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

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

*Watch the meeting live at [www.portalberni.ca](http://www.portalberni.ca)*

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

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

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

*That the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 5**

1. Minutes of the Special meeting held at 12:30 am and Regular Council meeting held at 2:00 pm on June 24, 2024 be adopted, as presented.

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**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 July 8, 2024, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$\_\_\_\_\_, be approved.*

## **F. BYLAWS**

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

### **1. Utility Bylaw Amendments 2024 - Page 11**

Report dated July 2, 2024 from the Director of Finance requesting Council consider three readings of the proposed bylaws.

- a. *THAT "Waterworks Bylaw No. 5107, 2024" be now introduced and read a first time.*
- b. *THAT "Waterworks Bylaw No. 5107, 2024" be read a second time.*
- c. *THAT "Waterworks Bylaw No. 5107, 2024" be read a third time.*
- d. *THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be now introduced and read a first time.*
- e. *THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be read a second time.*
- f. *THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be read a third time.*
- g. *THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be now introduced and read a first time.*
- h. *THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be read a second time.*
- i. *THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be read a third time.*

## **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. HMCS Alberni Museum and Memorial - Page 23**

Letter dated June 20, 2024 from HMCS Alberni Museum and Memorial requesting all City flags fly at half-mast on August 21, 2024 to commemorate the 80<sup>th</sup> anniversary of the sinking of the HMCS Alberni.

*THAT Council authorize City flags fly at half-mast on August 21, 2024 to commemorate the 80<sup>th</sup> anniversary of the sinking of the HMCS Alberni on behalf of HMCS Alberni Museum and Memorial.*

2. **Alberni District Fall Fair Association | Annual Fall Fair & Parade - Page 24**

Letter dated June 26, 2024 from the Alberni District Fall Fair Association requesting access to City streets for the Fall Fair parade.

*THAT Council authorize the Alberni District Fall Fair Association access to City streets on Saturday, September 7, 2024 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 9<sup>th</sup> Avenue along Bute Street and along 10<sup>th</sup> Avenue to Alderwood Street, subject to:*

- *the notification of emergency services and BC Transit;*
- *consultation with all affected businesses/residents;*
- *City approved Traffic Safety Plan including qualified Traffic Control personnel as required; and*
- *provision of standard liability insurance in the amount of \$5M.*

3. **Union of British Columbia Municipalities | 2024 – 2034 Canada Community-Building Fund Agreement - Page 27**

Letter dated June 21, 2024 from the Union of British Columbia Municipalities providing the 2024 – 2034 Community Works Fund Agreement.

*THAT the Mayor and the Corporate Officer be authorized to execute the 2024-2034 Community Works Fund Agreement.*

4. **Alberni Valley Makerspace - Page 28**

Email dated June 27, 2024 from the Alberni Valley Makerspace requesting Council provide a letter in support of a grant application.

*THAT Council direct staff to prepare a letter of support for Alberni Valley Makerspace to accompany an application to the Clean BC Plastics Action Fund.*

5. **Municipal Insurance Association of BC - Page 41**

Email dated June 21, 2024 from the Municipal Insurance Association of BC requesting Council name a voting delegate to attend their 37<sup>th</sup> Annual General Meeting on September 17, 2024.

*THAT Council confirm Councillor Solda as Voting Delegate and Councillor Haggard as alternate, for Municipal Insurance Association of BC AGM Tuesday, September 17, 2024 in conjunction with the UBCM Convention.*

**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 42**
  - a. Union of BC Municipalities | Council 2024 Resolution Endorsement
  - b. Ministry of Emergency Management and Climate Readiness | Disaster Resilience and Innovation Funding (DRIF) Program
  - c. Ministry of Environment and Climate Change Strategy | Single-Use and Plastic Waste Prevention Regulation
  - d. BC Emergency Health Services | Deployment of fire resources
  - e. E-Comm 911 | 2023 Annual Report

**J. REPORT FROM IN-CAMERA**

**K. COUNCIL REPORTS**

1. **Council and Regional District Reports**  
*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. **Graffiti [Councillor Solda] | Notice of Motion from June 24, 2024**  
*THAT Council direct staff to review mechanisms to address graffiti in the downtown area.*
2. **Early Approval for Replacement of Multiplex Dehumidifier - Page 56**  
Report dated June 26, 2024 from the Manager of Facilities requesting Council consideration of early approval for the replacement of the existing dehumidifier at the Multiplex.  
  
*THAT Council for the City of Port Alberni amend the 2024-2028 Financial Plan – Capital Plan to include the addition and installation of a Dehumidifier with Heat Recovery Chiller system for the Multiplex up to a net cost of \$560,000 with funds coming from Canada Community-Building Fund – Community Works Fund.*

**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 IN-CAMERA MEETING OF COUNCIL**  
**MONDAY, June 24, 2024 @ 12:30 p.m.**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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

**Regrets:** Councillor D. Dame

**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: @ 12:30 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)(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 1:55 p.m.

CERTIFIED CORRECT

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Mayor

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Corporate Officer

**MINUTES OF THE 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**

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

**Staff:** M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
D. Leurebourg, Director of Corporate Services  
R. Macauley, Deputy Director of Finance  
S. Darling, Deputy Director of Corporate Services | Recording Secretary  
J. Pelech, Information Services Manger

**Gallery:** 1

**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 an item under 'New Business' L.7 | Notice of Motion – Graffiti Removal. The agenda was then approved, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Regular Council meeting held at 2:00 pm and Special meeting held at 4:00 pm on June 10, 2024, and minutes of the Special meeting held at 4:00 pm on June 17, 2024 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**1. 5170 Argyle Street [Port Pub] | Revised Remedial Action Order**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 24-238**

**E. STAFF REPORTS [Item moved subsequent to G.1 under Correspondence for Action]**

**F. BYLAWS**

**G. CORRESPONDENCE FOR ACTION**

**1. Uptown Merchants' Association | Grassroots Uptown Market**

*MOVED AND SECONDED, THAT Council authorize the Uptown Merchants' Association access to City streets on 3<sup>rd</sup> 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].*

**CARRIED | Res. No. 24-239**

**E. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated June 24, 2024, be received and the cheques numbered 155096 to 155159 inclusive, in payment of accounts totalling \$2,897,918.81, be approved.*

**CARRIED | Res. No. 24-240**

**G. CORRESPONDENCE FOR ACTION CONTINUED....**

**2. Western Vancouver Island Industrial Heritage Society (WVIIHS) | Annual Antique Truck & Machinery Show**

*MOVED AND SECONDED, THAT Council authorize the Western Vancouver Island Industrial Heritage Society 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 7<sup>th</sup> Avenue to 9<sup>th</sup> 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].*

**CARRIED | Res. No. 24-241**

**3. Spirit Square Farmer's Market | Equinox Garlic Festival**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 24-242**

**H. PROCLAMATIONS**



**I. CORRESPONDENCE FOR INFORMATION**

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

- 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

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

**CARRIED**

**J. REPORT FROM IN-CAMERA**

1. Council released 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 released 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 released for public consumption approval the draft 2023 Annual Municipal Report as amended including proceeding with the public inspection period as per legislative requirements.

**K. COUNCIL REPORTS**

1. **Council and Regional District Reports**  
Council received reports outlining recent meetings and events related to the City's business.

**L. NEW BUSINESS**

1. **City of Port Alberni Accessibility Plan**  
*MOVED AND SECONDED, THAT Council approve the City of Port Alberni Accessibility Plan dated June 2024.*  
**CARRIED | Res. No. 24-243**

2. **Leasing Policy for City-Owned Properties**  
*MOVED AND SECONDED, THAT Council for the City of Port Alberni approve a comprehensive leasing policy for City-Owned Properties.*  
**CARRIED | Res. No. 24-244**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni issue a Request for Proposals for a third-party to manage the lease agreements at Harbour Quay with costs to come out of Harbour Quay lease revenue.*

**CARRIED | Res. No. 24-245**

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3. **Options for Façade Improvement Project Allocation**  
*MOVED AND SECONDED, 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.*  
**CARRIED | Res. No. 24-246**
  4. **Presentation of the Annual Report**  
*MOVED AND SECONDED, THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2023, as presented.*  
**CARRIED | Res. No. 24-247**
  5. **Statement of Financial Information**  
*MOVED AND SECONDED, 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.*  
**CARRIED | Res. No. 24-248**
  6. **2023 Development Cost Charges**  
*MOVED AND SECONDED, THAT Council receive the report dated May 27, 2024 and titled "2023 Development Cost Charges".*  
**CARRIED | Res. No. 24-249**
  7. **Notice of Motion | Councillor Solda**  
That Council direct staff to review mechanisms to address Graffiti in the downtown area.

