
AGENDA - COMMITTEE OF THE WHOLE
Monday, October 21, 2024 @ 4:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

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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 Committee members.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 5

1. Minutes of the meeting held at 6:00 pm on September 3, 2024, as presented.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. **Long Shot Events Inc.** - Page 7
B. Howells in attendance to provide an overview of their Alberni Shores event and request a letter of support.
2. **Coastal Restoration Society** - Page 8
H. Flynn, Operations Director in attendance to provide information for the construction of a vessel recycling facility and to request a letter of support.
3. **Port Alberni Toy Run** - Page 9
D. Wiwchar, Chair in attendance to discuss Parks, Recreation & Culture.

E. UNFINISHED BUSINESS

1. 2025-2029 Financial Plan Overview - Page 10

Report dated October 14, 2024 from the Director of Finance providing an overview of the 2025-2029 Financial Plan.

THAT the Committee of the Whole receive the report '2025-2029 Financial Plan Overview' dated October 14, 2024.

2. City Involvement in Local Events - Page 15

Report dated September 12, 2024 from the Director of Parks, Recreation and Culture providing additional information about the City's involvement with local community events.

a. THAT the Committee of the Whole recommend Council direct staff to contact each event organizer to outline their corresponding category classification starting in 2025.

b. THAT the Committee of the Whole recommend Council provide staff with a list of the events Council wishes to support for 5-year periods.

c. THAT the Committee of the Whole recommend Council to direct staff to include a provision in the Community Investment Program that for-profit or private organizations organizing local fundraising events where proceeds will provide community benefit will have the same access as non-profit organizations to the Community Investment Program.

3. Parks, Recreation and Culture Fees and Charges Bylaw - Page 32

Report dated September 17, 2024 from the Director of Parks, Recreation and Culture providing further details regarding an update to the recreation fees and charges bylaw.

a. THAT the Committee of the Whole recommend Council introduce and complete three readings of "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024", effective September 1, 2025.

b. THAT the Committee of the Whole recommend Council provide staff direction regarding developing a policy on waiving rental fees for any particular participant demographic or event type.

F. STAFF REPORTS

1. Quarterly Departmental Reports - Page 46

Quarterly reports from Parks, Recreation and Culture, Economic Development, Human Resources, Development Services, Finance and Corporate Services departments.

THAT the Committee of the Whole receive the Quarterly Reports from the Parks, Recreation and Culture, Economic Development, Human Resources, Finance and Corporate Services departments for the period July 1 – September 30, 2024.

AND FURTHER, THAT the Committee of the Whole receive the Quarterly Report from the Development Services department for the period April 1 – September 30, 2024.

G. CORRESPONDENCE

H. NEW BUSINESS

1. BC Municipal Taxation 2024 Comparisons - Page 117

Report dated October 14, 2024 from the Director of Finance providing municipal tax comparisons.

THAT the Committee of the Whole receive the report 'BC Municipal Taxation 2024 Comparison' dated October 14, 2024.

2. Municipal Revitalization Tax Exemption Bylaw Review - Page 122

Report dated October 14, 2024 from the Director of Finance providing information on revitalization tax exemptions.

THAT the Committee of the Whole receive the report 'Municipal Revitalization Tax Exemption Bylaws - Update' dated September 24, 2024 and provide recommendation(s) to Council.

3. Nuisance Abatement Working Group | Quarterly Report - Page 125

Report dated October 16, 2024 from the Manager of Community Safety & Social Development providing an overview of the Nuisance Abatement working group.

THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' dated October 16, 2024.

4. Interim Housing Needs Report 2024 - Page 149

Report dated October 8, 2024 from the Manager of Planning providing the Interim Housing Needs Report.

a. THAT the Committee of the Whole recommend that Council receive the Interim Housing Needs Report in accordance with section 585.31 of the Local Government Act, and ahead of the January 1, 2025 deadline set by the B.C. Ministry of Housing.

b. THAT the Committee of the Whole recommend that Council direct staff to develop the 2042 Official Community Plan in consideration of the Interim Housing Needs Report as required by section 473.1(2) of the Local Government Act.

I. QUESTION PERIOD

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

J. ADJOURNMENT

That the meeting adjourn at pm.

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

Present: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey @ 6:22 p.m.
Councillor T. Patola
Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services / Deputy CAO
M. Owens, Fire Chief
D. Arsenault, Project Manager
S. Darling, Deputy Director of Corporate Services
P. Datta, Information Services Support

Other: K. Evans, Kanarc Consulting [Electronic Participation]

Gallery: 28

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:00 PM.

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

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on July 29, 2024 be adopted, as presented.

CARRIED

C. PUBLIC INPUT PERIOD

B. Creeper | Glenwood Craft Market

Commented on the recent letter received regarding Special Event Licences as it pertains to the annual Glenwood Craft Market.

K. McKinley | Crafter's Association

Commented on the recent letter received regarding Special Event Licences as it pertains to the annual Christmas Craft Market held at the Alberni Athletic Hall.

D. DELEGATIONS

1. BC SPCA

S. Herring, Government Relations Officer, L. Davis, Senior Manager and S. Sattar, Manager provided an overview of services.

2. **Alberni Valley Restorative Justice Society**

A. Glassey, President and J. Chambers, Director provided an overview of services and requested annual funding to support restorative justice activities in Port Alberni.

3. **Inclusive Play PA Society**

D. McClary and H. Down provided information in support of establishing an accessible playground in the community.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. **Quarterly Departmental Reports**

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

2. **Service Level Reports**

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

Councillor Dame left the meeting at 7:50 p.m. and returned at 7:55 p.m.

G. CORRESPONDENCE

Councillor Haggard left the meeting at 8:05 p.m. and returned at 8:08 p.m.

H. NEW BUSINESS

1. **Update on Master Planning**

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

K. Evans of Lanarc Consulting provided an update on the Parks, Recreation and Culture Master Plan process.

I. QUESTION PERIOD

J. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 8.28 p.m.
CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Benjamin Howells

Organization (if applicable): Long Shot Events Inc

Street Address:

Phone:

Mailing Address:

Email: longshoteventsinc@gmail.com

No. of Additional Participants:

[Name/Contact Information]

MEETING DATE REQUESTED: Monday, October 21st at 6:00 pm

PURPOSE OF PRESENTATION: (please be specific)

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

Provide further details about our company, Long Shot Events Inc, and provide an overview of our event Alberni Shores as per the letter of request we received from Director of Corporate Services, Danielle Leurebourg Aug 20, 2024.

Requested Action by Council (if applicable):

Letter of Support for our Event Pitch

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

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

SIGNATURE(S):

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

Benjamin Howells Digitally signed by Benjamin Howells
Date: 2024.09.03 07:22:43 -0700

Signature:

Sept 3, 2024

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Oct 21/24

Date Approved: Sept 3/24

Applicant Advised: Sept 3/24

Approved: (Deputy Director of Corporate Services)

[Signature]

<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 #	0550-30

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

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



CONTACT INFORMATION: (please print)

Full Name: Hamish Flynn

Organization (if applicable): Coastal Restoration Society

Street Address:

Phone:

Mailing Address: As above

Email: hamish@coastrestore.com

No. of Additional Participants:

[Name/Contact Information]

MEETING DATE REQUESTED: 21st October (COW)

PURPOSE OF PRESENTATION: (please be specific)

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

Coastal Restoration Society is seeking a funding from several sources for an infrastructure upgrade at the Port Alberni Port Authority

The proposal is for the construction of vessel recycling facility, complete with fully contained vessel deconstruction workshop

stormwater runoff catchment, oil and debris separation filters and air extraction. Additionally a publicly accessible ship lift and yard.

Requested Action by Council (if applicable):

Letter of Support for Coastal Restoration Societies funding applications

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

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

SIGNATURE(S):

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



03-10-2024

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Oct 21/24

Date Approved: Oct 4/24

Applicant Advised: Oct 4/24

Approved: (Deputy Director of Corporate Services)



- | | |
|--|---|
| <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 # - 0550-30 | |

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CONTACT INFORMATION: (please print)

Full Name: David Wiwchar

Organization (if applicable): Port Alberni Toy Run

Street Address: [REDACTED]

Phone: [REDACTED]

Mailing Address: [REDACTED]

Email: patoyrun@gmail.com

No. of Additional Participants:
[Name/Contact Information]

MEETING DATE REQUESTED:

21
October 21 COW

PURPOSE OF PRESENTATION: (please be specific)

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

Toy Run's continued issues with Parks & Recreation

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: ☐ No ☐ Yes

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

SIGNATURE(S):

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

[Signature]

Signature:

Sept 26 / 24

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Oct 21 / 24

Date Approved: Oct 2 / 24

Applicant Advised: Oct 2 / 24

Approved: (Deputy Director of Corporate Services)

[Signature]

☒ Council

☒ Mayor

☒ CAO

☐ Finance

☒ Corporate Services

☒ Agenda

File #

☐ Economic Development

☐ Engineering/PW

☒ Parks, Rec. & Heritage

☐ Development Services

☐ Community Safety

☐ Other

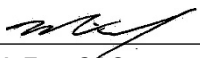
Cow Oct 21 / 24

0550-20

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

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

Date: October 14, 2024
File No: 1720-20-2025-2029
To: Committee of the Whole
From: M. Fox, CAO
Subject: **2025-2029 Financial Plan Overview**

Prepared by: A. MCGIFFORD DIRECTOR OF FINANCE	Supervisor: M. FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT the Committee of the Whole receive the report '2025-2029 Financial Plan Overview' dated October 14, 2024.

PURPOSE

To provide an opportunity for the Committee to review current status of the 2025-2029 Financial Plan and invite the Committee's considerations for recommendations or requests for additional information.

BACKGROUND

The *Community Charter* requires that a municipality must have a Financial Plan that is adopted annually. The *Community Charter* goes further to state that the planning period for a Financial Plan is 5 years, that period being the year in which the plan is specified to come into force and the following 4 years. In addition to the Financial Plan needing to set out objectives and policies of the municipality, the process must also include a process of public consultation/engagement prior to its adoption.

Municipalities are not permitted to run a deficit; therefore, the City is committed to operate within a balanced budget. This financial plan seeks to use revenue sources such as reserves, grants and other revenues to reduce the reliance on taxation, but taxation remains an essential piece of the overall source of funding.

ALTERNATIVES/OPTIONS

That the Committee of the Whole receive the report '2025-2029 Financial Plan Overview' dated October 14, 2024.

ANALYSIS

The draft Financial Plan provides funding required for the current levels of service, direction set by Council and continued implementation of the *2023-2027 Corporate Strategic Plan* priorities. Council will have opportunities to review and amend the Financial Plan prior to final adoption, which is required to be completed by May 14, 2025. Updated annually, the City's five-year Financial Plan includes budgeted revenues and expenditures to deliver day-to-day services to the community, implement strategic initiatives, invest in infrastructure, and

enable long-term funding strategies for future infrastructure requirements. In large part, this Financial Plan was approved previously within the 2024-2028 Financial Plan with potential changes based on utilization and cost increases for the current levels of service.

The Financial Plan has been virtually the same since 2000. The 2025 Financial Plan is will be provided with a 'Level of Service' budgeting approach for the first time. The Financial Plan will look different and include the details shared with Level of Service-based budgeting (although the consolidated document will remain to allow continuity). This will display the services that are required to meet the demands of our community, providing Council and the public a more comprehensive view of the costs associated with each level of service, along with more clarity for the cost to provide certain services. This change aims to improve transparency and accountability by making it easier to see and start tracking key performance indicators of how tax dollars and other revenues are being spent. Templates for Operational and Capital Projects requests are attached to the report to provide examples of requests that Budget Managers will be bringing forward.

Taxation share was a topic that Council sought to better understand during the review of the 2024 Tax Rate Bylaw in April, if the Committee would like to seek further information, direction should be provided to bring this back for the November Committee of the Whole meeting. Tax rates for 2025 will be set by separate bylaw and presented to Council in April 2025, subsequent to final adoption of the Financial Plan and receipt of BC Assessment's Revised Roll (end of March). In BC, all municipalities must consider the proposed tax rates for each property class in conjunction with the objectives and policies presented in the Financial Plan. The intent of the disclosure of a municipality's objectives and policies is to promote accountability and transparency to the public.

IMPLICATIONS

The final impact of the annual financial plan is not scheduled to be confirmed until April 2025. The province requires adoption of the 'Financial Plan' and associated bylaws before May 15th of each year. An overview of the Financial Plan will be provided to the Committee and input will be received for follow up. A "Question and Answer" log will once again be provided and tracked at meeting to provide follow up throughout the process.

The 2025 Financial Plan had proposed an overall 14.60% per cent tax increase for Municipal taxation. The following items have either been amended in the Financial Plan for 2025, or notification received:

Item	Increase/(Decrease)	Taxation impact	Adjusted
2025 increase at adoption of 2024 - 2028 Financial Plan	\$ 4,558,873		14.60%
WVHHS - operations at same level as 2024 w/Asset Management contribution	70,000	0.22%	14.82%
Allocate 50% to Asset Management Reserve - Lease revenue	82,625	0.26%	15.09%
Bench advertising contract ceased	11,040	0.04%	15.12%

Other factors not considered in the table above include:

- 1) RCMP contract increase notification June 8, 2024 - \$283,105.
- 2) Public Works roof - \$350,000 – tax impact to be determined and may use potential surplus to fund in 2024.

The representative household in 2024 saw an annual increase of \$215 for General Municipal taxation (City of Port Alberni only), or \$17.92 per month. Overall the taxation and fee for service increase of \$274 annually, or \$22.83 monthly. With everything remaining equal (no change to tax share & and non-market roll value), 2025 representative household would be paying \$383 more or \$31.92 per month. The preliminary representative household in 2025 breakdown is as follows:

TAXATION INCREASE - 2025 PRELIMINARY - GENERAL MUNICIPAL ONLY						
	2024	2024 Monthly	2025 - est.	2025 Monthly est.	Increase	Monthly Increase
General Municipal taxes	2,530	210.83	2,913	242.71	383	31.88

COMMUNICATIONS

The Financial Plan process starts with the introduction on October 21, 2024 and a proposed schedule into 2025 will come forward in November for the Committee's consideration. There will be plenty of opportunity to add or seek additional information with budget, Council has the ability to schedule additional Committee of the Whole meetings should they be required.

BYLAWS/PLANS/POLICIES

- "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024"

SUMMARY

The Financial Plan process takes considerable effort and time to prepare and consolidate for Council's review and final approval. There will numerous opportunities for input from the public and for Council to provide any recommendations or additional information in the planning process prior to final adoption, which is required to be completed by May 14, 2025.

ATTACHMENTS

- Level of Service – Operational Change – template example
- Capital Project – Financial Plan request - template example

CAPITAL PROJECT

2025-2029 Financial Plan - Capital Plan

2025 Proposed Capital Expenditure - (Asset Renewal or New Asset)

FUNDING SOURCE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Revenues					
Taxation					
Grant					
Reserve					
Total Capital funding	-	-	-	-	-

PROJECT COMPONENTS	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
EXPENDITURES					
Project Cost					
Project Engineering					
Project Management					
Procurement					
Communications					
Asset Management contribution					
Insurance					
Other costs					
Total Capital Expenditures	-	-	-	-	-

Operational Impacts from Capital Project:

ACCOUNT	DESCRIPTION	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Revenues						
01####	Revenue type					
01####	Grant					
01####	Reserve type					
Total Revenues		-	-	-	-	-

ACCOUNT	DESCRIPTION	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
EXPENDITURES						
02####	Expense type					
02####	Expense type					
02####	Expense type					
Total Expenditures		-	-	-	-	-

Combined	Tax Funding Required					
Combined	Grant Funding anticipated					
Combined	Reserve Funding Required					

Operational need or justification for service level increase:

Provide enough detail that allows the reader an understanding of the project and the need for the capital spend.

Strategic Plan Link:

Include all strategic Priorities that are associated with the Level of Service

DEPARTMENT

2025-2029 Financial Plan - Operational Budget

2025 Proposed Operational Service Level Increase

(List if this is ongoing or a project - "ONGOING" or "PROJECT")

ACCOUNT	DESCRIPTION	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Revenues						
01####	Revenue type					
01####	Grant					
01####	Reserve type					
	Total Revenues	-	-	-	-	-

ACCOUNT	DESCRIPTION	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
EXPENDITURES						
02####	Expense type					
02####	Expense type					
02####	Expense type					
	Total Expenditures	-	-	-	-	-

Combined	Tax Funding Required	-	-	-	-	-
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Operational need or justification for service level increase:

Provide enough detail that allows the reader an understanding of the project and the need for the increase in service and spend.

Strategic Plan Link:

Include all strategic Priorities that are associated with the Level of Service

Date: September 12, 2024
File No: 8100-01
To: Committee of the Whole
From: M. Fox, CAO
Subject: City Involvement in Local Events

Prepared by: W. THORPE Director of Parks, Recreation and Culture	Supervisor: M. Fox Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATIONS

- a) *THAT the Committee of the Whole recommend Council direct staff to contact each event organizer to outline their corresponding category classification starting in 2025.*
- b) *THAT the Committee of the Whole recommend Council provide staff with a list of the events Council wishes to support for 5-year periods.*
- c) *THAT the Committee of the Whole recommend Council to direct staff to include a provision in the Community Investment Program that for-profit or private organizations organizing local fundraising events where proceeds will provide community benefit will have the same access as non-profit organizations to the Community Investment Program.*

PURPOSE

To provide the Committee of the Whole with additional information about the City's involvement with local community events.

BACKGROUND

At the March 4, 2024 Committee of the Whole meeting, staff described to Council how the City's involvement in local events falls into one of three categories:

City-led

- Events that are organized and staffed by the City

Collaborative

- Events that are organized in concert between the City and an external organization
- The City may facilitate meetings or supply facilities/equipment
- If the events are held outside of the typical staff schedule, the external organization covers the cost for City staff involvement during the event

Event-driven

- Events that are run by an external group or organization
- City provides support to the event within the Community Investment Program
- Event organizers obtain insurance for each event

At that meeting, staff recommended to the Committee of the Whole to shift the First Night events to be City-led, and that the First Night organizers are welcome to run their own activities within the criteria outlined in the event-driven category. In addition, staff recommended to the Committee of the Whole to shift the Polar Bear Swim in 2025 and beyond to the event-driven category. For the readability of this report, these adjustments are made in the event types outlined below.

At the March 11, 2024 Regular meeting, Council passed the following motion:

THAT Council defer the 'City Involvement in Local Events' report to a future Committee of the Whole meeting to include additional information as requested and to provide an overview of the Community Investment Program. (Resolution No. 24-132)

At the August 12, 2024 Regular Meeting, Council passed the following motion:

THAT 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. (Resolution No. 24-283)

Expanded Descriptions of Event Types

The lists of events below are not exhaustive. Organizations throughout Port Alberni host a variety of special events throughout the year, and these lists only capture events which the City provides monetary contributions.

City-led

Event	Date	Location	Event Description	Cost to the City	Event Attendance
Heritage Week	February	AV Museum	Celebrate Heritage Week by exploring the history of the Alberni Valley. Participate in a scavenger hunt to learn stories about various artefacts in the Museum. Learn spool knitting and take old-fashioned photos using our photo backdrop and props.	\$500	75
Family Fun Day	Family Day (Stat. Holiday)	Multiplex, Pool and Glenwood	Free family fun for all! Free skate, free swim and loads of Glenwood activities. Treats and fun prizes to win!	\$3,000	900+
Easter Egg-stravaganza	Easter Weekend	Gyro Park	The event is geared toward children under 10 years. We host an Easter egg hunt, games, snacks and prizes.	\$1,500	350
Mother's Day	May	Echo Centre and AV Museum	Bring your friends and family to enjoy tea or coffee and dainty finger foods! Show your creativity by partaking in a spring-themed craft suitable for all ages.	\$300	30
Father's Day	June	McLean Mill	Join Parks, Recreation & Culture, the Alberni Valley Chamber and the Western VI Industrial Heritage Society for a day of fun celebrating our favourite father figures at the McLean Mill! Enjoy food, games, activities, antique trucks, interactive booths, music & more!	\$300	75
National Health & Fitness Day	1 st Saturday in June	Pool, Glenwood and Parks	Free activities at multiple facilities and parks around our community. Previous years saw a free swim, free MTB lessons, free pickleball and free yoga in the park.	\$500	100
Summer Kick-Off	3 rd Friday in June	Bob Dailey Stadium and Glenwood	Bring the whole family and enjoy an evening of fun activities under the sun! Games, crafts, music, sports, fun & our annual DUCK HUNT with prizes for all!	\$5,000	800+

3v3 Summer Basketball Showdown	August	Glenwood Centre	3v3 basketball tournament for ages 14+. Teams are guaranteed 4 round robin games and 2 playoff games. Prizes for champions, MVP, best dressed and much more.	\$800	35
AV Jump Jam	September	Williamson Park	Send it with Send Air at our third annual SendAir Jump Jam in celebration of mountain biking in the Alberni Valley! Progress your skills on three different air bags with the support and guidance of our experienced mountain bike coaches.	\$2,500	150
Film Fest	Fall and Spring	Landmark Cinemas	Imagine cosy recliner seats, the soft glow of the screen, and a shared experience with fellow film enthusiasts.	\$8,500	1,200
Halloween Events	Halloween Weekend	Glenwood and Multiplex	Both Glenwood and the Multiplex are dressed up in Halloween decorations for a fun skate with spooky music. Participants are encouraged to wear their costumes with lots of prizes to be won!	\$1,800	300
West Coast Winter Wonderland	December 1-26	Multiplex	Skate under the twinkling lights and holiday decorations at West Coast Winter Wonderland. Free admission and skate rentals are made available by generous sponsors.	\$21,000 (\$30,000 in expenses offset by \$9,000 in sponsorships)	5,000+
First Night	December 31	Multiplex, Pool, Glenwood and Museum	This event is geared towards children, youth and families. Join us for free ice skating, swimming and roller skating along with games, snacks and prizes.	\$1,700	800+
MTB Race	October 2025	Maquinna Trail Network and EJ Dunn Track	This mountain bike race is geared towards youth and beginner/intermediate riders looking to get into the world of MTB racing!	N/A (new in 2025)	

Kids Tri Race	April 2025	Echo Pool, Fields and Forest	Swim, cycle and run with your friends and family! Prizes and yummy treats at the finish line!	N/A (new in 2025)
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Collaborative

Event Name	Community Group Partnership	Date	Location	Event Description	City's Contribution	Cost to the City	Event Attendance
Family Literacy Day	AV Child and Youth Network	January	Echo Centre	Service providers come together to celebrate Family Literacy Day/Week with the community. Lunch, games, crafts & activities for all ages!	Facility & staff	\$700	350
Youth Night(s)	AV Child and Youth Network	February, May & October	Glenwood & other locations	A chance for young folks to enjoy a variety of sports and crafts; food is provided!	Facility & staff	\$900	150
Pride Week	Alberni Valley Pride Society	June	Glenwood & Echo	FREE disco rollerblading! Dress in bright colours & enjoy funky music & laser lights.	Facility & staff	\$450	80
Summer Movie Night	Local Business or Community Group	Summer	Bob Dailey Stadium	A local business or larger organization will contract FreshAir Cinema to run a movie in the park.	Facility	\$6,200	400

Canada Day	Various	July 1 (Stat. Holiday)	Harbour Quay	Soak in the scenery, explore the shops, and enjoy face painting, crafts and games for the kids – a free event for the whole family!	Staff, supplies	\$1,200	1000+
Cricket for Beginners	Port Alberni Cricket Club	August	Echo Major Fields	Learn all about the great sport of cricket. Participants will enjoy multiple stations of skill development drills and a fun game at the end.	Organizing the event, staff support at the event, advertisement through social media, posters and Leisure Guide	\$450	50
Skate with the Bulldogs	Alberni Valley Bulldogs and Port Alberni Bombers	Fall/Winter		Skate with your favourite Bulldog and Bombers players! Make sure to bring your pen for autographs!	Facility & staff. Admission by donation with proceeds going to a local charity.	\$800	250
Dinovember	Vancouver Island Regional Library SD 70 PacifiCare	November	AV Museum	Free family pop-up play. Join us for story time and Dinosaur-inspired play for ages 0-5 years; siblings welcome too.	Facility, staff, craft supplies	\$300	50
Christmas Light Up	Harbour Quay Merchants	November	Harbour Quay	Visit with Santa, sip on warm cocoa and enjoy the sweet sounds of the	Staff and equipment for tree and lights	\$2,000	500

				Timber! Choir and ADSS student bands			
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Event-Driven

Events that have received funding from the 2024 CIP cycle:

Event Organizer	Description	City's Contribution (CIP)	Attendance
Alberni Classical Concerts Society	Concert series	\$600	800
Alberni District Fall Fair	Summer market	\$630	2,500
	Fall Fair	\$1,700	23,000
Alberni Valley Community Foundation	Meeting space	\$260	20
Alberni Valley Disc Golf Club	Course improvement	\$2,000	100
Alberni Valley Restorative Justice Society	Developing capacity	\$1,000	700
Community Arts Council of the Alberni Valley	Matching grant	\$5,630	15,000
Kinsmen Club	Heritage dinner	\$411	300
PA Association for Community Living	Family Fun Fair	\$500	400
PA Highland Dancers Association	Robbie Burns supper	\$605	180
PA Orchestra and Chorus Society	Concerts	\$1,900	250
Rotary	Colour Fest	\$850	300
Royal Canadian Legion AV #293	Remembrance Day ceremony	\$1,300	1,300
Salmon Fest	Salmon Fest	\$1,000	TBD
Special Olympics	Swimming Program	\$2,000	24
Toy Run	Toy Run	\$2,800	2,500
Tseshaht First Nation	National Day for Truth and Reconciliation Walk and Celebration	\$1,260	TBD
Western Vancouver Island Industrial Heritage Society	Meeting space	\$380	20
93.3 The Peak	Polar Bear Swim	\$1,000	300

Business Licenses and Event Permits

The Development Services department administers the issuance of Business Licences and Special Event Licences. The fees are set by the Business Licence Regulation Bylaw No. 4951, with most business licences at \$132.00 for the year and special events at \$220.00 per day. The requirement for a business licence or a special event licence ensures compliance with local regulations, health codes and safety standards. The current business licence bylaw does not include any provisions for non-profit organizations or community events.

Community Investment Program

The Community Investment Program (CIP) helps non-profit organizations enhance their ability to provide services or activities that benefit the citizens of Port Alberni. Established in 2011, the CIP replaces the former Grants in Aid Program.

The CIP offers in-kind and cash grants to cover non-capital expenses for initiatives that organizations would otherwise struggle to offer without the assistance of the CIP. Standard operating expenses such as rent or utilities are not typically eligible for CIP funds, as those expenses are required of an applicant organization to function in any capacity. Staff ensure that organizations utilize any credits on file prior to being awarded additional grants, to encourage grant funds to be spent fully. Requests generally fall into the following categories:

In-Kind Requests	Facility Rentals
	Recreation Passes
	Staff Time
	Tents
	Bus Tickets
Cash Requests	Event supplies (labour, equipment)
	Insurance
	Matching grants

The CIP grants are included in the five-year financial plan within the Parks, Recreation and Culture department, and includes a budget of \$33,200 in grants per year from 2023 – 2028. Details of the most recent grants are available at [City of Port Alberni – Community Investment Program | 2024 Recommendations](#).

Policy

Staff are currently drafting an administrative policy regarding special events that will outline processes for existing and future events.

ALTERNATIVES/OPTIONS

1. THAT the Committee of the Whole recommends Council direct staff to contact each event organizer to outline their corresponding category classification starting in 2025.
2. THAT the Committee of the Whole recommends Council provide staff with a list of the events Council wishes to support for 5-year periods.
3. THAT the Committee of the Whole recommends Council to direct staff to commence charging for licenses and permits for special events starting on January 1, 2025 at a rate of \$10 per day.
4. THAT the Committee of the Whole recommends Council to direct staff to defer charging for licenses and permits for special events until a review of Business Licence Regulation Bylaw No. 4951 is complete.
5. THAT the Committee of the Whole recommends Council to direct staff to include a provision in the Community Investment Program that for-profit or private organizations organizing local fundraising events where proceeds will provide community benefit will have the same access as non-profit organizations to the Community Investment Program.

ANALYSIS

Establishing clear involvement by the City in the delivery of local events aligns with Council's *Strategic Plan* and the goal of "City provides quality services to residents".

FINANCIAL IMPLICATIONS

Implications will vary based on final Council direction. Council may consider allocation of funding to support community events. The financial implication would increase taxation by 0.16% for \$50,000 and 0.32% for \$100,000 for 2025. Currently the funding allocation from the city's community gaming revenue is fully allocated, further details over the next five years are outline in APPENDIX A.

COMMUNICATIONS

Staff will relay Committee and Council direction to all affected event organizers.

BYLAWS/PLANS/POLICIES

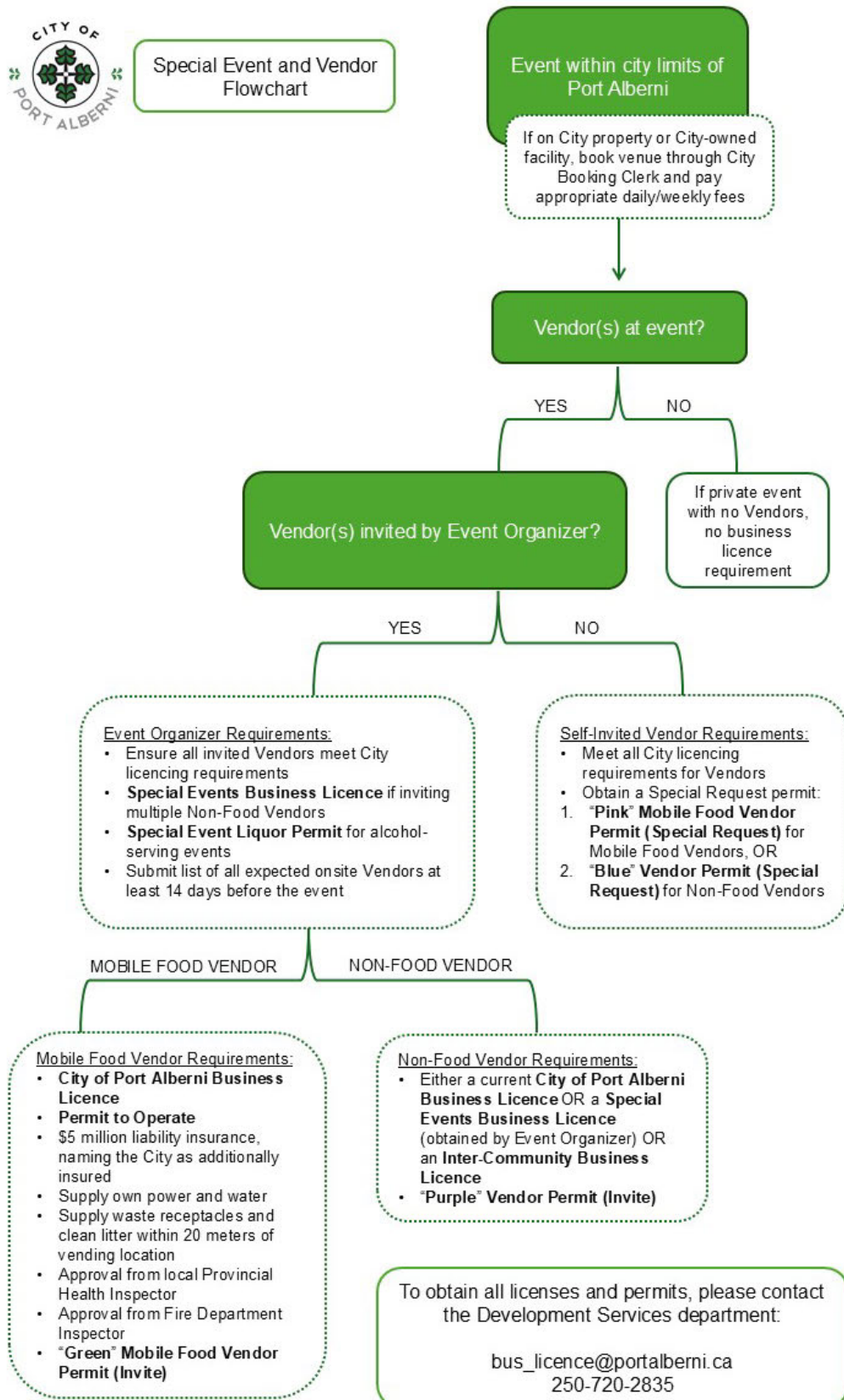
N/A

SUMMARY

The City classifies local special events as either City-led, collaborative, or event-driven, and supports each event accordingly. To alleviate confusion among event organizers and to confirm the City's support for local events, staff recommends that the Committee of the Whole recommend Council to direct staff to contact each event organizer to outline their corresponding category classification starting in 2025, direct staff to commence charging for licenses and permits for special events starting on January 1, 2025, and provide staff with a list of the events Council wishes to support for 5-year periods.

ATTACHMENTS/REFERENCE MATERIAL

- [Business Licence Regulation Bylaw No. 4951](#)
- [City of Port Alberni – Community Investment Program](#)
- Special Event and Vendor Flowchart
- Business / Special Event Licencing – Guidelines and Frequently Asked Questions
- APPENDIX A - Special Event funding – 2025-2029 Financial Plan Implications at \$50,000 & \$100,000



City of Port Alberni
Business / Special Event Licencing – Guidelines and Frequently Asked Questions

PART I – GUIDELINES

A. Overview

This document aims to clarify the licencing and permitting requirements for Vendors operating at events or gatherings within the City of Port Alberni and on City-owned property and facilities, categorize different types of Vendors, outline the responsibilities of both Vendors and Event Organizers, and address frequently asked questions on this subject.

B. Vendors

Vendors can operate as either home-based or commercial businesses, which may include selling food or food items prepared at home, in a commercial kitchen, or on-site at the event. They may also offer farm produce, as well as art and craft items. Vendors can provide various services, including face painting, mobile massage setup, or entertainment. For licencing purposes, Vendors are categorized as either “Mobile Food Vendors”, which includes food service groups, or “Non-Food Vendors”.

Vendors are authorized to sell or donate their products at various events, such as craft markets, summer markets, Christmas markets, home shows, and public events, as well as at sporting tournaments or games within the city limits of Port Alberni. They can also set up in approved locations to sell their products from temporary kiosks, trailers, or vehicles.

C. Responsibilities of the Vendor

To legally operate at an event held within the city limits of Port Alberni, a Vendor must adhere to the following requirements:

Mobile Food Vendors:

- A current City of Port Alberni Business Licence, which must be on display at event
- A current Permit to Operate
- \$5 million liability insurance coverage, listing the City of Port Alberni as additionally insured
- Be self-sufficient to operate, providing their own power and water

- Waste receptacles and cleaning all litter generated within 20 metres of the vending location
- Approval for operation by the local Provincial Health Inspector
- Inspection and approval for operation by the Fire Department Inspector (part of the business licencing process)

Non-Food Vendors:

- A current City of Port Alberni Business Licence **OR** a Special Events Business Licence obtained by the Event Organizer from Development Service Department, which has a per-day cost **OR** an Inter-Community Business Licence
- A Park Permit, which must be on display at event

All Vendors must clearly display the required documentation (i.e. individual Business Licence and required approval permit) at the event, except for Vendors covered by the Event Organizers holding a Special Events Business Licence. Mobile Vending Vehicles must comply with all traffic regulations, must not be located in City Parks without approval, and must maintain a clearance of 1.5 metres if located on a City sidewalk or boulevard for passing pedestrians. Mobile Vending sales are restricted to the hours of 7:00 am to 10:00 pm.

D. Responsibilities of the Event Organizer

An Event Organizer is a person, organization, society, team, or group hosting the event or gathering. The Event Organizer is permitted to invite Vendors to sell food, beverages, or products at an event or gathering. If the event is taking place on City-owned property or at a City facility, the Event Organizer is required to submit a list of all Vendors that will be onsite during the event to echo_bookingclerk@portalberni.ca a minimum of 14 days prior to the start date of the event. It is the responsibility of the Event Organizer to ensure that all the Vendor licencing requirements listed in Section C are met.

Additional considerations for Event Organizers include the following:

- When planning to bring in multiple Non-Food Vendors for an event, it is a requirement to purchase a Special Events Business Licence and display it prominently at the event. A Special Events Business License eliminates the need for each Vendor to obtain and display individual licences. Examples of special events include craft fairs, carnivals, circuses, exhibitions, horse/pony shows, and dog shows.
- For events serving alcohol, obtaining a Special Event Liquor Permit is necessary. If the event is hosted in a City facility or on City property, booking the space through the City's Booking Clerk and paying the appropriate daily or weekly fees is required.

PART II – FREQUENTLY ASKED QUESTIONS

1. What is a Business Licence and Why Do I Need One?

A Business Licence is mandatory for all businesses operating in the City of Port Alberni, including non-profits and home-based businesses, with the exception of Vendors covered by a Special Events Business Licence. It ensures compliance with local regulations, such as land use, health codes, and safety standards. For home-based businesses, there are specific regulations regarding operation in residential zones. Licences can be obtained at [Business Licencing](#).

2. Can the Annual Business Licence Fee Be Pro-Rated?

Business licences are valid from January 1st to December 31st. Licences can be purchased through our [Online Payment System](#). If purchased after July 1st, the fee is reduced by 50%, except for Special Events Business Licences. Licences must be renewed by January 31st each year. A penalty of 25% will be added to each unpaid business licence on January 31st of each year or 30 days following issuance of a new licence. Failure to renew would lead to the requirement of a reapplication and reinspection/reapproval.

3. What are the City Limits of Port Alberni?

Please refer to the zoning map at [City Zoning Map](#).

4. Do I Need a Licence if Selling Outside City Property?

Yes, all businesses within city limits require a Business Licence, regardless of location. Please refer to the [Business Licence Bylaw](#) for details.

5. Do I Need a Licence for Fundraising Sales?

This is dependent on multiple factors. Please contact Business Licencing at 250-720-2835 or bus_licence@portalberni.ca.

6. As an Event Organizer, am I Required to Purchase a Special Events Business Licence for an Event Outside City Property?

Yes. If the event is within the city limits of Port Alberni, Event Organizers are required to purchase a Special Events Business Licence, which will cover all the Non-Food Vendors at your event. This includes Vendors who sell services, items, and food not prepared at event location (which would be considered a catering service). For Food Vendors preparing food on site, please refer to Question 11.

7. What Are the Requirements for Sport Tournaments?

Event Organizers must book the venue through the City Booking Clerk and pay applicable fees. A Special Event Liquor Permit is necessary if alcohol is served. If you are selling any items or having any Vendors, you will either need to obtain a Special Events Business Licence or obtain a regular City of Port Alberni Business Licence.

8. What Are the Consequences of Operating Without a Licence?

Bylaw Enforcement can issue daily fines for operating without a valid Business Licence.

9. What Permits Are Needed for a Family BBQ at a City Facility?

For a private function, you must book the space through the City. No Business Licence is needed unless hiring Vendors, who must have their own licences.

10. What Permit Must Be Displayed at Markets or Food Vending?

- If a Food Vendor has been invited by an Event Organizer, a “Mobile Food Vendor Permit” (Green) will be issued with specific date(s) and location and must be clearly displayed when on site.
- If a Non-Food Vendor has been Invited by an Event Organizer, a “Vendor (excludes food) Permit” (Purple) will be issued with specific date(s) and location and must be clearly displayed when on site.
- Either the Event Organizer will display their business licence or Special Events Business Licence at the event if they obtained one, **OR** the Vendor will display their individual City of Port Alberni Business Licence.
- For a mobile food vending vehicle/trailer or food kiosk preparing food, both a valid business licence and an Island Health Approval Permit need to be displayed.

11. What is a Mobile Food Vendor?

A Mobile Food Vendor uses a trailer or vehicle to prepare and sell food. They must have:

- A Business Licence
- \$5,000,000 liability insurance with the City as an additional insured
- Approval from the Provincial Health Inspector and the Fire Department

12. What is an Island Health Approval Permit?

This permit is issued by Island Health for temporary or annual use.

13. What is a Park Permit?

This refers to the “Green” or “Purple” permits for display via invitation by an Event Organizer, as covered in Question 10.

14. What is a Special Events Business Licence?

This licence covers all Vendors (except Mobile Food Vendors) at an event, eliminating the need for individual licences.

15. Do I Need a Special Events Business Licence for a Public Event with a Food Vendor?

If only a Food Vendor is present, a regular City of Port Alberni Business Licence is sufficient. For additional Vendors, a Special Events Business Licence is required.

16. When Must I Submit a List of Vendors for My Event?

If the event is taking place on City-owned property or at a City facility, the Event Organizer must submit a list of Vendors at least 14 days before the event to echo_booking@portalberni.ca. This is not required for events on private property.

17. What Happens if I Operate Without a Special Event Licence?

Daily fines can be issued by Bylaw Enforcement by means of a ticket to any Vendor or Event Organizer operating without a valid licence.

18. Are these Fees New?

The [Business Licence Bylaw](#) has always mandated licences for these activities.

19. What is the Community Investment Program (CIP)?

The CIP supports non-profits to enhance their ability to provide services, events and activities that benefit the citizens of Port Alberni. More info can be found at [CIP Information](#).

20. What is an Inter-Community Business Licence?

An Inter-Community Business Licence is an additional business licence which authorizes inter-community business to be carried on within the boundaries of any or all the following participating municipalities in addition to the City of Port Alberni:

City of Campbell River, City of Courtenay, City of Duncan, City of Nanaimo, City of Parksville, District of North Cowichan, District of Lantzville, Town of Comox, Town of Lake Cowichan, Town of Ladysmith, Town of Qualicum Beach, Village of Cumberland.

A business is considered an inter-community business if it performs a service or activity within more than one participating municipality by moving from client to client rather than having clients come to them. Examples include trades, plumbers, electricians, cleaning services, pest control, or other similar businesses.

21. What are the Applicable Costs?

	Cost (+tax)
Business Licence	\$132
Inter-Community Business Licence	\$150 plus \$132
Special Events Business Licence	\$220 per day, to a maximum of \$2,200 per event
Permit to Operate	
Bylaw Fines (daily)	\$200, to a maximum amount of \$10,000

22. Where Can I Get More Information on Business Licences?

For questions, please visit <https://www.portalberni.ca/content/business-licencing> or contact the City of Port Alberni's Development Services/Business Licencing Department at 250-720-2835 or bus_licence@portalberni.ca.

APPENDIX A – Special Event funding – 2025-2029 Financial Plan Implications at \$50,000 & \$100,000

Impact of \$50,000 - Special Event funding in 2025 forward

Item/Service Level	2025	2026	2027	2028	2029
Special Event funding	50,000	50,000	50,000	50,000	50,000
<i>Option 1 increase (\$)</i>	50,000	50,000	50,000	50,000	50,000

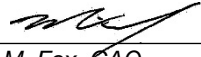
2024-2028 FP with prior amendment(s)	35,945,682	39,372,909	41,571,665	43,570,039	45,744,111
Tax percentage increase prior to adding \$50,000 to Special Events in 2025	15.12%	9.53%	5.58%	4.81%	4.99%
Tax percentage increase after adding \$50,000 to Special Events in 2025	15.28%	9.67%	5.71%	4.93%	5.10%

Impact of \$100,000 - Special Event funding in 2025 forward

Item/Service Level	2025	2026	2027	2028	2029
Special Event funding	100,000	100,000	100,000	100,000	100,000
<i>Option 2 increase (\$)</i>	100,000	100,000	100,000	100,000	100,000

2024-2028 FP with prior amendment(s)	35,945,682	39,372,909	41,571,665	43,570,039	45,744,111
Tax percentage increase prior to adding \$100,000 to Special Events in 2025	15.12%	9.53%	5.58%	4.81%	4.99%
Tax percentage increase after adding \$100,000 to Special Events in 2025	15.44%	9.81%	5.84%	5.05%	5.22%

Date: September 17, 2024
File No: 3900-02-5106
To: Committee of the Whole
From: M. Fox, CAO
Subject: Parks, Recreation and Culture Fees and Charges Bylaw

Prepared by: W. THORPE Director of Parks, Recreation and Culture	Supervisor: M. Fox Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATIONS

1. *THAT the Committee of the Whole recommend Council introduce and complete three readings of "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024", effective September 1, 2025.*
2. *THAT the Committee of the Whole recommend Council provide staff direction regarding developing a policy on waiving rental fees for any particular participant demographic or event type.*

PURPOSE

To provide the Committee of the Whole with further details regarding the City's proposed updated recreation fees and charges bylaw.

