
AGENDA - COMMITTEE OF THE WHOLE
Tuesday, September 3, 2024 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Committee members.
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 3

1. Minutes of the meeting held at 6:00 pm on July 29, 2024, as presented.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address the Committee. A maximum of six [6] speakers for no more than five [5] minutes each will be accommodated. For those participating electronically, please use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

D. DELEGATIONS

1. **BC SPCA** - Page 6
S. Herring, Government Relations Officer, L. Davis, Senior Manager and S. Sattar, Manager in attendance to provide an overview of services.
2. **Alberni Valley Restorative Justice Society** - Page 7
A. Glassey, President and J. Chambers, Director in attendance to request annual funding to support restorative justice activities in Port Alberni.
3. **Inclusive Play PA Society** - Page 8
D. McClary and H. Down in attendance to provide information for supporting the addition of an accessible playground to the community.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. **Quarterly Departmental Reports - Page 9**

Quarterly report from Economic Development.

THAT the Committee of the Whole receive the Quarterly Report from Economic Development department for the period April 1 – June 30, 2024.

2. **Service Level Reports - Page 11**

Service Level reports from Development Services and the Fire Department.

THAT the Committee of the Whole receive the Service Level reports from Development Services and the Fire Department for the period 2025-2029.

G. CORRESPONDENCE

H. NEW BUSINESS

1. **Update on Master Planning - Page 23**

Report dated August 26, 2024 from the Project Manager providing an update on the master planning process. To be followed by a presentation from Lanarc Consulting.

a. THAT the Committee of the Whole recommend that Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, allocating \$100,000 from the Water Reserve Fund to the Water Master Plan budget for 2025.

b. THAT the Committee of the Whole recommend that Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, allocating \$160,000 from the Carbon Trust Reserve Fund (CTRF) to fund the cost of civic greenhouse gas management elements of the Master Planning program.

I. QUESTION PERIOD

An opportunity for the public to ask questions of the Committee. For those participating electronically, please use the ‘Raise your Hand’ feature and you will be called upon to speak in the order of which it appears.

J. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Monday, July 29, 2024 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions [Electronic]
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda [Chair]

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services / Deputy CAO
D. Leurebourg, Director of Corporate Services
A. McGifford, Director of Finance
J. MacDonald, Director of Infrastructure Services
K. Bodin, Director of Human Resources
W. Mihalicz, Manager of Parks
S. Bourgoin, Manager of Recreation Services
Mary Clare Massicotte, Manager of Community Safety and Social Development
C. Wright, Manager of Operations
J. Pelech, Manager of Information Services
S. Darling, Deputy Director of Corporate Services /Recording Secretary

Gallery: 35

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:01 PM.

MOVED AND SECONDED, THAT the agenda be adopted, as circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on June 17, 2024 be adopted, as presented.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. Echo Sunshine Club

Member, J. Van Dusen presented on the potential effects of the proposed Parks, Recreation and Culture rental fee increases for the Echo Sunshine Club.

2. Truck Loggers Association & Forestry Works for BC

Executive Director, B. Brash and discussed the challenges facing the forest sector in BC.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Quarterly Departmental Reports

MOVED AND SECONDED, THAT the Committee of the Whole receive the Quarterly Reports from the Engineering, Public Works, Finance & IT, Parks, Recreation & Culture, and Human Resources departments for the period April 1 – June 30, 2024.

CARRIED

The Committee of the Whole recessed the meeting at 7:36 pm.

The Committee of the Whole resumed its meeting at 7:41 pm with all members of the Committee in attendance as outlined.

2. Service Level Reports

MOVED AND SECONDED, THAT the Committee of the Whole receive the Service Level reports from the Corporate Services, Community Safety and Social Development, Human Resources and Engineering & Public Works departments for the period 2025-2029.

CARRIED

MOVED AND SECONDED, THAT the Committee of the Whole proceed beyond 3 hours.

CARRIED

G. CORRESPONDENCE

1. Various letters offering condolences on the passing of Councillor John Douglas

MOVED AND SECONDED, THAT the Committee of the Whole direct staff to respond in thanks to the letters received offering condolences on the passing of Councillor John Douglas.

CARRIED

H. NEW BUSINESS

1. Public Bench Standards

MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council direct staff to develop City-wide park, memorial and pedestrian bench standards including a placement strategy associated with a needs analysis.

CARRIED

MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council direct staff to terminate the contract for bench placement and advertising effective December 31, 2024.

