(4,608,601)
Cash and Cash Equivalents - Beginning of Year	8,111,910	12,720,513
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 1,807,017	\$ 8,111,910

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

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.

1. Significant Accounting Policies (continued)

Basis of presentation (continued)

Reserve Funds

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

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 or amortized 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.

l) 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 a tangible 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

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

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 inter-corporate 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.

	2023	2022
Financial Assets		
	\$ 3,057,742	\$ 3,371,404
Liabilities	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
	2023	2022
AVCFC shares	\$ 1	\$ 1
Accumulated earnings to date	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)

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.

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

7. Employee future benefits (continued)

a) Retirement benefit payments

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

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

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 segregated 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

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

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
	\$ 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).

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 accretion	1,520,017
Closing Asset Retirement Obligation	\$42,617,953

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 trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 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.

CITY OF PORT ALBERNI
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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.

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

16. Accumulated surplus

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

	2023	2022
Operations		
General	\$ 9,466,863	\$ (21,169,540)
Water	224,039	988,991
Sewer	(8,735,370)	(2,873,658)
	\$ 955,532	\$ (23,054,207)
Capital		
General	20,769,750	26,772,224
Water	3,352,967	(1,547,744)
Sewer	(30,923,439)	(11,101,368)
	(6,800,722)	14,123,112
Equity in tangible capital assets		
General	\$ 74,384,988	\$ 64,848,543
Water	23,908,241	23,045,696
Sewer	38,832,817	51,502,409
	\$ 137,126,046	\$ 139,396,648
Reserves		
Reserve funds – statutory		
Parkland acquisition	\$ 314,284	\$ 300,029
Land Sale	991,722	90,937
	1,306,006	390,966
Reserve funds – restricted		
Equipment replacement	6,622,669	6,127,642
Carbon fund	549,410	352,066
Parks and recreation capital	2,650,919	2,511,996
Capital works	289,505	264,306
Community Building Fund Reserve (Note 9)	3,237,726	3,115,328
Growing Communities Fund	5,396,338	-
Aquatic Centre Reserve Fund	61,688	-
Alberni Valley Community Forest Corporation reserve	906,152	598,452
	19,714,407	12,969,790
Reserve funds – unrestricted		
General fund - project and purchases	2,357,710	2,789,066
Museum purchases	61,631	62,968
RCMP - contract surplus	1,040,231	1,149,326
McLean Mill project	334,300	334,300
Water fund - projects and purchases	5,402,014	8,878,370
Sewer fund - projects and purchases	6,349,809	3,189,802
	15,545,695	16,403,832
Total reserves	36,566,108	29,764,588
	\$ 167,846,964	\$ 160,230,144

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	\$ 139,529	\$ 721,385
Deductions:		
Parks and recreation revenue shortfall	-	(500,000)
Technical upgrading and improvements	(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	\$ -	\$ -
Funds received	5,269,000	-
Interest Earned	127,338	-
Eligible expenses	-	-
Closing balance of unspent funds	\$ 5,396,338	\$ -

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

17. Grants and Transfers

	2023	2022
Operating Grants		
Federal	\$ 83,290	\$ -
Provincial	1,662,388	1,810,601
Total Government Operating Grants	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

19. Budget (continued)

	2023 Budget
Consolidated Budgeted Surplus, per City of Port Alberni Financial Plan Bylaw No. 5075	<u>\$ -</u>
Add	
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.

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 1 : TANGIBLE CAPITAL
ASSETS As at December 31, 2023

	ASSETS				ACCUMULATED AMORTIZATION					
	Balance December 31, 2022	Additions 2023	Disposals 2023	Balance December 31, 2023	Balance December 31, 2022	Additions 2023	Disposals 2023	Balance December 31, 2023	NET BOOK VALUE 2023	NET BOOK VALUE 2022
Land	\$ 10,083,413	\$ 199,584	\$ -	\$ 10,282,997	\$ -	\$ -	\$ -	\$ -	\$ 10,282,996	\$ 10,083,413
Land Improvements	13,000,317	180,805	(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	-	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	(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	(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	2,324,381	(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	43,608,871	-	113,388,750	12,600,161	4,786,202	-	17,386,363	96,002,397	57,179,718
Lease Assets	1,425,000	-	-	1,425,000	1,356,111	-	-	1,356,111	68,889	68,889
Work in progress	7,266,055	4,589,431	-	11,855,486	-	-	-	-	11,855,487	7,266,056
	<u>\$ 274,284,186</u>	<u>\$ 57,530,463</u>	<u>\$ (338,041)</u>	<u>\$ 331,476,608</u>	<u>\$ 121,887,702</u>	<u>\$ 9,082,959</u>	<u>\$ (241,330)</u>	<u>\$ 130,729,331</u>	<u>\$ 200,747,291</u>	<u>\$ 152,396,485</u>