BACKGROUND

The current cost for admission to or use of the City's recreation facilities is outlined in the "*Recreation Facilities Fees and Charges 2015, Bylaw No. 4872*", which was last updated in 2015. At the June 17, 2024 Committee of the Whole meeting, the Committee passed the following motion:

THAT the Committee of the Whole defer consideration of the Parks Recreation and Culture Fees and Charges Bylaw pending a report from the Director of Parks, Recreation and Culture providing additional information around cost recovery options, definitions of "sanctioned sports events", definitions of "the Alberni Valley" and a proposal for the audit of not for profit renters as outlined by Committee members.

Since 2000 or 2001, the City has allocated 10% of all Parks, Recreation and Culture fee revenue to a reserve; the current balance of that reserve is approximately \$650,000. During this same time period, three electoral areas within the Alberni-Clayoquot Regional District (Sproat Lake, Beaver Creek, Cherry Creek) have contributed a total of \$77,947 each year.

Cost Recovery – Sports Fields

The current annual operating costs for maintaining the City's 19 sports fields in Port Alberni total almost \$317,000:

Annual Operating Cost	
Labour	\$173,000
Equipment and Supplies	\$115,000
Subtotal	\$288,000
Administrative Time	\$28,800
Total	\$316,800

Maintaining sports fields accounts for approximately 24% of the annual labour budget within the City's Parks department (\$173,000 of the \$730,000 budgeted).

Projected capital costs for sports field equipment replacement:

Item	Cost (in 2024)	Replacement Year	Projected Lifespan (years)	Note
Scoreboard	\$20,000	Not determined	15	Per scoreboard (6 total)
Utility mower	\$40,000	2025	10	
Gang Mower	\$126,000	2024	10	
Tractor	\$153,000	2023	10	
Pickup Truck	\$90,000	2026	15	
Total	\$429,000			

Considering the annual operating and capital costs outlined above, annual expenditures on sports fields total approximately \$330,000:

Annual Operating Cost	\$316,800
Scoreboards	\$1,333
Utility Mower*	\$960
Gang Mower*	\$3,024
Tractor*	\$3,672
Pickup Truck*	\$1,440
Total	\$327,229

*24% of replacement cost based on 24% of staff time used for sports field maintenance.

As outlined in the staff report for the March 4, 2024 Committee of the Whole meeting, field usage for children and adult league play and tournaments in 2023:

Sport	Total Hours
Baseball	1,800
Soccer	400
Softball	1,600
Total	3,800

Based on the 2023 field usage, sports field rental rates would need to be \$86.12 per hour to recover the annual cost for maintaining the sports fields.

Definitions

Definitions for 'Sanctioned Events' and 'the Alberni Valley' have been updated in the draft fees and charges bylaw (#5106).

Audit of Non-Profit Activities

Should Council wish to waive sports field rental fees for charitable events that ensure a portion of the proceeds generated by the event remain in the Alberni Valley, staff would meet with any eligible events and review the organization's financial records in order for the organization to demonstrate the corresponding distribution of the funds have remained in the Alberni Valley. Should the organization be unable to demonstrate the threshold of proceeds remaining in the Alberni Valley, the organization would be invoiced the full rate for field use during that period.

Access to Financial Supports

Three annual programs are available to assist participants in the Alberni Valley with reducing financial barriers to accessing sport and recreation opportunities:

HEART program

The HEART (Having Everyone Access Recreation Today!) program provides residents access to the City's registered and public programs. HEART is provided by the Parks, Recreation and Culture department, and each member receives:

- 75% off subsidized programs and memberships up to \$225 each year
- 52 drop-in visits to swimming or skating
- Children under 14 receive unlimited free admission to public rollerblading sessions at Glenwood Centre

KidSport

KidSport is a national program developed in 1993, with the goal of helping families overcome the prohibitive cost of sport. KidSport gives tens of thousands of kids through 166 chapters across Canada the opportunity to participate in organized sport each year by helping to cover the registration costs for children and youth in league play with local minor sport associations.

Since its inception in 2006, the Port Alberni chapter of KidSport has provided grants for almost 2,200 local athletes to participate in a variety of sports. Our chapter accepts applications and administers grants of up to \$300 per child/year.

Jumpstart

Since 2005, Canadian Tire's Jumpstart program helps kids overcome financial and accessibility barriers to sport and recreation in an effort to provide inclusive play for kids of all abilities. Funding of up to \$300 per application is available.

Bylaw Rates and Review Timeline

To ensure ongoing review of this bylaw and consistent, incremental increases to the fees, the following language has been included in the draft bylaw:

- Staff shall complete a review of the rates contained within this bylaw every four (4) years to examine alignment of these rates to comparable communities.
- On January 1 of each year, every fee within this bylaw shall increase 5%.

Renting Public Spaces

Rates for event organizers to book outdoor spaces in Port Alberni such as parking lots, public streets and sections of waterfront have not yet been established. Staff gathered data from six comparator communities on the per-day cost for booking such spaces:

	Campbell River	Courtenay	Comox	Esquimalt	Oak Bay	Powell River
Parking Lot	None Established	Included in full facility rentals	\$55.75/section \$222.90/lot	\$3.09/stall	\$300 - \$550	Case-by-case basis
Public Street	None Established	Case-by-case basis	None Established	Market Rate	Main street: \$1,075 Municipal street: \$160/block Sidewalk/lane: \$225	Case-by-case basis
Section of Waterfront	General: \$40 Special Events: \$200 - \$300	General: \$53	Non-profit: \$59/day Private: \$79 Commercial: \$99	Picnic/park: \$53.58/2 hours Special events: \$154.50/2 hours	\$135.50/4 hours	None Established
Spirit Square	Non-profit: \$39 Commercial: \$250	N/A	N/A	N/A	N/A	\$218.53
Exhibition Grounds	N/A	N/A	\$158.30 (incl. washrooms) \$82.32 (4 hours, no washrooms)	N/A	N/A	N/A

ALTERNATIVES/OPTIONS

1. The Committee of the Whole recommend Council introduce and complete three readings of “*Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024*” effective September 1, 2025.
2. The Committee of the Whole recommends Council provide staff direction regarding developing a policy on waiving rental fees for any particular participant demographic or event type.
3. The Committee of the Whole recommends Council direct staff to wait to introduce bylaw #5106 until after the completion of the facility condition assessment.

ANALYSIS

Option 1	Introducing Bylaw No. 5106 enables the City to align recreation fees and charges with six communities of similar size to Port Alberni.
Option 2	Developing a policy ensures that Council establishes direction that meets their strategic goals and that fees and charges are applied consistently.
Option 3	Waiting for the completion of the facility condition assessment will provide Council with additional data regarding the replacement costs of key City infrastructure and corresponding future costs to maintain or replace City assets.

IMPLICATIONS

Updating City recreation fees and charges to reflect the median of the six comparator communities will result in an overall increase in revenue generation opportunities for the City. Implementing fees for sports field use will offset some of the operational cost of field maintenance.

Changes to the bylaw are estimated to increase revenue in the range of \$150,000 in 2025 if the rates are effective January 1, 2025. This would reduce the taxation increase in 2025 by 0.48%.

COMMUNICATIONS

Staff will relay Committee and Council direction to the public and all affected user groups.

BYLAWS/PLANS/POLICIES

- [*“Recreation Facilities Fees and Charges 2015, Bylaw No. 4872”*](#)

Updating the fees and charges bylaw aligns with Council’s *2023 – 2027 Corporate Strategic Plan*:

- 3.1 The highest and best use is made of City-owned assets.
- 3.3 The City provides quality services to residents.

SUMMARY

The current cost for admission to or use of the City’s recreation facilities is outlined in “*Recreation Facilities Fees and Charges 2015, Bylaw No. 4872*”, which was last updated in 2015. Staff recommend that the Committee of the Whole recommend Council introduce and complete three readings of “*Parks, Recreation and Culture Facilities Fees and Charges 2024 Bylaw No. 5106*” effective September 1, 2025. In addition, staff recommend the Committee of the Whole recommends Council provide staff direction regarding developing a policy on waiving rental fees for any particular participant demographic or event type.

ATTACHMENTS/REFERENCE MATERIAL

- Draft “Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024”
- [Having Everyone Access Recreation Today!](#)
- [KidSport Port Alberni](#)
- [Jumpstart](#)
- [June 17, 2024 Committee of the Whole Meeting Agenda | Parks, Recreation and Culture Fees and Charges Bylaw](#)
- [March 11, 2024 Regular Meeting of Council Agenda | Recreation Fees and Charges Bylaw | Recommendations from the March 4th Committee of the Whole](#)
- [March 4, 2024 Committee of the Whole | Staff Report | Recreation Fees and Charges Bylaw](#)

CITY OF PORT ALBERNI

BYLAW NO. 5106

**A BYLAW TO FIX AND CHARGE FEES AND ADMISSION TO OR FOR THE USE OF
COMMUNITY PARKS, RECREATION AND CULTURE FACILITIES**

WHEREAS the Council of the City of Port Alberni has the authority by bylaw pursuant to Section 194 of the *Community Charter*, RSBC, 2003 to impose fees payable in respect of all or part of a service of the municipality and the use of municipal property;

AND WHEREAS the Council of the City of Port Alberni has the authority by bylaw pursuant to Section 12 of the *Community Charter* to make different provisions for different areas, times, conditions or circumstances as described by bylaw; to establish different classes of persons, places, activities, property or things; and to make different provisions, including exceptions, for different classes established as above;

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

1. Title

This Bylaw may be known and cited for all purposes as the "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024".

2. Fees and Charges

The fees and charges for admission to and the use of community parks, recreation and culture facilities shall be as fixed in Schedule "A" attached hereto and forming part of this Bylaw.

3. Effective Date

This bylaw shall become effective _____, 2025.

4. Repeal

"Recreation Facilities Fees and Charges 2015, Bylaw No. 4872" is hereby repealed.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer

SCHEDULE "A" TO BYLAW NO. 5106

City of Port Alberni – Parks, Recreation and Culture Schedule of Facilities Fees and Charges

1. GENERAL

1.1. Implementation of Fees:

This bylaw shall become effective _____. Staff shall complete a review of the rates contained within this bylaw every four (4) years to examine alignment of these rates versus comparable communities.

1.2. Age Classifications:

Tot	0-4 years
Child	5-12 years
Youth	13-18 years
Adult	19-54 years
Senior	55-74
Golden Age	75+ years
Family	Max. 6 persons min. 1 adult or senior max. 2 adults

1.3. Definitions:

1.3.1. Duration

Half Day	Up to 6 hours
Full Day	1 calendar day

1.3.2. Get Active, Stay Active Pass

Youth receive unlimited access to drop-in sessions and 20% off all registered programs.

Valid January – December (no prorated fee if pass is purchased throughout the year).

1.3.3. Primary/Secondary Ice Surfaces (Multiplex Only)

Primary Sheet (Weyerhaeuser)
Secondary Sheet (Coulson)

1.3.4. Prime Time/Non-Prime Time (Multiplex Only)

Prime Time	Monday – Friday: 3pm – 9am Saturday – Sunday: All open hours
Non-Prime Time	Monday – Friday: 9am – 3pm

1.3.5. Staff Costs

Current wages (inclusive of employer deductions) as paid to City of Port Alberni employees.

1.3.6. Tax Implications

Taxes will be added to all fees as required by legislation.

1.3.7. User Group Types

Commercial

Groups or organizations with a primary purpose of generating profit through providing goods or services for sale.

Fees and charges for commercial groups/organizations will be negotiated on behalf of the City by the Director of Parks, Recreation and Culture or designate.

Local non-profit organizations

Registered non-profit or charitable organizations located within the Alberni Valley as indicated by the service area boundaries of the City of Port Alberni and Alberni-Clayoquot Regional District.

Non-local organizations

Registered organizations located outside the Alberni Valley.

Political

Organizations or groups affiliated with a particular political party.

Public

Individuals or groups not affiliated with a particular organization.

Religious

Organizations or groups affiliated with a particular religion, faith, or spiritual belief system.

Sanctioned events

Events organized or hosted by local or non-local organizations.

2. Fees and Charges

2.1. On January 1 of each year, every fee within this bylaw shall increase 5%.

2.2. Applicable taxes shall be added to all rates within this bylaw.

ADMISSIONS - SWIMMING, SKATING, FITNESS STUDIO, GLENWOOD CENTRE	
Drop-in Admission	
Child/Youth (5-18 years)	\$3.33
Adult (19-54 years)	\$6.19
Senior (55-74 years)	\$5.24
Family (max. 6 persons, min. 1 adult or senior, max. 2 adults)	\$13.33
Shower Only	\$3.33
10 Visits	
Child/Youth	\$29.97
Adult	\$55.71
Senior	\$47.16
Family	\$119.97
1 Month Membership	
Child/Youth	\$35.05
Adult	\$66.00
Senior	\$50.00
Family	\$154.60
3 Month Membership	
Child/Youth	\$89.83
Adult	\$174.25
Senior	\$126.65
Family	\$365.40
Annual Membership	
Child/Youth	\$265.30
Adult	\$447.50
Senior	\$409.88
Family	\$975.65
Get Active, Stay Active Pass	
Youth (unlimited drop-in & 20% off all registered programs, Jan. - Dec.)	\$196.70

RENTALS - ALBERNI VALLEY MULTIPLEX

Ice (per hour)

Youth Non-Prime & Hockey Academy	\$72.28
Youth Prime	\$103.16
Adult Non-Prime	\$149.99
Adult Prime	\$224.43

Dry Floor (per hour)

Youth	\$54.11
Adult	\$76.69

Events (full day) + staff

Primary Sheet - surface only	\$1,391.10
Primary Sheet - surface & arena seating	\$2,017.00
Primary Sheet - surface only (non-profit)	\$900.00
Secondary Sheet - surface & bleacher seating	\$1,317.00
Upper Lounge	\$500.00

Skates (per pair)

Rental	\$3.33
Sharpening	\$5.72

RENTALS - ECHO AQUATIC CENTRE

Youth Groups and Swim Meets (per hour) + staff

Per Lane	\$21.75
Shallow Tank	\$122.39
Main Pool (6 lanes x 25 m)	\$123.70
Full Facility - hourly up to 4 hours	\$170.10
Full Facility - full day, incl. 2 Aquatic staff	\$769.70

Adult Groups (per hour) + staff

Per Lane	\$26.80
Full Facility - hourly up to 4 hours	\$211.92
Full Facility - full day, incl. 2 Aquatic staff	\$957.88

RENTALS - ECHO '67 COMMUNITY CENTRE	
Room Rental (per hour)	
Dogwood Room - public and local non-profit org. fundraisers	\$34.23
Dogwood Room - religious, political and non-local org.	\$47.88
Hemlock Room - public and local non-profit org. fundraisers	\$24.78
Hemlock Room - religious, political and non-local org.	\$36.93
Fir Room - public and local non-profit org. fundraisers	\$24.78
Fir Room - religious, political and non-local org.	\$36.93
Cedar Room (Front w/stage) - public and local non-profit org. fundraisers	\$43.30
Cedar Room (Front w/stage) - religious, political and non-local org.	\$67.60
Cedar Room (Centre) - public and local non-profit org. fundraisers	\$39.40
Cedar Room (Centre) - religious, political and non-local org.	\$66.30
Cedar Room (Back) - public and local non-profit org. fundraisers	\$43.30
Cedar Room (Back) - religious, political and non-local org.	\$67.60
Cedar Room (Full) - public and local non-profit org. fundraisers	\$74.96
Cedar Room (Full) - religious, political and non-local org.	\$104.00
Small Kitchen - public and local non-profit org. fundraisers	\$27.25
Small Kitchen - religious, political and non-local org.	\$100.00
Large Kitchen - public and local non-profit org. fundraisers	\$50.00
Large Kitchen - religious, political and non-local org.	\$100.00
Craft Room A - public and local non-profit org. fundraisers	\$30.00
Craft Room A - religious, political and non-local org.	\$35.25
Full Facility - public and local non-profit org. fundraisers (full day)	\$650.00
Full Facility - religious, political and non-local org. (full day)	\$909.95

RENTALS - ECHO PARK FIELDHOUSE	
Room Rental	
Fieldhouse (per hour)	\$44.88
Fieldhouse (full day)	\$198.00
Concession (full day)	\$250.00
Showers (full day)	\$32.50
Officials' Room (full day)	\$50.00

RENTALS - GLENWOOD CENTRE	
Rental (per hour)	
Youth Floor Rental + staff	\$47.05
Adult Floor Rental + staff	\$80.00
Floor Rental with Inflatable + staff	\$150.00
Tennis Court (per court)	\$15.00
Youth Batting Cage	\$35.70
Adult Batting Cage	\$57.75
Skating - Floor Rental (2 hours, incl. skate shop attendant)	\$293.60
Full Facility (full day) - public and local non-profit org. fundraisers	\$570.70
Full Facility (full day) - religious, political and non-local org.	\$2,143.20
Skate Rentals (pair)	\$3.33

RENTALS - GYRO YOUTH CENTRE	
Room Rental (per hour)	
Activity Room	\$42.20
Full Upstairs (incl. Activity Room, Kitchen and Media Room)	\$99.25
Birch Room	\$36.25

RENTALS - RECREATION PARK STADIUM	
Rental (per day)	
Local recreation groups	\$300.00
Religious, political and non-local org.	\$600.00
Concession	\$250.00

RENTALS - BOB DAILEY STADIUM

Rental	
Local Recreation Group (per hour)	\$60.00
Local Recreation Group (per 1/2 day)	\$179.00
Local Recreation Group (full day)	\$300.00
Religious, political and non-local org. (full day)	\$597.00
Lighting - youth (per hour)	\$92.00
Lighting - adult (per hour)	\$92.00

MISCELLANEOUS

Rental	
Park, Playground, spray park (4 hours)	\$30.00
Marquee tent (per tent, full day, incl. set up and take down)	\$300.00
Tables (per table, full day)	\$10.00
Chairs (per chair, full day)	\$2.00
Barricades (per barricade, full day)	\$2.00
Construction fencing (per panel, full day)	\$15.00
Ticket sales for external events (of gross ticket sales)	10%

RENTALS - SPORTS FIELDS

Fields (per field, diamond, or pitch)	
Youth - Practice/Game (per hour)	\$6.60
Youth - Tournament (per day)	\$40.00
Adult - Practice/Game (per hour)	\$18.75
Adult - Tournament (per day)	\$80.00

PARKS, RECREATION AND CULTURE DEPARTMENT

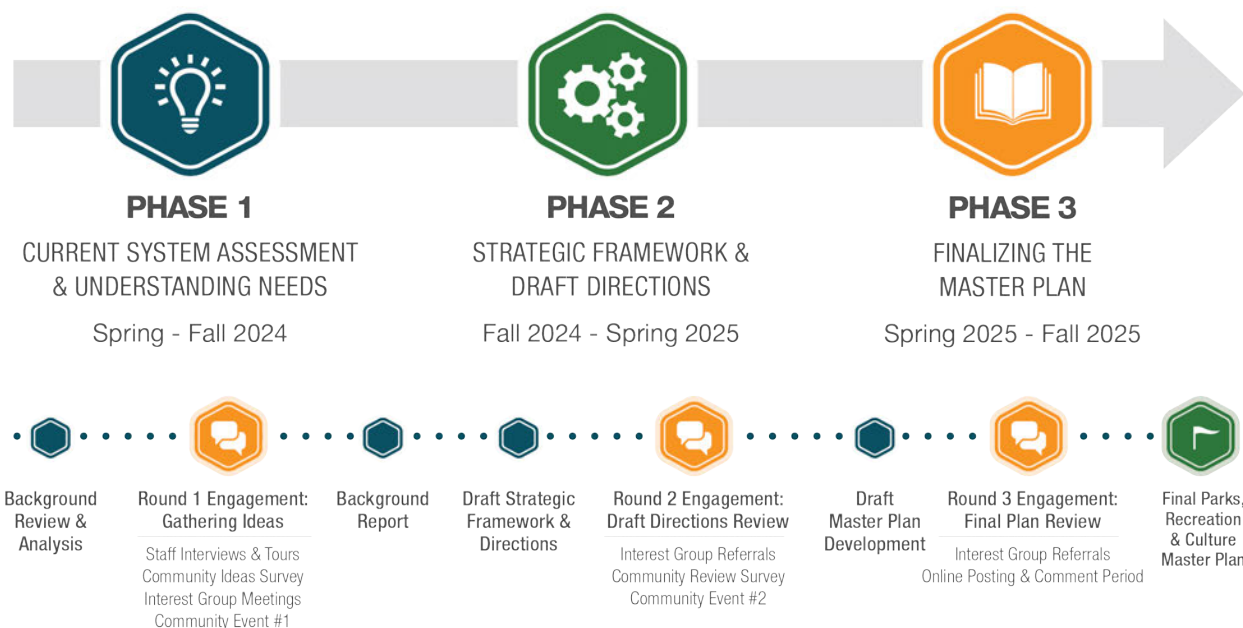
PURPOSE

To provide Council with an overview of departmental operations for the quarter ending September 30*, 2024 (* data reported until end of day September 17).

Administration

Key Activity – [Master Plan](#)

- The first in-person public engagement session was held at the Connect with your City Open House on September 25.
- The [PRC Ideas Survey](#) is live until October 25; we want to hear your thoughts on PRC services today and your ideas for the future.



Culture

Key Activities

- Hosted four weeks of summer camps with participation slightly below 2023:

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	

Museum Attendance			
Month	Galleries	Programs & Events	Total
July	1,073	192	1,265
August	1,157	76	1,233
September	1,206	540	1,746

Looking Ahead

- The “Aquaculture: Farming the Waters” is on display from October 2024 – January 2025, which invites you to dive into aquaculture and discover how seafood (and more!) is produced across Canada.
- The Film Fest returns for fall and winter sessions; series passes and tickets are available at the Museum Shop.

Facilities

Key Activities

Public Works Yard Boiler Replacement Project

The existing boiler nearing the end of its life will be upgraded to a higher-efficiency model. Additionally, hot water tanks and exhaust fans will receive much-needed improvements to enhance overall functionality, energy efficiency, and safety. This project has been awarded locally and is expected to be completed by late fall or early winter.

Train Station Water Tower Structural Repairs

The Train Station is the City's sole registered heritage building and serves as a significant historic entry and departure point. The iconic Water Tower, constructed in 1997 by Vancouver Island Industrial Heritage Society volunteers, was built at the foot of Argyle Street to complement the Train Station. The project is scheduled to be completed by the end of October.

Structural repairs include:

- Ensuring the cistern has adequate drainage.
- Installing lateral tension cables to stabilize the metal spout.



Train Station Water Tower

- Replacing deteriorating column sections and cross bracing.
- Applying a waterproofing product to the lower sections of each column.

Aquatic Centre Shutdown

The annual shutdown ran August 26 – September 20 and included general maintenance tasks such as re-grouting the tank, plaster repairs, painting, locker maintenance, a thorough deep cleaning. The essential infrastructure work completed each year includes third-party inspections and rebuilds of pumps and gas chlorination systems, installation of a new expansion joint, and maintenance on the dehumidification and air handling systems.

Shutdown projects that were unique to 2024:

- Replacing four rotten exterior doors on the pool deck.
- Upgrading older shower architecture in one of the changerooms.

Looking Ahead

Facility Condition Assessment Project

The City of Port Alberni has engaged Victoria-based consultant WSP for a Facility Condition Assessment of major city-owned facilities. This evaluation will document current conditions, estimate remaining service life, and project capital costs for rehabilitation or replacement. It will provide a foundation for departmental master planning and capital budget forecasting, ensuring effective management of City-owned assets.

Parks

The third quarter of 2024 was a very busy time in Parks. As the growing season slowed at our non-irrigated turf mowing sites, the crew shifts their focus to other projects including maintenance on benches, bleachers, fencing, trails and tree trimming. Parks is now operating seven days a week from the spring to the fall to provide better support and increased levels of service each weekend; during this period, the Parks department supported a variety of weekend events:

- Ladies' slo-pitch league tournament
- Fastball tournament
- Mixed slo-pitch wind-up
- Minor softball Western championships
- Salmon Fest
- Jump Jam
- Toy Run
- Fall Fair
- National Day for Truth and Reconciliation
- Farmers' markets

Hazard Trees

Parks has recently developed a Dangerous Tree Assessment Procedure. This procedure will help to:

1. Protect City and public infrastructure
2. Protect members of the public while using City parks and trails

3. Protect City staff while they are working
4. Accurately log trees

Current practice is to remove trees only when they meet one or more of the following criteria:

1. Tree is dead and a danger to infrastructure or people
2. Is diseased
3. At end of life
4. Assessed as dangerous by certified assessor (City staff)
5. Damaging infrastructure such as sidewalks, roads, foundations, sewage blockages.

Key Activities

Administration	<ul style="list-style-type: none"> • Development of standard parks request format • Creating backup Chargehand training
Horticulture	<ul style="list-style-type: none"> • Kitsuksis Dyke flower bed maintenance • Dangerous tree assessment and development • Shrub and tree pruning
Operations	<ul style="list-style-type: none"> • Trail maintenance • Ongoing sports field maintenance • Renovation of Canal Beach transitioning into John Douglas Park at tiipis • Painting parks benches and gates • Pressure washing sites • Overseeding and repairing ruts at various parks • Watering trees
Projects	<ul style="list-style-type: none"> • Re-striping Bob Dailey track • Turf mower delivered Sept 12 • Continuing work with consultant on sports field needs assessments
Sports Fields	<ul style="list-style-type: none"> • Continuing work on sports fields (top dressing and coring) • Installation of access gates at the tennis courts • Installation of aluminum lids on irrigation vaults





Bob Dailey Track - before



Bob Dailey Track - after

Looking Ahead

Administration	<ul style="list-style-type: none"> • Development of inspection process for all parks • Development of standard parks request format
Horticulture	<ul style="list-style-type: none"> • General garden bed maintenance • Tree and shrub pruning • Hazard tree identification log • Removing annual flowers and plants
Operations	<ul style="list-style-type: none"> • Leaf cleanup • Irrigation blowouts • General infrastructure repairs • Parks equipment preventative maintenance
Projects	<ul style="list-style-type: none"> • Continuing work with consultant on sports field needs assessments
Sports Fields	<ul style="list-style-type: none"> • Ongoing general sports field maintenance

Recreation

Key Activities

- Grants and Donations
 - Cycle Alberni donated \$1,000 toward a new bike rack for the bus, which will be used to transport riders and their bikes to a variety of trailheads in Port Alberni and beyond
 - Riders of Alberni Valley (ROAV) and The Jumping Slug Community Cyclery donated prizes for the Send Air Jump Jam on September 15
- Special Events
 - Canada Day (July 1)
 - Program staff ran activities and games at Harbour Quay

- 3v3 Basketball Summer Showdown (August 22)
 - 4 teams (15 participants)
 - Teams competed in a fun night of 3-on-3 halfcourt basketball
- Cricket Try It Day (City Partnership with Port Alberni Cricket Club) (August 24)
 - PRC teamed up with the Port Alberni Cricket Club to offer a free cricket beginners' workshop
 - Participants rotated stations where they learned different skills before playing a game with the entire group



Champions of the Inaugural 3v3
Basketball Summer Showdown

- SendAir Jump Jam (September 15)
 - Over 70 riders of all ages and skill levels got to ride and use 3 different air bag mountain bike jumps
 - Local organizations such as Riders of Alberni Valley, Garage 529 and Port Alberni Community Policing participated with interactive games and information
 - Staff provided face painting, crafts, field games and a bike obstacle course
 - Prizes donated by Riders of Alberni Valley and The Jumping Slug included 2 bicycles
 - 170+ family members and friends enjoyed watching the riders improve their skills



Cricket for Beginners Workshop

Aquatic Admissions – Public Sessions

	Monthly Membership Scans	Paid Admissions	Monthly Total
July	5,199	1,158	6,357
August	3,534	1,149	4,683
September	<i>Closed for our Annual Shutdown</i>		
Total	8,733	2,307	11,040

Swimming Lessons

Registered Preschool Lessons (0-5 years)	Preschool Lessons Waitlist	Registered School Age Lessons (6-13 years)	School Age Lessons Waitlist	Registered Seasonal Totals	Seasonal Waitlist Totals
120	55	252	76	372	131

Aquatic Summer Camps

	Participants (Waitlist)	Registration
Jr. Lifeguard Camp (July 15-19)	11	92%
Jr. Lifeguard Camp (August 12-16)	10 (2)	100%
Jr. Lifeguard Camp (August 19-23)	8	80%
	29 (2)	

Advanced Leadership Courses

	Participants (Waitlist)
Bronze Medallion	12 (3)
Bronze Cross	10
Standard First Aid	5
	27 (3)

Hockey and Skating Programs

	Participants (Waitlist)	Registration
O.W.L - Operation Wobbly Legs (2-5 years)	28	66%



Drama Rama campers preparing to perform!



Hockey Development Programs: (3-15 years)	59 (7)	87%
Home School Programs (6-16 years)	7	43%
Private Skating & Hockey Lessons (all ages)	179	98%
Camps: Pro Day Hockey	5	25%
Adult Hockey Programs	10	67%
	284 (7)	

Recreation Programs – Children/Youth

Program	Participants (Waitlist)	Registration
General Arts	5	62%
Music & Dance	40 (1)	44%
Pro-D Day Camps	44	72%
Sport & Fitness	4	33%
	93 (1)	

Summer Camp (2023 & 2024 Comparison)

	2023			2024		
	Participants (Waitlist)	Single Day	Registration	Participants (Waitlist)	Single Day	Registration
Week 1	122 (1)	0	74.4%	100 (7)	0	96.2%
Week 2	120	0	72.3%	105 (3)	12	84%
Week 3	78 (2)	0	80.4%	88 (9)	1	93.6%
Week 4	95	10	89.6%	93 (5)	0	86.1%
Week 5	74 (3)	2	61.7%	111 (5)	0	91%
Week 6	71	0	76.1%	75 (5)	0	76.5%
Week 7	154 (1)	5	77.8%	96 (9)	0	93.2%
Week 8	81 (2)	37	52.3%	90 (3)	14	77.6%
Week 9	71	44	50.7%	121 (6)	0	84%
Totals	886 (9)	98	70%	885 (62)	27	89%

- When comparing performance of Summer Camps in 2023 to 2024, our efficiency has improved this summer.
- In 2023, we offered 7-9 camps per week, with a range in capacity of 50%-89% full. In 2024, we hosted 6-7 camps per week with an increase of capacity (77%-96% full).

Recreation Programs – Adult

Program	Participants (Waitlist)	Registration
General Arts	39 (16)	100%
Group Fitness	34	40%
Yoga	81 (1)	81%
	154 (17)	

Inflatable Birthday Parties

	July	August	September	Total
Number of Parties	19	10	14	43

Drop-in Activities – Laser Light Rollerblading, Family Sports Night, Ball Hockey and Basketball

	July	August	September	Total
Participants	146	155	N/A	301

Looking Ahead

Echo Aquatic & Fitness Studio

- We will continue to offer Advanced Leadership Courses (Bronze Medallion, Bronze Cross, Standard First Aid, National Lifeguard and Learn to Swim Instructor) to continue to train potential new staff.
- In June we interviewed and hired 2 new Lifeguard/Swim Instructors, who completed their onboarding as well as their orientation and training over the summer.
- In July/August we interviewed 7 potential new staff, and we anticipate that most will be hired and start their orientation and training in October when the pool re-opens after shutdown.

Hockey and Ice Skating

- School skating Lessons (45-minute lessons for 7 grades with up to 20 students per grade)
- Continue to build on our 6-level system of foundational skating skills.
- Additional training for youth and adult hockey instruction. Developing skills in coaching various ages and utilizing skills in game scenarios.
- Lessons and camps directed to specific positions (defence, forward, goalie).

Recreation Programs – Children/Youth:

- Teen pottery classes
- Seasonal/holiday programs and workshops

Recreation Programs – Adult:

- Seasonal programs/workshops being offered in all areas.
- Additional arts programs (pottery, resin, etc.)
- Standard First Aid Courses and re-certification courses
- Pottery Throw-down Event

COMMUNICATIONS

The Parks, Recreation and Culture department is active on [Facebook](#) and [Instagram](#) and access to program registration and Leisure Guides is found [online](#).

LINK TO CORPORATE STRATEGIC PLAN

The majority of the services offered in the Parks, Recreation and Heritage department fall within priority #3 of Council's [2023 – 2027 Strategic Plan](#), "Provision and Maintenance of Quality Services".

BUDGET OVERVIEW

Net performance year to date for the Parks, Recreation and Culture department is tracking slightly behind, with a variance of 10% after nine months. As previously reported, expenses year to date are tracking higher than projected due to unforeseen costs such as more vandalism than expected.

SUMMARY

The third quarter was comprised of a busy summer season for the Parks, Recreation and Culture department and we now shift our efforts to meeting families' back to school routines.

ECONOMIC DEVELOPMENT

PURPOSE

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

SUMMARY

City colleagues and many people from other organizations in the community assisted the Economic Development Manager in the work described below.

Major Accomplishments

- Portions of three movies being filmed here (One Mile, One More Mile and A Stolen Child)
- Onboarding of CityViz data program to Choose Port Alberni investment attraction website

Grant Funding

- Awarded funding for Phase 3 of Clutesi Haven Marina Community Economic Development Initiative (\$248,000; no City contribution required)
- Completed Final Report on Community Workforce Response Grant for Deconstruction & Salvage Training (City receives \$20,832 in admin fees)
- Assisted exploration of application for Growing Canada's Community Canopies (~\$62,000; matching funding required)
- Completed Final Reports on ICET contributions to Wolf [Story] Tower (\$76,818) and Clutesi Haven Marina Phase 1 CEDI project (\$30,000)
- Soft opening of 'Connect the Quays or Quay to Quay Multi-Modal Path' (\$2,501,653 from Investing in Canada Infrastructure Program)
- Soft completion of Linking Trails in the Roger Creek Ravine (\$441,000 from BC Active Transportation Infrastructure Grants Program)

Budget Overview

- \$ 15,188 of consulting/contract services budget (\$101,400) invested
- \$ 15,124 of marketing budget (\$71,350) invested
- Spending curtailed while exploring additional human resource and marketing opportunities

Reconciliation

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

Business Retention (Small Businesses – less than 50 employees)

- Assisted ~ 25 small businesses through Community-Based Advisor funding
- Met with Harbour Quay merchants

Business Retention (Large Businesses – more than 50 employees)

- Hosted organizers of Quesnel Forestry Task Force with intent of applying their process here
- Prepare speaking notes for Indigenous Forestry Conference & Minister of Forests meeting

Business Attraction / Diversification of the Economy

- Outreach to 8 companies/organizations operating in blue economy sector

- Support 1 applicant in Provincial Nominee Program
- Continue conversations with proponents of integrated forest industry initiative
- Assist Island Health and WCGH Medical Staff Association efforts to recruit staff to West Coast General Hospital

COMMUNICATIONS

- Prepared ads for Invest in BC; Douglas Magazine Small Business issue; Black Press 'Water Bomber Supplement; and Black Press 'National Forestry Week' supplement
- Participation in City's Open House

Miscellaneous

- Attend AV Tourism Association, AV Chamber of Commerce, ACRD Agriculture Development Committee and AV Regional Airport Meetings

Intended Fourth Quarter Major Initiatives

- Revise Film Policy
- Renew 'Choose Port Alberni' website
- RFP for Made in Port Alberni Initiative
- Explore Adventure Sport Park funding
- Initiation of Placemaking Initiative
- Propose Approach to Non-Tax Revenue Sources
- Non-Profit Medical Centre and Housing Proposal for Health Care Recruitment & Retention

LINKAGE TO CORPORATE STRATEGIC PLAN

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

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

HUMAN RESOURCES DEPARTMENT:

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending September 30, 2024.

OVERVIEW *(as outlined in previous reports)*

The Human Resources department supports all areas of the organization with the following:

- Staffing & recruitment - internal postings and employee movement processes, full cycle external recruitment.
- Labour relations – supporting employees and managers with interpretation and administration of the City's two collective agreements, including grievance processes.
- Employee relations – supporting employees and managers in all aspects of the employment experience.
- Occupational Health & Safety –
 - managing the City's occupational health and safety program
 - ensuring compliance with WorkSafeBC health and safety regulations
 - providing advice and support to City departments and safety committees
 - facilitating modified and return to work programs
- Training and development.
- Performance management & coaching.
- Job evaluation and salary administration.
- Policy development and administration.

Police Support Services (municipal employees) also falls under the Human Resources department.

It should be noted that a significant portion of the work performed by the Human Resources department is related to personnel and/or is confidential or legal in nature.

KEY ACTIVITIES:

Human Resources (excluding Safety):

Key Q3 Activities:

- Supported fall staffing requirements across departments.
- A number of key roles were filled including the Manager of Culture and Executive Assistant.
- Continued the collective bargaining process with CUPE.

	2022	2023	Q1 2024	Q2 2024	Q3 2024	YTD 2024
Internal postings	88	94	29	21	17	67
External postings	66	70	16	14	10	40
Employees moving into new posting/position	97	131	21	19	42	82
New employees hired	63	89	12	27	16	55

Looking forward, human resources priorities for Q4 include:

- Additional work on HR policy review and updates.
- Continuation of the collective bargaining process with CUPE.

Safety:

Key Q3 Activities:

- Launch of the new City-wide SharePoint Training Site; this site will consolidate training records in a centralized and consistent way and support managers in monitoring and scheduling compliance and safety training.
- Facilitated WorkSafeBC (WSBC) site visits regarding the City's Danger Tree program and Chlorine Response plan.
- Facilitated a Joint Occupational Health & Safety sub-committee review of the new WSBC first aid regulations coming into effect November 1, 2024. The sub-committee has completed most of the required first aid risk assessments and identified required changes.
- Facilitated hazardous materials surveys for several City facilities.
- Completed a working alone risk assessment and procedure for Gardeners.
- Facilitated a violence risk assessment to be completed for the Port Alberni Fire Department.
- 3 return to work and/or modified work meetings were held to support injured workers in returning to work.

Key safety statistics as of the end of Q3 were:

	2022	2023	Q1 2024	Q2 2024	Q3 2024	YTD 2024
Total first aid reports	87	122	21	28	36	85
WSBC lost time injury claims	15	20	8	1	5	14
WSBC healthcare-only injury claims	6	12	1	0	1	2
Total accepted WSBC claims	21	32	9	2	6	17
Modified work cases	---	---	4	2	3	9

Looking forward, occupational health and safety priorities for Q4 include:

- Implementation of the changes to the City's first aid program based on new regulations.
- Safety training on several different topics is scheduled for Q4.

RCMP Municipal Support Services:

Overview (*as outlined in previous reports*)

The Manager of Police Support Services reports to the Director of Human Resources and supervises most of the municipal staff who support the RCMP. This staff includes employees performing specialized administrative work, guarding of prisoners and custodial work. The RCMP is also supported by one full-time IT employee, who reports to the Manager of Information Technology.

Key Q3 Activities:

- Welcomed the new Officer in Charge, Inspector Kim Bruce.
- Semi-annual Guard Reviews were completed.
- A Cell Block Operations Audit is underway.
- Preparations continued for facility renovation and administrative support requirements for body-worn cameras; implementation date is now expected to be August 2025.
- Update to Detachment Security Procedures (including new alarm) was done.
- A review of the perimeter security system is underway due to vandalism and theft.

Looking forward, key activities for Q4 include:

- Digital Evidence Management System (DEMS) on-boarding; phased deployment to detachments with training for Port Alberni RCMP.
- DEMS procedure review and training for administrative staff.
- Preparatory work for renovation of the police equipment room.
- Continued assessment of administrative support requirements – disclosure clerk, administrative support for digital evidence management

BUDGET OVERVIEW

- The Human Resources budget for 2024 is \$435,976; \$258,215 has been expended as of the end of Q3 (favourable to budget).
- The combined 2024 budgets related to Police Services administration, maintenance, and detention and custody of prisoners are \$2,029,922. As of the end of Q3, these areas were favorable to budget.

LINKAGE TO CORPORATE STRATEGIC PLAN

The activities of the Human Resources department have linkages to numerous pieces of the [Corporate Strategic Plan](#), and most specifically to Priority #3: Provision and Maintenance of Quality Services. Additionally, the work of Human Resources is in alignment with the Guiding Principles as adopted by Council.

SUMMARY

The third quarter of 2024 has continued to be busy for the Human Resources department supporting all City departments. Recruitment activity has remained busy, and a new City-wide Training site was launched. Preparatory work has been done to ensure the City is compliant with new WSBC regulations related to first aid, and two WSBC site visits took place. The RCMP detachment welcomed Inspector Kim Bruce and Police Support Services continues to prepare for both the facilities and administrative requirements of body-worn cameras.

Key priorities for Q4 include the continuation of collective bargaining with CUPE Local 118 and the implementation of changes to the City's first aid program as required by new WSBC first aid regulations.

ATTACHMENTS

- *None*

Development Services Department

PURPOSE

To provide Council with an overview of departmental operations of Development Services Department for the second and third quarters ending September 30, 2024.

Official Community Plan

A summary of the key engagement outcomes in a “What We Heard” report was presented to a Committee of the Whole meeting and City Council supported the Alternative Growth Scenario and GHG Reduction Targets as presented in the staff report. Direct engagement occurred with the Tseshaht First Nation community and the Hupacasath First Nation community. The City has been working on policy development to address the key topics and integrate community ideas where appropriate for a draft OCP document. The draft OCP document should be ready by the end of the year. Further engagement with Council, First Nations and the community will occur through the OCP process, with a required formal public hearing.

Complete Community Assessment

The City received grant funding from the Province for a Complete Community Assessment. With the assistance of a consultant this work is a geo-spatial analysis to identify potential action for municipal master plans, the OCP and other bylaws. Detailed mapping to identify strengths, opportunities and challenges of growth centres and neighbourhoods are being produced to determine potential support for multi-family residential, amenities, services, and infill development.

Zoning Bylaw – Bill 44

The Province made changes to the *Local Government Act* under Bill 44 to require changes to municipal zoning bylaws to permit small-scale, multi-unit housing on properties traditionally zoned for single family and duplex dwellings. Local Governments were required to have the changes to their Zoning Bylaw adopted by June 30, 2024.

City staff completed the changes to enable the new small-scale, multi-unit housing in the City of Port Alberni Zoning Bylaw and Council approved Zoning Bylaw No. 5105 on June 10, 2024, meeting the Provincial deadline.

Permits

1. Approval of Development Permit 23-12: 2886 4th Avenue – new mixed use building with ground level commercial and 40 affordable residential units.
2. Approval of Development Permit 24-01: 2999 4th Avenue – Courthouse windows and fascia renovations.
3. The City has issued Building Permits with a construction value of over \$40 million, including 69 new residential units up to the end of September.
4. Average processing time for Standard Building Permits is currently 4 to 6 weeks and for Complex Building Permits is currently 6 to 10 weeks.

8th Avenue Childcare Centre

The City of Port Alberni received grant funding under the Childcare BC New Spaces Fund and UBCM to construct a new 88-space childcare centre. The project is on 8th Avenue, with the new building connected to the existing City-owned Rollins Building. The construction of the new childcare centre was completed in August and the operator received a Provincial childcare license in September.

LINKAGE TO CORPORATE STRATEGIC PLAN

The Development Services Department work supports many of the Goals in the *2023-2027 Corporate Strategic Plan* including:

- 1.4 The City adapts in response to ongoing demographic change and community development.
- 2.3 The Community has a strategy that effectively encourages investment and sustainable growth.
- 2.5 The City takes an active and innovative role in the redevelopment of brownfield sites.
- 5.1 The community is aesthetically appealing and there are locally authentic public spaces. Citizens are proud of their community.
- 5.2 Safe and accessible housing options exist for all members of the community.

SUMMARY

This report provides a brief overview of the larger policy and project work by the Development Services Department. The department also administers all business licence, development applications, building permits, property searches, public enquiries and many other related development services functions on an ongoing basis.

FINANCIAL AND INFORMATION TECHNOLOGY SERVICES DEPARTMENT

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending September 30, 2024.