CARRIED

I. QUESTION PERIOD

J. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 9:03 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



JUN 19 2024

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: Sarah Herring Organization (if applicable): BC SPCA
Street Address: 1245 East 7th Avenue, Vancouver BC Phone: 604-306-3532
Mailing Address: V5T 1R1 Email: sherring@spca.bc.ca
No. of Additional Participants:
[Name/Contact Information] 2 - Leon Davis, Senior Manager and Sam Sattar, Manager, BC SPCA Alberni-Clayoquot Centre

MEETING DATE REQUESTED: Sept. 3/24 Cow

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

To update Council on the services provided in 2023 under our contract with the City of Port Alberni, and on other BC SPCA programs and services.

Requested Action by Council (if applicable): No action, information only

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Sarah Herring

June 19, 2024

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Sept 3/24 Cow

Date Approved: June 26/24

Applicant Advised: June 26/24

Approved: (Deputy Director of Corporate Services)

[Signature]

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☐ Agenda ☐ Other
File # 0580-30

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.



CONTACT INFORMATION: (please print)

Full Name: Alex Glassey Organization (if applicable): Alberni Valley Restorative Justice Society
Street Address: [REDACTED] Phone: [REDACTED]
Mailing Address: [REDACTED] Email: AlberniValleyRJ@gmail.com
No. of Additional Participants:
[Name/Contact Information] 1 - Jackie Chambers [REDACTED]

MEETING DATE REQUESTED: Sept. 3/24 COW

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

Request base funding to support Restorative Justice activities in Port Alberni

1. What is Restorative Justice? 2. How RJ works 3. Our community links 4. Benefits to Port Alberni
5. Our annual budget and our financial request

Requested Action by Council (if applicable): Please consider our request for annual funding for the coming five years.

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Alex Glassey

June 27, 2024

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Sept 3/24 COW

Date Approved: July 3/24

Applicant Advised: July 3/24

Approved: (Deputy Director of Corporate Services)

[Signature]

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☒ Agenda ☐ Other _____
File # 0550-30-

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CITY OF
PORT ALBERNI

RECEIVED

JUL 22 2024

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: Deserray McClary Organization (if applicable): Inclusive Play PA Society

Street Address: [REDACTED] Phone: [REDACTED]

Mailing Address: same as above Email: inclusiveplaypa@gmail.com

No. of Additional Participants: [REDACTED]
[Name/Contact Information] 1 (Hailee Down) [REDACTED]

MEETING DATE REQUESTED: Monday, September 9, 24

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

The purpose of the presentation is to outline the importance of an accessible playground being added to our community.

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature: [REDACTED]

Date:

July 20, 2024

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☒ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☒ Agenda ☐ Other
File # 0550-30

OFFICE USE ONLY:

Scheduled Meeting Date: Sept 3/24 Cow

Date Approved: July 20/24

Applicant Advised: July 20/24

Approved: (Deputy Director of Corporate Services)

[Signature]

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act [FOIPPA]* and will only be used for the purpose of processing this application.

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ECONOMIC DEVELOPMENT

PURPOSE

To provide Council with an overview of departmental operations in the second quarter of 2024.

Major Accomplishments

- Presented 7 investment opportunities in Port Alberni to Global Affairs Canada staff May 22, 2024
- Adoption of CPA Lease Policy
- Selection of Placemaking as Alternative to Façade Improvement Program
- Assist organizers of COAST Mixer, Solstice Arts Festival and Port Day
- Attend Port Alberni Healthcare Summit
- Attend BC Economic Development Association Conference
- Speak at Graduation of Building Deconstruction & Salvage Program Participants
- Speak at Community Forest AGM about City efforts to sustain forest industry

Reconciliation

- Continued CEDI (Community Economic Development Initiative) work with Tseshaht First Nation and Hupacasath First Nation

Business Retention (Small Businesses – less than 50 employees)

- Assist/met with 15 small businesses about various matters
- Met monthly with Harbour Quay merchants

Business Retention (Large Businesses – more than 50 employees)

- Assist in investment attraction video presentations for 3 companies/organizations
- Assist/met with 4 companies about various matters

Business Attraction / Diversification of the Economy

- Outreach to 4 companies/organizations relevant to local blue economy sector
- Assist developer in attraction of tenants
- Follow up on interest in boutique hotel created by Global Affairs Canada Showcase
- Support 2 applicants to Provincial Nominee Program
- Meet with proponents of integrated forest industry initiative
- Assist Island Health and Medical Staff Association efforts to recruit staff to West Coast General Hospital by leveraging and boosting their social media campaigns