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												
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	-	38,089	32,662	132,296	1,261,637	1,498,057	1,325,297
Investment income	1,007,677	-	7,018	-	-	-	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)	-	-	-	-	-	-	-	-	(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	-	-	-	21,372	139,094	541,035	-	867,266	580,082	217,452
RCMP Contract	-	7,035,396	-	-	-	-	-	-	-	7,035,396	6,730,009	6,043,880
Grants	-	5,833	-	-	253,163	74,362	-	-	-	333,358	203,500	539,612
Other Contracts	98,889	-	1,078,530	-	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

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 2022	Budget	Consolidated 2021
Revenues												
Taxation	\$ 25,801,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	-	37,038	32,442	115,769	1,325,297	1,215,805	1,230,103
Investment income	351,436	-	1,226	-	-	-	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	-	-	-	-	-	-	-	-	(121,662)	(121,662)	-	(145,806)
Income (loss) from investment in government business	-	-	-	-	1,840,840	-	-	-	-	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	-	-	-	22,488	44,518	47,658	-	217,452	505,170	192,007
RCMP Contract	-	6,043,880	-	-	-	-	-	-	-	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	-	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	71,157	2,212	73,369
4848	Water	30	-%	08-Apr-45	2,000,000	1,698,605	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	-	-	-	8,500,000	-	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

	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	700	-	960
	9,809,288	10,598,929	9,980,455
Total Taxes Collected	\$ 37,687,697	\$ 38,472,891	\$ 35,782,050

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Remuneration	Taxable Benefits & Other	Expenses
DAME, DUSTIN	Elected Official	\$ 28,786.71	\$ 95.16	\$ 5,667.33
DOUGLAS, JOHN	Elected Official	\$ 28,786.71	\$ 48.07	\$ 5,180.31
HAGGARD, DEBBIE	Elected Official	\$ 28,786.71	\$ 47.76	\$ 8,066.87
MEALEY, CHARLES	Elected Official	\$ 28,786.71	\$ 95.16	\$ 1,148.57
MINIONS, SHARIE	Elected Official	\$ 64,689.87	\$ 95.16	\$ 12,934.26
PATOLA, TODD	Elected Official	\$ 28,786.71	\$ 95.16	\$ 13,118.97
SOLDA, CINDY	Elected Official	\$ 28,786.71	\$ 83.31	\$ 7,089.37
Total: elected officials, employees appointed by Cabinet and members of the Board of Directors (A)		\$ 237,410.13	\$ 559.78	\$ 53,205.68

