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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Tuesday, October 15, 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 6**

1. Minutes of the Special meeting held at 12:00 pm and Regular Council meeting held at 2:00 pm on September 23, 2024 be adopted, as presented.

**C. DELEGATIONS**

1. **Introduction | Manager of Culture**  
Introduction of Sheila Perry, the City's new Manager of Culture.
2. **Introduction | Executive Assistant**  
Introduction of Brianne Dempsey, the City's new Executive Assistant.

**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.*

## **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. **Deputy Director of Finance – 2024 Permissive Tax Exemptions** - Page 11  
Report dated October 8, 2024 from the Deputy Director of Finance requesting Council consideration for three readings of the proposed bylaws.

### ***“Permissive Tax Exemption Bylaw No. 5115, 2024”***

- a) *THAT “Permissive Tax Exemption Bylaw No. 5115, 2024” be now introduced and read a first time.*
- b) *THAT “Permissive Tax Exemption Bylaw No. 5115, 2024” be read a second time.*
- c) *THAT “Permissive Tax Exemption Bylaw No. 5115, 2024” be read a third time.*

### ***“Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5091-1, 2024”***

- d) *THAT “Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5091-1, 2024” be now introduced and read a first time.*
- e) *THAT “Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5091-1, 2024” be read a second time.*
- f) *THAT “Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5091-1, 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. **Huu-ay-aht First Nation | Oomiiqsu (Aboriginal Mother Centre)** - Page 35  
Letter dated September 6, 2024 from the Oomiiqsu (Aboriginal Mother Centre) presenting the City of Port Alberni with a plaque acknowledging the partnership between the City and the Huu-ah-aht First Nation.

*THAT Council for the City of Port Alberni graciously accept the plaque from the Huu-ay-aht First Nations Oomiiqsu (Aboriginal Mother Centre).*

2. **Coastline Endurance Running | Trail Running Series** - Page 36

Letter received September 27, 2024 from Coastline Endurance Running requesting Council authorization for access to City streets/trails for a trail running event.

*THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, June 7, 2025 from 8:00 am to 4:00 pm for the purpose of a trail running event starting at the EJ Dunn Elementary School and following the route as outlined in the attached map subject to:*

- *the notification of emergency services and BC Transit*
- *consultation with all affected businesses/residents*
- *provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control personnel as required*
- *provision of standard liability insurance in the amount of \$5M [minimum]*
- *event organizers responsible for removal of all flagging tape and stakes*
- *event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly*
- *event organizers acknowledge trails will be enjoyed as-is*
- *event organizers acknowledge that authorization for route sections on non-City property requires separate approval from corresponding property owners/agencies*

3. **Community Action Team** - Page 39

Letter from the Community Action Team proposing a car show event on City property.

*THAT Council direct staff to work with the Community Action Team to determine costing and implications related to hosting a Men's Mental Health Car Show in May 2025 on the Somass Lands to be brought forward to Council for consideration and approval.*

4. **R. Maczulat | Noise Bylaw Extension** - Page 40

Email received October 9, 2024 from R. Maczulat requesting an extension of the noise bylaw on October 26, 2024 at the Italian Hall for a Halloween Dance.

*THAT Council authorize an exemption to the "Noise Control Bylaw 2009, No. 4718" to permit the Italian Hall Centre to host a Halloween Dance Event ending at 1:00 am on Saturday, October 26<sup>th</sup>.*

**H. PROCLAMATIONS**

1. **Ministry of Children and Family Development** - Page 41

Letter received September 25, 2024 requesting the month of October be proclaimed as 'Foster Family Month' in Port Alberni.

*THAT Council on behalf of the Ministry of Children and Family Development proclaim the month of October as 'Foster Family Month' in Port Alberni.*

2. **Complex Regional Pain Syndrome/Reflex Sympathetic Dystrophy [CRPS/RSD]-** Page 42  
Email dated September 26, 2024 requesting November 4, 2024 be proclaimed as 'Color the World Orange Day' in Port Alberni.

*THAT Council on behalf of Complex Regional Pain Syndrome and Reflex Sympathetic Dystrophy proclaim November 4, 2024 as 'Color the World Orange Day' in Port Alberni.*

## **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 44
  - a. Association of Vancouver Island Coastal Communities | 2024 Community Safety and Wellbeing Conference
  - b. City of Duncan | News Release - Homelessness Crisis Urgent Call to Action
  - c. City of Merritt | Burden of Delinquent Property Taxes
  - d. Alberni-Clayoquot Regional District | News Release Sort'n Go Compost Program
  - e. Alberni-Clayoquot Regional District | Alberni Valley Emergency Management Brochure
  - f. Alberni-Clayoquot Regional District | Accessibility Committee Meeting | March 5, 2024 & April 9, 2024 Minutes
  - g. Ministry of Emergency Management and Climate Readiness | Indigenous Engagement Requirements Funding Program
  - h. United Against Hate Canada | Election Survey – Combatting Antisemitism
  - i. Royal Canadian Mounted Police | BC RCMP Recruiting Update
  - j. Minister of Innovation, Science and Industry | Draft Salmon Aquaculture Transition Plan for BC
  - k. Various Ministry Letters | Follow up to the 2024 UBCM Convention Meeting
  - l. North Island College | Future Student Guide - <https://www.nic.bc.ca/audience/future-students/future-student-resources/>
  - m. Youth Parliament of British Columbia Alumni Society | 96<sup>th</sup> Parliamentary Session Open for Application
  - n. PRIMECorp | 2023-24 Annual Report and Financial Statements
  - o. Advisory Traffic Committee | January 17, 2024 Minutes
  - p. Audit Committee | February 27, 2024 & May 28, 2024 Minutes
  - q. Alberni Valley Museum and Heritage Commission | September 4, 2024 Minutes

## **J. REPORT FROM IN-CAMERA**

## **K. COUNCIL REPORTS**

1. **Council and Regional District Reports** - Page 129  
*THAT the Council reports outlining recent meetings and events related to the City's business, be received.*



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**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. West Coast Emergency Cultural Awareness and Safety Plan - Page 135**

Report dated October 8, 2024 from the requesting Council allocation of funding to develop a West Coast Emergency Cultural Awareness and Safety Plan.

*THAT Council authorize the Mayor and Corporate Officer to enter into an agreement with the Alberni-Clayoquot Regional District to collaborate on the establishment of a West Coast Emergency Cultural Awareness and Safety Plan;*

*AND FURTHER, THAT Council direct staff to allocate the \$40,000 in funding receiving from the Indigenous Engagement Requirements Funding Program [less administrative costs] to achieve this work.*

**2. Return of A.D.S.S. Graduation Ceremonies to the Multiplex | Mayor Minions**

*THAT Council direct staff to prepare a report providing background information on the history of Multiplex hosted Alberni District Secondary School graduation ceremonies and further, provide options and a timeline for the return of ceremonies to this location to be presented at the January 20, 2025 Committee of the Whole meeting.*

**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, September 23, 2024 @ 12:00 p.m.**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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

Staff: M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance  
S. Darling, Director of Corporate Services

Call to order: @ 12:02 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 adjourned at 1:31 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

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

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, September 23, 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 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  
S. Darling, Director of Corporate Services  
A. McGifford, Director of Finance  
J. Pelech, Information Services Manager

**Gallery:** 4

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

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

*MOVED AND SECONDED, THAT the agenda be amended to include items under 'New Business' L.8 | Bus Benches and L.9 | UBCM Follow-up. The agenda was then adopted, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the Special meeting held at 11:00 am and Regular Council meeting held at 2:00 pm on September 9, 2024 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**F. BYLAWS**

**1. Housing Agreement Bylaw | 5130 Argyle Street**

*MOVED AND SECONDED, THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5114.*

**CARRIED | Res. No. 24-299**

**G. CORRESPONDENCE FOR ACTION**

**1. Tseshaht First Nation | National Day of Truth & Reconciliation**

*MOVED AND SECONDED, THAT Council authorize the expenditure of Community Investment Program funding to support Tseshaht First Nation with event support to include tent rentals and provision of traffic control services for the annual National Day of Truth and Reconciliation walk;*

*AND FURTHER, THAT Council authorize access to City streets on Monday, September 30, 2024 from 10:00 am to approximately 12:00 pm from Alberni District Secondary School [4000 Roger Street] to the Tseshaht Maht Mahs Gymnasium [5000 Mission Road] subject to:*

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

**CARRIED | Res. No. 24-300**

**H. PROCLAMATIONS**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Ministry of Emergency Management and Climate Readiness | Upcoming Provincial Election
- b. Alberni-Clayoquot Regional District | Keeping you Connected July/August 2024
- c. Island Health | Medical Health Officers' Newsletter September 2024
- d. Forest Enhancement Society of BC | Fall 2024 Accomplishments Update
- e. Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising
- f. Alberni Valley Museum and Heritage Commission Minutes | June 5, 2024

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

**CARRIED**

**J. REPORT FROM IN-CAMERA**

1. Council released for public consumption direction that staff work with ACRD staff to develop a preferred option for aquatic centre locations and options of operational models for the new aquatic centre.
2. Council released for public consumption Notice of its Intent to enter into a Licence of Occupation Agreement between the City of Port Alberni and Alberni Brewing Company effective January 1, 2024 for a period of five years in the amount of \$1312.00 per year plus GST for the purpose of occupying an area of the Lands to provide for restaurant or café tables and chairs and serving stations.

**K. COUNCIL REPORTS**

**1. Council and Regional District Reports**

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

**CARRIED**

**L. NEW BUSINESS**

**1. Master Plan | Financial Plan Amendment**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to 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.*

**CARRIED | Res. No. 24-301**

**2. Echo Aquatic Centre Study**

*MOVED AND SECONDED, THAT Council receive the report 'Echo Aquatic Centre Study' dated September 10, 2024.*

**CARRIED | Res. No. 24-302**

**3. 2024 By-Election Contract Services & Appointment of Chief and Deputy Election Officers**

*MOVED AND SECONDED, THAT the Mayor and Corporate Officer be authorized to enter into an agreement with Panneton & Associates Ltd. to conduct the 2024 By-election as based on the projected budget in the amount of \$29,900 plus GST, subject to revision during the course of the project as approved by the Chief Administrative Officer.*

**CARRIED | Res. No. 24-303**

*MOVED AND SECONDED, THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Mark Brown of Panneton & Associates Ltd. as Chief Election Officer for conducting the 2024 Local By-Election effective September 26, 2024 with the power to appoint other election officials as required for the administration and conduct of the 2024 Local By-Election;*

*AND FURTHER, THAT Mark Panneton of Panneton & Associates Ltd. and Sara Darling, Director of Corporate Services be appointed as Deputy Chief Election Officers for the 2024 By-election, effective September 26, 2024.*

**CARRIED | Res. No. 24-304**

**4. Procurement Summary | January to June 2024**

*MOVED AND SECONDED, THAT Council receive the report 'Procurement Summary – January to June 2024' dated September 16, 2024.*

**CARRIED | Res. No. 24-305**

**5. Renewal of Temporary Use Permit | 3665, 3675, 3689 4<sup>th</sup> Avenue**

*MOVED AND SECONDED, THAT Council authorize the Director of Corporate Services to sign the three (3) year extension of Temporary Use Permit TUP22-01 – temporary shelter to permit up to 30 units located at 3665, 3675 and 3689 4<sup>th</sup> Avenue.*

**CARRIED | Res. No. 24-306**

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*MOVED AND SECONDED, THAT Council authorize the Mayor and Director of Corporate Services to sign the lease agreement and direct staff to advertise the disposition of land for a three (3) year lease for City owned lands at 3665, 3675 and 3689 4<sup>th</sup> Avenue as per section 26 and 94 of the Community Charter and Section 286 of the Local Government Act to the Port Alberni Friendship Centre for a temporary shelter.*

**CARRIED | Res. No. 24-307**

6. **Alberni Brewing Company | MRF New Outdoor Patio Application**

*MOVED AND SECONDED, THAT Council opt out of providing comment on Alberni Brewing Company's application to the Liquor and Cannabis Regulation Branch to add a New Outdoor Patio to their Manufacturing License at 4630 Adelaide Street.*

**CARRIED | Res. No. 24-308**

7. **Capitol Theatre | Change of Hours on Liquor License**

*MOVED AND SECONDED, THAT Council opt out of providing comment on the Capitol Theatre's application to the Liquor and Cannabis Regulation Branch for a Change to Hours of Liquor Service [outside of Service Hours] at 4904 Argyle Street.*

**CARRIED | Res. No. 24-309**

8. **Bus Benches**

Council inquired regarding recent removal of bus benches in the community. The CAO noted that the contract with the current provider has been terminated and thus removal of some benches has occurred. The City is in the process of developing City-wide park, memorial and pedestrian bench standards in conjunction with a placement strategy.

9. **UBCM Follow-up**

*MOVED AND SECONDED, THAT Council direct staff to prepare letters of thanks and request follow-up meetings and action items as applicable in response to the 36 Minister and Ministry staff meetings held at the UBCM Convention, September 16 – 20 in Vancouver, BC.*

**CARRIED | Res. No. 24-310**

**M. QUESTION PERIOD**

**N. Anderson**

Inquired regarding the senior's advocacy resolution endorsed at UBCM, By-election candidate process, fee for Alberni Brewing Company lease agreement, and process for local government land acknowledgements.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 2:51 p.m.*

**CARRIED**

CERTIFIED CORRECT

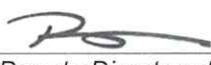

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Mayor

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Corporate Officer

Date: October 8, 2024  
File No: 1970-03  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: **Permissive Tax Exemptions [PTE] Bylaw No. 5115, 2024 & Permissive Tax Exemptions Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024**

Prepared by:  Deputy Director of Finance	Supervisor: A. McGIFFORD DIRECTOR OF FINANCE	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION

- That "Permissive Tax Exemption Bylaw No. 5115, 2024" be now introduced and read a first time.
- That "Permissive Tax Exemption Bylaw No. 5115, 2024" be read a second time.
- That "Permissive Tax Exemption Bylaw No. 5115, 2024" be read a third time.
- That "Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024" be now introduced and read a first time.
- That "Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024" be read a second time.
- That "Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024" be read a third time.

#### PURPOSE

To provide Council with Permissive Tax Exemptions for the 2025 tax year and request consideration for three readings of the proposed Bylaw No. 5115 and to request consideration for three readings of the amending Bylaw No. 5090-1 to provide for updates to tax folio numbers on permissive properties.

#### BACKGROUND

The *Community Charter* provides the legislative authority for both permissive and statutory tax exemptions. Section 224 of the *Community Charter* provides Council with the authority to grant PTE's on property that is owned by a charitable or other not-for-profit organization [NFPO] and that is used for the purpose directly related to the organization.



In 2019, Council reviewed and endorsed a new policy to guide both the process and Council's priorities for granting exemptions, specifically that land or buildings shall provide for at least one of the following:

- Athletic or recreational programs or facilities for youth;
- Services and facilities for persons requiring additional supports; mental wellness and addictions;
- Programming for seniors;
- Protection and maintenance of important community heritage;
- Arts, cultural or educational programs or facilities;
- Emergency and rescue services;
- Services for the public in a formal partnership with the City; or
- Preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.

In addition to the criteria above, changes were made to the permissive tax exemption for public places of worship. A cap on PTE for land owned by public places of worship in excess of a one-half acre was added, this meant that no more than one-half acre of land would be included in permissive exemptions after the 2019 tax year for public places of worship.

The PTE Policy was brought forward to the June 19<sup>th</sup>, 2023 Committee of the Whole for review. Following the recommendation from the Committee, at its June 26<sup>th</sup> Regular meeting, Council resolved as follows:

*THAT Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.*

**CARRIED | Res. No. R23-217**

The bylaws presented today contain all approved applications received that meet criteria as outlined in the PTE policy. Bylaw No. 5115 contains new applications received and approved for the remaining 3 years out of the 4-year term [January 1, 2024 – December 31, 2027] of the current PTE Bylaw No. 5090. Bylaw No. 5090-1 provides for amendments to those applicants that have had updates to tax folio numbers on permissive properties.

#### **ALTERNATIVES/OPTIONS**

##### **Option one:**

That Council provide three readings of "*Permissive Tax Exemption Bylaw No. 5115, 2024*" and "*Permissive Tax Exemptions Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024*" as presented.

##### **Option two:**

Provide direction to change the parameters/structure of the PTE policy to include other factors for eligibility, change the support funding level that are eligible under the Community Charter, or any other alternatives including to rescind the current bylaw and cease the PTE program.

##### **Option three:**

Council do not support the PTE bylaw amendments recommended for 2025 - 2027.

##### **Options four:**

Strike a committee of Council to consider changes to the PTE Policy.

## ANALYSIS

A PTE is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life [economic, social, cultural] and delivering services economically, however, there is no obligation on the part of Council to grant exemptions.

If Council chooses to provide three readings of "*Permissive Tax Exemption Bylaw No. 5115, 2024*" and "*Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024*", applicants will be provided exemption over the remaining 3 years in the 4-year term. The City, on an annual basis, will require that organizations confirm their eligibility to receive an exemption and also invite new applications for consideration.

In accordance with the *Permissive Tax Exemption Policy*, all previous and new recipients were required to submit applications for the 2024-2027 Bylaw term. Staff have conducted a review of all applicants for the 2025 tax year. The review resulted in 1 new property deemed eligible for exemption.

All applicants contained in Schedule "A" would be granted permissive tax exemption for the 2025 tax year under Section 224(2)(a) of the *Community Charter*, "*Charitable or Not for Profit Organizations*" & "*Places of Public Worship Exemption* Sec 224(2)(f) of the *community charter*.

If Council wishes to provide alternate direction to the three readings, Council should consider that bylaws must be adopted by October 31<sup>st</sup> in each year following the Public Notice period. Council has supported the policy since 2018, with confirmation to extend current policy in 2023. The recommendation is in line with current PTE policy. Council would need to provide direction to strike a committee of Council in early 2025 should there be any desire to make changes for 2026 tax year, ideally a committee would be established in the early 2027 once the current bylaw ends and the new Council starts their term.

## IMPLICATIONS

The estimated value of total exemptions for the 2025 taxation year is \$362,293 or 1% of the total municipal property taxation budget. The current parameters established by the Permissive Tax Exemption policy is \$390,095 or 1.15% of property taxation. Estimates were calculated using BC Assessment values from the 2024 taxation year as well as the 2024 taxation rate with an estimated 8.64% (the average tax rate over the next for 4 years as per the *2024-2028 Financial Plan*) increase to taxation applied.

Council has the option to provide three readings of the proposed bylaws as presented or provide alternative direction noting the bylaws must be adopted by October 31<sup>st</sup>.

## COMMUNICATIONS

Before final adoption of the "*Permissive Tax Exemption Bylaw No. 5115, 2024*" & "*Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024*" public notice will be satisfied in accordance with section 227 of the *Community Charter*. In accordance with legislation, Permissive Tax Exemption Bylaws must be adopted by October 31<sup>st</sup>.

**BYLAWS/PLANS/POLICIES**

- *Permissive Tax Exemption policy - dated June 10, 2019 [reviewed - June 19<sup>th</sup>, 2023]*
- *"Permissive Tax Exemption Bylaw No. 5090, 2023"*

**SUMMARY**

The *Community Charter* provides the legislative authority for both permissive and statutory tax exemptions. In accordance with the City's PTE policy, a review of all applications has been undertaken by staff and has resulted in 1 approved applicant for permissive taxation and an amendment to the *"Permissive Tax Exemptions Bylaw No. 5090, 2023"* for tax folio updates on eligible properties. Prior to final adoption by the October 31<sup>st</sup> deadline, public notice will be provided in accordance with *Community Charter* provisions.

**ATTACHMENTS:**

- *Draft " Permissive Tax Exemption Bylaw No. 5115, 2024"*
- *Draft "Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024"*
- *Schedule A- All Approved Permissive Tax Exemptions*
- *Permissive Tax Exemption policy*

c:      *A. McGifford, Director of Finance*  
         *S. Darling, Director of Corporate Services*

**CITY OF PORT ALBERNI**

**BYLAW NO. 5115**

**A BYLAW TO EXEMPT CERTAIN LANDS AND IMPROVEMENTS FROM TAXATION**

**Whereas** Section 224 of the *Community Charter*, RSBC 2003 provides that the Council may by bylaw, in accordance with the section, exempt land or improvements or both from taxation under Section 197 (1) (a) of the *Community Charter* to the extent, for the period and subject to the conditions provided in the bylaw, and;

**Whereas** Council deems it appropriate to exempt certain properties from taxation.

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

**1. Title**

- 1.1 This Bylaw may be known and cited for all purposes as "**Permissive Tax Exemption Bylaw No. 5115, 2024**".

**2. Exempted Properties**

- 2.1 The lands, and all improvements thereon unless otherwise indicated, as set out in Schedule "A" are exempted from taxation for the period prescribed in Schedule "A" in accordance with Section 224 (2) of the *Community Charter*.

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

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

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

**PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER*.**

**ADOPTED** this      day of      , 2024.

\_\_\_\_\_  
Mayor

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

**BYLAW NO. 5115  
SCHEDULE  
DESCRIPTION OF NEW PERMISSIVE TAX EXEMPTIONS 2025-2027**

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Valley Makerspace</b> <i>224 (2) (a) charitable or not for profit organization</i>	97%	Lots 1, DL 1, ALD PL VIP721R (101-3620 3 <sup>rd</sup> Avenue) Folio 990-0101-02	January 1, 2025 - December 31, 2027

**CITY OF PORT ALBERNI**

**BYLAW NO. 5090-1**

**A BYLAW TO AMEND PERMISSIVE TAX EXEMPTION BYLAW NO. 5090**

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

**1. Title**

- 1.1 This Bylaw may be known and cited for all purposes as **"Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024"**

**2. Amendment**

- 2.1 "Permissive Tax Exemption Bylaw, Bylaw No. 5090, 2023" is hereby amended by deleting Schedule "A" and replacing it with Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME this     day of     , 2024.

READ A SECOND TIME this     day of     , 2024.

READ A THIRD TIME this     day of     , 2024.

**PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER*.**

ADOPTED this     day of     , 2024.

\_\_\_\_\_  
Mayor

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

**BYLAW NO. 5090**  
**SCHEDULE A**  
**DESCRIPTION OF NEW PERMISSIVE TAX EXEMPTIONS 2024-2027**

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Athletic Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 92, Alberni District, Plan EPP6009 (3727 Roger Street) Folio 092-0691-04	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Fir Park Village</b> <i>224 (2) (h) land surrounding a seniors' home</i> <i>224 (2) (j) licensed community care facility</i>	100%	Lot B, DL 1, AD, Plan 32448 (4411 Wallace Street) Folio 001-3931-00	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Echo Village</b> <i>224 (2) (h) land surrounding a hospital</i>	100%	Lot A, DL 1, Plan VIS5964 (4200 10th Avenue) Folio 001-3556-10	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Echo Village</b> <i>224 (2) (h) land surrounding a hospital</i>	66.67%	Lot 1, Plan VIP5330, DL 1 (under power lines adjacent to Wallace St) Folio 990-0511-40	January 1, 2024 - December 31, 2027
<b>SAGE Haven Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% of Folio 013-0399-01  61% of Folio 001-0874-00	Lot A, DL 13, Plan 64605, Folio 013-0399-01 Portion of Lot 1, DL 1, Plan VIP56667 Folio 001-0874-00	January 1, 2024 - December 31, 2027
<b>Alberni District Fall Fair</b> <i>224 (2) (a) charitable or not for profit organization</i>	As outlined on schedule A-2.1 and A-2.2	Portion of Lot 2, DL 92, Plan 29389 (4102 Hollywood Street) Folios 092-0691-10, 092-0694-00, 092-0696-10, 990-0511-10	January 1, 2024 - December 31, 2027
<b>Alberni Valley Alnon Club</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot B Block 86 DL 1, Plan VIP33737 (3028 2nd Avenue) Folio 001-3941-00	January 1, 2024 - December 31, 2027



NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Valley Childcare Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Portion of Lot 15, Block 5, DL 1, Plan 11410 (4222 Cedarwood Street) - Stepping Stones Too - Folio 001-3107- 02  Lot 5, DL 1, Plan 15331 (2554 10 <sup>th</sup> Ave) (part of playground / Kaleidoscope park)- Folio 001-3409- 00  Lot 6, DL 1, Plan 15331 (4325 Neil St) (Child care and therapy center) Folio- 001-3410-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Curling Club</b> <i>224 (2) (i) public athletic or recreational organization</i>	100%	Portion of Lot 1, DL 1, Plan 14814 Folio 001-3380-01	January 1, 2024 - December 31, 2027
<b>Alberni Valley Hospice Society (Ty Watson House)</b> <i>224 (2) (j) organization operating &amp; licensed under the Community Care and Assisted Living Act; 224 (2) (a) charitable or not for profit organization</i>	100%	Lots 23-24, Block 67, DL 1, Plan 197B (2649 2nd Avenue) - Ty Watson House Folio 001-0821-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Hospice Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	98%	DL 1 Plan 23217 LOT A (2579 10 <sup>th</sup> Ave) – Main office Folio 001-3581-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Junior Baseball Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 13, Plan 29927, (4000 Compton Road) Folio 013-0434-13	January 1, 2024 - December 31, 2027
<b>Alberni Valley Minor Hockey Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Office within Multiplex Portion of Lot 1, Plan 5330 (3737 Roger Street) Folio 092-0691-03	January 1, 2024 - December 31, 2027

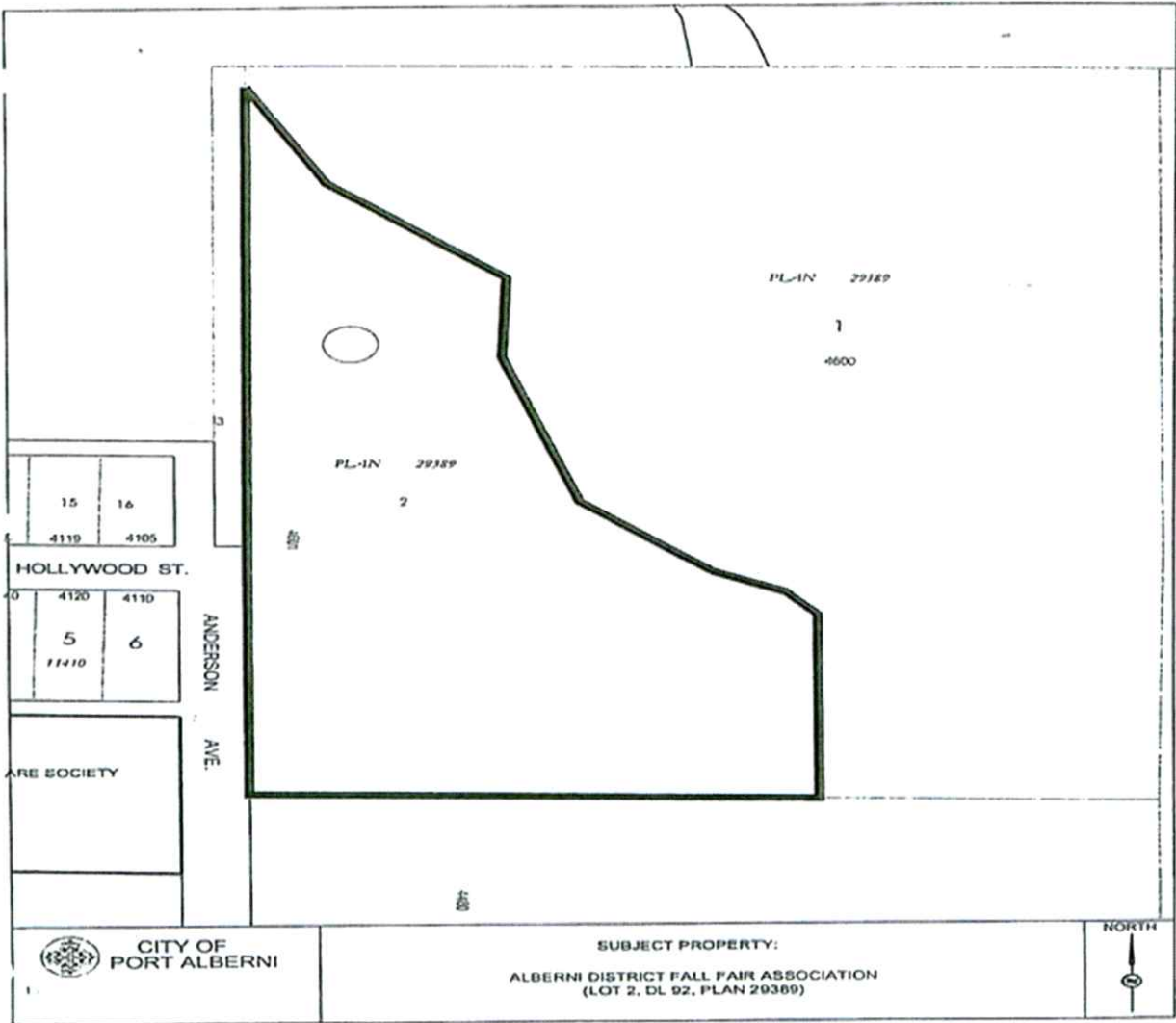
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Valley Rescue Squad</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 2, DL 137, Plan 52779 (4790 Tebo Avenue) Folio 014-0511-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Senior Citizens' Homes (Wallace St.)</b> <i>224 (2) (h) land surrounding a senior's home under Sec 220 (1) (i)</i>	100%	Lot A, District Lot 1, Plan 32448 (4467 Wallace Street) - Pioneer Towers Folio 001-3930-00	January 1, 2024 - December 31, 2027
<b>Alberni Athletics Soccer Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 92, Plan 31446 (4200 Wood Avenue) Folio 092-0696-02	January 1, 2024 - December 31, 2027
<b>BC SPCA</b> <i>224 (2) (e) Partnering agreement providing a municipal service; 224 (2) (a) charitable or not for profit organization</i>	100%	Part of Lot B, DL 14, Plan 31798, Part of Lot A, DL 137, Plan 62423, Part of DL 143 (4936 Broughton Street) Folio 143-0100-01, 143-0100-02	January 1, 2024 - December 31, 2027
<b>Bread of Life Centre</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot A, DL 1, Plan 30733 (3130 3 <sup>rd</sup> Avenue) Folio 001-3910-00	January 1, 2024 - December 31, 2027
<b>Canadian Mental Health Association, Port Alberni Branch</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1-3, Block 85, DL 1, Plan 197 (3174 & 3178 2nd Avenue) Folio 001-0943-00, 001-0944-00	January 1, 2024 - December 31, 2027
<b>Canadian Mental Health Association, Port Alberni Branch (King George Apartments)</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan VIP33433 (3131 5th Avenue) Folio 001-3939-00	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Canadian Mental Health Association, Port Alberni Branch- Care Taker Residence</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan VIP33433 (4720 Pemberton rd) - Folio 001-3559-01  Lot 3, Blk 14, Sec 11, AD 8444 (5095 Pineo Rd) – Folio 011-0265-00  Lot 12, DL 13, AD, VIP87 (124-4000 Compton Rd) Folio- 013-0434-12  Blk C, DL 1, AD, 6407 – (4250 Wallace St) Folio 001-2430-00  Lot 131, DL 14, AD, (5081 Bishop Ave) Folio- 014-0489-00	January 1, 2024 - December 31, 2027
<b>Central Park – Gaiga Square</b> <i>224 (2) (e) Partnering agreement providing a municipal service</i>	100%	Lot A, DL 1, Plan VIP32610 (3009 3rd Avenue) Folio 001-3932-00	January 1, 2024 - December 31, 2027
<b>Community Arts Council of the Alberni Valley</b> <i>224 (2) (a) charitable or not for profit organization</i>	97.5%	DL 118 ALD EXCPTPLN VIP48026 LSLCNCNMBR AHQ7 (7 - 5440 Argyle)	January 1, 2024 - December 31, 2027
<b>Echo Sunshine Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-02	January 1, 2024 - December 31, 2027
<b>Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wil Society)</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 11, AD Plan VIP1285 (4890 Beaver Crk Rd) Folio 011-0159-00	January 1, 2024 - December 31, 2027
<b>Mount Arrowsmith Skating Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Office within Multiplex Portion of Lot 1, Plan 27429 (3737 Roger Street) Folio 092-0691-02	January 1, 2024 - December 31, 2027