Grant Applications

- Support PAPA/Nova Harvest and their Dock + expansion application
- PacifiCan Tourism Growth Fund Phase 3 of Clutesi Haven Marina Uplands
- Ensure other departments are aware of grants relevant to their capital projects and operations

COMMUNICATIONS

- Narrative Brand Audit
- Assist in preparation of Mayor's address to Port Alberni Healthcare Summit
- Social media to leverage/boost Island Health & Medical Staff Association recruitment campaign

Miscellaneous

- Assistance with Entry Sign report
- Letter of support for Huu-ay-aht Dark Sky Festival
- Assist Thunderbird Spirit Water Award Nomination
- AVTA, AVCOC, ADC, AVRA, CTT, FTZVI and Highway 4 Business Disruption Meetings
- Met with Minister of State for Sustainable Forestry Initiatives

LINKAGE TO CORPORATE STRATEGIC PLAN

Work described above assists in realizing 8 of Council's 20 goals:

1.1 (Reconciliation); 2.1 (Tourism Sector Flourishes); 2.2 (Small Business Emphasis); 2.3 (Strategy Encouraging Investment); 2.4 (Active Role in Redevelopment of Brownfields); 3.1 (Highest & Best Use of City Assets); 4.4 (Building Sustainable Environmental Sectors); 5.3 Community is Connected by Pathways

Budget Overview

- \$21,150 (21%) of consulting/contract services budget (\$101,400) invested
- \$14,142 (20%) of marketing budget (\$71,350) invested
- Some expenditures and commitments made since June 30/24 (see items 1 through 5 below)

Intended Third Quarter Major Initiatives

- 1) Funding for Phase 3 of CEDI project at Clutesi Haven Marina Uplands
- 2) Renew 'Choose Port Alberni' website
- 3) RFP for Made in Port Alberni Initiative
- 4) Onboarding of CityViz data program
- 5) Advertising in VIEA Summit issue of Douglas Magazine
- 6) Explore Adventure Sport Park funding
- 7) Initiation of Placemaking Initiative
- 8) Propose Approach to Non-Tax Revenue Sources
- 9) Non-Profit Medical Centre and Housing Proposal for Health Care Recruitment & Retention
- 10) Assist Infrastructure Services Grant Applications
- 11) Secure filming opportunity in community

SUMMARY

City colleagues and those from other organizations in the community assisted the Economic Development Manager in the work described above.

Service Levels Report

City of Port Alberni



Service Area: Development Services Department

The Development Services department is an active catalyst in shaping a complete, balanced and livable community, achieved through ongoing engagement and collaboration with community partner organizations and residents working together to foster a comprehensive and sustainable environment for all.

A central aspect of the Development Services department involves preparing regulatory strategies such as the Official Community Plan for City-wide planning, serving as a guide for balanced growth and transformation of the City. The department plays a key role in managing zoning, subdivision and other development applications to promote the City's effective land use and community development. Additionally, the department administers all business licenses, the issuing of building permits and conducting inspections, ensuring construction projects meet the BC Building Code and safety standards.

Development Services staff work with other city departments, the general public, businesses, realtors, developers, contractors, registered professionals, various Provincial ministries and other outside agencies.

Council Expectations: Development Services Department

- 1) Prepare land use regulatory strategies to serve as a guide for a complete, balanced and liveable community.
- 2) Provide fulsome information and professional recommendations on Official Community Plan and Zoning bylaw development applications to enable Council to make decisions.
- 3) Administer building permits, business licensing and delegated development applications in a complete and professional manner.
- 4) Provide good customer service to residents, developers and contractors on development services related matters.

Successes

- Completion of the Provincial legislated (SSMUH) changes to the Zoning Bylaw
- Success in receiving grant funding (Complete Communities and Development Approvals Streamlining projects)

Challenges / Opportunities

- Staff capacity, recruitment and retention
- Bylaw modernization
- Vacant Planner 2 position has resulted in projects and development applications taking longer to complete.