2. Other employees (excluding those listed in Part 1 above)

Name	Position	Remuneration	Taxable Benefits & Other	Expenses
ANDERSEN, DOUGLAS	Water System - Meters & Cross Connection	\$ 80,567.94	\$ 580.40	\$ 109.00
ANDERSON, J. DREW	Backhoe Operator	\$ 75,044.50	\$ 580.40	\$ -
ARENTSEN, KEITH	LAN Administrator/Systems Operator	\$ 85,970.74	\$ 580.40	\$ 117.49
BAUER, BRYAN	Wastewater Systems Operator	\$ 75,340.66	\$ 580.40	\$ 1,223.37
BERKE, KARRY	Sewer Chargehand	\$ 91,957.66	\$ 580.40	\$ -
BISHOP, JUSTIN	Wastewater Systems Operator	\$ 80,777.49	\$ 580.40	\$ 161.50
BITTER, PETER	Accountant	\$ 76,404.80	\$ 580.40	\$ 525.00
BODIN, KRISTA	Manager of Human Resources	\$ 146,428.80	\$ 1,193.75	\$ 1,738.68
BOOTH, ANTHONY	Fire Fighter	\$ 136,176.28	\$ 827.19	\$ -
BOROVICA, ERWIN	Project Manager	\$ 80,442.06	\$ 684.72	\$ 2,306.96
BOUCHARD, TORY	Superintendent - Fleet & Solid Waste	\$ 107,374.93	\$ 2,059.42	\$ 837.75
BOURELLE, NATHAN	Bylaw Enforcement Officer	\$ 74,524.11	\$ 580.40	\$ 80.00
BOURGOIN, SHAWN	Manager of Recreation Services	\$ 102,224.83	\$ 836.61	\$ 2,573.86
BRITTON, SHAYLA	Stores Clerk	\$ 79,031.32	\$ 580.40	\$ 148.07
BRUVALL, ERIC	Engineering Technologist	\$ 78,957.62	\$ 580.40	\$ -
BURROWS, SCOTT	Fire Captain	\$ 164,008.71	\$ 996.60	\$ -
COLCLOUGH, BRANDON	Water System Technician	\$ 87,684.76	\$ 825.65	\$ -
COX, AARON	Firefighter	\$ 110,227.72	\$ 701.85	\$ 6,277.14
CROSS, TRAVIS	Firefighter	\$ 145,549.86	\$ 1,006.12	\$ 1,017.32
CUSSON, DAVID	Manager of Community Policing	\$ 94,645.61	\$ 766.77	\$ -
DARLING, SARA	Deputy Director of Corporate Services	\$ 105,707.74	\$ 865.77	\$ 3,008.10
DEAKIN, PATRICK	Manager of Economic Development	\$ 116,341.92		\$ 2,695.87
DECARY, BEN	Water System Technician	\$ 76,497.81	\$ 580.40	\$ -
DICKINSON, ROBERT	Director of Engineering and Public Works	\$ 89,389.02	\$ 606.76	\$ 1,204.11
EHALT, COREY	Firefighter	\$ 108,616.37	\$ 681.24	\$ -
ETHIER, SARAH	CPIC Operator	\$ 77,481.89	\$ 190.95	\$ 1,274.11
FINES, DERRIN	Firefighter	\$ 149,466.80	\$ 996.60	\$ 1,627.23
FOURNIER, SCOTT	Mechanic	\$ 79,740.72	\$ 680.40	\$ -
FOX, MICHAEL	Chief Administrative Officer	\$ 141,960.85	\$ 1,184.06	\$ 9,234.74
FRANCOEUR, LOUISE	Backhoe Operator	\$ 77,950.33	\$ 580.40	\$ -
FUDGE, NORMAN	Mechanic	\$ 80,146.99	\$ 680.40	\$ -
GAGNON, MICHELLE	Administration Clerk - RCMP	\$ 78,542.53	\$ 580.40	\$ -
GAUDET, KEVIN	Water System Technician	\$ 80,363.56	\$ 580.40	\$ -
GAUDREAU, ROBERT	Building Inspector	\$ 96,699.88	\$ 580.40	\$ 2,830.88
GINGRAS, JEFFERY	Traffic Services	\$ 75,156.86	\$ 580.40	\$ -
GIRI, AMARJEET	Waterworks Chargehand	\$ 95,433.43	\$ 580.40	\$ 109.00
GUERIN, ANDRE	Firefighter	\$ 169,499.30	\$ 996.60	\$ 5,511.67
HALEY, JOHN	Firefighter	\$ 187,471.70	\$ 996.60	\$ 148.07
HALYCHUK, BENJAMIN	Firefighter	\$ 145,616.55	\$ 840.72	\$ -
HARDING, SHELLEY	Museum Curator	\$ 81,294.02	\$ 580.40	\$ 249.95
HEIMAN, DAVID	Streets Chargehand	\$ 86,244.71	\$ 580.40	\$ -
HILTUNEN, CRYSTAL	Superintendent - Streets & Drainage	\$ 90,153.75	\$ 678.01	\$ 1,586.61
IVEZICH, KIMBERLY	Manager of Police Support Services	\$ 85,869.35	\$ 705.94	\$ 547.82
JOSEPH, MARVIN	Senior Maintenance Worker	\$ 94,177.38	\$ 580.40	\$ 1,858.98
JUNGENKRUEGER, RODNEY	Residential Garbage Collector	\$ 77,643.56	\$ 580.40	\$ -
KLEYWEGT, BRIAN	Software Analyst	\$ 77,211.17	\$ 580.40	\$ -
KRANEVELDT, ROBERT	Facilities Operations Supervisor	\$ 112,980.38	\$ 917.47	\$ 438.00
LANDSVIK, ERIK	Gardener	\$ 80,531.71	\$ 580.40	\$ 17.14
LEPINE, TREVOR	Wastewater Treatment Plant Technician	\$ 80,388.97	\$ 580.40	\$ 175.00
LEYENAAR, CURTIS	Chargehand - Parks	\$ 84,373.76	\$ 580.40	\$ -