**M. QUESTION PERIOD**

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 2:34 pm.*

**CARRIED,**

CERTIFIED CORRECT

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Mayor

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Corporate Officer

Date: July 2, 2024  
File No: 3900-20-5107-5108-5109 [Utility Rates]  
To: Mayor & Council  
From: Mike Fox, CAO  
Subject: Utility Bylaw Amendments 2024

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#### RECOMMENDATION

- a. THAT "Waterworks Bylaw No. 5107, 2024" be now introduced and read a first time.
- b. THAT "Waterworks Bylaw No. 5107, 2024" be read a second time.
- c. THAT "Waterworks Bylaw No. 5107, 2024" be read a third time.
- d. THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be now introduced and read a first time.
- e. THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be read a second time.
- f. THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be read a third time.
- g. THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be now introduced and read a first time.
- h. THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be read a second time.
- i. THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be read a third time.

#### PURPOSE

For Council to consider amending the utility rates subsequent to City Council adopting the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" in advance of the September 1, 2024 billing period.

#### BACKGROUND

The City has made regular increases to the utility rates and utilized Waterworth [Econics Enterprises] to support since 2014, we still have the model and our Administration is updating and awaiting the Master planning. Support long term capital plans will support an update and refresh of the model for 2026 forward.

The City has been seeking a full cost recovery model for the utility services, establishing the cost of the service and equity; and design rates to meet objectives of conservation and associated billings.

### ALTERNATIVES/OPTIONS

1. That "Waterworks Bylaw No. 5107, 2024", "Sewer Connection and Regulation Bylaw No. 5108, 2024", and Solid Waste Collection and Disposal Bylaw No. 5109, 2024 be introduced and read three times.
2. That Council request revisions prior to applying readings of the proposed bylaws.

### ANALYSIS

Effective September 1, 2024, the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" includes a targeted 5.00% increase for overall revenue on metered sales of water consumption, connections and sundry services; a 5.00% increase for sewer fees, connections and sundry charges; and 5.55% for solid waste charges.

### IMPLICATIONS

With the adoption of the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" and the approved water and sewer budgets, the City's existing water and sewer rates bylaw require amendments prior to the September 1, 2024 billing period. Increases noted within the amending bylaws are as follows:

Utility	Annual	4-month billing	Monthly
Water	23.75	7.92	1.98
Sewer	19.80	6.60	1.65
Solid Waste	10.00	3.33	0.83
<b>Total</b>	<b>53.55</b>	<b>17.85</b>	<b>4.46</b>

### COMMUNICATIONS

Information regarding the increase to water and sewer rates will be included on the 3<sup>rd</sup> quarterly utility bills that are received in January of 2025.

### BYLAWS/PLANS/POLICIES

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

### ATTACHMENTS/REFERENCE MATERIALS

- Draft – "Waterworks Bylaw No. 5107, 2024"
- Draft – "Sewer Connection and Regulation Bylaw No. 5108, 2024"
- Draft – "Solid Waste Collection and Disposal Bylaw No. 5109, 2024"

Copy: D. Leurebourg, Director of Corporate Services  
Clinton Wright, Manager of Operations  
Hilary Adams, Utility Clerk

## CITY OF PORT ALBERNI

### BYLAW NO. 5107

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

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

1. **Title**

This Bylaw may be known and cited for all purposes as "**Waterworks Bylaw No. 5107, 2024**".

2. **Amendments**

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A" and "B" attached to Waterworks Bylaw No. 4494 are hereby deleted and Schedules "A" and "B" attached hereto are substituted and shall become effective for the third billing period of 2024 [September 1, 2024].

3. **Repeal**

Upon effect of Bylaw No. 5107, " Waterworks Bylaw No. 5088, 2024" shall be hereby repealed.

**READ A FIRST TIME** this       day of       , 2024.

**READ A SECOND TIME** this       day of       , 2024.

**READ A THIRD TIME** this       day of       , 2024.

**ADOPTED** this       day of       , 2024.

\_\_\_\_\_  
Mayor

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

## SCHEDULE "A" TO WATERWORKS BYLAW, NO. 5107

### METERED CONSUMPTION RATES AND BILLING

#### 1. Rates for Water Consumption

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

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single-family dwelling unit is billed at the residential unit rate	First 60 m <sup>3</sup> : \$0.75 per m <sup>3</sup> Over 60 m <sup>3</sup> : \$0.99 per m <sup>3</sup>
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.75 per m <sup>3</sup>
Commercial	Service to commercial and light industrial units	\$0.65 per m <sup>3</sup>
Industrial	Service to specific high-volume customers	\$0.46 per m <sup>3</sup>
Outside Residential	Single family residential outside City boundaries	First 60 m <sup>3</sup> : \$1.01 per m <sup>3</sup> Over 60 m <sup>3</sup> : \$1.35 per m <sup>3</sup>
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshah First Nation; Beaver Creek	\$0.58 per m <sup>3</sup>



## 2. Fixed System Charge

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

<b>Meter Size</b> millimetres	<b>Meter Size</b> inches	<b>Inside City</b> <b>Boundaries</b> <b>Monthly</b> <b>Charge</b>	<b>Outside City</b> <b>Boundaries</b> <b>Monthly</b> <b>Charge</b>
16	5/8	\$ 22.62	\$ 30.56
19	3/4	\$ 22.62	\$ 30.56
25	1	\$ 46.99	\$ 63.44
38	1 1/2	\$ 60.67	\$ 81.89
50	2	\$ 79.33	\$ 107.06
75	3	\$ 125.56	\$ 169.52
100	4	\$ 177.86	\$ 240.09
150	6	\$ 301.02	\$ 406.42
200	8	\$ 440.79	\$ 595.07
250	10	\$ 597.12	\$ 806.14

## 3. Billing Period

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

## **SCHEDULE “B” TO WATERWORKS BYLAW, NO. 5107**

### **UNMETERED CONSUMPTION RATES AND BILLING**

#### **1. Rates for Water Consumption**

<b>Category of Single Family Residential or Commercial Premises</b>	<b>Monthly Rate</b>
(a) Unmetered (refusals)	\$ 184.19
(b) Inside City Boundaries - awaiting Meter installation	\$ 46.05
(c) Outside City Boundaries - awaiting Meter installation	\$ 62.13

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

#### **2. Fire Line Rates**

The monthly rate for all Fire Lines shall be \$31.50.

#### **3. Billing Period**

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



**CITY OF PORT ALBERNI**

**BYLAW NO. 5108**

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

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

**1. Title**

This Bylaw may be known and cited for all purposes as "**Sewer Connection and Regulation Bylaw No. 5108, 2024**".

**2. Amendments**

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

(a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw.

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

**1. Septage Dump Fee**

A charge of \$190.00 per load shall be charged for dumping of septage by tanker trucks.

**7A. Fish Processing Facilities**

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

<b>Table 1 Special User Charges for Fish Processing Facilities</b>		
<b>Quality Indicator</b>	<b>Concentration</b>	<b>Fee</b>
a) <b>Biochemical Oxygen Demand (BOD5)</b>	0 - 0.69 tonne per day	No Charge
	0.7 - 1.6 tonne per day	\$435 per tonne
	over 1.6 tonne per day	Not Permitted
(b) <b>Total Suspended Solids (TSS)</b>	0 - 1.1 tonne per day	No Charge
	1.2 - 2.6 tonne per day	\$237 per tonne
	Over 2.6 tonne per day	Not Permitted

**3. Repeal**

Upon effect of Bylaw No. 5108, "**Sewer Connection and Regulation Bylaw, No. 5089, 2023**" shall be hereby repealed.

READ A FIRST TIME this       day of       , 2024.

READ A SECOND TIME this       day of       , 2024.

READ A THIRD TIME this       day of       , 2024.

ADOPTED this       day of       , 2024.

\_\_\_\_\_  
Mayor

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

DRAFT

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

**1. Rates for City Sewerage System**

**1.1. Rates for Sewer User Consumption**

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

<b>Customer Category</b>	<b>Description</b>	<b>Volume Rate</b>
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.53 per m <sup>3</sup>
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.74 per m <sup>3</sup>
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high rate	\$0.65 per m <sup>3</sup>

**1.2. Fixed System Charge**

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

<b>Meter Size (millimetres)</b>	<b>Meter Size (inches)</b>	<b>Monthly Charge</b>
16	5/8	\$ 23.47
19	3/4	\$ 23.47
25	1	\$ 23.47
38	1 1/2	\$ 48.89
50	2	\$ 48.89
75	3	\$136.88
100	4	\$136.88
150	6	\$136.88
200	8	\$136.88
250	10	\$293.33

## 2. Billing Period

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

DRAFT

**CITY OF PORT ALBERNI**

**BYLAW NO. 5109**

**A BYLAW TO AMEND  
SOLID WASTE COLLECTION AND DISPOSAL BYLAW NO. 5030, 2021**

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

**1. Title**

This Bylaw may be known and cited for all purposes as **"Solid Waste Collection and Disposal Bylaw No. 5109, 2024"**

**2. Amendments**

Solid Waste Collection and Disposal Bylaw No. 5109, 2024 is hereby amended by:

- a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw.