OVERVIEW

The Financial and Information Technology Services Department (FITSD) supports all areas of the organization with the following:

Financial Plan 2025-2029

The third quarter began with a focus on updating levels of service information with departmental summaries including total taxation required to meet service levels. The updated resource will help budget managers & Council understand the impact of improving service levels.

Improvements to the internal budget process were made by creating a new capital project business case template. This new template will help support budget managers in providing a more fulsome impact of capital expenditure on current and future budgets by focusing on analyzing full life cycle costing.

Preparation for the 2025-2029 Financial plan is now underway, budgets have been rolled over allowing finance the ability to support managers in the planning process as we enter fall.

Financial Reporting Improvement Projects

After year end the Finance department focuses on reporting improvements to support good financial practices and efficiency within the department. A few of these improvement projects are listed below:

- Upgraded to automated banking software for credit card expenditures reporting by department
- New payroll software being implemented by department, training and implementation will continue into 4th quarter of 2024 and early 2025.

Tax Collection

Tax collection season was completed July 2, 2024, 75% of all folio's were paid by the due date, an increase of 4% over the prior year. Preparation for tax sale, Permissive Tax exemption were underway and delinquent tax notices were mailed to residents.

Procurement & Contract Management Support

The City has decentralized the procurement program with each department responsible for their procurement needs with oversight from the FITSD in the review of procurement documents and awards as approved in the Financial Plan and Procurement Policy. In the third quarter, the procurements support included:

- Water meter change out RFP
- Master plan – Storm water RFP
- Master plan - Transportation RFP
- Burde Street resurfacing – Tender

- Standing offer – Traffic Control
- Public Works Boiler – RFP
- Notice of Intent – Network Switches

Grants

In the 3rd quarter FITSD continued to work on required grant reporting and reconciling grant amounts received with key milestones in projects completed. Additional grant reporting on federal grant initiatives were also completed as required after approval of the financial statements. Some of the grants reporting includes:

- Quay to Quay Pathway
- Child Care Spaces
- Community Building Fund
- Local Government Climate Action Initiative

Information Technology Top Tasks and Project Work

- Cyber Security improvement and administration
- Server Migrations to new server equipment
- Mobile device management
- Regular system maintenance
- Network Switching Equipment Capital Project work (ongoing)

Asset Management

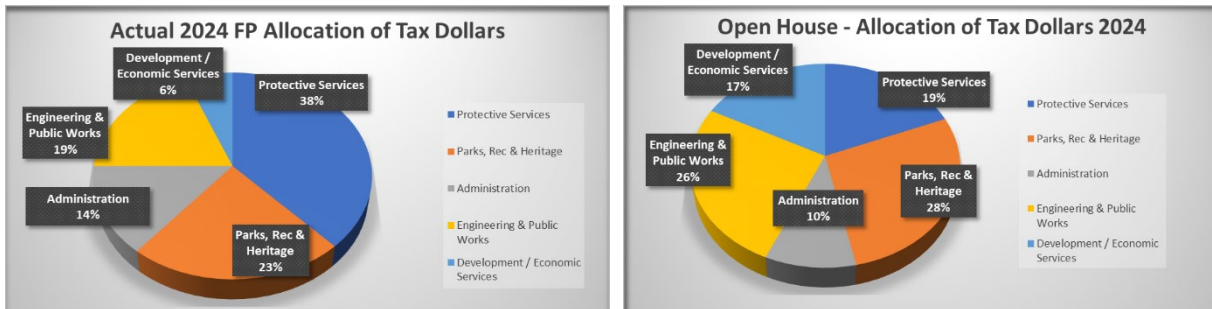
- Review and training on asset management software - Asset Finda and updating software information.
- Reporting and documentation – Connect the Quay's final asset management reporting
- Tangible Capital Asset reporting, developing capitalization process for componentization of assets on large capital projects.
- Asset management integration with master planning - aligning asset management systems/information with long-term strategic planning.
- Grant application for UBCM 2024 Asset management Planning Program.

COMMUNICATION

During the 3rd quarter communication included inviting qualified applicants of Permissive Tax Exemption (PTE) to apply for the 2025 taxation. Bylaws for PTE Exemptions are required by legislation to be adopted by the October 31st deadline. Delinquent tax notices were sent out mid August educating residents of unpaid amounts and the annual tax sale process required by legislation through *the Local Government Act*. Public notice regarding tax sale was published for September 27th and October 2nd as required prior to the event on October 7th.

During the City's annual open house September 25th, the Finance department engaged with CPA residents through an interactive booth inviting residents to set priorities for their property tax dollars. Monopoly money was distributed to participants allowing them to choose which departments to

distribute funds. 48 residents participated this year up from 36 the year prior. Below are the results compared to the 2024 Financial Plan.



LINKAGE TO CORPORATE STRATEGIC PLAN

The FITDS work supports many of the Goals in the [2023-2027 Corporate Strategic Plan](#) including:

3.1 The highest and best use is made of City owned assets.

- Asset Management – ensuring all assets are tracked and expenditures are correctly assigned for the services delivered.

3.2 The City's citizens receive the best value from its service providers.

- Provide and compare other municipalities and in the province.
- Analyzing the costs and service delivery and benefits to the City residents and Alberni Valley.
- Seeking additional information to support Council decision making processes.

3.3 City provides quality services to residents.

- Supporting the organization through reporting and tracking financial performance.
- Delivering the internal services to support all service delivery within the City.

BUDGET OVERVIEW

Expenditures within FITDS are as anticipated:

- No anticipated variances associated with revenues in the 3rd quarter, taxation and cash flows trends are all as anticipated.
- Finance cost centers in the 3rd quarter reflects an approximate 80% of the over all expenditures at time of reporting.
- Information Technology expenditures in the 3rd quarter are 72% of Financial Plan.
- Purchasing Administration is 77% of plan for the 3rd quarter of 2024.
- Annual expenditures for insurance and audit are within the plan.
- The contract for RCMP services and BC Transit are both as anticipated for revenues and expenditure through the 3rd quarter.

LOOKING FORWARD

- 1) Tax Sale changes – The Legislation change which will result in additional time and effort to undertake the annual process did not occur in 2024. Next year these changes will have a significant impact for the Accountant preparation prior to tax sale.
- 2) Policy review and update – all FITDS policies will be reviewed in coming months and brought to either Council or CAO for amendments and approvals.
- 3) Accounting Standards changes – The Public Accounting Standards Board has released improved reporting standards for revenue recognition under Public Standard 3400 - This change will require the formation of a special team to review all revenue streams and how we determine timing of revenue recognition. The change will impact our systems and accounting processes. The standard will be in effect for the 2024 financial reporting.

SUMMARY

Much of the work and processes that the Finance and Information Technology Departments undertake is routine and internal service delivery based. The 1st and 3rd quarter of the year is focused on Financial reporting improvements, projects, and preparation to meet legislative requirements for tax related bylaws and processes. Mid - year reconciliation, audit preparation, and grant reporting are a constant and continue throughout the 3rd quarter as required.

For project updates, visit: <https://www.portalberni.ca/now-next-later>

CORPORATE SERVICES DEPARTMENT

PURPOSE

To provide Council with an overview of departmental operations for the quarter ending September 30, 2024. Corporate Services is responsible for:

- Legislative Services
- Communications
- Public Engagement Support
- Access to Records and Information
- Community Safety & Social Development - Bylaw, Community Policing, and Social Development
- Elections

Administration

Overview

Corporate Services has facilitated in the preparation of four Regular meetings of Council, two Committee of the Whole meetings, two Committee meetings and two Public Hearings.

The 2024 Summary of Council resolutions captures 60 new directives of Council during the third quarterly period of July 1st – September 30th. Overall, of the 310 resolutions for 2024, 10 resolutions are in progress or remain outstanding. Staff have provided additional comment in the status column speaking to new dates and/or steps to be taken to complete the directives.

Key Activities

- Four Bylaws were adopted.
- Three new administrative policies were approved [attached]
- Eight agreements were executed.

On September 23rd, Council invited the community for a special walk along the newly constructed Quay to Quay Pathway. A grand opening of the Quay-to-Quay pathway will follow once details, such as nodes, signage, and lighting have been finalized.

The second annual Connect with your City Open House was held at Echo Centre on September 25th providing an opportunity for the community to meet staff and gain a deeper understanding of each department and its functions. The Parks, Recreation and Culture Master Plan kicked off engagement at the event as well.

The Chief Election Officer and Deputy Chief Election Officers were appointed and the By-election set for December 14th. Information can be found at <https://www.portalberni.ca/municipal-elections>

Looking forward, legislative services will continue to strive for excellence in all aspects of municipal management/governance and will continue to improve processes and ensure transparency through the establishment and renewal of bylaws and policies and the continued updating of [Now, Next, Later Action Plan](#). Developed in alignment with [Council's 2023-2027 Corporate Strategic Plan](#), the Now, Next, Later Action Plan is a strategic road map of the City of Port Alberni's projects and initiatives.

Communications

The Communications department has been actively engaged in various activities to enhance public outreach and engagement. Six bi-weekly City Connect advertisements promoting the Bear Smart, Water Meter Readings, FireSmart and Burning Restrictions, Street Storage Regulations, Connect with your City Open House and the Parks, Recreation and Culture Master Plan. A City Connect newsletter was distributed in September along side utility bills. This newsletter highlighted various initiatives including the Connect with your City Open House, Somass Lands and Quay to Quay Pathway project update, Burde Street Watermain and Storm Drain Project, Community Investment Program application information, Street Storage Regulations and the ACRD Solid Waste Management Plan.

The launch of the Parks, Recreation and Culture Master Plan was widely promoted. Information on how to get involved can be found at <https://www.letsconnectpa.ca/prcmp>

The department also issued 10 news releases on important initiatives such as the relocation of the Engineering and Development Services department, Trail Maintenance, Burning Restrictions, Water Restrictions, the Renaming on John Douglas Park at tiipis, and the launch of the Parks, Recreation and Culture Master Plan.

The Bylaw department media focused on messaging for the graffiti removal program. Social Development promoted the Situation Table and the Continuum of Care Coalition workshop through networking channels. Community Policing conducted a monthly awareness ad through 93.3 The Peak, sponsored by the Coulson Group, focussing on the Block Watch program.

With the creation of the [Community Policing website](#), there is now a centralized location for the community to visit and learn about the program and services offered. Additionally, several videos have been recorded as safety concerns arise including pedestrian and cross walk safety, traffic controls and other areas. These videos have been promoted and amplified by the City and RCMP's social media platforms. Additional segments have also been filmed with Shaw Spotlight and The Scoop. Safety messages air monthly on 93.3 The Peak Radio.

Furthermore, social media analytics have been closely monitored, with metrics indicating trends of increasing reach on facebook with a total reach of 117K people. There were 840 link clicks, with 6.7K content interactions. On average, 1620 minutes were spent viewing each post. The team continues to strive for effective communication strategies and engagement with the community.

Budget

For Q3, Corporate services is largely on track. Wages are tracking under expected because of vacancies but some the under utilization will be used to support the by-election in December with the use of contracted services.

Corporate Services Budget line item	Q3 Utilization	Budget 75% of year	Variance for Q3
Software Licensing	9,904	13,313	3,409
Contract Services	21,050	7,500	(13,550)
Memberships	618	545	(73)
Advertising	3,134	4,017	883

Community Safety & Social Development

Overview

Our community continues to face ongoing issues such as unaffordable housing, homelessness, mental health and substance use and social disorder. This department addresses safety and social issues, promotes inclusivity, and implements programs and policies that contribute to the community's overall social progress.

Bylaw Services

[The Bylaw Department](#) has been operating with one officer since February 1, 2024. The Q3 2024 statistics for the workload reflects the tremendous job that staff have managed for this period. Files that remain active/open are reflective of the officer working to gain voluntary compliance with citizens on issues ranging from property maintenance, refuse accumulation, storing vehicles/boats/trailers on city streets.

Bylaw Complaint Files	Q3 2023	Q3 2024	Total 2024
# of Complaint Calls Received	284	274	742
Active/Open Files	62	97	120
Completed Files	222	177	622
# of Tickets Issued	98	80	388
Fine amounts:	\$13,801.50	\$14,196.50	\$79,103.00
Outstanding fines:	\$9,667.50	\$12,201.00	\$69,852.00
Dog Licenses	54	70	566

The priorities level for enforcement remains at Priority 1:

1. Priority 1: Violations affecting public health and safety- identified by Valid Complaint or Proactive Enforcement.
2. Priority 2: Proactive enforcement of bylaws identified as Council priorities within this policy.
3. Priority 3: Level ii and iii Valid Complaints as staff resources allow.

Key Activities in Q3:

- Worked with the contract Bylaw and Policy Analyst to develop an administrative Collections Policy, update Bylaws, and recommend a permanent dog tags process which will save the City time and money.
- Proactively worked with Community Policing volunteers to promote the graffiti removal program, and advertised the program through print and social media.
- Managed 95 complaints for property maintenance/garbage accumulation.
- Managed 73 calls for parking/abandoned/unlawfully stored vehicles, including trailers and recreational vehicles. For Q3 we have not incurred any additional towing/storage/disposal fees because of the proactive work by the Bylaw Officer to get vehicles removed.
- Managed 29 calls for encampments on public property. The emphasis continues to be working well with the outreach workers from CMHA, KUU-US, Island Health – Intensive Outreach Responses team, and the Friendship

Centre. These types of calls often involve unhoused people with substance use issues and/or mental illnesses and can take days/weeks to resolve.

- Assisted the SPCA with enforcement of dog licenses, resulting in 566 dog licenses issued from Q1-Q3 2024, continuing to surpass the number of dog licences sold in 2023.

Community Policing

Overview

The Community Policing (CP) Manager reports to the Manager of Community Safety & Social Development and manages the [Community Policing Program](#). As the Community Policing program is an RCMP program, managed by the City, we are working closely with the RCMP – Officer in Charge to conduct a review of the program’s activities, accountabilities, and reporting.

Key Activities in Q3:

Three Crime Prevention Through Environmental Design (CPTED) assessments were conducted with local businesses that have been victims of crime. The CP Manager will be certified at a CPTED - Level 1 in October, 2024.

A volunteer appreciation event was held in July to recognize volunteers for their work on the program. Current volunteer numbers are at 26 with recruitment ongoing. From July 1 to August 31, 2024 one new volunteer recruited and trained. Promotions for the Community Policing program are through online advertisements, the City Healthy Living Activity Guide, 93.3 The Peak, focused community events and the use of signage at Community Policing deployment areas.

The CP Manager participates at the Port Alberni Situation Table as the table statistical reporter, and was trained as a mentor, through virtual and in-person training sessions, to assist with the launch of the table.

In September, the CP Manager was invited to a manager's training session at Beaver Creek Co-Op. They had a recent armed robbery at their liquor store location and were in need of some safety training with respect to robberies so that policies and procedures could be updated along with new training guidelines.

In September, the CP Manager connected with the Vancouver Island University Nursing Department to prepare for the Fall launch of the Before PARTY (Prevent Alcohol Related Trauma in Youth) program. The CP Manager has been a field guide with VIU for over ten years to provide new groups of 3rd/4th year nursing practicum students with support and training. The team of six nursing students travel around the Central Island, including Port Alberni, to deliver the Before PARTY program designed to educate and raise awareness among high school students about the dangers of choosing to participate in high-risk activities, such as driving under the influence of alcohol or drugs.

Statistics below are reflective of volunteer activities performed from July 1 to August 31, 2024 (September stats will be included in the Q4 report).

Volunteers contributed 726 hours performing the following activities:

- Visibly inspected 6255 vehicles for auto crime awareness through the Stolen Auto Recovery (SAR) Program
- Conducted 28 enhanced crime watch foot patrols and conducted 195 business check-ins
- Tracked for distracted driving reporting 10 to the RCMP to issue warning letters to registered owners
- Tracked 13,473 for speeding drivers reporting 66 to the RCMP to issue warning letters to registered owners
- Delivered 295 property crime awareness letters to various City of Port Alberni neighbourhoods
- Registered 55 bicycles through the Project 529 bike registry
- Patrolled communities for crime watch via vehicle patrol for 381 hours three evenings a week (7pm to midnight)
- Attended six community events

Social Development

Overview

Created in September 2023, the focus of this department is to perform an administrative function of convening, facilitating, and coordinating community social services.

Key activities in Q3:

Collaborate and engage with community partners at the:

- Port Alberni Situation Table to fully train a team of 11 mentors, who will in turn train the table participants.
- Port Alberni Community Action Team at the monthly meeting(s) and at the International Overdose Awareness Day
- ACRD Emergency Management network

Promote health & well-being through the:

- Port Alberni Situation Table that will be fully implemented in October 2024.
- Continuum of Care Coalition – the City partnered to form the Coalition in partnership with the Alberni Clayoquot Health Network and Island Health – Mental Health and Substance Use

Social inclusion/housing & homelessness through the:

- Participation on the BC Housing evaluation committee for the RFP on 2nd Avenue Supportive Housing Complex

Monitor and evaluate through the:

- Development of the short, medium, and long-term action plan resulting from the gap analysis workshop. These key performance indicators (KPIs) will be used to measure the success and effectiveness of the Continuum of Care Coalition table
- KPIs for the Situation Table

BUDGET OVERVIEW

- The Bylaw Services budget for 2024 is \$555,943 for Bylaw Services, Enforcement Vehicles (x2) and the Public Safety Building. To date, the expenditures are \$589,688. This includes contract security services related to the remediation action order imposed at 5170 Argyle Street.
- The Community Policing budget for 2024 is \$159,292 with \$104,828 expenditures to date.

LINKAGE TO CORPORATE STRATEGIC PLAN

All passed and pending resolutions have linkages to the [Corporate Strategic Plan](#), including Priority #1: Responding to Demographic Change, Priority #2, Enabling the New Economy, Priority #3: Provision and Maintenance of Quality Services, Priority #4: Environmental Leadership and Priority #5: Fostering a complete Community. Community Safety & Social Development programs and activities related to Strategic Priority #5 - Fostering a Complete Community.

SUMMARY

The third quarter of 2024 demonstrated the Corporate Services Department's commitment to excellence in serving the residents of Port Alberni. The department remains dedicated to continuous improvement and innovation in the delivery of essential city services and carrying out the strategic objectives of Council.

This department continues to grow and evolve to meet the converging issues in the City and respond to Council's direction. In addition to the core activities already delivered, Community Policing will continue to respond to Block Watch and Crime Prevention Through Environmental Design (CPTED) to businesses and residents to prevent crime and increase safety. Social Development focus is on strengthening the Continuum of Care Coalition table, launching the Situation Table, and working with the Provincial agencies on the evaluation for the RFP for Supportive Recovery in Port Alberni.

ATTACHMENTS (3)

- *Summary of Council Resolutions 2024*
- *Policy 3008-2 | Bylaw Fines Policy and Procedures*
- *Policy 4004-2 | External Use of Municipal Equipment*
- *Policy 3007-1 | Cost Apportionment for Capital Projects*
- [Continuum of Care Coalition outline](#)
- [Port Alberni Situation Table outline](#)

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
	RCM Jan 8					
R24-1		THAT Council receive the summary of 2023 Council Resolutions to December 31, 2023.	Corp. Services	Corporate Services to File	January 9, 2024	Completed
R24-2		THAT the certification of the Director of Finance dated January 8, 2024, be received and the cheques numbered 154086 to 154181 inclusive, in payment of accounts totaling \$3,045,122.94, be approved.	Corp. Services	Corporate Services to File	January 9, 2024	Completed
R24-3		THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Mariners Heritage Society in the amount of \$10,000 towards the upgrade to the iconic lighthouse on the Alberni waterfront.	Finance/Corp. Services	Corporate Services to prepare letter and certified resolution. Finance to prepare chq	January 9, 2024	Completed
R24-4		THAT Council, on behalf of Central Vancouver Island Crime Stoppers, proclaim the month of January 2024 as 'Crime Stoppers Month' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	January 9, 2024	Letter sent Jan 19/24
R24-5		THAT Council, on behalf of Alberni Valley Chapter Canadian Council of the Blind, proclaim the week of February 4 – 10, 2024 as 'White Cane Week' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	January 9, 2024	Letter sent Jan 19/24
R24-6		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	Corporate Services to File	January 9, 2024	Completed
R24-7		THAT Council direct staff to provide a report outlining the potentials for the Personnel Standing Committee mandate and the advantage and disadvantages of it being either a Council committee or an administrative committee.	Corp. Services	Corporate Services to prepare report to Council	CoW February 5, 2024	Completed
R24-8		THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved, as amended.	Corp. Services	Corporate Services to amend and distribute	January 9, 2024	Completed
R24-9		WHEREAS the Port Alberni City Council has approved a schedule of Regular City Council and Committee of the Whole (COW) meetings for 2024; WHEREAS there is no COW meeting scheduled between July 15 and October 21; WHEREAS COW meetings are generally scheduled one month apart; and WHEREAS the fourth guiding principle listed in Council's Corporate Strategic Plan is to "Be respectful, Communicative, Accountable and Inclusive"; THEREFORE, BE IT RESOLVED THAT Council direct staff to add a COW meeting on September 3, 2024 at 6 pm.	Corp. Services	Corporate Services to add meeting to schedule, distribute and update website	January 9, 2024	Completed
R24-10		WHEREAS the City of Port Alberni is a modern and sophisticated Local Government organization; WHEREAS the City of Port Alberni communicates on a regular basis through electronic means; WHEREAS the City of Port Alberni provides both Computer and Cell Phone devices to staff; WHEREAS the City of Port Alberni does not expect staff to utilize their personal devices to fulfill their obligations to the City; and WHEREAS, the City of Port Alberni Councillors have been provided with Computer devices, but not Cell Phone devices; THEREFORE, BE IT RESOLVED THAT Council direct staff to obtain and provide Cell Phones for each member of Port Alberni City Council, as requested, including a service plan which provides voice, text, data, email and internet applications.	Information Services	Council to contact IT directly if wish to use	January 9, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-11		BE IT FURTHER RESOLVED, THAT Council direct staff to review the current policy entitled "Electronic Device Use" and provide recommendations for updating of the policy to correspond with current technologies, delineating the permitted and prohibited uses, and any such further issues of importance, with respect to electronic devices issued to City Councillors by the City.	Corp. Services	Corporate Services to review policy	CoW February 5, 2024	Completed
R24-12		BE IT FURTHER RESOLVED, THAT Council direct staff to include funds within the Financial Plan for provision of electronic devices to City Council in an amount to be advised by City Administration.	Finance	Finance to include in 2024 FP	FP 2024	Completed
R24-13		THAT Council authorize two members of Council to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 10 – 12, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy 3009-2.	Corp. Services	Corporate Services to register Council and coordinate accommodations and travel	February 1, 2024 Registration Deadline	Councillor Douglas registered
R24-14		THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated December 2023, prepared by FRANK planning collaborative.	Dev. Services	Development Services to enact strategy as outlined	Ongoing	Ongoing
	RCM Jan 22					
R24-15		THAT Council direct staff to display the 988 Suicide Crisis Helpline poster in all City facilities.	Corp. Services	Corporate Services to distribute for posting to bulletin boards	January 23, 2024	Completed
R24-16		THAT Council on behalf of Kinsmen Club of Port Alberni, proclaim February 16 – 23, 2024 as 'Kinsmen and Kinette Week' in Port Alberni and authorize flying the Kin Canada flag at City Hall in recognition.	Corp. Services	Corporate Services to prepare letter and coordinate flag raising with maintenance staff	January 23, 2024	Letter sent January 30, 2024
R24-17		THAT Council, on behalf of Heritage BC, proclaim the week of February 19 – 25, 2024 as 'Heritage Week' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	January 23, 2024	Letter sent January 30, 2024
R24-18		THAT Council nominate Councillor Patola [Solda as alternate] to be considered by UBCM for the Local Government RCMP Contract Management Committee.	Corp. Services	Corporate Services to prepare letter	February 1, 2024	Letter sent January 25, 2024
R24-19		THAT the certification of the Director of Finance dated January 22, 2024, be received and the cheques numbered 154182 to 154286 inclusive, in payment of accounts totaling \$1,655,484.07, be approved.	Corp. Services	Corporate Services to File	January 23, 2024	Completed
R24-20		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	No Action	No Action	No Action
R24-21		THAT Council approve the final \$1,253,411 in the 2024-2028 Financial Plan for the Connect the Quays Pathway project, ensuring the funding is available to action the project as planned and completing the third and final phase along Dry Creek and Roger Creek following the required policies, utilizing funding from the Growing Communities Fund.	Eng. & PW/Finance/Corp. Services	Finance to allocate funding Engineering to proceed with work	FP 2024	Ongoing
R24-23		THAT Council direct administration to negotiate a formal agreement with the Western Vancouver Island Industrial Heritage Society regarding activities at the Roundhouse and McLean Mill and return the agreement to Council for approval.	PRC/Finance/Corp. Services	PRC to work with Society	FP 2024 & Ongoing	Completed
R24-25		THAT Council include up to \$125,000 as part of the 2024 – 2028 Financial Plan discussion for the purpose of relocating the Two Spot locomotive to the Train Station, with final decision to come following the completion of the Parks, Recreation and Culture Master Plan.	PRC/Finance/Corp. Services	Finance to allocate	FP 2024 & Ongoing	Completed
R24-26		THAT Council direct administration to defer acting on any rail crossings, associated track, or provision grants for the operation of the Alberni Pacific Railway, until the results of the grant application to the Island Coastal Economic Trust are available to the public.	PRC/Finance/Corp. Services	PRC to follow-up with Society	FP 2024 & Ongoing	Grant results received. Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-27		THAT Council direct staff to obtain a quote from the Municipal Insurance Association of BC to add the Western Vancouver Island Heritage Society as an Associate Member to the City's current insurance policy.	PRC/Finance/Corp. Services	Finance to obtain quote	FP 2024 & Ongoing	Completed
R24-28		THAT Council direct staff to confirm with the Western Vancouver Island Industrial Heritage Society [WVIIHS] any outstanding items from the third-party contractor's safety plan requirements and for the WVIIHS to provide the City with a quote for infrastructure replacement at the Old Time Logging Show for Council consideration during the 2024 – 2028 Financial Plan review.	PRC/Finance/Corp. Services	PRC to work with Society	FP 2024	Completed. Did not result in proceeding with Logging Show for 2024 season
R24-29		THAT Council direct staff to obtain a quote from Municipal Insurance Association of BC for insurance coverage for the Old Time Logging Show, and for the City to explore entering into a formal agreement with Mosaic for the purpose of accessing Mosaic's land for the Old Time Logging Show.	PRC/Finance/Corp. Services	Finance to obtain quote. PRC to communicate with Mosaic and investigate formal agreement	FP 2024 & Ongoing	Completed
R24-30		THAT Council request that the Western Vancouver Island Industrial Heritage Society prepare a community focused train operational plan for the first season featuring a speeder use and community events.	PRC/Finance/Corp. Services	PRC to work with Society	FP 2024 & Ongoing	Completed. See Res. No.R24-171
R24-31		THAT Council direct staff to contact Technical Safety BC to clarify what is required to operate on the short track route as proposed by the Alberni Pacific Railway.	PRC/Finance/Corp. Services	PRC to contact Technical Safety BC	FP 2024 & Ongoing	Completed
R24-32		THAT Council direct staff to submit the following resolutions for consideration at the 2024 Association of Vancouver Island and Coastal Communities [AVICC] AGM & Convention: That AVICC & UBCM urgently request the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies that are handling motor vehicle incidents on the province's behalf to ensure seamless communication and enhance the safety and effectiveness of responders; And further, that the Province of British Columbia collaborate with telecommunication providers to improve overall communications infrastructure in areas where motor vehicle incidents occur frequently including expanding coverage, improving network reliability, and exploring innovative solutions to address communication challenges in remote and underserved areas.	Corp. Services	Corporate Services to prepare resolutions	February 4, 2024	Completed
R24-33		That AVICC & UBCM urgently appeal to the Province of British Columbia to take immediate steps to adequately staff and operate pre-hospital care services autonomously, assuming full responsibility for pre-hospital care, alleviating the burden on local governments and ensuring the provision of efficient and effective emergency medical services OR alternatively, that the Province of British Columbia take immediate steps to provide adequate funding to local governments to cover the cost of Fire Department First Responder programs to help alleviate the financial strain on local governments and ensure the continued provision of essential pre-hospital care services.	Corp. Services	Corporate Services to prepare and submit resolution package	February 4, 2024	Submitted February 5, 2024
R24-34		That AVICC & UBCM urgently appeal to the Province of British Columbia to develop an equitable Police Services funding program for all BC municipalities and regional districts that takes into account the financial capacity and population size of each jurisdiction, as well as the additional demands placed on police services due to systemic social issues outside of a municipality's mandate.	Corp. Services	Corporate Services to prepare and submit resolution package	February 4, 2024	Submitted February 5, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-35		<i>That AVICC & UBCM appeal to the Province of British Columbia to provide long-term sustainable funding for public libraries in BC; And further, that the Province ensures that BC libraries receive regular increases to Provincial Government funding in subsequent years.</i>	Corp. Services	Corporate Services to prepare and submit resolution package	February 4, 2024	Submitted February 5, 2024
R24-36		<i>That that AVICC & UBCM appeal to the Province of British Columbia to increase funding for rural colleges in British Columbia to support their operations, programs, and services; And further, that the Province develop a standard of college funding more closely reflecting the real costs of providing required training and education to the population of rural British Columbia.</i>	Corp. Services	Corporate Services to prepare and submit resolution package	February 4, 2024	Submitted February 5, 2024
R24-39		<i>THAT Council direct funding within the 2024-2028 Financial Plan related to RCMP contract and administrative services as follows: •Fund 32 RCMP officers from taxation and 2 [two] RCMP officers from surplus as per the contract commitment and as based on actual utilization.</i>	Finance/Corp. Services	Finance to allocate	FP 2024	Completed
R24-40		<i>THAT Council direct funding within the 2024-2028 Financial Plan related to RCMP contract and administrative services as follows: •Allocate funds from Surplus to fund Community Policing services in 2024, and that Council consider moving to taxation for the years 2025 forward.</i>	Finance/Corp. Services	Finance to allocate	FP 2024	Completed
R24-41		<i>THAT Council endorse establishment of a City administrative committee for the Port Alberni Community Action Team, and further recommend that the City obtain insurance coverage for appropriate members and volunteers.</i>	Corp. Services/Finance/HR	Corporate to meet with CAT to finalize Committee details	January 23, 2024	Completed
R24-42		<i>THAT Council engage in further discussion prior to renewal of the lease between the City of Port Alberni and the Vancouver Island Regional Library.</i>	Corp. Services	See Resolution R24-43	IC February 12, 2024	See Resolution R24-43
R24-43		<i>THAT discussions related to renewal of the lease between the City of Port Alberni and the Vancouver Island Regional Library be moved to an In-Camera meeting of Council.</i>	Corp. Services	Process to continue In-Camera	IC February 12, 2024	No Action
R24-44		<i>THAT Council approve the Terms of Reference for the Traffic Advisory Committee, as presented.</i>	Corp. Services/Engineering	Corporate Services to finalize ToR	January 23, 2024	Completed
R24-45		<i>THAT Council authorize the issuance of Development Variance Permit No. 120 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4821 Heath Road: i. Vary Section 5.10.2 RR2 Site Development Regulations to increase the Maximum Coverage from 33% to 38% for a variance of 5%. ii. Vary Section 6.12.1 Projections to increase the maximum projection of an Open Porch into a required front yard from 1.85 m (6.1 ft) to 4.18 m (13.7 ft) for a variance of 2.33 m (7.6 ft).</i>	Dev. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	January 23, 2024	DVP Signed. Letter to Land Titles January 29, 2024
R24-46		<i>THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018.</i>	Corp. Services	Corporate Services to work with various departments to bring the property into compliance	February 23, 2024	Completed
R24-47		<i>THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community.</i>	Corp. Services	Corporate Services to work with various departments to bring the property into compliance	February 23, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-48		<p>THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:</p> <p>a. 1052162 BC Ltd., being the registered owner of the Property (the "Owner"), is hereby required to:</p> <p>i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:</p> <p>1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:</p> <p>a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;</p> <p>b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;</p> <p>2. Remove or permanently cover all graffiti from the exterior of the Structure;</p> <p>3. Replace/repair all broken or missing handrailing on staircases;</p> <p>4. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;</p> <p>5. Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;</p> <p>6. Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed and self closers are operational with no binding, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;</p> <p>7. Replace or repair all interior entrance doors and door frames for each unit to be fitted with proper fitting door in good operating condition and provide locking door knobs;</p> <p>8. Replace or repair the roof of the Structure to a watertight condition with no leaks;</p> <p>9. All drywall repairs to be completed for fire separation and integrity of building;</p> <p>10. An engineer and/or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues;</p> <p>11. Replace or repair all fire escapes and devises for safe exiting, stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions;</p> <p>12. Have licensed electrician inspect and repair all electrical to ensure all lighting, cover plates and smoke and co2 detectors to be in working operation;</p>	Corp. Services	Corporate Services to prepare letter	February 23, 2024	Letter sent by registered mail January 23, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
		<p>13. Have a licensed plumber evaluate and make repairs to all communal washrooms, as required inclusive of showers, toilets and hot water tanks;</p> <p>14. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, annunciator panel, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;</p> <p>15. Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;</p> <p>16. Designate a space or area for daily refuse on premises and not in emergency egress areas;</p> <p>17. Eliminate all rodents, vermin and insects and soiling's from the Structure;</p> <p>18. Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and</p> <p>19. Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department and Approved from Fire Prevention Officer.</p>				
R24-49		THAT Council, pursuant to Section 78 of the Community Charter, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.	Corp. Services	Corporate Services to prepare letter	February 7, 2024	Letter sent by registered mail January 23, 2024
R24-50		THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.	Corp. Services	Corporate Services to work with various departments to bring the property into compliance	February 23, 2024	Revised Remedial Action Order Imposed June 24, 2024
R24-51		THAT Council authorize virtual attendance for interested Council members at the UBCM Housing Summit taking place February 13 & 14, 2024.	Corp. Services	Corporate Services to register Council	January 31, 2024	Councillor Haggard registered January 24, 2024
	RCM Feb 12					
R24-52		THAT the certification of the Director of Finance dated February 12, 2024, be received and the cheques numbered 154287 to 154403 inclusive, in payment of accounts totaling \$1,843,880.85, be approved.	Corp. Services	Corporate Services to File	February 13, 2024	Completed
R24-53		THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be postponed to the February 26th Regular meeting of Council to permit additional information to be brought forward related to Development Cost Charges.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 13, 2024	Completed
R24-54		THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be now introduced and read a first time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 13, 2024	Completed
R24-55		THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be read a second time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 13, 2024	Completed
R24-56		THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be read a third time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 13, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-57		THAT "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" be now introduced and read a first time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 13, 2024	Completed
R24-58		THAT first reading of "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096", be rescinded.	Dev. Services/Corp. Services	Corp. Services to remove reading date	February 13, 2024	Completed
R24-59		THAT "Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5084.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	February 13, 2024	Distributed February 26, 2024
R24-60		THAT "Zoning Amendment (2780 Burde Street) Bylaw No. 5085" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5085.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	February 13, 2024	Distributed February 26, 2024
R24-61		THAT Council direct staff to prepare a letter of welcome addressed to the athletes of the Upper Island Soccer Association Mini World Cup taking place April 27 and 28, 2024, and that staff work with the Alberni Athletics Soccer Club to ensure fields are in tournament ready condition; and FURTHER, THAT Council appoints Councillor Haggard to participate in the Upper Island Soccer Association Mini World Cup opening ceremony taking place April 27, 2024.	Corp. Services/PRC	Corporate Services to prepare letter	February 13, 2024	Letter sent February 21, 2024
R24-62		THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, June 1, 2024 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: <ul style="list-style-type: none"> the notification of emergency services and BC Transit consultation with all affected businesses/residents implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required provision of standard liability insurance in the amount of \$5M [minimum] 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 	Corp Services/Engineering/PW	Corporate Services to prepare letter. Copies to associated departments/emergency services	February 13, 2024	Letter sent February 15, 2024
R24-63		THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, February 29, 2024 for the purpose of a Wounded Warrior Run from Hwy 4 [Johnston Rd.] to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293 subject to: <ul style="list-style-type: none"> the notification of emergency services and BC Transit consultation with all affected businesses/residents implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required provision of standard liability insurance in the amount of \$5M [minimum] 	Corp Services/Engineering/PW	Corporate Services to prepare letter. Copies to associated departments/emergency services	February 13, 2024	Letter sent February 15, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-64		THAT Council authorize Ridge View Health & Performance access to McLean Mill National Historic Site on Sunday, April 7, 2024 from 8:00 am to 5:00 pm for the purpose of a 10K running event starting at the McLean Mill and following the route as outlined in the attached map subject to: <ul style="list-style-type: none"> the notification of emergency services consultation with all affected businesses/residents implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required provision of standard liability insurance in the amount of \$5M [minimum] 	Corp. Services	Corporate Services to prepare letter. Copies to associated departments/emergency services	February 13, 2024	Letter sent February 14, 2024
R24-65		THAT Council for the City of Port Alberni support the draft Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy as prepared by the Tseshah First Nation in collaboration with many partners in the Alberni Valley.	Corp. Services	No Action	No Action	No Action
R24-66		THAT Council postpone consideration of next steps with respect to implementation and advocacy for resourcing the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy through a smaller political working group/action team and provision of a letter of support and declaration of commitment to the February 26th Regular meeting of Council to permit additional time to review the Strategy.	Corp. Services	Postponed	February 26, 2024	Completed
R24-67		THAT Council, on behalf of BC Epilepsy Society, proclaim March 26, 2024 as 'International PURPLE DAY®' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	February 13, 2024	Letter sent February 20, 2024
R24-68		THAT Council, on behalf of Parkinson Society of BC, proclaim the month of April 2024 as 'Parkinson's Awareness Month' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	February 13, 2024	Letter sent February 20, 2024
R24-69		THAT Council begin the process of engaging with Dontay's family to find a space dedicated to celebrating Dontay Lucas' life.	PRC/Corp. Services	PRC to coordinate	February 13, 2024	Dir. PRC conversed with Family April 24th. Family will contact City when prepared to move forward
R24-70		THAT Council, pending the blessing of Indigenous elders, support the painting of an Indigenous crosswalk, and further, include the necessary funding in the Financial Plan.	Eng&PW/Finance/Corp. Services	Eng./PW to coordinate	February 13, 2024	Blessing of Indigenous elders received. Dir. of Infrastructure will coordinate with A. Ostwald/SD70 on location and proceed
R24-71		THAT Council approve Policy 3009-4 'Asset Retirement Obligations'.	Corp. Services	Corporate Services to acquire signatures and update Policy Manual	February 13, 2024	Completed
R24-72		THAT Council direct staff to bring back a proposal to coordinate a joint City-wide Broombusting event with Broombusters Invasive Plant Society.	PRC/Corp. Services	PRC to coordinate	Spring 2024	Event scheduled for May 4th
R24-73		THAT Council direct staff to review all user fees ensuring cost recovery, review Development Cost Charges and work towards ensuring that all residents of the Alberni Valley pay appropriately for services.	PRC/Dev. Services/Eng/Corp. Services	Respective departments to review and bring forward recommendations to a future Committee of the Whole meeting	2024/2025	PRC reported at October 2024 CoW meeting. Remaining departments in progress
R24-74		THAT Council direct administration to amend Travel Policy 3009-2 with regards to the Federation of Canadian Municipalities annual conference to permit Council to consider authorization of any Councillors expressing interest in attending.	Corp. Services	Amendment to Travel Policy to be presented at Feb 26 RCM	February 26, 2024	Amended at February 26th RCM
R24-75		THAT Council postpone consideration to endorse the Port Alberni Community Action Team document entitled 'Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe for the Alberni Valley and British Columbia' to a future Committee of the Whole meeting to permit additional time to review the document.	Corp. Services/PSB	Postponed	February 20th CoW	Endorsed at February 26th RCM

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-76		THAT Council direct administration to review all current signage and barriers on the Log Train Trail in order to ensure that the trail remains free of motorized vehicles; AND FURTHER, THAT Council direct administration to prepare a letter to the Ministry of Transportation and Infrastructure and Mosaic Forest Management stating that the City does not support motorized vehicles on the Log Train Trail and that the City portion of the trail will remain for hikers/bikers only.	Corp. Services	PRC to review signage and barriers/Corporate Services to prepare letter	February 13, 2024	Letter distributed February 21, 2024. Review of signage and barriers completed by Manger of Parks and confirmed that it is in place
	RCM Feb 26					
R24-77		THAT the certification of the Director of Finance dated February 26, 2024, be received and the cheques numbered 154404 to 154474 inclusive, in payment of accounts totaling \$1,203,265.65, be approved.	Corp. Services	Corporate Services to File	February 27, 2024	Completed
R24-78		THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be now introduced and read a first time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-79		THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be read a second time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-80		THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be read a third time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-81		THAT Council direct staff to bring forward a Development Cost Charges reserve establishment bylaw to the next Council meeting.	Finance/Corp. Services	Finance to draft Development Cost Charges Bylaw	RCM - March 11, 2024	Completed
R24-82		THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5100.	Finance/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	February 27, 2024	Completed
R24-83		THAT "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" be read a second time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-84		THAT "Official Community Plan Amendment (2856 4th Avenue) Bylaw No. 5098" be now introduced and read a first time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-85		THAT "Zoning Amendment (2856 4th Avenue) Bylaw No. 5099" be now introduced and read a first time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-86		THAT "Official Community Plan Amendment (2856 4th Avenue) Bylaw No. 5098 be read a second time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-87		THAT "Zoning Amendment (2856 4th Avenue) Bylaw No. 5099" be read a second time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	February 27, 2024	Completed
R24-88		THAT amending Bylaws No. 5098 and 5099 be advanced to a Public Hearing on Monday, March 25, 2024 at 6:00 pm in City Hall, Council Chambers.	Dev Services/Corp Services	Corporate Services to schedule Public Hearing for March 25th	PH March 25, 2024	PH held March 25, 2024
R24-89		THAT Council direct staff to provide a letter of greeting to the performers of Shen Yun Performing Arts in recognition of the cultural event's return to Vancouver for the 2024 season.	Corp Services	Corp. Services to prepare letter of greeting	February 27, 2024	Completed
R24-90		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	No Action	No Action	No Action
R24-91		THAT Council endorse the Port Alberni Community Action Team document entitled Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe for the Alberni Valley and British Columbia dated February 20, 2024.	Corp. Services/PSB	Letter to CAT informing of Endorsement	February 13, 2024	Letter sent March 6, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-92		THAT Council support next steps with respect to implementation and advocacy for resourcing the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy through a smaller political working group/action team.	Corp. Services/PSB	PSB to communicate with appropriate agencies	February 13, 2024	Completed [Ongoing]
R24-93		THAT Council direct staff to prepare a letter of support and authorize the Mayor in signing the Declaration of Commitment with respect to the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy, as circulated.	Corp. Services	Corp. Services to prepare letter of support	February 27, 2024	Letter sent March 6, 2024
R24-94		THAT Council approve Policy 3002-5 'Requests for Letters of Support'.	Corp. Services	Corp. Services to acquire signatures and update Policy Manual	February 27, 2024	Completed
R24-95		THAT Council approve the amendment to Travel Policy 3009-2 to permit Council to consider authorization of any Councillors expressing interest in attending the Federation of Canadian Municipalities annual conference and trade show.	Corp. Services	Corp. Services to acquire signatures and update Policy Manual	February 27, 2024	Completed
R24-96		THAT Council authorize Councillors Dame, Haggard and Patola to participate with the Mayor in the Federation of Canadian Municipalities 2024 'Redefining our Future' Annual Conference and Trade Show taking place June 6 – 9, 2024 in Calgary, AB with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.	Corp. Services	Corp. Services to register Council and make the necessary travel arrangements	February 27, 2024	Completed
R24-97		THAT Council for the City of Port Alberni direct staff to prepare and apply to the UBCM Local Government Development Approvals Program for funding to engage an employee and/or consultant to undertake the activities identified in the staff report dated February 13, 2024 to support the improvement of development approval processes.	Dev. Services/Corp. Services	Corporate Services to prepare certified resolution/Dev. Services to prepare and submit application	March 8, 2024	Completed
R24-98		THAT Council refer the proposed motion directing City administration to research and report on the feasibility of constructing a campground facility located on the City owned lands at 4356 and 4340 Gertrude street or such alternate location as suggested as suitable, to Council's next Corporate Strategic Plan review session prior to consideration at a future Regular meeting.	Corp. Services	Referred to Corporate Strategic Plan Review Session	Spring/Summer	Completed
RCM March 11						
R24-99		THAT Council amend the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" as follows: i. apply the \$135,000 in fines received by bylaw to Financial Plan line item 15210 'Fines and Parking Tickets'.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-100		ii. direct a prior year budget amendment to reassign the Canada Community-Building Fund program allocated for the Connect the Quays Pathway project and the Burde Street Paving project totaling \$1.188 Million from the Growing Communities Fund.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-101		iii. fund \$157,500 for ballfield improvements from the Alberni Valley Community Forest Reserve.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-102		iv. cancel the Fire Hall fueling station project for 2024 and consider reallocating the funding in 2025 if required and further, that staff explore alternative fueling options.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-103		v. remove the \$30,000 in capital funding for McLean Mill National Historic Site.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-105		vi. move the Echo Centre table and chair project to 2025, 'allocating the associated costs of \$14,850 from the Alberni Valley Community Forest Reserve Fund'.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-106		THAT Council postpone the motion to include design work for the Canal Beach Pier project within the 2025 Financial Plan with construction included for 2026 until such time Council has completed the Corporate Strategic Plan review.	Finance/Corp. Services	Referred to Corporate Strategic Plan Review Session	TBD	Referred to Corporate Strategic Plan Review Session