2024 Council Priorities	Council Priority Status
<ul style="list-style-type: none"> • Completion of the Official Community Plan Bylaw • Completion of 8th Avenue Childcare centre • Completion of Complete Communities project • Completion of Housing Needs Report • Processing of Development Applications • Processing of Building Permits • Processing of Business Licenses 	<p>Ongoing with the end of 2024 target date for adoption</p> <p>September 2024</p> <p>November 2024</p> <p>October 2024</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

2025 Council Priorities:	Communication Format
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Priorities

- Begin the preparation of a new Zoning Bylaw to implement the newly adopted OCP
- Complete the Development Approvals Streamlining project
- Processing of Development Applications
- Processing of Building Permits
- Processing of Business Licenses

Communication

- Reports to Council
- Public engagement strategy for Zoning Bylaw

2025-2029 Operating Budget

DEVELOPMENT SERVICES

2025-2029 Financial Plan - Operational Budget

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 ACTUAL	YTD VARIANCE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Revenues									
14440	Subdivision, Zoning & other Development fees	45,000		45,000	45,000	45,000	45,000	45,000	45,000
	<i>Total Revenues</i>	45,000	-	45,000	45,000	45,000	45,000	45,000	45,000
ACCOUNT	DESCRIPTION	2024 BUDGET	2024 ACTUAL	YTD VARIANCE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
EXPENDITURES									
26129	Full Time Equivalent	6.00			6.00	6.00	6.00	6.00	6.00
	<i>Total FTE</i>	6.00			6.00	6.00	6.00	6.00	6.00
26129	Advertising	3,500	-	-	3,500	3,500	3,500	3,500	3,500
All	Consulting & Contract Services	256,600	184,396	72,204	391,218	196,855	147,510	175,000	175,000
26129	Legal Fees	20,000	2,605	17,395	20,000	20,000	20,000	20,000	20,000
26129	Memberships	4,000	309	3,691	4,080	4,162	4,245	4,330	4,416
26129	Software Licensing	46,000	17,783	28,217	28,550	29,128	29,734	30,371	14,039
26129	Supplies	30,700	3,514	27,186	15,326	15,456	15,589	15,727	16,513
26129	Wages & Benefits	676,727	390,496	286,231	748,856	877,772	902,321	927,607	941,925
	<i>Total Expenditures</i>	1,037,527	599,103	434,924	1,211,530	1,146,872	1,122,900	1,176,535	1,175,394

BUILDING INSPECTION

2025-2029 Financial Plan - Operational Budget

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 ACTUAL	YTD VARIANCE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Revenues									
15170	Building & Plumbing Permit fees	400,000	177,530	222,471	412,000	424,360	437,091	450,204	463,710
15181	Demo Fees	500	200	300	500	500	500	500	500
	Total Revenues	400,000	177,530	222,471	412,000	424,360	437,091	450,204	463,710
ACCOUNT	DESCRIPTION	2024 BUDGET	2024 ACTUAL	YTD VARIANCE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
EXPENDITURES									
22926	Auto Insurance & Supplies	1,545	331	1,214	1,591	1,639	1,688	1,739	1,791
22926	Reserve Contribution for Vehicle Replacement	7,923	5,282	2,641	8,160	8,405	8,657	8,917	9,185
22921	Memberships & Subscriptions	1,360	1,480	(120)	1,400	1,442	1,486	1,530	1,576
22926	Supplies	824	378	446	849	874	900	927	955
All	Wages & Benefits	277,225	145,546	131,679	286,263	293,411	330,773	308,356	285,194
	Total Expenditures	288,876	153,016	135,860	298,264	305,772	343,505	321,469	298,701

Service Levels Report

City of Port Alberni



Overview of Service Levels

Defining Levels of Service

Levels of service are qualitative and quantitative measures to outline what extent of a service or activity a municipality aims to deliver to its residents and guests. Services can be separated into two categories, mandatory and optional:

- Mandatory services are regulated and must meet legislated requirements. Examples of these services include drinking water standards, administration of the municipality's finances, and enforcing City bylaws. Local Governments cannot adjust standards of mandatory services.
- Optional services are provided at the discretion of Council and include policing, fire protection, garbage collection, transit, road maintenance, sanitary sewer, park maintenance and recreation programs. Council may wish to provide additional or fewer resources or offer a higher or lower level of service, depending on availability of resources and the community's goals.

Considerations When Establishing Levels of Service

Four aspects are routinely examined when municipalities endeavor to establish levels of service:

- Historic levels of service provided by the municipality
- Expectations from the local community
- Current levels of service in adjacent communities
- Requests by community members for increased levels of existing services

In addition, a variety of measures may be utilized when establishing levels of service:

- Operations and maintenance data (logbooks, work orders, test results)
- Program data (utilization rates of facilities and equipment, range of services)
- Complaints (volume and types of feedback received from taxpayers)
- Expertise (analysis by internal staff or external consultants)
- Contracts (terms of an agreement with a third-party who is providing a service on behalf of the municipality)
- Occupational health and safety records (workplace inspections, accident, lost time and near miss records)

A target level of service is established based on the recognized standard for the particular activity and is often a compromise between the available resources to enable a service level in that municipality and the expected level of service.