**3. Repeal**

Upon effect of Bylaw No. 5109, **"Solid Waste Collection and Disposal Bylaw No. 5109, 2024"** shall be hereby repealed.

**READ A FIRST TIME** this            day of            , 2024.

**READ A SECOND TIME** this            day of            , 2024.

**READ A THIRD TIME** this            day of            , 2024.

**ADOPTED** this            day of            , 2024.

\_\_\_\_\_  
Mayor

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

# **CITY OF PORT ALBERNI SCHEDULE "A"**

## **Garbage / Solid Waste Disposal**

### **Charges**

#### **1. Eligible Residence – Curbside Collection Annual Fee**

<b>Cart Size (litres)</b>	<b>Equivalent Standard 80 litre can (approx.)</b>	<b>Annual Fee Effective as of September 1, 2024</b>
80 L	1	\$180.00
120 L	1.5	\$190.00
240 L	3	\$422.00
360 L	4.5	\$633.00

Waste collection fees are included 3 times per year on your City of Port Alberni utility bill. A pricing structure based on the size of your garbage can is used.

#### **2. Requested additional curbside pick-up**

<b>Cart Size (litres)</b>	<b>Garbage</b>	<b>Recycling</b>	<b>Service Fee</b>
80 L	Request by Owner	Not Available	\$7.50
120 L	Request by Owner	Not Available	\$7.50
240 L	Request by Owner	Not Available	\$17.00

#### **3. Standard Container Exchange Fee**

Request to change garbage cart size by owner	\$50.00 per request
--	---------------------

#### **4. City Assisted Set Out/Set Back Service Fee**

Properties approved by Manager of Operations will approve and then apply the set out and set back fee for all City carts in this program.	\$52.00 Annual fee
---	--------------------

#### **5. Replacement Fee for Cart**

Request for replacement of Lost/Stolen/Damaged* cart by owner	Actual cost of replacement of a cart
---	--------------------------------------

\*Damaged carts will first have in-house repairs attempted to fix damage if found cart is damaged beyond repair, replacement charges will occur and replacement cart will be delivered to property.



RECEIVED

JUN 26 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input 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 #	0230-01

Rem July 8/24

# THE ALBERNI PROJECT

## HMCS ALBERNI MEMORIAL



I WILL REMEMBER  
JE ME SOUVIENDRAI

### HMCS ALBERNI MUSEUM AND MEMORIAL

5-625 Cliffe Avenue  
Courtenay BC Canada V9N 2J6  
Tue-Sat 10 am - 4 pm

**MUSEUM EMAIL**  
k103museum@alberniproject.org

**MUSEUM PHONE**  
250-897-4611

**DIRECTOR**  
Lewis Bartholomew  
mrbarth@alberniproject.org  
250-334-6555 Cellular  
(during office hours)

**THE ALBERNI PROJECT SOCIETY**  
BC reg # S-0062206  
Charitable Tax Number:  
820205631RR0001

**ADMINISTRATION OFFICE**  
**TAP MOBILE EXHIBIT BOOKINGS**  
65 Salisbury Road  
Courtenay, BC Canada V9N 9L7

**PHONE**  
250-338-2720  
250-338-2867 FAX

**WEBSITE**  
ww.alberniproject.org

Thursday, 20 June, 2024

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

*To Whom It May Concern*

On 21 August the HMCS ALBERNI Museum and Memorial will be dedicating a new Memorial to the crew of the WW2 Royal Canadian Navy corvette HMCS ALBERNI on the 80<sup>th</sup> anniversary of her sinking.

HMCS ALBERNI, named after the town of Alberni, was built at Yarrows Shipyard in Victoria in 1940. She served for over three years in the Battle of the Atlantic, protecting convoys between North America, Europe, and Africa. On 21 August 1944, she was torpedoed and sunk by German U-boat U480 in the English Channel off the Isle of Wight, with the loss of 59 lives.

The dedication ceremony will take place on 21 August 2024 at the Elks Lodge #60, 231 6<sup>th</sup> Street, Courtenay, commencing at 11:00 AM, followed by a tour of the Museum across the street in the Courtenay Mall Building at 625 Cliffe Avenue. The event is expected to last for 1 ½ to 2 hours including the Museum tour. Ceremony attendees will include the general public, veterans, community leaders, Legion representatives, and families of ALBERNI crewmen.

HMCS ALBERNI Museum and Memorial would be honoured if the city of Port Alberni would consider flying all city flags at half-mast on that day to pay tribute to the 59 crewmen who lost their lives that day.

Any questions can be addressed to the undersigned.

At Your Service,

A handwritten signature in black ink, reading 'Lewis Bartholomew'.

Lewis Bartholomew  
Executive Director/Founder  
HMCS ALBERNI Museum and Memorial  
mrbarth@alberniproject.org

RECEIVED

JUN 26 2024



CITY OF PORT ALBERNI

# ALBERNI DISTRICT FALL FAIR ASSOCIATION

June 26, 2024

City of Port Alberni  
Corporate Services  
corp\_serv@portalberni.ca

<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
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	RCM July 8/24 8100-20-ADFFA

Re: Permission to hold a Community Parade

The Alberni District Fall Fair is requesting that we be permitted to hold our annual parade.

It is slated for Saturday September 7<sup>th</sup> from 11am to 12pm from the corner of Bute Street along 10<sup>th</sup> Avenue to Alderwood Street before disbanding. We have changed up the marshaling point to Bute Street after finding there was too much traffic on Burde Street and having to deal with disrespectful drivers in 2023.

The Arrowsmith Amateur Radio Club will be overseeing marshaling along Bute Street along 9<sup>th</sup> Avenue south and north if need be. We have had the Arrowsmith Amateur Radio Club measure the road to make sure it can accommodate the entries. We will be contacting the residences and businesses that would be effected. We have attached our safety plan which will be sent to the City Engineering Dept. once approved which includes there will be barriers and flaggers at all major intersections and signage notifying vehicles entering the city of a parade in progress. The RCMP, ambulance, fire department and BC transit will be notified of the parade. Our insurance documents will be forwarded to the city.

Thank you for your continued support of the Alberni District Fall Fair and our annual parade.

Sincerely,

A. Siddall

A. Siddall  
Administrator





## TRAFFIC MANAGEMENT FOR THE 2024 PARADE

Parade Marshal – Kristy Salter

Arrowsmith Amateur Radio Club (placing entries) – Al Winney

QUALIFIED TICKETED FLAGGERS will be at sites by 10:15 to close the following streets:

- Bute Street at 10<sup>th</sup> Ave
- Redford Street at 10<sup>th</sup> Ave
- Wallace Street at 10<sup>th</sup> Ave
- Roger Street

BARRICADES & DETOUR SIGNS – we have a group that is willing to place the barricades then take them down and return to city works at the conclusion of the parade

We would request the use of barricades for the following locations:

- 8<sup>th</sup> Avenue and Bute Street with detour signs directing traffic to Redford St. or Burde Street
- 14<sup>th</sup> Avenue and Bute Street with detour signs directing traffic to Redford Street or Burde Street
- 10<sup>th</sup> Ave and Burde St on the east, south and westside
- 10<sup>th</sup> Ave and Bute St on the east, and westside
- 10<sup>th</sup> Ave at Redford St. on the west side and east side
- 10<sup>th</sup> Ave at Morton St on west side and east side
- 10<sup>th</sup> Ave at Maitland St. on the west side and east side
- 10<sup>th</sup> Ave at Roger St. on the west side and east side
- 10<sup>th</sup> Ave at Dogwood St. on the west side.

And a detour sign for 14<sup>th</sup> Ave at Burde St.

### OTHER SIGNAGE

- The Alberni District Fall Fair will place temporary road closure “Parade in Progress” signage with times of the parade at the Y before making a left hand turn into the City of Port Alberni
- At Maybelle Rd
- Entering into Port Alberni at the hospital

- On the following east and west side streets: Burde, Bute, Redford, Morton, Maitland, Roger Streets and signage on 10<sup>th</sup> Avenue at Dunbar Street, and again at North Park Drive on east and west sides.

**Contact:**

Director

L [REDACTED] Goddard

[REDACTED]

Or

A [REDACTED] Siddall

Administrator

[REDACTED]

albernifair@shaw.ca

June 21, 2024

Michael Fox  
Chief Administrative Officer  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

**SENT VIA E-MAIL:** mike\_fox@portalberni.ca

Dear Michael Fox:

**RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT**

Please find enclosed the 2024-2034 Community Works Fund Agreement between the City of Port Alberni and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca).

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](#).

If you have any questions, please emails us at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or call us at 250-356-5134.