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-107		THAT Council amend the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" to fund the Multiplex stereo system in the amount of \$33,800 and Train Station water tower in the amount of \$15,000 from the Alberni Valley Community Forest Reserve.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-108		THAT Council amend the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" to fund the Intersection Safety Updates in the amount of \$150,000 and CSO 3rd Avenue Storm Projects in the amount of \$380,000 from the Canada Community-Building Fund.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-110		THAT Council direct the BC Assessment residential non-market change to the residential class and apply the light industrial and business class non-market change to the Asset Management Reserve Fund.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-111		THAT Council request administration to provide an update at the next Committee of the Whole meeting regarding the Alberni Pacific Railway, including status of the ICET grant application, proposed rail crossing work and extending an invitation to Western Vancouver Industrial Heritage Society to attend.	Finance/Corp. Services	PRC to prepare report	CoW - March 18, 2024	Completed
R24-112		THAT Council provide early approval to proceed in the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" to the following: i. 2025 Capital Plan - Solid Waste truck replacement - #402 & #403 for \$588,500 each.	Finance/Corp. Services	Finance to amend bylaw	March 25, 2024	Completed
R24-114		THAT Council direct Canada Community-Building funds of \$150,000 to the Argyle Street, 1st Avenue to 3rd Avenue Combined Sewer Overflow mitigation work in the 2024 Capital Plan.	Finance/Corp. Services	Finance to amend bylaw	RCM - March 25, 2024	Completed
R24-115		THAT Council refer the motion to amend the 'Work in Progress' to remove the following Capital Plan projects to the March 18th Committee of the Whole meeting: i. General Fund - 20017 - Welcome Sign ii. General Fund - 22016 - Argyle Street / 10th Avenue Roundabout (ptp, w, st, s) Design only iii. General Fund - 22017 - Argyle Street, 1st Avenue to 3rd Avenue - CSO iv. General Fund - 22019 - Wallace Street - 4th Avenue to 6th Avenue - Paving v. General Fund - 23019 - Road Network Survey vi. General Fund - 23021 - Intersection Safety #1a Gertrude Street/Roger Street vii. General Fund - 22021 - Wallace Street - 4th Avenue to 6th Avenue - Storm viii. General Fund - 22022 - Anderson Road - Wallace Street to Maitland Street ix. Sewer Fund - 22064 - Anderson Road - Wallace Street to Maitland Street x. Sewer Fund - 23071 - Josephine Forcemain Detailed Design & Geotech 22051 xi. Water Fund - Argyle / 10th Avenue - Roundabout (ptp, w, st, s) Design only xii. Water Fund - 22052 - Wallace Street - 4th Avenue to 6th Avenue	Finance/Corp. Services	Corporate Services to forward item to March 18th Committee of the Whole	CoW - March 18, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
		<p>xiii. Water Fund - 22053 - Anderson Road - Wallace Street to Maitland Street</p> <p>xiv. Water Fund - 22054 - Cowichan Reservoir to Burde Street New Twin Main Ph 6 - design</p> <p>xv. Water Fund - 23051 - Dunbar Street-10th Avenue to 11th Avenue loop 200mm PVC</p> <p>xvi. Water Fund - 23053 - Bainbridge Plant to Cowichan Reservoir Supply Main Replacement</p> <p>xvii. Water Fund - 23056 - CSO - Argyle Street (1st-3rd) (240m st, , CSO)</p> <p>xviii. Water Fund - 23057 - CSO - 6th Avenue Bruce Street -Melrose Street</p> <p>xix. Water Fund - 23058 -CSO - Wallace Street 4th Avenue - 6th Avenue (120m)</p>				
R24-116		<p>THAT Council postpone the following motion until such time Council has completed the Corporate Strategic Plan review.</p> <p>That Council direct administration to:</p> <p>i. consult with community partners to facilitate the current design work for the Canal Beach Pier in 2024.</p> <p>ii. present information to Council for 2025 budget.</p> <p>iii. put a place holder into the 5 year capital project plan in 2026, with the final budget to be determined and considered by Council once the design is refined and additional funding options have been explored.</p>	Finance/Corp. Services	Referred to Corporate Strategic Plan Review Session	TBD	Referred to Corporate Strategic Plan Review Session
R24-117		<p>THAT the certification of the Director of Finance dated March 11, 2024, be received and the cheques numbered 154475 to 154531 inclusive, in payment of accounts totaling \$2,838,710.37, be approved.</p>	Corp. Services	Corporate Services to file	March 12, 2024	Completed
R24-118		<p>THAT Council endorse the consolidated reserve establishment bylaw for the following Development Cost Charges Reserves:</p> <ul style="list-style-type: none"> •Water Development Cost Charges Reserve •Sewer Development Cost Charges Reserve •Storm Drainage Development Cost Charges Reserve •Highway Facilities Development Cost Charges Reserve •Parkland Development Cost Charges Reserve 	Corp. Services/Dev. Services/Finance	Corp Serv/Finance to prepare Bylaw for Council consideration	March 12, 2024	Bylaw adopted March 25, 2024
R24-119		<p>THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be now introduced and read a first time.</p>	Corp. Services/Dev. Services/Finance	Corp. Services to apply reading date to Bylaw and copy to Dev. Services & Finance	March 12, 2024	Completed
R24-120		<p>THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be read a second time.</p>	Corp. Services/Dev. Services/Finance	Corp. Services to apply reading date to Bylaw and copy to Dev. Services & Finance	March 12, 2024	Completed
R24-121		<p>THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be read a third time.</p>	Corp. Services/Dev. Services/Finance	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	March 12, 2024	Completed
R24-122		<p>THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5086-1.</p>	Corp. Services/Finance	Corporate Services to apply signatures to Bylaw/Distribute	March 12, 2024	Completed
R24-123		<p>THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be now introduced and read a first time.</p>	Corp. Services/Dev. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	March 12, 2024	Completed
R24-124		<p>THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be read a second time.</p>	Corp. Services/Dev. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	March 12, 2024	Completed
R24-125		<p>THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be read a third time.</p>	Corp. Services/Dev. Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	March 12, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-126		THAT Council direct staff to inform the Alberni Valley Community Forest Board that their donation limit will remain at \$10,000 and further, that Council invites the Board to provide suggestions on any project they feel will benefit the community during Council's yearly budget discussions.	Corp. Services	Corp. Services to prepare letter	March 12, 2024	Letter sent March 14, 2024
R24-127		THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.	Corp. Services	Corp. Services to prepare letter	March 12, 2024	Letter sent March 14, 2024
R24-128		THAT Council direct staff to refer the letter and petition from B. Casavant and L. Fox dated February 28, 2024 regarding traffic safety concerns on Lathom Road to the next Traffic Advisory Committee meeting, taking place on Wednesday, April 17, 2024.	Corp. Services/Engineering	Referred to ATC	ATC - April 17, 2024	Referred to April 17, 2024 Traffic Advisory Committee Mtg
R24-129		THAT Council on behalf of GBS/CIDP Foundation of Canada, proclaim May 2024 as 'GBS/CIDP Awareness Month' in Port Alberni.	Corp. Services	Corp. Services to prepare letter	March 12, 2024	Letter send March 14, 2024
R24-130		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	No Action	No Action	No Action
R24-131		THAT Council direct staff to contact ᑕᑭᓐᓐᓂᓐᓂᓐ and Hupaᑕᓐᓂᓐ First Nations to confirm what involvement or contribution would be most meaningful for the City of Port Alberni to provide each Nation for National Day for Truth and Reconciliation.	PRC/Corp. Services	CAO to communicate with Nations	March 12, 2024	Completed
R24-132		THAT Council defer the 'City Involvement in Local Events' report to a future Committee of the Whole meeting to include additional information as requested and to provide an overview of the Community Investment Program.	PRC	PRC to prepare report	Future CoW	Presented at October 21, 2024 CoW
R24-133		THAT Council direct administration to update recreation fees and charges as of September 1, 2024 to reflect the 2024 median of the following communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River.	PRC/Finance	PRC and Finance to update recreation fees and charges	September 1, 2024	Implementation September 2024
R24-135		THAT Council direct administration to implement a fee for sports field use starting September 1, 2025 based on the median of the six comparator communities: Campbell River, Courtenay, Comox, Esquimalt, Oak Bay, Powell River; AND FURTHER THAT staff prepare a report outlining options permitting exemptions for sports field fees associated with children/youth sports and charitable events.	PRC/Finance	PRC and Finance to implement fee for sports field use	September 1, 2024 CoW - TBD	Implementation September 2025
R24-136		THAT Council direct staff to prepare a report outlining options that would permit City residents [including Tseshaht and Hupacasath First Nations] priority status for Parks, Recreation and Culture services.	PRC/Finance	PRC to prepare report	CoW - TBD	Included in report to Council at June 17, 2024 Committee of the Whole
R24-137		THAT Council direct administration to increase fees for utility service connections to bring them in alignment with comparable sized municipalities on Vancouver Island as outlined in the report 'Fees and Charges Engineering and Public Works' dated February 26, 2024; AND FURTHER THAT staff review "Fees and Charges Bylaw, 2007, Bylaw No. 4665" and where required, make the necessary rate amendments to ensure full cost recovery.	Corp. Services/Eng. & PW/Finance	Finance to increase fees for utility service connections and review Bylaw to make the necessary rate amendments	CoW 2024	November CoW
R24-138		THAT Council direct administration to review the overall utility service connection application process, and to investigate requirements to include estimates and actual costs of construction for the fees charged.	Corp. Services/Eng. & PW/Finance	Engineering/PW to review and prepare report	CoW - TBD	Q3 2025. Application pending for grant funding to utilize a consultant
R24-139		THAT Council direct administration to update the Development Cost Charges Bylaw and further, establish a Community Amenity Charges Bylaw in alignment and as informed by the Official Community Plan update and Master Plan process.	Dev. Services/Finance	Dev. Services/Finance to prepare for Council consideration	CoW - TBD	2025

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-140		THAT Council direct staff to bring forward a report to a Committee of the Whole meeting considering the repeal of bylaws related to Revitalization Tax Exemption Programs.	Finance/Ec. Dev./Corp. Services	Corporate Services to prepare a report	CoW - TBD	Presented at October 21, 2024 CoW
R24-141		THAT Council direct staff to write a letter to the Ministry of Environment requesting that they reduce the air emissions permit for Catalyst Paper by 70% as per the recommendation of the Alberni Valley Air Quality Council, thereby formalizing and bringing into alignment those standards currently being realized by Catalyst Paper.	Corp. Services	Corp. Services to prepare letter	March 12, 2024	Letter sent March 14, 2024
R24-142		THAT Council receive the report '5170 Argyle Street [Port Pub] - Remedial Action Order Update' dated March 4, 2024.	Corp. Services/Bylaw/Fire	Ongoing	Ongoing	Ongoing
R24-143		THAT City Council direct administration to request that the Alberni-Clayoquot Regional District contact Mosaic Forest Management, with a goal for Mosaic to lead a collaborative 'Hole in the Wall Trailhead' project on their new cut block south of Aspenden Road and Highway 4.	Corp. Services	Corp. Services to prepare letter	March 12, 2024	Letter sent March 14, 2024
RCM March 25						
R24-144		THAT Council refer the report entitled 'Western Vancouver Island Industrial Heritage Society (WVHIS) Railway Operations Update' to the April 15, 2024 Committee of the Whole meeting for further discussion and further, that Council direct staff to work with the Society in the interim to move forward with the Request for Proposals for works needed.	PRC/Finance/Corp. Services	Report to be brought forward to April 15 CoW	CoW - April 15, 2024	April 15 CoW
R24-145		THAT Council continue to de-link major industry Class 4 and light industry Class 5 and set an effective tax rate for light industry that is approximately 20 per thousand lower than major industry to rebalance the tax share and lower the effective tax rate of Class 1.	Finance/Corp. Services	Finance to apply to tax rate bylaw as directed	RCM - April 8, 2024	Completed
R24-146		THAT the certification of the Director of Finance dated March 25, 2024, be received and the cheques numbered 154532 to 154621 inclusive, in payment of accounts totaling \$1,624,570.64, be approved.	Corp. Services	No Action	No Action	No Action
R24-147		THAT "Development Cost Charges Reserve Fund Establishment Bylaw No. 5102, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5102.	Corp. Services/Dev. Services/Finance	Corporate Services to apply signatures to Bylaw/Distribute	March 26, 2024	Completed
R24-148		THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5096.	Corp. Services/Dev. Services	Corporate Services to apply signatures to Bylaw/Distribute	March 26, 2024	Completed
R24-149		THAT "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" be read a third time, as amended.	Corp. Services/Finance	Corp. Services to apply reading date to Bylaw and copy to Finance	March 26, 2024	Completed
R24-150		THAT Council authorize the Port Alberni Port Authority use of the parking area at the Harbour Quay for the purpose of a community event on Saturday, June 22, 2024 from 9:00 am to 12:00 pm on Centennial Pier subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Plan; and •provision of standard liability insurance in the amount of \$5M [minimum].	Corp. Services	Corp. Services to prepare letter	March 26, 2024	Letter sent March 28, 2024
R24-151		THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Public Notification and Evacuation Route Planning Program, and authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.	Corp. Services	Corp. Services to prepare certified resolution and distribute	March 26, 2024	Resolution sent April 2, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-152		THAT Council direct staff to write a letter to the City of Duncan in support of their resolution to the AVICC regarding Fail to Appear Charges in Policing Statistics and proposing an amendment to include statistics related to probation-initiated charges for failure to report to probation supervisors and bail supervisors.	Corp. Services/RCMP	Corp. Services to prepare letter	March 26, 2024	Letter sent April 9, 2024
R24-153		THAT Council receive reports outlining recent meetings and events related to the City's business.	Corp. Services	No Action	No Action	No Action
R24-154		THAT Council direct staff to submit a late resolution to the Association of Vancouver Island and Coastal Communities Convention and to the Union of BC Municipalities [UBCM], copied to MLA J. Osborne requesting provincial support of the recommendations outlined in the Office of the Seniors Advocate report titled 'Resourceful and Resilient: Challenges Facing BC's Rural Seniors' dated February 2024 and further, to request the creation of a rural seniors caucus within the UBCM membership.	Corp. Services	Corp. Services to prepare resolution and distribute	March 26, 2024	Completed
R24-155		THAT Council direct staff to coordinate a 2024 Canada Day family event in conjunction with local groups/organizations and further, that staff seek grant funding opportunities.	PRC/Corp. Services	PRC to coordinate event	March 26, 2024	Completed
R24-157		THAT in 2025 Council direct City staff to request managers make department presentations prior to commencing the financial plan process.	Corp. Services/Finance	Note for 2025 Financial Plan Process	March 26, 2024	Completed
R24-158		THAT Council authorize the Mayor and Corporate Officer to renew the "3-Stream Waste Collection Service Agreement" with the Alberni-Clayoquot Regional District for the handling and shipping of recyclable materials, related to the City's curbside collecting of recyclable materials within the City until December 31, 2026.	Finance/Corp. Services	Corporate Services to execute and distribute to Finance	March 26, 2024	Executed May 17, 2024
R24-159		THAT Council appoint Sara Darling, Deputy Director of Corporate Services, as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Darling in accordance with s.148 of the Community Charter effective April 5, 2024.	Corp. Services	No Action	April 5, 2024	No Action
	RCM April 8					
R24-160		THAT the certification of the Director of Finance dated April 8, 2024, be received and the cheques numbered 154641 to 154703 inclusive, in payment of accounts totalling \$850,367.14, be approved.	Corp. Services	No Action	No Action	No Action
R24-161		THAT "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5097.	Finance/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	April 9, 2024	Completed
R24-162		THAT consideration of "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be deferred to a Special meeting of Council April 15, 2024 in order to permit additional information to be presented to Council regarding historical allocation of tax rate shares across the classes.	Finance/Corp. Services	Finance to prepare information	SCM - April 15, 2024	Completed
R24-163		THAT Council direct staff to prepare a letter to the Minister of Housing, Infrastructure and Communities on behalf of the Loaves and Fishes Community Food Bank Society in support of their funding request to construct the new 25,000 sq. ft. warehouse in Nanaimo, BC.	Corp. Services	Corporate Services to prepare letter and distribute	April 9, 2024	Letter sent April 24, 2024
R24-164		THAT Council on behalf of Foundation Emergence, proclaim May 17, 2024 as 'International Day Against Homophobia and Transphobia' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	April 9, 2024	Letter sent April 24, 2024
R24-165		THAT Council on behalf of Walk for Values, proclaim April 24, 2024 as 'Human Values Day' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	April 9, 2024	Letter sent April 24, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-166		THAT Council authorize staff to apply for, receive, and manage grant funding for the April 12, 2024 intake of the Island Health 'Community Wellness Grant Program' for \$50,000 to develop a Community Well-Being and Safety Strategy for the Continuum of Care of safety, security and social services in Port Alberni; AND FURTHER, THAT Council authorize staff to engage a consultant to develop the strategy upon the grant application being successful.	Corp. Services/Community Safety	Corporate Services to prepare certified resolution/Community Services to prepare and submit application	April 12, 2024	Certified resolution sent April 10, 2024
	SCM April 15					
R24-167		THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be now introduced and read for a first time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Finance	April 16, 2024	Completed
R24-168		THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be read a second time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Finance	April 16, 2024	Completed
R24-169		THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be read a third time.	Finance/Corp. Services	Corp. Services to apply reading date to Bylaw and copy to Finance	April 16, 2024	Completed
	RCM April 22					
R24-170		THAT the Auditor's Report and the 2023 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.	Finance/Corp. Services	Corporate Services to file	April 23, 2024	Completed
R24-171		THAT Council direct staff to enter into a one-year agreement with the Western Vancouver Island Industrial Heritage Society to operate the Alberni Pacific Railway and amend the City's 2024 - 2028 Five Year Financial Plan to include \$113,935 in the capital budget and \$60,000 in the operating budget.	PRC/Finance/Corp. Services	PRC to prepare agreement. Corp. Serv. to apply signatures and distribute	May 2024	Executed June 25, 2024
R24-172		THAT Council for the City of Port Alberni approve a slightly modified Welcome to Port Alberni sign and its installation at John Street and Johnston Road as per the staff report dated April 11, 2024, to be completed within the allocated Financial Plan amount of \$23,194.	Eng./PW/Finance/Corp. Services	Eng./PW to coordinate	May/June 2024	Project to proceed to construction
R24-173		THAT the certification of the Director of Finance dated April 22, 2024, be received and the cheques numbered 154704 to 154776 inclusive, in payment of accounts totalling \$1,342,520.74, be approved.	Corp. Services	No Action	No Action	No Action
R24-174		THAT "City of Port Alberni Tax Rates Bylaw No. 5104, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5104.	Finance/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	April 23, 2024	Completed
R24-175		THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be now introduced and read a first time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	April 23, 2024	Completed
R24-176		THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a second time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	April 23, 2024	Completed
R24-177		THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	April 23, 2024	Completed
R24-178		THAT Council direct staff to prepare a letter to the Province on behalf of Riders of Alberni Valley in support of their application for a land use agreement to maintain and possibly build multi-use trails on Crown Land throughout the Maquinna trail system.	Corp. Services	Corporate Services to prepare letter and distribute	April 23, 2024	Letter send May 9, 2024
R24-179		THAT Council authorize The Rotary Club of Port Alberni use of Blair Park/Kitsuksis Dyke Trail on Saturday, July 20, 2024 from 10:00 am to 3:00 pm for the purpose of a "Colour Fest" fundraiser event of which proceeds will be used to support local youth groups subject to the following conditions: •signed agreement with the Parks, Recreation and Culture department; •consultation with all affected businesses/residents; •provision of standard liability insurance in the amount of \$5M [minimum].	Corp. Services	Corporate Services to prepare letter and distribute	April 23, 2024	Letter sent April 24, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-180		THAT Council authorize the ADSS 2024 Parent Prom Committee access to City streets on Saturday, June 22, 2024 from 5:00 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. to Roger St., ending at the Athletic Hall [3727 Roger St] subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control Personnel as required; •provision of standard liability insurance in the amount of \$5M [minimum].	Corp. Services/Eng. & PW	Corporate Services to prepare letter and distribute	April 23, 2024	Letter sent April 24, 2024
R24-181		THAT Council on behalf of Vancouver Island Economic Alliance, proclaim the week of June 3-9, 2024 as 'Island Good Days' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	April 23, 2024	Letter sent April 26, 2024
R24-182		THAT Council on behalf of United Steelworkers, Local 1-1937, proclaim April 28, 2024 as 'Day of Mourning' in Port Alberni and that the National Day of Mourning Flag be flown at City Hall at half-mast on April 28th and throughout the following week in respect of those who have died on the job.	Corp. Services	Corporate Services to prepare letter/distribute and coordinate flag raising with maintenance staff	April 23, 2024	Letter sent April 26, 2024
R24-183		THAT Council receive correspondence from the Falun Dafa Association of Vancouver dated April 9th requesting a proclamation.	Corp. Services	Corporate Services to file correspondence	No Action	No Action
R24-184		THAT Council on behalf of MS Canada, proclaim the month of May 2024 as "MS Awareness Month" in Port Alberni and authorize that the MS flag be flown at City Hall the week of May 6th in recognition.	Corp. Services	Corporate Services to prepare letter/distribute and coordinate flag raising with maintenance staff	April 23, 2024	Letter sent April 26, 2024
R24-185		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	No Action	No Action	No Action
R24-186		THAT Council approve Policy No. 3002-6 Release of In-Camera Resolutions.	Corp. Services	Corporate Services to apply signatures and update Policy Manual	April 23, 2024	Signed April 26, 2024
R24-187		THAT Council support the Official Community Plan Growth and Climate Action 'What We Heard' report as presented, and further, that Council support the Alternative Growth Scenario and GHG Reduction Targets as per the staff report dated April 15, 2024.	Dev. Services	No Action	Ongoing No Action	No Action
R24-188		THAT the Mayor and Corporate Officer be authorized to execute the BC Transit 2024 – 2025 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to the staff report dated April 11, 2024 and in effect from April 1, 2024 to March 31, 2025.	Finance/Corp. Services	Corporate Services to apply signatures and distribute	April 23, 2024	Executed April 26, 2024
R24-189		THAT the Asset Retirement Obligations for the period ending December 31, 2023 be received as outlined in the staff report dated April 17, 2024.	Finance/Corp. Services	No Action	No Action	No Action
R24-190		THAT Council direct staff to follow up on the issue of safe access to our two City-owned properties known as "Hole in the Wall" with a letter regarding this to Mosaic, Ministry of Transportation (MOTI) and the elected representative of the Cherry Creek District [ACRD].	Corp. Services	Corporate Services to prepare letter and distribute	April 23, 2024	Letter sent April 30, 2024
	RCM May 13					
R24-191		THAT Council receive the report titled "City of Port Alberni 2024 – 2028 Financial Plan Q & A Follow up" dated May 3, 2024.	Finance/Corp. Services	No Action	No Action	No Action
R24-192		THAT the certification of the Director of Finance dated May 13, 2024, be received and the cheques numbered 154777 to 154875 inclusive, in payment of accounts totalling \$1,233,058.02, be approved.	Corp. Services	No Action	No Action	No Action

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-193		THAT "Zoning Amendment (5350 Margaret Street) Bylaw No. 5101" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5101.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	May 14, 2024	Completed
R24-194		THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be now introduced and read a first time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	May 14, 2024	Completed
R24-195		THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be read a second time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	May 14, 2024	Completed
R24-196		THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	May 14, 2024	Completed
R24-197		THAT Council authorize flying the Pride flag at City Hall during Pride Week, May 27 – June 1, 2024 on behalf of the Alberni Valley Pride Society.	Corp. Services	Corporate Services to prepare letter and distribute	May 14, 2024	Letter sent May 15, 2024
R24-198		THAT Council on behalf of Pacific Salmon Foundation, proclaim June 1, 2024 as 'Wild Salmon Day' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	May 14, 2024	Letter sent May 16, 2024
R24-199		THAT Council on behalf of the Save Your Skin Foundation, proclaim the month of May 2024 as 'Melanoma and Skin Cancer Awareness Month' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	May 14, 2024	Letter sent May 16, 2024
R24-200		THAT Council on behalf of BC Rural Health Network, proclaim June 17, 2024 as 'Hope Air Day' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	May 14, 2024	Letter sent May 16, 2024
R24-201		THAT Council on behalf of Portal Players', proclaim the week of May 20, 2024 as 'North Island Zone Drama Festival Week' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	May 14, 2024	Letter sent May 16, 2024
R24-202		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	Corporate Services to File	May 14, 2024	Completed
R24-203		THAT Council dissolve the Personnel Standing Committee and further, rescind the 'Personnel Standing Committee Duties' policy.	Corp. Services	Corporate Services to update Policy Manual	May 14, 2024	Completed
R24-204		THAT Council for the City of Port Alberni approve up to \$10,000 for the disposal of three fuel tank cars and associated contents located at the Roundhouse with funds from Line 29911 Contingency Funds.	PRC/Corp. Services	Finance to allocate	May 14, 2024	Completed
R24-205		THAT Council for the City of Port Alberni amend the 2024 – 2028 Financial Plan by moving \$10,000 from Line 29911 – Contingency to Line 27530 – Industrial Collections for the remediation and disposal of the three fuel tank cars and associated contents located at the Roundhouse.	PRC/Corp. Services	Finance to amend bylaw	RCM November 25	
R24-206		THAT Council direct staff to prepare a report outlining opportunities and associated cost implications for additional safety measures on Argyle Street between Anderson Avenue and EJ Dunn Elementary School.	Eng./PW/Corp. Services	Engineering to prepare a report	May 14, 2024	Q2 2025
R24-207		THAT Council direct staff to prepare a report outlining traffic calming opportunities, including the installation of a four-way stop at the intersection of Lathom Road and Helen Street and further, that staff proceed with the installation of traffic counts in the area.	Eng./PW/Corp. Services	Engineering to prepare a report	May 14, 2024	Traffic Count and Speed Date recorded. Requires consultant engagement. Q2 2025
R24-208		THAT Council approve \$12,000 from the Reconciliation operating budget to enhance the City of Port Alberni Welcome Sign with Indigenous art.	Corp. Services		May 14, 2024	Completed
	RCM May 27					
R24-209		THAT the certification of the Director of Finance dated May 27, 2024, be received and the cheques numbered 154876 to 154965 inclusive, in payment of accounts totalling \$2,648,426.26, be approved.	Corp. Services	No Action	No Action	No Action

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-210		THAT "Official Community Plan Amendment (2856 4th Avenue) Bylaw No. 5098" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading date and copy to Dev. Services	May 28, 2024	Completed
R24-211		THAT "Zoning Amendment (2856 4th Avenue) Bylaw No. 5099" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading date and copy to Dev. Services	May 28, 2024	Completed
R24-212		THAT "Official Community Plan Amendment (2856 4th Avenue) Bylaw No. 5098" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5098.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	May 28, 2024	Completed
R24-213		THAT "Zoning Amendment (2856 4th Avenue) Bylaw No. 5099" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5099.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	May 28, 2024	Completed
R24-214		THAT "Zoning Bylaw No. 5105, 2024" be now introduced and read a first time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	May 28, 2024	Completed
R24-215		THAT "Zoning Bylaw No. 5105, 2024" be read a second time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	May 28, 2024	Completed
R24-216		THAT "Zoning Bylaw No. 5105, 2024" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	May 28, 2024	Completed
R24-217		THAT Council authorize the Community Arts Council request for a road closure at the entrance of the Harbour Quay for the purpose of the Solstice Art Festival on Saturday, June 15, 2024 from 6:00 am to 5:00 pm on subject to: •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required •provision of standard liability insurance in the amount of \$5M [minimum]	Corp. Services	Corp. Services to prepare letter	May 28, 2024	Completed
R24-218		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	Corporate Services to File	May 28, 2024	Completed
R24-219		THAT Council receive the report '2023 Procurement Summary' dated April 9, 2024.	Finance/Corp. Services	Corporate Services to File	May 28, 2024	No Action
R24-220		THAT Council appoint Danielle Leurebourg, Director of Corporate Services, as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Leurebourg in accordance with s.148 of the Community Charter effective May 27, 2024.	Corp. Services	No Action	May 28, 2024	No Action
R24-221		THAT Council appoint Sara Darling, Deputy Director of Corporate Services, as Deputy Corporate Officer, to fulfill the responsibility of corporate administration in accordance with s. 148 of the Community Charter for the City of Port Alberni during vacation, leaves or other absences of the appointed Corporate Officer effective May 27, 2024.	Corp. Services	No Action	May 28, 2024	No Action
RCM Jun 10						
R24-222		THAT the certification of the Director of Finance dated June 10, 2024, be received and the cheques numbered 154966 to 155095 inclusive, in payment of accounts totalling \$968,985.47, be approved.	Corp. Services	No Action	No Action	No Action
R24-223		THAT "City of Port Alberni Lane Closure [Portion of Lane immediately adjacent to the north of 2866 4th Avenue] and Removal of Dedication Bylaw No. 5103, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5103.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	June 11, 2024	Completed
R24-224		THAT "Zoning Bylaw No. 5105, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5105.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	June 11, 2024	Completed
R24-225		THAT Council authorize the installation of a semi-permanent art memorial on the fence at Dry Creek Park following International Overdose Awareness Day [August 30th] in support and remembrance of lives claimed due to the toxic drug crisis.	Corp. Services	Corp. Services to prepare letter	June 11, 2024	Letter sent June 19, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-226		THAT Council receive correspondence dated May 29, 2024 from Wesco Food Society requesting a letter of support for the 'Little Kitchen Academy' and Good Food Boxes' programs and direct staff to request that the Society provide additional information prior to further consideration of Council.	Corp. Services	Corporate Services to contact Wesco Foods requesting additional information	June 11, 2024	Council received additional info. and directed a letter of support at the September 9 RCM
R24-227		THAT Council on behalf of Port Alberni Community Action Team, proclaim August 31, 2024 as 'International Overdose Awareness Day' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	June 11, 2024	Letter sent June 19, 2024
R24-228		THAT Council on behalf Island Kids Cancer Association, proclaim the month of September 2024 as 'Childhood Cancer Awareness Month' in Port Alberni.	Corp. Services	Corporate Services to prepare letter and distribute	June 11, 2024	Letter sent June 19, 2024
R24-229		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp. Services	Corporate Services to File	June 11, 2024	No Action
R24-230		THAT the motion be amended to replace 'a quote to conduct a study' with a 'high-level report'	PRC/Corp. Services	Motion amended	June 10, 2024	No Action
R24-231		THAT Council direct staff to prepare a high-level report for the Echo Aquatic Centre regarding the potential for expansion [renovation] for Council consideration compared to the current feasibility study for a new build.	PRC/Corp. Services	PRC to prepare a report	Fall	Received at the September 23, 2024 RCM
R24-232		THAT Council direct staff to discuss the potential use of the existing Rollins building on 8th Avenue with the Saltair Childcare Society for additional childcare spaces.	Dev. Services/Corp. Services	Development Services to engage with Childcare operators and Province	2025	In Progress
R24-233		THAT Council postpone the resolution for a revised remedial action requirement at 5170 Argyle Street to the June 24th Regular meeting permitting time to engage with BC Housing to request that they purchase, remediate and rent the building in question.	Corp. Services/Fire Dept.	Corporate Services to bring forward to June 24 RCM	RCM June 24	Completed
R24-234		THAT Council direct staff to send a letter of support for the Regional District of Nanaimo [RDN] Legislative Reform Initiative indicating Council's support for a comprehensive review of the Local Government Act ensuring that consideration is made to fair distribution of funding for joint services between regional districts and municipalities.	Corp. Services	Corporate Services to prepare letter and distribute	June 11, 2024	Letter sent June 19, 2024
R24-235		THAT Council direct staff to proceed with installation of an additional exterior door at the Train Station.	PRC/Corp. Services	Construction to commence	Summer 2024	Completed
R24-236		THAT Council direct staff to prepare and submit applications for a skate park, pump track and skills track at its current location for any grants available and bring back to Council if motions are required for grant.	PRC/Economic Dev./Corp. Services	PRC to communicate Council direction to tenants	June 11, 2024	Completed
R24-237		THAT Council direct staff to proceed with submitting Minister meeting requests for the 2024 UBCM Convention as based on the 2023 requests.	Corp. Services	Corporate Services to submit meeting requests	June 21, 2024	Completed
	RCM Jun 24					

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-238		<p>THAT Council pass a resolution for a remedial action requirement in the following terms:</p> <p>WHEREAS Division 12 of Part 3 of the Community Charter authorizes Council to impose a remedial action requirement on the owner of a building or structure which is in a hazardous condition, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;</p> <p>AND WHEREAS Division 12 of Part 3 of the Community Charter authorizes Council to declare a building or other structure to be a nuisance and so dilapidated or unclean as to be offensive to the community, and to impose a remedial action requirement on the owner of such a building or structure, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;</p> <p>AND WHEREAS 1052162 BC Ltd. is the registered owner (the "Owner") of the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property");</p> <p>AND WHEREAS section 17 of the Community Charter provides that the authority of Council to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the Municipality may fulfill the requirement at the expense of the person;</p>	Corp. Services	Corporate Services to prepare letter	June 25, 2024	Letter sent by registered mail June 25, 2024
		<p>AND WHEREAS Council passed a previous resolution for a remedial action requirement on the Property on January 22, 2024 [the "January Remedial Action Requirement"], which has not been carried out by the Owner within 30 days of receiving notice, or at all; NOW THEREFORE, the Council of the City of Port Alberni, in open meeting assembled, resolves as follows:</p> <p>1.THAT Council hereby considers that the building located on the Property (the "Structure") is unsafe and contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018, and therefore is in a hazardous condition within the meaning of Section 73 of the Community Charter;</p> <p>2.THAT Council hereby considers that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community, within the meaning of Section 74 of the Community Charter;</p> <p>3.THAT Council hereby requires, pursuant to its powers under Section 72(2)(b) of the Community Charter, that the Owner, within 30 days of the date this Resolution is sent to the Owner, do all things necessary to apply for a demolition permit for the Structure under the Port Alberni Building Standards Bylaw;</p>				

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
		<p>4.THAT the Owner, within 30 days of receiving a demolition permit under Section 3 of this Resolution, must demolish the Structure and remove all resulting debris, and comply with all requirements of the demolition permit and the Building Standards Bylaw in relation to the demolition, including but not limited to requirements for the abatement and handling of hazardous materials;</p> <p>5.THAT the Owner may request that Council reconsider the terms of this Resolution by providing the City with written notice within 14 days of the date on which notice of this Resolution is sent to the Owner under Section 77 of the Community Charter; and</p> <p>6.THAT if the Owner has not completed any requirement imposed by this Resolution within the time limit for so doing, City staff and contractors are authorized to enter on to the Property for the purpose of and to fulfil the applicable requirement(s) without further notice to and at the expense of the Owner, and may recover the cost of so doing from the Owner, together with costs and interest, as a debt and in the same manner as municipal taxes in accordance with sections 17, 258 and 259 of the Community Charter.</p>				
R24-239		<p>THAT Council authorize the Uptown Merchants' Association access to City streets on 3rd Avenue between Argyle Street and Angus Avenue on July 17, 2024 and August 21, 2024 from 4:00 to 9:00 p.m. for the purpose of the Grassroots Uptown Market subject to:</p> <ul style="list-style-type: none"> •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control Personnel as required; •provision of standard liability insurance in the amount of \$5M [minimum]. 	Corp. Services	Corp. Services to prepare letter	June 25, 2024	Letter sent June 26, 2024
R24-240		THAT the certification of the Director of Finance dated June 24, 2024, be received and the cheques numbered 155096 to 155159 inclusive, in payment of accounts totalling \$2,897,918.81, be approved.	Corp. Services	No Action	No Action	No Action
R24-241		<p>THAT Council authorize the Western Vancouver Island Industrial Heritage Society access to City streets from 5:00 p.m. on Friday, August 30, 2024 to 5:00 p.m. on Sunday, September 1, 2024 on Dunbar Street, from the corner of 7th Avenue to 9th Avenue for the purpose of an antique trucks and machinery show subject to:</p> <ul style="list-style-type: none"> •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control Personnel as required; •provision of standard liability insurance in the amount of \$5M [minimum]. 	Corp. Services	Corp. Services to prepare letter	June 25, 2024	Letter sent June 26, 2024
R24-242		THAT Council authorize the Harbour Quay Spirit Square Farmer's Market to utilize additional space as outlined in the attached map and to extend their use of Spirit Square to 3:00 pm on Saturday, September 21, 2024 for the Equinox Garlic Festival.	Corp. Services	Corp. Services to prepare letter	June 25, 2024	Letter sent June 26, 2024
R24-243		THAT Council approve the City of Port Alberni Accessibility Plan dated June 2024.	Corp. Services	Corp. Services to put on the City website, social media post and joint news release with ACRD	June 25, 2024	Completed
R24-244		THAT Council for the City of Port Alberni approve a comprehensive leasing policy for City-Owned Properties.	Economic Dev./Corp. Services	Corp. Services to apply signatures and update Policy manual	June 25, 2024	Completed June 24, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-245		THAT Council for the City of Port Alberni issue a Request for Proposals for a third-party to manage the lease agreements at Harbour Quay with costs to come out of Harbour Quay lease revenue.	Economic Dev./Corp. Services/Finance	Finance to work with Ec. Dev to prepare RFP	June 25, 2024	In Progress
R24-246		THAT Council for the City of Port Alberni direct that the \$50,000 funding allocation for the Façade Improvement Program be invested in a placemaking initiative.	Economic Dev./Corp. Services	Finance to allocate. Ec. Dev to coordinate application process and program details to be communicated with appropriate departments and the public as required	June 25, 2024	Completed
R24-247		THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2023, as presented.	Corporate Services	Corp. Services to distribute electronically, update website, post on social media platforms, order hard copies, send to Province	June 30, 2024	Completed
R24-248		THAT Council approve the statements and schedules included in the Statement of Financial Information for 2023, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 14, 2024.	Finance/Corp Services	Finance staff to provide copies of SOFI to ministry, et all. Corporate Services to post on website	June 30, 2024	Completed
R24-249		THAT Council receive the report dated May 27, 2024 and titled "2023 Development Cost Charges".	Finance/Corp. Services	No Action	No Action	No Action
	RCM Jul 8					
R24-250		THAT the certification of the Director of Finance dated July 8, 2024, be received and the cheques numbered 155160 to 155228 inclusive, in payment of accounts totalling \$656,058.17, be approved.	Corp. Services	No Action	No Action	No Action
R24-251		THAT "Waterworks Bylaw No. 5107, 2024" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-252		THAT "Waterworks Bylaw No. 5107, 2024" be read a second time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-253		THAT "Waterworks Bylaw No. 5107, 2024" be read a third time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-254		THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-255		THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be read a second time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-256		THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be read a third time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-257		THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-258		THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be read a second time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-259		THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be read a third time.	Finance/Corp Services	Corp. Services to apply reading date to bylaw and distribute	July 9, 2024	Completed
R24-260		THAT Council authorize City flags fly at half-mast on August 21, 2024 to commemorate the 80th anniversary of the sinking of the HMCS Alberni on behalf of HMCS Alberni Museum and Memorial.	Corp. Services	Corp. Services to prepare letter	July 9, 2024	Letter sent July 11, 2024
R24-261		THAT Council authorize the Alberni District Fall Fair Association access to City streets on Saturday, September 7, 2024 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 9th Avenue along Bute Street and along 10th Avenue to Alderwood Street, subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •City approved Traffic Safety Plan including qualified Traffic Control personnel as required; and •provision of standard liability insurance in the amount of \$5M.	Corp. Services	Corp. Services to prepare letter	July 9, 2024	Letter sent July 11, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-262		THAT the Mayor and the Corporate Officer be authorized to execute the 2024-2034 Community Works Fund Agreement.	Corp. Services	Corporate Services to apply signatures to agreement and prepare a certified resolution	July 9, 2024	Completed
R24-263		THAT Council direct staff to prepare a letter of support for Alberni Valley Makerspace to accompany an application to the Clean BC Plastics Action Fund.	Corp. Services	Corp. Services to prepare letter	July 9, 2024	Completed
R24-264		THAT Council confirm Councillor Solda as Voting Delegate and Councillor Haggard as alternate, for Municipal Insurance Association of BC AGM Tuesday, September 17, 2024 in conjunction with the UBCM Convention.	Corp. Services	Corporate Services to communicate to MIABC	July 9, 2024	Completed
R24-265		THAT Council direct staff to review mechanisms to address graffiti in the downtown area.	Bylaw Enforcement	Corporate Services to prepare report to Council	July 9, 2024	Information included in Corporate Services service level report. Community policing distributed flyers to all business owners regarding Graffiti Removal Program and notices were sent to offending properties
R24-266		THAT Council for the City of Port Alberni amend the 2024-2028 Financial Plan – Capital Plan to include the addition and installation of a Dehumidifier with Heat Recovery Chiller system for the Multiplex up to a net cost of \$560,000 with funds coming from Canada Community-Building Fund – Community Works Fund.	Finance/PRC	Amendment to the 2024-2028 Financial Plan - Capital Plan	November 30, 2024	
	RCM Aug 12					
R24-267		THAT "Waterworks Bylaw No. 5107, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5107.	Finance/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	August 13, 2024	Completed
R24-268		THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5108.	Finance/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	August 13, 2024	Completed
R24-269		THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5109.	Finance/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	August 13, 2024	Completed
R24-270		THAT "Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094" be now introduced and read a first time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	August 13, 2024	Completed
R24-271		THAT "Zoning Bylaw Amendment (3850 5th Avenue) Bylaw No. 5113" be now introduced and read a first time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	August 13, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-272		THAT "Official Community Plan Amendment (3850 5th Avenue) Bylaw No. 5094" be read a second time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	August 13, 2024	Completed
R24-273		THAT "Zoning Bylaw Amendment (3850 5th Avenue) Bylaw No. 5113" be read a second time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	August 13, 2024	Completed
R24-274		THAT the amending bylaws be advanced to a Public Hearing on Monday, September 9, 2024 at 6:00 pm in City Hall, Council Chambers.	Planning/Corp. Services	Corporate Services to schedule Public Hearing for September 9, 2024	Public Hearing September 9, 2024	PH held September 9, 2024
R24-275		MOVED AND SECONDED, THAT Council authorize 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 subject to: •provision of standard liability insurance in the amount of \$5M [minimum].	Corp. Services/Public Works	Corporate Services to prepare letter	August 13, 2024	Completed. Letter sent August 14, 2024
R24-276		THAT Council support 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.	Corp. Services/Finance	Corporate Services to prepare letter and certified resolution. Finance to prepare chq	August 13, 2024	Completed. Letter emailed August 20th; letter & chq picked up August 28, 2024
R24-277		THAT Council support 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 years run along the waterfront and special theme events.	Corp. Services/Finance	Corporate Services to prepare letter and certified resolution. Finance to prepare chq	August 13, 2024	Completed. Letter emailed August 20th; letter & chq picked up August 28, 2024
R24-278		THAT Council for the City of Port Alberni provide a letter addressed to the Minister of Education in support of improved suicide prevention for children.	Corp. Services	Corporate Services to prepare letter	August 13, 2024	Letter sent August 20, 2024
R24-279		THAT Council directed staff to prepare a letter requesting further information from Long Shot Events on the proposed event (Alberni Shores Festival) to be held at Macktush Campground. Council also directed staff to invite Long Shot Events to speak with Council at a later date.	Corp. Services	Corporate Services to prepare letter	August 13, 2024	Letter sent August 20, 2024
R24-280		THAT Council for the City of Port Alberni direct staff to develop City-wide park, memorial and pedestrian bench standards including a placement strategy associated with a needs analysis.	Eng./PW	Engineering to prepare a report	July 17, 2024	In Progress
R24-281		THAT Council for the City of Port Alberni direct staff to terminate the contract for bench placement and advertising effective December 31, 2024.	Corp. Services/Public Works	Corporate Services to prepare letter to Rodney Wade dba Bus Stop Media Services	August 13, 2024	Letter sent August 21, 2024
R24-282		THAT Council receive the report 'Corporate Strategic Plan Review' dated July 29, 2024.	Corp. Services	No Action	August 13, 2024	No Action
R24-283		THAT amendments to the Council appointments to Committees and Council representatives to public bodies, commissions and select committees be 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]	Corp. Services	Corporate Services to amend and distribute	August 13, 2024	Completed. Distributed August 20, 2024
R24-284		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.	Corp. Services/PRC	PRC to incorporate in future events report	August 13, 2024	Included in report to Council October 21, 2024 Committee of the Whole
	RCM Sept 9					
R24-285		THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now introduced and read a first time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	September 10, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-286		THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a second time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	September 10, 2024	Completed
R24-287		THAT the amending Bylaw No. 5112 be advanced to a Public Hearing on Tuesday, October 15, 2024 at 6:00 pm in City Hall, Council Chambers.	Planning/Corp. Services	Corp. Services to schedule Public Hearing for October 15, 2024	Public Hearing October 15, 2024	PH held October 15, 2024
R24-288		THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be now introduced and read a first time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	September 10, 2024	Completed
R24-289		THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a second time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	September 10, 2024	Completed
R24-290		THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a third time.	Planning/Corp. Services	Corp. Services to apply reading date to bylaw and distribute	September 10, 2024	Completed
R24-291		THAT Council direct staff to prepare a letter to the Province on behalf of Synergy Foundation in support of their application for a Rural Economic Diversification and Infrastructure Program (REDIP) grant to establish a circular hub strategy for construction and demolition waste diversion in the Alberni Valley.	Corp. Services	Corporate Services to prepare letter	September 10, 2024	Letter sent September 13, 2024
R24-292		THAT Council direct staff to prepare a letter to Wesco Food Society in support of their community food kitchen.	Corp. Services	Corporate Services to prepare letter	September 10, 2024	Letter sent September 17, 2024
R24-293		THAT Council support the Port Alberni Toy Run Association's activities taking place on September 14 & 15, 2024 including staff working with event organizers to coordinate CIP funding for any required permits or incidentals subject to: <ul style="list-style-type: none"> •the notification of emergency services and BC transit; •implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required; •provision of standard liability insurance in the amount of \$5M; •receipt of Special Event Permit from the LCRB. AND FURTHER, THAT Council on behalf of Port Alberni Toy Run, proclaim September 9-15, 2024 as 'Port Alberni Toy Run Week' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	September 10, 2024	Letter sent September 13, 2024
R24-294		THAT Council on behalf of the Port Alberni Association for Community Living, proclaim October 2024 as 'Community Inclusion Month' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	September 10, 2024	Letter sent September 17, 2024
R24-295		THAT Council on behalf of the Port Alberni Fire Department, proclaim October 6-12, 2024 as 'Fire Prevention Week' in Port Alberni.	Corp. Services	Corporate Services to prepare letter	September 10, 2024	Letter sent September 17, 2024
R24-296		THAT Council amend the "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024" as follows: <ul style="list-style-type: none"> •allocate \$350,000 for the Public Works Yard Building roof to 2024 Capital Plan •allocate \$350,000 from the Water Reserve Fund, to be replenished (with interest) in 2025 with surplus, followed by taxation as required AND FURTHER, THAT Council direct staff to proceed with replacing the entire roof (3 sections) of the Public Works Yard building.	Corp. Services/Finance/PW	Finance to amend bylaw	November 30, 2024	
R24-297		THAT Council amend the "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024" by allocating \$2,481,700 towards reconstruction of Burde Street between 10th and 16th Avenue with funding from the Water Fund and Sewer Fund Capital Reserves in the amount of \$827,233.33 each, totalling a net increase of \$1,311,700.	Corp. Services/Finance/PW	Finance to amend bylaw	November 30, 2024	