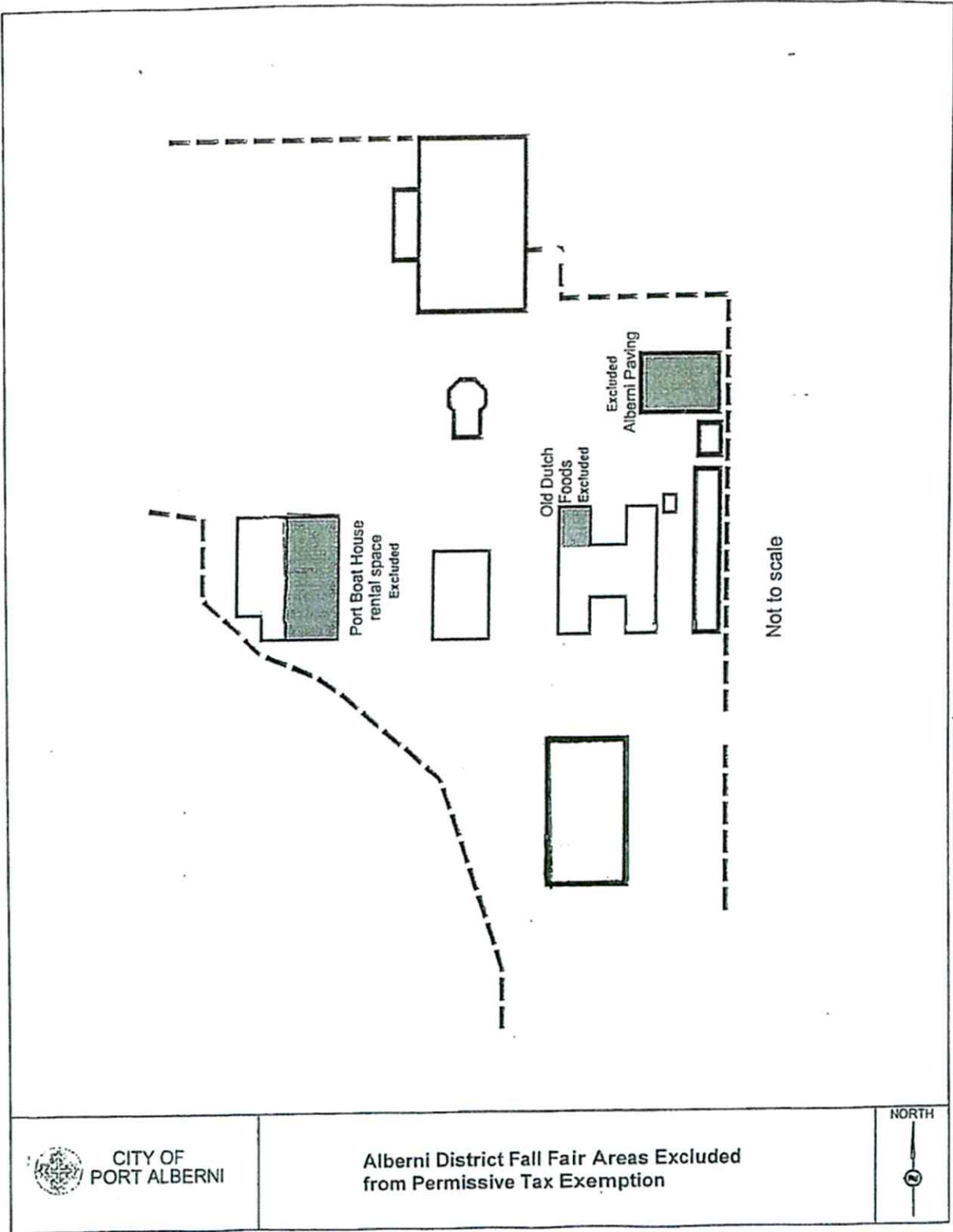
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Port Alberni Aquatic - Tsunami Swim Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-03	January 1, 2024 - December 31, 2027
<b>Port Alberni Association for Community Living</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 13, Block 86, DL 1, Plan 197 (3009 1st Avenue) - Folio 001-0971-00  Lot 15, Blk 86, DL 1, Plan 197 (3008 2nd Avenue) - Folio 001-3703-00  Lot 57, District Lot 92, Plan 39317 (3585 Huff Drive) - Folio 092-0417-00  Lot 2, Block 45, DL 1, Plan 197 (4471 Margaret Street) - Folio 001-0034-00  Lot 14-15, Block 2, DL 1, Plan VIP11410 (4521 Dogwood Street) - Folio 001-3048-00  Lot 2, DL 1, Plan EPP110837 (5155 Argyle St.) - Folio 001-3385-10	January 1, 2024 - December 31, 2027
<b>Port Alberni Black Sheep Rugby Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	96.3% of Class 6 and Class 8 Caretakers suite not exempt (Class 1)	Lot A, DL 91, Plan 63503 (3420 Argyle Street) Folio 091-0077-05	January 1, 2024 - December 31, 2027
<b>Port Alberni Gymnastics Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot 1, DL 91, Plan 60758 (3450 Argyle Street) Folio 091-0077-10	January 1, 2024 - December 31, 2027
<b>Port Alberni Lawn Bowling Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	89.64% of Class 6 and Class 8	Portion of Lot 1, DL 1, Plan 5330 (4255 A Wallace Street) Folio 990-0513-01	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Port Alberni Maritime Heritage Society</b> (Marine Interpretive/Discovery Centre/Lighthouse) <i>224 (2) (a) charitable or not for profit organization</i>	100%	Portion of DL 1 adjacent to Plan 11583, Block 112A - located on the Pier at Harbour Quay Marina (2900 Harbour Road) 2908 sq. ft. (Maritime Interpretive Centre/Lighthouse) Folio 001-3167-02	January 1, 2024 - December 31, 2027
<b>Port Alberni Maritime Heritage Society</b> (Banfield LifeBoat) <i>224 (2) (a) charitable or not for profit organization</i>	As outlined on schedule A-3	Lot A, DL 1 and 118, Plan 73300 (5425 Argyle Street) (Banfield Lifeboat and Canopy Structure) Folio 001-1168-10	January 1, 2024 - December 31, 2027
<b>Royal Canadian Legion Branch #293</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% - Class 8	Lot A, District Lot 1, Plan 56012 (4680 Victoria Quay) Folio 001-3579-00	January 1, 2024 - December 31, 2027
<b>Uchucklesaht Capital Assets Inc.</b> <i>224 (2) (e) Partnering agreement providing a municipal service (Park)</i>	outlined in bold on Schedule A-4	Lot A, Block 104, District Lot 1, Alberni District, Plan VIP197D (DD 375781) of Lots 9, 10, 11 and 12 (Easterly 72') and Block 104, District Lot 1, Alberni District, Plan VIP197D Westerly 53' of Lots 9, 10, 11 and 12 of Block 104, Plan 197D (5201 and 5231 Argyle Street) Part of Folio 001-1144-10	January 1, 2024 - December 31, 2027
<b>Western Vancouver Island Industrial Heritage Society</b> (Portion of old Arena - 9 <sup>th</sup> Ave.) <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan 14815 (3250 - 9 <sup>th</sup> Avenue - Portion of Old Arena) Folio 001-3380-03 As outlined on schedule A-18	January 1, 2024 - December 31, 2027
<b>Port Alberni Drug &amp; Alcohol Society ADAPS</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	4480 Vimy St. (Echo Park Field house) Lot A, DL 13, Plan 64605 Folio 092- 0696-05	January 1, 2024 - December 31, 2027
<b>Kuu-us Crisis Line Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% Folio 001-0100-00 92.3% Folio 001-0156-00	4589 Adelaide St VIP197E lot 1-2 DL1 Block 14 Folio 001-0156-00, 001-0100-00	January 1, 2024 - December 31, 2027

SCHEDULE A – 2.1

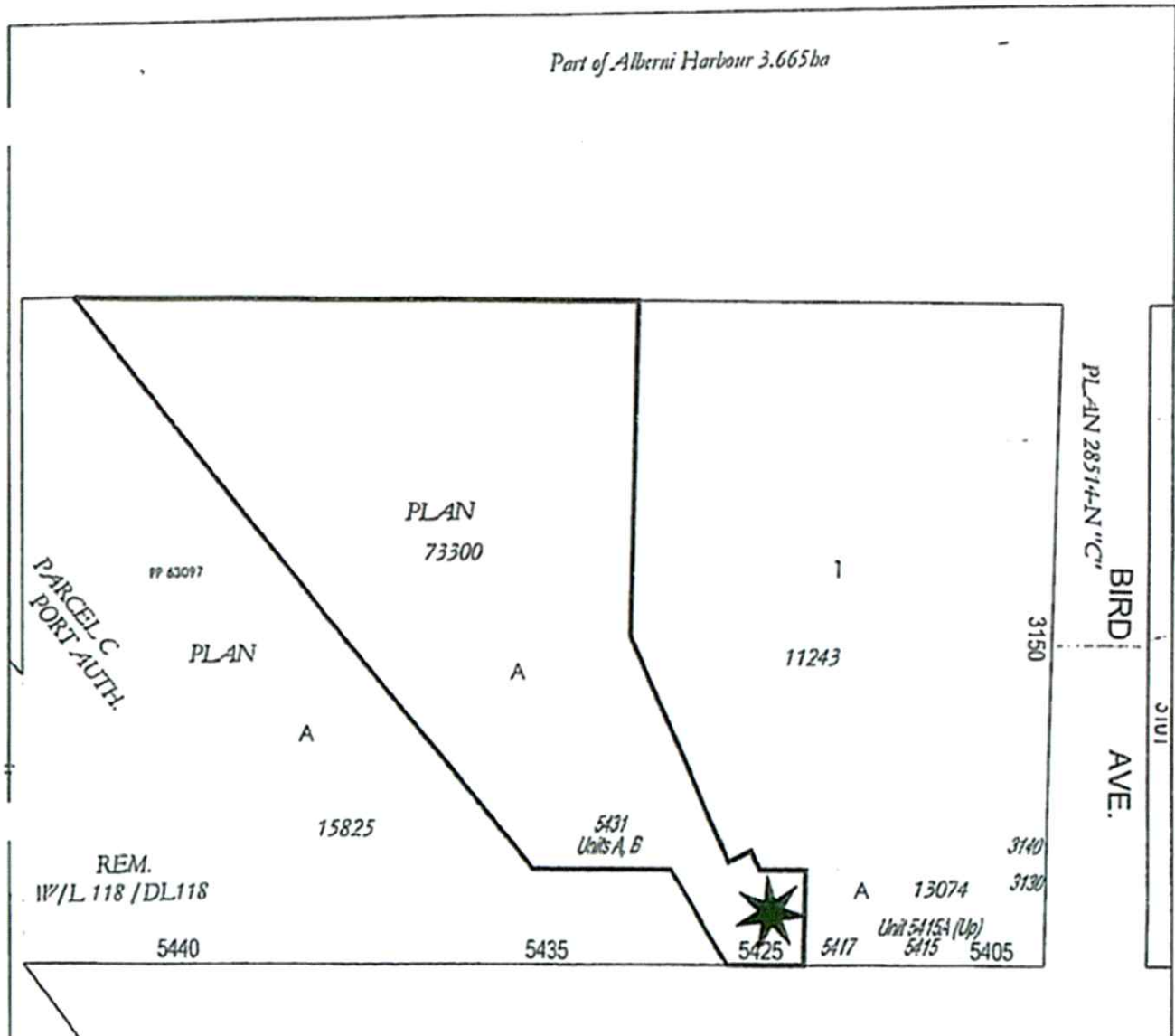


SCHEDULE A – 2.2

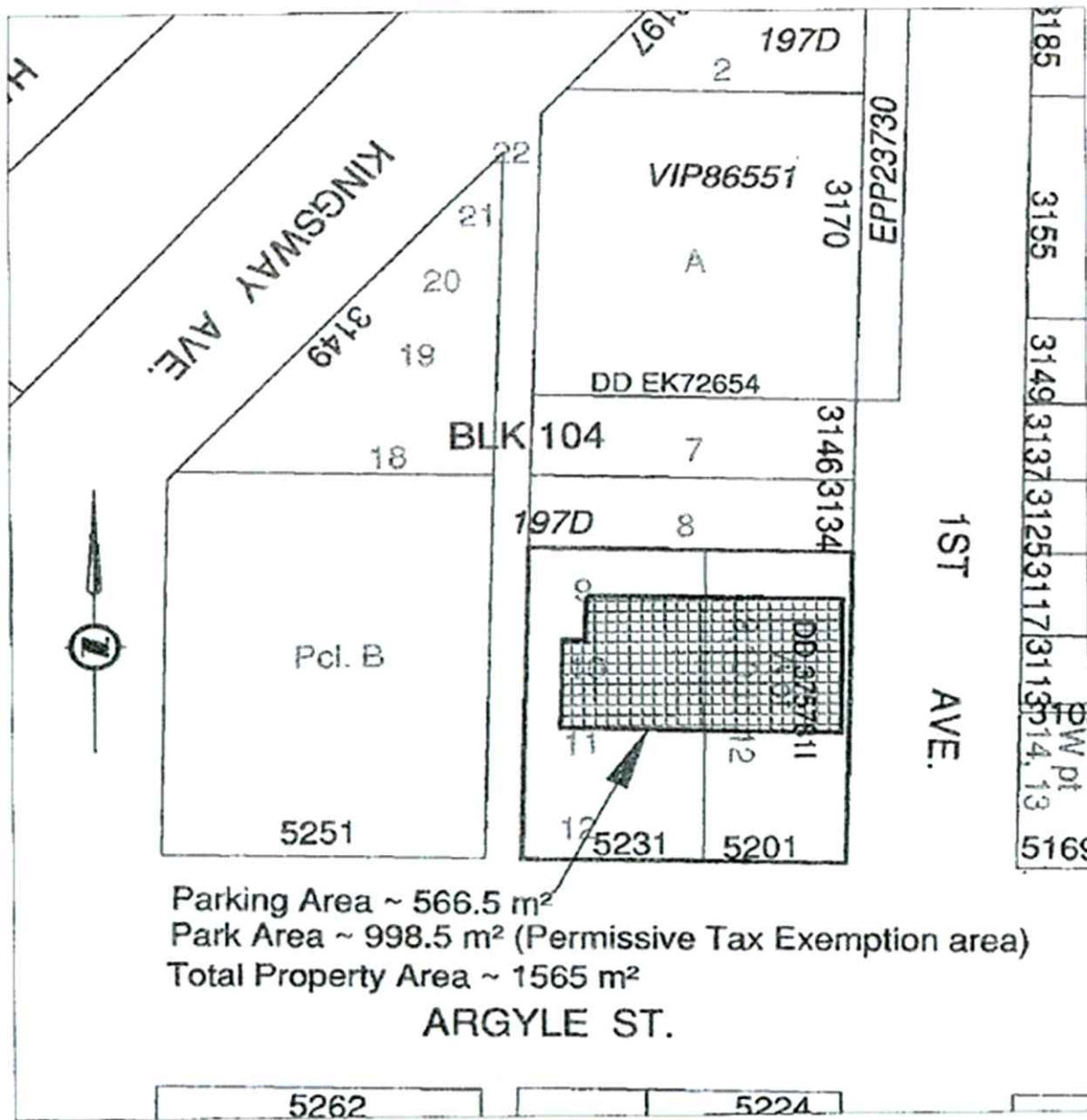




SCHEDULE A-3



SCHEDULE A-4



Parking Area ~ 566.5 m<sup>2</sup>  
 Park Area ~ 998.5 m<sup>2</sup> (Permissive Tax Exemption area)  
 Total Property Area ~ 1565 m<sup>2</sup>  
**ARGYLE ST.**

Lease Area - Parking Portion

## 2025 Permissive Tax Exemptions

Roll No.	Owner	Civic Address	Legal Description	City Taxes Foregone 2024	2025 Estimates	2026 Estimates	2027 Estimates	2028 Estimates
<b>Permissive Tax Exemption Bylaw No. 545, 2025 Charitable or Not-for-Profit (Sec 224(2)(a))</b>								
001-0874-00	SAGE Haven Society (61% exemption)	3082 - 3rd Ave	Portion of Lot 1, DL1, Plan VIP56667	\$ 3,597.36	\$ 3,908.17	4,025.42	4,146.18	4,270.57
013-0399-01	SAGE Haven Society			\$ 3,947.98	\$ 4,289.09	4,417.76	4,550.29	4,686.80
092-0696-05	Alberni Drug & Alcohol Society (ADAPS)	4480 Vimy St. (Echo Park Field house)	LT A DL 92 ALD PL VIP31446 4480 Vimy St	\$ 1,241.04	\$ 1,348.27	1,388.71	1,430.38	1,473.29
001-0156-00	Kuu-us Crisis Line Society (92.31% exempt)	4589 Adelaide St	VIP197E lot 1-2 DL1 Block 14	\$ 434.02	\$ 471.52	485.67	500.24	515.25
001-0100-00	Kuu-us Crisis Line Society	4473 Gertrude St	LT 2 BLK 9 DL1 VIP197	\$ 4,191.05	\$ 4,553.16	4,689.76	4,830.45	4,975.36
001-3941-00	Alberni Valley Alton Club	3028 2nd Ave	Lot B Block 86 DL 1 PL VIP33737	\$ 644.87	\$ 700.59	721.60	743.25	765.55
001-3107-02	Alberni Valley Childcare Society (Stepping Stones Too)	4222 Cedarwood St	Portion of Lot 15, Block 5, DL 1, Plan 11410 -	\$ 3,545.61	\$ 3,851.96	3,967.51	4,086.54	4,209.14
014-0511-00	Alberni Valley Rescue Squad	4790 Tebo Ave	Lot 2, DL 137, Plan 52779	\$ 10,443.73	\$ 11,346.06	11,686.45	12,037.04	12,398.15
001-3910-00	Bread of Life Centre	3130 3rd Ave	Lot A, DL 1, Plan 30733	\$ 3,601.05	\$ 3,912.18	4,029.55	4,150.43	4,274.95
001-0943-00 001-0944-00	Canadian Mental Health Association, Port Alberni Branch	31740-3178 2nd Ave	Lot 1-2,3, Block 85, DL 1, Plan 197	\$ 3,467.34	\$ 3,766.91	3,879.92	3,996.32	4,116.21
001-3939-00	Canadian Mental Health Association, Port Alberni Branch (King George Apartments)	3131 5th Ave	Lot 1, DL 1, Plan VIP33433	\$ 24,380.68	\$ 26,487.17	27,281.79	28,100.24	28,943.25
001-3559-01	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4720 Pemberton Rd	DL 1, AD, 197 & 197E - Lot 1 Plan VIP21262	\$ 940.49	\$ 1,021.75	1,052.40	1,083.98	1,116.50
011-0265-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	5095 Pineo Rd	Lot 3, Blk 14, Sec 11, AD 8444 5095 Pineo Rd Blair Park Caretaker Residence	\$ 351.14	\$ 381.48	392.93	404.71	416.85
013-0434-12	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4000 Compton Rd	Lot 12, DL 13, AD, VIP87124-4000 Compton Kiltsa Caretaker Residence	\$ 203.09	\$ 220.64	227.26	234.08	241.10
001-2430-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4250 Wallace St	Blk C, DL 1, AD, 6407 - 4250 Wallace St Russell Field Caretaker Residence	\$ 159.44	\$ 173.21	178.41	183.76	189.27
014-0489-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	5081 Bishop Ave	Lot 131, DL 14, AD, 5081 Bishop Ave Williamson Park Caretaker Residence	\$ 200.25	\$ 217.55	224.07	230.80	237.72
001-3409-00	CTH Management Association (Kiwans Hilton Children's Centre)	2554 10th Ave	Lots 5, DL 1, Plan 15331 (part of playground / Kaleidoscope park)	\$ 2,332.88	\$ 2,534.45	2,610.48	2,688.79	2,769.46
001-3410-00	CTH Management Association (Kiwans Hilton Children's Centre)	4325 Neill St	Lot 6, DL 1, Plan 15331	\$ 33,177.60	\$ 36,044.15	37,125.47	38,239.23	39,386.41
011-0159-00	Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wii Society)	4890 Beaver Crk Rd	Lot A, DL 11, Plan VIP1285	\$ 14,865.35	\$ 16,149.72	16,634.21	17,133.24	17,647.24
001-3048-00	Port Alberni Association for Community Living	4521 Dogwood St	Lot A, DL 12, Plan 67727 - Follo 990-0311-03	\$ 1,032.43	\$ 1,121.63	1,155.28	1,189.94	1,225.64

## 2025 Permissive Tax Exemptions

001-0971-00	Port Alberni Association for Community Living	3009 1st Ave	Lot A, DL 1, Plan 67726 -Folio 990-0311-04	\$ 645.34	\$ 701.10	722.13	743.80	766.11
001-3703-00	Port Alberni Association for Community Living	3008 2nd Ave	Part of DL 1, AD on Plan attached to DD18162 included in Plan 67961 - Folio 990-0311-05	\$ 7,500.49	\$ 8,148.54	8,392.99	8,644.78	8,904.13
092-0417-00	Port Alberni Association for Community Living	3585 Huff Dr	Lot 2, DL 1, Plan 10780 except Part in Plan 32280 and 67137 - Folio 001-2976-00	\$ 2,733.22	\$ 2,969.37	3,058.45	3,150.20	3,244.71
001-3385-10	Port Alberni Association for Community Living	5155 Argyle St	Lot 2, DL 1 Plan 110837	\$ 3,480.34	\$ 3,781.04	3,894.47	4,011.30	4,131.64
001-0034-00	Port Alberni Association for Community Living	4471 Margaret St	Lot 2, Block 45, DL 1, Plan 197	\$ 7,120.72	\$ 7,735.95	7,968.03	8,207.07	8,453.28
001-1168-10	Port Alberni Maritime Heritage Society (Barnfield Lifeboat and Canopy Structure)	5425 Argyle St	Lot A, DL 1 + 118, Plan 73300	\$ 162.76	\$ 176.82	182.13	187.59	193.22
001-3167-02	Port Alberni Maritime Heritage Society (Maritime Interpretive Centre/Lighthouse)	2900 Harbour Rd	Port. of DL 1 adj. to Plan 11583, Block 112A - located on Pier at Harbour Quay Marina (Lighthouse Museum & Gallery)	\$ 11,734.95	\$ 12,748.85	13,131.32	13,525.25	13,931.01
001-3579-00	Somass War Memorial Building Society (Royal Canadian Legion Branch 293) Class 8 only	4680 Victoria Quay	Lot A, Plan VIP 56012	\$ 1,317.18	\$ 1,430.98	1,473.91	1,518.13	1,563.68
<b>Permissive Tax Exemption Bylaw No. 5115, 2024 - Athletic or Recreational Programs Youth/Seniors Sec 224(2)(i)</b>								
092-0691-04	Alberni Athletic Association	3727 Roger St	Lot A, DL 92, Plan EPP6009	\$ 24,427.47	\$ 25,160.29	25,915.10	26,692.55	27,493.33
091-0077-05	Port Alberni Black Sheep Rugby Club (96.30% exemption, excluding Class 1)	3420 Argyle St	Lot A, DL 91, Plan 63503	\$ 7,079.09	\$ 7,291.46	7,510.21	7,735.51	7,967.58
091-0077-10	Port Alberni Gymnastics Association	3450 Argyle St	Lot 1, DL 91, Plan 60758	\$ 16,099.61	\$ 16,582.60	17,080.08	17,592.48	18,120.26
990-0101-02	Alberni Valley Makerspace (97% exemption)	101-3620 3rd Avenue	Lot 1, DL 1, ALD, PL VIP721R	\$ 2,401.04	\$ 2,473.07	2,547.26	2,623.68	2,702.39
990-0513-01	Port Alberni Lawn Bowling Club (89.64% exemption)	4255 A Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 5,822.81	\$ 5,997.50	6,177.42	6,362.74	6,553.63
<b>New Permissive Tax Exemption Bylaw, No. 5115, 2024 - Municipal Property Sec 224(2)(a)</b>								
990-0511-10	Alberni District Fall Fair	Anderson Ave	Lot 1, DL 1, Plan VIP5330 except plan multiple, that part included in lease from the City of Port Alberni	\$ 498.24	\$ 541.29	557.53	574.26	591.48
092-0691-10 092-0696-10 * 092-0694-00 *	Alberni District Fall Fair *Alberni Fall Fair grounds	4102, 4090 Hollywood St	Portion of Lot 2, DL 92, Plan 29389	\$ 12,657.94	\$ 13,751.59	14,164.14	14,589.06	15,026.73
001-3380-01	Alberni Valley Curling Club	3250 9th Ave	Portion of Lot 1, DL 1, Plan 14814	\$ 7,676.82	\$ 8,340.09	8,590.30	8,848.01	9,113.45
013-0434-13	Alberni Valley Junior Baseball Association	4000 Compton Rd	Lot A, DL 13, Plan 29927	\$ 193.05	\$ 209.73	216.03	222.51	229.18
092-0691-03	Alberni Valley Minor Hockey Association	3737 Roger St	Office within Multiplex - Portion of Lot 1, Plan 5330	\$ 520.83	\$ 565.83	582.80	600.29	618.30
092-0696-01	Alberni Valley Minor Softball	4200 Wood Ave	Portion of Lot A, DL 92, Plan 31446	\$ 674.10	\$ 732.34	754.31	776.94	800.24
092-0696-02	Alberni Valley Youth Soccer Association	4200 Wood Ave	Portion of Lot A, DL 92, Plan 31446	\$ 2,760.13	\$ 2,998.60	3,088.56	3,181.22	3,276.65

## 2025 Permissive Tax Exemptions

990-0503-07	Community Arts Council of the Alberni Valley (97.50% exemption)	7-5440 Argyle St	DL 118 ALD EXCPTPLN VIP48026 LSLCNCNMBR AHQ7	\$ 3,529.54	\$ 3,834.49	3,949.53	4,068.01	4,190.05
990-0513-02	Echo Sunshine Club	4255 Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 158.69	\$ 172.40	177.57	182.90	188.39
092-0691-02	Mount Arrowsmith Skating Club	3737 Roger St	Office in Multiplex, Port of Lot 1, Plan 27429	\$ 480.14	\$ 521.62	537.27	553.39	569.99
990-0513-03	Port Alberni Aquatic - Tsunami Swim Club	4255 Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 287.54	\$ 312.39	321.76	331.41	341.35
001-3380-03	Western Vancouver Island Industrial Heritage Society (Portion of Old Arena)	3250 9th Ave	Lot 1, DL 1, Plan 14815	\$ 12,071.32	\$ 13,114.28	13,507.71	13,912.94	14,330.33
<b>Permissive Tax Exemption Bylaw No. 5115, 2024 - Partnering Agreement Sec 224(2)(e)</b>								
143-0100-01, 143-0100-02	BC SPCA (Alberni Valley Branch)	4936 Broughton St	Part of Lot B, DL 14, Plan 31798 + Part of Lot A, DL 137, Plan 62423, Part of DL 143	\$ 34,966.14	\$ 37,987.21	39,126.83	40,300.63	41,509.65
001-3932-00	Central Park - 'Galga Square'	3009 3rd Ave	Lot A, DL 1, Plan VIP32610	\$ 3,892.66	\$ 4,228.99	4,355.86	4,486.53	4,621.13
001-1144-10	Uchucklesaht Capital Assets Inc.	5201 & 5231 Argyle St	Lot A, Block 104, DL 1, Plan VIP197D (DD 375781) of Lots 9, 10, 11 and 12 (Easterly 72') and Block 104, DL 1, Plan VIP197D Westerly 53' of Lots 9, 10, 11 and 12 of Block 104, Plan 197D outlined in bold	\$ 6,544.28	\$ 7,109.71	7,323.00	7,542.69	7,768.97
<b>Permissive Tax Exemption Bylaw No. 5115, 2024 - Hospital/Community Care Facility/Seniors - Sec 224(2)(b)&amp;(i)</b>								
990-0511-40	Alberni-Clayoquot Continuing Care Society (66.67% exemption)	4411 Wallace St	Lot 1, PLAN VIP5330, DL 1,	\$ 6,275.73	\$ 6,817.95	7,022.49	7,233.17	7,450.16
001-3556-10	Alberni-Clayoquot Continuing Care Society (Echo Village)	4200 10th Ave	Lot A, DL 1, Plan VS5964	\$ 4,280.14	\$ 4,649.95	4,789.45	4,933.13	5,081.12
001-3930-00	Alberni Valley Senior Citizens' Homes (Pioneer Towers)	4467 Wallace St	Lot A, DL 1, Plan 32448	\$ 2,519.69	\$ 2,737.39	2,819.51	2,904.09	2,991.22
001-3931-00	Alberni-Clayoquot Continuing Care Society (Fir Park Village)	4411 Wallace St	Lot B, DL 1, Plan 32448	\$ 1,628.92	\$ 1,769.66	1,822.75	1,877.43	1,933.76
001-3581-00	Alberni Valley Hospice Society (Hospice centre)	2579 Tenth Avenue	Lot A, DL 1, ALD, Plan VIP23217	\$ 6,341.16	\$ 6,889.04	7,095.71	7,308.58	7,527.83
001-0821-00	Alberni Valley Hospice Society (Ty Watson House)	2649 2nd Ave	Lots 23-24, Block 67, DL 1, Plan 197B	\$ 3,691.74	\$ 4,010.71	4,131.03	4,254.96	4,382.61
<b>Places of Public Worship Exemption Bylaw No. 5116, 2024 - Sec 224(2)(f)</b>								
001-0331-00	Trinity Anglican Lutheran Church	4766 Angus St	Lot 16 - 18, Block 24, DL 1 Plan VIP197B	\$ 941.32	\$ 1,022.65	1,053.33	1,084.93	1,117.48
001-0344-10	Alberni Valley Gurdwara Society	4741 Montrose St	Lot A, Sec 1, Plan VIP71512	\$ 659.31	\$ 716.28	737.77	759.90	782.70
001-1816-00	Bishop of Victoria - Notre Dame Church	4731 Burke Rd	Lot 13 - 16, Block J, DL 1, Plan VIP1558	\$ 1,396.77	\$ 1,517.45	1,562.97	1,609.86	1,658.16
001-2514-00	BC Conference of the Mennonite Brethren Church (Gateway Community Church)	4295 - 8th Ave	Lot 6, DL 1, Plan VIP6552	\$ 1,442.38	\$ 1,567.00	1,614.01	1,662.43	1,712.30
001-3053-00	Glenwood Gospel Hall	4450 - 8th Ave	Lot A, Block 2, DL 1, Plan VIP11410	\$ 1,257.28	\$ 1,365.91	1,406.89	1,449.09	1,492.57
012-0186-00	Lathorn Road Gospel Hall	4574 Lathorn Rd	Lot 1, 2, 3, Block 11, DL 12, Plan VIP1010	\$ 1,001.44	\$ 1,087.96	1,120.60	1,154.22	1,188.85
013-0435-10	Jericho Road Church	5100 Tebo Ave	Portion of Lot 1, DL 13, Plan VIP78180	\$ 794.22	\$ 862.84	888.73	915.39	942.85

## 2025 Permissive Tax Exemptions

045-0343-00	BC Association of Seventh Day Adventist Church	4109 Kendall Ave	Lot 5, DL 45, Plan VIP19662	\$ 1,082.18	\$ 1,175.68	1,210.95	1,247.28	1,284.70
001-1498-10	Grace Lutheran Church	4408 Redford St	Block 142, DL 1, PL VIP197B	\$ 1,032.43	\$ 1,121.63	1,155.28	1,189.94	1,225.64
Places of Public Worship Exemption Bylaw No. 5116, 2024, Sec 224(2)(f) Properties effected by land cap in excess of .5 acres								
001-2912-00	Albemi Valley Christian Reformed Church	5033 Roger St	Lot 4 - 6, DL 1, Plan VIP9644	\$ 1,289.45	\$ 1,400.86	1,442.88	1,485.17	1,530.75
001-3507-00	Khalsa Diwan Society - Guru Nanak Sikh Temple	4144 - 8th Ave	Lot 8, DL 1, Plan VIP18042	\$ 1,181.12	\$ 1,283.17	1,321.67	1,361.32	1,402.16
001-3896-00	Sri Sanatan Dharam Society	4332 Scott St	Lot C, DL 1, Plan VIP29604	\$ 704.24	\$ 765.09	788.04	811.68	836.04
011-0119-00	Horn of Oil Ministries	5350 Margaret St	Lot 3, DL 11, Plan VIP1047	\$ 2,593.88	\$ 2,817.99	2,902.53	2,989.61	3,079.30
013-0409-00	Arrowsmith Baptist Church	4283 Glenside Rd	Lot B, DL 13, Plan VIP25410	\$ 2,718.27	\$ 2,953.13	3,041.72	3,132.97	3,226.96
045-0357-00	Pentecostal Assemblies of Canada (Elfin Tabernacle)	3946 Wallace St	Lot A, DL 45, Plan VIP28546	\$ 948.59	\$ 1,030.55	1,061.46	1,093.31	1,126.11
091-0079-00	Albemi Valley United Church	3747 Church St	Lot 1, DL 91, PL VIP14938	\$ 2,070.03	\$ 2,248.88	2,316.35	2,385.84	2,457.41
048-0900-00	Church of the Nazarene (Canada Pacific District) Southside Community Church	4190 Victoria Dr	Lot 1, DL 48, PL EPP2112					
				\$ 334.95	\$ 363.88	374.80	386.05	397.63
<b>TOTAL EST. MUNICIPAL TAXES FOREGONE</b>				<b>\$ 336,379.12</b>	<b>\$ 362,293.47</b>	<b>\$ 373,162.27</b>	<b>\$ 384,357.14</b>	<b>\$ 395,887.85</b>

<b>2025 Municipal Property Taxation Budget Estimated</b>	<b>\$ 33,921,291</b>
<b>Permissive Exemption CAP (15% of Taxation)</b>	<b>\$ 390,095</b>
<b>Total Exemption for 2025</b>	<b>\$ 362,293</b>
<b>(Over)/Under CAP</b>	<b>\$ 27,801</b>

TITLE: PERMISSIVE TAX EXEMPTION				
EFFECTIVE DATE: June 10, 2019	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: June 25/13 May 25/04	PAGE 1 OF 3

## PREAMBLE

Permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and not for profit services for the benefit of the residents of the City of Port Alberni. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. This policy guides identification of organizations meeting Council's objectives

## POLICY

### 1. Overall Amount

The total amount of revenue to be foregone by permissive tax exemptions will be set by Council during the development of the Five Year Financial Plan. Permissive tax exemptions approved in the current year for the subsequent tax year will not exceed 1.15% of the current year's total budgeted property tax requisition. The permissive exemption values will be calculated by using the current year's assessment multiplied by the current year's tax rates. In the case where the calculated permissive exemption values for the subsequent year exceed 1.15 % of the current year's tax requisition, all permissive exemptions will be proportionately reduced.

### 2. Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in the local newspaper and letters will be mailed to organizations having an exemption which will expire at the end of the current year so that they may apply for renewal.

Applications must be submitted on prescribed forms available from City Hall, to the Deputy Director of Finance, before August 1<sup>st</sup> of each year. The Deputy Director of Finance (or their designate) will review the applications for completeness, and arrange contact with applicants for addition information as necessary.

Application forms must be accompanied by:

- Copy of most current Notice to Reader financial statements prepared by an Accountant, or if a new applicant 3 years is required
- A copy of the most current Budget for the organization;
- Copy of state of title certificate or lease agreement, as applicable; and
- Site plan of subject property.

The Deputy Director of Finance will present a summary report of the applications, relative to the eligibility criteria, to Council for consideration.



### **3. Eligibility Criteria**

- a. Application of this permissive tax exemption policy is subject to applicable provincial legislation. Applicants are encouraged to familiarize themselves with the legislation.
- b. In assessing the application of permissive tax exemption to the land or buildings occupied by a qualifying organization, Council will consider the following priorities for granting an exemption:

The land or buildings shall provide for at least one of the following:

- athletic or recreational programs or facilities for youth;
  - services and facilities for persons requiring additional supports; mental wellness and addictions;
  - programming for seniors;
  - protection and maintenance of important community heritage;
  - arts, cultural or educational programs or facilities;
  - emergency and rescue services
  - services for the public in a formal partnership with the City or;
  - preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.
- c. The organization must be a Non-Profit or Registered Charity. Only that part of the property used for non-profit or charitable activities will be considered for exemption. Non-profit or Charitable organizations conducting retail and/or commercial activity including the sale of food and/or liquor, may not be eligible for tax exemption.
  - d. The organization must be seen to be working towards self-sufficiency by seeking funding from other sources, including grants from other levels of Government.
  - e. The organization may be required to show evidence of ongoing, active volunteer involvement
  - f. Applicants must show evidence of a clear mandate and competent administration.
  - g. All recipients of tax exemptions from the City of Port Alberni will be required to publicly acknowledge the exemption.
  - h. Where the land was provided by the City, consideration will be given whether the land was granted or otherwise provided by the City to the organization on the understanding that taxes would continue to be paid.
  - i. Exemptions will not be granted for land held for future development or land greater than normally required for off street parking, buffer zones or to make a reasonable shaped parcel. This includes all exemptions, including Places of Public Worship.

### **4. Duration of Exemption**

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

Groups receiving a permissive tax exemption greater than one year in duration will be required to confirm their continued qualification for the exemption annually. It is not guaranteed that the exemption will continue for the term. An exemption can be adjusted based on new information.

For permissive tax exemptions exceeding one year in duration, the permissive tax exemption will be reconsidered if the status of the group or benefit to the community changes, with the intent of revoking the permissive tax exemption and/or requiring repayment of the taxes forgone.

## **5. Extent and Conditions**

Council may at its discretion, reject any or all applications brought forward for consideration in any given year.

Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:

- A portion of the land /improvements is used by the private sector and/or organizations not meeting Council's criteria;
- the applicant already receives a grant-in-aid or other benefit from the City;
- the area does not contribute to the community benefit;  
budget constraints as indicated in Section 1 of this policy.

## **PLACES OF PUBLIC WORSHIP EXEMPTIONS**

Statutory exemptions are provided to buildings used for public worship, and land beneath the building.

All other land and buildings ancillary to the place of public worship are taxable unless a permissive tax exemption is granted by Council.

Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings shall be assessed and taxed as residential property.

Where the property on which a church is located exceeds .5 acres, the area of land exempt from taxation, including the statutory exemption, shall be .5 acres.