Sincerely,



Brant Felker  
Manager, CCBF Program Services

RECEIVED

JUN 27 2024

CITY OF PORT ALBERNI

From: M [REDACTED] Moore [REDACTED]  
Sent: June 27, 2024 4:33 PM  
To: Corporate Services Department <corp\_serv@portalberni.ca>  
Subject: Alberni Valley Makerspace Request for letter of support

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

Agenda - RCM July 8  
File # 0220-01 General

Hello, Mayor & Council

The Alberni Valley Makerspace is working on a new plastic recycling project. We are requesting the city and council to provide a letter of support for the Alberni Makerspace with regards to the Clean BC Plastics Action Fund as we apply for grant funding.

I have included a draft letter of support, an outline of our plastic project.

[Alberni Makerspace Plastic Project 1.pdf](#)  
[Draft Letter of support Clean BC and Alberni Makerspace 1.docx](#)

If you have any question, please feel free to reach out.

Thank you in advance;

M [REDACTED] Moore - President  
[www.AlberniMakerspace.ca](http://www.AlberniMakerspace.ca)  
[info@AlberniMakerspace.ca](mailto:info@AlberniMakerspace.ca)  
[REDACTED]



To Whom It May Concern,

On behalf of the City of Port Alberni, I am writing to express our strong support for the Alberni Valley Makerspace's application to the CleanBC Plastics Action Fund. Their proposed project aligns with three aspects of our City's Corporate Strategic Plan: the key focus area of 'Environmental Leadership', a Goal of making continuous improvements in the reduction of solid waste that is landfilled, and a Strategy that prioritizes the clean and circular economies.

The proposed project to transform plastic waste into valuable products is a prime example of the innovative solutions that the Makerspace fosters. By leveraging their existing infrastructure, the project will not only address problematic plastic waste and extend product lifecycles but also promote the commercialization of reuse companies.

Their project will engage the community in plastic recovery and reuse, enhancing public awareness and participation. Furthermore, by developing kits for other organizations to replicate their model, the Makerspace will amplify its impact and support broader regional development.

As the Makerspace expands its capabilities and scales its operations, we expect it will create new employment opportunities in manufacturing, research and development, and project coordination. This aligns with our vision of building a resilient and innovative local economy.

We believe that the Alberni Valley Makerspace's project is a valuable investment in our community's future. We strongly support their application and encourage the CleanBC Plastics Action Fund to consider this project for funding.

Sincerely,

[Your Name]

[Your Title]



ALBERNI VALLEY

# MAKERSPACE

PLASTIC RECYCLING  
PROJECT

[www.albernimakerspace.ca](http://www.albernimakerspace.ca)

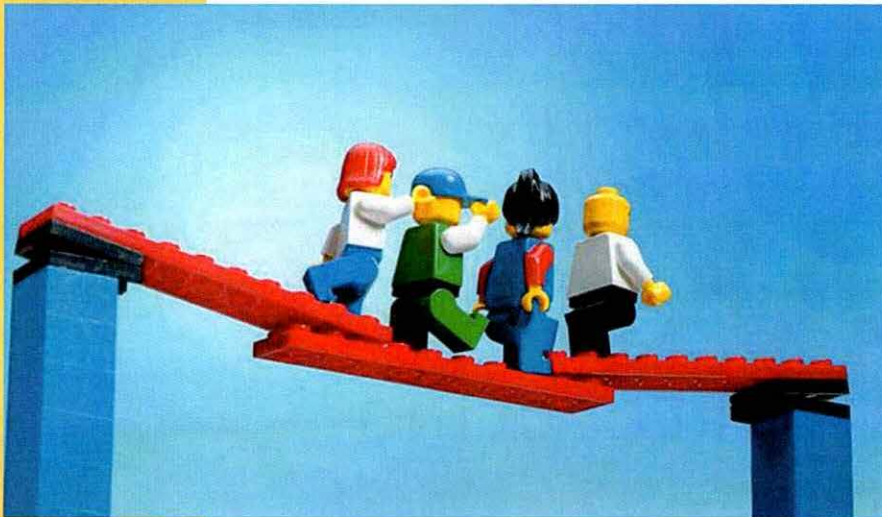
[info@albernimakerspace.ca](mailto:info@albernimakerspace.ca)

3620 3rd Ave,  
Port Alberni, BC  
V9Y 4E8





# About Us



## Making a Community

The Alberni Valley Makerspace is a non-profit society that services the Alberni Clayoquot Valley on Vancouver Island. We act as an entrepreneurial incubator for makers in the Coastal Communities by providing access to affordable tools, resources, lessons, and a shared workspace.

Our goal is to give people of every age the skills and knowledge to build, create and innovate. Our focus is on the S.T.E.A.M (Science, Technology, Engineering, Arts, and Math) educational model through the equitable access to tools, resources, support, mentorship, collaborators, and community. The Alberni Valley Makerspace boost the ability for innovators, craftsman, content creators, designers, and entrepreneurs to launch into production and manufacturing, removing the barrier of start-up costs and investments.



# Why Us



## Its what we do

The Alberni Valley Makerspace's initiative to take plastic from the recycling depot and recycle it within their space holds paramount importance in fostering environmental sustainability and community engagement. By intercepting plastic waste at the local recycling depot, The Makerspace will not only reduce the burden on traditional recycling facilities but also exemplifies a proactive approach towards waste management. Recycling within the Makerspace enables the transformation of discarded plastics into new, innovative products, promoting a circular economy and minimizing the environmental impact of single-use plastics. Furthermore, this endeavour serves as an educational platform, raising awareness about recycling processes and encouraging community members to actively participate in sustainable practices. The Alberni Makerspace's commitment to recycling plastic not only contributes to a greener and cleaner local environment but also sets a commendable example for other communities to follow, emphasizing the collective responsibility we all share in preserving our planet.





# GOALS & OBJECTIVE

## OBJECTIVE 1 COMPLETED SUMMER 2024

Build a works space to process plastic waste from the current Alberni Clayoquot waste streams



## OBJECTIVE 2

Build products that can be resold using plastic waste. Generate revenues to support projects and objectives

## OBJECTIVE 3

Build programs that engage youth in schools. Enabling them to reduce waste, learn light manufacturing skills

# RECYCLING HARDWARE

## OBJECTIVE 1

Build a works space to process plastic waste from the current Alberni Clayoquot waste streams

Plastic Recycling requires some specialized hardware to ensure that consistent and repeatable results can be achieved. This hardware can be purchased from a number of manufactures but ensuring that after sales support, machine that meet or exceed safety standards, and equipment that is easy to operate are the three criteria we used in deciding what hardware we would use. Sustainable Design Studio is a hardware manufacture that meets all the requirements that we have laid out. Their equipment is used around the world and can be scaled to offer operational use cases for both commercial applications and hands on demonstrations for youth and novice operators.

Additionally to the specialized hardware an appropriate workspace is needed. The Alberni Valley Makerspace is the ideal space to build a program workspace as it allows for a zero cost shop space and has the expertise on site to build, maintain and run the equipment.



## OBJECTIVE 1 COMPLETED SUMMER 2024

Acquisition of hardware needed to start small scale production, and R&D has been completed. Setup of workspace and testing environment completed.





# RECYCLING PLASTIC BUILDING PRODUCTS

## OBJECTIVE 2

Build products that can be resold using plastic waste. Generate revenues to support projects and objectives

Recycled plastic products are poised to experience significant market success due to a convergence of environmental consciousness, sustainable consumer choices, and corporate responsibility. With the escalating global concern over plastic pollution and its adverse impact on ecosystems, consumers are actively seeking eco-friendly alternatives. Recycled plastic products not only contribute to waste reduction but also address the growing demand for sustainable solutions. Companies adopting recycled materials showcase a commitment to environmental stewardship, appealing to a conscientious consumer base. Additionally, the advancement of technology has enabled the creation of high-quality recycled plastic products that rival their non-recycled counterparts in terms of durability and aesthetics. As consumers increasingly prioritize eco-friendly options, the market for recycled plastic products is likely to expand, driven by a combination of environmental awareness, regulatory encouragement, and the pursuit of a greener future.





## PLASTIC RECYCLING BUILDING PRODUCTS

The establishment of a recycled plastic e-commerce site offers a streamlined platform for environmentally conscious consumers to access and purchase sustainable products.