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-298		THAT Council defer the proposed motion to “create a fire department response policy and where necessary, amendments to the Fire Control Bylaw and its schedules, to limit medical aid response to the category of “PURPLE” in order to permit staff to prepare a report [in 2024] outlining potential implications for consideration.	Corp. Services/Fire Dept.	Fire to prepare a report to Council	Fall	November CoW
	RCM Sept 23					
R24-299		THAT “Housing Agreement (5130 Argyle Street), Bylaw No. 5114” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5114.	Dev. Services/Corp. Services	Corporate Services to apply signatures to Bylaw/Distribute	September 24, 2024	Completed
R24-300		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.	Corp. Services/Engineering	Corporate Services to prepare letter	September 24, 2024	Letter sent September 24, 2024
R24-301		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.	Finance/Engineering/Corp. Services	Finance to include on FP amending Bylaw prior to November 30th	November 30, 2024	
R24-302		THAT Council receive the report ‘Echo Aquatic Centre Study’ dated September 10, 2024.	PRC	No Action	No Action	No Action
R24-303		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.	Corp. Services	Corporate Services to execute agreement	September 26, 2024	Completed
R24-304		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.	Corp. Services	Corporate Services to notify Elections BC and commence with Election preparation	September 26, 2024	Completed
R24-305		THAT Council receive the report ‘Procurement Summary – January to June 2024’ dated September 16, 2024.		No Action	No Action	No Action
R24-306		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 4th Avenue.	Dev. Services/Corp. Services	Development Services to prepare TUP. Corporate Services to execute	September 24, 2024	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R24-307		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 4th 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.	Dev. Services/Corp. Services	Dev. Services to prepare the Lease and Corp. Services to provide public notice	September 24, 2024	Completed
R24-308		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.	Dev. Services/Corp. Services	Dev. Services to submit Council resolution to LCRB	September 24, 2024	Resolution submitted to LCRB
R24-309		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.	Dev. Services/Corp. Services	Dev. Services to submit Council resolution to LCRB	September 24, 2024	Resolution submitted to LCRB
R24-310		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.	Corp. Services/Executive Assistant	Executive Assistant/CAO to prepare letters	September 24, 2024	In Progress

POLICY No. 3008-2 | Bylaw Fines Policy and Procedures

Approved by: Chief Administrative Officer

Date of Last Review:



1. PURPOSE

The purpose of this document is to outline the objectives and intent of the bylaw fines procedures, provide an overview of processes for bylaw fine collection, ensure that the City of Port Alberni takes a fair and consistent approach towards enforcement, and inform City staff and the public of the complexities related to dealing with bylaw enforcement.

2. POLICY STATEMENT

- 2.1 This policy is intended to provide guidance on the procedure for the collection of bylaw fines, aimed at the effective enforcement and management of bylaw penalties within the City.
- 2.2 The primary goals of bylaw enforcement in the City are to safeguard public safety and respond to evolving demographic trends, consistent with the *Corporate Strategic Plan*.
- 2.3 The City creates and enforces municipal bylaws under the regulatory jurisdiction of the *Community Charter* and the *Local Government Act*. The power of Council to designate bylaw contraventions that may be dealt with by Bylaw Notice is authorized by the *Local Government Bylaw Notice Enforcement Act*.

3. SCOPE

- 3.1 This policy and procedure applies to all City of Port Alberni staff involved in enforcing bylaws on behalf of the City.
- 3.2 This document specifically focuses on municipal fines, distinct from fees. While both are financial penalties imposed by local governments, they vary in purpose and collection methods. Fees are designed to finance municipal services and infrastructure upkeep, governed by City bylaws that outline collection methods. In contrast, fines serve to enforce laws and regulate behaviour, and their collection can pose greater challenges, as detailed in this policy.
- 3.3 As stipulated by the *Community Charter Bylaw Enforcement Ticket Regulation*, bylaws related to firearms and motor vehicle speed limits are excluded from municipal ticketing authority.
- 3.4 Subject to other applicable legislation and bylaws, enforcement of City bylaws is discretionary. The City has the authority to waive the entirety or portions of this policy on a case-by-case basis.



4. DEFINITIONS

Act: *Local Government Bylaw Notice Enforcement Act.*

Adjudicator: A person appointed under Section 15 [*dispute adjudicators*] of the *Act* for a dispute.

Bylaw: Any City bylaw that has been duly enacted by the Council of the City of Port Alberni.

Bylaw Notice: Notice under Section 4 [*bylaw notice*] of the *Act*.

Bylaw Enforcement Officer: A person in a class prescribed under Section 273 (c) of the *Community Charter* designated by the City as a Bylaw Enforcement Officer.

Compliance Agreement: An agreement that a Screening Officer may be authorized to enter into by a bylaw under Section 2(3)(b) [*application of Act*] of the *Act*.

City: The City of Port Alberni.

Fee: A charge imposed for services provided by the municipality, such as permits, licenses, or inspections.

Fine: A penalty imposed for violating municipal bylaws.

Registry: The City's Bylaw Notice Dispute Adjudication Registry in accordance with the *Act* and established pursuant to Part 7 of the Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929.

Screening Officer: A person in a class designated by bylaw under Section 2(3)(b) [*application of Act*] and appointed as a screening officer by a local government.

5. POLICY

A. Approach to Enforcement

5.1 As outlined in the City's Policy No. 3008-1 on Bylaw Enforcement, the City's steps towards compliance begin with voluntary compliance on a case-by-case basis through education. However, educational and warning-based enforcement is not always appropriate. When necessary, more direct enforcement approaches, including immediate ticketing or seeking a resolution through the Registry, may be taken.

5.2 The City aims to achieve compliance with municipal bylaws through a tiered process of progressive enforcement, following these steps:

Step 1 – Community Education: Ensure public awareness of bylaw requirements through methods such as signage, the City's website, and verbal or written direction from City staff.

Step 2 – Voluntary Compliance: Provide notice prior to enforcement, offering the individual an opportunity to correct the bylaw contravention within a reasonable period.



Step 3 – Enforcement Action: Issue a Bylaw Notice in accordance with the *Act*, and provide adequate information on the reasons for enforcement, including:

- a) Details about the bylaw and its violation;
- b) The penalty amount;
- c) Any discounts or surcharges for early or late payment;
- d) How to pay the penalty;
- e) How to dispute the notice; and
- f) Any other information required by the bylaw.

Step 4 – Bylaw Fine: The penalty becomes immediately due and payable if the individual does not comply with the notice instructions.

Step 5 Collection of Unpaid Fines: Utilize various processes, such as assigning the debt to be collected by a third-party collection agency, for collecting unpaid bylaw fines.

- 5.3 The *Act* grants authority to municipal governments to process and resolve minor bylaw infractions through the establishment of a local government bylaw dispute adjudication system (the Registry), replacing the Provincial Court as the venue for resolving these disputes.
- 5.4 In compliance with Sections 2(2)-(3) of the *Act*, the City establishes:
 - 5.4.1 Bylaw contraventions that may be dealt with by Bylaw Notice;
 - 5.4.2 The penalty amount for a bylaw contravention referred to in 5.4.1;
 - 5.4.3 The period of paying or disputing a Bylaw Notice;
 - 5.4.4 A bylaw notice dispute adjudication system to resolve dispute in relation to Bylaw Notices; and
 - 5.4.5 The position, powers, duties, and functions of a Screening Officer, including the power to enter into Compliance Agreements.

Screening Officer

- 5.5 The primary role of the Screening Officer is to reduce the number of disputed Bylaw Notices forwarded to adjudication. They have the authority for first-level review of Bylaw Notices and can cancel or uphold the fine, or enter into a Compliance Agreement with the recipient, which reduces the fine to one half its original amount.
- 5.6 Refer to Appendix “A” for the City’s Screening Officer adjudication checklist.

Bylaw Enforcement Officer

- 5.7 Bylaw Enforcement Officers are responsible for the day-to-day administration of the bylaws under their jurisdiction and are authorized to issue Bylaw Notices for alleged bylaw violations.
- 5.8 Section 36 of the *Police Act* provides for appointing Bylaw Enforcement Officers.

B. Enforcement of Bylaws by Bylaw Notice

- 5.9 There are several enforcement processes for local government bylaw infractions, each with varying levels of severity and maximum fines, such as via Bylaw Notice, Municipal Ticket Information (MTI), and *Offence Act*



prosecution. According to Section 27 of the *Act*, once a Bylaw Notice is issued for a contravention, the *Offence Act* does not apply to that bylaw.

- 5.10 With the enactment of Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929, the City may address bylaw contraventions by issuing a Bylaw Notice in accordance with the *Act*.
- 5.11 The limitation period of a Bylaw Notice is 6 months. A Bylaw Notice may not be issued more than 6 months after the alleged bylaw contravention.
- 5.12 The penalty under a Bylaw Notice may not exceed \$500.

C. Delivery of Bylaw Notice

- 5.13 The *Act* outlines several methods for delivering a Bylaw Notice, including in person, by mail, leaving the notice on a vehicle involved in a parking contravention, or in another manner prescribed by regulation.
 - 5.13.1 A Bylaw Notice delivered by mail is presumed to have been received on the 7th calendar day after mailing.
 - 5.13.2 A Bylaw Notice left on a vehicle is presumed to have been received on the day it is left.
- 5.14 If an individual does not receive a Bylaw Notice in person and the response period has passed, the City must deliver a notice indicating the amount owing under the Bylaw Notice and how and where the payment may be made.

D. Bylaw Notice Dispute Adjudication Registry

- 5.15 The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to Bylaw Notices. Common enforcement categories for the City, such as violations relating to traffic and property maintenance, can be resolved through the Registry.
- 5.16 In 2019, the City signed the "Bylaw Notice Dispute Adjudication Registry Agreement" to share costs of a Bylaw Notice Dispute Adjudication Registry System (DARS) with neighbouring municipalities. The City aims to utilize this system consistently for handling bylaw fine disputes to achieve the following objectives:
 - 5.16.1 Decrease the time from ticket issuance to resolution;
 - 5.16.2 Enhance the rate of fine payments;
 - 5.16.3 Lower the frequency of ticket disputes; and
 - 5.16.4 Reduce expenses related to personal document service.
- 5.17 Adjudicators, appointed by the deputy attorney general, must meet prescribed qualifications under the *Act* and be impartial third parties.
- 5.18 Appendix "B" outlines the City's Dispute Adjudication checklist.

E. Period for Paying a Disputed Notice

- 5.19 An individual who receives or is presumed to have received a Bylaw Notice must, within 14 calendar days, either:
 - 5.19.1 Pay the penalty, or
 - 5.19.2 Request dispute adjudication.



- 5.20 The Early Payment Discount (25% discount) applies to payments received by the Registry within 14 calendar days of the individual receiving or being presumed to have received the notice.
- 5.21 The Late Payment Penalty (25% surcharge) is added to the penalty after more than 28 calendar days of the individual receiving or being presumed to have received the notice.

F. Payment Methods

- 5.22 The City offers the following ticket and fine payment options:
- 5.22.1 Online – City of Port Alberni website;
 - 5.22.2 Mail – Cheque or Money Order, payable to City of Port Alberni; or
 - 5.22.3 In person – Port Alberni City Hall or the Public Safety Building, during regular business hours.

6. COLLECTION METHODS AND PROCEDURE

- 6.1 In cases where an individual fails to pay a bylaw fine, the City has several options to enforce payment, all set out in provincial legislation.

Assignment of Debt – Collection Agency

- 6.2 The City can sell the right to collect and recover unpaid tickets to a third-party collection agency. A debt owed is an asset that can be sold. The *Business Practices and Consumer Protection Act* outlines the assignment of debt, legally transferring the right to be paid to the collector, typically in exchange for a share of proceeds.
- 6.3 As per the *Business Practices and Consumer Protection Act*, a collection agency contracted by the City is prohibited from certain actions, such as:
- 6.3.1 Bringing legal proceedings (Section 121); and
 - 6.3.2 Harassing the debtor (Section 114), such as using threatening language, exerting unreasonable pressure, or publishing a debtor's failure to pay.
- 6.4 Prior to forwarding a debt to a collection agency, the City will send a final notice letter granting a final 14 calendar days to pay for an overdue bylaw violation.

Bylaw Fine Enforced as Provincial Court Judgment

- 6.5 As authorized by Section 26 of the *Act*, a bylaw fine due and payable to the City may be recovered by filing a Certificate in the prescribed form to register the Bylaw Notice with the Provincial Court, containing the following details:
- 6.5.1 Details of the Bylaw Notice, including date and place of contravention;
 - 6.5.2 Total amount owing, including amount specified in the Bylaw Notice and any applicable surcharges;
 - 6.5.3 The name of the person required to pay;
 - 6.5.4 The date the penalty became due and payable; and
 - 6.5.5 Whether the outstanding fine is payable as a result of default or adjudicator decision.
- 6.6 The limitation period to register the Bylaw Notice with the Provincial Court is 2 years.



- 6.7 Filing the Bylaw Notice with the Provincial Court creates the same effect as if it were a judgment of the Provincial Court for the recovery of debt. This allows for the use of collection tools in small claims court in exceptional circumstances, such as:
- 6.7.1 Garnishing Order;
 - 6.7.2 Payment Hearing; and
 - 6.7.3 Order for Seizure and Sale.
- 6.8 If an individual does not receive a Bylaw Notice in person and the response period has passed, collection procedures for amounts owing enforced as a Provincial Court judgment may not commence until 28 calendar days after a notice indicating the amount owing and payment options is received or presumed received.
- 6.9 The *Court Order Enforcement Act* provides rules on seizing property, seizing wages, collection costs, and selling land regarding the use of a court order for debt collection procedures.

Offence Act Prosecutions

- 6.10 For major bylaw contraventions, the City may enforce its bylaws by using a long form information under the *Offence Act*, a process through the provincial courts. Prosecutions under the *Offence Act* are reserved for severe bylaw contraventions, with the maximum possible penalty for local bylaw contraventions being up to \$50,000 in fines and six months imprisonment.
- 6.11 The *Community Charter* authorizes municipal governments to enact bylaws with penalties in relation to *Offence Act* prosecutions for an offence against a municipal bylaw.

Collections Considerations

- 6.12 The City will prioritize the collection of unpaid bylaw fines based on an evaluation of several factors, ensuring efficient allocation of resources and maximizing the likelihood of successful collections. These factors include:
- 6.12.1 Amount of debt: Higher outstanding fines will generally take priority.
 - 6.12.2 Age of debt: Older debts may be harder to collect due to various factors such as debtor relocation or missed limitation periods.
 - 6.12.3 Fine/debt history: The debtor's history with bylaw fines will be considered, such as whether the individual is a recurring offender.
 - 6.12.4 Current location of debtor: The practicality of locating and contacting the debtor is impacted by whether they are within the City.
 - 6.12.5 Information available: The accuracy, completeness, and accessibility of contact information and other pertinent details will influence prioritization.
- 6.13 The collection of bylaw fines is a complex and resource-intensive process, presenting substantial challenges in achieving full compliance. The City is committed to carrying out these collections in a fair, transparent, and consistent manner. Ongoing evaluation of bylaw enforcement strategies will be conducted to ensure resources are allocated to high-priority cases. This approach aims to balance the needs for efficient collections with the principles of fairness and justice, ensuring that enforcement actions enhance the well-being and order of the community.



7. RELATED DOCUMENTS

Policy

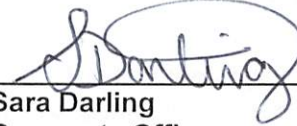
Policy No. 3008-1 Bylaw Enforcement

Bylaw

Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929



Mike Fox
CAO



Sara Darling
Corporate Officer



APPENDIX “A” – BYLAW SERVICES – SCREENING OFFICER CHECKLIST

Disputant name:	
Ticket number(s):	
Screening officer:	
# of days from ticket issue:	
<input type="checkbox"/>	1. Identify your name and position as a Screening Officer with the City of Port Alberni.
<input type="checkbox"/>	2. State your authority to decide based upon authority granted by the City of Port Alberni.
<input type="checkbox"/>	3. Discuss the notice, listen carefully to the Disputant's information, and record this information.
<input type="checkbox"/>	4. Advise the Disputant that he/she may pay the fine before the early discount deadline and receive that discount. However, once the notice goes forward to Adjudication, the early discount is lost and an adjudication fee of \$25 is added to the full penalty. At the Adjudication, if the notice is quashed, no fees or penalties need to be paid.
<input type="checkbox"/>	5. Advise the Disputant that Adjudication Hearings are held in Nanaimo, BC, and are scheduled by an Adjudication Coordinator. Advise that the date of the Adjudication Hearing can take time and the disputant will be notified, via mail, once a date has been determined.
<input type="checkbox"/>	6. Ask if the Disputant has any further questions or need any more information.
<input type="checkbox"/>	7. Ask if the Disputant wishes to say anything else at all and note the response.
<input type="checkbox"/>	8. Decide to cancel or uphold the notice; explain this to the Disputant and make notes (Screening Officer Form).
<input type="checkbox"/>	9. <u>If cancelled, do so immediately and advise the Disputant that no further action is required on their part. Void the Bylaw Notice and update City records.</u>
<input type="checkbox"/>	10. If upheld, explain that you have determined that the offence has occurred as alleged. Explain to the Disputant that he/she can choose to proceed to an Adjudication Hearing or opt to pay the fine amount (you may wish to enter into a compliance agreement to permit the early fine amount be paid).
<input type="checkbox"/>	11. Clearly explain that an Adjudicator will <u>only</u> determine if the offence has occurred as alleged and will <u>not</u> consider any circumstances surrounding the offence. Advise the Disputant that if the Adjudicator upholds the notice, the set fine amount is due and payable immediately, along with the additional \$25 adjudication fee.
<input type="checkbox"/>	12. Explain that once a date and time are set for the Adjudication Hearing, the additional adjudication fee <u>must</u> be paid even if the Disputant decides not to go ahead with the Adjudication.
<input type="checkbox"/>	13. Verify you have the correct address and daytime phone number of the Disputant. Explain that an evidence package and all relevant information will be sent, via mail, once a date and time of the Adjudication Hearing has been determined.



APPENDIX “B” – DISPUTE ADJUDICATION CHECKLIST

<input type="checkbox"/>	1. Date stamp Notice of Dispute form and check for completeness.
<input type="checkbox"/>	2. Explain that the Screening Officer (SO) will contact the disputant to arrange a meeting.
<input type="checkbox"/>	3. Log dispute in Excel spreadsheet. (BYLAW COMPLIANCE > ADJUDICATION REGISTRY)
<input type="checkbox"/>	4. Contact the issuing bylaw officer/staff involved to inform them and get any additional info.
<input type="checkbox"/>	5. Create a file for the dispute that includes a copy of the ticket, a copy of the bylaw/s. contravened, notice of dispute and any notes/pictures from the issuing officer/staff.
<input type="checkbox"/>	6. Give the file to the assigned SO with the appropriate information. Place a copy of memo in file & upload to Tempest.
<input type="checkbox"/>	7. Follow up with the SO one week after the dispute is assigned to check on file progress.
<input type="checkbox"/>	8. Once screening is completed, file/upload completed screening officer checklist & submission form.
<input type="checkbox"/>	9. If adjudication has been requested, contact the disputant to clarify the process and find out how the disputant wishes to appear at the hearing: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> In person <input type="checkbox"/> By representative </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> By phone <input type="checkbox"/> By written submission (mail, email, fax) </div>
<input type="checkbox"/>	10. Ask disputant how they would like to receive written confirmation of adjudication hearing: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> By mail <input type="checkbox"/> By fax <input type="checkbox"/> By email </div>
<input type="checkbox"/>	11. Contact the Nanaimo Adjudication Registry to request a date and time for an adjudication hearing.
<input type="checkbox"/>	12. Inform Nanaimo of the disputant's method of appearance.
<input type="checkbox"/>	13. Create a file for the adjudicator that includes: copy of ticket, s. of bylaw contravened & relevant definitions, notice of dispute, officer evidence.
<input type="checkbox"/>	14. Draft, complete and mail (registered) the notice of adjudication letter to the disputant. Include a copy of the adjudication file with the letter. Place a copy of the letter in the file/Tempest.
<input type="checkbox"/>	15. Email digital copy of file to adjudicator (if necessary) & make a hard copy of file before adjudication.
<input type="checkbox"/>	16. After the adjudication has taken place, obtain copy of the adjudicator's file note explaining the ruling. Upload to Tempest and place in hardcopy file.
<input type="checkbox"/>	17. Send an adjudication outcome letter to the disputant advising them (if necessary) of the total owed and the collections policy OR that the ticket has been dismissed.
<input type="checkbox"/>	18. Update Excel spreadsheet with final resolution of dispute.

POLICY No. 4004-2 | External Use of Municipal Equipment

Approved: October 17, 2024

Date of Last Review:



1. PURPOSE

To outline a process for the provision of City-owned equipment to individuals and event organizers for non-City related purposes.

2. SCOPE AND APPLICATION

This policy applies to all City residents and organizations using City-owned equipment.

3. DEFINITIONS

Booking Clerk: The employee responsible for processing requests for the external use of City equipment.

Borrowed Items: Items approved by way of Council resolution for borrowing subject to the security/damage deposit

City: City of Port Alberni

Equipment: supplies and materials used in preparation for or hosting of events and gatherings

Public Roadway: a public street, alley, road, right-of-way, or other public way, including paved and unpaved portions of the right-of-way

Rental Agreement: rental agreement generated by the Parks, Recreation and Culture department

Renter: the individual or event organizer borrowing/renting City-owned equipment

4. POLICY

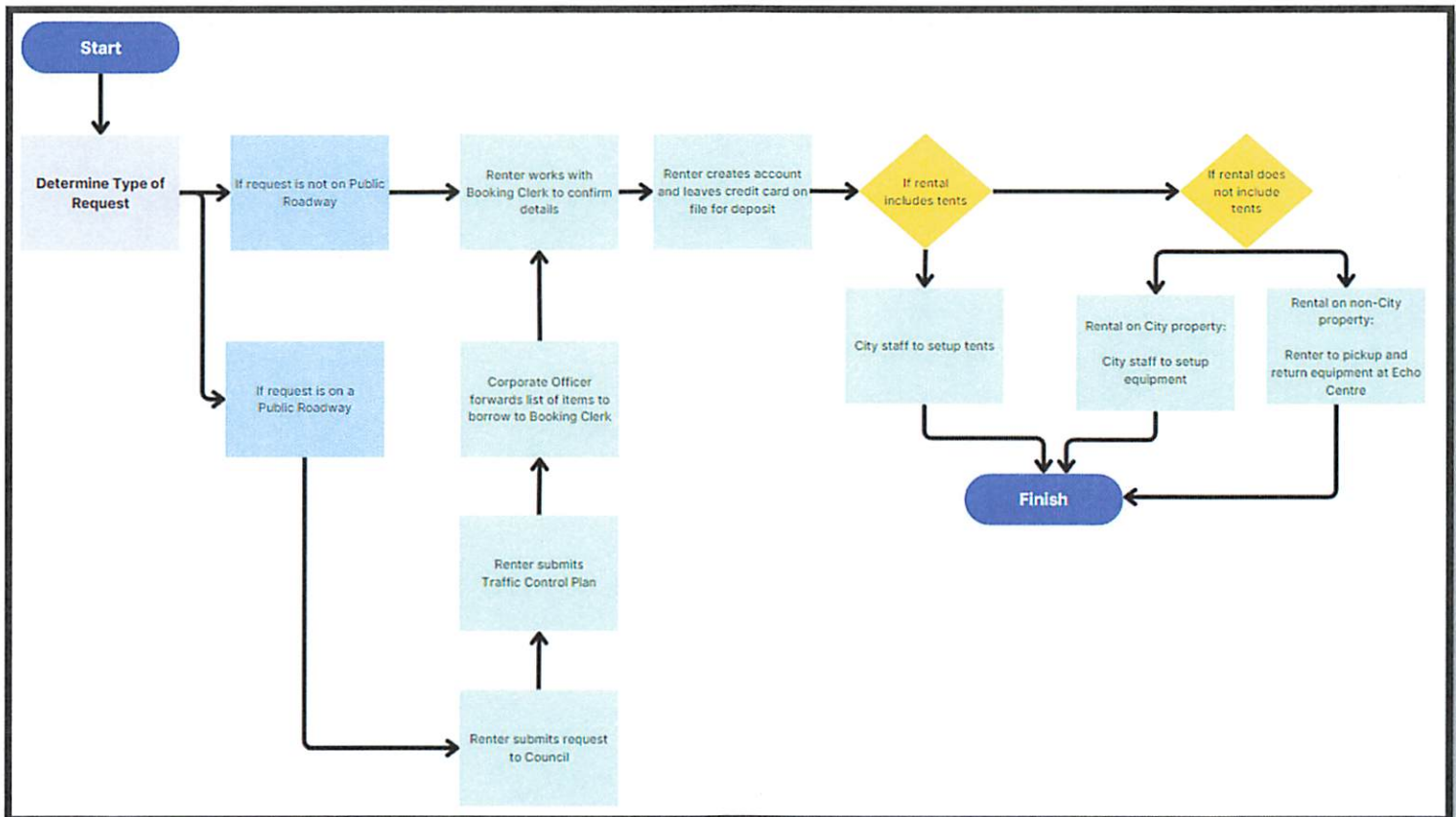
- 4.1 Any use of City-owned equipment will be documented in a Rental Agreement, and the Renter/Borrower shall pickup and drop off all equipment (other than marquee tents) at Echo Centre.
- 4.2 50 percent of rental fee will be allocated to the Parks and Recreation Reserve Fund.
- 4.3 To ensure safe use of marquee tents, City staff will transport, erect and dismantle them at the event site.
- 4.4 No equipment shall be permitted for use on personal property.
- 4.5 Requests to borrow items must be received 6 weeks in advance of the event date.
- 4.6 Equipment items are available on a first come, first serve basis.
- 4.7 Any applicable equipment use fees will reflect current market value and recover related staff costs.
- 4.8 The Renter will be invoiced for equipment that is lost or damaged at the replacement cost plus administration fee.

5. PROCESS

- 5.1 The first step is to determine whether the request is on a Public Roadway.
- 5.2 If the request does not involve a Public Roadway: The Renter must coordinate with the Booking Clerk to confirm booking details, create an account in the Parks and Recreation computer system, and pay the deposit or rental fee accordingly. For rentals that include tents or other equipment on City property, City staff will handle the equipment setup. In other cases, the Renter is responsible for picking up and returning the equipment at Echo Centre.



- 5.3 If the request involves a Public Roadway: The Renter must first seek approval from Council and submit a Traffic Control Plan. The Corporate Officer will then forward the list of requested items to the Booking Clerk, who will then proceed with the same process as requests which do not involve a Public Roadway, outlined in subsection 5.2.
- 5.4 For any requests that involve equipment outside of that outlined in Item 11, it will be necessary to consult other departments, such as City Works.



6. REQUIREMENTS TO BOOK EQUIPMENT

- 6.1 The Renter must be a City of Port Alberni resident at least 18 years of age.
- 6.2 The address of the event must fall within City boundaries.

7. SECURITY/DAMAGE DEPOSIT [Borrowed Items]

- 7.1 For any items that are borrowed from the City, the Booking Clerk will collect a refundable deposit of \$500.00 for all equipment, except for disc golf discs, which require a deposit of \$20.00 each.
- 7.2 The deposit will be fully refunded if the equipment is returned in its original condition, partially refunded if the equipment is damaged, and will not be refunded if the equipment is not returned.

8. RENTAL FEES

- 8.1 Fees for the use of equipment shall be established based on reasonable cost including recovery for materials, supplies, and labour. Fees shall be paid in full prior to the use of any equipment.

9. TIMELINES

- 9.1 Renters must submit requests for City-owned equipment at least fourteen (14) days before the event.
- 9.2 The Renter is expected to return the equipment within a reasonable period. Failure to return the equipment within three (3) days after the event may result in the Renter forfeiting their deposit.



10. EQUIPMENT INSPECTION UPON RETURN

10.1 The Booking Clerk will closely inspect the items upon their return.

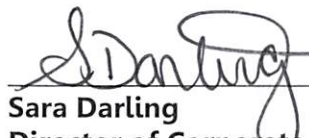
10.2 The Renter is solely liable to pay for the replacement of damaged or lost items.

11. AVAILABLE EQUIPMENT

Item	For use on non-City Property	For use on City Property
Food Services <ul style="list-style-type: none">Insulated drink dispenser (Cambro)Coffee urnCutleryDishes (plates, bowls, glasses, teacups, saucers)		X
Furniture <ul style="list-style-type: none">Folding tables (rectangular or round)Stackable chairsTableclothsTable skirts		X
Power <ul style="list-style-type: none">Panel box (spider board)Extension cordPower barPortable speaker		X
Projection <ul style="list-style-type: none">Digital projectorProjection screenPodium/lecternSound system (speakers, microphone, amplifier)		X
Signage <ul style="list-style-type: none">Standing displaySandwich board		X
Sporting Goods <ul style="list-style-type: none">Disc golf discs		X
Barricades/delineators	X	X
Flexible plastic fencing with rebar (snow fence)	X	X
Garbage cans	X	X
Garbage pickers	X	X
High-vis vests	X	X
Marquee tents	X	X
Megaphone	X	X
Pylons	X	X
Sandbags	X	X



Mike Fox
Chief Administrative Officer



Sara Darling
Director of Corporate Services



APPENDIX "A"
ECHO EQUIPMENT REQUESTS

Echo Equipment Requests

Name/Organization: _____ Phone: _____

Date required: _____ Time: _____ Date returned by: _____ Time: _____

Equipment Needs:

☐ Barricades:

#_____ Arms (Echo Equip. Shed – max. # stored – 48)

#_____ Legs (Echo Equip. Shed – max. # stored – 48)

☐ Fencing:

#_____ Orange Mesh Fencing (Rolls are 50')
(Echo Equip. Shed – max. # stored – 4 rolls)

☐ Delineators:

#_____ Orange Tube/Black Base (Tall) Delineators
(Echo Equip. Shed – max. # stored 14)

☐ Cones:

#_____ Orange (Hat) Cones
(Echo Equip. Shed – max. # stored – 20)

☐ Other equipment required: *(may need to be acquired from different department ie: Sand Bags – Echo, Sand from City Works)*

Facility/Venue -

☐ Echo Ctr. ☐ EPFH ☐ Gyro ☐ Glenwood ☐ Bob Dailey/Std. ☐ Park/Playground ☐ Other

Notes: _____



POLICY No. 3007-1 | Cost Apportionment for Capital Projects

Approved: October 17, 2024

Date of Last Review:

CITY OF
PORT ALBERNI



1) PURPOSE

To define the scope that supports a fair allocation of streetscape costs between User Rate-funded Utilities funds (Water and Sewer) and General Tax funds, to support renewal and expansion within the City limits.

2) POLICY STATEMENT

Each Utility or Service must have an equitable share and fund the service delivery costs they provide to the point where the City does not purely rely on general taxation to fund streetscape installations that are impacted by Utility and Service Delivery.

3) SCOPE AND APPLICATION

This Policy applies to Water and Sewer works (replacement, upgrade, or expansion) where roadways or other streetscape infrastructure are impacted and restored.

4) DEFINITIONS

Design Standards: the most current design standard being used for the type of replacement. If a standard is out of date, the City defaults to the MMCD 2021 edition.

Utilities: water, sewer, storm, power, telecommunications, gas, and any other service.

Streetscape: sidewalks, curb and gutter, roadside drainage ditches, culverts, ditch-inlet catch basins (DICB), gravel shoulders, pathways, road surface, bridges, cycling/multi-modal infrastructure, traffic control infrastructure, boulevards, barriers, landscaping, irrigation, streetlights, and street furnishings such as benches and planters.

ROW (Right-of-Way): public road right-of-way controlled by City, including unopened road allowances, mid-block alleys, and easements over private property in favour of City for utility and/or transportation use.

Ancillary Costs: includes all costs that support the relocation/replacement costs, including but not limited to engineering design and plan review, mobilization, traffic controls, erosion controls and associated permitting, construction surveying, potholing, material testing and inspection as reasonably determined by the Director of Infrastructure services.

Relocation/Replacement Costs: shall include all direct costs for designing and constructing the replaced Utility line, including but not limited to other ancillary costs.



Sanitary sewer (separated sanitary sewer): a sewer within the ROW which conveys sanitary sewage, but not stormwater from public drainage collection points such as catch basins; excluding individual sanitary service lines extending to property boundaries. A sanitary sewer which formerly served as a combined sewer may also convey stormwater from some private property drainage systems, such as roof leaders and foundation drains. Repair and replacement of sanitary sewer infrastructure is normally funded by Sewer Utility charges to customers via the Sewer Reserve Fund.

Storm sewer: a sewer within the ROW which conveys stormwater from public drainage collection points such as catch basins. In areas that were developed with separated sewer servicing (never served by combined sewers), or where individual properties have been redeveloped with fully separated servicing, a storm sewer also conveys drainage from private property drainage systems, such as roof leaders and foundation drains. The individual storm service lines extending to property lines are not storm sewers.

Combined sewer: A sewer within the ROW which conveys both stormwater and sanitary sewage, but excluding individual service lines extending to property boundaries.

Combined Sewer Overflow (CSO): a sewer and outfall that directs a combination of sanitary sewage and stormwater directly to the environment without treatment (such as Alberni Harbour or Somass River), due to sewer flows exceeding the maximum quantity that can be pumped to the wastewater treatment plant.

5) POLICY

- 5.1 Full road/utilities replacement costs will be split between Water Reserve, Sewer Reserve, and General Fund, where road / streetscape condition warrants replacement within a five-year horizon. Sewer and Water reserve funds continue to pay full cost to road grade for watermain, sanitary, and combined sewer works. If privately owned infrastructure is in the streetscape area and needs to be replaced, then that owner will pay 100% replacement, and a portion of the streetscape affected.
- 5.2 For road and utilities replacement when the project driver is replacement of water and/or sanitary sewer, or sewer separation of a combined sewer service area, and the road/streetscape condition would not otherwise have been expected to require replacement within a five-year horizon, the full project cost will be borne by the water and/or sewer fund, as applicable.
- 5.3 For partial (one) utility replacement (water or sanitary) that utility would pay 100% cost and replace the road or streetscape to the most current city standard.
- 5.4 If the road/streetscape and/or storm sewers are being installed/replaced with no other utilities being replaced, general taxation will continue to cover the full costs.
- 5.5 When ancillary costs cannot be itemized from the contractor's bid schedule, then the ancillary costs shall be proportioned with the relocation/replacement costs to the overall bid total for the roadway/streetscape project.
- 5.6 Where a new storm sewer is constructed for the purpose of diverting flow from the combined sewer system (separation), the cost of the storm sewer works will be borne by the Sewer Reserve Fund.

6) AUTHORITY TO ACT

All capital expenditures will require an approved Financial Plan funding allocation adopted or amended by Council.




Mike Fox
Chief Administrative Officer



Sara Darling
Director of Corporate Services



Date: October 14, 2024
File No: 1970-02
To: Committee of the Whole
From: M. Fox, CAO
Subject: BC Municipal Taxation 2024 Comparisons

Prepared by: A. MCGIFFORD DIRECTOR OF FINANCE	Supervisor: MIKE FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT the Committee of the Whole receive the report 'BC Municipal Taxation 2024 Comparison' dated October 14, 2024.

PURPOSE

To provide comparisons for like sized municipalities across British Columbia to support the financial planning process.

BACKGROUND

Property taxation is the most important single source of municipal revenue, especially a community the size of the City of Port Alberni (City). It is regulated by the province through the *Community Charter*. The revenue to be raised from property taxation is determined by Council through its financial planning process and will be reflected in the Financial Plan.

Within the *Community Charter* the City tax rates need to be established for municipal revenues that allow for the municipality to meet its taxing obligations. Also, the annual property taxation includes taxes that are set by other organizations:

- Alberni-Clayoquot Regional District
- Alberni-Clayoquot Regional Hospital District
- Vancouver Island Regional Library (considered part of the General Municipal)
- School taxes for the province
- Municipal Finance Authority
- BC Assessment

The single process of the City collecting the other tax authorities' tax requisitions is more efficient and economical than each of the jurisdictions sending out its own tax notices.

Within the General Municipal taxation amount, the Vancouver Island Regional Library (VIRL) is included. Since 2017, the VIRL taxation has been displayed as separated on the annual tax notice, yet continues to be reported within the total of General Municipal taxation.

ALTERNATIVES/OPTIONS

1. That the Committee of the Whole receive the report dated October 14, 2024 and titled 'BC Municipal Taxation 2024 Comparison'.

The information contained within this report is provided for informational purposes. As the City considers the financial planning process, the information provided can be used to support the decision-making process.

ANALYSIS

In reviewing the annual taxation summary for municipalities in BC, the City still has one of the lower variable taxation and overall property charges (water, sewer and solid waste) for like sized municipalities. Attachment 1 '*2024 Representative Household in BC - Total taxation and charges - lowest to highest 15-40,000*' reflects communities with a population between 15,000 and 40,000 in BC (as well as two that are close to 15,000, that are nearby or comparators in past) as based on a representative household.

A representative household is used in order to provide an indication of what a typical household is paying in each community. Every community is unique, but a representative household is a standard that the Province reports on to compare municipalities. The City also uses this standard in the annual communications of the year over year changes in the General Municipal component of residential taxation as directed by Council. The variable taxation table reflects all taxation including the other components such as school and hospital taxation that are not received until after the tax rates are set.

Reviewing the table related to variable taxation '*2024 Representative Household in BC - Variable taxation - lowest to highest 15-40,000*' the City is the third lowest total taxation on a representative household for a municipality in BC for the 15,000 to 40,000 population range. When the overall Total Residential Variable Taxation and Service Charges are considered, the City is now the second lowest municipality in the same population range further reflecting that the total cost to the average City household is among the lowest in BC, even when larger communities are added to the comparisons and the cost of service delivery is lower.

Looking further, while the Municipal component is ranked eleventh on the table, it needs to be noted that comparable communities with less General Municipal taxation, such as Campbell River, Parksville, Courtney, Comox and Sooke do not operate Aquatics and Ice Rink facilities, but rather these are operated through a regional service. Those costs are allocated through the regional district taxation in these municipalities.

Conversely, rural areas in the Alberni Valley do not participate in the City service delivery cost associated with the City operated Multiplex and Aquatic Centre as reflected in the scenarios below. While the City has received a contribution from Sproat Lake, Beaver Creek and Cherry Creek for recreational services for over twenty years, that amount has remained at \$77,947. Whereas, noted in prior reports, the facilities account for approximately \$2.2 million of the City's annual taxation.

IMPLICATIONS

Although there are no specific implications, the Committee and Council can reference the information contained to support the 2025-2029 Financial Planning processes.

COMMUNICATIONS

Finance and Communications will collaborate on a summary/overview of the adopted Financial Plan to include in various communication outreaches to the public.

BYLAWS/PLANS/POLICIES

Not Applicable

SUMMARY

Property taxation is the most important single source of municipal revenue, especially a community the size of the City. In reviewing the annual taxation summary for municipalities in BC, the City has one of the lower variable taxation and overall property charges for like sized municipalities. As the masterplans and asset management reports are brought to Council for consideration, the ability to set long term renewal plans will be provided and the associated taxation required will be better understood to accomplish and reduce the asset failure risks.