The Places of Public Worship Exemption Bylaw will be reviewed every four (4) years in conjunction with the term of the Permissive Tax Exemption Bylaw to ensure that the relevant exemptions remain applicable and if necessary to make recommendations to Council in regards to potential Bylaw amendments.



huu ay aht

ANCIENT SPIRIT, MODERN MIND



**RECEIVED**

SEP 23 2024

CITY OF PORT ALBERNI

September 6/24

<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 # RCM Oct 15/24  
0400-70

Dear Honourable Mayor of Port Alberni,

I am writing to express our deepest gratitude to you for attending the ʔumʔiiqsu Celebration and for the support the City of Port Alberni has given to Huu-ay-aht's ʔumʔiiqsu Centre.

As a token of our appreciation, we are pleased to present you with this plaque. As we look towards the opening of the ʔumʔiiqsu Centre, we gratefully acknowledge our partnership in keeping our children safe, healthy and connected and to strengthening our families.

Once again, thank you for your dedication and support. We look forward to our continued collaboration and building on our positive working relationship.

With gratitude,

Shannon Zimmerman  
Director of ʔumʔiiqsu Centre

Office: Anacra Government Office, 170 Nookemus Road, Anacra, B.C., V0R 1B0

Phone: 1.888.644.4555 | 250.728.3414 | Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 | Phone: 250.723.0100 | Fax: 250.723.4646



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SEP 27 2024

CITY OF PORT ALBERNI



VANCOUVER ISLAND  
TRAIL RUNNING SERIES

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☐ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☒ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
File # Ken Oct 15/24  
8100-01

Dear Mayor and Council of the City of Port Alberni,

We would like to bring the Vancouver Island Trail Running Series back to Port Alberni in 2025. We are looking to host the event in the City of Port Alberni on Saturday June 7th, 2025.

The event team has all necessary equipment to host the event and will also ensure we recruit the volunteers required to help put on this event. We will secure the track and field at EJ Dunn Elementary School for the event.

Here are some specifics about our proposed event for Port Alberni:

Course Set Up: Friday June 6th, 2025 – All day

Race Date: Saturday June 7th, 2025

Long Course Start: 10:45am

Short Course Start: 11:00am

Kid's Race Start: 10:30am

Event day preparations will begin at 8am and event will be finished no later than 4pm with course and event.

I have attached a rough map of the long course route (subject to change based on final approval). There is no change to the route from previous years. We will need approval for runners to run across Burde Street and along 21<sup>st</sup> avenue.

- Burde Street will have runners crossing and we will have crossing volunteers who help runners cross the road, keeping traffic open and allowing runners to cross only when there is no traffic. Burde Street is extremely light for traffic so this would be of minimal disruption.
- 21<sup>st</sup> Avenue (dirt road portion) off Argyle Road will have runners run along the road to connect trail systems. Traffic will not be closed.

The run route would be marked with pink surveyors flagging tape attached to branches and vegetation and we use black arrows on yellow laminated signs attached to stakes hammered into the ground at major intersections. This practice of course marking has been very effective and causes no damage or disruption to the environment. Course markings will be taken down by race staff at the conclusion of the event.

We will be posting signs at the trail heads a few weeks prior to the next to notify trail users of the event, however, we do not need to close the trails and will ensure the public has equal access to the trails on the day of the event.

We would need approval to use city trails and right-of-ways as per the attached map. I can provide an insurance certificate with \$5 million liability (please let me know who





**VANCOUVER ISLAND**  
TRAIL RUNNING SERIES

needs to be listed on the certificate). We will also coordinate with local emergency services to ensure they are aware of the event.

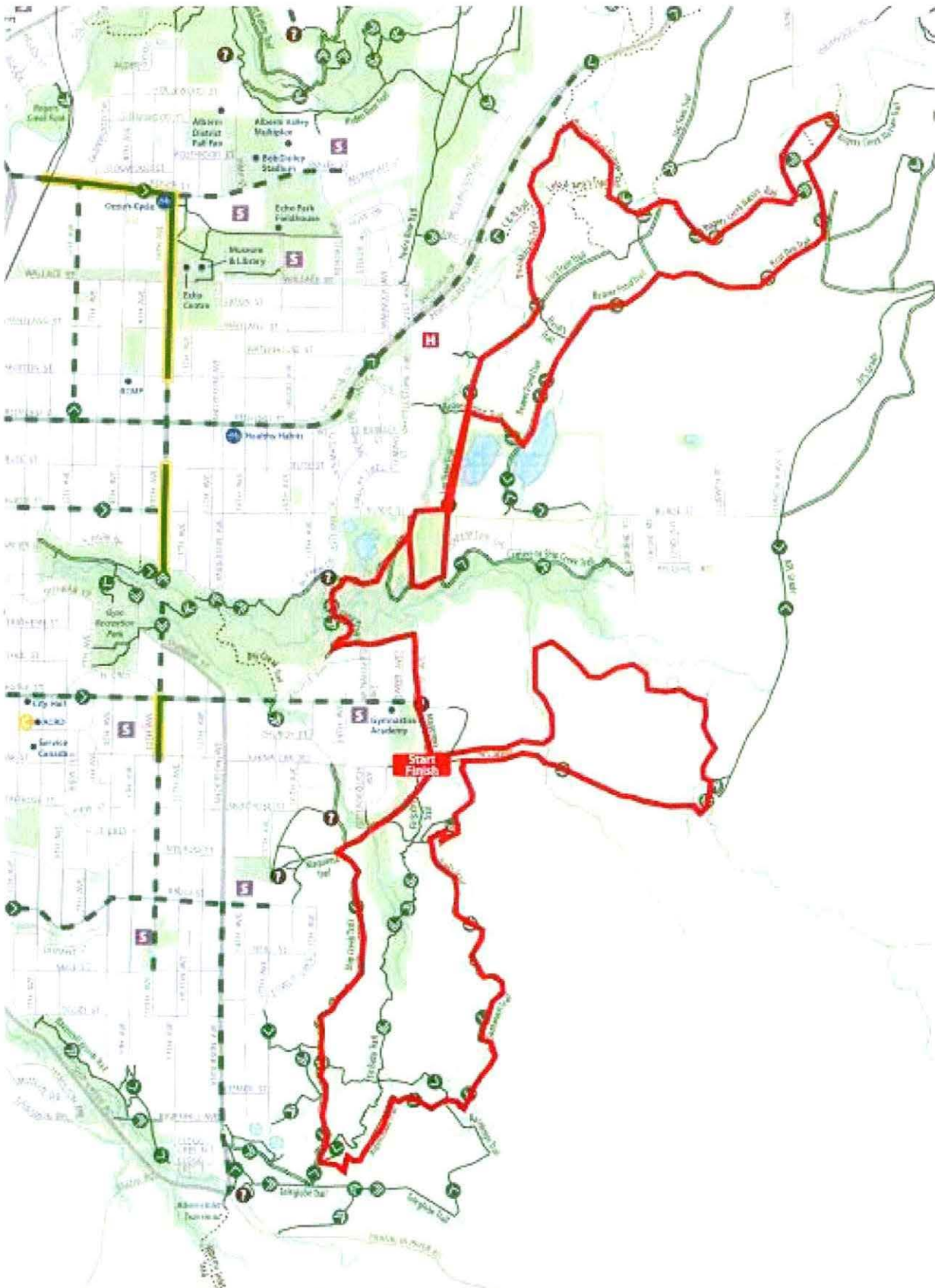
Our races are very family-oriented events. We host a long course distance and a short course distance event along with a kids race. We host post-race food as well (we did grilled cheese sandwiches at our Cobble Hill event, perogies at our Nanaimo event and Pancakes at our Royal Roads events). We will ensure proper Island Health temporary food permits are acquired prior to the event.

Here is a link to our event photographer (Matt Cecill Visuals) photo essay from last year's event to give you a visual about what our events look like: <https://mattcecill.exposure.co/port-alberni>

Please let me know what else you need, and I will get it to you promptly,

*M. LaBelle*

Myke LaBelle  
Owner/Head Coach/Race Director,  
Coastline Endurance Running  
Phone: [REDACTED]  
Instagram: [@coastline.endurance](https://www.instagram.com/coastline.endurance)  
Facebook: [www.facebook.com/coastline.endurance](https://www.facebook.com/coastline.endurance)  
Website: <http://www.coastlineendurancerunning.com>



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OCT 04 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
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File # _____	

*RCM-10-15-24*  
*0230-20-CAT*

Port Alberni Community Action Team

[ptalbcac@gmail.com](mailto:ptalbcac@gmail.com)

c/o Angeline Street, Coordinator, [REDACTED]

To Mayor Minions and Port Alberni City Council,

The Port Alberni Community Action Team is requesting your consideration and assistance for a Men's Mental Health Car Show in May 2025.

It is a sad fact that approximately 80% of the toxic overdose deaths occur in men between the ages of 24-59. These men have homes, jobs, families, and are dying on their couches, basements or in their bathrooms, often without anyone knowing that they had a substance disorder until it is too late to help them.

This is a difficult demographic to reach to talk about mental health and substance disorders, and there is much stigma and fear around admitting that you have an issue with either.

Port Alberni CAT is proposing a Car Show during May's Mental Health Month to reach the very demographic that is most impacted, because who doesn't love a car show? This event will be a combination of cool old cars, mixed with counsellors, active living businesses, and local clubs to promote the idea that mental health and substance disorder CAN and should be talked about, and that mental health is a holistic/ whole body experience. We would also like to have live music and food trucks to make this a most appealing event.

There will be many partners working together to make this event happen: local car clubs, service providers, mental health and substance disorder practitioners, and others. We know that the City and Council recognize the severity of the mental health and substance use issues in our community, and hope that they will partner with us to make this event a reality.

The Somass Lands have been proposed as a potentially good option as a location, and we would appreciate some consideration of that option. If this option is not appropriate, we request the City's suggestions for an alternate venue.

With appreciation,

Angeline Street, Ron Merk, Ellen Frood, and Christina Brack



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OCT 10 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 type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 3900-01 *Rec'd Oct 15/24*

-----Original Message-----

From: R [REDACTED] Maczulat [REDACTED]  
Sent: October 10, 2024 12:39 PM  
To: Sara Darling <sara\_darling@portalberni.ca>  
Subject: Re: Extension of our noise bylaw

Dear Mayor and Council

The Italian hall event centre would like to apply for a noise bylaw extension for October 26. We are having a Halloween dance. We'd like to extend until 1 AM.

Thank you very much for your time and the address is 4065 a 6th Avenue.



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SEP 25 2024

CITY OF PORT ALBERNI

Mayor Sharie Minions

City of Port Alberni

E-mail: [citypa@portalberni.ca](mailto:citypa@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 type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
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<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	

*RCM Oct 15/24*  
*0630-01*

Dear Mayor Minions and Council:

As the Provincial Director of Child Welfare, it is my honour to proclaim October as Foster Family Month in British Columbia. I am delighted to take this opportunity to express my gratitude and sincere appreciation for the important role foster caregivers undertake throughout the province. Since 1990, the Government of British Columbia has declared foster family month as a time to celebrate these caregivers, who have committed to protecting and caring for some of our most vulnerable children and youth.

Fostering is a journey etched in love, hope and memories that last a lifetime. Each year, my respect and admiration for the work of foster families deepens, and I wish to express my sincere gratitude for the daily support, comfort, and guidance that they and their families offer to these children in the most difficult times in their lives.

There is no substitute for a caring, trusting relationship in the life of a child. While every child's reason for entering foster care is unique, it is the compassion, patience and understanding provided by foster parents that helps ensure they are able to thrive. The warmth and generosity that they provide, and the resulting benefits for the child's future, are the greatest gifts one can offer.

Please join me in celebrating foster families in your community for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Cory Heavener  
Provincial Director

*Sent on behalf of the Provincial Director by:*



**Client Relations Branch**

Executive Operations

Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).

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SEP 26 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 type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	

*ROM OCT 15/24*  
*0630-01*

From: J M [REDACTED]  
Sent: September 26, 2024 11:39 AM  
To: Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>  
Subject: Proclamation

Hi Sharie,

I am hoping you can help us spread awareness for CRPS/RSD, Complex Regional Pain Syndrome / Reflex Sympathetic Dystrophy? We are spreading awareness throughout the communities with Proclamations from the City's and having them light up their City Halls and monuments in orange lights for November 4, 2024, Color The World Orange Day.

<https://www.colortheworldorange.com/engagementcrps>

We have received proclamations from the City's of Victoria, Duncan, Ladysmith, and Nanaimo, and approval for light ups in orange lights for November 4, 2024. I will send you a copy, if you would like to see.

Thank you so much for your time.

Thank you,  
J [REDACTED] Montesano  
CRPS International  
[REDACTED]



## CITY OF VICTORIA

### PROCLAMATION

#### **“COLOR THE WORLD ORANGE DAY”**

- WHEREAS** *Complex Regional Pain Syndrome (CRPS), also known as Reflex Sympathetic Dystrophy (RSD) is a nerve disorder that causes chronic pain; and*
- WHEREAS** *The symptoms of CRPS/RSD are often described as burning that is out of proportion to the severity of the initial injury and can include swelling and extreme sensitivity to touch; and*
- WHEREAS** *While CRPS/RSD was first identified during the Civil War, it remains a poorly understood condition. There is no cure; and*
- WHEREAS** *The National Institute of Neurological Disorders and Stroke and other institutes of the National Institutes of Health support research relating to CRPS/RSD; and*
- WHEREAS** *Members of the CRPS/RSD community will spread awareness in November; and*
- WHEREAS** *On Nov. 4, 2024, members of the CRPS/RSD community will celebrate the 10th-annual Color The World Orange day to spread awareness of this poorly understood pain disorder.*

**NOW, THEREFORE** I do hereby proclaim Monday November 4<sup>th</sup>, 2024, as **“COLOR THE WORLD ORANGE DAY”** on the **HOMELANDS** of the Lekwungen People, the **SONGHEES NATION** and the **XWSEPSUM NATION**, in the **CITY OF VICTORIA**, the **CAPITAL CITY** of the **PROVINCE of BRITISH COLUMBIA**.

**IN WITNESS WHEREOF**, I hereunto set my hand this 25<sup>th</sup> day of September, Two Thousand and Twenty-Four.

MARIANNE ALTO  
MAYOR  
CITY OF VICTORIA  
BRITISH COLUMBIA

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CRPS International





RECEIVED

OCT 01 2024

CITY OF PORT ALBERNI

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<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>24</i>
File # <i>0390-01</i>	

From: AVICC Info <[info@avicc.ca](mailto:info@avicc.ca)>

Sent: October 1, 2024 8:38 AM

To: Theresa Dennison <[tdennison@avicc.ca](mailto:tdennison@avicc.ca)>

Cc: [jjenkyns@victoria.ca](mailto:jjenkyns@victoria.ca); Laura Parent <[lparent@victoria.ca](mailto:lparent@victoria.ca)>

Subject: FW: 2024 Community Safety and Wellbeing Conference -- October 28-30

Importance: High

*Please forward to elected officials, the CAO and Corporate Officer*

Please find below information about the 2024 Community Safety and Wellbeing Conference, taking place October 28-30, 2024 in Victoria, BC.

The City of Victoria is hosting the 2024 Community Safety and Wellbeing Conference, in Victoria, British Columbia.

This national gathering will bring together scholars, government leaders, experts, people with lived and living experience, knowledge keepers, and many others, to share experiences and stories as we learn from one another in conversations exploring – and challenging – the concepts and realities of community safety and wellbeing. Highlighting dialogue on current realities, trends, issues and research, this will be a space to have groundbreaking exchanges, connect with colleagues in the field, and craft practical actions to intentionally recreate community safety and wellbeing in diverse communities.

The Conference takes place at the Victoria Conference Centre from Monday, October 28, to Wednesday, October 30, with pre-conference events occurring on Sunday, October 27. I'm confident that you will find the entirety of the program engaging and thought provoking.

**The conference website is: [Community Safety and Wellbeing Conference 2024 | Victoria, BC \(victoriaconference2024.ca\)](https://victoriaconference2024.ca)**

We have set these dates to coordinate and partner with the [Strong Cities Network](#) (an independent global network of cities addressing hate, extremism and polarization, of which the City of Victoria is a member) on a complementary event. Together with the *Foundation for a Path Forward* (an anti-racist, solutions-focused non-profit with branches across Canada), and support from British Columbia's Attorney General, *Strong Cities* will host a summit focusing on practical, city-led efforts to prevent hate and extremism and build resilience in the face of global crises, with a particular focus on mayors and local governments in western Canada and the western United States. We invite you to join for this complementary session as well, which will begin midday October 30 through October 31.

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SEP 25 2024

CITY OF PORT ALBERNI



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*RCM Oct 15/24*  
*0400-60*

FOR IMMEDIATE RELEASE

September 20, 2024

**Urgent Call for Provincial Action:**

**The Village Model Offers Immediate, Scalable Solution to Homelessness Crisis**

VANCOUVER – As British Columbia Mayors gather at the Union of BC Municipalities conference in Vancouver, conversation is happening around a proven solution that offers an immediate path forward to address the worsening homelessness crisis: The Village model of supportive housing, first implemented in Duncan during the COVID-19 pandemic. Built with strong community partnerships and support from BC Housing and the Province of BC, The Village currently provides safe housing for 34 previously unsheltered individuals and has helped at least 9 individuals successfully transition to market housing, residential treatment, or conventional supportive housing. With individual sleeping units and shared communal spaces, this model has been in place for over 3 years. This innovative approach, integrating vital support services, has transformed the lives of residents while easing the impacts of social disorder on surrounding communities, first responders, and local businesses.

**A Proven Solution That Works—Now**

The Village model has been a transformative, game-changing solution. Beyond housing, residents benefit from essential services such as peer outreach, mental health support, neighborhood monitoring, sanitation, and incident response. This comprehensive approach has resulted in improved physical and mental well-being for residents, enhanced community safety, and measurable reductions in the social and economic impacts of homelessness, particularly in the area surrounding The Village.

The Village and other similar sites, such as Victoria's Caledonia Place (formerly Tiny Town) and Port Alberni's Walyaqil Tiny Home Village, as well HEARTH Village being established in Campbell River, are among the first to adopt this out-of-the-box response, proving that real change can happen quickly and efficiently. In 2023, BC Housing launched the Homelessness Encampment Action Response Temporary Housing (HEARTH) program, designed to provide rapid housing solutions for entrenched encampments. While The Village has been provided temporary operating funding through the HEARTH program, this model of supportive housing must be expanded and scaled up as a long-term solution. It is more than a temporary response to encampments; it is a critical cost-effective solution to address the overwhelming homelessness crisis impacting communities across the province.

**We Cannot Wait—Immediate Action Needed**

In 2023, the Union of BC Municipalities passed a unanimous resolution asking the Province to incorporate The Village model of as part of the supportive housing continuum and provide a mechanism for this model to receive continued funding from BC Housing. We urge the Province to act immediately and to secure ongoing, sustainable funding for a province-wide expansion that will help meet the unique needs of communities.

CITY OF TOTEMS

REGULAR COUNCIL AGENDA - OCTOBER 15, 2024

45

I.1(b)



Every day without action means more lives are lost, more pressure is placed on healthcare systems, and more frontline workers experience burnout. The economic and social costs to communities continue to mount. The evidence is clear: The Village model saves lives, restores dignity, and alleviates strain on essential services.

### **A Scalable, Cost-Effective Solution**

The Village model is uniquely positioned to scale quickly, providing housing for up to 60 individuals per site—particularly those who struggle to thrive in conventional multi-unit supportive housing. This model can be implemented swiftly and cost-effectively, offering housing at a tenth of the cost of conventional supportive housing construction. Sites can be operational in just a few months rather than multiple years. Furthermore, the units can be repurposed if not needed in the future for supportive housing.

The units can be built to the BC Building Code with similar lifespans to traditional multi-unit supportive housing. More than 10 years of operating costs for a site can be funded from the millions of dollars in savings from construction costs.

### **Mayors Request Immediate Provincial Commitment**

*"The Village model enables small numbers of our residents to create community, re-learn employment and social skills, in a supportive environment that focuses on dignity, safety and responsibility. Examples around the province are working, and have stabilized and strengthened Villagers and their surrounding neighbourhood. The Village model is a successful path out of homelessness, and is worthy of our support."*

- Mayor Marianne Alto, Victoria

*"Inspired by the leadership of Mayor Staples and the successes that we have seen in Duncan, Campbell River City Council successfully advocated for a similar partnership with BC Housing. Later this fall 40 temporary housing units will open in Campbell River, operated by Lookout Housing Society and funded through the HEARTH program. This project will offer safe, indoor shelter to people experiencing homelessness in Campbell River and support a healthy and safe community for all by alleviating issues in our downtown."*

- Mayor Kermit Dahl, Campbell River

*"As mayors, we've seen the devastating impact of homelessness on individuals and communities. The Village model works - it saves lives, cuts costs, and provides pathways to stability and healing. Every day we delay means more lives lost and greater strain on our systems. We have the solution and the data to prove it. The Province must act now to make this model a permanent part of our housing strategy."*

- Mayor Michelle Staples, Duncan

*"This is a commonsense approach that will relieve some of the tide of human misery we see in our streets and give hope to others."*

- Mayor Leonard Krog, Nanaimo

- 30 -

For more information about The Village model and its impact on housing solutions in BC, please contact the following:

Michelle Staples, Mayor  
City of Duncan  
250-746-6126  
[mayor@duncan.ca](mailto:mayor@duncan.ca)

Marianne Alto, Mayor  
City of Victoria  
250-589-1123  
[malto@victoria.ca](mailto:malto@victoria.ca)

Kermit Dahl, Mayor  
City of Campbell River  
250-286-5708  
[Mayor.Dahl@campbellriver.ca](mailto:Mayor.Dahl@campbellriver.ca)

Leonard Krog, Mayor  
City of Nanaimo  
250-755-440  
[leonard.krog@nanaimo.ca](mailto:leonard.krog@nanaimo.ca)

Sharie Minions, Mayor  
City of Port Alberni  
250-735-9444  
[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

### Background

- **Overview:** The Village model provides individual sleeping units with shared communal spaces for dining, gathering, and washroom facilities. It offers immediate, scalable housing solutions, while integrating comprehensive support services tailored to residents' needs, many of whom face significant barriers to other housing options.
- **Cost Effective Operations:** The operating cost per resident of The Village is comparable to traditional multi-unit buildings, with the provision of more robust programming and wrap-around supports.
- **Cost Effective Construction:** The construction costs for the individual sleeping units are significantly lower than the est. \$500,000 per unit for traditional multi-unit buildings. Depending on the specifications and amenities provided on site, the cost is \$15,500 for shorter lifespan, less robust structures, up to \$45,000 per unit for 170 sq ft structures that fully meet the BC building code and have a 50-year lifespan. Additional costs for servicing, site prep, and stand-alone office/washroom buildings add approximately \$21,000 per unit. A 40 unit site can be operated for over 15 years with the construction cost savings. *\*These costs are based on local manufacturing costs.*
- **Speed of Construction:** It takes a minimum of two years to construct a traditional multi-unit supportive housing site, even when using prefabricated units. Construction completion of The Village takes 3-6 months from order to delivery, including site prep and utility installations.
- **Land Space Requirements:** The number of units at The Village is less per land area than multi-unit construction; however, the construction cost savings would far outweigh the addition land purchase costs.
- **Immediate Cost Savings for Other Agencies:** While some cost savings to other agencies would be realized over time (e.g. reducing RCMP calls for service or hospital visits), The Village immediately resulted in improved efficiency of healthcare outreach service delivery and decreased visits to the hospital of some residents prior to the village by an average of 75%.
- **Neighbourhood Integration:** The Village model includes a strong peer programs, resident and staff neighbourhood monitoring, street clean-up, open communication with neighbours, and an active Community Advisory Committee.





SEP 26 2024

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<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0400-60

Rec'd Oct 18/24

September 25, 2024

Heather Wood  
Deputy Minister of Finance  
Secretary to Treasury Board  
PO Box 9417 Stn. Prov. Govt  
Victoria, BC V8W 9V1

CITY OF PORT ALBERNI

Dear Deputy Minister Wood,

**RE: Burden of Delinquent Taxes**

On behalf of the City of Merritt Council I am writing to highlight the impact of the *Community Charter* allowance for taxpayers to become delinquent on their property taxes over a period of three years.

Property tax arrears significantly impact the operating capability of small municipalities, which are then forced to significantly increase taxes or limit essential services.

During our meeting with the Minister and staff at UBCM, it was expressed that the ministry was unaware that property owners use the strategy of paying off one year of arrears to remove the property from the tax sale and that they do this year after year to avoid paying the total outstanding amount. To help broaden the ministries understanding of this issue and the impact it has on communities, we have polled other communities and heard from over 20 municipalities across the province including, Burnaby, Prince Rupert, Township of Langley, Hope, Metchosin, Comox, Mission, Golden and Rossland. These communities all report a similar systemic issue of repeat offenders who carry balances owing on their property taxes to the detriment of the greater community. Small municipalities like the City of Merritt cannot continue to subsidize non-payment of property taxes. At year end 2023, the City of Merritt was owed \$893,711 in outstanding taxes and penalties, this equates to 8% on our tax levy. The cost to a community is compounded when you factor in the 100's of hours of staff time required to contact property owners, conduct follow up calls and serve notice of the tax sale by small Finance departments that are often operating with minimal staff and limited resources. This impact will increase significantly with the upcoming implementation of enhanced requirements for notice of tax sales that will require municipalities to bare the cost of bailiff services without the ability to recover full costs.

We request that the Provincial government review and revise the *Community Charter* to relieve this unfair burden. Following are three potential tactics:

1. Reduce the number of years a property can be in arrears on their property tax or allow municipalities to run a deficit.



City Hall  
2185 Voght St. Box 189  
Merritt, BC, V1K1B8



merritt.ca



250 378 4224



2. Assign a dedicated contact for municipalities to assist in dealing with properties that have escheated to the Crown and help remove them from property tax rolls expeditiously. Currently they linger on the rolls, accumulating tax levies that will ultimately have to be written off by the Ministry.
3. Implement a province-wide, cost-effective solution for municipalities to recover taxes owed by mobile homes. While we place liens through the registry, the property still needs to be sold or moved legally. Uncertain timing and the costs of legal action make future net recovery uncertain and challenging

Kind regards,



Michael Goetz  
Mayor



City Hall  
2185 Voght St. Box 189  
Merritt, BC, V1K1B8



[merritt.ca](http://merritt.ca)



250 378 4224



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

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SEP 26 2024

CITY OF PORT ALBERNI

FOR IMMEDIATE RELEASE

September 26, 2024

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File #	0400-60-ACRD

## ACRD announces launch of Sort'nGrow program on West Coast

ALBERNI-CLAYOQUOT REGIONAL DISTRICT – The Alberni-Clayoquot Regional District (ACRD) is excited to announce its new Sort'nGo Compost program on the West Coast.

Sort'nGrow compost sales at the West Coast Landfill is the result of the successful launch of the Sort'nGo Curbside Collection Program for West Coast communities. Since 2022, when Sort'nGo began, the organic waste material collected has been composted at the West Coast Landfill. It now meets Class A standards as defined by the Provincial Organic Matter Recycling Regulation and is ready for sale.

"It's great that we are able to collect organic waste from West Coast communities and offer it back to them as good quality compost," explains John Jack, chair of the ACRD Board of Directors. "Not only does this celebrate the success of the Sort'nGo program, but it is also an example of what is possible in a circular economy where waste reduction efforts benefit the whole community."

Sort'nGrow compost will be available to West Coast residents and businesses beginning September 25, 2024. The Sort'nGrow compost is high in nutrients, and it is best mixed into the soil at a 4:1, soil to compost ratio, for gardens and landscaping.

"We are pleased to be able to launch this program so soon after the West Coast started using Sort'nGo Curbside Pickup," says Jodie Frank, solid waste project coordinator for the ACRD. "For a small fee, West Coast residents now have access to compost that is the result of organic waste material from their communities that was diverted from the landfill."

To promote and celebrate the success of Sort'nGrow, the local landfill staff, Ocean Legacy, and the ACRD initiated the idea to offer residents a 20-litre plastic Sort'nGrow bucket. Each bucket is made from recycled rope and netting collected from the Ocean Legacy Ocean Plastic Depot located at the West Coast Landfill as part of the ongoing partnership. The buckets are multi-purpose and ideal for larger kitchen organic waste collection containers 'kitchen catchers.' The best part is once the buckets are at the end of life, they can be brought back to the Ocean Plastic Depot to get recycled again.

The price of the compost is:

- \$5 per 20-litre bucket when resident bring their own
- \$20 per 20-litre Sort'nGrow bucket (first fill included), supplied by the program
- \$50 per yard (bulk purchase)

- 30 -

For more information,

Heather Thomson, Communications Coordinator

250-206-5162 or [hthomson@acrd.bc.ca](mailto:hthomson@acrd.bc.ca)

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







## ALBERNI VALLEY EMERGENCY MANAGEMENT

The Alberni-Clayoquot Regional District provides emergency services for the residents in the Alberni Valley (City of Port Alberni, Beaufort, Beaver Creek, Cherry Creek, Sproat Lake) and collaborates with Tseshaht and Hupacasath First Nations to deliver comprehensive and coordinated services.

Emergency management includes mitigation, preparedness, response and recovery measures. Together, local authorities, First Nations, provincial agencies, and partner organizations work cooperatively to reduce disaster risks and improve regional resilience.



### EMERGENCY SUPPORT SERVICES (ESS)

Provides short-term, basic support for those who have been evacuated from their home due to a disaster. Support services may include:

- ✓ Information & updates
- ✓ Accommodation
- ✓ Reception centre
- ✓ Group lodging
- ✓ Clothing
- ✓ Transportation
- ✓ Food
- ✓ Emotional support

Local governments will provide instructions on where and how to register for ESS.

## EVACUATION MESSAGES

Evacuation Alert	<b>Prepare to leave on short notice</b> <ul style="list-style-type: none"> <li>• Prepare your home</li> <li>• Review your emergency plan</li> <li>• Gather your grab-and-go bags</li> </ul>
Evacuation Order	<b>You are at risk, leave immediately</b> <ul style="list-style-type: none"> <li>• Follow instructions from officials</li> <li>• Take your grab-and-go-bags</li> <li>• Access Emergency Support Services</li> </ul>
Evacuation Rescinded	<b>It is safe to return home</b> <ul style="list-style-type: none"> <li>• Use caution when returning home</li> <li>• Monitor official information</li> <li>• Restock your grab-and-go-bags</li> </ul>

## TRUSTED SOURCES

### LOCAL GOVERNMENT



Alberni-Clayoquot Regional District  
 @AVEmergencyprogram  
 250-720-2700  
 acrd.bc.ca @ACRDgov



City of Port Alberni  
 250-723-2146  
 portalberni.ca @cityofportalberni



Hupacasath First Nation  
 250-724-4041  
 hupacasath.ca @HupacasathFN



Tseshaht First Nation  
 250-724-1225  
 tseshaht.com @Tseshaht

### PROVINCIAL RESOURCES



PreparedBC  
 Emergency preparedness, resources, and guidance.  
 preparedbc.ca  
 @PreparedBC



Emergency Info BC  
 Current and official information during emergencies.  
 emergencyinfobc.gov.bc.ca  
 @EmergencyInfoBC

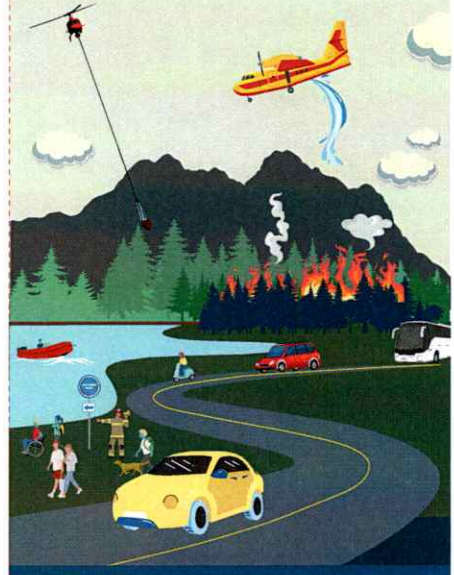


DriveBC  
 Current updates on highway conditions and road closures.  
 1-800-550-4997  
 drivebc.ca @DriveBC

Fire | Police | Ambulance CALL 911

## ALBERNI VALLEY

### Emergency Evacuation Route Guide



PREPARE NOW

KNOW WHAT TO DO

STAY INFORMED



## KNOW WHAT TO DO Steps For Safe Evacuation



### PLAN & PREPARE

#### BEFORE an evacuation

- Know which hazards may impact you (ie. tsunami, flood, wildfire, earthquake).
- Develop an emergency plan.
- Know your evacuation routes.
- Review and practice your plan annually.
- Make a grab-and-go-bag.
- Register for Voyent Alert! to stay informed.



### TAKE ACTION

#### DURING an evacuation

- Evacuation notices may be delivered by Voyent Alert!, sirens, or via platforms by trusted sources.
- Activate your emergency plan, evacuate, and take your grab-and-go bag(s).
- Move to a safe location and follow instructions from officials.
- Communicate by text and limit phone calls.



### GET SUPPORT & RECOVER

#### AFTER an evacuation

- Register as an evacuee with Emergency Support Services (ESS). Officials will provide instructions and designate a reception centre. This is a safe place to receive information and access support.
- Contact your insurance provider.
- Stay informed by using trusted sources.
- Return home only when officials have announced it is safe.

## PREPARE TODAY FOR A SAFE TOMORROW

Stay Informed, Make A Plan, Get Insurance & Build A Kit

### EMERGENCY NOTIFICATION SYSTEM



Receive critical notifications and safety instructions by text, email, app, or phone (landline/mobile).

Download the app or register today:  
[acrd.bc.ca/emergency\\_alerts](https://acrd.bc.ca/emergency_alerts)

### MAKE A PLAN

Every household is unique. Customize a plan that is right for you and your loved ones.

- ✓ Understand your risks
- ✓ Choose a meeting place
- ✓ Know your routes
- ✓ Create a contact list
- ✓ Note medications & health information

Fill-in-the-blank emergency plans are available for pick up at the ACRD office or online at:

[acrd.bc.ca/emergency-preparedness](https://acrd.bc.ca/emergency-preparedness)

### GET INSURANCE

Consider getting homeowner's or renter's insurance to help rebuild your property or replace your belongings after a disaster.

Check your insurance policies for coverage details.

If you have been evacuated and you have insurance, contact your insurance provider immediately.

Not sure about your insurance options?  
 Contact the Insurance Bureau of Canada at 1-844-227-5422 or visit [www.ibc.ca](https://www.ibc.ca).

### BUILD A GRAB-AND-GO BAG

Pack basic essentials for when you need to evacuate quickly. Everyone in your household should have a customized bag that is specific to their needs. Don't forget your pets – they need one too!

For a complete list:

[preparedbc.ca/emergencykits](https://preparedbc.ca/emergencykits)

- ✓ Battery-powered or hand-crank radio
- ✓ First aid kit and medications
- ✓ Seasonal clothing, footwear, and an emergency blanket
- ✓ Flashlight with extra batteries
- ✓ Cell phone, charger, and battery bank
- ✓ Whistle to signal for help
- ✓ Emergency plan with contact list and family meeting place
- ✓ Non-perishable food and water
- ✓ Cash in small bills
- ✓ Important documents (ie. birth certificate, passport, insurance policy)
- ✓ Toiletries, personal care items (ie. glasses, hygiene items)
- ✓ Pet supplies

PLAN • PRACTICE • EVACUATE • RECOVER



# KNOW YOUR EVACUATION ROUTES

In the event that an emergency threatens the safety of residents and visitors, an evacuation could be initiated by your local government. Hazards in this area may include:

Tsunami • Earthquake • Wildfire • Structure Fire • Dam Breach • Hazardous Materials Spill

It is critical that individuals understand the risks, have an emergency plan, and know evacuation routes. The map below outlines the main evacuation routes, however, during a disaster the route and directions will depend on the location, size, and type of emergency.