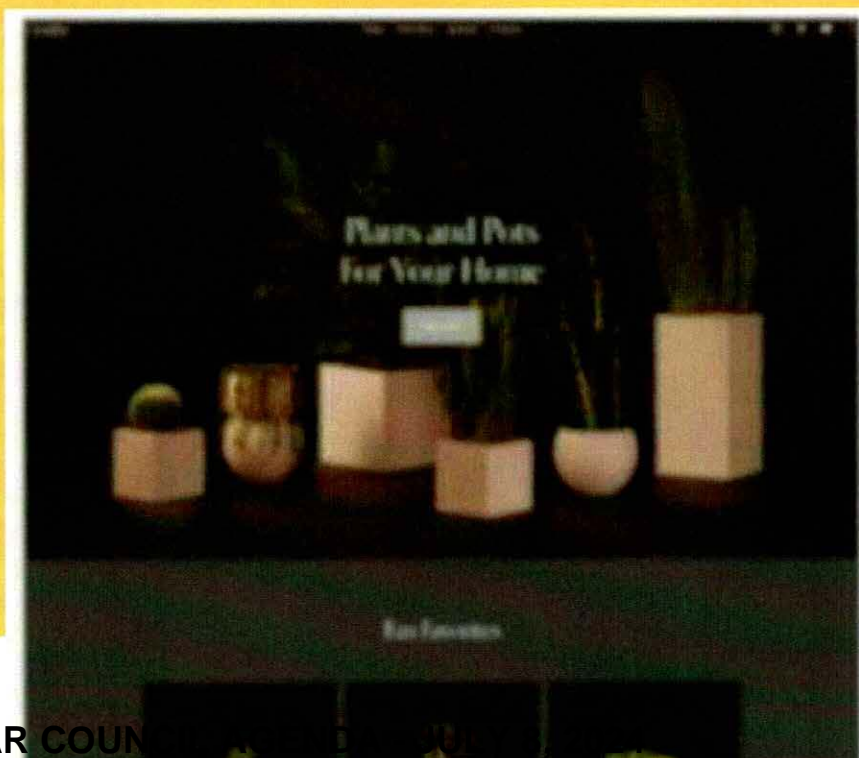
The site's setup involves creating user-friendly interfaces, categorizing products based on functionality and material types, and incorporating transparent information about the recycling process and environmental benefits.

This virtual marketplace not only promotes a circular economy but also empowers consumers to make informed choices by highlighting the reduced carbon footprint and resource conservation associated with recycled plastic.

By collaborating with Alberni Makerspace as a manufacturer and emphasizing the durability and aesthetic appeal of recycled plastic products, the e-commerce platform establishes itself as a reliable source for sustainable alternatives.

The site's benefits include the convenience of online shopping for eco-conscious consumers, a direct contribution to waste reduction efforts, and the potential to attract environmentally focused community partners and builders. Furthermore, leveraging social media and educational content on the site can amplify its impact, fostering a community around sustainable living and responsible consumption.

## Web store front example





# RECYCLING PLASTIC BUILDING PROGRAMS

## OBJECTIVE 3

Building programs for both educational and technical groups, that both cater to those that want to learn, that want to build, and that want to create.

Community programs aimed at educating users on plastic waste recycling play a pivotal role in fostering sustainable habits and environmental stewardship. In response to the escalating concerns about plastic pollution, these initiatives seek to empower individuals with the knowledge and skills needed to make a positive impact. By providing accessible and engaging platforms, such programs guide community members through the intricacies of plastic recycling, from understanding different types of plastics to implementing effective sorting practices. The introduction of innovative recycling techniques and the encouragement of responsible disposal contribute to the overall reduction of plastic waste. Beyond the practical aspects, these programs often create a sense of shared responsibility, fostering a collective commitment to preserving the environment. In this way, community-led efforts to teach plastic recycling not only address a critical environmental issue but also cultivate a culture of sustainability, encouraging individuals to become active participants in building a greener, more eco-conscious community.





The Kids come first.

Teaching kids the benefits of small-scale plastic recycling introduces them to the profound impact of individual actions on environmental sustainability.

Through hands-on experiences in a small forum setting, children learn the importance of responsible waste management and gain a firsthand understanding of the recycling process.

Participating in the collection, sorting, and processing of plastic materials not only instills a sense of environmental stewardship but also cultivates a practical awareness of the lifecycle of everyday items.

The educational aspect extends beyond environmental lessons to encompass concepts of resource conservation and the reduction of plastic pollution. Additionally, engaging in small-scale recycling initiatives empowers children by demonstrating that even their modest efforts contribute to a larger, positive change for the planet.

This approach not only imparts valuable knowledge but also nurtures a sense of civic responsibility, fostering a generation that is mindful of its impact on the environment and motivated to pursue sustainable practices in their daily lives.

# Educational programming

- Brief overview of plastic pollution and its impact
- Importance of recycling and reducing plastic waste
- Interactive Workshops
- Hands-on demonstrations of plastic recycling process
- Explanation of different types of plastics and their recyclability
- DIY Projects for teachers and students.
- Creation of small-scale recycling drop off stations in class rooms and schools
- Repurposing plastic items into useful and creative objects
- Sorting games to identify recyclable materials
- Visit to Alberni Makerspace and Recycling Depot
- Observing recycling process
- Participation in the recycling process including the cleaning, shredding, producing an injection moulded product.
- Display of recycled plastic creations
- Recognition and rewards for active participation
- Distribution of educational materials on plastic recycling to students and schools
- Cross discipline training through the Makerspace on 3d modelling, CNC manufacturing, and ecommerce services
- 



Bringing a community together.

Community programs aimed at educating users on plastic waste recycling play a pivotal role in fostering sustainable habits and environmental stewardship.

In response to the escalating concerns about plastic pollution, these initiatives seek to empower individuals with the knowledge and skills needed to make a positive impact.

By providing accessible and engaging platforms, such programs guide community members through the intricacies of plastic recycling, from understanding different types of plastics to implementing effective sorting practices.

The introduction of innovative recycling techniques and the encouragement of responsible disposal contribute to the overall reduction of plastic waste. Beyond the practical aspects, these programs often create a sense of shared responsibility, fostering a collective commitment to preserving the environment.

In this way, community-led efforts to teach plastic recycling not only address a critical environmental issue but also cultivate a culture of sustainability, encouraging individuals to become active participants in building a greener, more eco-conscious community.

# Community programming

- Overview of plastic pollution and its impact on the community
- Importance of community engagement in plastic recycling
- Hands-on sessions on small-scale plastic recycling techniques
- Demonstration of DIY recycling projects including sorting, cleaning, shredding, and manufacturing.
- Explanation of the environmental benefits of local recycling efforts
- Plastic collection drives
- Showcasing recycled products created by community members
- Collaboration with businesses, local organizations, and first nations
- Involvement of local authorities for waste collection and processing
- Setting up convenient and accessible recycling drop-off points with in the current recycling depot
- Providing guidelines on proper sorting of plastic materials
- Acknowledgment of community members' recycling efforts
- Incentives for active participation, such as certificates or small prizes.
  - Example is a user that drops off 10kg of plastic gets a discount on products that have been produced.
- Social media campaigns to raise awareness and share success stories
- Engaging community leaders to endorse and participate in the program
- Regular feedback sessions to assess the program's effectiveness
- Adaptations based on community input and evolving recycling practices





ALBERNI VALLEY

# MAKERSPACE

PLASTIC RECYCLING  
PROJECT

Thank you

For more information or to book a tour  
please send an email, or call

[www.albernimakerspace.ca](http://www.albernimakerspace.ca)

[info@albernimakerspace.ca](mailto:info@albernimakerspace.ca)



3620 3rd Ave,  
Port Alberni, BC  
V9Y 4E8





**From:** Claudia Chan <[cchan@miabc.org](mailto:cchan@miabc.org)>  
**Sent:** June 21, 2024 4:12 PM  
**To:** Sara Darling <[sara\\_darling@portalberni.ca](mailto:sara_darling@portalberni.ca)>  
**Subject:** MIABC Voting Delegate

Hi Sara,

The Municipal Insurance Association of BC's (MIABC's) 37<sup>th</sup> Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 17<sup>th</sup> in Vancouver in conjunction with the UBCM Convention. Each member's council (or board as the case may be) decides who will act as the voting delegate on behalf of the member at the AGM. At the AGM, voting delegates will:

- Hear reports from the MIABC Board Chair and Committee Chairs
- Vote on resolutions
- Elect Board Directors

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following voting delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to [miunes@miabc.org](mailto:miunes@miabc.org) no later than Monday, August 2, 2024. The voting delegate's duties include:

- Reviewing resolutions
- Gathering feedback from their council or board
- Attending the AGM

Every year, several weeks before the MIABC's Annual General Meeting (AGM), we send voting delegates a copy of the AGM booklet. This booklet provides background information and details on the resolutions to be voted on at the meeting. The resolutions concern the terms of our property and liability insurance programs and our governing document, the Reciprocal Insurance Exchange Agreement. This year the AGM Booklet with future voting information will be distributed on Tuesday, August 16<sup>th</sup>, 2024.

Voting Delegate: Councillor Cindy Solda  
Email address: [cindy\\_solda@portalberni.ca](mailto:cindy_solda@portalberni.ca)

Alternate #1: Councillor Debbie Haggard  
Email address: [debbie\\_haggard@portalberni.ca](mailto:debbie_haggard@portalberni.ca)

Alternate #2:  
Email address:

Best Regards,



**Claudia Chan** (She/Her/Hers)  
Manager of Digital Strategy and Technology  
Tel: 604.449.6345 | Fax: 604.683.6244 | [cchan@miabc.org](mailto:cchan@miabc.org)

**Municipal Insurance Association of B.C.**

RECEIVED

JUN 26 2024

CITY OF PORT ALBERNI



June 19, 2024

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

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

File # 0390-20-UBCM **Rec'd July 8/24**

Dear Mayor Minions:

**Re: 2024 Resolution(s)**

UBCM confirms receipt of the attached resolution(s) endorsed by your Council and submitted directly to UBCM by the June 15 deadline.