Challenges in meeting target levels of service can include:

- Community growth (resulting in increased requirements for facilities, parks, utilities)
- Asset management (aging infrastructure, conditions of assets)
- Rising costs (materials, utilities, fuel)
- Balancing environmental concerns (evolving legislation)
- Balancing operations with customer service (completing projects while meeting community expectations)

Service Area: Fire Department

Mission Statement

The Port Alberni Fire Department is a compassionate and professional organization committed to the protection of life, property and the environment, the avoidance of harm, and the elimination of suffering.

Vision

The Port Alberni Fire Department is a progressive and dynamic organization, committed to excellence in the delivery of services.

Bylaw

The Port Alberni Fire Department (PAFD) is granted authority and direction from City Council through the Fire Control Bylaw.

Services (as per Schedule A of the Fire Control Bylaw):

- *Fire Prevention:* Regular system of inspections (utilizing a Chief Fire Prevention Officer, fire company inspections, third party inspectors), support the City's Planning Department in plan review, public fire safety education.
- *Structural Fire Suppression:* The Department is authorized to provide fire suppression activities with and subject to the limitations set out in the Full-Service Level as defined in the British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook (September 2014), set under paragraph 3(3)(b) of the Fire Services Act (B.C.).
- *Marine Fire Suppression:* Land-based and/or fire boat-based marine firefighting.
- *Marine Rescue:* Land-based and/or fire boat-based marine rescue provided in support of Royal Canadian Marine Search and Rescue, and/or Port Alberni Port Authority.
- *Shipboard Firefighting:* Land-based, shipboard above deck and/or fire boat-based shipboard firefighting under direction of Port Alberni Port Authority Harbour Master.
- *Confined Space Rescue:* Confined space rescue services within City of Port Alberni and contract service areas.
- *Technical Rope Rescue:* Technical rope rescue services within City of Port Alberni and contract service areas.
- *Slope Rescue:* Slope rescue services within City of Port Alberni and contract service areas, in support of Alberni Valley Rescue Squad.
- *Automobile Extrication Rescue:* Rescue extrication services where victims may be trapped in or under an automobile or other vehicle, or entrapped by machinery, or similar situation.
- *Hazardous Materials Mitigation:* Response to and mitigation of incidents, in support of responsible party.
- *Wildland Fire Suppression:* Control and response of fire involving organic material, grass, brush, or forest.
- *Swift Water Rescue:* Rescue services conducted from near, over, but not in moving water.
- *Open Water Rescue:* Rescue services conducted from near, over, but not in standing water.
- *Medical First Responder:* Emergency medical services in partnership with BC Emergency Health Services (BCEHS) and in support of BC Ambulance Service.
- *Public Assistance:* Providing aid to members of the public where that aid is not inconsistent with the purpose of the fire department, and where that aid does not fall within another category of service.

- *Other:* Other emergency or non-emergency public services(s) as authorized by the Fire Chief.

Response Areas:

City of Port Alberni: All Services

Contract Areas (Tseshaht, Hupacasath, Seizai Road Mill & Cameron Shops): All Services

China Creek Campground: Fire Prevention Support. One PAFD Officer to assist with direction in the event of a fire.