## KNOW WHEN TO EVACUATE

If you are **WITHIN** an evacuation order

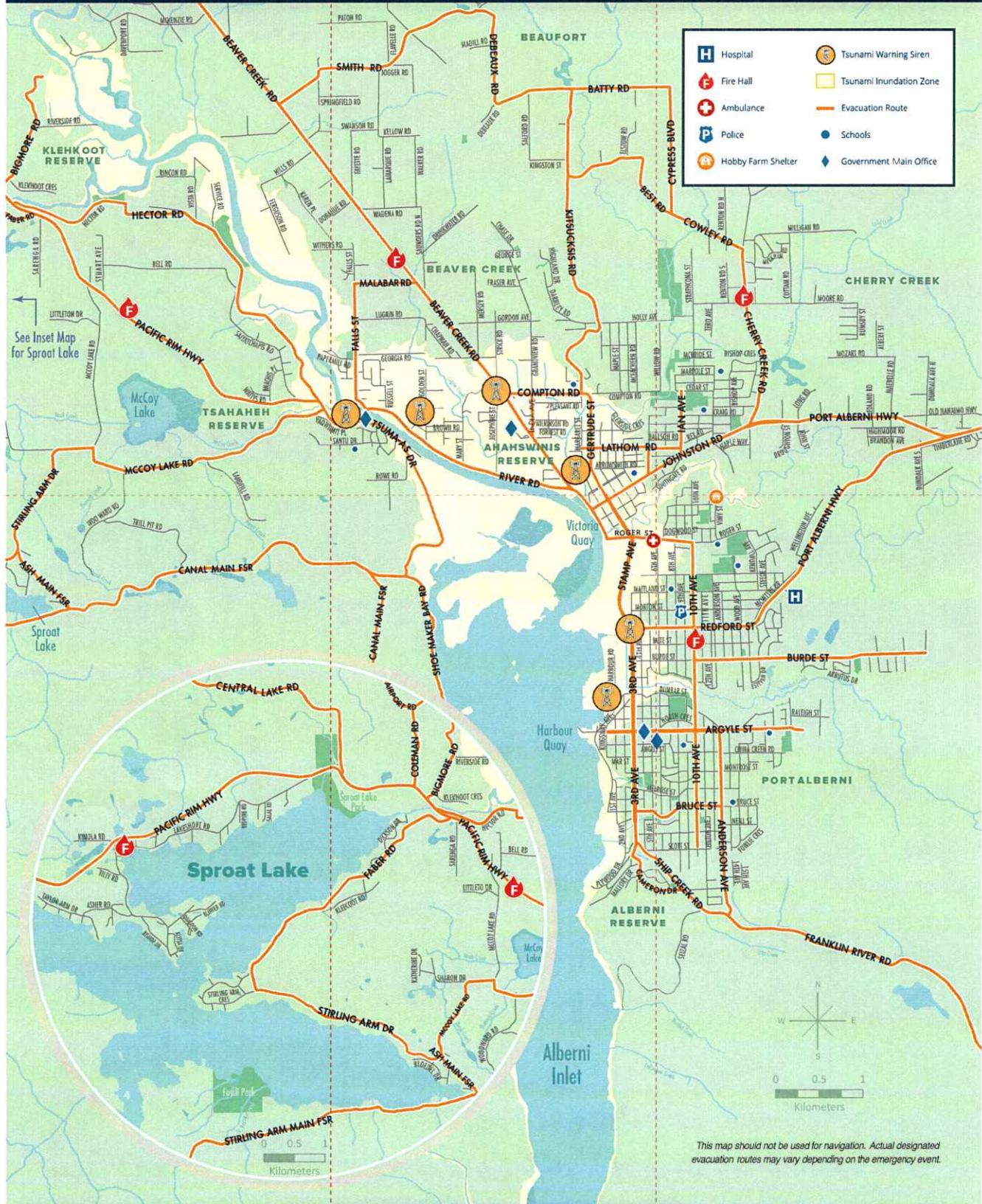
Evacuate immediately and follow instructions from officials.

GO

If you are **OUTSIDE** of the evacuation order

Stay where you are and keep the roads clear for first responders and those who need to evacuate.

STAY







# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING

**HELD ON MARCH 5, 2024, 10:00 AM**

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

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### MEMBERS

#### PRESENT:

Cindy Solda, Chairperson, Councillor, City of Port Alberni  
Vaida Siga, Director, Area C – Long Beach  
Amber Severinson, Member at Large  
Helen Dick, Member at Large  
Deanna Spencer, Member at Large  
Nicole Uzelman, Member at Large  
Rainie O'Connor, Member at Large  
Jamie Tattrie, Member at Large

#### STAFF PRESENT:

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

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/5-3-2024/>

### 1. CALL TO ORDER

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

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

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

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

### 2. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2024

#### a. ELECTION OF CHAIRPERSON

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

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

**b. ELECTION OF VICE-CHAIRPERSON**

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

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

C. Solda assumed the Chair.

**3. APPROVAL OF AGENDA**

*MOVED: N. Uzelman*

*SECONDED: J. Tattrie*

*THAT the agenda be approved as circulated.*

***CARRIED***

**4. DECLARATIONS**

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

**5. DISCUSSION**

**a. Terms of Reference – H. Zenner, Manager of Administrative Services**

The Manager of Administrative services reviewed the Accessibility Committee's Terms of Reference.

**b. Committee Members Expense Forms – K. Kerr-Donohue, Administrative Assistant**

The Administrative Assistant reviewed the Remuneration Policy and process.

**6. PRESENTATIONS**

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

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

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

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

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

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

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

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

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

8. **QUESTION PERIOD**

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

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

9. **ADJOURN**

The meeting was adjourned at 11:57 am.

Certified Correct:

*Cindy Solda*

Cindy Solda,  
Chairperson

*Kristin Kerr-Donohue*

Kristin Kerr-Donohue,  
Administrative Assistant





# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING

HELD ON APRIL 9, 2024, 10:00 AM

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

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### MEMBERS

#### PRESENT:

Cindy Solda, Chairperson, Councillor, City of Port Alberni  
Vaida Siga, Director, Area C – Long Beach  
Amber Severinson, Member at Large  
Helen Dick, Member at Large  
Deanna Spencer, Member at Large  
Nicole Uzelman, Member at Large  
Jamie Tattrie, Member at Large

#### REGRETS:

Rainie O'Connor, Member at Large

#### STAFF PRESENT:

Heather Zenner, Manager of Administrative Services, ACRD  
Sara Darling, Deputy Director of Corporate Services, City of Port Alberni  
Kristin Kerr-Donohue, Administrative Assistant, ACRD  
Cara Wilkie, Consultant, Left Turn Right Turn Ltd.  
Haley Gienow-McConnell, Consultant, Left Turn Right Turn Ltd.

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/9-4-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:02 am.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

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

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

### 2. APPROVAL OF AGENDA

MOVED: V. Siga

SECONDED: N. Uzelman

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Accessibility Committee Minutes – March 5, 2024**

*MOVED: V. Siga*

*SECONDED: D. Spencer*

*THAT the minutes of the Accessibility Committee meeting held on March 5, 2024 be adopted.*

**CARRIED**

**5. CORRESPONDENCE FOR INFORMATION**

**a. Correspondence April 4, 2024 from Alberni Valley News regarding article of the City of Port Alberni and ACRD wanting to improve accessibility with new survey**

*Correspondence item a was received.*

**6. DISCUSSION**

**a. Discussion regarding preliminary results of the Survey – Left Turn Right Turn, Ltd.**

The consultants from Left Turn Right Turn (LTRT) reviewed the Accessibility Survey results with the Committee. The survey was successfully launched and closed since the last Accessibility Committee meeting. Number of responses was typical to this type of project with approximately half of respondents identified as persons with disabilities. Age of respondents was younger than Left Turn Right Turn (LTRT) usually sees on these types of projects.

Major themes that emerged from the survey:

- Municipal facilities and infrastructure (municipal buildings)
- Outdoor spaces (parks/playgrounds and pathways)
- Attitudes and perceptions (customer service at municipal facilities & municipal employees)
- Transportation infrastructure (sidewalks and parking)

The consultants then discussed how they translate the survey results into recommendations.

Committee discussion followed regarding tracking the implementation of the Accessibility Plans, regions of respondents, and grants available to help with infrastructure costs.

**b. Discussion regarding perceptions and attitudes of disabilities – Left Turn Right Turn, Ltd.**

The committee members discussed their own experiences in the community, where are attitudinal barriers most prevalent and impactful, and provided thoughts on how to address these barriers.

Issues identified:

- Able-bodied persons using accessible parking spaces & accessible washrooms.
- Able-bodied persons assuming a person is not disabled, judging by their appearance only.
- Services with only one option to access, eg. Online only – would be nice to have assistance in person, if needed.
- Lack of general openness in viewing our community through an “accessibility lens”.
- Need for education for ACRD and City of Port Alberni staff to assist with addressing perceptions and attitudes in customer service related roles.
- Need to update perspectives to “how can we say yes” to request to make public spaces more accessible.

The Committee discussed how to address the barriers, change the public perspective, and provide education. Potential to extend an invitation to a representative from the Rick Hanson Foundation to attend accessibility events in the Region or assist with public engagement.

V. Siga left the meeting at 11:04 am

The Committee discussed the accessibility of the survey and utilization of the alternative options that were provided, noting improved communication is needed to highlight the ways public can access surveys in the future (phone etc.)

**c. Discussion regarding next steps – Left Turn Right Turn, Ltd.**

The consultants from LTRT reviewed their next steps, including bringing accessibility plan recommendations to the ACRD and City of Port Alberni for initial review. The recommendations will then be presented to the Accessibility Committee for discussion at the next meeting.

Committee discussion followed regarding the date of the next meeting.  
Changed to May 14, 2024 with unanimous agreement.

The meeting on May 14th is the last meeting with the consultants, LTRT.  
Setting dates for the remaining quarterly meetings in 2024 will be on the  
May 14<sup>th</sup> agenda.

## 7. QUESTION PERIOD

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

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

## 8. NEXT MEETING

Next meeting date set for May 14, 2024.

## 9. ADJOURN

*MOVED: N. Uzelman*

*THAT the meeting be adjourned at 11:17 am.*

**CARRIED**

Certified Correct:

  
\_\_\_\_\_  
Cindy Solda,  
Chairperson

  
\_\_\_\_\_  
Kristin Kerr-Donohue,  
Administrative Assistant

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SEP 19 2024

CITY OF PORT ALBERNI

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<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
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File #	0400-20 EMCR

**From:** EMCR IER Funding EMCR:EX <EMCR.IERFunding@gov.bc.ca>

**Sent:** September 19, 2024 12:31 PM

**To:** EMCR IER Funding EMCR:EX <EMCR.IERFunding@gov.bc.ca>

**Subject:** Indigenous Engagement Requirement Funding Program Update - Second Year Funding Announced in September 2024

Good afternoon, Mayors and Regional District Chairs:

The Ministry of Emergency Management and Climate Readiness is pleased to share that all First Nations and local authorities will be offered a second year of funding under the Indigenous Engagement Requirements Funding Program.

Later this fall, an email will be sent to all eligible First Nations and local authorities with a funding award notice, and an Interim Report Template.

The Interim Report Template and a new agreement must be completed by March 31, 2025. If funds awarded in Year 1 are not spent by March 31, 2025, the Ministry may not be able to award the additional Year 2 funds, but an extension to the original agreement term may be considered to allow Year 1 funds to be spent after March 31, 2025.

We have appreciated all the feedback and experiences shared about implementing the Indigenous engagement requirements and the Indigenous Engagement Requirements Funding Program. We are hopeful that this additional funding and the program updates will help in planning for activities that promote, encourage, and support relationship building and collaboration in emergency management between local authorities and Indigenous governing bodies.

### Background:

The [Emergency and Disaster Management Act](#) includes Indigenous engagement requirements that promote relationship building across jurisdictions and the incorporation of available Indigenous knowledge and cultural safety across emergency management practices. Local authorities are now required to make reasonable efforts to reach agreement with Indigenous governing bodies on areas for consultation and cooperation in the response and recovery phases.

The development of regulations focused on local authority emergency management is underway. Once these regulations are in force, municipalities and regional districts will be required to develop risk assessments and emergency management plans. Consultation and cooperation with Indigenous governing bodies will be required as part of this process.



Detailed updated information about the Indigenous Engagement Requirement Funding Program have been developed and can be located online at [Indigenous Engagement Requirements Funding Program Website](#).

If you have any questions about the funding program, please contact us at [EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca).

Sincerely,

**Monica Cox**

Assistant Deputy Minister

Partnerships, Engagement & Legislation Division

Ministry of Emergency Management and Climate Readiness

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SEP 19 2024

CITY OF PORT ALBERNI

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File # 0230-01	RCM Oct 15/24

**From:** Marvin Rotrand <[marvinrotrand@hotmail.com](mailto:marvinrotrand@hotmail.com)>

**Sent:** September 19, 2024 11:26 AM

**Subject:** British Columbia Elections

Dear Mayor and Councillor,

Recently, in view of British Columbia's October 19 provincial election, United Against Hate Canada sent a survey to the four political parties represented in the Legislature regarding how they would combat antisemitism.

The reply of Kevin Falcon, leader of B.C. United (now no longer in the electoral race) is attached.

The reply by email of John Rustad, leader of the Conservative Party of British Columbia, is in the body of the text of my letter also attached explaining our survey.

Should we receive responses from the B.C. New Democratic Party and the B.C. Green Party, we will share those as well.

United Against Hate Canada is a non-partisan organization whose mission is to foster cross cultural dialogue.

Yours truly,

Marvin Rotrand  
Director General  
United Against Hate Canada



## **UNITED AGAINST HATE CANADA**

September 19, 2024

**A MESSAGE FROM MARVIN ROTRAND  
DIRECTOR GENERAL UNITED AGAINST HATE CANADA  
Re: British Columbia Provincial Election - October 19, 2024**

Dear Friends,

Voters in British Columbia go to the polls on October 28 to choose their next provincial government.

Given the surge in antisemitism witnessed in Canada over the past year, United Against Hate Canada wrote to the political parties represented in the provincial legislature to express our concerns and to survey them as to what measures they would put in place to blunt the hate aimed at Jews that unfortunately has reached British Columbia.

We felt that voters would be able to make a more informed choice in casting their ballots should they be aware of the what the major parties are prepared to do to combat antisemitism.

We alerted the parties that we would widely publicize their responses.

To date, we have received replies from John Rustad, leader of the Conservative Party of British Columbia (CPBC), and Kevin Falcon, leader of B.C. United. As you may know, B.C. United has suspended its campaign but as many of elected officials and members have merged into the CPBC, we are attaching Mr. Falcon's response as we feel it binds any former BC United Members of the Legislature who may be elected under the CPBC banner.

Below is the email we have received from Mr. Rustad sent to my assistant. It clearly commits a government formed by CPBC to a formal debate and adoption in the legislature of the International Holocaust Remembrance Alliance definition of antisemitism. That definition has been adopted by a vote or an Order in Council by the Government of Canada, Ontario, Alberta, Manitoba, Saskatchewan, New Brunswick and Newfoundland and Labrador.

The Government of British Columbia has committed to improved Holocaust education making it mandatory in Grade 10 as of the 2025-2026 academic year. Mr. Rustad supports that position.

.../2



**From :** Rustad.MLA, John [John.Rustad.MLA@leg.bc.ca](mailto:John.Rustad.MLA@leg.bc.ca)  
**Sent :** 6 août 2024 01:19  
**To :** Manon Provost  
**Subject :** RE: John Rustad, M.L.A. - Nechako Lakes, Leader of Conservative Party of British Columbia Re: Election Survey - Combatting Antisemitism

Thank you for the email and the questions. I will keep this short as it is getting late. I will ask the party to provide you with a more formal response.

To your first question, yes, under a CPBC government BC will adopt IHRA (either separately or through adoption of the Federal position). In addition, we will use a legislative tool to make sure there is an open debate in the legislature for all MLAs from all parties to participate in.

Regarding holocaust education, absolutely we need to make sure this is taught to all students in BC's education system. It is simply the right thing to do.

It is incumbent on all of us to teach our history so that we can make sure it is never repeated.

Sincerely,

John Rustad

We were extremely pleased to receive these commitments and invite you to share them with your contacts.

We will re-contact you upon receiving a response from the B.C. New Democrats

We are hopeful that there will be a strong consensus in the next legislature to fight antisemitism.

Please note that United Against Hate Canada is a non-partisan organization dedicated to promoting cross cultural dialogue. We do not endorse any party but do share information provided to us in order to aid citizens make a more informed choice when casting their ballots.

Please do not hesitate to contact us should you have need of any clarifications.

Yours truly,



Marvin Rotrand  
 Director General  
 United Against Hate Canada



[marvinrotrand2@hotmail.com](mailto:marvinrotrand2@hotmail.com)

Encl.



**August 20, 2024**

Marvin Rotrand

Director General, *United Against Hate*

Thank you to everyone involved with United Against Hate for the important work you are doing here in British Columbia, and across Canada, in tackling bigotry and antisemitism.

I know that the past ten months have been an incredibly painful and difficult time for the Jewish community here in B.C. and around the world. The savage attack in Israel on October 7th, a pogrom by Hamas terrorists, not only shook the world but tragically brought out some of the most vile antisemitism and hate in the subsequent months here in Canada.

The antisemitism happening in our schools, on our university campuses, in our streets, and online, is absolutely despicable and should be condemned by all those seeking elected office here in British Columbia. British Columbia is not a place for intolerance, incitement of violence, or antisemitism.

Since I spoke at the community vigil after the October 7th attack, I've been humbled to receive so many powerful notes, calls, and emails from members of the Jewish community. Our entire BC United Caucus has been unwavering in our support.

As I pledged in 2022, if elected Premier of British Columbia I will task my BC United government with recognition and adoption of the IHRA definition of antisemitism. The Jewish community in B.C. deserves nothing less than this clear and unequivocal showing of solidarity and support. We will ensure this same level of moral clarity and solidarity is provided any other community under attack in our province. We will also follow through on our promises to create a hotline for British Columbians to report racist and antisemitic incidents, develop more educational tools and resources for the K-12 education curriculum to combat racism and antisemitism, introduce compulsory Holocaust education in schools, and ensure local police forces have sufficient resources to respond quickly to fully investigate hate crimes.

I look forward to working with your organization as we continue to take concrete steps to combat antisemitism and keep all British Columbians safe from hatred and violence.

Sincerely,

Kevin Falcon

Leader of the Official Opposition

BC United MLA for Vancouver-Quilchena

BC United Official Opposition

Parliament Buildings

Victoria, BC V8V 1X4

T: 250-356-6171



Royal Canadian Mounted Police  
Commanding Officer

Gendarmerie royale du Canada  
Commandant divisionnaire

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September 12, 2024

SEP 19 2024

CITY OF PORT ALBERNI

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<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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File # **7400-01**

Province of British Columbia  
Mayors and Chief Administrative Officers

Dear Respected Colleagues / Community Partners,

**Subject: BC RCMP Recruiting Update**

I wish to take this opportunity to provide you with an update on the specific proactive actions that are being taken by the BC RCMP in relation to recruiting and filling vacancies here in British Columbia. These actions to date include the following:

- The BC RCMP is one of three divisions leading a pilot project to develop a de-centralized model for recruiting. As part of the pilot project, the BC RCMP is engaged and responsible for proactive recruiting, and administrative processes for file management all the way up to troop loading at Depot. **The BC RCMP conducted 177 interviews since the start of the pilot project. Since April of 2024, 210 cadets have been posted to the BC RCMP for an average of 10 cadets per Troop coming from Depot.**
- The BC RCMP is offering “pre-posting agreements” now called “flexible posting agreements” for British Columbian applicants to come back home after completing their RCMP Depot training in Regina. **88.8% of all BC RCMP applicants have returned to BC since the inception of the flexible posting agreement.**
- The BC RCMP is actively engaged in recruiting Experienced Police Officers (EPOs) including former RCMP officers (remounts). There has been a steady increase in applications for our program and we currently have: **47 Active Applications and 13 EPOs hired since April 2024.** The EPO recruiting efforts have also included targeting Major Crime investigators, police detectives and plain clothes police officers. Those police officers with relevant experience can move directly into vacant major crime positions and specialized sections around BC.
- The BC RCMP is expanding recruiting initiatives to fast-track suitable applicants applying to Northern BC Detachments. Candidates interested in applying to the RCMP at detachments within our North District area will also be provided a pre-posting agreement subject to the successful completion of their training. The BC RCMP recruiting also travelled up North on many occasions to promote this initiative which included visits to Fort St John, Smithers, Burns Lake and Prince George. **During the first**

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**Week of this initiative over 71 Applicants from the Northern Region Expressed Interest in joining the BC RCMP.**

- The BC RCMP have been engaging in pathways presentation with Cadets at the Depot Training Academy. The aim of the Pathways presentations is to provide cadets a glimpse into potential career paths within the BC RCMP by attending presentations from representatives of specialized sections from BC. **In the last year, the BC RCMP completed 4 presentations at Depot and we are now preparing pathways presentations to be conducted every 2 months.**
- The BC RCMP implemented the “Workout with a Recruiter workshop” which is designed to connect with applicants and promote what the BC RCMP has to offer while helping them get ready for the RCMP physical aptitude test. **The workshops are being held every Wednesday and have been full for weeks. The workshops are being promoted online and accessible via Eventbrite.**
- The BC RCMP is in the process of launching an initiative where letters will be sent to Cadets at the Depot Academy to further promote British Columbia as an ideal province to live in and work as a police officer. This initiative is to directly connect with Cadets at Depot and open up their minds to a posting within the BC RCMP.
- The BC RCMP have been doing recruiting presentations to current RCMP Public Service Employees (PSEs) within BC to recruit candidates with current knowledge of the BC RCMP and specific expertise. At this time, approximately **22 PSEs have been identified in the recruiting process and some have even agreed to a pre-posting agreement back to Prince George.** The BC RCMP hosted one on-site PSE focused career booth at Headquarters in the spring and is planning another in the fall.
- The BC RCMP have been attending events throughout BC such as the Spartan Race, BC Sun Run, BMO Exhibit Expo, CFL games/events, Rugby Canada games/events, Canadian Armed Forces career fair, Mission RCMP career fair/open house and more.
- The BC RCMP Recruiting is now active on FACEBOOK [BC RCMP Recruiting](#) and posting events and information for RCMP applicants.
- The BC RCMP Created a dedicated BC RCMP Career website [bc.rcmp.ca/careers](#). The page is BC specific and highlights career paths for Regular Members, Experienced Police Officers, 9-1-1 Police Dispatchers, Civilian Employees and Volunteers (including Auxiliaries).
- The BC RCMP Launched a RCMP LinkedIn account which now has 2,339 followers.

Within the last year, the BC RCMP has received very positive feedback from cadets and experienced police officers on our streamlined recruiting process and initiatives. Our most successful initiatives being the ability for new cadets to return to their home province of British Columbia and EPOs to be posted to specific specialized unit within the BC RCMP.

Our experienced police officers and cadets also cite the wide range of career options available and pay equity as important factors for joining the RCMP in British Columbia. With the recent news that the

National Police Federation (NPF) and the Treasury Board of Canada Secretariat have officially signed the second collective agreement for regular members (below the rank of inspector) and reservists; the RCMP offers significant career diversity, world-class training, competitive salaries, and comprehensive benefits which continues to make the RCMP an employer of choice.

The BC RCMP remains committed to supporting these initiatives and developing additional innovative ways to continue building momentum in serving our BC communities and effectively responding to your local needs.

Regards,



Dwayne McDonald  
Deputy Commissioner  
Commanding Officer  
BC RCMP



RECEIVED

SEP 25 2024

CITY OF PORT ALBERNI

Parliamentary Secretary to the Minister of  
Innovation, Science and Industry



Secrétaire parlementaire du ministre de  
l'Innovation, des Sciences et de l'Industrie

<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Economic Development
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File #	

*Handwritten notes: Ram Oct 15/24, 0400-40*

September 20, 2024

Greetings,

**Subject: Consultation and Engagement on the Government of Canada's  
Draft Salmon Aquaculture Transition Plan for British Columbia**

As the Government of Canada's lead for the upcoming consultation and engagement process for salmon aquaculture transition in British Columbia (B.C.), I am writing to provide you with a copy of the draft Salmon Aquaculture Transition Plan for British Columbia (Draft Plan).

The Draft Plan lays out the next steps toward a sustainable, innovative, and thriving aquaculture sector for B.C., and will serve as the basis for engagement. It focuses on four themes:

- how to support First Nations, workers, and communities in this transition;
- identifying economic supports for the use of innovative and clean aquaculture technology;
- milestones, principles, and criteria for the phase down of salmon open net-pen aquaculture over the five-year licence period; and
- management of open net-pen salmon aquaculture until the ban is fully implemented.

Recognizing the significance of salmon aquaculture in B.C., on behalf of the Government of Canada, I am committed to lead this consultation and engagement process with First Nations, coastal communities, and industry following the announcement on June 19 that the government will ban open net-pen salmon aquaculture in coastal B.C., effective June 30, 2029.

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Canada

Together, we will work to ensure a responsible, realistic, and achievable transition from open net-pen salmon aquaculture. This will include exploring economic opportunities focused on the adoption of innovative and sustainable technologies.

In this collaborative effort, I will be supported by an interdepartmental task force, which will act as a Government of Canada secretariat, under the leadership of Deputy Minister Sony Perron. This interdepartmental task force will contribute expertise from across the Government of Canada in reconciliation, economic and community development, green technology, innovation, and aquaculture management. We will be in contact with you shortly to discuss next steps, but the task force can also be reached by email at [ised@ised-isde.gc.ca](mailto:ised@ised-isde.gc.ca).

I look forward to meeting with you over the coming months to chart a path forward on a sustainable, innovative, and prosperous aquaculture sector for B.C. and to identify the supports required to ensure the plan's successful implementation. These will be further articulated in a final Transition Plan in 2025, following our work together.

In closing, I wish to reaffirm the Government of Canada's commitment to working with the Province of British Columbia, affected First Nations, coastal communities, all workers and affected businesses, and other parties throughout this transitional period.

Please accept my best wishes.

Sincerely,



Ryan Turnbull, M.P.

Email contact: [ised@ised-isde.gc.ca](mailto:ised@ised-isde.gc.ca)

Attachment: Government of Canada's draft Salmon Aquaculture Transition Plan for British Columbia

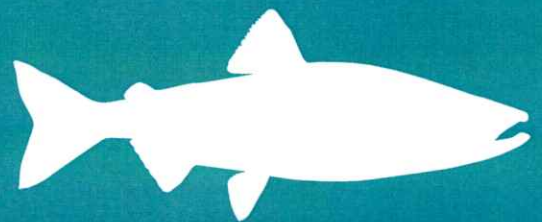
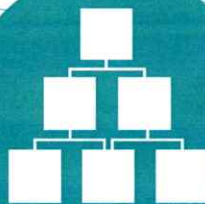
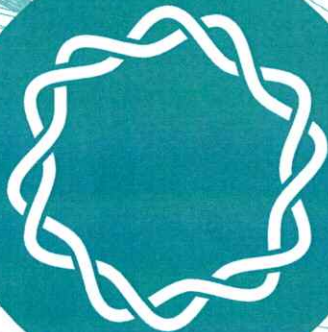
c.c.: Sony Perron, Deputy Minister of Economic Development, Innovation,  
Science and Economic Development Canada  
[sony.perron@ised-isde.gc.ca](mailto:sony.perron@ised-isde.gc.ca)



**DRAFT**

# Salmon Aquaculture Transition Plan for British Columbia

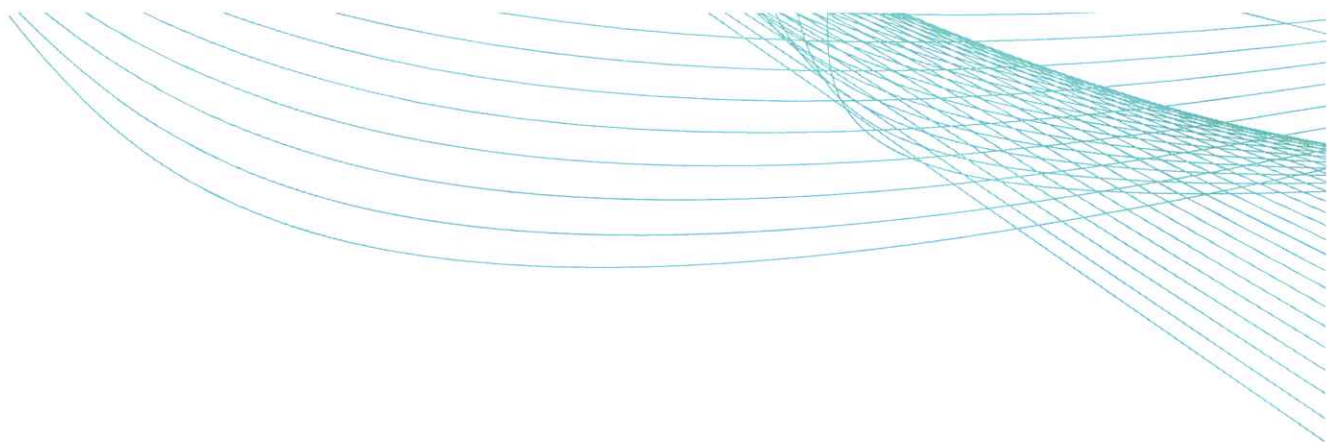
September 2024



Government  
of Canada

Gouvernement  
du Canada

Canada



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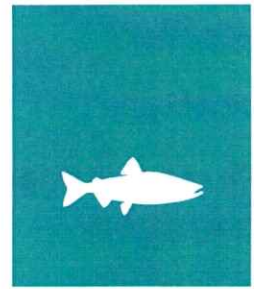
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# Salmon Aquaculture Transition



The Government of Canada's **Salmon Aquaculture Transition Plan for British Columbia** lays out a responsible approach to transform the marine salmon aquaculture sector in B.C., while working with First Nations, workers, communities, and Canadians throughout the transition.

**This Plan outlines  
a path forward in  
four key areas**

Support for First Nations, workers, and communities through this transition

Identifying economic supports for the adoption of innovative and clean aquaculture technology

Milestones, principles, and criteria for the phase down of salmon open net-pen aquaculture

Management of open net-pen salmon aquaculture until the ban is fully implemented

This *Salmon Aquaculture Transition Plan for British Columbia (B.C.)* lays out the next steps toward a future sustainable, innovative, and thriving aquaculture sector for B.C. The Plan provides a basis for engagement with coastal communities, stakeholders, and First Nations on the transition to closed containment and other innovative aquaculture technology adoption, while collaboratively fostering development of the aquaculture sector — creating jobs, and safeguarding the environment for future generations. The Plan aims to

enhance food security for Canadians by promoting the production of healthy, nutritious and local food through the use of innovative and clean technologies that generate new business opportunities for Canadians. Innovation, coupled with traditional knowledge and practices, will need to be supported by strategic interventions from all levels of government working together. This will foster the growth and development of a sustainable and innovative aquaculture sector while supporting coastal communities and First Nations.



## **First Nations are at the core of this transition**

First Nations place significant cultural importance on wild Pacific salmon and its linkages to environmental health. First Nations also highlight the need to support their rights to make decisions associated with development in their territories and to benefit from natural resource use. With respect to the Transition Plan, First Nations are united in their concerns about potential negative economic impacts on Indigenous communities and business owners as the sector transitions away from open net-pen technologies, and stress the importance of ensuring that the Transition Plan provides for collaboration, engagement and opportunities for First Nations to develop approaches that address their unique circumstances within the framework of the broader intergovernmental approach to transition.

## **The Transition Plan is about protecting ecosystems and wild Pacific salmon**

It builds upon and nests within a broad framework of collaborative efforts to conserve and rebuild wild Pacific salmon populations. Over the past five years, the Government of Canada has invested \$686M in the Pacific Salmon Strategy Initiative. This year, a historic *Trilateral Declaration and Accord to Address the Decline of Wild Pacific Salmon* was signed,

committing federal, provincial, and First Nations governments to work together on joint efforts related to wild salmon.

## **The Transition Plan approach brings together many perspectives and authorities to ensure and facilitate success**

The transition for the salmon aquaculture sector and the broader marine economy in coastal B.C. requires all governments to work together to support First Nations and coastal communities in B.C. The Government of Canada will provide a venue for collaborative dialogue and engagement to ensure that the transition is successful.

## **This Transition Plan represents a transformative shift from the status quo**

Continued engagement will inform the Transition Plan implementation and provide opportunities for those most impacted by the transition to shape what is needed to achieve success. Through collaboration, the Government of Canada is optimistic that innovation and dedication to environmental values will facilitate a responsible and successful transition. The Transition Plan will honour cultural values, uphold rights, mitigate economic risks, and embrace collaborative solutions. It paves the way for a transition that benefits all — both present and future generations.



## A COLLABORATIVE APPROACH

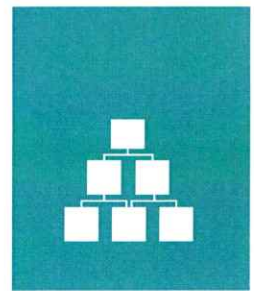
As part of a whole government approach to this Plan, multiple government departments and agencies will play key roles. Consultation and engagement will be led by an interdepartmental task force, comprised of expertise from across the Government of Canada in reconciliation, economic and community development, green technology, innovation, and aquaculture management.

The Government of British Columbia will be invited to collaborate with the federal government and participate in a joint Federal-Provincial working group to review and expedite requests for new licences. First Nations will be supported in their engagement, allowing them to articulate and customize the way in which they interact with the overarching Transition Plan, based on their unique situations and experience.

Coastal communities will be engaged to discuss their participation in the whole-of-government response.

Implementation of the Transition Plan will be cooperative, collaborative, and will ensure that all governments come together to provide strong supports for measures as outlined herein.





# The Approach

On June 19, 2024, the Government of Canada released a [Policy Statement \(statement\)](#) on the future of open net-pen salmon farming in B.C. The statement commits to the implementation of a ban on open net-pen salmon aquaculture in B.C. coastal waters by June 30, 2029. Effective immediately, it requires that new salmon aquaculture licences utilize closed containment technology.

This Transition Plan outlines next steps in the development of a responsible approach to support the transition from open net-pen salmon aquaculture to more sustainable and innovative approaches, a response which will encourage collaboration and partnerships

to support long term sustainable economic opportunities in B.C. coastal communities.

## WHAT ARE WE DOING

The Transition Plan has four themes:

- [Support for First Nations, workers, and communities](#) in this transition;
- Identifying economic supports for the adoption of [innovative and clean aquaculture technology](#);
- [Milestones, principles, and criteria](#) for the phase down of open net-pen salmon aquaculture; and
- [Management of open net-pen salmon aquaculture](#) until the ban is fully implemented.

### Mandate Commitment (2019 and 2021)

The Minister of Fisheries, Oceans, and the Canadian Coast Guard will work with the province of British Columbia and Indigenous communities on a responsible plan to transition from open net-pen salmon farming in coastal British Columbia waters by 2025.