The resolution(s) will be included in UBCM Resolutions Book for the 2024 UBCM Convention in September.

If you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca).

Sincerely,

Councillor Trish Mandewo  
UBCM President

*Enclosure*

## **Addressing the Needs of Rural Seniors in British Columbia**

**Port Alberni**

Whereas rural BC has a proportionately larger and faster growing seniors' population than urban BC, yet has less infrastructure and resources to support its aging population;

And whereas a greater and more focused provincial response to ongoing concerns about inequities in services and supports for seniors in rural BC is required to address the inadequacies of current approaches to such issues:

Therefore be it resolved that UBCM endorse the recommendations of the Office of the Seniors Advocate's report titled "Challenges Facing BC's Rural Seniors" and dated February 2024, as follows:

- Development and Implement a Rural Seniors Housing Strategy
- Development and Implement a Rural Health Human Resource Strategy
- Develop and Implement Rural Seniors Home and Community Care Strategy
- Develop and Implement a Provincial Long-Term Care and Assisted Living Plan Based on Equity Throughout the Province
- Develop and Implement a Provincial Rural Transportation Strategy
- Improve and Better Promote Both the Provincial Travel Assistance Program [TAP] and Hope Air
- Increase Rural Representation in Government Through the Creation of a Ministry or Minister of State for Rural BC

And be it further resolved that UBCM call on the Provincial Government to implement said recommendations beginning with the creation of a Ministry or Minister of State for Seniors in Rural BC in recognition of the geographic imbalance of regional representation in the Legislative Assembly;

And be it further resolved that the UBCM establish a rural seniors caucus within the UBCM membership made up of a combination of elected officials and government staff to serve as a platform for collaboration, advocacy, and policy development to address the specific challenges faced by rural seniors at the local government level.

**Convention Decision:**

RECEIVED

JUN 24 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0460-20-EMCR

**From:** Minister, EMCR EMCR:EX <EMCR.minister@gov.bc.ca>  
**Sent:** June 20, 2024 1:25 PM  
**Subject:** Disaster Resilience Innovation Funding (DRIF) Program

Good afternoon,

I am pleased to share that First Nations and local governments can now access new funding for disaster risk reduction and climate adaptation projects in their communities with the launch of the [Disaster Resilience and Innovation Funding \(DRIF\) Program](#).

The program is for projects that strengthen defenses against natural and climate-driven hazards, such as floods, drought, extreme heat and landslides. The program complements existing provincial funding programs for [wildfire risk reduction](#) and [emergency preparedness, including the Community Emergency Preparedness Fund](#).

This is the first provincial disaster risk reduction funding program based on expressions of interest and was developed in response to the need for more stable, longer-term funding for First Nations and local governments.

Expressions of interest (EOIs) will be accepted from communities on an ongoing basis. EOIs received by September 15 will be considered for a fiscal year 2024-25 funding decision. Approximately \$15 million is available to communities for the first year, and \$25 million for the following years.

First Nations and local governments can submit their EOI through the [online EOI portal](#), a video submission, or through an interview process.

For more information, please visit the [Disaster Resilience and Innovation Fund Program](#) website.

We look forward to seeing the positive impact this program will make for communities.

Sincerely,

The Honorable Bowinn Ma  
Minister of Emergency Management  
and Climate Readiness



RECEIVED

JUN 24 2024

CITY OF PORT ALBERNI

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

File # 0400-20-ENV *Ran July 8/24*

From: Plastics ENV:EX <Plastics@gov.bc.ca>

Sent: June 24, 2024 3:09 PM

To: Plastics ENV:EX <Plastics@gov.bc.ca>

Subject: UPDATE: Amendments to Spheres of Concurrent Jurisdiction Regulation

Good afternoon,

We would like to let all local governments know that we recently amended the Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation under the *Community Charter* to align with the new Single-Use and Plastic Waste Prevention Regulation (SUPWPR). These changes ensure local governments can continue to act on single-use and plastic items in alignment with the SUPWPR. This removes the need for municipalities to individually seek approval from the Minister when proposed single-use bylaws align with the SUPWPR. The updated regulation is attached and will be posted on BC Laws over the coming weeks.

We are hosting a webinar for local government staff on the updates to the Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation. This webinar will be held on **Tuesday, July 9 at 11:00am** and will include an opportunity for discussion and questions regarding these changes. A meeting invite will follow shortly.

We have also recently updated our website with new materials including factsheets, downloadable posters, and resources for businesses. You can find them at: [gov.bc.ca/reuse](https://gov.bc.ca/reuse)

Please feel free to reach out if you have any further questions.

Thank you,



**Michael Muller**  
**Environmental Management Analyst**  
Circular Communities | Environmental Policy & Initiatives Branch  
Ministry of Environment and Climate Change Strategy

*I am grateful to live, work, and play on the traditional territory of the ləkʷəŋən peoples.*



**PROVINCE OF BRITISH COLUMBIA**  
**REGULATION OF THE MINISTER OF**  
**ENVIRONMENT AND CLIMATE CHANGE STRATEGY**

*Community Charter*

Ministerial Order No. M186

I, George Heyman, Minister of Environment and Climate Change Strategy, order that the Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation, B.C. Reg. 144/2004, is amended as set out in the attached Schedule.


**DEPOSITED**

June 18, 2024

B.C. REG. 155/2024

June 13, 2024

*Date*



*Minister of Environment and Climate Change Strategy*

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: *Community Charter*, S.B.C. 2003, c. 26, s. 9 (4)

Other: *M71/2004*

R10777716

## SCHEDULE

- 1 *Part 3 of the Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation, B.C. Reg. 144/2004, is repealed and the following substituted:*

### PART 3 – SINGLE-USE AND PLASTIC WASTE PREVENTION

#### Definitions for Part 3

3 In this Part:

“**biodegradable plastic**” means any type of plastic that is, or is held out to be, biodegradable;

“**business operator**” means a person who, in the ordinary course of business, sells a commodity or product, whether by wholesale or retail;

“**care facility**” means any of the following:

- (a) an assisted living residence as defined in section 1 of the *Community Care and Assisted Living Act*;
- (b) a community care facility as defined in section 1 of the *Community Care and Assisted Living Act*;
- (c) a hospital as defined in section 1 of the *Hospital Act*;
- (d) a private hospital as defined in section 4.1 of the *Hospital Act*;
- (e) a Provincial mental health facility as defined in section 1 of the *Mental Health Act*;

“**compostable plastic**” means any type of plastic that is, or is held out to be, compostable;

“**correctional facility**” means a lawful place of confinement, including, without limitation, a jail, prison, lockup, place of imprisonment, camp or correctional institution, and any land connected with it;

“**customer**” includes a person to whom a commodity or product is distributed for free;

“**fish**” means fish as defined in section 1 of the *Fish and Seafood Act*;

“**food service accessory**” means any of the following products:

- (a) a beverage cup lid;
- (b) a beverage cup sleeve;
- (c) a condiment;
- (d) a drinking straw;
- (e) a garnish;
- (f) a napkin;
- (g) a utensil;
- (h) a wet wipe;

**“food service provider”** means a person

- (a) who, in the ordinary course of business, prepares and serves food or beverages to individuals, or
- (b) in the case of a person who is not a business operator, whose activities ordinarily include preparing and serving food or beverages to individuals who are not members of the person’s household;

**“food service ware”** means any of the following types of container or packaging:

- (a) a bowl;
- (b) a box or carton, including an egg carton;
- (c) a cup;
- (d) a hinged or lidded container;
- (e) a plate;
- (f) a platter;
- (g) a tray;
- (h) film wrap;

**“oxo-degradable plastic”** means a plastic that contains an additive that, through oxidation, leads to chemical decomposition or to the fragmentation of the plastic material into microfragments;

**“packaging”**, except in section 9 (4) (b), means packaging as defined in section 1 (1) of the *Environmental Management Act*;

**“plastic”** includes any type of compostable plastic and any type of biodegradable plastic;

**“prepare”**, when used in relation to food or beverages, means

- (a) cook, slice, chop, mix, brew, squeeze or otherwise make ready to eat or drink, or
- (b) remove from a container or packaging and place or repackage in a different container or package;

**“recycled paper bag”** means a paper bag

- (a) that is composed of at least 40% recycled paper content, and
- (b) on the outside of which is printed a reference to the applicable percentage of recycled content and the word “recyclable”;

**“restricted material”** means any of the following materials:

- (a) biodegradable plastic;
- (b) compostable plastic;
- (c) polystyrene foam;
- (d) polyvinyl chloride;
- (e) polyvinylidene chloride;

**“reusable bag”** means a bag that is manufactured to be used and machine-washed at least 100 times;

**“sell”** includes offer for sale;

- “shopping bag” means a bag that is distributed or sold by a business operator for the purpose of facilitating the transport of a commodity or product that is distributed or sold by the business operator, from the business operator’s place of business;
- “single-use”, when used in reference to an item, means the item is ordinarily disposed of after a single use or short-term use, whether or not it could be reused;
- “splash plug” means any type of plug manufactured to prevent a beverage from spilling from the lid of its container;
- “used bag” means a bag that has been previously used and is being reused;
- “utensil” includes a spoon, fork, knife, chopstick, stir stick and splash plug.