Road Rescue: Cathedral Grove Parking Lot to Wild Coast Zipline to Bamfield

2025-2029 Operating Budget - Fire

Fire Services

2025-2029 Financial Plan - Operational Budget

ACCOUNT	DESCRIPTION	2024 BUDGET	2024 ACTUAL	YTD VARIANCE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Revenues									
14241	Fire Department Service Agreements	279,333	56,661	222,672	296,449	296,484	313,979	314,540	330,267
	Total Revenues	279,333	56,661	222,672	296,449	296,484	313,979	314,540	330,267
ACCOUNT	DESCRIPTION	2024 BUDGET	2024 ACTUAL	YTD VARIANCE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
EXPENDITURES									
All	Advertising	5,160	-	5,160	5,367	5,528	5,694	5,864	6,157
22480	Auto Insurance & Licenses	18,012	7,729	10,283	18,732	19,294	19,873	20,469	21,493
All	Automotive parts & equipment	35,756	21,228	14,528	37,186	38,302	39,451	40,634	42,666
All	Consulting & Contract services	32,396	20,331	12,065	33,692	34,703	35,744	36,816	25,216
All	Janitorial & Laundry	896	1,035	(139)	932	960	989	1,019	1,070
22421	Meals expenses	2,764	2,147	618	2,875	2,961	3,050	3,141	3,298
22411	Memberships & Subscriptions	2,860	2,213	648	2,974	3,064	3,156	3,250	3,413
22422	JOH&S Expenses	5,471	443	5,028	5,690	5,861	6,036	6,217	6,528
All	Repair Services	57,570	22,725	34,845	55,243	56,900	58,607	60,366	63,384
All	Equipment Replacement Reserve Contributions	403,592	246,413	157,179	471,736	485,888	500,464	515,478	541,252
All	Wages & Benefits	4,059,439	2,337,734	1,721,705	4,157,951	4,258,786	4,362,289	4,468,548	4,691,976
All	Supplies & Small tools	122,688	53,308	69,380	106,104	109,287	112,565	115,942	119,600
22422	Uniform expenses	47,866	21,069	26,797	49,302	50,781	52,304	53,874	56,567
All	Utilities	38,983	17,088	21,895	40,785	42,527	44,344	46,239	48,364
	Total Expenditures	4,833,454	2,753,462	2,079,992	4,988,570	5,114,840	5,244,566	5,377,858	5,630,985
Combine	Tax Funding Required	4,554,121			4,692,121	4,818,356	4,930,587	5,063,318	5,300,718

Council Expectations: Fire Department

- 1) Review and revise Fire Control Bylaw
- 2) Compare Fees & Fines with other comparator communities and adjust as required
- 3) Review services currently offered to other levels of government to ensure CPA taxpayers are not unduly burdened
- 4) To deliver services as per the Fire Control Bylaw

Successes

Successes:

- Continuing to provide a high level of service
- Increased engagement of Mutual Aid partners (Beaver Creek, Cherry Creek & Sproat Lake) responding to all structure fires in the City

Challenges:

- Signs of employee burnout
- Call volume continues to increase without additional staffing
- Increasingly difficult to fill overtime (both emergencies and to cover illness/injury)

Opportunities:

- FireSafe Program being rolled out which will increase safety in homes of many vulnerable households
- Fire Master Plan in progress which will provide insights into short, medium- and long-term planning for PAFD

2024 Council Priorities

New aerial brought into service. Propose options for Ladder 2 (In Service/
Ladder 2 to be brought to Sept Council Meeting)

Support Council with Pre-Hospital Care (Ongoing)


FireSafe Program (In-Progress)

Complete Fire Master Plan (In-Progress)

Replace primary Wildfire vehicle (Rescue 8)

Complete recommendations which have been prioritized and endorsed by Council as identified in the Fire Master Plan

Date: August 26, 2024
File No: 6430-06-MP
To: Committee of the Whole
From: S. Smith, Director of Development Services/Deputy CAO
Subject: Update on Master Planning

Prepared by: D. ARSENAULT PROJECT MANAGER	Supervisor: J. MACDONALD DIRECTOR OF INFRASTRUCTURE SERVICES	CAO Concurrence:  S. Smith, Director of Development Services/Deputy CAO
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RECOMMENDATION[S]

- a. THAT the Committee of the Whole recommend that Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, allocating \$100,000 from the Water Reserve Fund to the Water Master Plan budget for 2025.
- b. THAT the Committee of the Whole recommend that Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, allocating \$160,000 from the Carbon Trust Reserve Fund (CTRF) to fund the cost of civic greenhouse gas management elements of the Master Planning program.

PURPOSE

To provide Council with a progress, schedule and budget update for strategic master planning projects.

BACKGROUND

On June 26, 2023, Council directed staff to proceed with development of Master Plans to address information gaps in populating long-term financial planning for community growth and the City’s major assets.

Staff previously provided an update on Master Planning at the Committee of the Whole meeting of February 20, 2024.

An updated schedule for the Master Planning program is appended as Figure 1. Completion date estimates for Master Plans that have yet to be awarded are not yet known, and therefore omitted.

The 2024 Capital Budget includes a total of \$775,000 from the Growing Communities Fund (GCF), \$230,000 from the Sewer Reserve, \$200,000 from the Water Reserve, and \$150,000 from the General Fund, for a combined total of \$1,355,000 to finance Master Planning and related data collection projects. The 2025 capital budget includes another \$315,000 funding for these projects, a two-year program total of \$1,670,000.

To date, \$901,917 has been committed to four of the Master Planning programs through six contract awards to consultant teams, following competitive procurement processes. It is estimated that the value of remaining work yet to be awarded for the full program is \$1,040,000, resulting in a projected deficit of approximately \$270,000. The projected overrun consists of \$170,000 for the projects funded from the GCF, and \$100,000 for Water Reserve funded projects. This deficit is somewhat overstated, as accrued interest on the project funds has been substantial, as only a small percentage of the value of awarded contracts has been paid to consultants thus far.