ATTACHMENTS/REFERENCE MATERIALS

- *2024 Representative Household in BC - Total taxation and charges - lowest to highest 15-40,000*
- *2024 Representative Household in BC - Variable taxation - lowest to highest 15-40,000*

C: Sara Darling, Director of Corporate Services

2024 Taxation on Representative Household

BC Municipalities - population between 15,000 to 40,000

Total taxation & fees - lowest to highest

Municipalities	2023 BC Stats Population Estimates	House Value ¹	School	General Municipal	Regional District	Hospital	BCA, MFA and Other	Total Res Variable Rate Taxes	Total Res Parcel Taxes	Total Res User Fees	Total Residential Property Taxes and Charges
Fort St. John	23,005	350,568	787	1,960	249	201	95	3,292	0	0	3,292
Sooke	16,866	819,492	954	1,758	543	102	232	3,589	653	0	4,242
Port Alberni	20,264	518,716	721	2,530	181	67	18	3,517	0	1,098	4,615
Salmon Arm	21,034	659,113	995	1,984	133	152	23	3,287	556	885	4,728
Colwood	21,874	1,052,035	1,224	2,477	276	132	298	4,407	18	426	4,851
Cranbrook	22,675	481,429	770	2,805	68	175	17	3,835	320	816	4,971
North Cowichan	34,546	767,412	973	1,968	817	281	27	4,066	476	538	5,080
Comox	15,902	844,877	1,078	1,922	572	218	29	3,819	150	1,327	5,296
Courtenay	31,242	758,439	968	2,040	514	196	26	3,744	256	1,357	5,357
Powell River*	14,607	594,136	907	2,629	510	209	21	4,276	429	662	5,367
Penticton	37,943	772,659	1,028	2,477	149	142	27	3,823	0	1,579	5,402
Esquimalt	19,738	1,046,480	1,119	3,319	573	132	296	5,439	0	0	5,439
Parksville*	14,710	781,915	934	2,253	813	354	27	4,381	393	762	5,536
Campbell River	38,658	714,553	986	2,404	603	184	25	4,202	192	1,162	5,556
Lake Country	18,705	1,085,151	1,284	3,175	263	206	38	4,966	200	935	6,101
Central Saanich	19,326	1,192,021	1,232	2,899	530	149	337	5,147	0	980	6,127
Pitt Meadows	21,071	1,200,063	1,307	2,962	71	0	366	4,706	0	1,538	6,244
Langley	31,936	1,370,475	1,413	2,994	78	0	418	4,903	0	1,492	6,395
Squamish	24,655	1,500,600	1,384	3,468	233	44	52	5,181	0	1,540	6,721
Port Moody	39,316	1,894,192	1,905	4,526	110	0	578	7,119	0	1,562	8,681
White Rock	22,362	1,992,208	1,969	4,607	116	0	608	7,300	0	1,653	8,953
Oak Bay	19,703	1,947,809	2,082	4,976	624	245	551	8,478	0	1,771	10,249


* Under 15,000 - traditionally used as a reference and close in proximity

2024 Taxation on Representative Household
BC Municipalities - population between 15,000 to 40,000
Variable taxation - lowest to highest

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¹ Under 15,000 - traditionally used as a reference and close in proximity

Date: October 14, 2024
File No: 1970-03
To: Committee of the Whole
From: M. Fox, CAO
Subject: **Municipal Revitalization Tax Exemption Bylaw Review**

Prepared by: A. MCGIFFORD DIRECTOR OF FINANCE	Supervisor: MIKE FOX CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT the Committee of the Whole receive the report 'Municipal Revitalization Tax Exemption Bylaws - Update' dated September 24, 2024 and provide recommendation(s) to Council.

PURPOSE

To provide an opportunity to review and seek information related to the Revitalization Tax Exemption (RTE) Bylaws and invite the Committee's recommendations or requests for additional information.

BACKGROUND

A municipality has the option within *Section 226* of the *Community Charter* to exempt specific properties from municipal property value taxes for up to 10 years in order to encourage economic, social or environmental revitalization within a community. It should be noted that municipal revitalization tax exemptions do not trigger exemptions from school and other provincial property taxes.

Council may by bylaw adopt a tax exemption program for the purpose of encouraging revitalization in specific areas within the Municipality. Council may choose to establish a revitalization tax exemption program to encourage property investment and revitalization in these specific Revitalization Area(s).

Council must first establish a revitalization program that clearly defines reasons and objectives of a revitalization program. Then exempt the identified property from taxation once all specified conditions of the program and the agreement have been met.

- May apply to the value of land or improvements, or both.
- Councils are free to specify, within their revitalization programs, the amounts and extent of tax exemptions available.
- A municipal council generally provides a revitalization tax exemption to targeted areas within the community or to targeted properties, activities or circumstances in order to economically, socially or environmentally revitalize an individual property or area of the municipality (for example, economically revitalizing a derelict neighborhood).

Some examples of revitalization objectives that could be encouraged through the use of a revitalization tax exemption scheme include:

- environmental revitalization - encouraging “green” building technology, encouraging environmental sustainability, or brownfield redevelopment.
- economic revitalization - encouraging investment and employment.
- social revitalization - encouraging affordable housing, or encouraging the construction and preservation of affordable rental housing.
- other types - redevelopment for community sustainability, conservation of heritage property, residential “intensification”, neighbourhood rejuvenation, or façade improvements and beautification

The City has two RTE bylaw’s, “*City of Port Alberni Revitalization Tax Exemption Program, Bylaw No. 4824*” and *City of Port Alberni Commercial Revitalization Tax Exemption Program, Bylaw No. 4898*. The two bylaws have not been reviewed since March of 2016.

ALTERNATIVES/OPTIONS

The Committee of the Whole receive the report ‘Municipal Revitalization Tax Exemption Bylaw - Update’ dated September 24, 2024 and provides direction to staff or recommendation(s) to Council that may include the following considerations:

- 1) Rescind the RTE bylaws
- 2) Seek to reduce the level of property tax revitalization tax to specific areas (uptown)
- 3) Continue with the RTE

ANALYSIS

It is important to understand that a bylaw(s) cannot be designed such that only one property owner will qualify for the tax exemption. Even though only one owner may choose to apply, the program must be established in such a way that more than one owner could qualify for the tax exemption. For example, we question whether a bylaw creates a program if it grants a revitalization tax exemption for a run-of-river hydro project and only one owner owns property that could take advantage of this exemption.

Currently the City has two bylaws, one that provides a ten-year maximum tax exemption status in the uptown core (*Bylaw No. 4824*) and the second, a five-year exemption maximum that includes all commercial properties in the Municipality (*Bylaw No. 4898*). The effectiveness of the RTE program is limited with only 2 valid exemptions currently reducing the taxation on commercial properties in the municipality, these are the only successful applications received over the past six years.

The Committee can consider specific factors that will bring the right development into specific areas that would support development and redevelopment of commercial buildings to create a vibrant uptown that also attracts new investment opportunities and supports increased residential housing stock (commercial on first floor, with residential above). Other factors to provide incentives include development and redevelopment of buildings used for residential purposes to increase the population density to support commercial success in the area overall.

IMPLICATIONS

As the taxable assessed values on these properties will effectively be frozen at the point before improvements are made, the City is effectively still collecting the same revenue as would have been collected should the property not be revitalized. Taxes that will be exempt over the term of this bylaw will be additional taxes in future years for the City. As it relates to the current commercial tax payers, those property owners would not see the benefit of the additional tax roll value until the end of the five- or ten-year exemption.

In the 2024 taxation year the two properties with RTE agreements avoided \$32,962.66 in Municipal General Taxation. In 2024 non-market change was allocated to the Asset Management Reserve and if there was no RTE agreement for 4271 Johnston, \$31,003.71 more would have been added to the reserve. The following are current RTE agreements in place.

RTE realization - 5047 Argyle Street

Year	Tax w/o RTE	Tax with RTE	RTE received
2024	3,999.18	2,040.23	1,958.95
2023	3,887.27	1,848.23	2,039.04
2022	3,558.23	1,818.03	1,740.20
2021	1,731.95	932.69	799.26
		Total	6,537.45

RTE realization - 4271 Johnston Road

Year	Tax w/o RTE	Tax with RTE	RTE received
2024	47,668.16	16,664.45	31,003.71

2024 RTE taxation values per class – every \$1,000,000

Year	Class 1	Class 2	Class 4	Class 5	Class 6
2024	3,999.18	28,998.11	61,773.11	40,328.89	13,940.52

COMMUNICATIONS

As the RTE program is reviewed and if changes are made, the relevant information will be provided on the City's Website and the other communication venues for public awareness.


BYLAWS/PLANS/POLICIES

- [City of Port Alberni Revitalization Tax Exemption Program, Bylaw No. 4824](#)
- [City of Port Alberni Commercial Revitalization Tax Exemption Program, Bylaw No. 4898](#)

SUMMARY

The City of Port Alberni adopted the RTE program with the intent to encourage investment within the City by encouraging property owners to create new commercial space, new multi-family residential space, improve existing commercial buildings revitalizing and increasing the esthetic appeal in the Community. The report is provided to review the RTE program and to seek Council's input, changes and/or possible focus areas to obtain the original intent.

Date: October 16, 2024
File No: 0540-20-NA
To: Committee of the Whole
From: M. Fox, CAO
Subject: Nuisance Abatement Working Group | Quarterly Report

Prepared by: MARY CLARE MASSICOTTE MANAGER OF COMMUNITY SAFETY & SOCIAL	Supervisor: SARA DARLING DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' dated October 16, 2024.

PURPOSE

The purpose of this report is to provide Council with an overview of the Nuisance Abatement working group activities from March 2024 to date.

BACKGROUND

Council requested that the working group provide a quarterly report to inform them of the nuisance properties that are being recommended for Remedial Action Requirements. The "City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705" defines a 'Nuisance' as:

"an activity which substantially and unreasonably interferes with a person's use and enjoyment of a public area or of land he or she occupies or which causes injury to the health, comfort or convenience of an occupier of land and, if it does so, without limiting the generality of the foregoing, may include, an activity such as a noisy party, a group of people making noise, loud music, car racing, revving engines, yelling, shouting, screaming, fighting, littering and trespassing"

A person, occupier or owner of land shall be responsible to abate an activity which causes a nuisance. If a nuisance is being created, the City of Port Alberni will work to achieve voluntary compliance to resolve the situation. If unresolved, a fine may be issued. If the nuisance persists the Nuisance Abatement Bylaw allows the City, by its employees, contractors, and agents, to abate the activity causing the nuisance. If City Council declares a property a 'Nuisance' then the City can bill and recover cost of abating the nuisance. The Bylaw sets out fees and charges for staff, equipment and contractors.

ALTERNATIVES/OPTIONS

1. THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' dated October 10, 2024.

ANALYSIS

Establishing clear involvement by the City in the management of nuisance properties aligns with Council's *Strategic Plan* and the Strategic Goal 5 - *Fostering a Complete Community (Safe, Healthy and Inclusive)*.

The Nuisance Abatement working group recommenced in February 2024 with the following purpose and mandate:

- To assemble stakeholders and information regarding properties that have become a significant and persistent nuisance in order to make well informed, practical, and socially responsible enforcement response recommendations to Bylaw Enforcement Services and to evaluate the effectiveness of the response.
- To provide reports to Council on nuisance properties.

There are three categories for nuisance properties:

1. Active Files:

Properties that are non-complaint and may require a Remedial Action Report to Council based on the following criteria:

- Bylaw complaints for the non-compliant property owners
- Outstanding Bylaw fines
- Bylaw Offence Notices issued to non-compliant property owners
- Severity of Bylaw violations
- Frequency and types of emergency response calls (Fire & RCMP)

2. Monitoring Files:

Properties that have a history of complaints and are actively being reported to the working group.

3. In-Active Files:

Properties that have no recent history of non-compliance and are not being reported to the working group.

The working group meets on a monthly basis and receives reports from City of Port Alberni Departments; Fire and Bylaw, RCMP, Canadian Mental Health and Addiction, Ministry of Social Development and Poverty Reduction, and Island Health – Environmental Health.

The following three properties are now on the Nuisance Abatement working group Active File list for non-compliance:

1. LOT 24 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 & LOT 23 BLOCK 86 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197 (5170 Argyle Street, Port Alberni, BC)

The current registered owner on title for the Property is 1052162 BC Ltd. (the "Owner"), the property was purchased on 2020-12-31. Previous reports to Council are linked in this report.

The property was evacuated on May 30, 2024 and remains vacant. The property owner has not remediated the property and the City has issued a request for proposal for companies to perform the potential demolition work.

As of October 16, 2024, the outstanding utilities, fines, and fees associated to being a nuisance property amount to \$364,908.

2. LOT 6 BLOCK 55 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B (3044 4th Avenue, Port Alberni BC)

This property was purchased by the current owner on 2010-04-01, and since that time has been subject to the following:

- Seven Bylaw Violation Notices and two Notice of Attendance for Property Maintenance
- Six Bylaw Violation Notices for Building Standards
- Two Fire Inspection Reports, and one letter summarizing the report
- Two Notice of Remedial Action letters sent on 2013-02-13, 2019-02-26, and 2024-08-20

The outstanding fines from 2011-2022 amount to \$36,475.00. On 2024-08-30 a registered letter was sent to the property owner to advise them that continued non-compliance may result in a remedial action report being filed with City Council for consideration.

Since that time, action has been taken on the part of the property owner to take steps to repair the building and undertake such work as required in order to remedy the relevant issues regarding the state of repair, including the provision of an Engineering Report and an Environmental Bulk Asbestos Certificate of Analysis Report.

3. LOT 21 BLOCK 46 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B (3633 4th Avenue, Port Alberni BC)

This property was purchased by the current owner on 2015-02-27. On 2023-05-18 there was a structure fire, and on 2023-05-19 a Fire Order was issued for this property advising that:

"Damage caused by the fire, smoke and water damage has exacerbated existing conditions, resulting in a potentially unsafe condition for occupants."

The City's *"Fire Control Bylaw, 2015, Bylaw No. 4876"* grants the Fire Chief the authority to issue an order to ensure full and proper compliance with this Bylaw or to remove or otherwise deal with the Fire Hazard or other danger, specifically, Section 29 - Fire Orders, states, in part:

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

The City of Port Alberni Fire Chief ordered that the building remain vacated effective immediately. Further, the building was ordered to remain secured to the degree to prevent further occupancy until such time as the Fire Chief determines that existing conditions no longer pose a danger to life or property.

To date, the property has not been remediated and remains vacant. Further complexity is that the residential property existed as non-conforming in a C3 Service Commercial Zone. The non-conforming use is regulated under the Section 528 (1) and (2) of the *Local Government Act*, the apartment at 3633 4th is not a permitted use under the Zoning Bylaw No.5105.

With the apartment use being discontinued for more than six months, due to the fire and lack of remediation, any subsequent use of the land now must comply with the current zoning of the property.

There are no outstanding fines for this property.

On 2024-08-30, a hand-delivered letter was given to the property owner to advise them that continued non-compliance may result in a remedial action report being filed with City Council for consideration.

On 2024-09-13 the property owner contacted Development Services indicating that he wishes to apply for rezoning under the Official Community Plan. A second letter was given to the property on 2024-10-10 with the rezoning application form. If the property is not approved for rezoning, a report will be submitted to City Council for consideration of remedial action

IMPLICATIONS

The financial implications are for outstanding fines for two properties:

1. 5170 Argyle Street amounting to \$364,908
2. 3044 4th Avenue amounting to \$36,475

There are current legal implications for 5170 Argyle Street. A lawyer is now representing the owner of 3044 4th Avenue and has requested additional information on their client's behalf.

COMMUNICATIONS

Going forward, all Remedial Action Requirement letters that are issued to non-compliant property owners will be brought forward to City Council with recommendations and options.

Communications about the Nuisance Abatement Working Group to property owners and to the residents will be through the City Connect newsletter.

BYLAWS/PLANS/POLICIES

The City of Port Alberni ["City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"](#) regulates nuisance properties and authorizes abatement enforcement and cost recovery.

The *Community Charter* [SBC 2003] CHAPTER 26 - Part 3 — provides for Additional Powers and Limits on Powers, and Division 12 — Remedial Action Requirements sets out the conditions.

[Community Charter 74:](#)

- (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:
 - (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
 - (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).
- (2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

SUMMARY

As abatement of nuisance properties is a City Council priority, the Nuisance Abatement working group will continue to meet on a monthly basis and report to Council on a quarterly basis. The report will contain updates on active files for properties that are non-complaint and may require a Remedial Action Report to Council.

ATTACHMENTS/REFERENCE MATERIALS

- Nuisance Abatement Working Group Terms of Reference revised 2024-10-09
- [Report to Council 5170 Argyle Street 2024-01-22 Pg. 64](#)
- [Fire Order 5170 Argyle Street 2024-05-29](#)
- Bylaw Compliance Notice letter – 3044 4th Avenue – 2024-08-30
- Bylaw Compliance Notice letter – 3633 4th Avenue – 2024-08-30
- Bylaw Compliance Notice – 3633 4th Avenue – 2024-10-10

COPIES:

- *M. Owens, Fire Chief*



**CITY OF PORT ALBERNI – NUISANCE ABATEMENT WORKING GROUP
TERMS OF REFERENCE**

Title: Nuisance Properties Abatement Working Group – Terms of Reference	
Department Responsible: Corporate Services	
New <input type="checkbox"/>	Pages: 1 OF 2
Amended <input checked="" type="checkbox"/>	

1. PURPOSE and MANDATE

- A. The purpose of the working group is to assemble stakeholders and information regarding properties that have become a significant and persistent nuisance in order to make well informed, practical, and socially responsible enforcement response recommendations to Bylaw Enforcement Services and to evaluate the effectiveness of the response.
- B. The mandate of the working group is to provide reports to Council on nuisance properties.

2. SCOPE

The criteria that the working group uses to evaluate nuisance properties is:

- A. **Active Files: Properties that are non-complaint and require a Remedial Action Report to Council.**
 - 2.A.1. Bylaw complaints for the non-compliant property owners
 - 2.A.2. Outstanding Bylaw fines
 - 2.A.3. Bylaw Offence Notices issued to non-compliant property owners
 - 2.A.4. Severity of Bylaw violations
 - 2.A.5. Frequency and types of emergency response calls (Fire & RCMP)
- B. **Monitoring Files: Properties that have a history of complaints and are actively being reported on through the working group.**
- C. **In-Active Files Properties that have no recent history of non-compliance and are not being reported on through the working group.**

3. COMPOSITION

- a. The Nuisance Properties Abatement Working Group shall be composed of Community Safety and Social Development, Development Services, Infrastructure Services, Port Alberni Fire Department, RCMP, CMHA, BC Ministry of Social Development & Poverty Reduction, and Island Health. New members, and guests, will be considered and approved by the group;
- b. Chair(s) – Meetings will be chaired by the City of Port Alberni - Manager of Community Safety and Social Development; and
- c. Participating organizations are encouraged to send delegate(s) to each meeting or circulate relevant information applicable to the agenda for the benefit of the group when they cannot attend.

4. MEETINGS

The City of Port Alberni Nuisance Property Working Group is to meet monthly.

5. AUTHORITY

The *City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705* regulates nuisance properties and authorizes abatement enforcement and cost recovery.

7. COMMUNICATIONS

- a. The Chair will prepare an agenda one week before the meeting. In advance of the agenda circulation, members to put forward relevant properties and known issues for the agenda;
- b. A summary of discussions of the working group meetings will be prepared and circulated to members for approval at the next meeting;
- c. Recommendations requiring Council approval, will be submitted in a report to Council along with appropriate supporting information and schedules, prior to implementation.
- d. All discussions are confidential and not to be shared outside of the working group.

8. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Nuisance Property Abatement working group include the following:

a. Documents and Reports Review

- i. To review and periodically update the Nuisance Property Abatement working group's Terms of Reference (ToR) and propose amendments/updates of the ToR;
- ii. To review and comment on documents related to Nuisance Property Abatement arising in Port Alberni;
- iii. To review internal City management reports submitted to the Working Group; and
- iv. To propose amendments to, or creation of City Bylaws to better effect the remediation of nuisance properties.

b. Financial Reporting Principles and Processes

- i. The working group will make recommendations to Council on Nuisance Properties related Capital/Operating projects; and
- ii. If solutions are brought forward of an operational nature the owners of the properties will be responsible for implementing the recommendations.

c. Process Improvement

- i. To review any significant issues identified and brought to the working group;
- ii. To review internal control and risk management improvements, as appropriate;
- iii. To review the extent to which recommendations have subsequently been implemented; and
- iv. To deal with matters referred to the Nuisance Property Abatement working group by Council.

d. Risk Management

- i. To satisfy itself that the City has implemented appropriate systems to identify, monitor and mitigate significant business risks.

9. DISPUTES

- A. Owners of nuisance properties can submit disputes in writing to Council;
- B. Disputes will be circulated to the working group;
- C. The working group will make recommendations on a response to a dispute; and
- D. Response options to a dispute will be prepared by Corporate Services in consultation with Bylaw Enforcement Services and presented to Council for adoption.

Effective Date:

Authorized By:

2024-10-08

McMassiotte

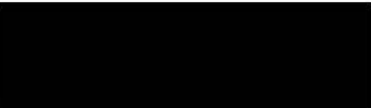


CITY OF PORT ALBERNI

Bylaw Services
3075 3rd Avenue
Port Alberni, BC V9Y 2A4
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

BYLAW COMPLIANCE NOTICE

August 30, 2024



Bylaw Enforcement File #29194

Dear Property Owner,

Re: LOT 6 BLOCK 55 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B
(3044 4th Avenue, Port Alberni BC)

As a result of complaints received by this office from 2010-2024, an inspection of the above noted property was conducted by the Bylaw Enforcement Officer. The following was observed and reported:

1. **The building is in a serious state of disrepair and is unsightly, and**
2. **Bylaw Offence Notices (147) in the amount of \$36,475.00 remain unpaid.**

Under the *Community Charter* Section(s) 72, 73, and 74, Council has the authority to declare such buildings to be so dilapidated or unclean as to be offensive to the community, and to direct that they be fully remedied, or demolished. As such, a copy of the *Community Charter* Part 3, Division 12 – Remedial Action Requirements is enclosed (See Appendix A).

You are hereby directed to take all steps necessary to bring the property into compliance with City Bylaws, and to pay the outstanding fines, no later than **September 20, 2024**. In the event that you fail to comply with this notice a remedial action report will be filed with City Council for their consideration.

-AND-

An additional notice will be registered with the land title office that Bylaw infractions are outstanding against the property as per Section 57 of the *Community Charter* of BC (See Appendix B).

I trust that you will cooperate with the City of Port Alberni in this regard and see that this matter is resolved to the satisfaction of all concerned.

Sincerely,

Mary Clare Massicotte
Manager, Community Safety & Social Development
Ph: (250) 720-2870
Email: bylaw@portalberni.ca

Bylaw Violations observed at inspection on August 23, 2024:

Property Maintenance Bylaw #4712

- Grass, weeds, and brush are growing in excess of 15 cm in height. All uncultivated growth is to be cut and maintained to less than 15 cm (6 inches) in height.
- There are accumulations of refuse* on the property including, but not limited to, scattered litter, scrap metal, discarded appliances, wrecked vehicle and various other debris. All refuse is to be stored inside an enclosed structure or removed from the property and lawfully discarded.
- Permit rat infestation.

*Refuse includes, but is not limited to; food waste; market waste; combustibles such as paper, cardboard, yard trimmings, leaves and brush, plastics, or leather; non combustibles such as metal, glass, crockery, dirt, ashes, and street sweepings; bulky wastes such as furniture, appliances, tires, or stumps; construction or trade waste; demolition waste; stripped or wrecked automobiles, trucks, trailers, boats, vessels, or machinery; parts or components of any of the aforementioned; structures, outbuildings, temporary buildings, tarps, fencing, furniture, ornaments, or ornamental structures that have fallen into an unsightly state of disrepair; and excludes an inhabitable dwelling house and contained and maintained residential compost.

Building Standards Bylaw #4975

- Structure is not maintained in compliance with Schedule A of the bylaw.

SCHEDULE "A"

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

PART 1: EXTERIOR WALLS

- 1.1** The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.
- 1.2** Without restricting the general obligation set out in subsection 1.1:
- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
 - (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
 - (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
 - (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
 - (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
 - (g) the exterior of every building must be free of graffiti;
 - (h) loose material must be removed from exterior walls, doors, and window openings;
 - (i) all windows must be in good repair and properly glazed; and
 - (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

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

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

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

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

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

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

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

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

PART 4: WINDOWS

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

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

PART 5: PEST PREVENTION

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

PART 6: FLOORS

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

PART 7: DOORS

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

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

PART 8: FIRE PROTECTION SYSTEMS

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

Community Charter

**[SBC 2003] CHAPTER 26 - Part 3 — Additional Powers and Limits on Powers
Division 12 — Remedial Action Requirements**

Council may impose remedial action requirements

- 72 (1) A council may impose remedial action requirements in relation to
- (a) matters or things referred to in section 73 [hazardous conditions],
 - (b) matters or things referred to in section 74 [declared nuisances], or
 - (c) circumstances referred to in section 75 [harm to drainage or dike].
- (2) In the case of matters or things referred to in section 73 or 74, a remedial action requirement
- (a) may be imposed on one or more of
 - (i) the owner or lessee of the matter or thing, and
 - (ii) the owner or occupier of the land on which it is located, and
 - (b) may require the person to
 - (i) remove or demolish the matter or thing,
 - (ii) fill it in, cover it over or alter it,
 - (iii) bring it up to a standard specified by bylaw, or
 - (iv) otherwise deal with it in accordance with the directions of council or a person authorized by council.
- (3) In the case of circumstances referred to in section 75, a remedial action requirement
- (a) may be imposed on the person referred to in that section, and
 - (b) may require the person to undertake restoration work in accordance with the directions of council or a person authorized by council.

Hazardous conditions

- 73 (1) Subject to subsection (2), a council may impose a remedial action requirement in relation to any of the following:
- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a tree;
 - (d) wires, cables, or similar matters or things, that are on, in, over, under or along a highway;
 - (e) matters or things that are attached to a structure, erection or other matter or thing referred to in paragraph (a) that is on, in, over, under or along a highway.
- (2) A council may only impose the remedial action requirement if
- (a) the council considers that the matter or thing is in or creates an unsafe condition, or
 - (b) the matter or thing contravenes the Provincial building regulations or a bylaw under section 8 (3) (l) [spheres of authority — buildings and other structures] or Division 8 [Building Regulation] of this Part.

Declared nuisances

- 74 (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:
- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
 - (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).
- (2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

Harm to drainage or dike

75 A council may impose a remedial action requirement if a person has

- (a) obstructed, filled up or damaged a ditch, drain, creek or watercourse that was constructed or improved under this Act or the Local Government Act, or
- (b) damaged or destroyed a dike or other drainage or reclamation work connected with it.

Time limit for compliance

76 (1) The resolution imposing a remedial action requirement must specify the time by which the required action must be completed.

(2) Subject to section 79 [shorter time limits in urgent circumstances], the time specified under subsection (1) must not be earlier than 30 days after notice under section 77 (1) [notice to affected persons] is sent to the person subject to the remedial action requirement.

(3) The council may extend the time for completing the required action even though the time limit previously established has expired.

Notice to affected persons

77 (1) Notice of a remedial action requirement must be given by personal service or by registered mail to

- (a) the person subject to the requirement, and
- (b) the owner of the land where the required action is to be carried out.

(2) In addition, notice of the remedial action requirement must be mailed to

- (a) each holder of a registered charge in relation to the property whose name is included on the assessment roll, at the address set out in that assessment roll and to any later address known to the corporate officer, and
- (b) any other person who is an occupier of that land.

(3) A notice under this section must advise

- (a) that the person subject to the requirement, or the owner of the land where the required action is to be carried out, may request a reconsideration by council in accordance with section 78 [person affected may request reconsideration], and
- (b) that, if the action required by the remedial action requirement is not completed by the date specified for compliance, the municipality may take action in accordance with section 17 [municipal action at defaulter's expense] at the expense of the person subject to the requirement.

Person affected may request reconsideration by council

78 (1) A person who is required to be given notice under section 77 (1) [notice to affected persons] may request that the council reconsider the remedial action requirement.

(2) Subject to section 79 [shorter time limits in urgent circumstances], a request under subsection (1) must be made by written notice provided within 14 days of the date on which the notice under section 77 (1) was sent or a longer period permitted by council.

(3) If the council receives a notice that complies with subsection (2), it must provide the person with an opportunity to make representations to the council.

(4) After providing the opportunity referred to in subsection (3), the council may confirm, amend or cancel the remedial action requirement.

(5) Notice of a decision under subsection (4) must be provided in accordance with section 77 (1) and (2) [notice to affected persons].

Shorter time limits in urgent circumstances

79 If the council considers that there is a significant risk to health or safety if action is not taken earlier, the resolution imposing the remedial action requirement may

- (a) set a time limit under section 76 [time limit for compliance] that is shorter than the minimum otherwise applicable under subsection (2) of that section, and
- (b) set a time limit for giving notice under section 78 [persons affected may request reconsideration] that is shorter than the limit otherwise applicable under subsection (2) of that section.

Recovery of municipal costs through sale of property

80 (1) This section applies to remedial action requirements in relation to the following:

- (a) matters or things referred to in section 73 (1) (a) [unsafe and non-complying structures];
- (b) matters or things referred to in section 74 (1) (a) [nuisances in relation to structures];
- (c) matters or things referred to in section 74 (1) (d) [nuisances in relation to things in or near structures] that are in or about a matter or thing referred to in section 74 (1) (a).

(2) Subject to this section, if a remedial action requirement has not been satisfied by the date specified for compliance, the municipality may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

(3) The earliest date on which the municipality may sell property referred to in subsection (2) is the later of

- (a) the date specified for compliance, and
- (b) 60 days after the notice under section 77 (1) [notice to affected persons] is given.

(4) If a municipality sells property under this section, it

- (a) may retain from the proceeds
 - (i) the costs incurred by the municipality in carrying out the sale, and
 - (ii) if applicable, the costs incurred by the municipality in exercising its power under section 17 [municipal actions at defaulter's expense] that have not yet been paid by the person subject to the requirement, and
- (b) must pay the remainder of the proceeds to the owner or other person lawfully entitled.

(5) For certainty, the authority under this section is in addition to that provided by section 17 [municipal action at defaulter's expense].

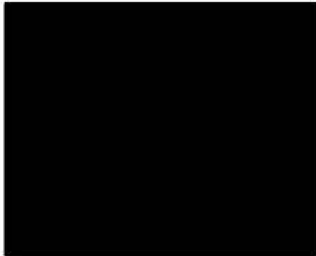
Community Charter**[SBC 2003] CHAPTER 26 - Division 8 — Building Regulation****Note against land title that building regulations contravened**

- 57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector
- (a) observes a condition, with respect to land or a building or other structure, that the inspector considers
 - (i) results from the contravention of, or is in contravention of,
 - (A) a municipal bylaw,
 - (B) a Provincial building regulation, or
 - (C) any other enactment
 that relates to the construction or safety of buildings or other structures, and
 - (ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or
 - (b) discovers that
 - (i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
 - (ii) the permit was not obtained or the inspection not satisfactorily completed.
- (2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must
- (a) give notice to the registered owner of the land to which the recommendation relates, and
 - (b) after notice under paragraph (a), place the matter before the council.
- (3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that
- (a) a resolution relating to that land has been made under this section, and
 - (b) further information about it may be inspected at the municipal hall.
- (4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).
- (5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.
- (6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.
- (7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,
- (a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,
 - (a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the Land Title Act, and
 - (b) the assurance fund or the minister charged with the administration of the Land Title Act as a nominal defendant is not liable under Part 20 of the Land Title Act.
- (8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.
- (9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).



BYLAW COMPLIANCE NOTICE

August 30, 2024



Bylaw Enforcement File #29195

Dear Property Owner,

Re: LOT 21 BLOCK 46 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B
(3633 4th Avenue, Port Alberni BC)

As a result of complaints received by this office from 2015-2024, an inspection of the above noted property was conducted by the Bylaw Enforcement Officer. The following was observed and reported:

- 1. The building is in a serious state of disrepair and is unsightly.**
- 2. The building is unsafe for occupancy and remains under a Fire Order.**

Under the *Community Charter* Section(s) 72, 73, and 74, Council has the authority to declare such buildings to be so dilapidated or unclean as to be offensive to the community, and to direct that they be fully remedied, or demolished. As such, a copy of the *Community Charter* Part 3, Division 12 – Remedial Action Requirements is enclosed (See Appendix A).

You are hereby directed to contact the Bylaw Services Department to discuss compliance with City Bylaws no later than **September 20, 2024**. In the event that you fail to comply with this notice a remedial action report will be filed with City Council for their consideration.

-AND-

An additional notice will be registered with the land title office that Bylaw infractions are outstanding against the property as per Section 57 of the *Community Charter* of BC (See Appendix B).

I trust that you will cooperate with the City of Port Alberni in this regard and see that this matter is resolved to the satisfaction of all concerned.

Sincerely,

Mary Clare Massicotte
Manager, Community Safety & Social Development
Ph: (250) 720-2870
Email: bylaw@portalberni.ca

Bylaw Violations observed at inspection on August 26, 2024:

Zoning Bylaw #5105

- Contravene uses permitted in C3 zone.

Fire Control Bylaw #4876

- Property remains under Section 29 Fire Order.

Property Maintenance Bylaw #4712

- There are accumulations of refuse* on the property including, but not limited to, shopping carts, cardboard, textiles, scrap metal, wood, refrigerator, scattered litter, wrecked vehicles and various other debris. All refuse is to be stored inside an enclosed structure or removed from the property and lawfully discarded.
- Permit graffiti.

*Refuse includes, but is not limited to; food waste; market waste; combustibles such as paper, cardboard, yard trimmings, leaves and brush, plastics, or leather; non combustibles such as metal, glass, crockery, dirt, ashes, and street sweepings; bulky wastes such as furniture, appliances, tires, or stumps; construction or trade waste; demolition waste; stripped or wrecked automobiles, trucks, trailers, boats, vessels, or machinery; parts or components of any of the aforementioned; structures, outbuildings, temporary buildings, tarps, fencing, furniture, ornaments, or ornamental structures that have fallen into an unsightly state of disrepair; and excludes an inhabitable dwelling house and contained and maintained residential compost.

Building Standards Bylaw #4975

- Structure is not maintained in compliance with Schedule A of the bylaw.

SCHEDULE "A"

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

PART 1: EXTERIOR WALLS

- 1.1** The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.
- 1.2** Without restricting the general obligation set out in subsection 1.1:
- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
 - (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
 - (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
 - (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
 - (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
 - (g) the exterior of every building must be free of graffiti;
 - (h) loose material must be removed from exterior walls, doors, and window openings;
 - (i) all windows must be in good repair and properly glazed; and
 - (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

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

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

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

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

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

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

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

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

PART 4: WINDOWS

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

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

PART 5: PEST PREVENTION

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

PART 6: FLOORS

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

PART 7: DOORS

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

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

PART 8: FIRE PROTECTION SYSTEMS

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

COMMUNITY CHARTER**[SBC 2003] CHAPTER 26 - Part 3 — Additional Powers and Limits on Powers****Division 12 — Remedial Action Requirements****Council may impose remedial action requirements**

- 72 (1) A council may impose remedial action requirements in relation to
- (a) matters or things referred to in section 73 [hazardous conditions],
 - (b) matters or things referred to in section 74 [declared nuisances], or
 - (c) circumstances referred to in section 75 [harm to drainage or dike].
- (2) In the case of matters or things referred to in section 73 or 74, a remedial action requirement
- (a) may be imposed on one or more of
 - (i) the owner or lessee of the matter or thing, and
 - (ii) the owner or occupier of the land on which it is located, and
 - (b) may require the person to
 - (i) remove or demolish the matter or thing,
 - (ii) fill it in, cover it over or alter it,
 - (iii) bring it up to a standard specified by bylaw, or
 - (iv) otherwise deal with it in accordance with the directions of council or a person authorized by council.
- (3) In the case of circumstances referred to in section 75, a remedial action requirement
- (a) may be imposed on the person referred to in that section, and
 - (b) may require the person to undertake restoration work in accordance with the directions of council or a person authorized by council.

Hazardous conditions

73 (1) Subject to subsection (2), a council may impose a remedial action requirement in relation to any of the following:

- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a tree;
 - (d) wires, cables, or similar matters or things, that are on, in, over, under or along a highway;
 - (e) matters or things that are attached to a structure, erection or other matter or thing referred to in paragraph (a) that is on, in, over, under or along a highway.
- (2) A council may only impose the remedial action requirement if
- (a) the council considers that the matter or thing is in or creates an unsafe condition, or
 - (b) the matter or thing contravenes the Provincial building regulations or a bylaw under section 8 (3) (I) [spheres of authority — buildings and other structures] or Division 8 [Building Regulation] of this Part.

Declared nuisances

74 (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:

- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
 - (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).
- (2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

Harm to drainage or dike

75 A council may impose a remedial action requirement if a person has

- (a) obstructed, filled up or damaged a ditch, drain, creek or watercourse that was constructed or improved under this Act or the Local Government Act, or
- (b) damaged or destroyed a dike or other drainage or reclamation work connected with it.

Time limit for compliance

76 (1) The resolution imposing a remedial action requirement must specify the time by which the required action must be completed.

(2) Subject to section 79 [shorter time limits in urgent circumstances], the time specified under subsection (1) must not be earlier than 30 days after notice under section 77 (1) [notice to affected persons] is sent to the person subject to the remedial action requirement.

(3) The council may extend the time for completing the required action even though the time limit previously established has expired.

Notice to affected persons

77 (1) Notice of a remedial action requirement must be given by personal service or by registered mail to

- (a) the person subject to the requirement, and
- (b) the owner of the land where the required action is to be carried out.

(2) In addition, notice of the remedial action requirement must be mailed to

- (a) each holder of a registered charge in relation to the property whose name is included on the assessment roll, at the address set out in that assessment roll and to any later address known to the corporate officer, and
- (b) any other person who is an occupier of that land.

(3) A notice under this section must advise

- (a) that the person subject to the requirement, or the owner of the land where the required action is to be carried out, may request a reconsideration by council in accordance with section 78 [person affected may request reconsideration], and
- (b) that, if the action required by the remedial action requirement is not completed by the date specified for compliance, the municipality may take action in accordance with section 17 [municipal action at defaulter's expense] at the expense of the person subject to the requirement.

Person affected may request reconsideration by council

78 (1) A person who is required to be given notice under section 77 (1) [notice to affected persons] may request that the council reconsider the remedial action requirement.

(2) Subject to section 79 [shorter time limits in urgent circumstances], a request under subsection (1) must be made by written notice provided within 14 days of the date on which the notice under section 77 (1) was sent or a longer period permitted by council.

(3) If the council receives a notice that complies with subsection (2), it must provide the person with an opportunity to make representations to the council.

(4) After providing the opportunity referred to in subsection (3), the council may confirm, amend or cancel the remedial action requirement.

(5) Notice of a decision under subsection (4) must be provided in accordance with section 77 (1) and (2) [notice to affected persons].

Shorter time limits in urgent circumstances

79 If the council considers that there is a significant risk to health or safety if action is not taken earlier, the resolution imposing the remedial action requirement may

- (a) set a time limit under section 76 [time limit for compliance] that is shorter than the minimum otherwise applicable under subsection (2) of that section, and
- (b) set a time limit for giving notice under section 78 [persons affected may request reconsideration] that is shorter than the limit otherwise applicable under subsection (2) of that section.

Recovery of municipal costs through sale of property

80 (1) This section applies to remedial action requirements in relation to the following:

- (a) matters or things referred to in section 73 (1) (a) [unsafe and non-complying structures];
- (b) matters or things referred to in section 74 (1) (a) [nuisances in relation to structures];
- (c) matters or things referred to in section 74 (1) (d) [nuisances in relation to things in or near structures] that are in or about a matter or thing referred to in section 74 (1) (a).

(2) Subject to this section, if a remedial action requirement has not been satisfied by the date specified for compliance, the municipality may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

(3) The earliest date on which the municipality may sell property referred to in subsection (2) is the later of

- (a) the date specified for compliance, and
- (b) 60 days after the notice under section 77 (1) [notice to affected persons] is given.

(4) If a municipality sells property under this section, it

- (a) may retain from the proceeds
 - (i) the costs incurred by the municipality in carrying out the sale, and
 - (ii) if applicable, the costs incurred by the municipality in exercising its power under section 17 [municipal actions at defaulter's expense] that have not yet been paid by the person subject to the requirement, and
- (b) must pay the remainder of the proceeds to the owner or other person lawfully entitled.

(5) For certainty, the authority under this section is in addition to that provided by section 17 [municipal action at defaulter's expense].

COMMUNITY CHARTER

[SBC 2003] CHAPTER 26 - Division 8 — Building Regulation

Note against land title that building regulations contravened

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

- (a) observes a condition, with respect to land or a building or other structure, that the inspector considers
 - (i) results from the contravention of, or is in contravention of,
 - (A) a municipal bylaw,
 - (B) a Provincial building regulation, or
 - (C) any other enactment
 that relates to the construction or safety of buildings or other structures, and
 - (ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or
 - (b) discovers that
 - (i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
 - (ii) the permit was not obtained or the inspection not satisfactorily completed.
- (2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must
- (a) give notice to the registered owner of the land to which the recommendation relates, and
 - (b) after notice under paragraph (a), place the matter before the council.
- (3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that
- (a) a resolution relating to that land has been made under this section, and
 - (b) further information about it may be inspected at the municipal hall.
- (4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).
- (5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.
- (6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.
- (7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,
- (a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,
 - (a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the Land Title Act, and
 - (b) the assurance fund or the minister charged with the administration of the Land Title Act as a nominal defendant is not liable under Part 20 of the Land Title Act.
- (8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.
- (9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

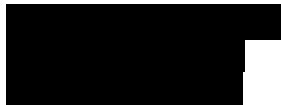


CITY OF PORT ALBERNI

Bylaw Services
3075 3rd Avenue
Port Alberni, BC V9Y 2A4
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

BYLAW COMPLIANCE NOTICE

October 10, 2024



Bylaw Enforcement File #29195

Dear Property Owner,

Re: **LOT 20 and 21 BLOCK 46 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B
(3633 4th Avenue, Port Alberni BC)**

As follow-up to the August 30, 2024 Bylaw Compliance Notice, and your subsequent communications with the City of Port Alberni, if you wish to re-establish a residential use on the property, an application to amend the Official Community Plan and Zoning Bylaw is required. Please contact Mr. Scott Smith, Director of Development Services-Deputy CAO at 250-720-2807 scott_smith@portalberni.ca to make your application for the above property. The City of Port Alberni OCP and Zoning Amendment Application Guidelines are attached to this letter.

You have until **November 12, 2024** to comply with this request, in the event that you fail to comply with this notice a remedial action report will be filed with City Council for their consideration.

Sincerely,

A handwritten signature in black ink that reads "Mc Massicotte".

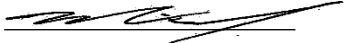
Mary Clare Massicotte
Manager, Community Safety & Social Development
Ph: (250) 720-2870
Email: bylaw@portalberni.ca

Attachment (1):



OCP-ZON
Application.pdf

Date: October 8, 2024
File No: 6970-20-HNR
To: Committee of the Whole
From: M. Fox, CAO
Subject: Interim Housing Needs Report 2024

Prepared by: B. MCLOUGHLIN Manager of Planning	Supervisor: S. SMITH Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

- THAT the Committee of the Whole recommend that Council receive the Interim Housing Needs Report in accordance with section 585.31 of the Local Government Act, and ahead of the January 1, 2025 deadline set by the B.C. Ministry of Housing.
- THAT the Committee of the Whole recommend that Council direct staff to develop the 2042 Official Community Plan in consideration of the Interim Housing Needs Report as required by section 473.1(2) of the Local Government Act.

PURPOSE

To consider the City of Port Alberni's *Interim Housing Needs Report* (IHNR) that has been prepared to meet legislative requirements, and to assist with development of housing policy for the Official Community Plan (OCP). The intent of a housing needs report is to allow the City to better understand, and respond to, housing needs in the community.

BACKGROUND

Recent changes to section 585 of the *Local Government Act* (LGA) require that Council:

- Receive an *Interim Housing Needs Report* by January 1, 2025 and publish it online.
- Adopt an Official Community Plan to accommodate the housing need no later than December 31, 2025.
- Produce a regular *Housing Needs Report* every five years with the first due December 31, 2028.