#### **Application**

- 4 The authority to establish a prohibition under section 10, 11 or 12 does not apply to food service accessories sold by a food service provider in quantities of 20 or more.

#### **Authority of municipality**

- 5 For the purposes of section 9 (4) (a) (i) of the Act, a municipality may, under section 8 (3) (j) of the Act, regulate, prohibit, and impose requirements in relation to the protection of the natural environment in accordance with this Part.

#### **Packaging and single-use products composed of oxo-degradable plastic**

- 6 (1) A municipality may prohibit a business operator from distributing or selling packaging, or a single-use product, that is wholly or partly composed of oxo-degradable plastic.
- (2) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) is subject to the condition that the bylaw must exclude from its application all of the following:
- (a) a device as defined in the *Pharmaceutical Services Act*;
  - (b) packaging or a single-use product intended for sale or distribution to a person outside British Columbia.

#### **Shopping bags**

- 7 (1) A municipality may do any of the following:
- (a) prohibit a business operator from distributing or selling a shopping bag other than a recycled paper bag or reusable bag;
  - (b) require that a business operator report to the municipality respecting the sale or distribution of shopping bags.
- (2) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) (a) is subject to the following conditions:
- (a) the bylaw must permit a business operator to provide a recycled paper bag or reusable bag on payment of a charge for the bag, as follows:
    - (i) at least \$0.25 for each recycled paper bag;
    - (ii) at least \$2 for each reusable bag;

- (b) the bylaw must include an exemption from the payment of the charge if any of the following apply:
  - (i) the bag is a used bag;
  - (ii) the bag is a paper bag that is less than 15 cm by 20 cm when flat;
  - (iii) the bag is a recycled paper bag and is distributed to facilitate the transport of any of the following:
    - (A) a drug specified in Schedule I, IA, II or III of the Drug Schedules Regulation;
    - (B) a device as defined in the *Pharmaceutical Services Act*;
  - (iv) the business operator is a food service provider, and the bag is a recycled paper bag that is distributed for any of the following purposes:
    - (A) to facilitate the transport of food or beverages that are prepared by the business operator and purchased for delivery;
    - (B) to contain prepared food or beverages served to a customer through a window at a drive-through restaurant;
  - (v) the bag
    - (A) is a recycled paper bag, reusable bag or used bag, and
    - (B) contains food, beverages or personal hygiene products that are to be provided directly or indirectly to an individual for free or at reduced cost by a society or by a registered charity as defined in section 248 (1) of the *Income Tax Act* (Canada).

**Bag charge not a fee payable to municipality**

- 8 An amount referred to in section 7 (2) (a) must not be collected by the municipality as a fee payable to the municipality.

**Food service ware composed of specified material**

- 9 (1) A municipality may do any of the following:
  - (a) prohibit a food service provider from distributing or selling food or beverages if the food or beverages are
    - (i) prepared by the food service provider for takeout, delivery or immediate consumption, and
    - (ii) contained or packaged in food service ware that is wholly or partly composed of a restricted material specified in the bylaw;
  - (b) prohibit a business operator from distributing or selling food or beverages that are contained or packaged in food service ware that is wholly or partly composed of a restricted material specified in the bylaw;
  - (c) prohibit a business operator from distributing or selling food service ware that is wholly or partly composed of a restricted material specified in the bylaw.



- (2) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) (a) is subject to the condition that the bylaw must, subject to subsection (5), exclude from its application all of the following:
  - (a) food service ware that is wholly composed of paper or a plant fibre material and lined with compostable plastic;
  - (b) food or beverages intended for sale or distribution to a person outside British Columbia;
  - (c) film wrap that is wholly composed of polyvinyl chloride.
- (3) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) (b) is subject to the condition that the bylaw must, subject to subsections (5) and (6), exclude from its application all of the following:
  - (a) food or beverages intended for sale or distribution to a person outside British Columbia;
  - (b) film wrap that is wholly composed of polyvinyl chloride;
  - (c) a tray that is wholly composed of polystyrene foam and used to contain any of the following types of food, whether fresh or frozen:
    - (i) raw meat;
    - (ii) raw poultry;
    - (iii) raw fish in a state not ready to be eaten.
- (4) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) (c) is subject to the condition that the bylaw must, subject to subsections (5) and (6), exclude from its application all of the following:
  - (a) food service ware intended for sale or distribution to a person outside British Columbia;
  - (b) food service ware sold or distributed to a business operator for the purpose of containing or packaging food or beverages intended for sale to a person outside British Columbia;
  - (c) film wrap that is wholly composed of polyvinyl chloride;
  - (d) a tray that is wholly composed of polystyrene foam and sold or distributed to a business operator for the purpose of containing any of the following types of food, whether fresh or frozen:
    - (i) raw meat;
    - (ii) raw poultry;
    - (iii) raw fish in a state not ready to be eaten.
- (5) An exclusion referred to in subsection (2) (c), (3) (b) or (4) (c) must cease to apply on July 1, 2028.
- (6) An exclusion referred to in subsection (3) (c) or (4) (d) must cease to apply on July 1, 2030.

**Single-use food service accessories**

- 10 (1) A municipality may prohibit a food service provider from distributing or selling a single-use food service accessory.

- (2) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) is subject to the condition that the bylaw must provide an exception permitting the distribution or sale of a single-use food service accessory in any of the following circumstances:
- (a) a customer requests, or accepts an offer of, the food service accessory, including by making a request or accepting an offer electronically;
  - (b) the food service accessory is made available in a self-service manner;
  - (c) the food service accessory is a beverage cup lid and is distributed with a beverage that is
    - (i) purchased for delivery, or
    - (ii) served through a window to a customer at a drive-through restaurant;
  - (d) the food service accessory is distributed or sold at a care facility for use by a person admitted to or receiving assistance, care, supervision, treatment, maintenance or rehabilitation at the care facility;
  - (e) the food service accessory is a utensil for use by a person confined in a correctional facility and at risk of self-harm or harming another person.

**Plastic single-use utensils**

- 11 (1) A municipality may prohibit a food service provider from distributing or selling a single-use utensil that is wholly or partly composed of plastic.
- (2) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) is subject to the condition that the bylaw must provide an exception permitting the distribution or sale of a single-use utensil wholly or partially composed of plastic for use by a person confined in a correctional facility and at risk of self-harm or harming another person.

**Bundled single-use food service accessories**

- 12 (1) A municipality may prohibit a food service provider from distributing or selling a single-use food service accessory that is bundled or pre-packaged together with one or more other single-use food service accessories.
- (2) For the purposes of section 9 (4) (b) of the Act, the exercise of the authority under subsection (1) is subject to the condition that the bylaw must provide an exception permitting the distribution or sale, at a care facility, of a single-use food service accessory that is bundled or pre-packaged together with one or more other single-use food service accessories for use by
- (a) a person admitted to the care facility, or
  - (b) a person receiving assistance, care, supervision, treatment, maintenance or rehabilitation at the care facility.

JUN 19 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>Fire</u>
File # <u>0400-90</u>	

Tuesday, June 18th, 2024

To whom it may concern,

We have received a request by the city (Mike Fox) to look at the deployment of Fire resources and help determine if there are any changes available to the deployment strategy. Since this request our team has been working closely with Mike Owens and want to thank him for all the assistance rendered getting to where we are today.

We have heard the concerns raised and understand the importance of this discussion. We have closely examined the data of FR responses in the Port Alberni Area and recognize that Port Alberni Fire has played a significant role in supporting the provision of patient care. In any emergency response for medical aid, it is very challenging to determine cases where patient outcome would not be adversely affected if Fire was not to respond, however attendance at the most urgent calls – Purple (immediate lifesaving) and Red calls are the types of calls where our first responder partners are the most critical.

Port Alberni does not currently respond to responses that are coded as less urgent (unless requested) - blue, yellow, and orange responses – these levels are the ones that we would be more comfortable stating probable patient care would not be compromised, but again your community is already not responding to these categories of calls.