The main reasons for the projected overrun are:

- Additional budget is needed to address the recommendations of the City's recently adopted Accessibility Plan, for the Transportation Master Plan and the Parks, Recreation and Culture Master Plan. The Accessibility plan was issued and adopted after the Requests for Proposal for these to projects had been released.
- In the approved 2024 Financial Plan, staff inadvertently omitted the 2025 portion of the two-year funding required for the Water Master Plan. The approved budget is therefore \$100,000 less than staff estimated will be required to complete the Water Master Plan.
- Both higher-than-expected and lower-than-expected prices have been submitted by successful consultant bidders, but in aggregate the total price of those contracts awarded to date is somewhat higher than predicted.
- In order to manage consultant costs and ensure consistent engagement approaches between Master Plan teams, staff had planned for the City's Manager of Communications to take a leading role in public communications for these projects. This City role has recently become vacant, and therefore some of the duties that would have been carried out by the City will need to be taken on by one or more consulting teams on an interim basis, until the vacancy is filled.

To allow the projects with higher-than-expected prices to move forward, transfers were made between the individual GCF-funded master plan project accounts, without altering the total approved allocation of \$1,050,000.

The projected overrun for the projects funded by GCF (\$170,000) is close to the estimated cost (\$160,000) of the planned consulting assignment for greenhouse gas (GHG) management implementation planning , for which procurement has not yet started. Staff consider that this work would be more appropriately funded under the Climate Trust Reserve Fund (CTRF), rather than the GCF.

With the current approved budgets and expected project costs:

- staff will not have the authority to award a consulting assignment for the Water Master Plan.
- Staff may have the authority to award a consulting assignment for the GHG Management Study in 2024, but would not have enough remaining budget in the approved GCF allocation to fund the Development Cost Charges Update in 2025.

A summary of budget status is appended to the report (Table 1).

Four master plan projects and two supporting information gathering projects are now in progress. Scoping and procurement for two other master plan projects and another supporting study are in progress.

Scoping and procurement for the Water Master Plan and GHG Management Study have not yet begun, pending outcome of Council direction on the recommendations outlined in this report.

ALTERNATIVES/OPTIONS

For the Water Master Plan, available options include:

1. *THAT the Committee of the Whole recommend that Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, allocating \$100,000 from the Water Reserve Fund to the Water Master Plan budget for 2025. [WMP-1]*
2. *THAT the Committee of the Whole recommend that Council delay the initiation of the Water Master Plan project until the 2025 budget year, and consider staff funding recommendations through the 2025 Financial Plan development process. [WMP-2]*

For the GHG management study, available options include:

1. *THAT the Committee of the Whole recommend that Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, allocating \$160,000 from the Carbon Trust Reserve Fund (CTRF) to fund the cost of civic greenhouse gas management elements of the Master Planning program. [GM-1]*
2. *That the Committee of the Whole recommend that Council direct staff to proceed with greenhouse gas management elements of master planning using the approved GCF funds, and that Council consider funding for the 2025 Development Cost Charges Update through the 2025 Financial Plan development process. [GM-2]*
3. *THAT the Committee of the Whole direct staff to reduce the scope of one or more GCF-funded Master Plan projects, such that the need for additional funds is avoided. [GM-3]*
4. *THAT the Committee of the Whole direct staff to not include a greenhouse gas management study as part of the master planning program [GM-4].*

ANALYSIS: WATER MASTER PLAN

For the Water Master Plan, Option 1 (WMP-1) will allow staff to proceed with development and completion of the master plan more quickly, and the schedule overlap with other master planning projects will provide opportunities for construction year coordination of the water capital projects with sewer and road capital projects recommended by the other Master Plans.

Option 2 (WMP-2), deferral of the additional funding until 2025 Financial Plan approval would mean that:

- The consultant pre-qualification period for the Water Master Plan procurement (RFE01 002-24) will have expired (February 2025), and a new procurement process may need to be initiated, and
- The capital construction program for sewer and road projects will be completed independently from the water capital program development, and it may be necessary to conduct a separate coordination review and revisions to the other Master Plans.

Staff recommend Option 1 (WMP-1).