## HOW WILL WE GET THERE

Transition will be achieved through collaboration amongst federal, provincial, municipal and First Nations' governments acting together. Collectively, governments, impacted British Columbians, and First Nations in

particular, will consider what supports are required for a responsible transition. This approach will enable coastal communities to plan for a successful transition and will allow First Nations to develop, tailor and implement unique transition approaches.

### **The Future of Salmon Aquaculture in British Columbia – toward an open net pen transition plan: A Framework for Discussion (2022)**

**Vision:** Advance innovation and growth in sustainable aquaculture in British Columbia that progressively minimizes or eliminates interactions between farmed and wild salmon while also taking into account social, cultural and economic objectives.



## Provincial authorities related to aquaculture

There are numerous **provincial** authorities related to aquaculture, some of which are in part shared. Provincial authorities include but are not limited to:

- Authorizing the occupation and use of Crown land (through tenures) for aquaculture and ancillary purpose under the *Lands Act*. A responsibility for ensuring tenure holders are compliant with tenure agreements, which includes removal of all improvements upon termination, and that the land is restored to a safe, clean, and sanitary condition
  - Responsibilities related to freshwater intake under the *Water Sustainability Act*
  - Licensing of marine plant culture and wild harvest under the *Fish and Seafood Act*
  - Permitting for pesticide use under the *Integrated Pest Management Act*
  - Responsibilities for welfare of cultivated fish under B.C.'s *Prevention of Cruelty to Animals Act* with enforcement authorities designated to the BC Society for the Prevention of Cruelty to Animals (BC SPCA)
  - Specific responsibilities related to effluent discharge from processing facilities or land-based aquaculture under the *Environmental Management Act* through the *Land-Based Finfish Waste Control Regulation* and the *Waste Discharge Regulation*
  - Providing guidance related to land-based disposal of wastes, including mortalities, under the *Environmental Management Act*
- 

## Federal authorities related to aquaculture

There are numerous **federal** authorities related to aquaculture, including but not limited to:

- Issuing licences for aquaculture (including prescribed mitigations) under the *Pacific Aquaculture Regulations*
- Responsibility for the protection of fish and fish habitat under the *Fisheries Act*
- Tracking presence of reportable and notifiable diseases under the *Health of Animals Act*, the *Health of Animals Regulations and Reportable Diseases Regulations*
- Authorizing the movement of live fish under the *Fishery (general) Regulations*
- Responsibilities related to the deposit of deleterious substances under the *Fisheries Act*
- Authorizing the use of therapeutants in aquaculture under the *Canadian Food and Drugs Act and Regulations*
- Authorizing deposits to the environment through the *Aquaculture Activities Regulations*
- Issuing approvals under the *Canadian Navigable Waters Act*; etc





# Support for First Nations, workers, and communities in this transition

*The Plan facilitates a collaborative assessment and response to the impacts of the transition for First Nations, communities, businesses and workers, while identifying options and priorities for mitigating impacts, and a collaborative approach in support of an effective whole-of-government response.*

Many First Nations and coastal communities that rely on the economic and employment opportunities associated with open net-pen salmon aquaculture are rural and remote with limited economic opportunities. In many cases, local and Indigenous-owned businesses rely on partnerships associated with the salmon aquaculture industry, as it is currently structured. It is important that impacts to communities are assessed and addressed in a manner that is responsive to the unique needs and perspectives of individuals, communities and First Nations, and which brings various levels of government together in a collaborative approach.

A whole-of-government coordinated response, in cooperation with the Government of B.C., to support

implementation of the Transition Plan provides a unique opportunity for impacted First Nations and communities to identify and guide effective response measures. These measures could include:

- Efforts to understand the economic impacts and opportunities associated with the transition;
- identification of training and reskilling supports for individuals focused on new industry opportunities;
- development of projects designed to protect and build upon the natural capital of natural resources within communities such as wild salmon; and
- development of new economic opportunities that align with particular communities' needs and values.

Implementation of the Plan is anticipated



to take place over a longer period than the five years associated with a transition away from open net-pen salmon aquaculture.

This approach will ensure that an

environment is created in which economic development opportunities for First Nations will be supported as they transition to new forms of sustainable aquaculture and other economic opportunities.





# Identifying economic supports for the adoption of innovative and clean aquaculture technology

*A coordinated Government of Canada approach, in cooperation with the Government of B.C., First Nations and others, will identify opportunities and priorities to support the trial and adoption of innovative and clean aquaculture technology, including marine and land-based closed containment. Attracting new innovation and investment in the sector will support B.C. becoming a world leader in innovative and clean aquaculture technology development and adoption.*

This Transition Plan promotes the development and use of innovative and clean aquaculture technology in B.C., including opportunities to foster technology development and adoption, supporting an effective transition to more advanced and sustainable solutions.

A successful transition builds the capacity of British Columbia to become a world leader in innovative and clean aquaculture technology, including within the closed containment salmon aquaculture sector. It ensures that the sector remains competitive and

Innovation can take many forms, and there is no one set path. It can be a change to a process, adopting or adapting a technology already used elsewhere, creating a new technology, or pursuing a novel business model. Innovation is about ideas that create value for customers and help businesses stay competitive.

Engagement on innovation and technology will explore how the Government of Canada and others can work together with companies and communities to leverage their unique assets and capabilities. Economic development that is rooted in communities' values is most likely to lead to enduring and inclusive prosperity.

makes B.C. a target for domestic and international investment.

Transition Plan partnership discussions will explore mechanisms, scope, scale, approaches, and partnerships to support and enhance innovative and clean aquaculture technology adoption. This could include elements such as:

- research and development;
- support for Canadian innovation and pilots;
- reducing barriers to construction of new facilities;
- opportunities to attract investment in sustainable aquaculture partnerships;
- training and reskilling to support industry transition;
- technology transfer from world leading innovators; and
- technology adjacent initiatives such as access to renewable sources of electricity to support innovative and clean aquaculture technology development and adoption.

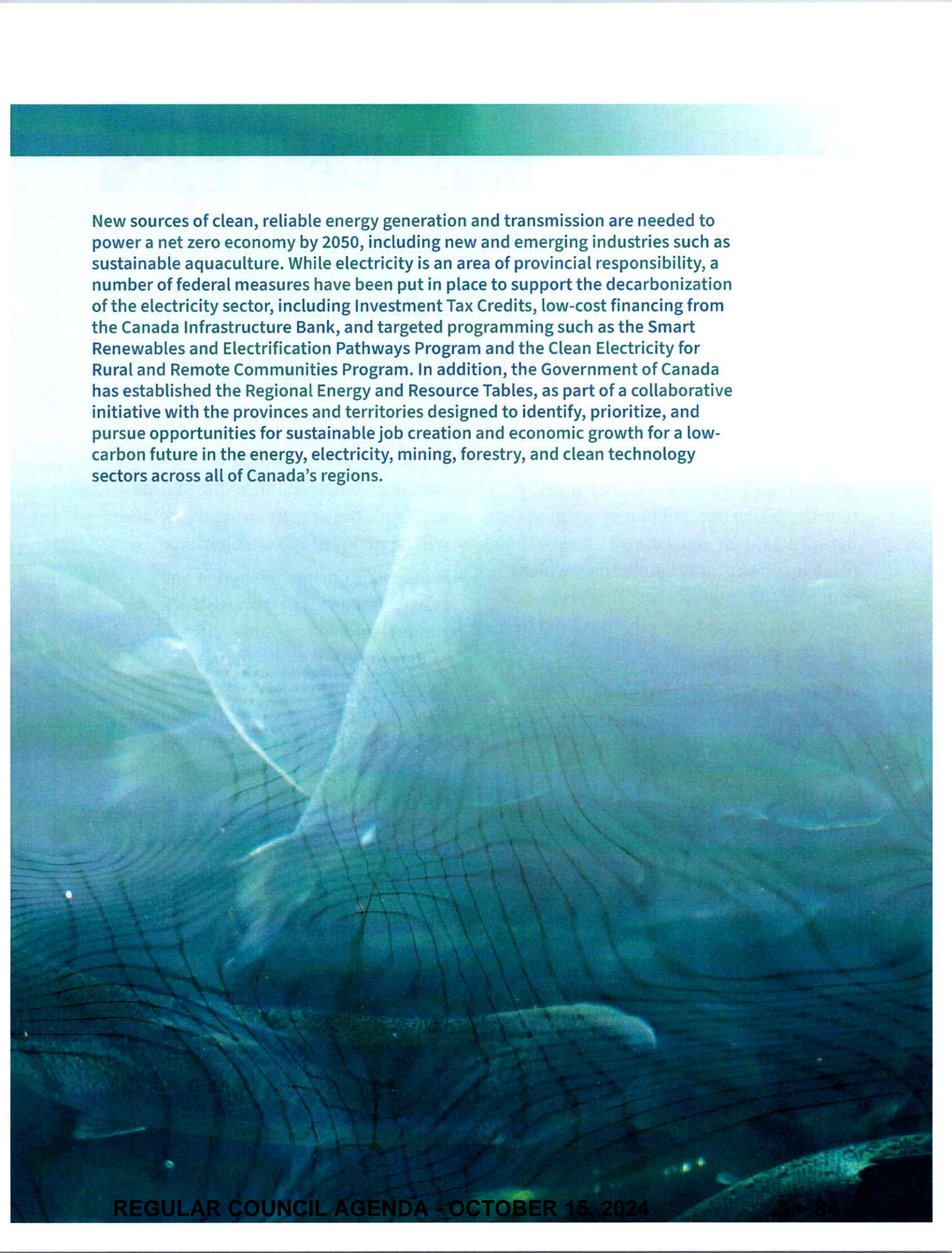
Consideration will also be given to how to support technological advances or innovative approaches in other

aquaculture sectors such as shellfish, seaweed, hatcheries, and other finfish species. Some First Nations have indicated this could make a significant contribution to the expansion of their local economies on the coast (for example, increasing hatchery or processing capacity or expanded opportunities to utilize integrated multi-trophic aquaculture approaches).

In this Plan — one size may not fit all. Unique approaches and innovations related to different types of aquaculture production could amplify economic development opportunities for communities on a local and national level.

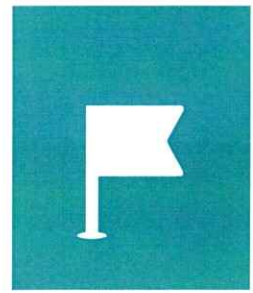
First Nations, industry, coastal communities, all levels of governments, private businesses, academia, international experts and investors will all be important contributors to the development of approaches to facilitate a transition in innovative and clean aquaculture technologies. Advancement of these new technologies will leverage opportunities to enhance Canada's leadership in the blue economy.





New sources of clean, reliable energy generation and transmission are needed to power a net zero economy by 2050, including new and emerging industries such as sustainable aquaculture. While electricity is an area of provincial responsibility, a number of federal measures have been put in place to support the decarbonization of the electricity sector, including Investment Tax Credits, low-cost financing from the Canada Infrastructure Bank, and targeted programming such as the Smart Renewables and Electrification Pathways Program and the Clean Electricity for Rural and Remote Communities Program. In addition, the Government of Canada has established the Regional Energy and Resource Tables, as part of a collaborative initiative with the provinces and territories designed to identify, prioritize, and pursue opportunities for sustainable job creation and economic growth for a low-carbon future in the energy, electricity, mining, forestry, and clean technology sectors across all of Canada's regions.





# Milestones, principles, and criteria for the phase down of salmon open net-pen aquaculture

*Transition to a new management regime for salmon aquaculture in B.C. including clear milestones, principles and criteria for the phasing out of open net-pen salmon aquaculture.*

A responsible transition will ensure that the phase out and ban on open net-pen salmon aquaculture takes place in a clear, orderly manner, which supports the interests and perspectives of communities most directly impacted by the transition.

- Fisheries and Oceans Canada intends to introduce [amendments to the Pacific Aquaculture Regulations](#) to ban open net-pen salmon aquaculture. These amendments are intended to support both the implementation of a ban effective June 30, 2029, and the regulation of marine and land-based closed containment salmon aquaculture.
- Closed containment technology will be required to ensure the removal of waste and filtration or treatment of discharged water. Fisheries and Oceans Canada will work with subject matter experts to develop [a proposed definition of, and conditions of licence for, closed containment aquaculture](#) for marine and land-based infrastructure, which will be included in consultations.
- Where appropriate, Fisheries and Oceans Canada will work with First Nations and aquaculture companies to develop transition approaches for [individual licences](#) and associated reporting. In some cases, mitigations (locational changes to licences, infrastructure testing or updates, plans for access to hydropower) may be required to support a transition to closed containment.
- Canada, B.C., and First Nations will collaborate to [review the process associated with the decommissioning of sites](#), where appropriate, taking into consideration restocking and harvesting decisions consistent with the June 30, 2029, ban on open net-pen technology.
- Starting immediately, Fisheries and Oceans Canada will consider

new licence applications for closed containment salmon aquaculture for nine years. Fisheries and Oceans Canada will work with First Nations, other jurisdictions, industry, and other stakeholders to support the expeditious review of these applications, and consideration of support for projects which meet strict new criteria.

A transition in support of new economic opportunities and the adoption of innovative and clean aquaculture technology will require coordination and consideration of both what is being transitioned from (open net-pen salmon aquaculture) and what communities are transitioning toward. Planning will respect the unique cultural, economic, and social conditions related to individual First Nations and communities, and

will inform the activities and supports associated with each community's unique transition.

The Transition Plan measures will create opportunities for collaboration and harmonization between federal, provincial, First Nations, and local governments, in support of transition planning, which will be undertaken by First Nations and communities.

The success of this Transition Plan requires the milestones, principles, and criteria associated with a transition away from open net-pen aquaculture to align with the realities associated with a transition toward new economic opportunities. A critical path will be developed in consultation with First Nations and impacted stakeholders.

There are a number of **milestones, principles, and criteria** related to implementation of the ban, which will be addressed in the coming months by DFO and the partner agencies, including:

- Development of an approach and timeline that identifies elements necessary to transition salmon aquaculture licences or production to closed containment (which may include access to hydro-power, conversion of licences and adoption of new infrastructure; and required training or testing associated with new technologies);
- Identification of milestones associated with a transition to new forms of aquaculture or development and adoption of innovative and clean technologies;
- Criteria related to conditions of licence, mitigations and standards associated with closed containment licences;
- Clarifications related to which species of fish are included in the ban and exploration of the potential of integrated multi-trophic aquaculture; and
- Outline of a process for amending the *Pacific Aquaculture Regulations* to enact a ban.





# Management of open net-pen salmon aquaculture until the ban is fully implemented

*Responsible and transparent management of open net-pen salmon aquaculture in B.C. until open net-pens are fully transitioned to closed containment or decommissioned.*

A responsible transition ensures that the aquaculture industry can make responsible decisions related to their employees, partnerships, inventory, and assets as the transition is implemented. Measures will be put in place to support the responsible oversight of remaining open net-pen facilities until a full ban is implemented.

- For the remaining time that open net-pens continue to operate, they must be responsibly managed in collaboration with First Nations and other government partners. Enhanced monitoring and oversight will be in place for the next five years until the ban on open net-pens is fully implemented in 2029, including more opportunities for First Nations to participate in monitoring activities within their territories, and to input into data transparency and reporting.
- Enhancements to the conditions of licence came into effect with the issuance of new licences on July 1, 2024. These conditions include a reduction in the allowable thresholds for sea lice during the wild salmon out-migration periods, new requirements related to reporting marine mammal interactions, and new inventory accounting requirements, which include detailed production cycle reporting on harvest, mortalities, predator interactions, and escapes. The Government of Canada intends to build on these protections by continuing to undertake science reviews with external collaborators and at the two-year point in licences will undertake a review to determine if further protections should be introduced into licences.
- For the next five years, detailed and timely reporting on industry



performance and compliance will be made publicly available in a timely manner. This includes public reporting of compliance with standards (including new sea lice requirements and sea floor impacts); proactive disclosure of interactions, bycatch, and escapes; and new annual public reporting related to salmon feed.

- As standards are increased, it is important that the salmon aquaculture industry be subject to strong oversight and that strict compliance measures be applied — up to and including

suspension or cancellation of licences in cases of serious or repeat non-compliance.

The Government of Canada and its partner agencies will continue to work collaboratively with First Nations to support and improve engagement in ongoing aquaculture management, including through enhanced monitoring of open net-pen aquaculture licences, engagement in processes associated with the decommissioning of sites, and measures associated with the Transition Plan's outcomes.

**Public transparency, and monitoring of compliance and implementation progress will be key to the transition.** Over the course of the transition this will include:

- A review and consultation on licence requirements and plan progress, including to catalyze as needed, enhancements to requirements of salmon aquaculture licences. This review and supporting changes will be taken at the two-year point of licences, in 2026;
- Enhanced, regular and timely reporting related to management performance, compliance; reporting on the Plan implementation; and salmon feed; and
- Enactment of enhanced compliance measures including suspension or cancellation of open net-pen aquaculture licences in cases of serious or repeated non-compliance.





# Conclusion

The Transition Plan provides important opportunities for growth and leadership in innovative, sustainable salmon aquaculture; for British Columbia to become a world leader in the adoption of innovative and clean aquaculture technology; and to support long-term food security while protecting ecosystems and wild salmon for generations to come.

The journey ahead will require a significant amount of cooperation and collaboration between multiple levels of government. Open net-pen salmon aquaculture in B.C. is an important economic driver for a number of First Nations and coastal communities. This transition will disproportionately impact some of the province's most vulnerable populations, many of whom are already contending with a number of other challenges.

This Plan outlines the broad themes which will support the transition. Impacted parties will be invited to respond and to collaborate with the Government of Canada on the themes and the more detailed measures outlined in this Plan. Consultations will take

place leading to a final Transition Plan to be published in 2025. Consultation on implementation will continue following the release of the Transition Plan.

This Plan will ensure that First Nations are able to develop unique responses, which address concerns and issues in particular communities. The Plan provides a framework for assessment and implementation, while allowing for customization related to the unique situations and aspirations of individual First Nations.

Over the next ten years, the Government of Canada, together with its partner agencies, will produce an annual update on progress related to the Plan's implementation, which will be made available publicly.

Working together, this Plan provides a road map to transition salmon aquaculture to a make B.C. a world leader in innovation and clean technology adoption, while supporting a transition that reflects the unique interests and objectives of B.C.'s coastal communities and First Nations.



# Discussion Questions

## THEME 1

### Support for First Nations, workers, and communities in this transition

#### Supporting First Nations through the transition to support community and individual objectives

What impact (in terms of jobs and economic activity) will the ban on open net-pen salmon aquaculture have in your community?

Where do you see economic potential in your communities? How does this align with the unique strengths, capabilities and values in your community? What does the community need to advance this potential?

What unique supports (economic, governance, etc.) do First Nations require to manage through a transition?

What are the next steps to properly respond to First Nation's interests and concerns?

How can the Government of Canada support economic development needs and aspirations of First Nations impacted by the transition?

What models for the collaborative delivery of transition approaches and programming should be considered in the Transition Plan?

#### Supporting communities, businesses, and workers in transitioning to new economic development opportunities while maintaining community well-being

What impact (in terms of jobs and economic activity) will the ban on open net-pen salmon aquaculture have in your community?

Where do you see economic potential in your communities? How does this align with the unique strengths, capabilities and values in your community? What does the community need to advance this potential? What is the role of industry in contributing to innovation in B.C. aquaculture?

How should the Government of Canada ensure that small businesses and individuals in small coastal communities are supported through the transition?

What are gaps in existing Government of Canada programming for communities, businesses and workers that could support the transition? What else is needed?

What delivery mechanisms would be most effective to address the potential economic impacts of the decision to ban all open net-pen salmon aquaculture?



## THEME 2

### Identifying economic supports for the use of innovative and clean aquaculture technology

What is the role of industry in contributing to innovation in B.C. aquaculture?

What are gaps in existing Government of Canada programming to support innovation and investment in aquaculture?

What challenges (technological and/or other) must be overcome to make marine and land-based closed containment viable for salmon aquaculture?

What actions can governments take that would most effectively advance the transition to development and adoption of innovative aquaculture technology, including for shellfish and other forms of aquaculture?

What does innovation in other forms of aquaculture look like and what supports are needed to catalyze investments and innovation?

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## THEME 3

### Milestones, principles, and criteria for the phase down of salmon open net-pen aquaculture over the five-year license period

What should the Government of Canada's highest priorities be in supporting a rapid transition to closed containment salmon aquaculture?

What new regulations and standards should be considered in relation to closed containment technology?

What measures would contribute to a transition to closed containment salmon aquaculture?

Should the Government of Canada consider distinct measures for the transition of native species?

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## THEME 4

### Management of open net-pen salmon aquaculture until the ban is fully implemented

What public reporting would be most relevant during the transition?

What are key elements of enhanced monitoring?



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File # RCM OCT 15/24  
34020 - WLRS

Reference: 43411

October 4, 2024

VIA EMAIL: [sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

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

Dear Mayor Minions:

Thank you for taking the time to meet with Parliamentary Secretary Kelly Greene and Assistant Deputy Minister James Mack of the Ministry of Water, Land and Resource Stewardship (WLRS), at this year's Union of British Columbia Municipalities Convention in Vancouver on September 19, 2024, to discuss watersheds and drinking water.

I understand that discussion included concerns about the impact of management of private managed forest lands on your drinking water supply, as your watersheds are located within such areas. The WLRS Watershed Security Strategy is in line with the changes sought by the City of Port Alberni. However, the *Private Managed Forest Land Act*, is under the purview of the Ministry of Forests (FOR). I encourage you to reach out to colleagues at FOR to discuss these concerns, as well your interest in species diversification in tree planting.

Again, thank you for your time. I am grateful the City of Port Alberni and WLRS had the opportunity to meet about topics of mutual importance to provincial and local government.

Sincerely,

Lori Halls  
Deputy Minister

pc: Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship  
Kelly Greene, Parliamentary Secretary for Fisheries and Aquaculture  
James Mack, Assistant Deputy Minister, Water, Fisheries and Coast

Ministry of Water, Land and  
Resource Stewardship

Office of the Deputy Minister Mailing Address:  
PO Box 9367 Stn Prov Govt  
Victoria, BC V8W 9M3

Tel: 778-445-4757  
Website: [www.gov.bc.ca/WLRS](http://www.gov.bc.ca/WLRS)

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☐ Parks, Rec. & Heritage  
☐ Development Services  
☒ Community Safety  
☒ Other SA  
File # RCM 09-15124  
0400-20-MSOPR

September 20, 2024

Ref: 223396

Their Worship Sharie Minions  
and Councillors  
City of Port Alberni  
via email: [Sharie.Minions@portalberni.ca](mailto:Sharie.Minions@portalberni.ca)

Dear Mayor Minions and Council:

Thank you for meeting with me during the Union of British Columbia Municipalities (UBCM) Convention in Vancouver earlier this week.

Our conversation at the convention included issues such as the unintended impacts of shelter allowance policy under the BC Employment and Assistance (BCEA) program, gaps in coordination across provincial ministries, and data sharing between our governments. I appreciated Port Alberni's offer to participate in pilot projects or otherwise take part in the implementation of future provincial initiatives.

I understand that you are seeking solutions to ensure housing for ministry clients receiving the shelter allowance meets minimum standards, and I acknowledge the growing challenges your community is facing related to a lack of incentive for landlords to adequately maintain rental units. I also recognize that gaps in coordination between provincial ministries have presented barriers to responding to these challenges. The Ministry of Social Development and Poverty Reduction would be happy to participate in future staff-level meetings to develop a more effective approach to coordination across agencies. I encourage you to connect with Peta Poulton, the Community Relations and Service Quality Manager for Vancouver Island who can be reached at 250-850-1834 or by email at [Peta.Poulton@gov.bc.ca](mailto:Peta.Poulton@gov.bc.ca), who would be pleased to represent the ministry in these meetings.

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Ministry of Social Development  
and Poverty Reduction

Office of the Deputy Minister

Mailing Address:  
PO Box 9934 Stn Prov Govt  
Victoria BC V8W 9R2

Telephone: 250-387-2325  
Facsimile: 250-387-5775

I.104

I further want to acknowledge the difficulty of meeting vulnerable community members where they're at without data to assist in identifying and locating the people who need support. As discussed in our meeting, while there are limitations on client-related data the ministry can disclose, I am pleased to provide the attached aggregate BCEA caseload data for Port Alberni and hope that it will be helpful in the work you do to support the members of your community.

As mentioned in our meeting, Community Integration Specialists from the Ministry of Social Development and Poverty Reduction provide community-based outreach services and act as system navigators who can help connect people with supports. I encourage you to connect with them by emailing [SDPR.CISB.VancouverIslandCentralNorth@gov.bc.ca](mailto:SDPR.CISB.VancouverIslandCentralNorth@gov.bc.ca). In addition, if you have any questions about services provided by Community Integration Specialists or would like to share concerns or complaints with the ministry, you can reach out to a Community Relations and Service Quality manager by email at [SDD.ServiceInquiries@gov.bc.ca](mailto:SDD.ServiceInquiries@gov.bc.ca).

Finally, it is important to note that as we are entering an election period during which the BC government will be in caretaker mode, issues regarding future funding for programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. That said, I would like to assure you that all topics brought up in our meeting will be shared with the incoming Minister.

Thank you again for taking the time to meet at the 2024 UBCM Convention.

Sincerely,



Allison Bond  
Deputy Minister

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cc: Josie Osborne, MLA, Mid Island-Pacific Rim  
Peta Poulton, Community Relations and Service Quality Manager, Service Delivery  
Division, Ministry of Social Development and Poverty Reduction

Attachment (1)

Caseload Information – City of Port Alberni:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
BCEA Cases	1,863	1,956	1,898	1,971	2,049	2,165
Disability Assistance	1,439	1,503	1,500	1,509	1,540	1,659
Income Assistance	424	453	398	462	509	506
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
BCEA Recipients	2,690	2,778	2,663	2,747	2,865	3,028
Recipients Children	670	670	616	639	688	736
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
BCEA No Fixed Address (NFA) Cases	96	102	117	160	189	189

\*Data are for June of each year

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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <b>EA</b>
File #	<b>0400-20-MOE</b>

October 2, 2024

Ref: 301820

Their Worship Sharie Minions, Mayor  
City of Port Alberni  
**Email: sharie\_minions@portalberni.ca**

Dear Mayor Minions:

I am writing to thank you for meeting with me, on behalf of the Minister of State for Child Care on September 18, 2024, at the Union of BC Municipalities Convention (UBCM) in Vancouver.

I would like to congratulate you, once again, on the impressive achievement of adding 400 child care spaces in a short amount of time.

As you may know, an Early Childhood Educator (ECE) recruitment and retention strategy was launched in 2018, along with significant investments committing approximately \$620 million in provincial and federal funding until 2024/25.

Early Childhood Educators are skilled professionals who teach and care for our children at some of the most important times in their lives. Qualified ECEs are needed in order to build an inclusive, affordable child care system that is a core service that families can rely on.

The ECE Wage Enhancement (ECE-WE) was first introduced in 2018, to address the immediate and critical issue of low wages for ECEs in child care programs and to support ECE recruitment and retention. The ECE-WE has been increased several times, bringing the total wage enhancement today to \$6 per hour. The total wage enhancement has increased the median wage for ECEs up to about \$29 per hour.

Participation in the Early Childhood Educator Wage Enhancement is optional and child care providers can apply at any time. To apply, the facility must be approved for the [Child Care Fee Reduction Initiative](#) (CCFRI).

The Ministry of Education and Child Care introduced the new ECE Specialized Certification Grant in January 2024, which provides eligible ECEs an annual grant of \$2,000 or \$3,000 based on their specialized certification.

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Early Childhood Educators with advanced education in working with infants, toddlers, and children with additional support needs play a critical role in providing quality, inclusive child

Ministry of Education  
and Child Care

Office of the Assistant Deputy  
Minister

Mailing Address:  
PO Box 9715 Stn Prov Govt  
Victoria BC V8T 5K7

Location:  
Victoria



care. This grant further supports and incentivizes ECEs and others in advancing their education to include more specialized training, to enable them to provide even more supportive care and learning to children and families.

I am proud that investments in child care including those of community partners are making a real difference for thousands of families. I know that there is still more work to be done to make sure that families in every part of BC can access the child care they need, and I am committed to continuing to work with you to build a future where accessible, affordable, inclusive and quality child care is a core service that all BC families can rely on.

Again, thank you for advocating for your community and taking the time to meet with me. Your partnership in this work is truly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Boyle", with a stylized initial "P" and a flourish at the end.

Patricia Boyle  
Assistant Deputy Minister

cc: Emily Arthur, Executive Lead, Child Care Division  
Tim Davie, Superintendent, School District No. 70 (Pacific Rim)

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<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 checked="" type="checkbox"/> Other <b>9A</b>
File #	<b>RCM Oct 15/24</b> <b>0400-20-MOH</b>

October 2, 2024

Reference: 69985

Her Worship Sharie Minions  
and Members of Council  
Mayor, City of Port Alberni  
4850 Argyle Street  
Port Alberni BC V9Y 1V8  
Email: [sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

Dear Mayor Minions and Councillors:

I am writing to thank your delegation for taking the time to meet with Ministry of Housing representatives at this year's Union of BC Municipalities (UBCM) Annual Convention held in Vancouver on September 16, 2024. We appreciated the opportunity to connect in-person.

Since we met, a provincial election has been called and I am following up on behalf of the Ministry of Housing. I would like to acknowledge the topics discussed during our meeting, which included, challenges providing safe housing for vulnerable populations, and finding a long-term solution for transitional housing in the community.

We are in the election period, and the BC Government is in caretaker mode; issues regarding future funding for programs and other policy and operational decisions will be deferred until after the election is complete and the incoming government is in place.

Thank you to you and your delegation for taking the time to meet and bring forward issues that are important to the Province, the City of Port Alberni and the people of British Columbia.

Page 1 of 2

RECEIVED

ALBERTA GOVERNMENT

Sincerely,

A handwritten signature in black ink that reads "Teri Collins". The signature is written in a cursive, flowing style.

Teri Collins  
Deputy Minister  
Ministry of Housing

cc: Michael Fox, CAO, City of Port Alberni  
Vincent Tong, CEO, BC Housing  
Sara Goldvine, VP, BC Housing



RECEIVED  
OCT 01 2024  
CITY OF PORT ALBERNI

**Marketing and Future Students**

2300 Ryan Road Courtenay  
B.C. Canada V9N 8N6

T 1-800-715-0914

[futurerstudents@nic.bc.ca](mailto:futurerstudents@nic.bc.ca)

[nic.bc.ca](http://nic.bc.ca)

September 27, 2024

Dear Educators,

☐ Council  
☒ Mayor  
☐ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
File # 040-80  
OCT 15 2024 RCM

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

We hope you're settling into your fall routine smoothly. We're excited to partner with you and your students this year to explore future post-secondary learning opportunities.

Enclosed you can find our latest *Future Student Guide*, which offers a snapshot of NIC's programs and support services available for the 2025/26 academic year. For more specific details—like program length, locations, fees and admission requirements—check out the *Programs-at-a-Glance* brochures. We've included copies for three core program areas: Arts, Science & Management; Health & Human Services; and Trades & Technical.

Be on the lookout for our future students' newsletter in your inbox, or subscribe to receive email updates on programs, and find out what's happening at NIC.

Here is how you can access our future student resources:

1. Go to our website and sign-up for our newsletter at **[nic.bc.ca/future-students](http://nic.bc.ca/future-students)**
2. Follow our socials **@NorthIslandCollege** on Facebook, Instagram and YouTube
3. Email us at: [futurerstudents@nic.bc.ca](mailto:futurerstudents@nic.bc.ca)
4. Meet us by booking a campus tour or joining an info session
5. Join us on campus for NIC Fest — our annual education and career festival. Check out the dates below and stay tuned for more details:
  - Port Alberni, Wednesday, March 5, 2025
  - Campbell River, Tuesday, March 11, 2025
  - Comox Valley, Thursday, March 13, 2025

We're looking forward to assisting you and future students further!

Warm regards,

*Lela Houghton, Sarah Graham, and Sarah Burn*

Lela Houghton, Sarah Graham, and Sarah Burn  
North Island College Future Students Team  
[futurerstudents@nic.bc.ca](mailto:futurerstudents@nic.bc.ca) | 1-800-715 0914

*North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are situated.*

# Youth Parliament of British Columbia



## Alumni Society

Unit B – 1211 Roy Road  
Victoria BC, V8Z 2X8

registrar@bcyp.org

**RECEIVED**

OCT 07 2024

23 September 2024

**CITY OF PORT ALBERNI**

Dear Mayor and Council,

**Re: British Columbia Youth Parliament, 96th Parliament**

The British Columbia Youth Parliament will hold its 96th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2024.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$455** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

**All application forms must be received by November 1, 2024.** Selected applicants will be notified in mid November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Ambrose Yung  
Registrar, Youth Parliament of BC Alumni Society

<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 # 5400-20-10 **RCM OCT 15/24**

Sponsoring the British Columbia Youth Parliament

WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2025. For detailed information about BCYP's activities, visit our website, [www.bcyp.org](http://www.bcyp.org).

BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 – 31, 2024. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2025;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 97th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

To be eligible for membership you must be:

- Age 16 – 21 (inclusive) as of Dec. 31, 2024;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year.

Due to the limited number of seats in the Provincial Legislature, only 97 applicants will be selected to become Members this year.

SESSIONAL ARRANGEMENTS

**Accommodations:** Accommodation at the Marriott Hotel Inner Harbour, Victoria is provided for all Members for the nights of December 27 – 30 (inclusive). Members will share hotel rooms.

**Transportation:** Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the **Interior, North, or North Island** will be required to travel on **December 26 and January 1**.

**Meals:** Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and safety info will be announced in the acceptance letters.

FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Ambrose Yung, Registrar**  
[registrar@bcyp.org](mailto:registrar@bcyp.org)

PLEASE KEEP THIS PORTION FOR  
FUTURE REFERENCE

REGULAR COUNCIL AGENDA - OCTOBER 15, 2024

APPLICATION FORM – NINETY SIXTH BC YOUTH PARLIAMENT

LAST name: \_\_\_\_\_ FIRST name: \_\_\_\_\_ GENDER: \_\_\_\_\_

☐ I identify as someone with indigenous ancestry Room with: ☐ M ☐ F

BIRTHDATE: (YYYY/MMM/DD) \_\_\_\_\_ SCHOOL/UNIVERSITY: \_\_\_\_\_

CURRENT ADDRESS (including temporary/University residence):

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

TRANSPORTATION TO VICTORIA REQUIRED FROM:

CURRENT/TEMPORARY ADDRESS ☐ PERMANENT ADDRESS ☐ OTHER: \_\_\_\_\_

NOMINATING ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

TEACHER / COORDINATOR NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE OF CONTACT TEACHER / GROUP COORDINATOR: \_\_\_\_\_

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?  
☐ Yes ☐ No ☐ Already on the list

THE FOLLOWING MEMBERS/STUDENTS OF \_\_\_\_\_ NOMINATE  
(NAME OF ORGANIZATION/SCHOOL)

\_\_\_\_\_, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

FIVE NOMINATING SIGNATURES REQUIRED:

	NAME	SIGNATURE	TELEPHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____



## PERSONAL STATEMENT

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as a children's summer camp, Regional Youth Parliaments, fundraising events and other service and debating activities.