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

Name	Position	Remuneration	Taxable Benefits & Other	Expenses
LOW, CAILEAN	Firefighter	\$ 145,696.42	\$ 863.52	\$ 10,925.76
MACAULEY, ROSALYN	Deputy Director of Finance	\$ 116,271.40	\$ 946.24	\$ 5,197.28
MCCOOMBS, GERALD	Truck Driver	\$ 78,300.03	\$ 580.40	\$ -
MCCULLOUGH, ANTHONY	Gardener	\$ 79,806.92	\$ 580.40	\$ 1,690.32
MCGIFFORD, ANDREW	Director of Finance	\$ 158,025.16	\$ 1,279.16	\$ 6,559.90
MCHALE, CONSTANTINE	Facilities Maintenance Technician	\$ 80,525.44	\$ 580.40	\$ -
MCLOUGHLIN, BRIAN	Manager of Planning	\$ 90,824.12	\$ 619.42	\$ 2,093.33
MIGUEZ, JOHN	Firefighter	\$ 147,336.27	\$ 840.72	\$ -
MONTEITH, DONNA	Director of Corporate Services	\$ 83,459.94	\$ 713.26	\$ 2,513.23
NELSON, KIMBERLY	Custodial Guard	\$ 75,114.56	\$ 580.40	\$ -
OWENS, MICHAEL	Fire Chief	\$ 154,611.05	\$ 1,177.77	\$ 7,052.72
PATTERSON, CHARLES W	Deputy Fire Chief	\$ 112,769.92	\$ 758.94	
PELECH, JEFF	Manager of Information Technology	\$ 122,159.21	\$ 999.55	\$ 6,518.04
POVEY, BRIAN	Wastewater Systems Operator	\$ 80,747.86	\$ 580.40	\$ 161.50
RITCHIE, IAN	Firefighter	\$ 166,973.45	\$ 996.60	\$ -
RITCHIE, MAX	Firefighter	\$ 100,614.95	\$ 705.02	\$ 148.07
ROBERTS, JASON	Firefighter	\$ 131,520.07	\$ 813.96	\$ 148.07
ROGERS, BRADLEY	Firefighter	\$ 137,438.55	\$ 840.72	\$ -
ROKEBY-THOMAS, DAVID	Building Inspector	\$ 77,534.97	\$ 453.60	\$ -
ROSE, BRENT	Firefighter	\$ 133,983.50	\$ 813.96	\$ -
RUEL, TYLER	Firefighter	\$ 133,424.64	\$ 791.28	\$ -
SCHUTT, WESLEY	Maintenance Co-or. Multiplex Operations	\$ 80,934.24	\$ 580.40	\$ -
SCHWARZ, MIKI	Aquatics Programmer	\$ 75,577.89	\$ 580.40	\$ 1,377.18
SELVA, ANTHONY	Firefighter	\$ 132,658.02	\$ 813.96	\$ -
SEXTON, RYAN	Carpenter	\$ 78,326.75	\$ 680.40	\$ -
SMITH, KIRSTEN	Collections Curator	\$ 75,259.10	\$ 580.40	\$ 840.60
SMITH, SCOTT	Director of Development Services/Deputy CAO	\$ 166,915.33	\$ 1,360.30	\$ 1,626.40
STELMACKER, JAMES	Mechanic	\$ 80,989.24	\$ 680.40	\$ -
STEPHEN, JOHN	Water System Technician	\$ 95,947.02	\$ 3,296.15	\$ 1,866.75
THORPE, WILLA	Director of Parks, Recreation & Heritage	\$ 157,770.50	\$ 1,279.16	\$ 17,156.49
TOURANGEAU, BRENNAN	Firefighter	\$ 127,848.14	\$ 813.96	\$ 847.97
TURNER, RYAN	Firefighter	\$ 126,343.98	\$ 780.37	\$ -
WEENING, FRANK	Custodial Guard	\$ 78,271.85	\$ 200.00	\$ -
WEILER, MARK	Carpenter	\$ 80,300.96	\$ 680.40	\$ -
WETMORE, DANIEL	Engineering Technologist	\$ 84,685.41	\$ 580.40	\$ -
WIATR, ROMAN	Water System Technician	\$ 79,045.59	\$ 348.70	\$ -
WONG, S. BOYD	Engineering Technologist	\$ 103,554.90	\$ 317.00	\$ -
WRIGHT, CLINTON	Manager of Operations	\$ 131,517.39	\$ 1,839.88	\$ 7,307.87
ZAPLOTINSKY, BLADON	Firefighter	\$ 136,285.70	\$ 840.72	\$ 148.07
Consolidated total of other employees with remuneration and expenses of \$75,000 or less		\$ 6,924,172.69	\$ 41,320.51	\$ 54,314.18
Total: Other Employees (B)		\$ 16,179,836.54	\$ 109,519.43	\$ 178,127.15

3. Reconciliation

Total remuneration - elected officials, employees appointed by cabinet and members of the Board of Directors (A)	\$ 237,969.91
Total remuneration - other employees (B)	\$ 16,289,355.97
Subtotal	\$ 16,527,325.88
Reconciling Items	
Total per Statement of Revenue and Expenditure	\$ 19,414,391.00
Variance Note 1	\$ (2,887,065.12)

NOTE 1

A formal reconciliation of the figures cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- the financial statement reports benefits as a percentage of salaries and wages whereas remuneration is the amount paid directly to the employee as defined in the Financial Information Regulation, Schedule 1, subsection 6(1).