ANALYSIS: GHG MANAGEMENT STUDY

For the GHG management study, Option 1 (GM-1) will allow staff to continue with the master planning program as originally conceived by staff and as informed by recommendations of our consultant partners, without further delay, and ensure that climate considerations and OCP climate policies and goals inform the development of departmental policy and capital project recommendations. The remaining GCF funds will be intact for use in implementing capital recommendations. There will be a draw on available funds in the CTRF, however the purpose the funds will be used for is consistent with the intended purpose of this Reserve.

Option 2 (GM-2) will also allow staff to continue with the master planning program as originally conceived by staff and as informed by recommendations of our consultant partners, without further delay, and ensure that climate considerations and OCP climate policies and goals inform the development of departmental policy and capital project recommendations. However, it will necessitate an additional GCF or other funding allocation in 2025 to replace funds originally intended for the critical 2025 Development Cost Charges Update. The GCF funds have a broader scope of potential uses than the CTRF (Option 1). As the Development Costs Charges Update study is not planned to be initiated until the master plans are well into development, this option is not expected to result in any further schedule delays.

Option 3 (GM-3) will avoid the need for Council to allocate additional budget to the GCF-funded master planning projects, but will result in schedule delays to the projects already in process, as it will require staff and the consulting teams to re-examine the approved project scopes and develop revised consulting contracts at lower prices. This option may also result in deferring some important capital or policy decisions to future study, or lower-effort public engagement that could reduce public participation and support.

Option 4 (GM-4) will avoid the need for Council to allocate additional budget to the GCF-funded master planning projects, and allow staff to continue with the master planning projects without further delay. However, the elimination of GHG management considerations from the master planning process would be contrary to climate action policies anticipated to be adopted through the OCP.. This option would also not align with Council's prior declaration of a climate emergency, or Council's prior resolution (R21-250) directing staff to review and update the recommendations of the *"Together for Climate Project Report 2020"* in future strategic plans.

IMPLICATIONS

Adoption of staff's recommendations would allocate funds not included in the City's current Five-Year Financial Plan.

COMMUNICATIONS

Master Planning project information can be found on the *LetsConnectPA.ca* platform. Public notices and social media posts, including a notice in the Alberni Valley News, were issued in April.

Public engagement for the Parks, Recreation & Culture Master Plan and the Fire Services Master Plan is scheduled to begin this month, at the City Open House (September 25). This event has been advertised in the *Fall Recreation Guide*. Further details on the Parks, Recreation & Culture Master Plan project, will be presented to the Committee by our consultant team (led by Lanarc) following this report.

Public engagement for the Transportation Master Plan and Stormwater Master Plan will likely begin with a combined public event in November.

BYLAWS/PLANS/POLICIES

Not applicable.

SUMMARY

Six projects within the Master Planning program have been initiated to date. Five more projects remain to be awarded and initiated in 2024, and one project in 2025. It is estimated that there will be a deficit in funding of approximately \$170,000 for the GCF-funded projects, and \$100,000 for water reserve funded projects. Staff do not have the budget authority to proceed with all of the remaining projects without further direction from Council.

Staff are recommending that an additional \$100,000 be allocated to the Water Master Plan in 2025 from the Water Reserve Fund, and that \$160,000 be allocated to the GHG Management from the Climate Trust Reserve Fund in 2024.

ATTACHMENTS/REFERENCE MATERIALS

- *Table 1, Master Planning Program Budget Update*
- *Figure 1, Master Planning Program Schedule Update*

C: *Andrew McGifford, Director of Finance*
 Scott Smith, Director of Development Services

TABLE 1: Master Planning Program Budget Update
Committee of the Whole Meeting, September 3, 2024

Funding Source	Capital Plan Approved Total (2024 & 2025)	Committed Fees & Disbursements To Date	Uncommitted	Anticipated Pending Fees & Disbursements (Not Awarded)	Total Committed & Anticipated	Budget Surplus (Deficit)*
Growing CommunitiesFund	\$ 1,050,000	\$ 874,017	\$ 175,983	\$ 347,485	\$ 1,221,502	(\$171,502)
Gen. Capital Fund	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ -
Sewer Reserve	\$ 270,000	\$27,900	\$ 242,100	\$242,100	\$270,000	\$ -
Water Reserve	\$ 200,000	\$0	\$ 200,000	\$300,000	\$300,000	(\$100,000)
TOTAL	\$1,670,000	\$901,917	\$768,083	\$1,039,585	\$1,941,502	(\$271,502)

* Not adjusted to reflect accrued interest on unspent funds. Actual deficit after adjustment would be lower.

City of Port Alberni

MASTER PLANNING PROGRAM SCHEDULE UPDATE, AUGUST 26, 2024