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What community service have you been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding questions, how you believe you can personally contribute to BCYP, including its parliamentary debates and other activities.

## YOUTH PARLIAMENT EXPERIENCE

Have you attended BCYP before? ☐ Yes ☐ No

If **yes**, do you wish to become a member of the Alumni Society?

☐ Yes ☐ No ☐ Already on the list

Have you attended a Regional Youth Parliament?

☐ Yes If yes, which one(s)? \_\_\_\_\_ ☐ No

How did you first hear about BCYP?

☐ From a teacher ☐ From a group leader ☐ Saw a poster/brochure (where? \_\_\_\_\_)

☐ Through a Regional Youth Parliament (which one? \_\_\_\_\_) ☐ From a member or alumnus of BCYP or a RYP (name of individual: \_\_\_\_\_)

☐ Other (please specify): \_\_\_\_\_

## CONSENT & WAIVER

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any activity.

Applicant's Signature: \_\_\_\_\_

If under 19, Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian Signing: \_\_\_\_\_

Please remember to:

- ☐ Save a legible scan of this form for your records. As a backup, please email the scan to: [registrar@bcyp.org](mailto:registrar@bcyp.org)
- ☐ Mail or courier a signed hard copy of this completed form along with a cheque for \$455. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

## APPLICATION DEADLINE

Applications must be **RECEIVED** by **Friday, November 1, 2024** by mail or email attachment. **If you send the application by email attachment, please mail the originally signed copy with your application fee.**

**Please print clearly. Illegible or incomplete applications may be rejected.** You can email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. **Original signed hard copies must be received to consider your application complete.**

Applicants will be notified of their application status middle of November 2024.

## REGISTRATION FEE

The registration fee for each member is **\$455**.

A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow an e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to [payment@bcyp.org](mailto:payment@bcyp.org). **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available**. For more information, please contact the Registrar **before** the November 1 application deadline to request a financial Aid application form. Requests for financial assistance will not impact membership selection. We encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

## CANCELLATION

Accepted individuals who cancel on or before **December 6** will be refunded their registration fee minus a **\$25 administration fee** and **minus the price of any non-refundable travel already purchased** for them. No refunds will be issued for cancellation after December 6, 2024.



# 96TH BRITISH COLUMBIA YOUTH PARLIAMENT

DECEMBER 27 – 31, 2024  
Victoria, BC

Sponsored by the Youth Parliament of BC Alumni Society

## APPLICATION PROCEDURE

Complete the application form and forward it with your personal statement and registration fee. Members who require financial support can email the Registrar to request a Financial Aid Application.

**Ambrose Yung, Registrar**

Unit B – 1211 Roy Road  
Victoria, BC. V8Z 2X8

**e-mail: [registrar@bcyp.org](mailto:registrar@bcyp.org)**

Anyone under the age of 19 **MUST** submit their originally signed physical copy of the application to the Registrar in order for the application to be considered complete. **Your application will not be considered complete until the physical copy is received.** It is the applicant's responsibility to ensure their application is completed before the deadline.

## THANKS TO OUR SPONSORS

BCYP is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

**PLEASE KEEP THIS PORTION FOR FUTURE REFERENCE**



## Who We Are

British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 90+ members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP bring together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translate into real action in the community.



est. 1924

## CONTACT US

For more information on BCYP and its projects, visit our website:

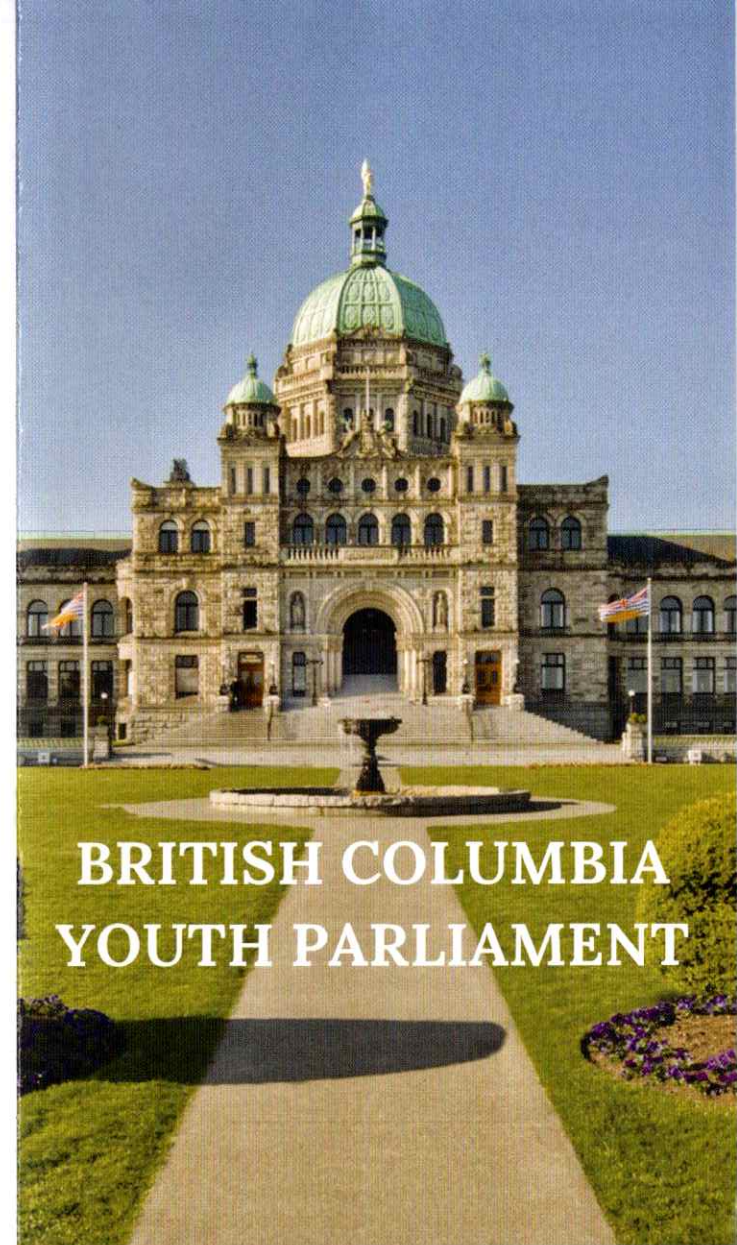
[www.bcyp.org](http://www.bcyp.org)

or contact the Premier:

[premier@bcyp.org](mailto:premier@bcyp.org)

For application info contact our Registrar:

[registrar@bcyp.org](mailto:registrar@bcyp.org)



## BRITISH COLUMBIA YOUTH PARLIAMENT

Youth Serving Youth

for over 95 years



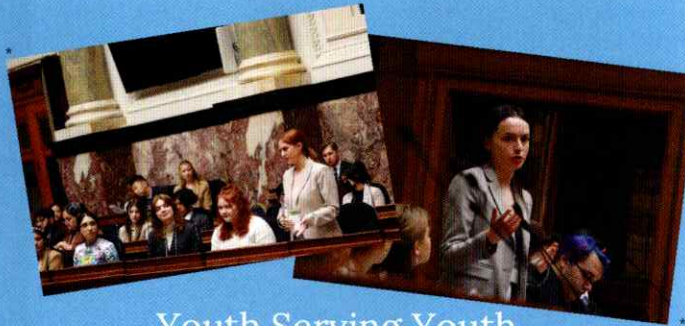
## BCYP's Origin

British Columbia Youth Parliament (BCYP) began as the TUXIS Older Boy's Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2024 marked its 95th Session.

Each year, between December 27th and 31st, 90+ youth from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The date is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.



## Youth Serving Youth

BCYP members organize and execute group service projects around the province. Members come together to volunteer with different organizations, special events or provide service to the community. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

Additionally, across British Columbia through the year, individual members of BCYP perform solo acts of service in their communities and lend a hand through their involvement with other organizations. BCYP members help others in their communities in a myriad of ways, limited only by their imaginations and the will to carry out the projects they envision.



## Fundraising

Each year, BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise funds required to run BCYP projects and cover operations costs. They also engage in service-related fundraising working in groups and individual to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, Krispy Kreme donut sales, and silent auctions. They also receive donations from local businesses and prominent members of their local communities.

## Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments (RYPs) in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, RYPs are weekend-long Sessions aimed at high school students between ages of 14 and 18. RYP members gather to discuss local, national, and international issues in a parliamentary setting.



## Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the province to attend. This major project can comprise almost half of BCYP's annual budget.



REGULAR COUNCIL MEETING - OCTOBER 15, 2024



RECEIVED

OCT 09 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 <i>RCMP</i>
File #	<i>RCM Oct 15/24</i> <i>7400-01</i>

**From:** Marion Wong <[marion.wong@Primebc.ca](mailto:marion.wong@Primebc.ca)> **On Behalf Of** Wayne Plamondon

**Sent:** October 9, 2024 10:53 AM

**Subject:** PRIMECorp 2023-24 Annual Report published

Good Morning,

We have published the [PRIMECorp 2023-24 Annual Report](#) and [Financial Statements](#), covering the period of April 1, 2023 to March 31, 2024.

With additional pressures of ever-evolving technology, and the continued increase of digital evidence that police must manage, PRIMECorp's focus, as outlined in our 2023-24 Annual Report, was to provide stable and reliable operational and technical support services for the policing community in B.C.

Both documents are available here <https://www.primecorpbcc.ca/publications/>

Sincerely,

**Wayne Plamondon**

*Chief Executive Officer*

P: 604-215-5078 | Cell: 604-835-0487 | [www.primecorpbcc.ca](http://www.primecorpbcc.ca)



Proudly supporting British Columbia's policing community through PRIME-BC

MINUTES OF THE ADVISORY TRAFFIC COMMITTEE MEETING

Wednesday, January 17, 2024 @ 10:00 AM

City Hall Council Chambers

4850 Argyle Street, Port Alberni, BC

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**Present:** Director of Infrastructure Services, Jim MacDonald  
Councillor, Charles Mealey  
A/Sgt. RCMP, Jordan Hamlyn  
Fire Chief, Mike Owens  
ICBC, Peggy Gibbs  
Deputy Director of Corporate Services, Sara Darling [Recording Secretary]

**Absent:** Diversified Transportation, Kathy Deschamps  
ICBC, Rowena Narayan  
Ministry of Transportation, Jessica Learn  
SD 70, Christine Washington

**Staff:** Manager of Operations, Clinton Wright  
Manager of Community Policing, Dave Cusson

**Gallery:** 0

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

The meeting was called to order at 10:05 AM.

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

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the Advisory Traffic Committee meeting held at 10:00 am on July 19, 2023, be adopted, as circulated.*  
**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**1. Draft Terms of Reference**

*MOVED AND SECONDED, THAT the Advisory Traffic Committee recommend that Council approve the Terms of Reference*  
**CARRIED**

**E. CORRESPONDENCE FOR INFORMATION**

The Director of Infrastructure Services summarized correspondence to the Committee as follows:

- a. Pacific Rim School District | Appointment of Pacific Rim School District's Advisory Traffic Committee Representative

---

**F. NEW BUSINESS**

**G. ROUNDTABLE**

**A/Sgt. RCMP, Jordan HAMLIN**

- a. Provided input regarding increased RCMP traffic enforcement on 6<sup>th</sup> Avenue and Anderson Avenue.

**Councillor, Charles Mealey**

- a. Inquired to the Connect the Quays Pathway Project and the traffic lighting options at the intersection of Gertrude Street and Pemberton Avenue.
- b. Inquired regarding Johnston Road and Redford Street intersection traffic concerns, particularly the potential of installing a full signal light as it would relate to possible increased traffic congestion during pick-up and drop-off times at the adjacent Ecole Alberni Elementary School. Requested a timeline update for the Intersection Report Council directed staff to prepare at the November 27<sup>th</sup> Regular Council meeting.

**H. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 10:12 AM.*

**CARRIED**

**CERTIFIED CORRECT**



J. MacDonald, Chair

**SCHEDULE OF NEXT MEETING DATES:**

April 17, 2024  
July 17, 2024  
October 16, 2024

**DISTRIBUTION**

Councillor Charles Mealey  
Mike Fox – CAO  
Donna Monteith – Director of Corporate Services  
Clinton Wright – Manager of Operations  
Crystal Hiltunen – Roads and Drainage Superintendent  
Scott Smith, Director of Development Services/Deputy CAO  
Mary Clare Massicotte - Manager of Community Safety  
Dave Cusson – Manager of Community Policing  
Willa Thorpe, Director of Parks, Recreation and Heritage  
A/Sgt. Jordan Hamlyn – RCMP, email agenda to [Jordan.HAMLIN@rcmp-grc.gc.ca](mailto:Jordan.HAMLIN@rcmp-grc.gc.ca)  
Mike Owens, Fire Chief - PAFD  
Larry Ransom, Trustee, SD 70, email agenda to [lransom@sd70.bc.ca](mailto:lransom@sd70.bc.ca)  
Chris Washington – Trustee, SD 70, email agenda to [cwashington@sd70.bc.ca](mailto:cwashington@sd70.bc.ca)  
Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to [Rowena.Narayan@icbc.com](mailto:Rowena.Narayan@icbc.com)  
Peggy Gibbs, ICBC, email agenda to [margaret.gibbs@icbc.com](mailto:margaret.gibbs@icbc.com)  
Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to [jessica.learn@gov.bc.ca](mailto:jessica.learn@gov.bc.ca)  
Kathy Deschamps, Diversified Transportation Ltd., email agenda to [kathyd@patransit.pwt.ca](mailto:kathyd@patransit.pwt.ca)  
David Wiwchar, The Peak, email agenda to [david.wiwchar@jpbq.ca](mailto:david.wiwchar@jpbq.ca)



**MINUTES OF THE AUDIT COMMITTEE**  
**Tuesday, February 27, 2024 @ 9:30 AM**  
**City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC**

**PRESENT:** Councillor D. Dame  
Councillor C. Solda, Chair  
Councillor T. Patola

**STAFF:** A. McGifford, Director of Finance  
M. Fox, Chief Administrative Officer  
D. Monteith, Director of Corporate Services  
A. O'Connor, Recording Secretary

**GALLERY:** 3

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

The meeting was called to order at 9:30 AM.

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

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on November 28, 2023, be adopted.*  
**CARRIED**

**C. UNFINISHED BUSINESS**

**D. QUARTERLY ANALYSIS OF MAYOR & COUNCIL TRAVEL + DEVELOPMENT EXPENSES**

The Director of Finance provided an overview of Mayor and Council travel and development expenses up to December 31, 2023.

*Members inquired as follows: (will review and update at next meeting)*

- Councillor Solda would like the following expenses reviewed:
  - AVICC - Councillor Solda did not attend.  
*This is negative value (refund).*
  - AVICC - Councillor Douglas' expenses are higher compared to other attendees.  
*Expenses are claimed by individual and reviewed to confirm eligible.*
  - AVCoC - Councillor Solda attended as a City representative. Did Councillor Haggard attend in her own capacity or who did she represent?
  - UBCM - Councillor Douglas did not attend. There is a charge listed. Is this a non-refundable charge?  
*A credit from Westjet to a personal travel bank at this time.*
  - LGLA - Councillor Douglas' expenses are higher compared to other attendees.  
*Expenses are claimed by individual and reviewed to confirm eligible.*

**E. REPORTS**

***General Fund – Revenue***

The Director of Finance provided a summary of the General Revenue Fund as follows:

- Off-Street Parking Service – History and current practices.
- Line 14241 – Over plan - property classification change Light to Heavy Industry.

- Line 14560 – Over plan - Grant funding received for Economic Development.
- Line 14718 – Over plan - Bulldogs went into playoffs.
- Line 14716 - Closures to the pool do not provide savings.
- Line 15170 - Anticipated building projects were not submitted in 2023.
- Penalties & Interest - There was an increase in penalties for late payments.

*Members inquired as follows:*

- Line 15190 - Corporate Services – seek additional information regarding vacant building fees.

**General Fund – Expenditures**

The Director of Finance provided a summary of the General Fund:

- Expense overall were on or close to the budget allocation for 2023.

*Members inquired as follows:*

- Line 22121 Police Services Contract was \$305,387 over the anticipated costs.  
*Contract amendment after City's Plan approved – Contract settlement.*
- Line 21252 City Hall, what changed?  
*Additional work to the facility in 2023, minor renovation of kitchen area.*
- Line 21930 Insurance has decreased. Are we still in the same ballpark?  
*MIABC rates were lower than AON in 2021 when we switched, but have increased with new assets and higher coverage values. Water and Sewer are now allocated based on the property coverage of those specific assets. Insurance allocation includes some risk mitigation funding.*
- Line 22921 – why would we budget so much and not use?  
*Anticipated contractor costs for commercial inspection, those permits did not materialize and not utilized.*
- Line 23233 – Seeking more detail on this line item.  
*Two in nature items completed with operational funding - Elizabeth and Vimy.*
- Line 21260 – How do carbon offsets work?  
*LGCAP Program – Climate Action Plan – no specific requirement for CPA funds. Used to support carbon reduction expenditures.*
- Community Centres and Halls is overbudget. Was there a change in practice or renos?  
*Concession for the Bulldog games resulted in higher costs - 2 months longer for playoffs.*
- Line 27515 – This is a 100% increase.  
*Grant funded – offsetting revenues received.*

**Sewer Revenue Fund Update**

The Director of Finance provided a summary of the Sewer Fund Revenue and Expenses as follows:

- Revenue is fairly close to what we anticipated as people are more mindful of water consumption.
- \$193,039 under plan for sewer system expenses.
- Sewer increases are required to support LWMP projects (CSO) and contribution to reserves and debt servicing (lagoon).

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### ***Water Revenue Fund Update***

The Director of Finance provided a summary of the Water Fund Revenue and Expenses as follows:

- There is an increase of \$376,000 over plan contributing to the supply to Tseshaht and Beaver Creek.
- Logging truck accident cost to repair was covered through ICBC.
- Transfers to Water Capital Fund is \$482,521 more than planned due to higher revenue received.

*Members inquired as follows:*

- Line 64185 - Is this for changes and upgrades to the meters?  
*Yes, it is the operation cost of the meters in system.*

### ***Capital All Funds Update***

The Director of Finance provided a summary of the Capital Projects as follows:

*In Progress:*

- Projects 22008 and 22009 Trucks #140 & #141 require more funding.
- Project 23013 Solid Waste Truck - require more funding and delay in delivery.
- Project 23020 Paving - Anderson at North Park senior's housing and Burde Street.
- Project 21024 Child Care Spaces Grant – grant increased; complete in April.
- Project 21018 - McLean Mill Septic site upgrades to be completed early 2024.
- Project 23025 McLean Mill Capital Projects - Heritage - continuing.
- Project 15482 Clock Tower Repair - lighting and sign; wrapped up by March 2024.
- Connect the Quays - allocation; complete in 2024.
- Train Station completed in early 2024.
- Roger Creek - Aug-Sept 15 to complete project in fish window.
- Somass - exp. for net - salvage and material in 2023.
- Water meter replacement to be received in 2024.

*Completed:*

- 7<sup>th</sup> Avenue - Redford to Bute: underbudget overall.
- Small Capital Main Replacements: Vimy; Sage Haven.
- Relining Projects: complete and one to be reviewed for scope change.
- 10<sup>th</sup> Avenue - Redford and Dunbar Upgrades: Overbudget \$190,000; change orders required.

*Members inquired as follows:*

- Have we received all the water meters?  
*Report to follow.*
- Will there be more in 2024?  
*Report would address.*
- Project 22065 – Argyle/10<sup>th</sup> Avenue Roundabout design only - is this a recoding issue as the amount of (\$252,993) is out.  
*In the process of making corrections.*
- Project 20089 - Harbour Rd/Bruce St Outfall Reline - \$136, 947 overbudget.  
*Project under review for audit.*



- Project 22024 - Coal Creek Re-lining project. \$2,806 overbudget.  
*Project under review for audit.*
- The Argyle/10<sup>th</sup> Roundabout Design Only project is listed under project numbers 22065 and 22051, but also listed under Proposed Paused Projects 22016.  
*Each fund has its each allocation. Project 22065 is sewer, street scape 22016.*
- Why is the McLean Mill Septic project not being paused?  
*The project was already started in 2019 and is to be completed soon so is not feasible to pause the project.*

**F. VENDOR CHEQUE REGISTER REPORT**

The Director of Finance provided an overview of the vendor cheque register report from November 1, 2023 – January 31, 2024.

- Payment to BC Housing.  
*Director of Finance will look into this item.*
- Payment to Baker's Dozen Catering.  
*Director of Finance will look into this item.*
- Payments to Fitness Experience.  
*Director of Finance will look into this item.*
- Payment to Graphic Office Interiors.  
*Director of Finance will look into this item.*
- Payment to MKM Projects Ltd.  
*Project manager for Rollins Child Care Centre and Train Station.*
- Payments to Neighbourhood Welcome Program.  
*Director of Finance will look into this item – might be for Economic Development.*
- Payment to Cindy Solda. Is this for travel?  
*Director of Finance will look into this item.*

**G. INVESTMENTS REPORT**

The Director of Finance provided a verbal overview of the City's investment portfolio as of December 31, 2023.

Increase in interest rate; significantly higher than we usually see.

*Members inquired as follows:*

- Does the City leave the profits in or reinvest?  
*Leave them in.*

**H. OTHER COMPETENT BUSINESS**

**I. QUESTION PERIOD**

L. Walerius inquired as follows:

- November 28<sup>th</sup> meeting overbudget has improved. Director of Finance was able to reallocate.  
*Admin has reviewed and made coding corrections, these will be included in the Financial Plan.*
- Line 157148 is 65% higher.  
*Expenses rose due to the Bulldogs going to playoffs.*
- Is the concession is staffed by volunteers?  
*CUPE staff.*

- There are cheques paid to the Bulldogs. Is the team provided with a portion of sales?  
*Contract provides a portion of concession revenue.*
- When will the contract be renewed?  
*Expires this year. Drafting new agreement now.*
- Line 21950 Grants in Aid: \$11,000 budget; actual is \$0.  
*Grants in Aid – is an annual Alberni Valley Community Forest Corporation contribution \$10,000 and \$1,000 is available for Council through year, nothing expended in 2023.*
- How do you dispense?  
*Alberni Valley Community Forest Corporation recommends to Council.  
Maritime Centre was recommended for 2024 and approved by Council.*
- Does Alberni Valley Community Forest Corporation have a City representative?  
*Councillor Douglas.*
- Sewer Fund user charges actual \$0.  
*Still under review and corrections may be made if required.*
- Water funds - revenue - over; increase \$100,000.  
*Director of Finance will follow up.*
- Is the City collecting the McLean Mill 2020-2022 10% heritage surcharge through the Chamber?  
*Yes, we do receive funds through the gift shop, but we haven't received it yet.*
- Do we receive it from the Mill site and Chamber or just the Mill site?  
*Just the Mill site per agreement.*
- Renew agreement in 2023?  
*Non-historic to be renewed in 2024.*

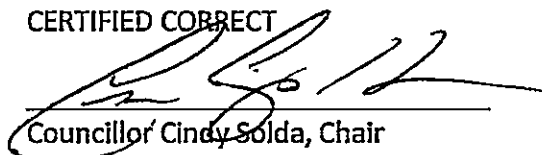
R. Smith inquired as follows:

- Is the RCMP reserve invested?  
*Reserve is not investment.*
- What utilization rate is related to RCMP contract?  
*Average utilization rate is 30.5.*
- What is the expected surplus for RCMP contract for 32 members.  
*No surplus in 2023 - it will be overbudget.  
Discussed RCMP contract with respect to retro pay, reserve, surplus and under utilization in prior and upcoming years.*
- Connect the Quays budget is 7 million. 5 million to 7 million; why are there two different numbers?  
*Timing of funding, full funding approved in 2024.*

J. **ADJOURNMENT**

**MOVED AND SECONDED THAT the meeting be adjourned at 11:44 am.**  
**CARRIED**

CERTIFIED CORRECT

  
Councillor Cindy Solda, Chair

**MINUTES OF THE AUDIT COMMITTEE**  
**Tuesday, May 28, 2024 @ 9:30 AM**  
**City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC**

---

**PRESENT:** Councillor C. Solda, Chair  
Councillor D. Dame

**ABSENT:** Councillor T. Patola

**STAFF:** A. McGifford, Director of Finance  
M. Fox, Chief Administrative Officer  
T. Feltrin, Recording Secretary

**GALLERY:** 6

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

The meeting was called to order at 9:30 AM.

*MOVED AND SECONDED, THAT the agenda be amended to include an item under 'Other Competent Business' H.1 | Credit Card Payments at City Hall. The agenda was then adopted, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on February 27, 2024, be adopted, as presented.*

**CARRIED**

**C. UNFINISHED BUSINESS**

The Director of Finance provided additional information requested at the February 27, 2024 Audit Committee meeting.

- Payment to BC Housing?  
*The payment was for 50% of the Development Cost Charges [DCC] on Vimy Street project.*
- Payment to Bakers Dozen?  
*The payment was for the EFAP Staff Appreciation lunches.*
- Payment to Fitness Experience?  
*The payment was for inspection/repair of fitness equipment.*
- Payment to Graphic Office Interior?  
*The payment was for office furniture at the RCMP Detachment.*
- Payment to Neighbourhood Welcome Program?  
*The payment was from Economic Development for the new resident's program.*
- Payment to Cindy Solda?  
*Payment for travel expenses from the Vancouver Island Economic Summit.*



**D. QUARTERLY ANALYSIS OF MAYOR AND COUNCIL TRAVEL + DEVELOPMENT EXPENSES**

The Director of Finance provided an overview of Mayor and Council travel and development expenses up to March 31, 2024.

*Members inquired as follows:*

- Missing Chamber of Commerce lunch sessions for Councillor Solda?  
*Charges from the Chamber of Commerce for Councillor Solda have not been received.*

**E. REPORTS**

***General Fund - Revenue***

The Director of Finance provided a summary of the General Revenue Fund as follows:

- Property taxes, special assessments and grants in lieu of taxes won't be realized until the 2<sup>nd</sup> Quarter.

*Members inquired as follows:*

- Line 15210 Fines and Parking Tickets – do we not have special constables issuing tickets?  
*Special constables [commissionaires] have not been hired, we have been utilizing Bylaw Enforcement.*

***General Fund - Expenditures***

*No additional information was requested by the Committee.*

***Sewer Revenue Fund Update***

The Director of Finance provided a summary of the Sewer Fund Revenue and Expenses as follows:

- No billing has taken place in the 1<sup>st</sup> quarter, no revenue to report.

***Water Revenue Fund Update***

*No additional information was requested by the Committee.*

***Capital Funds Update***

The Director of Finance provided a summary of the Capital Projects as follows:

- 2024 projects would be just underway in the first quarter of the year.
- Some challenges getting vehicles, cost increases from 2022.
- Allocation for Burde Street is \$1.2M, this will include streetscape and storm works. A report will be coming to Council regarding this project.

*Members inquired as follows:*

- Childcare Centre project – how far away are we from opening?  
*Parking lot is being paved, working with the province and service provider to get to completion. 98% complete at present.*
- Status of Rollin building and grounds?  
*A report coming to Council – decisions to be made on next steps.*
- Project #23021 – Intersection Safety #1a Gertrude/Roger – why was only a small amount of money used?  
*Project is paused with the change in Director role and was in the beginning stages with design work taking place.*

- Project #23059 – Water Meter Replacement Project – will be putting out an RFP and does this include all the water meters?  
*Yes, it was included on the procurement list. Last year we felt that we could do the project in-house but the scope of the job is larger than anticipated. Will include approximately 300 meters.*
- Somass Redevelopment – when will all the buildings be down?  
*Two buildings will remain on site at present. One more is scheduled to come down. Of all buildings taken down to date, 95% of materials were salvaged with 5% going to the landfill. We will report on the amount that will be recycled.*

**F. VENDOR CHEQUE REGISTER REPORT**

The Director of Finance provided an overview of the vendor cheque register report from February 1 – March 31, 2023.

- North Island College  
*Director of Finance will look into this item.*
- Street, Angeline  
*Community Action Team – grant funded expense.*

**G. INVESTMENTS REPORT**

The Director of Finance provided a verbal overview of the City's investment portfolio as of March 31, 2024.

**H. OTHER COMPETENT BUSINESS**

**1. Credit Card Payments at City Hall**

The Director of Finance spoke about the intent of taking credit card payments at City Hall as it was driven by citizens requesting to use their credit cards for payments. Consumer Protection has a service charge cap of 2.4%, this wasn't communicated to staff by service provider and wasn't presented to Council when the bylaw amendment was made. It would be very costly if the City had to comply to a 2.4% service charge, and expose the City to an unknown financial risk.

*Members inquired as follows:*

- At the moment what are the methods of payment at City Hall?  
*Cheque, cash, debit and payment through online banking.*
- Is there another provider that could go lower than 2.4%?  
*We are looking in to that, and will be bringing this back to Council.*

**I. QUESTION PERIOD**

R. Smith inquired as follows:

- On the Vendor Cheque Register there is a payment to Catalyst Paper, what was this for?  
*Reassessment of property – refund of taxation.*
- Payment to Frank Planning Collaborative?  
*They are our Official Community Plan contractor.*
- Payment to Island Timberframe?  
*Childcare centre project related cost.*

- Payment to Ministry of Environment?  
*Director of Finance will look into this item.*
- Payment to Port Alberni Port Authority?  
*Lease payment.*
- Connect the Quay – in January there was a push to get a budget item approved, but when you add up the items you had the money available so why push this through in January?  
*We work to bring in the lowest number on the project. Next phases we have quotes on each section to limit the cost of the final amount. There are times when decisions have to be made on site to limit costs.*
- Does splitting the costs have it appear more favourable?  
*We make changes to cut costs – we chose to do solar lights which doesn't require a sub contractor.*
- What exactly does the Connect the Quays crossing at Roger Street look like?  
*A pedestrian activated crossing across Roger Street will be installed.*
- What does a water meter cost per unit?  
*Can't give the exact cost per meter, but could range from \$120 to \$300 depending on the location of the unit.*
- What's the life span of these meters?  
*Water meter technology is changing and there are lots of variables.*

P. Finch inquired as follows:

- Where is the tracking of FTE employees?  
*This information was presented to Council on May 13, 2024.*  
Where can I find a copy of the organizational chart?  
*We are working on getting it on the City website. When we have it available we will provide a copy.*

L. Walerius inquired as follows:

- Regarding the Procurement summary, is this going to be presented quarterly?  
*Yes, it will be presented to Council quarterly.*
- Will it be presented at a Council meeting?  
*Yes, at a Council meeting.*
- Some items are missing from the Procurement Summary, why?  
*Not aware of any items missing from the Procurement Summary.*
- McLean Mill septic system was missing.  
*It wasn't a bid for tender. Any item over \$100,000 is placed on the summary.*
- Noticed it is \$229,000 reflecting \$38,000 over budget, why didn't it go to tender?  
*Approximately \$29,000 already spent for consultant work. The contractor bid approximately \$189,000. This was not over budget.*
- Why was \$30,000 rolled in to it?  
*The under-ground storage tanks were quoted in 2021 but was required work after review occurred.*
- What happens to the money that isn't spent?  
*Goes back to account that it came from.*



- How many water meters have been purchased?  
*More than 300 purchased and some have already been installed.*

**MOVED AND SECONDED, THAT staff bring a report to Council regarding the installation of water meters.**

**CARRIED**

- Procurement Policy – Does it include sustainability?  
*Managers try to include sustainability within the procurements, where possible. Demo of first buildings we used some timber to repair bridges at McLean Mill.*
- Is there a new government procurement group?  
*Yes, new to BC, it is through CivicInfo BC and called CANOE. There is no additional cost to the City (included in the CivicInfo membership).*

R. Fraser inquired as follows:

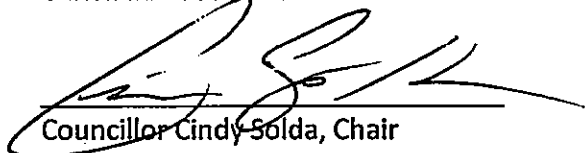
- What is the annual contribution to the ERRF fund?  
*There is an hourly portion and annual, depends on the piece of equipment, based on replacement values.*
- Was there a surplus for 2023?  
*Surplus is expected to be minimal for 2023. The Deputy Director of Finance is currently working on finalizing the value.*
- What is the status of the Victoria Quay foot bridge?  
*Our Project Manager has been working on creative ways for replacement within the budget allocated.*
- Burde Street project – why is it not combined now?  
*The project consists of Streetscape, Storm, Sewer. Moving forward presentation of all budget allocations would be helpful to show total project costs.*
- Are there funds from the developer for the development on Burde Street?  
*No, the DCC's were waived on this project.*
- Where do I find a copy of the DCC?  
*It is very out dated, we need to update our DCC's.*

**J. ADJOURNMENT**

**MOVED AND SECONDED THAT the meeting be adjourned at 11:05 am.**

**CARRIED**

CERTIFIED CORRECT



Councillor Cindy Solda, Chair

RECEIVED

OCT 03 2024

CITY OF PORT ALBERNI

Alberni Valley Museum  
and Heritage Commission



Heritage Commission Meeting  
September 4, 2024

Minutes

Location:  
AV Museum

Attendees:

ACRD  
City Council  
Community at Large  
Historical Society  
Industrial Heritage  
Maritime Heritage  
School District 70  
Staff

Penny Cote  
Charles Mealey  
Colin Schult  
Gareth Flostrand  
Richard Spencer  
Don Jones  
Pam Craig  
Willa Thorpe

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☒ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
File # 0540-20-AVH/C

Regrets:

Chamber of Commerce  
Community Arts Council  
Hupačasath First Nation  
McLean Mill  
čišaaʔath (Tseshah) First Nation

Called to Order: 7:03pm

1. Moved by Pam that the agenda of the September 4, 2024 meeting be approved as amended.
2. Moved by Colin that the minutes of the June 5, 2024 meeting be approved as circulated.
3. Old Business
  - a. Train Station – update to exterior doors
    - i. On June 10, Council passed the motion as provided by the Heritage Commission at the June meeting:  
*Enable the addition of a total of two exterior doors on the east side (facing Kingsway Ave.) so long as both doors appear period-specific from the exterior*
4. Correspondence – none
5. New Business
  - a. Election of Chair
    - i. Gareth has been voted in by acclamation
  - b. Port Alberni Association for Community Living – Employment Opportunities
    - i. Heritage Commission member organizations are encouraged to reach out to the Community Employment Program with any part-time employment opportunities they may have:  
MG Walker  
communityemployment@paacl.ca




**Heritage Commission Meeting**  
**September 4, 2024**  
**Minutes**

778-421-0717 opt. 3 ext. 3

6. Reports

- a. Chamber of Commerce – no report
- b. McLean Mill



**McLean Mill National Historic Site Update, Sept 4, 2024**

Prepared by Elliot Drew

The season was almost a regular season with no major catastrophes or global issues to effect business and visitors. We saw the return of large group tours and various community events throughout the summer. Our new heritage strategy launched in July with the expanded signage for our Self Guided Walking tour and an admission model that has been met with mostly positive feedback. While our campground saw a slow start, we built to a 25% total occupancy for August making it our busiest month ever. Rentals are slower this year as the affordability crunch has forced people to rethink where they are spending their pennies, but we are still receiving inquiries for 2025.