Staff have worked with consultants from City Spaces to produce the data necessary for an interim housing needs report, and to address housing need in the new OCP. The IHNR was recently completed and is now being presented to Committee of the Whole to meet the January 1, 2025 deadline set by the B.C. Ministry of Housing.

IHNR Required Statements

The B.C. Ministry of Housing requires the IHNR contain the following statements from the City:

- The number of housing units required to meet current and anticipated need for the next 5 and 20 years, as calculated using the standard provincial methodology.

- b) A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation;
- c) A description of the actions taken since receiving the most recent Housing Needs Report, to reduce housing needs.

These statements are located in *Appendix A: Interim Housing Needs Report Legislative Requirement* of the *Interim Housing Needs Report: HNR Method Technical Memorandum* starting on page 14.

Definition of Core Housing Need

According to Statistics Canada¹, a household is considered to be in “Core Housing Need” if their housing fails to meet at least one of three indicators:

- a) Adequacy – whether the dwelling condition requires repairs.
- b) Affordability – whether the household pays, or would have to pay, at least 30% or more of its total before-tax income for acceptable housing.
- c) Suitability – whether the dwelling has enough bedrooms for the size and composition of the household.

ALTERNATIVES/OPTIONS

1. *THAT the Committee of the Whole recommend that Council receive the Interim Housing Needs Report in accordance with section 585.31 of the Local Government Act, and ahead of the January 1, 2025 deadline set by the B.C. Ministry of Housing.*

THAT the Committee of the Whole recommend that Council direct staff to develop the 2042 Official Community Plan in consideration of the Interim Housing Needs Report as required by section 473.1(2) of the Local Government Act.

2. *Committee of the Whole may direct staff to provide additional information.*

Staff recommend Option 1.

ANALYSIS

Results of Housing Need Report

Below are the results of the Interim Housing Needs report that were produced according to the standard method required by the B.C. Ministry of Housing.

Table 1 – Housing Need Estimates (Interim Housing Needs Report)			
<i>Estimated Housing Units Needed</i>	<i>5-year</i>	<i>10-year</i>	<i>20-year</i>
Total	1,220	1,913	2,825

¹ Statistics Canada, “Core housing need of private household” <https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=1230313>, August 25, 2021.

Table 2 – Breakdown of Estimates (Interim Housing Needs Report)			
<i>Estimated Housing Units Needed</i>	<i>5-year</i>	<i>10-year</i>	<i>20-year</i>
For households in Extreme Core Housing Need	111	222	443
For individuals experiencing homelessness	101	201	201
For suppressed households	49	98	197
For anticipated household growth	827	1,127	1,454
To increase the rental vacancy rate to 3%	13	26	52
Additional supply to buffer local housing demand.	120	239	478

Table 3 – Type and Tenure of Units (Interim Housing Needs Report)						
<i>Timeframe</i>		<i>Market Rental</i>	<i>Non-Market Rental</i>	<i>Deep Subsidy & Supportive Rental</i>	<i>Ownership</i>	<i>Total</i>
5-Years	#	168	206	176	670	1,220
	%	14%	17%	14%	55%	-
10-years	#	277	336	332	968	1,913
	%	14%	18%	17%	51%	-

Summary of Key Themes and Findings (Interim Housing Needs Report)

The following section is a summary of findings from the IHNR, and the research by City Spaces supporting the 2042 Official Community Plan. The full document including methodology and data inventory is attached to this report.

Household Needs and Future Housing

- Port Alberni has experienced consistent but gradual growth since 2006, and housing need may be due to an increasing mismatch between the existing housing stock and household needs, rather than pressure from rapid growth.
- Port Alberni has a high share of one- and two-person households (74% combined), suggesting most households only need one or two bedrooms to meet their housing needs, although many households may prefer to have an extra bedroom or two.
- Shrinking household sizes may require a shift towards encouraging or incentivizing more multi-unit housing with one- or two-bedrooms, which could also help to address affordability challenges compared to adding more larger dwellings.

-
- Opportunities for a broader range of smaller housing forms may be required to effectively meet the housing needs of current and future residents. This is because core housing need is concentrated in low income one- and two-person households.

Affordability - General

- Housing costs in Port Alberni have increased rapidly in recent years.
- The cost to rent and buy is relatively lower than many communities in B.C., but the B.C. median household income is 27% higher than in Port Alberni.

Affordability - Rental

- Only 41% of renter households could afford the median priced purpose-built rental.
- Between 35% and 59% of renter households likely cannot afford the median rent for any size of unit
- Moderate income households might be able to afford a median priced rental, but a one-bedroom only.
- It is likely that households with low income are extremely challenged to access housing that meets their needs, unless they have an existing tenancy with a lower rent. They may be priced-out if they had to move and initiate a new tenancy.

Affordability - Ownership

- Very few households can afford to purchase a dwelling without existing equity in a home, support from relatives or inheritance, or otherwise having access to wealth for a significant down payment.
 - To purchase any dwelling at the January 2024 benchmark price² would require a household income of at least \$107,104 (with a down payment of \$85,100).
 - Only 25% of households earn more than \$100,000, with 15% earning more than \$125,000.
 - A lower down payment is possible, which would result in a higher household income required to qualify for a mortgage.
 - Only households with above average incomes could purchase a dwelling without a down payment significantly larger than 20%.
 - There are also households with above average income (starting at \$75,000) who could not afford any type of dwelling at the benchmark price.
- Renting households generally have lower incomes than owners, and these are the households who most likely lack equity to leverage for a home purchase.
- Only 10% of non-owners (renters) have the minimum required income (over \$100,000) to afford a benchmark priced townhome with a 20% down payment in January 2024.

Core Housing Need

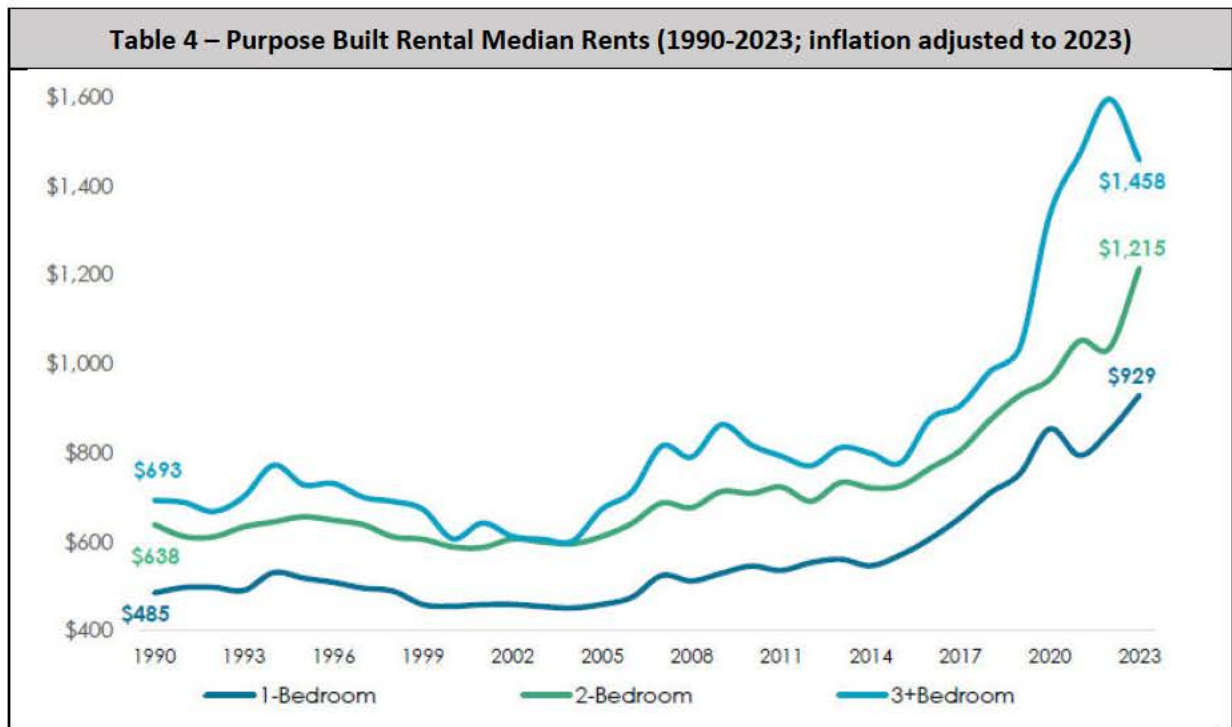
- Renters are much more likely to experience core housing need, five times that of owner households (28.5% / 5.1%). Renters between ages 35 and 54 have relatively high rates of core housing need.
- There is a significant concentration of core housing need in low income households (75% of core need) and in 1-person households (67% of core need).
- Owners aged 45 – 54 have a core housing need rate almost double the owner average.

² Benchmark purchase price: Single Detached (\$517,600), Townhouse (\$425,500), Apartment (\$509,900). *Interim Housing Needs Report*.

- Senior renters experienced very high rates of core need (up to 50%), with one-person households experiencing high rates of challenge (regardless of tenure).
- Seniors appear to be particularly challenged in Port Alberni. Half of renting households with a primary maintainer (the person who pays the rent/mortgage) over 75 are in core housing need.

Price Trends - Rental

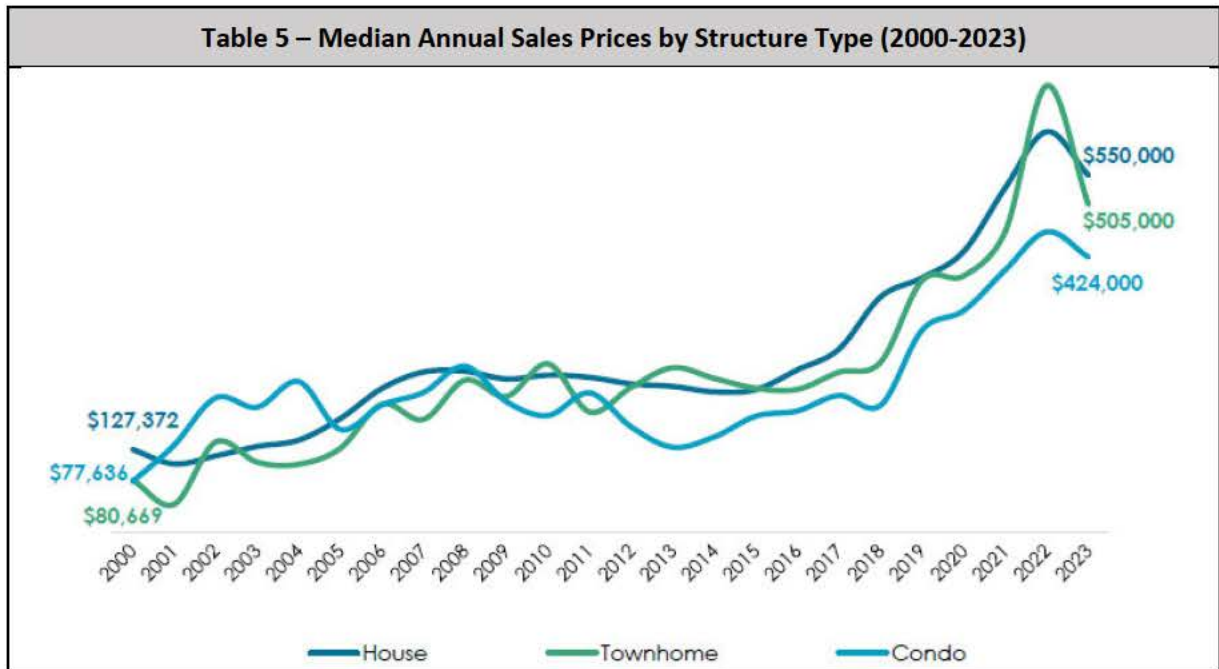
- After approximately 15 years of flat or occasionally decreasing rents on an inflation-adjusted basis, rents began to consistently climb after 2005. Rents grew rapidly after 2015, and especially after the initial impacts of the COVID-19 pandemic.
- After 2015, vacancy rates fell to historical lows. Rents tend to immediately jump in response to decreasing vacancy rates, but decreasing rents typically require an extended period of higher vacancy.
- Rents have increased 33% more than renter incomes since 2006, suggesting there may be increasing vulnerability for renting households, especially for those with low or fixed incomes.
- Rents for units with higher bedroom counts are increasing faster than smaller units. In the past five years, one-, two- and three-bedroom unit rents have increased by 31%, 39%, and 48% respectively.
- The share of renter households has increased from 28% in 2006, to 31% in 2021 (+520 households); however, the stock of purpose-built rentals has only increased by 62 net new units since 2006.
- Only 20% of purpose-built rental units in Port Alberni have been constructed since 2000 (235), while 80% of those units (188) have been completed since 2020.



Price Trends - Ownership

- The cost to purchase a dwelling in Port Alberni was relatively flat from 2006 through 2016. After 2016 prices increased rapidly. Cost increases preceded, and continued through, the COVID-19 pandemic.

- In the past 5-years the sales price of a house increased 52%, and the sale price of a condo increased 117%.



IMPLICATIONS

The projected housing need from the IHNR (shown in Tables 1 – 3 of this report) has implications for the City of Port Alberni. The City is required by legislation to plan for the projected housing units in the OCP, and will be expected by the B.C. government to work towards these targets. The City will need to create the conditions for housing development by updating bylaws and policies, and streamlining approval processes.

Staff recommend Option 1 to meet the Ministry of Housing's January 1, 2025 deadline for interim housing needs reports.

COMMUNICATIONS

If Committee of the Whole recommends Council receive the Interim Housing Needs Report, staff will bring it forward at the next possible Regular Meeting. If Council chooses to receive the IHNR, staff will publish it on the City's website. Staff will also proceed to draft the OCP with the intent of addressing the anticipated housing need within the IHNR.

BYLAWS/PLANS/POLICIES

1. Council's 2023 – 2027 Corporate Strategic Plan

The proposed development aligns with the following goals:

- 5.2: *Safe and accessible housing options exist for all members of the community*
- 5.2.1 Develop a complete housing action plan
- 5.2.2 Explore alternatives to lead the way in developing strategies for accessible housing options for all community members.

SUMMARY

Staff have worked with consultants from City Spaces to complete an *Interim Housing Needs Report*. The report was drafted to meet legislative requirements, and to support development of the 2042 Official Community Plan. The intent of a housing needs report is to allow the City to better understand, and respond to, housing needs in the community. The City is required by the B.C. government to estimate future housing needs, and to consider this in the new OCP.

ATTACHMENTS/REFERENCE MATERIALS

1. *Interim Housing Needs Report: HNR Method Technical Memorandum (October 2024)*
2. *Interim Housing Needs Assessment Update (Phase1) – Data Inventory (February 2024)*

J:\Engineering\Planning\OCP\OCP 2022\Data\2024 Housing Needs

Interim Housing Needs Report **HNR Method Technical Memorandum**

City of Port Alberni | October 2024

Table of Contents

INTRODUCTION	1
HOUSING NEEDS REPORT HISTORY AND THE HNR METHOD	1
HNR METHOD RESULTS	2
ALLOCATION OF HNR METHOD – HOUSING TYPE + TENURE CATEGORIES	3
Allocation of HNR method – Distribution of Components.....	5
INCOME GROUP AND BEDROOM COUNT ALLOCATION	7
10-Year Allocation of Projected Growth + Demand Buffer	7
INTERPRETING THE RESULTS + HOUSING SYSTEM AFFORDABILITY	11
CONCLUSION.....	12
APPENDIX A INTERIM HOUSING NEEDS REPORT LEGISLATIVE REQUIREMENT	13
APPENDIX B HNR METHOD RESULTS + SUPPLEMENTAL TABLES.....	17
HNR Method Results.....	19
Housing Type and Tenure Allocation	19
5-Year Allocation of Projected Growth + Demand Buffer	20
10-Year Allocation of Projected Growth + Demand Buffer	24

LIST OF TABLES

Table 1: 5-, 10-, and 20-Year HNR Method Housing Demand Estimates, City of Port Alberni.....	2
Table 2: Type and Tenure Allocation of HNR Method, City of Port Alberni	4
Table 3: 5-Year and 10-Year HNR Method Type and Tenure Allocation.....	5
Table 4: Estimated 10-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni	7
Table 5: Estimated 10-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni	8
Table 6: Estimated 5-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni	8
Table 7: Estimated 10-Year Future Demand by Minimum Bedrooms Required, City of Port Alberni	9
Table 8: Estimated 10-Year Future Demand Minimum Bedrooms Required Income Group Distribution, City of Port Alberni.....	10

Introduction

This technical memorandum introduces the new legislatively mandated 'HNR method' to estimating current and future housing demand in British Columbia (referred to as the applicable method in legislation). The first section describes a brief history of housing needs report requirements, followed by the mandatory calculations results. The remaining sections explore a more complex analysis of the results to understand the estimated need by housing tenure and type, household income, household size, and bedrooms required.

Housing Needs Report History and the HNR Method

Initial Legislative Requirements (2019)

Since 2019, local governments in British Columbia have been legislatively required to undertake a housing needs assessment process every five years, with the first report due by 2022. While the requirements included stating an estimated number of additional housing units needed over the next five years to meet demand, there was no guidance or methodology for producing the estimate. As a result, most communities simply projected forward the last five years of household growth into the future, resulting in perpetuating any pre-existing undersupply or mismatch in the housing system. Similarly, there was no enforcement mechanism or requirement to implement policy to meet the likely underestimated housing need.

Legislative Amendments (2023)

In Fall 2023, new legislation was introduced to significantly amend a broad range of planning and land use tools, regulations, and requirements for local governments. A key change was a shift to more pro-active planning, the requirement to estimate 5- and 20-year housing need with a specific 'HNR method' (HNRM), and to implement sufficient residential capacity through Official Community Plan (OCP) amendments to accommodate the HNRM identified need. An interim housing needs report (IHNR) with the results of the HNRM calculation must be completed by all local governments no later than January 1, 2025, with OCPs amended to accommodate the need no later than December 31, 2025. The analysis, and associated OCP updates, must be completed every five years going forward. INHRs have two additional components beyond the HNRM calculation (see [Appendix A](#) for all three required components).

With the release of the HNRM guidelines in late June 2024, the work to prepare an IHNR can now be undertaken. This technical memo serves to present the findings of the HNRM analysis, alongside additional breakdowns of the results for a 10-year timeframe, and by



housing type and tenure, income group, household size and bedroom count for 5- and 10-years.¹ The additional components are supplemental to the basic requirements and provide Port Alberni with a more nuanced understanding of housing need.

HNR Method Results

The results of the HNRM calculation are shown in Table 1, including the supplemental 10-year breakdown. The methodology includes six components², each with a prescribed calculation method. It should be noted the five-year result is not simply one quarter of the 20-year result. For Port Alberni, the biggest driver of the difference over time is from the BC Statistics projection slowly shifting from higher growth rate in the first five-years (1.8% annual growth) to a much lower one by 2041 (0.4%). Component D could be described as estimated future need, while the other components are considerations of pre-existing unmet need regardless of future population growth.

The legislatively required 5- and 20-year estimates are for 1,220 and 2,825 additional units respectively. Revised OCPs must accommodate this amount of housing.

Table 1: 5-, 10-, and 20-Year HNR Method Housing Demand Estimates, City of Port Alberni³

COMPONENT	DETAIL	5-YEAR	10-YEAR	20-YEAR
A	Extreme Core Housing Need	110.9	221.7	443.4
B	Person Experiencing Homelessness	100.6	201.1	201.1
C	Suppressed Household Formation	49.1	98.3	196.6
D	Anticipated Household Growth	827.1	1,126.8	1,453.8
E	Rental Vacancy Rate Adjustment	13.0	26.0	52.1
F	Demand Factor	119.6	239.2	478.3
Total		1,220	1,913	2,825

1. Note: the HNR method only requires 5- and 20-year breakdowns of the calculations, however, most new housing units realized over the next five years will be from underway projects, and it may be challenging for local governments to meaningfully shape outcomes on this timescale. The 20-year timeframe has the opposite challenge with the timeline being so long the context will likely change before then. Ten years is a middle point where the need estimated today may still be relatively accurate, with the ability for local governments to implement policy with the capacity to impact development outcomes. The 10-year calculation follows the same logic and approach as described for 5- and 20-years in the HNRM guidelines, however, this is not an officially mandated methodology and some discretion around how to distribute the different components over time was required.

2. Refer to the Ministry of Housing’s ‘Guidelines for Housing Needs Reports – HNR Method Technical Guidance’ document for further detail on the specific components, what they represent, and why they were included in the methodology.

3. The Ministry of Housing HNR Method guidelines state values should remain unrounded until the final total, which is to be rounded to the near whole number. For the components, one decimal place has been shown for clarity when summing to the total.

Given most development seen over the next five years will be from projects already underway, it is unlikely the short-term estimate is achievable in most municipalities. However, as local policies and plans are amended to accommodate other legislative changes to support additional housing development and diversity, it may become more realistic to achieve these five-year estimates over time; these changes establish a new framework for land use and housing regulation, and it may take time to be fully operational.

Values presented in Table 1 provide the minimum requirements of the HNRM calculation for IHNRs, however, more nuance could be provided to understand the type, size, and price-point required to meet the needs of local households. The remainder of this technical memo will explore additional complexity for the 5- and 10-year breakdowns of the HNRM calculation.

Allocation of HNR Method – Housing Type + Tenure Categories

To provide a deeper understanding of the high-level results, the HNRM calculation has been allocated to four different housing types or tenures:

- **Market rental** is rental housing with rents set by the market, and in this context could include both secured primary rental and secondary rental. The need would ideally be met with purpose-built secured market rental, which generally offers superior security of tenure. However, strata apartments or secondary suites rented by individual owners would also address the need. Based on analysis of local market rents and incomes, renter households in the average- and above average-income groups are allocated to market rental (except for the 10% of renter households who could potentially purchase).
- **Non-market rental** is purpose-built subsidized rental housing with a range of below-market rents; this category could include a range of price-points above the housing component of social assistance. Based on analysis of market rents, it is assumed renter households in the moderate-income group, and 72% of the low-income group, would need non-market rental housing to meet their needs.
- **Deep subsidy and supportive rental** represent two conceptual categories, including those on social assistance with rents affordable to those earning less than the 'deep subsidy income limits' as described by BC Housing programs. The category also includes supportive housing for people experiencing homelessness and those requiring on-going supports with their housing. Based on analysis of market rents, it is assumed all renter households in the very low-income group, and 28% of the low-income group, will need deep subsidy or supportive housing to meet their needs.



- **Ownership** describes housing owned and occupied by individual households; this category is broad, representing a range of households, and does not identify a specific structure type. The ownership category in this methodology represents owner-occupiers only, and investment properties purchased to rent on the secondary market would be in the market rental category. Based on an affordability analysis of local ownership housing, it is assumed 10% of new renters could potentially purchase (those with incomes of \$100,000+). The share of all households who currently own is also carried forward.

There is some discretion in the allocation and the assumptions to apply will change over time as the local dynamics of rental and ownership housing prices evolve. For example, if ownership prices decrease, a larger share of renter households could be assumed to successfully purchase in the future. Similarly, if market rents were reduced due to the rebalancing of vacancy rates, a smaller share of households could be allotted to non-market rental housing. As the HNRM analysis must be updated every five-years, there will be frequent opportunities to reconsider the allocation of current and future demand to different housing types or tenures and assess how new housing has addressed need.

Table 2 broadly summarizes how the six HNRM components have been allocated to the four housing type and tenure categories (see the next section for further detail).

Table 2: Type and Tenure Allocation of HNR Method, City of Port Alberni

COMPONENT	DETAIL	TYPE + TENURE ALLOCATION
A	Extreme Core Housing Need	Non-Market Rental / Deep Subsidy + Supportive Rental
B	Persons Experiencing Homelessness	Deep Subsidy + Supportive Rental
C	Suppressed Household Formation	Market Rental + Ownership ⁴
D	Anticipated Household Growth	Distribute by Income ⁵
E	Rental Vacancy Rate Adjustment	Market Rental
F	Demand Factor	Distribute by Income

4. Suppressed household formation units allotted to ownership proportionally by the share of renter households earning over \$100,000/year with the remainder assigned to market rental.

5. Estimated future renter households are assigned to market, non-market, and deep subsidy rental by income compared against current market rents. For owners, the current (2021) share of owner households is carried forward and applied to the projection. It is assumed a similar share of households will own in the future regardless of income to accommodate for inheritance, assistance from family members, or other novel circumstances allowing for purchase without a high income.



Table 3 provides the resulting distribution of the four housing categories for 5- and 10-years.

Table 3: 5-Year and 10-Year HNR Method Type and Tenure Allocation

TIMEFRAME		MARKET RENTAL	NON-MARKET RENTAL	DEEP SUBSIDY + SUPPORTIVE RENTAL	OWNERSHIP	TOTAL
5-Years	#	168	206	176	670	1,220
	%	14%	17%	14%	55%	
10-Years	#	277	336	332	968	1,913
	%	14%	18%	17%	51%	

The share of estimated future demand allotted to ownership is lower, while the share of the two non-market housing categories increase in the 10-year timeframe. This shift is because most ownership demand is based on projected household growth, which BC Stats projects at 1.8% per year for the first 5 years before dropping to 0.5% over the next five years. The components allotted to **Non-Market Rental** and **Deep Subsidy + Supportive Rental** are more consistent over time, so their prominence is higher in the second five-year period.

ALLOCATION OF HNR METHOD – DISTRIBUTION OF COMPONENTS

Allocating the HNR components relies on the household income group concept introduced in the **Interim Housing Needs Assessment Update (Phase1) – Data Inventory** (February 2024), which is further applied in **Income Group and Bedroom Count Allocation** section of this memo.

Component A – Extreme Core Housing Need

It is assumed households in Extreme Core Housing Need will require non-market rental housing to meet needs for adequate and affordable housing. 38% of Extreme Core Housing Need is allocated to **Deep Subsidy + Supportive Rental**, based on the share of renter households in the very low-income group (earning less than \$20,000/year, with a maximum monthly affordable rent of \$500), while the remainder is allocated **Non-Market Rental**.

Component B – Persons Experiencing Homelessness

It is assumed all persons experiencing homelessness require **Deep Subsidy + Supportive Rental**.



Component C – Suppressed Household Formation

It is assumed suppressed households will generally require [Market Rental](#), except for the 10% of renter households earning over \$100,000/year, which are instead allocated to [Ownership](#).

Component D – Anticipated Household Growth

Anticipated household growth has been allocated based on an affordability analysis of rental and ownership housing compared against renter and owner incomes.

- [Market Rental](#): based on the share of renter households in the average and above average income groups (except for the 10% of renter households earning over \$100,000/year, which are allotted to [Ownership](#)). This represents households who can spend between \$1,250 and \$2,500 per month.
- [Non-Market Rental](#): based on the share of renter households in the moderate-income group, and 72% of renter households in the low-income group. This represents households who can spend between \$500 and \$1,250.
- [Deep Subsidy + Supportive Rental](#): based on the share of renter households in the very low-income group, and 28% of the low-income group. This represents households who can spend no more than \$500 per month.
- [Ownership](#): based on carrying forward the 2021 share of owner households, in addition to the 10% of renter households earning over \$100,000/year.⁶ This represents households who can spend more than \$2,500 per month.

Component E – Rental Vacancy Adjustment

It is assumed all rental vacancy adjustment is [Market Rental](#), as this component seeks to achieve a 3% market rental vacancy rate.

Component F – Demand Factor

Component F seeks to describe the required buffer, or extra room in the housing system, to achieve a 'healthy' supply-demand balance. It is assumed this component will represent a range of housing types and is broadly allocated with the same method as Component D.

6. Based on the minimum income (\$102,869) required to qualify for the benchmark priced townhouse (\$425,500, January 2024) with a 20% down payment (\$85,100) at 4.64% for 25 years with a gross debt service ratio of 32% and \$460 of relevant housing costs per month for qualification at the stress test rate at 4.64%+2%.



Income Group and Bedroom Count Allocation

This section explores the distribution of Components D and F by income group and household size, with a final breakdown by group and number of bedrooms required to meet the National Occupancy Standards⁷. The allocations have been calculated for both the 5- and 10-year breakdowns of the HNRM results (see [Appendix B](#) for 5-year tables). The distribution of renter and owner households by income group was used to inform the allocation of the HNRM results by bedroom count.

10-YEAR ALLOCATION OF PROJECTED GROWTH + DEMAND BUFFER

Table 4 provides the distribution of all households by income group and household size (2021 Census distribution carried forward) applied to combined Components D and F.

Table 4: Estimated 10-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni⁸

Income Group	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20 – 49%	50 – 79%	70 – 119%	>120%		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	23	201	125	87	48	484	35%
2-person	3	24	111	154	234	526	39%
3-person	0	4	22	37	112	175	13%
4+person	0	0	4	28	149	181	13%
TOTAL	26	229	262	306	543	1,366	100%
%	2%	17%	19%	22%	40%	100%	

Table 5 provides the distribution of **owner households** by income group and household size (2021 Census distribution) applied to combined Components D and F.

7. Bedroom count allocation is based on the distribution of household composition in the 2021 Census by income group. The distribution has been applied to the combined projected growth and demand buffer from the AM calculation for all households, renters, and owners.

8. Future demand as presented includes components D and F, while the other components are classified as current unmet need.



Table 5: Estimated 10-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	10	87	72	63	41	273	29%
2-person	0	12	81	120	204	417	44%
3-person	0	0	7	24	93	124	13%
4+person	0	0	0	8	119	127	13%
TOTAL	10	99	160	215	457	941	100%
%	1%	11%	17%	23%	49%	100%	

Table 6 provides the distribution of **renter households** by income group and household size (2021 census distribution) applied to the combined Components D and F.

Table 6: Estimated 5-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20 – 49%	50 – 79%	70 – 119%	>120%		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	13	114	53	24	7	211	50%
2-person	3	12	30	34	30	109	26%
3-person	0	4	15	13	19	51	12%
4+person	0	0	4	20	30	54	13%
TOTAL	16	130	102	91	86	425	100%
%	4%	31%	24%	21%	20%	100%	



Bedroom Allocation

There is not a completely direct and consistent relationship between the number of people in a household and number of bedrooms required to meet need due to variations in household composition and the resulting difference in bedroom needs. For example, a three-person household comprising one couple with one child requires two-bedrooms to meet the National Occupancy Standards; however, a three-person household with three unrelated roommates would require three-bedrooms. Alternatively, a four-person household comprising two couples would only require two-bedrooms. While larger households typically need more bedrooms, it is not always the case.

The backend analysis for the bedroom and income group distributions in Table 7(unit count by bedrooms) and Table 8 (percent distribution by bedrooms) is per income group. For example, based on the analysis of the distribution of household composition of low-income households, 92% would need one-bedroom. If this analysis was undertaken with the aggregated all income group distribution of household composition, the results would vary. This approach has been chosen as there is a relationship between incomes, household size, and composition.⁹

Table 7: Estimated 10-Year Future Demand by Minimum Bedrooms Required, City of Port Alberni

UNIT SIZE	INCOME GROUP					TOTAL
	Very Low	Low	Moderate	Average	Above Average	
1-bedroom	26	212	202	192	242	874
2-bedroom	0	13	41	70	151	276
3bedroom	0	6	12	28	88	134
4+bedroom	0	0	7	15	60	82
TOTAL	26	231	262	306	541	1,366

⁹ Undertaking this analysis on the basis of each individual income group results in a higher estimated need for smaller units than an aggregated analysis would provide.



Table 8: Estimated 10-Year Future Demand Minimum Bedrooms Required Income Group Distribution, City of Port Alberni¹⁰

UNIT SIZE	INCOME GROUP				
	Very Low	Low	Moderate	Average	Above Average
1-bedroom	100.0%	91.6%	77.0%	62.9%	44.7%
2-bedroom	0%	5.8%	15.8%	22.9%	28.0%
3-bedroom	0%	2.6%	4.5%	9.2%	16.2%
4+bedroom	0%	0%	2.7%	5.0%	11.1%
TOTAL	100%	100%	100%	100%	100%

10. Describes the share of future demand by minimum required bedroom count and income group. For example, 100% of Very Low income households are estimated to require at least a 1-bedroom unit, while 77% of Moderate income households are estimated to require a 1-bedroom unit and 16% require a 2-bedroom unit.



Interpreting the Results + Housing System Affordability

Key Considerations

- The housing need estimates describe the potential demand for new housing units of various types, tenures, and price ranges to address estimated current and future housing needs.
- The housing type demand estimates are based on a set of current assumptions, which may vary over time or by data source.
- The housing demand estimates represent how current unmet and projected future need could be accommodated through new dwellings. However, not all households will need new dwellings to meet their needs because vacancy may be created when an existing household moves into a new dwelling.
- In general, all net additional housing improves the affordability of the housing system at a high level. In existing urban areas, the greatest impact will be when low-density, relatively expensive housing is replaced by higher density, relatively more affordable housing. Some households will need non-market options to afford their housing, and supporting its development will have the highest impact on affordability.
- If the estimated demand for market rental or ownership housing has been met, it does not mean the local government should stop allowing more to be built. If higher cost housing is not added, higher income households will simply pay more for existing lower cost homes, thereby bidding-up the price until lower income households have been priced-out. Historical lack of market supply to absorb high-income households is a key driver of current housing prices.
- Policies or incentives to shift development to non-market options would be positive and necessary to meet the needs of some households. Protecting the existing, relatively more affordable housing is also key, this may often be older market rental and other multi-unit housing forms.
- Regular five-year updates to the estimates will help determine how effectively recent development has addressed the identified needs within the complexity of household choice, the diversity of ways first time buyers purchase, and how filtering can address the needs of some lower income households without building a new dwelling for them.



Conclusion

This technical memo provides the legislatively required content for an Interim Housing Needs Report with additional supplemental analysis. [Appendix A](#) includes all Interim Report requirements as per Part 14 of the *Local Government Act*:

- “1. The number of housing units needed currently and over the next 5 and 20 years, calculated using the HNR Method provided in the Regulation;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs.”¹¹

The supplemental analysis in this memo provides a finer grain understanding of the total number of estimated units required to meet local demand as per the HNR method, and will support crafting effective housing policies and land use regulations in City of Port Alberni, particularly for the current Official Community Plan update process.

11. Requirements as described in the Ministry of Housing's Guide to Requirements for Housing Needs Reports (June 2024).



APPENDIX A

INTERIM HOUSING NEEDS REPORT

LEGISLATIVE REQUIREMENT

Interim Housing Needs Report Legislative Requirements

Table A-1 provides the required results of the HNR Method calculation as per the Ministry of Housing's **Guidelines for Housing Needs Reports – HNR Method Technical Guidance** to estimate housing need for 5- and 20-years.

Table A-1: 5- and 20-Year HNR Method Housing Need Estimates

COMPONENT	DETAIL	5-YEAR	20-YEAR
A	Extreme Core Housing Need	110.9	443.4
B	Person Experiencing Homelessness	100.6	201.1
C	Suppressed Household Formation	49.1	196.6
D	Anticipated Household Growth	827.1	1,453.8
E	Rental Vacancy Rate Adjustment	13.0	52.1
F	Demand Factor	119.6	478.3
Total		1,220	2,825

Statement on Housing Need in Proximity to Alternative Transportation Infrastructure

The City of Port Alberni recognizes the need for housing to be located in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation. A robust multi-modal network will ensure residents have convenient and equitable access to their daily needs by connecting them to services such as schools, parks, shops, restaurants, and recreation facilities. Housing with nearby access to transportation infrastructure also enables residents to live with less reliance on an automobile. This supports all people who choose, or must live, car-free while meeting their daily needs.

- In the upcoming 2042 Official Community Plan, the City will consider how land uses and mobility networks can be aligned to support new housing. This includes exploring how areas anticipated for housing may be serviced by transit and active transportation (walking, rolling, and cycling).
- The City will also consider prioritizing long-term transit improvements to align with areas anticipated for housing development.
- The City will consider prioritizing partnerships and investments in land for affordable housing in locations that have potential to be supported by active transportation or public transit.



- The City will consider policy to require that new developments (and redevelopments) include infrastructure to encourage walking, rolling, and cycling, augmented with active mobility connections via trails and parks where possible.
- The City will continue to make strategic investments in protected bike lanes, local street works, and continue to work with BC Transit to enhance the transit network to support housing development.

Description of Actions Taken by Local Government, Since Receiving the Most Recent Housing Needs Report, to Reduce Housing Need

The City of Port Alberni has taken several actions to address housing need since the Housing Needs Report was received by Council on February 22, 2021.

Housing Development

- City has donated and leased land for several BC Housing projects for people in core housing need including (4400 Vimy St., 4210 Cedarwood St., and the 4th Avenue Tiny Shelters). The City continues to work with BC Housing.
- City has donated land to the Tseshaht First Nation for a BC Builds project.

Development Approvals

- The City issued building occupancy permits for 443 residential units between 2021 and 2023.
- Council adopted several zoning bylaw amendments applications to support infill development of multi-family housing.
- Council supported a successful grant application to UBCM's Local Government Development Approvals Program. The intent is to streamline the City's development approvals process.

Zoning Bylaw Updates

- Council adopted an updated Zoning Bylaw in 2023 to allow accessory dwelling units (ADUs) in residential zones. The bylaw also reduced minimum lot sizes and setbacks, and increased allowable lot coverage.
- Council adopted an updated Zoning Bylaw in 2024 to allow up to four units of small-scale multi-unit housing (SSMUH) on lots previously zoned for single detached housing. The bylaw simplified zoning by reducing the number of residential zones from six to two. Regulations were also updated to support infill housing, including reduced setbacks and parking, and increased building height.



2042 Official Community Plan (2022 – present)

- The City launched a visioning process for the 2042 Official Community Plan. Council supported an OCP vision that values housing, livability, and community resilience.
- Council endorsed a conceptual growth strategy with the intent of accommodating a 20-year projected population growth.
- Staff initiated a Complete Communities Assessment project to estimate the capacity for housing development in various neighbourhoods, and to inform changes to OCP policy and land use designations.



APPENDIX B

HNR METHOD RESULTS + SUPPLEMENTAL TABLES

LIST OF TABLES

Table B-1: 5-, 10-, and 20-Year HNR Method Housing Need Estimates, City of Port Alberni	19
Table B-2: 5-Year and 10-Year HNR Method Type and Tenure Allocation.....	19
Table B-3: Estimated 5-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni	20
Table B-4: Proportional Allocation of Estimated 5-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni.....	20
Table B-5: Estimated 5-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni	21
Table B-6: Proportional Allocation of Estimated 5-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni	21
Table B-7: Estimated 5-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni	22
Table B-8: Proportional Allocation of Estimated 5-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni	22
Table B-9: Estimated 5-Year Future Demand by Minimum Bedrooms Required, City of Port Alberni	23
Table B-10: Proportional Allocation of Estimated 5-Year Future Demand Minimum Bedrooms Required Income Group, City of Port Alberni	23
Table B-11: Estimated 10-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni	24
Table B-12: Proportional Allocation of Estimated 10-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni.....	24
Table B-13: Estimated 10-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni	25
Table B-14: Proportional Allocation of Estimated 10-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni	25
Table B-15: Estimated 10-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni	26
Table B-16: Proportional Allocation of Estimated 10-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni	26
Table B-17: Estimated 10-Year Future Demand by Minimum Bedrooms Required, City of Port Alberni	27
Table B-18: Proportional Allocation of Estimated 10-Year Future Demand Minimum Bedrooms Required Income Group, City of Port Alberni	27

HNR METHOD RESULTS

Table B-1: 5-, 10-, and 20-Year HNR Method Housing Need Estimates, City of Port Alberni¹²

COMPONENT	DETAIL	5-YEAR	10-YEAR	20-YEAR
A	Extreme Core Housing Need	110.9	221.7	443.4
B	Person Experiencing Homelessness	100.6	201.1	201.1
C	Suppressed Household Formation	49.1	98.3	196.6
D	Anticipated Household Growth	827.1	1,126.8	1,453.8
E	Rental Vacancy Rate Adjustment	13.0	26.0	52.1
F	Demand Factor	119.6	239.2	478.3
Total		1,220	1,913	2,825

HOUSING TYPE AND TENURE ALLOCATION

Table B-2: 5-Year and 10-Year HNR Method Type and Tenure Allocation

TIMEFRAME		MARKET RENTAL	NON-MARKET RENTAL	DEEP SUBSIDY + SUPPORTIVE RENTAL	OWNERSHIP	TOTAL
5-Years	#	168	206	176	670	1,220
	%	14%	17%	14%	55%	
10-Years	#	277	336	332	968	1,913
	%	14%	18%	17%	51%	

12. The Ministry of Housing HNR Method guidelines state values should remain unrounded until the final total, which is to be rounded to the near whole number. For the components, one decimal place has been shown for clarity when summing to the total.



5-YEAR ALLOCATION OF PROJECTED GROWTH + DEMAND BUFFER

All Households

Table B-3: Estimated 5-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20 – 49%	50 – 79%	70 – 119%	>120%		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	16	139	87	60	34	336	35%
2-person	2	16	77	107	163	365	39%
3-person	0	3	15	25	77	120	13%
4+person	0	0	3	19	104	126	13%
TOTAL	18	158	182	211	378	947	100%
%	2%	17%	19%	22%	40%	100%	

Table B-4: Proportional Allocation of Estimated 5-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni

HOUSEHOLD SIZE	INCOME GROUP				
	Very Low	Low	Moderate	Average	Above Average
1-person	1.7%	14.7%	9.2%	6.3%	3.6%
2-person	0.2%	1.7%	8.1%	11.3%	17.2%
3-person	0%	0.3%	1.6%	2.6%	8.1%
4+person	0%	0%	0.3%	2.0%	11.0%
TOTAL	2%	17%	19%	22%	40%



Owner Households

Table B-5: Estimated 5-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	7	60	50	43	29	189	29%
2-person	0	8	56	83	142	289	44%
3-person	0	0	5	16	64	85	13%
4+person	0	0	0	6	83	89	14%
TOTAL	7	68	111	148	318	652	100%
%	1%	10%	17%	23%	49%	100%	

Table B-6: Proportional Allocation of Estimated 5-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni

INCOME GROUP					
HOUSEHOLD SIZE	Very Low	Low	Moderate	Average	Above Average
1-person	1.1%	9.2%	7.7%	6.6%	4.4%
2-person	0%	1.2%	8.6%	12.7%	21.8%
3-person	0%	0%	0.8%	2.5%	9.8%
4+person	0%	0%	0%	0.9%	12.7%
TOTAL	1%	10%	17%	23%	49%



Table B-7: Estimated 5-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20 – 49%	50 – 79%	70 – 119%	>120%		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	9	79	37	17	5	147	50%
2-person	2	8	21	24	21	76	26%
3-person	0	3	10	9	13	35	12%
4+person	0	0	3	13	21	37	13%
TOTAL	11	90	71	63	60	295	100%
%	4%	31%	24%	21%	20%	100%	

Table B-8: Proportional Allocation of Estimated 5-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni

HOUSEHOLD SIZE	INCOME GROUP				
	Very Low	Low	Moderate	Average	Above Average
1-person	3.1%	26.8%	12.5%	5.8%	1.7%
2-person	0.7%	2.7%	7.1%	8.1%	7.1%
3-person	0%	1.0%	3.4%	3.1%	4.4%
4+person	0%	0%	1.0%	4.4%	7.1%
TOTAL	4%	31%	24%	21%	20%



Table B-9: Estimated 5-Year Future Demand by Minimum Bedrooms Required,
City of Port Alberni

UNIT SIZE	INCOME GROUP					TOTAL
	Very Low	Low	Moderate	Average	Above Average	
1-bedroom	18	147	140	133	168	606
2-bedroom	0	9	29	49	105	191
3-bedroom	0	4	8	19	61	92
4+bedroom	0	0	5	10	41	57
TOTAL	18	160	182	211	375	946

Table B-10: Proportional Allocation of Estimated 5-Year Future Demand Minimum Bedrooms
Required Income Group, City of Port Alberni¹³

HOUSEHOLD SIZE	INCOME GROUP					
	Very Low	Low	Moderate	Average	Above Average	
1-person	100.0%	91.8%	76.9%	62.8%	44.8%	
2-person	0%	5.7%	15.8%	23.0%	28.0%	
3-person	0%	2.5%	4.5%	9.2%	16.2%	
4+person	0%	0%	2.7%	4.9%	11.0%	
TOTAL	100%	100%	100%	100%	100%	

13. Describes the share of future demand by bedroom count and income group. For example, 100% Very Low income households are estimated to require at least a 1-bedroom unit, while 77% of Moderate income households are estimated to require a 1-bedroom unit and 16% require a 2-bedroom unit.