Request for these codes comes in two different formats:

- 1) Request for specific needs i.e. lift assist, access egress concerns, etc. We feel that the Fire department is of great need here and believe this needs to stay status quo if possible.
- 2) Orange categories where BCEHS is delayed and request the fire department to attend to get a better assessment. In some other communities we let the calling party know that we are delayed and to call us back if there are any changes to the patient's condition. If they call us back and the call is upgraded to a red, we can then call the fire department to respond. This is a possibility open to Port Alberni.

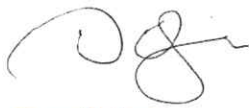
We thank the community and the Fire department for their assistance and understand the next steps on what the community responds to is left up to the community leaders. We have a wide range of communities in the province, some respond to all calls, and we also have communities that only respond to the most urgent purple events and recognize this is an option for Port Alberni.

We want to reassure the community that we are listening and want to work together to assist in taking pressure off of the fire department. We are currently piloting a project in our clinical hub where fire departments can call in to get assistance from a paramedic specialist or physician to either upgrade the urgency of the event when warranted or to be released if the patient does not need to go to the hospital. I have put Port Alberni to be on the list for the next phase of this pilot and will be working with Mike Owens directly.

We have also reached out to your 911 dispatch center about another pilot project underway and have requested them to join us via a formal letter. As part of this pilot, your fire dispatch would be able to have real-time access to ambulance data and be able to share with your teams such information as what the estimated time of arrival is for our ambulances. We are also working to set up a meeting with your team to do a presentation for the local fire departments to share the information on how events are received and coded, what are the differences of events such as purple and reds, and to have an open discussion.

I hope these steps demonstrate our eagerness to partner and work forward to finding meaningful solutions.

Thank you,



**Don Elzinga**  
Senior Provincial Executive Director  
BC Emergency Health Services

RECEIVED

JUN 20 2024

CITY OF PORT ALBERNI

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

File # 7150-01 *RCM July 8/24*

**From:** Angelica Tong <[Angelica.Tong@ecomm911.ca](mailto:Angelica.Tong@ecomm911.ca)> **On Behalf Of** President's Office

**Sent:** June 20, 2024 1:55 PM

**Subject:** E-Comm 9-1-1: Annual Report

Good afternoon,

E-Comm has named its 2024-25 Board of Directors, including seven new Directors, following the company's Annual General Meeting held today, June 20, 2024.

During today's meeting, E-Comm's Board Chair, Doug Campbell, spoke to our first full year of implementation of transformation plan improvements to modernize our operations and ensure we're on secure footing for the future.

For more information, please read our [news release](#). E-Comm has also published its [2023 Annual Report and Financial Statements](#), available on our website.

Sincerely,

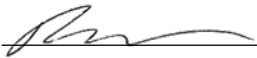
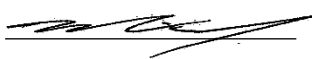


Oliver Grüter-Andrew  
President & Chief Executive Officer

**E-Comm 9-1-1**  
Helping to Save Lives and Protect Property



Date: June 26, 2024  
File No: 810-20-MP  
To: Mayor & Council  
From: Mike Fox, CAO  
Subject: Early Approval for Replacement of Multiplex Dehumidifier

Prepared by:  R. KRANEVELDT MANAGER OF FACILITIES	Reviewed by: <b>A. MCGIFFORD</b> DIRECTOR OF FINANCE	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION

*THAT Council for the City of Port Alberni amend the 2024-2028 Financial Plan – Capital Plan to include the addition and installation of a Dehumidifier with Heat Recovery Chiller system for the Multiplex up to a net cost of \$560,000 with funds coming from Canada Community-Building Fund - Community Works Fund.*

#### PURPOSE

Council direction is required for the addition and early approval of replacement of the existing dehumidifier with the recommended staff option for \$899,000 to allow staff to proceed to tender to ensure installation of June 2025.

#### BACKGROUND

The current dehumidifier at the City-owned Multiplex is 24 years old and at the end of its operational lifespan, posing risks of operational disruptions if the unit fails during the ice season. Consultants and refrigeration contractors have confirmed the need to replace the existing dehumidifier due to its age and inefficiency. Repairing the current system is not feasible due to a cracked burner, issues with the desiccant wheel and advice from our refrigeration contractor, necessitating installation of a new unit to maintain optimal ice conditions.

#### ALTERNATIVES/OPTIONS

##### Option 1: Dehumidifier with Heat Recovery Chiller

- Upfront Cost: \$899,000
- Expected FortisBC Energy Incentive: \$340,000 - Net cost of \$560,000
- Gas Savings: Approximately 65% site-wide (\$48,000 per year in annual operating costs) - With payback in 11.67 years from projected gas savings
- Heat Recovery Benefits: 60% potential reuse of recovered heat available for future projects.

##### Option 2: Dehumidifier with Heat Pipe

- Upfront Cost: \$605,000

- Expected FortisBC Energy Incentive: \$75,000 - Net cost of \$530,000
- Gas Savings: Approximately 20% site-wide (\$34,000 per year in annual operating costs) - With payback in 15.59 years from projected gas savings

### Option 3: Council Provides Alternate Direction to Staff

#### ANALYSIS

Option 1 offers significant advantages with higher energy savings, substantial FortisBC incentives, and versatile heat recovery capabilities. It ensures efficient humidity control and reduces greenhouse gas emissions by approximately 50%, supporting sustainability goals. Option 2 provides a lower-cost alternative with moderate energy savings and emissions reductions.

#### IMPLICATIONS

This project has been included for design in with the 2024 Financial Plan, that work was completed, then anticipating the project to follow in 2025. When the draft Financial Plan for Capital was compiled the project cost estimate was not known and did not have a line item within the working documents for facilities. This resulted in the project not being included in the 2025 Capital Plan.

Timely approval of Option 1 is essential to meet the June 2025 installation deadline and avoid potential mid-season disruptions. Upgrading will enhance operational efficiency, reduce maintenance costs, and improve the overall experience for Multiplex users.

#### FINANCIAL IMPLICATIONS

The project will be funded by allocating \$560,000 from Canada Community-Building Fund - Community Works Fund (if recommendation is supported), and expected FortisBC Incentive grant of \$340,000. There would be no taxation implications by adding the project in 2025 and using Canada Community-Building Fund - Community Works Fund. Administration reviewed the alternative reserves and considered use of Carbon Reserve and Parks & Recreation reserves.

If there was direction from Council to consider taxation to fund the project the impact would be as follows:

<b>Alternative - funding from taxation</b>					
Item/Service Level	2025	2026	2027	2028	2029
Current funding for project - only study working 2024 (grant funded)	-	-	-	-	-
Multiplex Dehumidifier - Capital cost	560,000	-	-	-	-
Operational savings - gas use reduction	-	(48,000)	(48,000)	(48,000)	(48,000)
<b>Option 1 increase (\$)</b>	<b>560,000</b>	<b>(48,000)</b>	<b>(48,000)</b>	<b>(48,000)</b>	<b>(48,000)</b>
2024-2028 FP with prior amendment(s)	35,934,642	39,302,829	41,501,585	43,499,959	45,674,031
Tax percentage increase prior to using taxation for project	15.09%	9.37%	5.59%	4.82%	5.00%
Tax percentage increase after to using taxation for project	16.88%	9.24%	5.47%	4.70%	4.89%
<b>Alternative - funding from taxation for Option 2</b>					
Item/Service Level	2025	2026	2027	2028	2029
Current funding for project - only study working 2024 (grant funded)	-	-	-	-	-
Multiplex Dehumidifier - Capital cost	530,000	-	-	-	-
Operational savings - gas use reduction	-	(34,000)	(34,000)	(34,000)	(34,000)
<b>Option 2 increase (\$)</b>	<b>530,000</b>	<b>(34,000)</b>	<b>(34,000)</b>	<b>(34,000)</b>	<b>(34,000)</b>
2024-2028 FP with prior amendment(s)	35,934,642	39,316,829	41,515,585	43,513,959	45,688,031
Tax percentage increase prior to using taxation for project	15.09%	9.41%	5.59%	4.81%	5.00%
Tax percentage increase after to using taxation for project	16.79%	9.32%	5.51%	4.73%	4.92%

**COMMUNICATIONS**

Staff will work closely with the proponent to ensure this work results in minimal impact to the public users of the facility.

**BYLAWS/PLANS/POLICIES**

This tender process aligns with Council's 2024-2028 Corporate Strategic Plan and the priority of "Providing or facilitating the delivery of high-quality core municipal services and programs", as well as "Being fiscally responsible", and "Providing sustainable infrastructure".

**SUMMARY**

Replacing the aging dehumidifier with Option 1, (Dehumidifier with Heat Recovery Chiller system), is crucial for maintaining operational continuity and achieving long-term cost savings. This upgrade will ensure optimal conditions in the Multiplex, improve energy efficiency, and support environmental sustainability efforts. We recommend Council's approval of Option 1 to secure these benefits and mitigate risks associated with continued use of the outdated system.

**ATTACHMENTS/REFERENCE MATERIALS**

N/A

C: A. McGifford, Director of Finance