CITY OF PORT ALBERNI

**STATEMENT OF SEVERANCE AGREEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

There were zero (0) severance agreements under which payment commenced between the City of Alberni and its non-unionized employee during fiscal year 2023.

This statement is prepared under the Financial Information Regulation, Schedule 1, Subsection 6(7).

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate Amount Paid To Supplier
0946982 BC LTD DBA ACE FLAGGING	99,276.81
1228529 BC LTD	32,144.38
1278881 BC LTD	36,247.75
3D GEOMATICS INC	37,267.93
A BATT ABOVE INSULATION LTD	47,018.83
A C E COURIER SERVICES	33,892.16
ACCENT REFRIGERATION SYSTEMS	72,773.21
ACKLANDS - GRAINGER INC	32,418.09
ADDY POWER LTD	85,511.51
ADELHARDT CONCRETE PLUS	32,392.50
ALBERNI CHRYSLER LTD.	62,385.83
ALBERNI CLAYOQUOT REGIONAL HOSPITAL DIST.	705,913.93
ALBERNI PAVING & CONTRACTING LTD	205,414.50
ALBERNI VALLEY BULLDOGS	43,161.00
ALBERNI VALLEY CHAMBER OF COMMERCE	259,568.05
ALBERNI VALLEY CURLING CLUB	40,000.00
ALBERNI VALLEY REFRIGERATION	115,394.89
AMERICAN PROCESS GROUP	356,496.35
ANDREW SHERET LIMITED	328,609.65
ANOVA	87,747.94
ASSOCIATED ENGINEERING (BC) LTD	208,890.21
ATHECON PROJECTS INC	257,402.51
AURORA ROOFING LTD	65,849.70
B C ASSESSMENT AUTHORITY	216,353.68
B C HYDRO & POWER AUTHORITY	905,215.12
B C TRANSIT	1,016,254.81
B PLETTI CONTRACTING, INC.	63,869.70
BAILEY ELECTRIC CO LTD	392,626.39
BASRA, TEJ	168,267.99
BC EMPLOYER HEALTH TAX	232,353.11
BC HYDRO	27,076.08
BEAVER CREEK HOME CENTRE	41,848.17
BERK'S INTERTRUCK LTD	50,746.00
BERRY & VALE CONTRACTING LTD	963,413.08
BIG STEEL BOX CORPORATION	26,924.80
BLACK PRESS GROUP	30,742.06
BOULDER EXCAVATING LTD	177,052.71
BOWERMAN CONSTRUCTION LTD	2,523,904.25
BRANDT TRACTOR LTD.	26,763.12
BRENNTAG CANADA INC.	70,668.68
BUNZL	57,009.35
BUTLER CONCRETE & AGGREGATE LTD	48,872.41
CANADIAN TIRE #488	27,260.31
CANADIAN UNION OF PUBLIC EMPLOYEES	198,986.35
CARLISLE SERVICES LTD	47,008.92
CATALYST PAPER CORP	130,445.61
CDW CANADA	32,423.52
CENTRAL SQUARE	56,574.40
CIRCLE DAIRY 1987 LTD	124,422.72
CITY OF PORT ALBERNI	109,270.53
COASTAL BRIDGE & CONSTRUCTION LTD	95,663.91
COASTAL RESTORATION SOCIETY	415,751.70
COLLINS ELECTRIC INC	251,926.45