Our 4 summer students took on a lot this year to manage the day to day running of our operation and I am so thankful to them for all their hard work in delivering a positive and enjoyable experience to our guests. The great work Richard has done over the past year has paid dividends, keeping us organized and building our heritage value proposition. We continue to work on our plan to expand our ability to tell the story of our history through this amazing site. Renovations continue to slowly improve our space as I have time to work on them. The back storage room of the McLean Hall and the new snack bar in Admin are steadily transforming to prepare for new and exciting things.

Our biggest news of the year has been in the works since May and we are please to welcome the One Mile Productions team to the site for most of September and October, while they shoot their upcoming film. This has been an encompassing and time-consuming project for me but will be a great showcase for our site and our community. Over the coming months this will be our main focus and will require closing the site completely for part of this time.

As always, we are proud of our role in sharing our site and our heritage with all our visitors.

MONTH:	YTD AUG	TOTAL DAYS:	107	TOTAL HOURS:	642
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DATE	# of Parties	# of Visitors	LOCAL	BC	CAN	US	INTERN
2024	1373	3759	340	211	79	65	214
2023	955	2657	339	218	45	55	207

**IMPORTANT DATES:**

Sept 2, 2024 – Oct 22, 2024	One Mile Productions – Movie Shoot
Sept 7, 2024	Wedding
Sept 18, 2024	PAPA Conference Social
Sept 24, 2024	National Forest Week Activities SD70





**Heritage Commission Meeting**  
**September 4, 2024**  
**Minutes**

- c. Historical Society
- i. Our wonderful volunteers took some time off during July & August for a much-deserved rest. The Archives stayed open and a “more slender” crew held the fort. Research was ongoing, as was sorting and organizing our paper trails. The volunteers put in 386 hours during the summer. Way to go ladies!
  - ii. Donations for our “paper history” are still coming in. Any donations with photos are given to the Museum for their photograph collection. We received an old map (1909), which one of our volunteers is busy repairing.
  - iii. All our volunteers will be getting together for an afternoon tea on Monday, Sept. 9th. What a lovely way to hear about all their projects, especially from those who don’t work the same day as you. Thank you to Diane Dobson for hosting this event!
  - iv. The Archives are open Tues-Thurs., 11am to 3 pm.
- d. Industrial Heritage Society



**September 4, 2024 Report to the Heritage Commission**

1. Over the past three months, the Industrial Heritage Centre has seen multiple school groups and Parks and Rec Groups visit, as volunteers put on their regular program for the groups.
2. In July, we hired James Mollet as our 2024 Summer Student, with funding from Canada Summer Jobs. James spent the summer helping around the shop, learning from some of our senior volunteers and providing guided tours and information to visitors.
3. 2024 Train Operations kicked off on June 28<sup>th</sup> and ran every Friday, Saturday and Sunday through the summer, with special events taking place on Canada Day and BC Day. The train saw 5,226 passengers ride over 33 days (average of 158 passengers/day).
4. The WVIIHS applied for and was awarded a grant from the Alberni Valley Community Forest for upgrades to the Alberni Pacific Railway passenger cars and crew speeder. We look forward to being able to begin doing some much-needed refurbishments to these this fall.
5. Over the Labour Day Long Weekend, we hosted our annual Antique Trucks and Machinery Show, which had a good turnout. Some trucks arrived from out of town, including the Mayors Choice winner Ryan Bakken with Pacific Peterbilt and their 2025 unit. Another draw was on Sunday when the Port Alberni Fire Department brought their new “Tower” truck with a 100ft ladder which was put on display beside Port Alberni's First Firetruck, a 192 Chevrolet.
6. Planning has began as we move closer to fall with new projects starting soon, and planning for fall and Christmas events, including the annual Santa Train. Stay tuned!



Heritage Commission Meeting  
September 4, 2024  
Minutes

- e. Maritime Heritage Society

The logo for the Port Alberni Maritime Heritage Society, featuring a lighthouse inside a circular frame.

### Port Alberni Maritime Heritage Society September 4, 2024 Report to the Heritage Commission

**Fall Season Open Hours**  
Our summer season has now ended as our summer staff have either returned to school or have gone on to other commitments. The Gallery and the Lighthouse are now open from 11:00 am to 3:00 pm Tuesday through Saturday, at least until the Saturday before Thanksgiving. Tours may be arranged with our Facility Coordinator, Dale Gross, by contacting him at the below-noted contact information.

**Art Sale Exhibit and Fund Raiser**  
Our Facility Coordinator will be working with the Alberni Valley Museum's Education Curator to develop children's maritime programs which can be given to school groups during the Fall, Winter and Spring months.

**Lighthouse Upgrade**  
The society raised a total of \$44,600 for our Lighthouse Upgrade project. Our iconic Lighthouse now looks beautiful with new white metal siding and red trim, the fallen-down gutter has been re-installed, the broken sign has been fixed and our HVAC system, which broke down July 1, now provides cooling and heat. Come have a look! We have approximately \$6,000 of unspent funding which we will use to paint the upper portion of the Lighthouse.

**Upcoming Tour**  
On Tuesday September 17<sup>th</sup> our Facility Coordinator will be giving a tour of the Gallery and the Lighthouse to a group from Vancouver which is coming specifically to visit our two little pocket museums.

**Contact Information**

Telephone	250-723-8184
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com

- f. Regional District
- Rode train and inspected track between Parksville and Port Alberni with the Island Corridor Foundation and discussed potential return of freight on rail
  - Attending UBCM for a week on September 14
- g. Community Arts Council – no report





**Heritage Commission Meeting**  
**September 4, 2024**  
**Minutes**

h. School District

- i. Newly posted to the school district website is the Pacific Rim Resource Guide: Mental Health and Support Resources for Children, Youth and Families. This is a living document which means it will require regular updating and revisions to remain current.
- ii. Reminder that once again Access Zones are in place around schools. Police have the authority to arrest or issue tickets to anyone found impeding access, disrupting or interfering with educational activities or attempting to intimidate an individual within 20 metres of school property.
- iii. The media has been reminding the public of the Premier's request to school districts to restrict (ban) the use of cell phones in schools. Pacific Rim did update the district Administrative Procedure on the use of cell phones in schools – the key phrase in these procedures is, "It is expected that students will not access or use personally owned devices during instructional time unless permission is granted by the supervising staff...."
- iv. Early Learning and Childcare: Summer Pop Up Play events give families and children the chance to engage with others, access services and establish new relationships. Kindergarten Orcas – successful transition to Kindergarten Program – past 8 years. Focus on play-based learning and building a positive relationship with school.
- v. Pacific Rim School district has the new position of Healthy Schools Manager, Kirsten Nesbitt, to coordinate school lunches.

i. Community at Large

September Activities Around Town

Valley Vonka Bars are back for Sale – 1,000 bars with Golden tickets hidden. \$4 donation is suggested

September is Literacy month – Raise a Reader, all donations matched 100% [literacyalberni.ca/donate](http://literacyalberni.ca/donate)

5-8 Alberni District Fall Fair, Thursday 5pm to Sunday at 5pm

6-7 VIPW takes over the Alberni Fall Fair – AV Multiplex – Free with Admission to the Fair

7 – Fall Fair Parade – 9am Marshalling on Bute Street, Parade @ 11am along 10th Ave to the Fairgrounds

7 – Heifers and Hors D'Oeuvres – Cabin at Shannon Farms \$100/ticket

10 – Story Book Lantern Walk 6-9pm CMHA – World Suicide Awareness Day @ Blair Park





**Heritage Commission Meeting**  
**September 4, 2024**  
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- 11 – Barkley Sounds Community Choir rehearsals 7-9pm every Wed. @ AV United Church
- 12 and 26 – Knit Nights at the Museum 6-8pm
- 14 – Portal Players – clothing and costume Sale fundraiser @4pm @ the Theatre
- 14 – Sowing Seed Conference 9-430 @ BW Barclay – PacificCARE – CCRR Program
- 14 – Financial Education Workshop – free – 10 key principles and mistakes to avoid when investing 11-1230 @ Literacy Alberni
- 14 – Special Olympics registration 1030-12 @ Rainbow Lanes
- 14-15 – Port Alberni Toy Run – 40th Anniversary. Bikes arrive in town around noon and ride to Glenwood, bike games, kids' games, vendors, beer garden. Dance at night, Pancake Breakfast and then Poker Run  
patoyrun@gmail.com
- 15 – Terry Fox Run registration starts @ 930 @ RCL Run starts @ 10 – organized by AV Lions Club
- 15 – Send Air Jump Jam @ Williamson Park 12-5
- 15 – Family Farms Day 11-3 [www.avfood.ca/events](http://www.avfood.ca/events)
- 17 – NIC Orientation Event 11-1
- 18 – AVTTS present Free Owatchet – a disc. on restoring Dry Creek at the Somass Lands 7pm Char's Landing
- 19 – Summit Beauty Bar – 1 year Birthday event
- 19 – All the Rage with No Big Dill market – 7685 McKenzie Rd 5-8pm – Final pop-up market
- 20 – Dog and Cat teeth cleaning @ Bosleys 10am-6pm
- 21 – First Annual Equinox Garlic Festival – Harbour Quay 9am-2pm, calling all garlic lovers, growers, eaters or the curious
- 25th – Connect with your City – Open House 6pm, meet the dedicated staff Echo Centre 6-8pm. Wide range of games and activities, games for kids, snacks and drinks, interactive displays
- 26-30 – 1984 Heck No, how are we 40 years past Orwell? All grads from '84...or any year, or even didn't grads, come for a reunion, donations to Dry Grad '25
- 27 – Tour De Rock fundraiser @530pm @ RCL – tix \$25/30 - Chicken Cordon Bleu. Riders piped in at approx. 530, intros then dinner then Auction

j. City Council



Heritage Commission Meeting  
September 4, 2024  
Minutes



## CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held August 12, 2024. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

### ■ BYLAWS

"Waterworks Bylaw No. 5107, 2024", "Sewer Connection and Regulation Bylaw No. 5108, 2024" and "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" were adopted. These amendments are required in order to apply new rates applicable to water consumption/connections, sewer fees/connections as well as solid waste disposal to ensure:

- revenue sufficiency for system maintenance and capital replacements;
- rate equity for fairness;
- resource conservation to improve management and reduce operating costs.

"Official Community Plan Amendment (3830 5<sup>th</sup> Avenue) Bylaw No. 5094" and "Zoning Bylaw Amendment (3830 5<sup>th</sup> Avenue) Bylaw No. 5113" were introduced, given first and second reading, and advanced to a Public Hearing to be held Monday, September 9, 2024 at 6:00 pm in City Hall, Council Chambers.

These bylaws, upon adoption, will enable a multi-residential development at 3830 5<sup>th</sup> Avenue.

### ■ CORRESPONDENCE

**Alberni Valley Tyee Club | Salmon Festival**  
Council authorized the Alberni Valley Tyee Club access to the Somass Lands public walkway on Thursday, August 29, 2024 to Monday, September 2, 2024 for the purpose of the Salmon Festival weigh station.

**Alberni Valley Community Forest Corporation | Community Donation**  
Council supported the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Navy League Cadet Corps 113 in the amount of \$5,000 towards the purchase of a boat trailer to help with launching and transportation of their vessels to training locations.

Council supported the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Western Vancouver Island Industrial Heritage Society in the amount of \$5,000 towards the upgrading and maintenance of the Speeder and passenger cars for use in this

year's run along the waterfront and special theme events.

**Laura Donovan | Suicide Prevention Support for Children**

Council directed staff to provide a letter addressed to the Minister of Education in support of improved suicide prevention for children.

**Long Shot Events | Alberni Shores Event**

Council directed staff to prepare a letter requesting further information from Long Shot Events on their organization and their proposed event (Alberni Shores Festival).

Council also received their correspondence summary which included letters from:

- a. Truck Loggers Association | ForestryWorksforBC Campaign
- b. Ministry of Agriculture and Food | Drought Challenges
- c. Ministry of Municipal Affairs | Invitation to meet with the Health Authorities of BC during the upcoming UBCM Convention
- d. Environment Assessment Office | Review of the Environmental Assessment Act, 2018
- e. BC Emergency Health Services | Port Alberni receiving Community Paramedic
- f. Adventure Sport Park | Survey Results
- g. BC Care Providers Association | Home Health – Intermunicipal Business Licence
- h. BC Wildfire Service | Provincial Wildfire Update – July 16, 2024
- i. North Island College | Strategic Plan and Year 3 Dashboard Report
- j. City of Abashiri | Condolences for Councillor John Douglas
- k. Ministry of Housing | Small-Scale Multi-Unit Housing Update [SSMUH]
- l. Public Safety Canada – Crime Prevention Branch | National Strategy to Reduce Gun and Gang Violence
- m. Tetra Tech | Dam Safety Review – Lizard Lake Dam and Bainbridge Dam
- n. BC Active Transportation Infrastructure Grants Program | 2024/25 Program Intake
- o. Ministry of Environment and Climate Change Strategy | Community Wood Smoke





## Heritage Commission Meeting September 4, 2024 Minutes

Reduction Program and Environmental Data  
Quality Assurance Regulation [EDQAR]

- p. R. Toso, Mobius Books | Argyle Street Design
- q. Alberni-Clayoquot Regional District | News  
Release – Rail Corridor Study
- r. Alberni-Clayoquot Regional District |  
Keeping you Connected June 2024

### ■ NEW BUSINESS

**Public Bench Standards | Recommendations**  
from the July 29th Committee of the Whole  
Council directed staff to develop City-wide park,  
memorial and pedestrian bench standards  
including a placement strategy associated with  
a needs analysis and to terminate the contract  
for bench placement and advertising effective  
December 31, 2024.

**Corporate Strategic Plan Review**  
Council received the report 'Corporate Strategic  
Plan Review' dated July 29, 2024.

**2024 Council Committee Appointments**  
THAT amendments to the Council appointments  
to Committees and Council representatives to  
public bodies, commissions and select  
committees was approved, as follows:

- August Deputy Mayor [Councillor Todd  
Patola]
- Community Investment Program [Councillor  
Cindy Solda]
- Liaison, AV Community Forest Corporation  
[Councillor Deb Haggard]
- Liaison, Learning Council/North Island  
College [Councillor Dustin Dame]
- Liaison, School District #70 [Councillor Charles  
Mealey]
- Member, Tsawak-qin Public Advisory Group  
[Councillor Deb Haggard]

**City of Port Alberni Event Support**

Council consider providing approval to events  
and festivals for a 5 [five] year period subject to  
event organizers working with City administration  
for operational items and costing.

### ■ QUESTION PERIOD

**N. Anderson**

Commented about concerns raised about  
Argyle Street Design for parking and inquired  
about the timing of a by-election.

### ■ COUNCIL MEETINGS

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

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

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

Regular Council meetings are held at 2:00 pm on  
the second and fourth Monday of each month.

All meeting recordings are posted on the City  
website for viewing.

Complete Council agendas including all  
correspondence and reports are available at  
[portalberni.ca](http://portalberni.ca). Generally, these are posted the  
Friday before each Regular Council meeting and  
are archived on the site.

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

For more information related to Council  
meetings, including how to participate, please  
visit [www.portalberni.ca/council](http://www.portalberni.ca/council). You may also  
contact the Corporate Services department at  
250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

### ■ MEETINGS AT A GLANCE

**Tuesday, September 3<sup>rd</sup>**

6:00 pm – Committee of the Whole  
Council Chambers

**Wednesday, September 4<sup>th</sup>**

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

**Monday, September 9<sup>th</sup>**

2:00 pm – Regular Council  
Council Chambers





**Heritage Commission Meeting**  
**September 4, 2024**  
**Minutes**

- k. Museum  
i. Summer camps

Year	Camp	Participants	Total
2024	Culture Connections (1)	11	40
	Camp Roots	13	
	Dino Camp	12	
	Culture Connections (2)	4	
2023	Art Extravaganza	12	44
	Culture Connections	8	
	Camp Roots (1)	10	
	Camp Roots (2)	8	
	Dino Camp	6	
2022	Camp Roots	13	13
2021	Camp Roots (1)	13	33
	Dino Camp	8	
	Camp Roots (2)	12	

- ii. Film Fest
1. Films will be shown at 5pm on the third Sunday of each month
  2. Tickets for the films go on sale this week

Season	Date	Film
Fall 2024	Sept. 15	Thelma
	Oct. 20	Great Escaper
	Nov. 17	Boy in the Woods
Winter 2025	Jan. 19	To be announced
	Feb. 16	
	Mar. 16	
	Apr. 20	

- iii. Sheila Perry, our new Manager of Culture, starts on October 1

- l. Hupačasath First Nation – no report

- m. čišaaʔath (Tseshaht) First Nation – no report

7. Next Meeting

- a. October 2, 7pm (AV Museum)

8. Moved by Colin to adjourn at 8:09pm.

## **Councillor Report**

June, July and August 2024

### **Councillor Debbie Haggard**

**June 19, 2024 – Centre for Ocean Applied Sustainable Technologies (COAST) Mixer Event** – I was pleased to welcome representatives to the event hosted by COAST, an organization bringing together the blue economy with partnerships and entrepreneurship opportunities.

**June 20, 2024 – Island Health** – CAO Fox and I met with representatives from Island Health to stress the urgency of getting stabilization beds into our community.

**June 22, 2024 – Health Summit** - I was pleased to participate in a local Health Summit, along with MLA Josie Osborne and MP Gord Johns. The Summit was led by local physicians who gave a picture of our medical system and the need to attract and retain medical personnel to our community. It was a very diverse group who came together to discuss challenges and possible solutions to this growing problem.

**June 25, 2024 – Interview with the Wave** – Councillor Solda and I were guests of Don Tecson, host of the Wave. We had a great evening, full of discussion of local initiatives and projects included in Council's Strategic Plan and also provided an update on the Official Community Plan.

**July 6, 2024 – Alberni Valley Charity Golf Fundraising Co-op** - I participated in the 29<sup>th</sup> annual golf fundraiser. The sold-out event supported three local charities this year; AV Hospice, Alberni Outreach and AV Rescue Squad.

**July 11, 2024 – Community Action Team** – Highlights include:

- Review of activities completed the past 6 months.
- Review of plan for upcoming 6 months.
- Planning review – Discussion on challenges and successes. What works well? What can be done better?
- Examine long term vision – Discussion on opportunities to adapt strategies to evolving challenges, consider the meaning of CAT and address sustainability.

**July 24, 2024 – Alberni Clayoquot Regional District Board meeting** – Highlights include:

- Co-Chairs of the Community Action Team, Ron Merk and Ellen Frood, provided a presentation on the toxic drug crisis.
- Provide a letter of support to the Alberni Valley Makerspace regarding an application to CleanBC Plastics Action Fund.
- The ACRD Board of Directors support the grant funding application to the Housing Accelerator Fund Program for the ACRD to create conditions to increase housing supply.

**August 6, 2024 – Tour of the Water Bomber** – Members of Council and Staff attended a tour of the Hawaii Mars water bomber, which was hosted by Coulson Aviation – Next Gen Firefighting. It was such a great experience to see the inside of this majestic plane and to learn more about its history.

**August 6, 2024 – Celebration of Life** – Members of Council and staff attended a very touching celebration of a life well lived in remembrance of our very dear friend and colleague, John Douglas.

**August 7, 2024 – Community Economic Development Initiative (CEDI) Boat Tour** – It was an honour to share time with members of the Tseshaht and the Hupacasath First Nations. They took members of Council and staff on a boat tour down the canal and shared their stories and dreams for a better future for all persons in the community. It was truly a once-in-a-lifetime experience that I will never forget.

**August 7, 2024 – Community Economic Development Initiative (CEDI) Dinner** – After the boat tour, members of Council and Staff, and members of the Tseshaht and Hupacasath First Nations shared a meal and great conversation together.

**August 10, 2024 – Forestry Think Tank** – I attended an informational session featuring Bob Simpson, one of the founders of the Quesnel “Future of Forests Think Tank”. This was an opportunity to hear the story of its beginning and ask questions and determine if Port Alberni wants to embark on a similar locally driven process.

**August 11, 2024 – Farewell to Water Bomber** – I went to Sproat Lake to bid a fond farewell to the Hawaii Mars water bomber as she took her last flight to her new home.

**August 28, 2024 – Alberni Clayoquot Regional District Committee of the Whole meeting** – Highlights include:

- Members of the Sproat Lake Marine Patrol presented a summary of the 2024 season.
- ACRD Regional Parks Working Group Terms of Reference were presented for review.

**August 28, 2024 – Alberni Clayoquot Regional District Board Meeting** – Highlights include:

- A Climate & Research Specialist from the Community Energy Association presented the ACRD Corporate Energy and Emissions Plan.
- Provide a letter of support to the Ministry of Forests discouraging slash-pile burning in populated areas and to encourage other ways to utilize wood waste.
- Write a letter to the Department of Fisheries and Oceans Canada requesting that the Carmanah Point and Pachena Point Lighthouse remain staffed. A resolution was also sent to UBCM to immediately halt any plans to shut down light stations on the entire coast of BC and maintain the essential levels of staffing.

**August 30, 2024 – International Overdose Awareness Day** – I attended the IOAD event, which was organized and hosted by the Community Action Team. There were very heart-felt stories shared that day as we came together to mourn the loss of those affected by the toxic drug crisis.



## **Councillor Report**

September 2024

### **Councillor Debbie Haggard**

**September 7, 2024** – Thank you to the Industrial Heritage Society for inviting me to participate in the annual Fall Fair parade and to ride in one of their historical vehicles. This event is always so well supported by the community.

**September 9, 2024 – Tour of Timberline North Park** – Council and staff took a tour of the newest independent seniors' living facility in Port Alberni. The facility includes studio and one- or two-bedroom apartments, all designed in a contemporary west-coast style. The operators are very excited to be providing much needed seniors' housing in Port Alberni.

**September 11, 2024 – Alberni Clayoquot Regional District Committee of the Whole meeting** - Representatives from the Ministry of Municipal Affairs gave an overview of Governance Restructure Studies.

**September 22, 2024 – Indigenous Forestry Conference** – I attended Day 2 of the Indigenous Forestry Conference. I was invited to be part of a panel discussion entitled 'Government, Industry & First Nations: Current Policies and the Path Forward'. My presentation included some of the initiatives that the City has either initiated or participated in to help support the local forest industry.

**September 23, 2024** – City Council and staff gathered with survivors, elders and Chief Councillors from the Tseshaht and Hupacasath First Nations to raise the flag in honour of **Truth and Reconciliation Day**.

**September 23, 2024 – Walking tour of the Quay to Quay Pathway** – Council, staff, contractors and community members walked from Harbour Quay to Victoria Quay along the beautiful waterfront. This was a soft opening of the pathway. A more formal grand opening will be held at a later date.

**September 25, 2024 – Alberni Clayoquot Regional District Board meeting** – Highlights include:

- A letter of support was written in support of the Nuu-chah-nulth Tribal Council declaration of a state of emergency regarding the toxic drug crisis.
- Alex Glassey, President of the Alberni Valley Restorative Justice Society, gave a presentation of the work that the organization does in the community and requested funding to further support the organization.

**September 30, 2024 – National Day for Truth and Reconciliation** – It was an amazing morning walking with the community and honouring the National Day of Truth and Reconciliation. Thank you to the Tseshaht First Nation for organizing such an amazing event for the community!

## **Councillor Report**

### **UBCM Report**

#### **Councillor Debbie Haggard**

The annual Union of BC Municipalities was held the week of September 16 - 20, 2024 in Vancouver. The theme for the convention this year was "Ride the Wave". Sessions were varied, from housing affordability and attainability to climate and emergency preparedness. This week was an opportunity to build relationships from across the province and also with members and organizations from the provincial government.

#### ***Monday September 16, 2024***

##### **Meeting with Minister Adrian Dix:**

- Discussed the increase of pre-hospital care and the toll it is taking on our firefighters and the increasing cost to the municipality.
- The population is increasing in Port Alberni, which is leading to a demand on the healthcare system, combined with multiple retirements of our medical professionals is leading to a significant shortage of medical personnel in our community. While we continue to actively work on recruitment and retention strategies, it is becoming increasingly difficult to fill those vacancies.

##### **Meeting with Ministry and Social Development and Poverty Reduction Staff:**

- Discussed the Intent to Rent Policy and landlords being required to provide minimum housing standards for Ministry clients. We also suggested that housing supported by the Province needs to have regular inspections in order to ensure that these minimum housing standards are being met.
- Staff shared the difficult situation that the municipality was recently involved in having an emergency situation for a building that was so dilapidated that it was considered to be a very dangerous situation and the tenants had to be evicted. However, there was no ability to have the Province declare an emergency status for social services emergencies.

##### **Meeting with Mental Health and Addictions Staff:**

- Discussed the urgent need for the establishment of a detox centre to address the critical gaps in substance use treatment.
- We also talked about the establishment of a Continuum of Care and how we are working to identify the gaps in that continuum.

##### **Truck Loggers Association Forestry Dinner:**

- Councillor Dame, CAO Fox and I attended the TLA Forestry Dinner. Executive Director of TLA, Bob Brosh, spoke on the current challenges facing the forestry sector. Minister Ralson was the keynote speaker and talked about the future of the forestry sector from the provincial government perspective.

***Tuesday September 17, 2024***

**Public Safety, Mental Health & Addictions Plenary Session:**

Local governments play a crucial role in maintaining public safety and addressing mental health and addiction issues in BC communities. This session explored the complex intersection of the toxic drug crisis, public use concerns and the impacts on communities and their police, fire departments and other local first responders. I was part of this panel discussion and was able to share how our local fire department has been affected by the increased medical calls and pre-hospital care which has resulted in increased costs for the municipality and suggested possible solutions for the toxic drug crisis.

**Meeting with Minister Ralston:**

- Discussed the challenges our local forestry industry is having trying to be economically sustainable.
- Challenges of access to a steady supply of fibre.
- Need for a long-term commitment from the Province for a stable supply of fibre in order to encourage investment in existing mills and/or new mills.
- Talked about the very successful Indigenous Forestry Conference that was recently held in Port Alberni.
- Discussion on the Quesnel Future of Forestry Think Tank and the need for a made in Port Alberni solution.

***Wednesday, September 18, 2024***

**Resource Breakfast Series – Forestry:**

- I attended the Resource Breakfast Series which featured a panel discussion with Minister Ralston and leaders in the forestry industry. The panel talked about challenges that the forestry industry is facing today and the very precarious future facing the industry.

**Meeting with Island Health:**

- Expressed our concern with the need for the recruitment and retention of medical personnel to our community.
- Discussed challenges for recruitment of medical personnel.
- Discussed possible solutions for recruitment and retention.
- We discussed the urgent need in our community for stabilization beds and a treatment centre for persons with mental health and addictions concerns. Our community is in an emergency situation and this is a number one priority for the City of Port Alberni.

**Meeting with Jobs, Economic Development & Innovation:**

- Gave a short history of the decline in forestry jobs in the community.
- We are a community in transition and we are working hard to diversify our economy, but that it will take time.
- Discussed the development of the Somass waterfront property.
- We did not have a specific ask at this time but would like to work with the Ministry during this transition period as we continue to diversify.



**Meeting with Minister of Public Safety:**

- The portion paid for RCMP services for residents in the City compared to the residents in the electoral areas are out of proportion.
- Asked for a review of the Police Act to review this imbalance in policing costs.
- Requested that the Ministry appeal to the Federal government to reinstate federal oversight to the ports to help reduce crime.

***Thursday, September 19, 2024***

**Meeting with Minister of Mental Health & Addictions:**


- Expressed the urgent need in our community for stabilization beds and a treatment centre for persons suffering from mental health and addictions issues.
- The City is prepared to work with the Ministry in any way needed in order to support the process.

In summary, it was an extremely busy week meeting with Ministers and staff discussing important social and economic issues impacting our community. It was a successful week because we continue to bring these issues to the forefront to the decision makers and also to build those important relationships.

In order to achieve ongoing success, we need to continue to collaborate and partner with the provincial government to bring much needed services to our community.

Thank you to CAO Fox for keeping us organized, on point and assisting us in whatever we needed and for being bus driver extraordinaire!

Date: October 8, 2024  
File No: 7130-03  
To: Mayor & Council  
From: M. Fox, Chief Administrative Officer  
Subject: West Coast Emergency Cultural Awareness and Safety Plan

Prepare by: <i>B. DEMPSEY</i> Executive Assistant	Supervisor: <i>M. Fox</i> Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION[S]

*That Council authorize the Mayor and Corporate Officer to enter into an agreement with the Alberni-Clayoquot Regional District to collaborate on the establishment of a West Coast Emergency Cultural Awareness and Safety Plan;*

*And Further, That Council direct staff to allocate the \$40,000 in funding receiving from the Indigenous Engagement Requirements Funding Program [less administrative costs] to achieve this work.*

#### PURPOSE

To achieve the Indigenous engagement requirements that promote relationship building of Indigenous Engagement Requirements (IER) as outlined in the Emergency and Disaster Management Act (EDMA), including the cultural safety of the region's emergency management practices as per the West Coast Emergency Cultural Awareness and Safety Plan.

#### BACKGROUND

The Alberni Clayoquot Regional District has extended the invitation to the regional local authorities and First Nations to collaborate on the development of a West Coast Emergency Cultural Awareness and Safety Plan.

The Province of British Columbia has modernized emergency legislation to recognize the inherent rights of Indigenous Peoples. In alignment with this direction, funding has been provided to local authorities and First Nations to implement the Indigenous Engagement Requirements (IER) as outlined in the Emergency and Disaster Management Act (EDMA)

The Indigenous Engagement Requirements Funding Program is intended to:

- support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;

- support policy improvements that reflect the lived experience of Indigenous Peoples; and address the disproportionate impacts on Indigenous Peoples during emergency events.

This funding is intended to support municipalities and regional districts in meeting their Indigenous engagement requirements, and to support Indigenous governing bodies in participating in such engagement.

#### ALTERNATIVES/OPTIONS

1. That Council authorize the Mayor and Corporate Officer to enter into an agreement with the Alberni-Clayoquot Regional District to collaborate on the establishment of a West Coast Emergency Cultural Awareness and Safety Plan;  
And Further, That Council direct staff to allocate the \$40,000 in funding receiving from the Indigenous Engagement Requirements Funding Program [less administrative costs] to achieve this work.
2. That Council authorize staff to receive and manage the funds of the Indigenous Engagement Requirements Funding Program and develop a West coast Emergency Cultural Awareness and Safety Plan.
3. Do not develop and manage the *Indigenous Engagement Requirements Funding Program* or develop a West coast Emergency Cultural Awareness and Safety Plan.

#### ANALYSIS

The ACRD looks after the emergency operations on behalf of the City of Port Alberni, with the exception of some administrative responsibilities.

Partnering to build a West Coast Emergency Cultural Awareness and Safety Plan will promote inclusivity, improve communication and reduce disparities, thus ensuring equitable access to support and resources across our diverse region. Achieving this requires meaningful community engagement, and a partnership will help ensure all voices are heard during planning and response efforts.

The project objectives are to improve cultural awareness, broaden traditional knowledge regionally, recognize diversity and foster a shared understanding of culturally safe emergency management practices. This plan will identify practices - such as language, music, food, family structure, communication methods, signage, reception centre formats and group lodging preferences - that would provide comfort and reduce unintended harm during emergency response and recovery activities. Recognizing that our residents live, work and recreate across numerous places within this region, it is valuable for us to ensure our respective plans are inclusive and culturally appropriate.

In order to achieve this, plans include hiring a professional consultant to conduct comprehensive and meaningful engagement sessions in each of the communities invited to participate. The outcome would produce a shared document to provide guidance to existing emergency plans or a unified plan.



#### **IMPLICATIONS**

Funding received in the amount of \$40,000 from the Indigenous Engagement Requirements Funding Program [less administrative costs] will be allocated to the ACRD.

#### **COMMUNICATIONS**

No communications beyond Council's adoption of a resolution are needed at this time.

#### **BYLAWS/PLANS/POLICIES**

The work aligns with the *Corporate Strategic Plan* Priority #1 - A thoughtful and sustainable path of reconciliation with First Nations and First Nation citizens.

#### **SUMMARY**

Council is being asked to approve the transfer of grant funding from the Indigenous Engagement Requirements Funding Program for \$40,000 [less administrative costs] to the Alberni-Clayoquot Regional District (ACRD) to develop a West Coast Emergency Cultural Awareness and Safety Plan to provide traditional knowledge regionally, recognize diversity and foster a shared understanding of cultural safe emergency management practices.

#### **ATTACHMENTS/REFERENCE MATERIALS**

- *West Coast Emergency Cultural Awareness and Safety Plan*
- *Contribution Agreement with the ACRD*
- *Emergency and Disaster Management Act and Indigenous Engagement Requirements Funding Program*
- *Indigenous Engagement Requirements Funding Program*
- *Indigenous Engagement Requirements Funding Program Agreement*

c: A. McGifford, Director of Finance  
S. Darling, Deputy Director of Corporate Services



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

July 9, 2024

Dear regional local authorities and First Nations,

### **Re: Possibility of partnering on the development of a West Coast Emergency Cultural Awareness and Safety Plan**

On behalf of the Alberni-Clayoquot Regional District (ACRD), I am pleased to introduce a project proposal to enhance cultural safety across our region's emergency management practices. As you are aware, the Province of British Columbia has modernized emergency legislation to recognize the inherent rights of Indigenous Peoples. In alignment with this direction, funding has been provided to local authorities and First Nations to implement the Indigenous Engagement Requirements (IER) as outlined in the Emergency and Disaster Management Act (EDMA). We believe that a collaborative West Coast Emergency Cultural Awareness and Safety Plan would be an asset to our region, and we would like to explore the option to partner on its development.

Partnering to build a West Coast Emergency Cultural Awareness and Safety Plan will promote inclusivity, improve communication and reduce disparities, thus ensuring equitable access to support and resources across our diverse region. Achieving this requires meaningful community engagement, and our partnership will help ensure all voices are heard during planning and response efforts.

The project objectives are to improve cultural awareness, broaden traditional knowledge regionally, recognize diversity and foster a shared understanding of culturally safe emergency management practices. This plan will identify practices - such as language, music, food, family structure, communication methods, signage, reception centre formats and group lodging preferences - that would provide comfort and reduce unintended harm during emergency response and recovery activities.

Recognizing that our residents live, work and recreate across numerous places within this region, it is valuable for us to ensure our respective plans are inclusive and culturally appropriate. We believe the collaborative participation of Huu-ay-aht, Yuułuʔiłʔatḥ, Uchucklesaht Tribe Government, Toquaht Nation, City of Port Alberni, Ahousaht, Ditidaht, Hesquiaht, Hupačasath, Tla-o-qui-aht, Tseshah, District of Tofino and the District of Ucluelet will produce the best results.

The ACRD is willing to play a support role or a lead role in this initiative. In either case, we believe we will want to collectively hire a professional consultant to conduct comprehensive and meaningful engagement sessions in every community. The outcome would produce a shared document to provide guidance to existing emergency plans or a unified plan. Knowing that many residents may be displaced from their homes during an emergency and will require support from other jurisdictions, we recognize that



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

sharing best practices and traditional knowledge increases our ability to provide safe, equitable, and inclusive services to all.

Your input and involvement in shaping this initiative are invaluable. Should you wish to partner in this initiative, please express your interest by Tuesday, August 6, 2024, and from there, we can discuss and develop the next steps. Please feel free to contact me at [kfreethy@acrd.bc.ca](mailto:kfreethy@acrd.bc.ca) or 250.724.7655 or Daniel Sailland, ACRD Chief Administrative Officer, at [dsailand@acrd.bc.ca](mailto:dsailand@acrd.bc.ca) or 250.720.2705 if you have any questions or wish to discuss the initiative further.