Supplier Name	Aggregate Amount Paid To Supplier
COMMUNITY FUTURES DEVELOPMENT CORP	32,170.00
CO-OPERATORS, THE	196,771.52
CULLEN DIESEL POWER LTD	38,057.12
DAST WELDING INC	40,127.21
DB PERKS & ASSOCIATES LTD.	92,479.81
DOLANS CONCRETE LTD	118,871.20
DOLANS GASFITTING & HEATING LTD	49,067.26
DRIVING FORCE	119,818.42
DUNCAN ELECTRIC MOTOR LTD	61,872.66
DYSON, RUSSELL & JENNIFER	53,700.00
Ekistics Town Planning Inc	54,031.08
ENCORE BUSINESS SOLUTIONS INC	67,034.99
ENEX FUELS LTD.	424,498.79
F H BLACK & COMPANY INCORPORATED	27,951.78
FALCON EQUIPMENT	114,893.63
FLOORING DEPOT	55,240.02
FOOTPRINTS SECURITY PATROL INC	97,872.07
FORTIS BC - NATURAL GAS	181,780.85
FRANK PLANNING COLLABORATIVE	123,665.14
FRASER VALLEY REFRIGERATION	148,097.62
FRED SURRIDGE LTD	78,398.36
GREGG DISTRIBUTORS (BC) LTD	54,840.82
GRT ENVIRONMENTAL SERVICES LTD	29,867.13
HARBOUR HAZMAT INC	179,287.50
HAYLOCK BROS PAVING LTD	43,506.27
HUB CITY PAVING LTD	373,623.41
I C B C -Insurance Corporation of British Columbia	76,245.00
IAM ISLAND ARCHITECTURAL MILLWORK LTD	152,523.00
INDUSTRA CONSTRUCTION CORP	972,913.80
ISLAND SPORTS TURF	156,378.42
ISLAND TIMBERFRAME	120,571.74
ISLAND TIMBERLAND LTD PARTNERSHIP	29,961.25
ITBLUEPRINT	56,090.70
ITEL NETWORKS INC	57,513.70
IWC EXCAVATION LTD	143,182.52
JACK'S TIRE SALES & SERVICES LTD	62,935.22
JAMIESON, MICHELE	270,241.42
JOHN DEERE FINANCIAL	173,744.62
KENDRICK EQUIPMENT 2003 LTD.	25,711.66
KICKING HORSE CONSULTING	25,115.60
KOERS & ASSOCIATES ENGINEERING LTD	590,302.72
L B WOODCHOPPERS LTD	49,249.13
LAFARGE ASPHALT TECHNOLOGIES	74,652.73
LAFRENTZ ROAD MARKING	73,853.09
LEUCO CONSTRUCTION INC	448,277.28
LEWKOWICH ENGINEERING ASSOCIATES LTD	28,458.51
LONG VIEW SYSTEMS CORPORATION	94,619.54
M B LABORATORIES LTD	26,187.30
M2 GREEN MECHANICAL LTD	395,849.86
MASTERCARD - DIR OF FINANCE	369,521.61
MCELHANNEY CONSULTING SERVICES LTD.	35,027.23
MCGILL & ASSOCIATES	56,733.87
MCLEAN & HIGGINS LTD	69,556.20
MCM FACILITATION & TRAINING	25,827.06
MINISTER OF FINANCE	44,401.21

Supplier Name	Aggregate Amount Paid To Supplier
MINISTRY OF ENVIRONMENT	54,359.09
MINISTRY OF PROV REVENUE	2,881,344.56
MKM PROJECTS LTD	1,343,425.65
MNP LLP	62,475.00
MOBIA TECHNOLOGY INNOVATION INC	41,673.42
MUNICIPAL INSURANCE ASSOC OF BC	505,842.00
MYRA SYSTEMS CORP	399,983.39
ND GRAPHICS	54,284.72
Nordica Aluminum Inc	104,590.45
NORTHLAND CUSTOM LTD	31,237.50
OPERATORS TRAINING SCHOOL	28,195.29
ORGANIZED CRIME AGENCY OF BC	35,609.57
OSPREY ELECTRIC LTD	38,119.24
P & R TRUCK CENTRE	474,870.78
PACIFIC AUDIO WORKS	38,549.74
PACIFIC BLUE CROSS	453,665.83
PENSION CORPORATION	2,715,782.26
PORT ALBERNI FIRE FIGHTERS ASSOC	71,843.91
PORT ALBERNI PORT AUTHORITY	184,003.57
PORT ALBERNI RETAIL DEVELOPMENT LTD	48,645.00
PRAIRIECOAST EQUIPMENT	28,663.29
PWL PARTNERSHIP LANDSCAPE ARCHITECTS INC	148,523.18
QUADIENT	59,604.90
R F BINNIE & ASSOCIATES LTD	130,667.06
RAYNER BRACHT CONSTRUCTION	25,778.11
RECEIVER GENERAL FOR CANADA - COMMISSIONER RCMP	8,565,865.93
RECEIVER GENERAL FOR CANADA - REVENUE CANADA &	4,730,733.50
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT	3,485,437.03
RICOH CANADA INC	46,506.82
ROGERS COMMUNICATIONS INC	43,176.71
ROLLINS MACHINERY LTD	214,733.34
RON'S DRYWALL	58,008.36
S P C A	147,539.68
SAFETEK EMERGENCY VEHICLES LTD	2,100,657.44
SAYWELL DEVELOPMENTS LTD	211,802.62
SHAW BUSINESS	146,307.40
SKYTEC CONTRACTING CANADA LTD	163,381.99
SLR CONSULTING (CANADA) LTD	48,095.32
SOFTCHOICE CORP	45,216.81
SOUTHSIDE AUTO SUPPLY LTD	79,492.28
STAPLES ADVANTAGE	40,518.33
SUPERIOR CITY CONTRACTING SERVICES LTD	289,973.25
TELUS	87,340.20
TELUS MOBILITY CELLULAR INC	101,427.24
TETRA TECH EBA INC	27,339.53
THINQ TECHNOLOGIES LTD	29,927.96
TIM PLEY & ASSOCIATES LTD	109,794.23
TOTEM TREE OPERATIONS	72,271.50
TRITECH GROUP LTD	475,954.89
TSESHAHT FIRST NATION	48,742.00
URBAN SYSTEMS LTD	203,934.15
VANCOUVER ISLAND REGIONAL LIBRARY	913,661.00
VIKING REINFORCING LTD	33,183.68
WARBRICK CONTRACTING INC	318,242.29
WASTE CONNECTIONS OF CANADA INC	29,391.63