Thank you,

*Karen Freethy*

Karen Freethy  
Protective Services Manager  
Alberni-Clayoquot Regional District



## AGREEMENT

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_

BETWEEN:

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3  
Fax No. 250-723-1327

(the "ACRD")

OF THE FIRST PART

AND:

**CITY OF PORT ALBERNI**

4850 Argle Street  
Port Alberni, BC V9Y 1V8

(the "Municipality")

OF THE SECOND PART

### WHEREAS:

- A. The Pursuant to section 263(1)(b)(i) of the *Local Government Act*, the ACRD may enter into agreements with a public authority respecting activities, works or services within the powers of a party to the agreement, including the undertaking, provision and operation of activities, works and services;
- B. Municipalities are defined as a public authority under the "Definition and Rules of Interpretation" section of the *Community Charter*, which applies to regional districts pursuant to section 2 of the *Schedule of the Local Government Act*;
- C. The Parties wish to enter into this Service Agreement to provide for the delivery of the Services by the ACRD to the Municipality;
- D. The Municipality is located within the Regional District;
- E. The said Parties deem it to their mutual interest to enter into this agreement.

**NOW THEREFORE** in consideration of the terms and conditions contained in this Agreement, the sufficiency of which is acknowledged by both parties, the ACRD and the MUNICIPALITY covenant and agree as follows:

### DEFINITIONS

**"Parties"** means the Municipality and the ACRD

**"Services"** means services and Indigenous Engagement Requirements Funding Program pursuant to Schedule "A" of this Agreement.

Agreement, 2024

**“Cultural Safety Funding”** means 2024 Indigenous Engagement Requirements Funding as provided by the Ministry of Emergency Management and Climate Readiness and attached to Schedule “B” of this agreement.

## PROVISION OF SERVICE

1. **Service** The ACRD will provide the Municipality the services described in Schedule “A” (the “Services”), on the terms and conditions set out in this Agreement.
2. **Service Standard** The ACRD will provide the Services under this Agreement to the same standard and quality as such services are ordinarily provided by the ACRD.
3. **Qualified Personnel** The ACRD will provide only professional personnel who have the qualifications, experience and capabilities to perform the Services.
4. **Right of Access** The Municipality hereby authorizes the ACRD its employees, contractors and agents to enter upon the Municipality on common areas at any time for the purposes of providing the Services set out in this Agreement. Any employee, contractor or agent of ACRD as well as any vehicles required for the purposes of the provision of Services will not be considered as trespassing if they have entered onto the Municipality for the purposes of providing Services set out in this Agreement.

Nothing contained in this Agreement shall prejudice or affect the rights and powers of the ACRD in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered by the Municipality.

The Municipality shall assign a project point-of-contact and communication contact to the ACRD for all Service related work.

The Municipality shall assign a project point-of-contact and communication contact to the hired consultant for engagement work.

The Municipality shall work with the hired consultant to organize, plan and implement engagement sessions (i.e. book facilities, invite participants, arrange food, etc.) for your jurisdiction.

The Municipality shall pay directly for any additional costs associated with the engagement sessions, outside of the consultant fees, including but not limited to food, room bookings, honorariums etc.

5. **Term** This Agreement commences August 15, 2024 and expires June 30 2025.
6. **Continuation of Services** The ACRD may agree to continuing providing the Services after the expiry of the Term on a month to month basis, which Services will be provided on the same terms and conditions as this Agreement, including the obligation of the Municipality to pay any fees set out in Schedule “B”.
7. **Insurance** The Municipality shall take out and maintain, during the term of this Agreement, commercial liability insurance to cover the indemnity given to the ACRD in this Agreement,

Agreement, 2024

in the amount of not less than five million (5,000,000.00) dollars per single occurrence, naming the ACRD as an additional insured party thereto, and shall provide the ACRD with a certificate of insurance upon request by the ACRD.

The policy of insurance shall contain a separation of insurer's cross liability clause in favour of the ACRD and shall also contain a clause requiring the insurer not to cancel or to change the insurance without first giving the ACRD thirty (30) days prior written notice.

If both the Municipality and the ACRD have claims to be indemnified under any insurance required by this Agreement, the indemnity will apply first to the settlement of the claim of the ACRD and the balance, if any, to the settlement of the claim of the Municipality.

## **PAYMENT**

8. **Payment for Services** The ACRD shall invoice the Municipality following the award of the consultant contract to the maximum amount indicated in Schedule "B". The Municipality will pay within 60 days of the invoice.
9. **Cultural Safety Funding Claims** The ACRD agrees to provide the Municipality a financial summary of all relevant costs incurred in the project delivery. The Municipality agrees to review, submit, and report on all requirements as stated in the Contribution Agreement provided by the Ministry of Emergency Management and Climate Readiness.
10. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.

## **DISPUTE RESOLUTION, TERMINATION, AND SUSPENSION**

11. **Dispute Resolution** If the Parties to this Agreement are unable to agree on the interpretation or application of any provision hereof, or are unable to resolve any other issue in dispute pertaining to this Agreement, on notice by either party to the other, the Parties agree:
  - a. First to promptly, diligently and in good faith, take all reasonable measures to negotiate an acceptable resolution to the disagreement in dispute;
  - b. second, if the Parties are unable to negotiate a resolution under paragraph (a) within sixty (60) days of the notice of dispute or disagreement, to request the assistance of a mediator, and such mediator to be mutually agreed upon by the Parties within thirty (30) days of receipt by a party of a written notice requiring mediation, failing which the mediator will be appointed by the BC International Commercial Arbitration Centre (BCICAC). Such mediation will be conducted under the Commercial Mediation Rules of the BCICAC unless otherwise agreed by the Parties; and
  - c. third, if the Parties are unable to resolve the dispute in accordance with paragraph (b), to refer the matter in dispute to arbitration to a single arbitrator pursuant to the Commercial Arbitration Act (BC) or any successor legislation on the understanding and agreement that the decision of the arbitrator will be final and binding on the Parties. If the parties are unable to agree on a single arbitrator and hear the dispute within sixty (60) days following the termination of the mediated negotiations set out in paragraph (b), an arbitrator will be appointed by the BCICAC.

Agreement, 2024

- d. Unless otherwise agreed or decided by the arbitrator, costs shall be shared equally.

- 12. **Termination and Suspension** In addition to any other right of termination under this Agreement but provided that section 11 has not been invoked, then either party may terminate this Agreement by providing not less than four (4) months written notice. The Municipality agrees to pay ACRD such reasonable Fees as may have been incurred up to the time of notification of termination.

Except as specifically provided in this Agreement, neither the Municipality nor the ACRD will be entitled to any compensation or damages as a consequence of any termination of this Agreement by the other party.

## GENERAL

- 13. **Compliance with Laws** Both Parties must comply with all laws applicable to the provision of the Services.
- 14. **Indemnification** The Municipality hereby agrees to release and indemnify the ACRD and its directors, officers, employees, volunteers, agents and contractors from and against all claims, demands, complaints, actions, causes of action, suits, damages, losses (including personal injury and death), liabilities, expenses and costs (including, without limitation, actual legal fees and disbursements), arising from or in relation to the provision or the failure to provide the Services, except to the extent that such claims, demands, complaints, actions, causes of action, suits, damages, losses, liabilities, expenses or costs arise from any willful misconduct or gross negligence of the ACRD, its employees, contractors, and agents.
- 15. **Force Majeure** The ACRD will not be liable for its failure to perform any of its obligations under this Agreement due to a cause beyond its reasonable control including acts of God, fire, flood, explosion, strikes, lockouts or other industrial disturbances, laws, regulations, or orders of any duly constituted governmental authority, each of which will be a force majeure event.
- 16. **Confidential Information** The ACRD agrees that any of the Municipality 's information obtained or used by the ACRD its employees, contractors, and agents, in the course of providing the Services will be kept confidential by the ACRD and will not be used without the prior consent of the Municipality for any purpose other than the provision of the Services or as required by law, including the *Freedom of Information and Protection of Privacy Act*.
- 17. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the ACRD or the Municipality shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
- 18. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
- 19. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the Parties so require

Agreement, 2024



20. **Time** Time is of the essence in this Agreement.
21. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.

#### DESIGNATED REPRESENTATIVES

22. **Designated Representatives** The Parties shall by notice in writing designate a representative to act on their behalf with respect to the performance of this Agreement (the "ACRD Representative") and the ACRD may at any time or from time to time thereafter, by notice in writing to the Municipality, designate another person to act as the ACRD Representative in the place and stead of any person previously designated.

#### NOTICE

23. **Notice** Unless otherwise specified in this Agreement, any notice required to be given by either party shall be deemed to have been given if delivered by hand, mailed by prepaid registered mail or faxed to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice shall be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered by hand, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, force majeure or other cause beyond the control of the parties, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice shall utilize any other means of communication which have not been so interrupted or shall deliver such notice by hand in order to ensure its prompt receipt.
24. **Change of Services** Provisions of this Agreement shall be binding and any change in the terms and conditions of Schedule "A" as set forth herein shall be by mutual agreement, in writing and authorization. Provided Services will only be altered upon mutual agreement between the ACRD and the Municipality in writing and authorization. If the ACRD is to proceed with a change of duties notice, the Municipality will be provided a thirty (30) days written notice.

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the date first written above.

Executed on behalf of the ACRD by its authorized signatories on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

Agreement, 2024

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Executed on behalf of the Municipality by its authorized signatories on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

## **SCHEDULE "A"**

### **SERVICES**

**Services:** The ACRD agrees to provide the following Services related to the Indigenous Engagement Requirements Funding Program provided by the Ministry of Emergency Management and Climate Readiness.

- 1) Hire a consultant to develop a collaborative Emergency Cultural Awareness and Safety Plan inclusive of:
  - a) Develop and issuance a Request for Proposal (RFP), which will support the following Emergency Cultural Awareness and Safety Plan objectives
    - i) Community engagements to discuss, confirm and document communication protocols that help determine when and how to consult, engage and coordinate with First Nations through any and all phases of emergency management.
    - ii) Facilitate activities that strengthen relationships, improve cultural awareness, broaden traditional knowledge regionally, recognize diversity and foster a shared understanding of culturally safe emergency management practices.
    - iii) Deliver activities that support reconciliation efforts, including building an understanding of cultural safety and the integration of Indigenous knowledge in emergency management.
    - iv) Identify emergency management practices (such as language, music, food, family structure, communication methods, signage, reception centre formats and group lodging preferences) that would provide comfort and reduce unintended harm during emergency response and recovery activities.
    - v) Conduct meetings to assess the effectiveness of existing agreements and explore potential opportunities for new synergies.
    - vi) Facilitate activities that support collaboration and explore how to incorporate cultural safety and Indigenous knowledge into emergency plans and risk assessments. Identify strategies to reduce disproportionate impacts within these plans and assessments.
  - b) Coordinate a project selection committee to award the consultant contract
  - c) Provide all project partners with financial statements and a final summary
  - d) Provide leadership and coordination with the hired consultant
  - e) Process invoices and payments from the hired consultant

**SCHEDULE "B"**

**CULTURAL SAFETY FUNDING**

The Municipality will provide a maximum of \$\_\_\_\_\_ to the ACRD to support the Services as shown in Schedule "A".



**RECEIVED**

DEC 21 2023

**CITY OF PORT ALBERNI**

**From:** EMCR IER Funding EMCR:EX <[EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca)>  
**Sent:** December 19, 2023 5:00 PM  
**To:** EMCR IER Funding EMCR:EX <[EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca)>  
**Subject:** Emergency and Disaster Management Act – Funding Announcement

<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 checked="" 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>0400-20-MEMCR</u>

Good afternoon, Mayors and Regional District Chairs:

As you are aware, Bill 31, the Emergency and Disaster Management Act (the Act), received Royal Assent on November 8<sup>th</sup>, 2023. Significant components of the Act came into effect immediately, while the remainder will come into effect through regulation, which will allow for phased implementation.

The Act includes Indigenous engagement requirements that promote relationship building across jurisdictions and the incorporation of available Indigenous knowledge and cultural safety across emergency management practices. Local authorities are now required to make reasonable efforts to reach agreement with Indigenous governing bodies on areas for consultation and cooperation in the response and recovery phases.

Last week, the Ministry announced the Indigenous Engagement Requirements Funding Program to support all municipalities and regional districts in this important work.

The following resources have been developed to support initial implementation, with additional guidance and updates to come:

- [News Release – December 15, 2023](#)
- [Indigenous Engagement Requirements Funding Program](#)
- [Interim Guidance on Indigenous Engagement Requirements](#)
- [Technical paper - B.C.'s Modernized Emergency Management Legislation: A New Framework for Disaster Risk Reduction, Response, and Recovery \(PDF\)](#)
- [Modernized Emergency Management Legislation website](#) (new materials will be added as available – please subscribe to the page to receive automated updates)

In January, the Ministry will be sending out information to your offices to facilitate delivery of this funding. In the interim, information about the funding program and eligible activities is available online now.

As a reminder, we are also conducting broad engagement to help inform the development of the regulations and there are several ways to participate by January 31, 2024:  
<https://engage.gov.bc.ca/emergencymanagementregulations>.

If you have any questions about the funding program, please contact  
[EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca).

From our team to yours, we wish you a wonderful holiday season.

Sincerely,

**Monica Cox**  
Assistant Deputy Minister  
Partnerships, Engagement & Legislation Division  
Ministry of Emergency Management and Climate Readiness



January 12, 2024

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

Dear Chief Administrative Officer:

**Re: *Emergency and Disaster Management Act Implementation* - Indigenous Engagement Requirements Funding Program**

On behalf of the Province of British Columbia, I am pleased to provide this letter of offer and Contribution Agreement to support implementation of the *Emergency and Disaster Management Act* (EDMA) through the Indigenous Engagement Requirements Funding Program.

Guided by the *United Nations Sendai Framework for Disaster Risk Reduction* and B.C.'s *Declaration on the Rights of Indigenous Peoples Act*, the EDMA includes engagement provisions that promote relationship building and collaboration across jurisdictions. Engagement requirements of municipalities and regional districts include consultation and cooperation with Indigenous governing bodies, the incorporation of available Indigenous knowledge into emergency plans and risk assessments, and consideration of cultural safety across emergency management practices.

The Indigenous Engagement Requirements Funding Program is intended to:

- support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experience of Indigenous Peoples; and
- address the disproportionate impacts on Indigenous Peoples during emergency events.

The Province is providing funding to First Nations, municipalities, and regional districts in response to feedback about capacity requirements to implement the EDMA. This funding is intended to support municipalities and regional districts in meeting their Indigenous engagement requirements, and to support Indigenous governing bodies in participating in such engagement.

This letter of offer is accompanied by a Contribution Agreement which sets out the terms and conditions of the funding, including eligible activities and reporting. The term of the Contribution Agreement begins on the Effective Date and extends to March 31, 2025. Please sign and return the Contribution Agreement

to [EMCR.Procurement@gov.bc.ca](mailto:EMCR.Procurement@gov.bc.ca) on or before March 31, 2024 to receive funding.

Further information about the Indigenous Engagement Requirements Funding Program is provided on our [website located here](#) and includes the Indigenous Engagement Requirements Funding Program Guide, fact sheet, and Interim Guidance. The website also contains contact information should you have further questions about the Indigenous Engagement Requirements Funding Program.

Yours truly,



Monica Cox  
Assistant Deputy Minister  
Partnerships, Engagement and Legislation  
Ministry of Emergency Management and Climate Readiness



## CONTRIBUTION AGREEMENT

THIS AGREEMENT dated effective the 15 day of January 2024.

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the Minister of Emergency Management and Climate Readiness

(the "**Province**")

AND:

**CITY OF PORT ALBERNI**

(the "**Recipient**")

WHEREAS:

- A. The Province has agreed to contribute funding to the Recipient to support its implementation of the Indigenous Engagement Requirements in the Emergency and Disaster Management Act; and
- B. The Province and the Recipient wish to set out the terms and conditions respecting the Province's contribution in this Agreement.

NOW THEREFORE in consideration of the premises and covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties), the parties agree as follows:

### DEFINITIONS

1.01 In this Agreement:

- (a) "Agreement" means this contribution agreement, including the schedules attached to it and forming part of it, all as may be amended, restated, replaced or supplemented from time to time;
- (b) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (c) "Contribution" means the funds paid or payable by the Province to the Recipient pursuant to this Agreement;

- (d) "EDMA" means the Emergency and Disaster Management Act, S.B.C. 2023, c.37;
- (e) "Effective Date" means the date indicated on the first page of this Agreement;
- (f) "Eligible Activity" means an activity eligible for funding under the Indigenous Engagement Requirements Funding Program, as further described in Schedule A;
- (g) "Event of Default" means any event of default described in section 11.01 of this Agreement;
- (h) "FAA" means the *Financial Administration Act*, R.S.B.C. 1996, c.138;
- (i) "Indigenous Engagement Requirements" means the requirements in the EDMA for municipality and regional district engagement with Indigenous governing bodies, including consultation and cooperation, and considerations related to Indigenous knowledge and cultural safety;
- (j) "Indigenous governing body" has the same meaning as in section 1(1) of the *Declaration on the Rights of Indigenous Peoples Act*, S.B.C. 2019, c. 44
- (k) "Project" means the Eligible Activity(ies) chosen by the Recipient as indicated in Schedule B;
- (l) "Reports" means the reports provided by the Recipient to the Province in accordance with section 5.01;
- (m) "Term" means the term of this Agreement described in section 2.01; and
- (n) "Termination Date" has the meaning set out in section 2.01.

1.02 Capitalized terms defined in the recitals to this Agreement and used in this Agreement have the definitions given in the recitals.

## TERM

2.01 The term of this Agreement commences on the Effective Date and ends on the earlier of **March 31, 2025** or the date on which this agreement is terminated in accordance with section 11.02 (the "**Termination Date**").

## CONTRIBUTION

- 3.01 The Contribution consists of a single payment of \$40,000 to be used by the Recipient for the Project in accordance with this Agreement.
- 3.02 The Province will provide the Contribution to the Recipient within 30 days of the Agreement being signed by both parties.
- 3.03 Notwithstanding any other provision of this Agreement, in no event will the Province be or become obligated to pay to the Recipient pursuant to this Agreement an amount exceeding the Contribution.

## STIPULATIONS

- 4.01 The Recipient must apply the Contribution solely for the purposes of the Project and in accordance with the specifications and other requirements set out in Schedule B.
- 4.02 Without limiting section 11.02 or any other right of the Province in law or in equity, the Province may require the Recipient to pay to the Province any amount of the Contribution which the Recipient has used in contravention of section 4.01.
- 4.03 The Recipient must repay to the Province within **60** days of the Termination Date any portion of the Contribution that has not been expended by the Recipient for the Project on the Termination Date, unless otherwise agreed in writing by the Province.

## REPORTS

- 5.01 The Recipient will provide the Reports in accordance with **Schedule A**.
- 5.02 The Recipient hereby grants to the Province a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of the Reports, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute all or any part of the Reports, and the right to sublicense or assign to third-parties any or all of these rights. Upon the Province's request, the Recipient must provide the Province with documents satisfactory to the Province that irrevocably waive in the Province's favour, and in favour of its sublicensees or assigns, any moral rights that the Recipient (or its employees) or its contractors (or their employees) have in the Reports.



- 5.03 The Recipient will not include any information in the Reports which constitutes "personal information" within the meaning of the *Freedom of Information and Protection of Privacy Act* (British Columbia).
- 5.04 The Recipient will provide copies of its annual public reports to the Province, if any.

#### **AUDIT**

- 6.01 The Recipient will establish and maintain for a period of not less than seven years from the expiration or termination of this Agreement accurate books of account and records, following generally accepted accounting principles, in relation to the Project, including but not limited to: all expenditures and revenues, all contracts and agreements, invoices, receipts and other records relating to Recipient's use and expenditure of the Contribution.
- 6.02 The Recipient will grant the Province and its agents access, at any reasonable time and on reasonable notice to the Recipient, to the Recipient's premises to inspect and, at the Province's discretion, copy any of the records referenced under section 6.01. The Recipient will provide reasonable assistance to the Province to allow the Province to exercise its rights under this section.

#### **INDEMNITY**

- 7.01 The Recipient agrees to indemnify and save harmless the Province and its employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of its employees or agents may sustain, incur, suffer or be put to at any time during or following the Term which are based upon, arise out of or occur, directly or indirectly, by reason of, (a) any breach or inaccuracy of any representation or warranty made by the Recipient in this Agreement; or (b) any breach or failure by the Recipient to perform or fulfil any covenant, condition, or obligation of the Recipient contained in this Agreement; or (c) any act or omission by the Recipient or by any of the Recipient's agents, employees, officers, directors or subcontractors in connection with this Agreement, including any act or omission that results in a third party intellectual property infringement claim against the Province.

#### **PUBLIC STATEMENTS**

- 8.01 The Recipient will not make any public statements or communications about the Contribution or otherwise with respect to this Agreement or any Province involvement in the Project without the Province's prior written approval, which may be withheld by the Province at its discretion.



8.02 The Recipient will ensure that the Province

- (a) is provided all relevant materials in advance of any approval referenced in section 8.01;
- (b) is given a reasonable opportunity to review such materials; and
- (c) gives its prior approval regarding the content and timing of all such public communications.

#### **PROVINCE INTELLECTUAL PROPERTY**

9.01 The Recipient will not use any logo, trademark, official mark or other branding of the Province (collectively, "**Branding**") except and in accordance with the Province's prior written approval. Any and all use by the Recipient of any Branding will be in the form provided by the Province and will comply with the graphic standards and any conditions communicated by the Province to the Recipient from time to time.

#### **REPRESENTATIONS AND WARRANTIES**

10.01 The Recipient represents and warrants to the Province, with the intent that the Province will rely on such representations and warranties in entering into this Agreement, that:

- (a) it is a municipality or regional district, as the case may be, duly incorporated under applicable legislation;
- (b) it has the power and capacity to accept, execute and deliver this Agreement, and the execution of this Agreement has been duly and validly authorized by all necessary proceedings under applicable legislation and bylaws;
- (c) this Agreement is binding upon, and enforceable against, the Recipient in accordance with its terms;
- (d) all information, certificates, statements, documents and Reports furnished or submitted by the Recipient in connection with this Agreement will be true and accurate on the date of delivery and will remain true and accurate throughout the Term;
- (e) the Recipient has sufficient trained staff and resources in place to fulfil its obligations under this Agreement;

- (f) the Recipient will administer the Contribution for the Project in compliance with its covenants and obligations under this Agreement; and
- (g) there are no actions or proceedings pending (including appeals or applications for review) or to its knowledge threatened, before any court, arbitrator, administrative agency, or governmental body which, if determined against it, would result in a change occurring in its properties, assets, condition (financial or otherwise), business or operations which would materially adversely affect its ability to fulfil its obligations under this Agreement.

10.02 If any representation, warranty, certificate, document or Report becomes untrue or inaccurate during the Term, the Recipient shall promptly advise the Province.

10.03 The provisions of sections 10.01 and 10.02 will continue in full force and effect notwithstanding the fulfillment by the Recipient of any or all of its obligations under this Agreement or the grant by the Province to the Recipient of any or all of the monies that the Province has agreed to provide to the Recipient pursuant to this Agreement.

#### **DEFAULT**

11.01 Any of the following will constitute an Event of Default of the Recipient under this Agreement:

- (a) The Recipient fails to comply with a provision of this Agreement;
- (b) any representation or warranty made by the Recipient in this Agreement is untrue or inaccurate;
- (c) any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Recipient pursuant to or as a result of this Agreement is materially untrue or inaccurate;
- (d) a change occurs with respect to any one or more, including all, of the properties, assets, condition (financial or otherwise), business or operations of the Recipient which, in the opinion of the Province, materially adversely affects the ability of the Recipient to fulfil its obligations under this Agreement;
- (e) the Recipient becomes insolvent or commits an act of bankruptcy or makes an assignment for the benefit of its creditors or otherwise acknowledges its insolvency; and

- (f) the Recipient substantially ceases to operate in accordance with its established mandate.

11.02 If an Event of Default occurs the Province may at its discretion and without limitation:

- (a) terminate this Agreement by written notice from the Province to the Recipient;
- (b) if the Province believes, in its discretion, that the Event of Default is capable of being cured by the Recipient:
  - (i) by written notice to the Recipient, require that the Event of Default be remedied within a time period specified in the notice;
  - (ii) the Recipient must provide the Province with written notice of such cure by the conclusion of the time period specified in the notice and include, in particularity and in detail, reasonable detail of how the Event of Default has been cured; and
  - (iii) any failure by the Recipient to rectify such Event of Default within the time period specified in the notice to the Province's satisfaction, as determined by the Province in its discretion, will be a breach of this Agreement by the Recipient;
- (c) specify amounts, not to exceed in total the Contribution, that have not been accounted for and applied by the Recipient, that, within 30 business days of actual or deemed receipt by the Recipient of notice given by the Province to the Recipient, will become due and be payable by the Recipient to the Province;
- (d) require the Recipient to make public the fact that an Event of Default has occurred; and
- (e) pursue any remedy or take any action available to it at law or in equity.

## **NOTICES**

12.01 Any notice, document, statement, report or demand desired or required to be given or made pursuant to this Agreement must be in writing and may be delivered by courier, by personal delivery or by electronic transmission (including email) from either party as follows:

- (a) if to the Province:



Partnerships, Engagement and Legislation Division  
Ministry of Emergency Management and Climate Readiness  
Block A, Suite 200 – 2261 Keating Cross Road  
VICTORIA British Columbia  
V8M 2A5  
Email: [EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca)  
Attention: Executive Director, Indigenous Agreements

(b) and if to the Recipient:

City of Port Alberni  
4850 Argyle St  
Port Alberni, BC  
V9Y 1V8  
Email: [mike\\_fox@portalberni.ca](mailto:mike_fox@portalberni.ca)  
Attention: Michael Fox, Chief Administrative Officer

Any such communication will be conclusively deemed validly given to and received by the intended recipient on the day on which it was so delivered or transmitted unless received after 5:00 pm (local time in the place of receipt) in which case it will be deemed to be given on the next business day.

- 12.02 Either party may, from time to time, give written notice to the other party of any change of address or email of the party giving such notice and after the giving of such notice, the address or email therein specified will, for purposes of this Agreement be conclusively deemed to be the address or email of the party giving such notice.

#### **APPROPRIATION**

- 13.01 Notwithstanding any other provision of this Agreement, the payment of money by the Province to the Recipient pursuant to this Agreement is subject to:
- (a) there being sufficient monies available in an appropriation, as defined in the FAA, to enable the Province in any fiscal year or part thereof when any such payment may be required, to make that payment; and
  - (b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in section 13.01(a).



## **RELATIONSHIP**

- 14.01 No partnership, joint venture, agency, or other legal entity will be created by or will be deemed to be created by this Agreement or any actions of the parties pursuant to this Agreement.
- 14.02 The Recipient will not be a dependant contractor or employee of the Province under this Agreement.
- 14.03 The Recipient will not, in any manner whatsoever, commit or purport to commit the Province to the payment of money to any person, firm or corporation in connection with this Agreement.

## **NON-WAIVER**

- 15.01 No term or condition of this Agreement and no breach by one party of any such term or condition will be deemed to have been waived unless such waiver is in writing signed by the other party.
- 15.02 The written waiver by one party of any breach by the other party of any term or condition of this Agreement will not be deemed a waiver of such term or condition or of any subsequent breach by the other party of the same or any other term or condition of this Agreement.

## **ENTIRE AGREEMENT**

- 16.01 This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement.

## **FURTHER ACTS AND ASSURANCES**

- 17.01 Each of the parties will, upon the reasonable request of the other, make, do, execute, or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the better and absolute performance of the terms and conditions of this Agreement.

## **TIME OF ESSENCE**

- 18.01 Time will be of the essence of this Agreement.

## **SURVIVAL OF PROVISIONS**

- 19.01 Sections 3.01, 3.03, 4.01, 4.02, 4.03, 5.01, 5.02, 5.03, 6.01, 6.02, 7.01, 8.01, 8.02, 9.01, 10.01, 10.02, 10.03, 11.01, 11.02, 12.01, 12.02, 13.01, 14.01, 14.02, 14.03, 15.01, 15.02, 17.01, 19.01, 20.01, 20.08, 22.01, 22.02, 22.03 and any other

sections of this Agreement which by their nature are intended to survive the termination of this Agreement and all of the rights and remedies of the Province, either at law or in equity, will survive any expiration or sooner termination of this Agreement.

## **INTERPRETATION**

- 20.01 This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.
- 20.02 The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit, or enlarge the scope of any provision of this Agreement.
- 20.03 Any reference to a statute in this Agreement, whether or not that statute has been defined, includes all regulations at any time made under or pursuant to that statute and amendments to that statute.
- 20.04 This Agreement will be interpreted and construed with such changes in number and gender as the context so requires.
- 20.05 If any provision in this Agreement is determined to be invalid, illegal or unenforceable, in whole or in part, it will be severable from this Agreement and the remaining provisions will not be affected and will continue in full force and effect to the extent permitted by law.
- 20.06 Any reference to the Province's "discretion" means the Province's sole, absolute and unfettered discretion.
- 20.07 The terms "section" and "schedule" refer to sections and schedules within this Agreement.
- 20.08 Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or the Recipient of any statutory power or duty.

## **ASSIGNMENT**

- 21.01 The Recipient will not, without the prior written consent of the Province assign, either directly or indirectly, this Agreement or any right of the Recipient under this Agreement.
- 21.02 This Agreement will enure to the benefit of and be binding upon the Recipient and its successors and permitted assigns and the Province and its assigns.

## DISPUTE RESOLUTION

22.01 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:

- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
- (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation; and
- (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally determined by arbitration under the *Arbitration Act* (British Columbia) and:
  - (i) the arbitration will be administered by the Vancouver International Arbitration Centre and will be conducted in accordance with its Rules of Arbitration;
  - (ii) there will be a single arbitrator;
  - (iii) British Columbia law is the applicable law; and
  - (iv) the decision of the arbitrator will be final and binding on the parties.

22.02 Unless the parties otherwise agree in writing, an arbitration or mediation under section 22.01 will be held in Victoria, British Columbia.

22.03 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 22.01 other than those costs relating to the production of expert evidence or representation by counsel.



COUNTERPARTS AND ELECTRONIC DELIVERY

23.01 This Agreement may be entered into by each party signing a separate copy of this Agreement and delivering it to the other party. When taken together, they will be treated as one and the same agreement. Delivery of a signature page by electronic means (including by facsimile or in PDF format) will be as valid and effective as delivery of an original. A party that delivers a signature page by electronic means agrees to provide an original signed counterpart if requested to do so by the other party.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as set out below.

SIGNED on behalf of His Majesty the )  
King in Right of the Province of )  
British Columbia by a duly authorized )  
representative of the Minister of )  
Emergency Management and Climate )  
Readiness )  
this 28 day of January 2024 )



For the Province

Devon Ramsay, Executive Director

Print Name

SIGNED on behalf of the Recipient )  
by a duly authorized representative )  
this 18 day of Jan. 2024 )



For the Recipient

Mike Fox

Print Name

CAO

Print Title (If Applicable)



## **Schedule A**

### **Eligible Activities and Reporting Requirements**

The Recipient will choose Eligible Activity(ies) listed in Schedule B towards which the Recipient will apply the Contribution. If an activity is not listed, the Recipient must provide a written description in Schedule B of the intended activity that the Contribution will be applied to.

The choice of Eligible Activity(ies), and activities identified by the Recipient, will make up Schedule B and is the Project for which the Contribution may be applied.

If after Agreement signing there are changes to the Project (Schedule B) originally submitted, the Recipient will email the Province at [EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca) with details of the proposed changes.

### **Optional Survey**

In September 2024, Recipient will be requested to fill out an online survey, as part of initial review of the Indigenous Engagement Requirements Funding Program. In this survey the Recipient will share which Indigenous engagement requirements (activities) they worked towards implementing (how, and with whom).

### **Reporting Requirements**

Reporting requirements are to support management and evaluation of the funding program. If the Recipient has chosen to pool Contribution funds with other Recipients, reporting requirement obligations may be shared.

### **Final Reporting**

The Recipient must provide the Province with a final report that summarizes the outcome(s) and work completed, including financial reporting, on the selected Project(s). The final report will be required by March 31, 2025. In February 2025, the Province will provide material to support this report, including instructions and a template.

### **Adhoc Reporting**

The Recipient must make all reasonable efforts to respond to ad-hoc requests by the Province for information on Project progress. The Recipient must also advise the Province immediately of any substantial events that could impact the Project timeline.

## Schedule B

### Project – Eligible Activity Intake Form

The Province will support activities that are responsive to other identified needs, and amendment to activities (scope change), as well as collaborative efforts through pooling of funds, that will assist with development and implementation of emergency management plans, and the inclusion of cultural safety and Indigenous knowledge in any or all phases of emergency management.

Eligible activities include (but are not limited to) the following:

1) Consultation and Coordination		
1a	<input checked="" type="checkbox"/>	Activities where local authorities contact or engage with Indigenous governing bodies and make reasonable efforts to reach agreement on the areas to be described in local authority emergency management plans for the purposes of consultation and cooperation” under s.120 of EDMA.
1b	<input checked="" type="checkbox"/>	Engagements to discuss, confirm and document communication protocols that help local authorities understand which entities to consult, engage, coordinate, and cooperate with, when and how, through any or all phases of emergency management.
2) Relationship Building		
2a	<input checked="" type="checkbox"/>	Activities that strengthen and develop relationships between Indigenous governing bodies and local authorities, and support collaboration in emergency management.
2b	<input checked="" type="checkbox"/>	Collaboratively developed or delivered training and preparedness initiatives, to support shared understanding of respective emergency management practices.
3) Planning		
3a	<input checked="" type="checkbox"/>	Activities that support collaboration in developing emergency management plans and/or risk assessments; for example, engagements to explore how to incorporate cultural safety and Indigenous knowledge, or how to identify and reduce disproportionate impacts in plans and/or risk assessments.

3b	<input checked="" type="checkbox"/>	Activities related to meeting consultation and cooperation requirements related to preparing, reviewing, and revising risk assessments or emergency management plans.
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4) Reconciliation and capacity building		
4a	<input checked="" type="checkbox"/>	Activities that support local reconciliation efforts such as meetings, engagements, and training, including building understanding of cultural safety and the integration of Indigenous knowledge in emergency management.
4b	<input checked="" type="checkbox"/>	Activities that enable self-determination, and governance of emergency management programs and services.
4c	<input checked="" type="checkbox"/>	Planning for and delivering cultural safety and humility training to local emergency management staff and volunteers.
4d	<input checked="" type="checkbox"/>	Activities that support First Nations establishing an Indigenous governing body for purposes of emergency management.

5) Agreement Building		
5a	<input checked="" type="checkbox"/>	Activities to develop formal agreements about communications protocols that help local authorities understand which entities to consult, engage, coordinate, and cooperate with, when and how, through any or all phases of emergency management.
5b	<input checked="" type="checkbox"/>	Meeting to review the effectiveness of agreements.

6) Proposed Activity Description Relating to IER, if Not Listed Above		
<p>Work Collaboratively with ACRD and the two local Indigenous bands(Hupacasath and Tseshalht) and the different Regional bands in the area. The City of Port Alberni runs emergency services through a ACRD regional service.</p>		

Proposed Activity Description Relating to IER if Not Listed (Continued)