Supplier Name	Aggregate Amount Paid To Supplier
WAYMARK	153,400.04
WHITE PACIFIC AUTOMATION	33,306.82
WORKSAFE BC	447,789.94
WSP CANADA INC	83,817.32
XYLEM CANADA COMPANY	45,193.99
YOUNG, ANDERSON	33,112.56
ZINC STRATEGIES	74,878.13
Total aggregate amount paid to suppliers (A)	\$53,040,537.73

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

(B)	\$2,808,484.39
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3. Total of payments to suppliers for grants and contributions exceeding \$25,000

ALBERNI VALLEY CHAMBER OF COMMERCE	259,568.05
Consolidated total of grants exceeding \$25,000.00	259,568.05
Consolidated total of contributions exceeding \$25,000.00	\$ -
Consolidated total of all grants and contributions exceeding \$25,000 (C)	\$259,568.05

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	(A)	\$ 53,040,537.73
Consolidated total of payments of \$25,000 or less paid to suppliers	(B)	2,808,484.39
Consolidated total of all grants and contributions exceeding \$25,000	(C)	259,568.05
Reconciling items		
Total per Statement of Revenue and Expenditure		31,989,180.00
Variance	Note 2	\$ 24,119,410.17

NOTE 2

A formal reconciliation cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- collections for others;
- payments made to suppliers for payroll purposes eg. Receiver General, Pension Corporation etc.;
- GST and HST are included in the payments to suppliers but is not included in the financial statement total.
- acquisition of capital assets
- amortization expense

CITY OF PORT ALBERNI

SCHEDULE OF DEBTS

FOR THE YEAR ENDED DECEMBER 31, 2023

Prepared Under the Financial Information Regulation, Schedule 1, Section 4

Information on all long-term debts for this organization is included in Note 11 and Schedule 3 to the Financial Statements.

SCHEDULE OF GUARANTEE OR INDEMNITY

FOR THE YEAR ENDED DECEMBER 31, 2023

Prepared Under the Financial Information Regulation, Schedule 1, Section 5

Information on all Guarantees and Indemnities for this organization is included in Note 18 to the Financial Statements.

CITY OF PORT ALBERNI
FOR THE YEAR ENDED DECEMBER 31, 2023

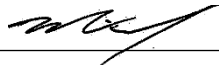
STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information , produced under the *Financial Information Act*.

Andrew McGifford, CPA, CGA
Director of Finance
June 24, 2023

Cindy Solda
Council Member on behalf of Council
Audit Committee Chair

Date: May 27, 2024
File No: 1765-01
To: Mayor & Council
From: M. Fox, CAO
Subject: 2023 Development Cost Charges

Prepared by: <i>R, MACAULEY</i> <i>Deputy Director of Finance</i>	Supervisor: <i>A, MCGIFFORD</i> <i>Director of Finance</i>	CAO Concurrence:  <i>MIKE FOX, CHIEF ADMINISTRATION OFFICER</i>
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RECOMMENDATION

That Council receive the report dated May 27, 2024 and titled "2023 Development Cost Charges".

PURPOSE

Provide information about the annual collection, expenditures, reserve balances, and reductions related to the City's Development Cost Charges [DCC] accounts.

BACKGROUND

DCC's are charges levied on new development to assist local governments in financing the costs of growth-related infrastructure. The use of DCC's, in combination with other funding sources, is needed to fund the construction of new or expanded infrastructure that supports population growth in the City. DCC's provide funding for transportation improvements, parkland acquisition, development of certain park improvements, as well as utility infrastructure including water, sewer and drainage projects that are identified within the bylaw.

DCC's collected in 2023 were based on the rates established by the City's "Development Cost Charges, 2009, Bylaw No. 4713", "Development Cost Charge Amendment, Bylaw No. 4766" and "Development Cost Charges Reduction Bylaw No. 4947". Funds collected through the DCC bylaws must be deposited in a separate account and may only be used to pay for the capital costs of the works that are identified in the corresponding DCC program upon which the rates are based. The purpose of the bylaw is to impose development cost charges to assist the City in paying the capital costs of providing, constructing, altering or expanding water, sewage, drainage, highway facilities and improving park land in order to serve, directly or indirectly, the development for which the charge was imposed.

As per Section 569 of the *Local Government Act*, the City of Port Alberni is required to report annually on the DCC's received and expended during the year. The attached schedule reflects DCC accounts as of December 31, 2023 and includes the following information:

- a) The amount of Development Cost Charges received during the year;
- b) The expenditures from the Development Cost Charges accounts during the year including interest being paid;
- c) The balance in the Development Cost Charges accounts at the start and the end of the applicable year; and;
- d) Any waivers and reduction under Section 563(2) of the *Local Government Act*.

As per Section 188 (2)(a) of the *Community Charter*, the money received from the imposition of a development cost charge must be placed to the credit of a reserve fund in accordance with section 566 [use of development cost charges] of the *Local Government Act*. All Funds collected have been accounted for under the "*Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024*".

ALTERNATIVES/OPTIONS

That Council receive the report dated May 27, 2024 and titled "2023 Development Cost Charges".

ANALYSIS

The current balance in the City of Port Alberni's combined DCC account is \$3,246,595. Currently all funds remain unallocated to current or future projects as of December 31, 2023.

Appendix A provides a detailed summary of the individual DCC balances at year end December 31, 2023.

In 2023, the City granted a fee reduction to development costs associated with the SAGE Haven Society's supportive housing project at 4440 Vimy Street for \$52,546 under "*Development Cost Charges Reduction Bylaw No. 4947*" in accordance with section 563(2) of the *Local Government Act*.

IMPLICATIONS

This report provides financial information regarding the Development Cost Charge accounts for 2023 and potential funding for eligible projects in future years.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

- *Development Cost Charges, 2009 Bylaw No. 4713*
- *Development Cost Charge Amendment, Bylaw No. 4766*
- *Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024*
- *Development Cost Charges Reduction Bylaw No. 4947*

SUMMARY

DCC's are charges levied on new development to assist local governments in financing the costs of growth-related infrastructure. This report provides information on Development charges collected and fee reductions approved in the 2023 financial year and fulfills the statutory requirement to report information regarding the collection of DCC levies and any expenditures completed.

ATTACHMENTS/REFERENCE MATERIALS

- Appendix A - Development Cost Charge Accounts as of December 31, 2023
- Development Cost Charges, 2009 Bylaw No. 4713 [Bylaw 4713 DCC](#)
- Development Cost Charge Amendment, Bylaw No. 4766 [Bylaw 4766](#)
- Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024 [Bylaw 5102 DCC Reserve Fund](#)
- Development Cost Charges Reduction Bylaw No. 4947 [Bylaw 4947 DCC Reduction](#)

**Appendix A
City of Port Alberni
Development Cost Charges
December 31, 2023**

	Water	Sewer	Storm	Roads	Parkland	Total DCC
Opening Balance at January 1, 2023	1,186,752.43	669,532.20	311,787.83	761,038.98	248,689.66	3,177,801.10
Receipts:						
2023 Gross DCC Contributions	12,839.42	9,351.03	4,387.57	5,515.13	7,616.62	39,709.77
Credit and Reductions:						
Supportive Housing Project SAGE Haven Society (2022)	(19,794.83)	(14,418.14)	(5,112.03)	(6,710.88)	(6,510.46)	(52,546.34)
Expenditures:						
	-	-	-	-	-	-
Balance before interest earned in 2023	1,179,797.02	664,465.09	311,063.37	759,843.23	249,795.82	3,164,964.53
Interest earned in 2023						
Interest earned	29,733.71	21,510.89	8,408.15	19,491.65	2,485.82	81,630.22
Funding Available January 1, 2024	1,209,530.73	685,975.98	319,471.52	779,334.88	252,281.64	3,246,594.75