10-YEAR ALLOCATION OF PROJECTED GROWTH + DEMAND BUFFER

All Households

Table B-11: Estimated 10-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20 – 49%	50 – 79%	70 – 119%	>120%		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	23	201	125	87	48	484	35%
2-person	3	24	111	154	234	526	39%
3-person	0	4	22	37	112	175	13%
4+person	0	0	4	28	149	181	13%
TOTAL	26	229	262	306	543	1,366	100%
%	2%	17%	19%	22%	40%	100%	

Table B-12: Proportional Allocation of Estimated 10-Year Future Demand by Income Group and Household Size, All Households, City of Port Alberni

HOUSEHOLD SIZE	INCOME GROUP				
	Very Low	Low	Moderate	Average	Above Average
1-person	1.7%	14.7%	9.2%	6.4%	3.5%
2-person	0.2%	1.8%	8.1%	11.3%	17.1%
3-person	0%	0.3%	1.6%	2.7%	8.2%
4+person	0%	0%	0.3%	2.0%	10.9%
TOTAL	2%	17%	19%	22%	40%



Owner Households

Table B-13: Estimated 10-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	10	87	72	63	41	273	29%
2-person	0	12	81	120	204	417	44%
3-person	0	0	7	24	93	124	13%
4+person	0	0	0	8	119	127	13%
TOTAL	10	99	160	215	457	941	100%
%	1%	11%	17%	23%	49%	100%	

Table B-14: Proportional Allocation of Estimated 10-Year Future Demand by Income Group and Household Size, Owner Households, City of Port Alberni

HOUSEHOLD SIZE	INCOME GROUP				
	Very Low	Low	Moderate	Average	Above Average
1-person	1.1%	9.2%	7.7%	6.7%	4.4%
2-person	0%	1.3%	8.6%	12.8%	21.7%
3-person	0%	0%	0.7%	2.6%	9.9%
4+person	0%	0%	0%	0.9%	12.6%
TOTAL	1%	11%	17%	22.8%	48.6%



Table B-15: Estimated 10-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni

Income Group	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20 – 49%	50 – 79%	70 – 119%	>120%		
Household Income	<\$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	\$75,000+		
Monthly Affordable Housing Cost	<\$376	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	>\$1,875	TOTAL	%
1-person	13	114	53	24	7	211	50%
2-person	3	12	30	34	30	109	26%
3-person	0	4	15	13	19	51	12%
4+person	0	0	4	20	30	54	13%
TOTAL	16	130	102	91	86	425	100%
%	4%	31%	24%	21%	20%	100%	

Table B-16: Proportional Allocation of Estimated 10-Year Future Demand by Income Group and Household Size, Renter Households, City of Port Alberni

HOUSEHOLD SIZE	INCOME GROUP				
	Very Low	Low	Moderate	Average	Above Average
1-person	3.1%	26.8%	12.5%	5.6%	1.6%
2-person	0.7%	2.8%	7.1%	8.0%	7.1%
3-person	0%	0.9%	3.5%	3.1%	4.5%
4+person	0%	0%	0.9%	4.7%	7.1%
TOTAL	3.8%	30.6%	24.0%	21.4%	20.2%



Table B-17: Estimated 10-Year Future Demand by Minimum Bedrooms Required,
City of Port Alberni

UNIT SIZE	INCOME GROUP					TOTAL
	Very Low	Low	Moderate	Average	Above Average	
1-bedroom	26	212	202	192	242	874
2-bedroom	0	13	41	70	151	276
3-bedroom	0	6	12	28	88	134
4+bedroom	0	0	7	15	60	82
TOTAL	26	231	262	306	541	1,366

Table B-18: Proportional Allocation of Estimated 10-Year Future Demand Minimum
Bedrooms Required Income Group, City of Port Alberni¹⁴

HOUSEHOLD SIZE	INCOME GROUP					
	Very Low	Low	Moderate	Average	Above Average	
1-person	100.0%	91.6%	77.0%	62.9%	44.7%	
2-person	0%	5.8%	15.8%	22.9%	28.0%	
3-person	0%	2.6%	4.5%	9.2%	16.2%	
4+person	0%	0%	2.7%	5.0%	11.1%	
TOTAL	100%	100%	100%	100%	100%	

14. Describes the share of future demand by bedroom count and income group. For example, 100% Very Low income households are estimated to require at least a 1-bedroom unit, while 77% of Moderate income households are estimated to require a 1-bedroom unit and 16% require a 2-bedroom unit.



INTERIM REPORT

TO	Brian McLoughlin, Manager of Planning, City of Port Alberni
FROM	Kevin Green, Senior Planning Analyst, CitySpaces Consulting
SUBJECT	Interim Housing Needs Assessment Update (Phase1) – Data Inventory
DATE	February 8, 2024

Introduction

This Interim Report provides the preliminary Phase 1 Housing Needs Report components of the Interim Housing Needs Assessment Data Update & OCP Support scope of work. The attached data inventory ([Appendix A](#)) provides the data indicators described in the Guide to Requirements for Housing Needs Reports provided by Planning and Land Use Management, with some alternative or supplemental indicators based on availability. MLS statistics have been used as an alternative to the highly aggregated BC Assessment dataset made available for this task, as MLS statistics provide a stronger indicator of housing price trends.

Key Themes + Findings

The following section highlights key themes and trends found through initial data analysis and includes a high-level affordability analysis for rental and ownership housing in Port Alberni. Key topics include population growth, core housing need, rental and ownership prices, and an affordability analysis based on distributing households into five income groups (or quintiles); this distribution will be used to estimate current and future housing need in Phase 2.

Population + Household Growth

City of Port Alberni has experienced consistent, relatively slow growth since 2006, with 0.3% annual population growth rate, or 4.1% from 2006 to 2021 (+711 people). However, with a trend towards smaller households, the household growth rate is almost double the population growth rate. Since 2006, there are 10.4% more households with an annual household growth rate of 0.7% between 2006 and 2021 (+795 households), suggesting household formation from within the existing population may be a primary driver of housing demand rather than in-migration alone.

The population is also aging, with 81% of the population younger than 65 in 2006 compared to 73% in 2021. Similarly, the median age has increased from 44.3 to 49.2 in the last 15 years.

Core Housing Need

Core Housing need rates fell across almost all jurisdictions in the 2021 Census, including in Port Alberni. However, caution is warranted due to unique circumstances related to the COVID-19 pandemic and timing of the Census data collection. Two factors may compromise core housing need data in the 2021 Census:

- Incomes were artificially, and temporarily, elevated due to income supports primarily flowing to lower income households; and
- Many communities saw a brief dip in asking rents in 2020 due to reduced migration and some household consolidation to accommodate loss of income and reduce isolation with social distancing policies in place.

These two factors meant household incomes were higher and the 'reference unit' applied as part of the core housing need test was temporarily less expensive. Together, these two factors meant households may have been assessed as not being in core housing need based on the period data was collected but would be considered in core housing need once Census data was released.

Nonetheless, it is important to consider *who* is in core housing need, even if some households in need were missed in the most recent assessment. Table 1 provides core housing need rates by tenure for select demographic groups identifiable through Census data.

Renters are much more likely to experience core housing need, five times that of owner households (28.5% / 5.1%). Senior renters experienced very high rates of core need (up to 50%), with one-person households experiencing high rates of challenge (regardless of tenure). Indigenous and immigrant-led households experience average rates for owners, and below average rates for renters (the rate for renters is high overall, even if relatively lower than the average).



Table 1: Core Housing Need Rates by Demographic Factor of Primary Household Maintainers (2021)¹

Core Housing Need by Priority Group	Owner	Renter
Total / Overall Average	5.1%	28.5%
One-person household	12%	28%
Men+	3%	15%
Women+	7%	21%
Indigenous status	5%	19%
Immigrant status	5%	17%
Refugee status	0%	16%
Female lone parent	11%	25%
65+ years	5%	43%
85+ years	0%	50%
Household includes a Transgender or Non-binary person ²	0%	36%

Looking at age more closely (Table 2), housing challenges become increasingly acute for renters over the age of 75. Renters between ages 35 and 54 also have relatively high rates of core need. Similarly, owners aged 45 – 54 have a core housing need rate almost double the owner average. The high rates of core housing need for renting seniors appears to be pulling up the average overall.

Table 2: Core Housing Need Rates by Age of Primary Household Maintainer (2021)

Primary Household Maintainer Age in Years	Private Households In Core Housing Need			
	Owner	Renter	Owner	Renter
Total/Overall Average	295	730	5.1%	28.5%
15 – 24	0	25	0%	17%
25 – 34	25	70	5%	14%
35 – 44	20	120	3%	28%
45 – 54	70	110	9%	29%
55 – 64	60	105	5%	24%
65 – 74	75	150	5%	38%
75 – 84	35	95	4%	51%
85 +	0	50	0%	50%

Further information related to core housing need rates can be found in [Appendix A](#).

1. Core housing need rates are colour coded from green to red to indicate whether household maintainers of different ages experience below average (green), above average (red) or approximately average (yellow) core housing need rates by tenure. Bolded values indicate the three highest rates by tenure.

² Describes the presence of transgender and non-binary persons rather than the primary maintainer



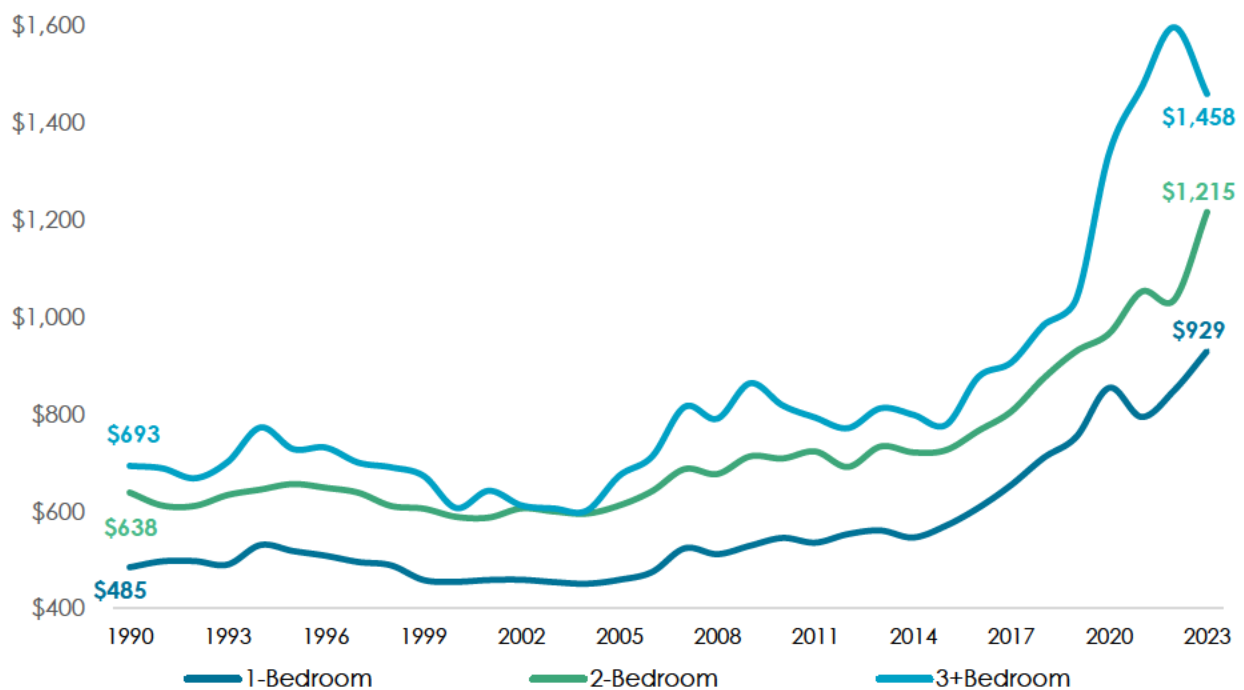
Price Trends

RENTAL

This section primarily relies on CMHC purpose-built rental data from the Market Rental Survey. It should be noted this does not include secondary rental, such as secondary suites, while it is estimated 57% of renting households live in a secondary rental. However, the primary and secondary markets are intrinsically linked, and trends in the primary market are likely indicative of the wider market.

After approximately 15 years of flat or occasionally decreasing rents on an inflation-adjusted basis, rents began to consistently climb after 2005. As shown in Figure 1, this trend has rapidly and increasingly accelerated after 2015, and especially after the initial impacts of the COVID-19 pandemic. It appears rents for units with higher bedroom counts are increasing faster than smaller units. In the past five years, one-, two- and three-bedroom unit rents have increased by 31%, 39%, and 48% respectively.

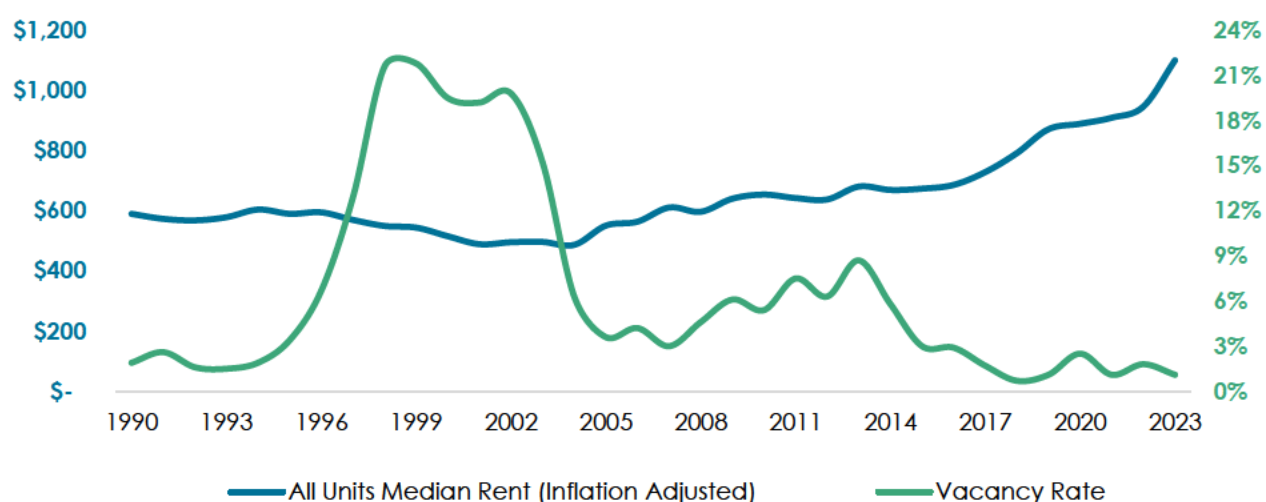
Figure 1: Purpose-Built Rental Median Rents (1990-2023; inflation adjusted to 2023)



The accelerated pattern of rent increases can be explained by examining the vacancy rate trend in Figure 2. After 2015, vacancy rates fell to historical lows, with only 2020 seeing a rate in the 'healthy' range of 2-3% (2.5% in 2020). Most communities saw higher than typical vacancy rates in 2020 due to the impacts of the pandemic, but rents quickly rebounded.



Figure 2: Purpose-Built Rental Median Rent + All Units Average Vacancy Rate (1990-2023)



Rents are typically more responsive in the upward direction and tend to be 'sticky' against decreases, even when vacancy rates are higher. Or rather, rents tend to immediately jump in response to decreasing vacancy rates, but decreasing rents typically require an extended period of higher vacancy. It is interesting to note the rent increases seen between 2005 and 2015, given the relatively high vacancy rates through this period.

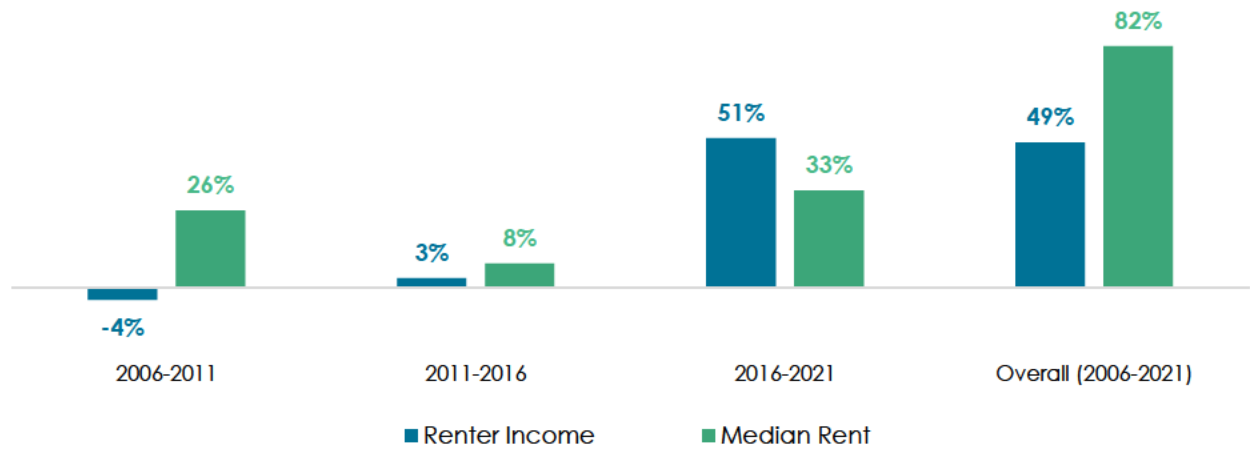
It should be noted the rents in Figure 1 and Figure 2 have been inflation adjusted to 2023 dollars, and any increase in rent is on real terms and represents an increase over and above the changing value of a dollar. A balanced rental market would see relatively flat rents over time with this representation. Changing composition of the rental market could also impact this trend; new units tend to offer higher quality amenities and finishes than existing ones, and a large increase in new market rental would bring up the overall median rents relative to previous years. However, only 20% of purpose-built rental units have been constructed since 2000 (235), while 80% of those units (188) have been completed since 2020. These new units may partially explain the jump in median rents in the past 3 years, but not since 2015.

Figure 3 compares the change in renter median incomes against the change in the aggregated median all units rent between Census years. Rents have almost always increased faster than incomes, except for 2016-2021.

Overall, rents have increased 33% more than renter incomes since 2006, suggesting there may be increasing vulnerability for renting households in Port Alberni, especially for those with low or fixed incomes. The share of renter households has been slowly increasing over time, from 28% in 2006, to 31% in 2021 (+520 households); however, the number of renter households has increased significantly faster than the stock of purpose-built rental (+62 net new units since 2006).



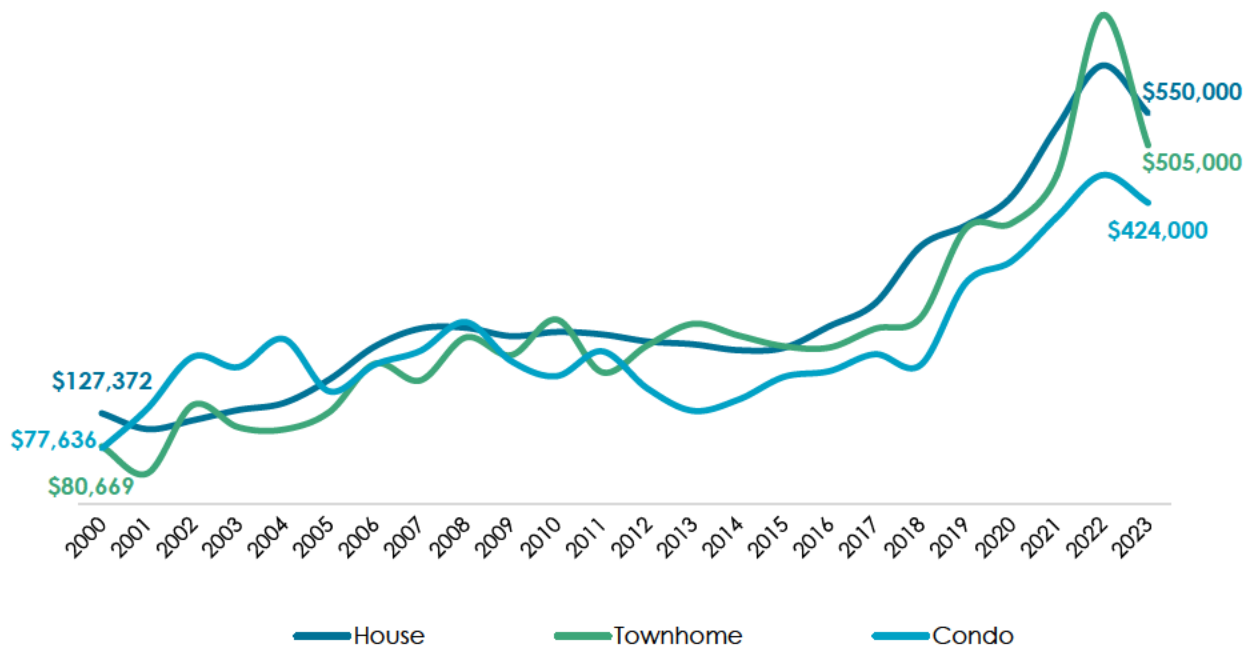
Figure 3: Change in Renter Median Incomes + Median Rent (2006-2023)



OWNERSHIP

The cost to purchase a dwelling in Port Alberni was relatively flat through 2006 through 2016. Although, condo apartments had a slight downward trajectory overall through this period. After 2016 a new pattern emerged, with rapidly increasing prices in the follow years. These cost increases preceded, and continued through, the COVID-19 pandemic. It appears prices have started to come down from the 2021/2022 peaks.

Figure 4: Median Annual Sales Prices by Structure Type (2000-2023)³



3. Prices have been inflation-adjusted to 2023 dollars.



Table 3 provides the percent change in median sales prices by structure type for one-, three-, and five-years ago. In the past five years, the change in prices has not been uniform across different structure types, with attached and apartment forms outpacing the growth of detached houses by up to two times (prior to the pandemic). There has been more uniform price growth across the different types when taking a three-year view (after the pandemic).

Table 3: Percent Change in Median Sales Price by Structure Type (Inflation adjusted to 2023)

	House	Townhome	Condo
1-Year Change	-11%	-27%	-8%
3-Year Change	27%	28%	24%
5-Year Change	52%	93%	117%

Current Households by Size + Income Quintile

Through applying a custom Census dataset, households have been separated into five income groups (or quintiles) and by household size to better understand the ability of households to afford housing. Quintiles are based on a percentage of Port Alberni's median household income (\$63,200 in 2021, compared to \$85,000 in BC overall); this distribution has been applied for all households, renter households, and owner households. Additionally, the distribution has been provided for households in core housing need by tenure.

In Phase 2, the distributions can be applied to project future need (demand), in combination with household core housing need (current unmet need), to estimate how many additional units will be needed to meet local demand by price point and household size. [Appendix A](#) includes detailed tables. The following section will primarily discuss the current distribution of household incomes and household sizes to understand the range of housing needs and ability to spend for current households.

Table 4 provides the overall results of this distribution for all households. Each quintile represents a range of incomes, described as '% AMI' (percentage of the area median household income). The household income row provides the results of this calculation, with the row below providing the resulting maximum affordable housing cost for households in each quintile. The remaining rows provide the counts by quintile and household size, as well as the overall share of household falling into each quintile and household size group.



Table 4: Income Quintile + Household Size Distribution (All Households - 2021)

INCOME QUINTILE + HOUSEHOLD SIZE DISTRIBUTION (All Households – 2021)							
Income Quintile	Very Low	Low	Moderate	Average	Above Average		
% AMI	< 20%	20 – 49%	50 – 79%	70 – 119%	> 120%		
Household Income	< \$15,000	\$15,000 – \$29,999	\$30,000 – \$49,999	\$50,000 – \$74,999	> \$75,000		
Monthly Affordable Housing Cost	<\$375	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	> \$1,875	TOTAL	%
1-Person	140	1,230	765	535	295	2,965	35%
2-Person	20	155	685	945	1,435	3,240	39%
3-Person	0	35	125	230	680	1,070	13%
4+Person	0	0	40	170	920	1,130	13%
TOTAL	160	1,420	1,615	1,880	3,330		
%	2%	17%	19%	22%	40%		

The share of households falling into each quintile is typical of other communities, with 40% of households in the Above Average quintile, and approximately 60% in the middle three quintiles. Only a small number of households are in the Very Low group (2%). There is a high share of one- and two-person households (74% combined), suggesting most households only need one or two bedrooms to meet their housing needs, although many households may prefer to have an extra bedroom or two.

Table 5 provides the same information but only for households in core housing need. A key observation of this data is the significant concentration of core housing need in the Low quintile (75% of core need) and for 1 person households (67% of core need).



Table 5: Income Quintile + Household Size (All Households Core Housing Need - 2021)⁴

INCOME QUINTILE + HOUSEHOLD SIZE (All Households Core Housing Need – 2021)							
Income Quintile	Very Low	Low	Moderate	Average	Above Average	TOTAL	%
1-Person	60	630	0	0	0	690	67%
2-Person	0	100	45	0	0	160	16%
3-Person	0	30	80	0	0	110	11%
4+Person	0	0	40	0	0	75	7%
TOTAL	70	770	170	15	0	1,030	100%
%	7%	75%	17%	1%	0%		

This concentration is typical of most jurisdictions. The 17% of households in the Moderate quintile, and 1% in the average quintile is not typical. It is relatively rare to see households in the higher income quintiles being in core housing need. Tenure specific breakdowns of this information are available in [Appendix A](#), and it should be noted most households in core housing need are renters (approximately 71%).

⁴ Due to low overall values, and the impacts of rounding and suppression in the census, the sub-categories and totals may not sum up accurately. The totals have not been re-summed from the sub-categories to maintain the accuracy of the totals as best is possible; re-summing would suppress the overall totals due to suppressed subcategories.



Affordability Assessment

The following section provides a high-level framing of housing costs against the ability of households to spend based on the five income quintiles introduced in the previous section. Results are summarized into two tables, one for rental costs and one for ownership.

Table 6 rates each income quintile against those households' ability to afford the median rent for one-, two-, and three-bedroom purpose-built rental units. It is likely the Very Low- and Low-income quintiles are extremely challenged to access housing that meets their needs, unless they have an existing tenancy with a lower rent; they may be priced out if they had to move and initiate a new tenancy. Moderate income households might be able to afford a median priced rental, but a one-bedroom only. The Average and Above Average income quintiles appear to be able to afford the median rent of any size of rental unit. Table 6: Rental Income Quintile Affordability Analysis (tested against monthly max housing cost)

Dwelling Type (median rent)	Very Low \$375	Low \$376 – \$750	Moderate \$751 – \$1,250	Average \$1,251 – \$1,875	Above Average > \$1,875
1 Bedroom (\$929)	X	X	✓	✓	✓
2 Bedroom (\$1,215)	X	X	X	✓	✓
3 Bedroom (\$1,458)	X	X	X	✓	✓
% of Renter Households in Quintile	4%	31%	24%	21%	20%

Considering ownership opportunities, very few households appear to be able to afford to purchase a dwelling without existing equity in a home, support from relatives or inheritance, or otherwise having access to wealth for a significant downpayment. As shown in Table 7, to purchase any dwelling at the January 2024 benchmark price would require a household income of at least \$107,104 (with a downpayment of \$85,100). A downpayment of 20% has been assumed, but a lower downpayment is possible, which would result in a higher household income required to qualify for a mortgage.



Cannot afford X
 Can afford ✓
 Most could not afford X
 Some could afford depending on circumstances ✓

Table 7: Purchase Price Affordability Analysis⁵

Typology	Benchmark Price (Jan 2024)	Downpayment (20%)	Income Required
Detached	\$517,600	\$103,520	\$127,933
Townhouse	\$425,500	\$85,100	\$107,104
Apartment	\$509,900	\$101,980	\$126,192

Considering the income quintile distribution, only the Above Average income group could purchase a dwelling without a down payment significantly larger than 20%. There are also households in the Above Average quintile who could not afford any type of dwelling at the benchmark price as the quintile starts at \$75,000.

Examining income data more closely finds only 25% of households earn more than \$100,000, with 15% earning more than \$125,000. Whether households in the Above Average quintile could afford to purchase is likely highly dependent on their down payment capacity.

Table 8: Ownership - Income Quintile Affordability Analysis (Tested Against Household Income)

Dwelling Type	Very Low < \$15,000	Low \$15,000 – \$29,999	Moderate \$30,000 – \$49,999	Average \$50,000 – \$74,999	Above Average > \$75,000
Detached	X	X	X	X	✓
Townhouse	X	X	X	X	✓
Apartment	X	X	X	X	✓

Additionally, renting households generally have lower incomes than owners, and these are the households who most likely lack equity to leverage for a home purchase. Future first time buyers are currently renters, so it is important to specifically consider the household income and purchasing power of renter households. When considering current renters, a smaller share of households may be able to buy. **Only 5% of renter households earn more than \$125,000 with 10% earning more than \$100,000.**

A further challenge to purchasing, especially for first time buyers, is the requirement for a downpayment. While 20% avoids the need to purchase CMHC mortgage insurance, many households could struggle to save \$85,000-\$105,000 for a downpayment. As previously noted, a higher household income would be required to offset a lower downpayment.

5. Affordability analysis assumes qualifying for a 5.19% interest rate at +2% for the stress test (7.19%), a downpayment of 20%, a 25-year amortization with a 32% gross debt service ratio (assuming no other debts), and monthly housing costs of \$460 (heating, property tax etc.)



Closing Remarks

Shrinking household sizes may require a shift towards encouraging or incentivizing more multi-unit housing with one- or two-bedrooms, which could also help to address affordability challenges compared to adding more larger dwellings. Additionally, with core need concentrated in the Low income quintile and one- and two-person households, opportunities for a broader range of smaller housing forms may be required to effectively meet the housing needs of current and future residents.

Port Alberni has experienced consistent but gradual growth since 2006 and housing need may be due to an increasing mismatch between the existing housing stock and household needs rather than pressure from rapid growth. Seniors appear to be particularly challenged in Port Alberni; half of renting households with a primary maintainer over 75 are in core housing need.

Housing costs in Port Alberni have increased rapidly in recent years. While the cost to rent and buy is relatively lower than many communities in BC, the BC median household income is 27% higher than in Port Alberni. Approximately 62% of all households could afford the median priced purpose-built rental, but considering renter household alone this number falls to 41%; between 35% and 59% of renter households likely cannot afford the median rent for any sized unit.

Purchasing may be challenging for first time buyers, with only 10% of non-owners (renters) having incomes over \$100,000 (the approximate minimum income required to be able to afford a benchmark priced townhome with a 20% downpayment in January 2024).

NEXT STEPS

The analysis presented above will serve as a foundation for initial OCP-related engagements and preliminary directions. This analysis has focus on affordability, the income distribution of households in how it relates to housing need and considers the core housing need of demographic groups.

Phase Two of this work will apply these initial findings to estimate existing unmet housing need and future demand (growth) on an income quintile and household size basis to provide a detailed understanding of current and ongoing housing need. Additional elements of unmet need to be explored include suppressed household formation, supply needs to bring the rental market into balance, and housing needed for people experiencing, or at-risk of experiencing, homelessness. This future work will also apply the to-be-determined 'applicable method' to estimating housing need as referenced in Bill 44 and will fulfill the other requirements for interim housing needs reports.





APPENDIX A

PORT ALBERNI INTERIM HOUSING NEEDS REPORT UPDATE: DATA INVENTORY

Interim Housing Needs Report Update: Data Inventory

City of Port Alberni | Feb 2024

Table of Contents

LEGISLATIVELY REQUIRED + SUPPLEMENTAL DATA INDICATORS	1
Population.....	1
Households	2
Household Income	3
Economic Sectors + Labour Force	6
Housing Units.....	8
Housing Values.....	12
Households in Core Housing Need	14
HOUSEHOLDS BY INCOME QUINTILES	16
All Households	16
Renter Households	17
Owner Households.....	18
Core Housing Need Demographics	20
LIST OF TABLES	
Table 1: Population and Population Change, City of Port Alberni (2006 -2021).....	1
Table 2: Average and Median Age, City of Port Alberni (2006 -2021)	1
Table 3: Age Group Distribution, City of Port Alberni (2006 -2021).....	1
Table 4: Mobility, City of Port Alberni (2006-2021)	2
Table 5: Individuals Experiencing Homelessness, City of Port Alberni (2021/2023)	2
Table 6: Full Time Post Secondary Institution Enrollments, City of Port Alberni.....	2
Table 7: Total Number of Households and Household Size, City of Port Alberni (2006 -2021)	2
Table 8: Breakdown of Households by Size, City of Port Alberni (2006 to 2021)	3
Table 9: Housing Tenure, City of Port Alberni (2006 to 2021)	3
Table 10: Renter Households in Subsidized Housing, City of Port Alberni (2011 to 2021).....	3
Table 11: Average and Median Total Household Income, City of Port Alberni (2006 to 2021)	3
Table 12: Total Household Income, City of Port Alberni (2006 to 2021).....	4
Table 13: Average and Median Renter Household Income, City of Port Alberni (2006 to 2021)	4
Table 14: Renter Household Income, City of Port Alberni (2006 to 2021)	5
Table 15: Average and Median Owner Household Income, City of Port Alberni (2006 to 2021)	5
Table 16: Owner Household Income, City of Port Alberni (2006 to 2021)	6
Table 17: Total Number of Workers, City of Port Alberni (2006 -2021)	6
Table 18: Number of Workers by Industry, City of Port Alberni (2006 -2021)	7
Table 19: Unemployment and Participation Rates, City of Port Alberni (2006 -2021)	7
Table 20: Commuting Destination, City of Port Alberni (2021)	7
Table 21: Total Housing Units, City of Port Alberni (2021).....	8
Table 22: Housing Units by Structural Type, City of Port Alberni (2021)	8
Table 23: Housing Units by Size, City of Port Alberni, (2021)	8
Table 24: Housing Units by Date Built, City of Port Alberni (2021)	9

Table 25: Subsidized Housing Units, Transitional Supported and Assisted Living, City of Port Alberni (2023)	9
Table 26: Subsidized Housing Units, Independent Social Housing, City of Port Alberni (2023)	9
Table 27: Shelter Beds, Housing Units, and Rent Supplements for People Experiencing or at Risk of Homelessness, City of Port Alberni (2023)	9
Table 28: Rental Vacancy Rate, City of Port Alberni (2013-2023)	10
Table 29: Number of Primary and Secondary Rental Units, City of Port Alberni (2021)	10
Table 30: Net Residential Demolitions + Completions, City of Port Alberni, (2014-2023)	10
Table 31: Total Residential Demolitions by Type, City of Port Alberni, (2014-2023)	10
Table 32: Total Residential Units Completed by Type (Occupancy Permits), City of Port Alberni (2014-2023)	11
Table 33: Registered New Homes, City of Port Alberni (2016-2022)	11
Table 34: Benchmark Price by Timeframe and Property Type	12
Table 35: Monthly Average and Median Sale Price (Port Alberni-West Coast - Single Detached – Dec 2023/2022)	12
Table 37: Average Annual Sales Prices by Structure Type (Port Alberni, 2000-2023)	12
Table 38: Median Annual Sales Prices by Structure Type (Port Alberni, 2000-2023)	13
Table 39: Average Rental Price by Unit Size, City of Port Alberni (2016-2022)	14
Table 40: Median Rental Price by Unit Size, City of Port Alberni (2016-2022)	14
Table 41: Households Spending 30% + of Income on Shelter Costs, City of Port Alberni (2006- 2021)	14
Table 42: Households in Dwellings Requiring Major Repairs (Adequacy), City of Port Alberni, (2006 -2021)	15
Table 43: Households in Overcrowded Dwellings (Suitability), City of Port Alberni (2006-2021)	15
Table 44: Households in Core Housing Need, City of Port Alberni (2006 -2021)	15
Table 45: Households in Extreme Core Housing Need, City of Port Alberni (2006 -2021)	15
Table 46: Income Quintile + Household Size Distribution (All Households – 2021)	16
Table 47: Income Quintile + Household Size (All Households Core Housing Need – 2021)	16
Table 48: Income Quintile + Household Size (All Households Core Housing Need Allocation – 2021)	17
Table 49: Income Quintile + Household Size Distribution (Renter Households – 2021)	17
Table 50: Income Quintile + Household Size (Renter Household in Core Housing Need – 2021)	17
Table 51: Income Quintile + Household Size (Renter Household Core Housing Need Allocation – 2021)	18
Table 52: Income Quintile + Household Size Distribution (Owner Households – 2021)	18
Table 53: Income Quintile + Household Size (Owner Household in Core Housing Need – 2021) ...	18
Table 54: Income Quintile + Household Size (Owner Household Core Housing Need Allocation – 2021)	19
Table 55: Core Housing Need Rates by Demographic Factor of Primary Household Maintainers (2021)	20
Table 56: Core Housing Need Rates by Age of Primary Household Maintainer (2021)	20

Legislatively Required + Supplemental Data Indicators

Population

Table 1: Population and Population Change, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021 Census of Population, 2016 Census of Population, 2011 Census of Population

POPULATION				Growth, 2006–2021	Percent Change, 2006–2021	Annual Growth Rate
2006	2011	2016	2021			
17,548	17,743	17,678	18,259	711	4%	0.4%

Table 2: Average and Median Age, City of Port Alberni (2006 -2021)¹

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Year	Average Age	Median Age
2006	41.5	44.3
2011	43.1	46.1
2016	44.7	48.2
2021	46.0	48.8

Table 3: Age Group Distribution, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Age Group	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
0 to 14	2,945	17%	2,845	16%	2,680	15%	2,580	14%
15 to 19	1,130	6%	1,105	6%	1,005	6%	875	5%
20 to 24	900	5%	805	5%	880	5%	800	4%
25 to 64	9,305	53%	9,315	53%	8,835	50%	9,000	49%
65 to 84	2,840	16%	3,185	18%	3,720	21%	4,420	24%
85+	405	2%	475	3%	565	3%	580	3%

1. Due to data availability, average and median age values for 2016 and 2021 are based on the 100% shortform census sample, while 2006 and 2011 are based on the 25% longform sample.



Table 4: Mobility, City of Port Alberni (2006-2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Mobility Status	2006	2011	2016	2021
Non-Movers	14,285	14,145	14,280	15,175
Non-Migrants	1,815	2,380	1,995	1,465
Migrants	910	695	890	1,200

Table 5: Individuals Experiencing Homelessness, City of Port Alberni (2021/2023)

Source: Homelessness Services Association of BC, 2023 Homeless Count

Year	#
2023	163
2021	125

Table 6: Full Time Post Secondary Institution Enrollments, City of Port Alberni

Source: Full-Time Equivalent Enrolments at B.C. Public Post-Secondary Institutions, 2012-2023.

Institution	2013/14	2018/19	2020/21	2021/22	2022/23	Change 2013-2023
North Island College	1,947	1,509	1,451	1,653	1,510	-22%

Households

Table 7: Total Number of Households and Household Size, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Indicator	2006	2011	2016	2021
Total Number of Households	7,660	7,945	8,120	8,450
Average Household Size	2.2	2.2	2.1	2.1



Table 8: Breakdown of Households by Size, City of Port Alberni (2006 to 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Household Size	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
1 person	2,380	31%	2,650	33%	2,855	35%	2,980	35%
2 people	2,955	39%	3,010	38%	3,100	38%	3,240	38%
3 people	1,015	13%	1,060	13%	1,030	13%	1,075	13%
4 people	855	11%	765	10%	735	9%	760	9%
5+ people	460	6%	460	6%	405	5%	400	5%

Table 9: Housing Tenure, City of Port Alberni (2006 to 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Housing Tenure	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
Renter	2,110	28%	2,565	32%	2,595	32%	2,630	31%
Owner	5,550	72%	5,375	68%	5,525	68%	5,820	69%

Table 10: Renter Households in Subsidized Housing, City of Port Alberni (2011 to 2021)

Source: Statistics Canada, 2021, 2016, 2011 Census of Population

2011		2016		2021	
#	%	#	%	#	%
360	14%	455	18%	450	17%

Household Income

Table 11: Average and Median Total Household Income, City of Port Alberni (2006 to 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

	2006	2011	2016	2021
Average Income	\$60,855	\$58,555	\$62,312	\$75,900
Median Income	\$51,560	\$48,682	\$50,595	\$63,200



Table 12: Total Household Income, City of Port Alberni (2006 to 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Income Range	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
Under \$ 5,000	195	3%	160	2%	140	2%	90	1%
\$5,000 to \$9,999	135	2%	220	3%	120	1%	35	0%
\$10,000 to \$14,999	280	4%	440	6%	465	6%	70	1%
\$15,000 to \$19,999	530	7%	475	6%	525	6%	300	4%
\$20,000 to \$24,999	400	5%	625	8%	480	6%	555	7%
\$25,000 to \$29,999	430	6%	365	5%	410	5%	360	4%
\$30,000 to \$34,999	500	7%	470	6%	460	6%	425	5%
\$35,000 to \$39,999	385	5%	510	6%	460	6%	400	5%
\$40,000 to \$44,999	455	6%	435	5%	480	6%	490	6%
\$45,000 to \$49,999	425	6%	450	6%	465	6%	405	5%
\$50,000 to \$59,999	730	10%	610	8%	720	9%	870	10%
\$60,000 to \$69,999	590	8%	585	7%	545	7%	700	8%
\$70,000 to \$79,999	530	7%	685	9%	610	8%	605	7%
\$80,000 to \$89,999	400	5%	390	5%	440	5%	595	7%
\$90,000 to \$99,999	350	5%	250	3%	390	5%	420	5%
\$100,000 to \$124,999	705	9%	610	8%	630	8%	835	10%
\$125,000 to \$149,999	290	4%	335	4%	395	5%	480	6%
\$150,000 to \$199,999	300	4%	265	3%	275	3%	545	6%
\$200,000 and over	25	0%	55	1%	105	1%	250	3%

Table 13: Average and Median Renter Household Income, City of Port Alberni (2006 to 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Port Alberni	2006	2011	2016	2021
Renter Average Income	\$35,986	\$34,559	\$37,644	\$52,850
Renter Median Income	\$28,642	\$27,474	\$28,385	\$42,800



Table 14: Renter Household Income, City of Port Alberni (2006 to 2011)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Income Range	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
Under \$ 5,000	110	5%	95	4%	70	3%	50	2%
\$5,000 to \$9,999	85	4%	140	5%	85	3%	0	0%
\$10,000 to \$14,999	190	9%	335	13%	355	14%	45	2%
\$15,000 to \$19,999	300	14%	280	11%	360	14%	195	7%
\$20,000 to \$24,999	235	11%	360	14%	265	10%	330	13%
\$25,000 to \$29,999	190	9%	200	8%	220	8%	175	7%
\$30,000 to \$34,999	165	8%	190	7%	180	7%	210	8%
\$35,000 to \$39,999	100	5%	210	8%	170	7%	165	6%
\$40,000 to \$44,999	130	6%	130	5%	140	5%	215	8%
\$45,000 to \$49,999	95	5%	120	5%	120	5%	125	5%
\$50,000 to \$59,999	185	9%	120	5%	170	7%	265	10%
\$60,000 to \$69,999	95	5%	80	3%	110	4%	230	9%
\$70,000 to \$79,999	65	3%	135	5%	120	5%	130	5%
\$80,000 to \$89,999	45	2%	45	2%	65	3%	145	6%
\$90,000 to \$99,999	20	1%	30	1%	50	2%	65	3%
\$100,000 to \$124,999	65	3%	55	2%	70	3%	125	5%
\$125,000 to \$149,999	15	1%	15	1%	40	2%	65	3%
\$150,000 to \$199,999	10	0%	20	1%	10	0%	65	3%
\$200,000 and over	0	0%	0	0%	0	0%	20	1%

Table 15: Average and Median Owner Household Income, City of Port Alberni (2006 to 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Port Alberni	2006	2011	2016	2021
Owner Average Income	\$70,304	\$70,008	\$73,878	\$86,300
Owner Median Income	\$62,412	\$63,027	\$63,516	\$75,000



Table 16: Owner Household Income, City of Port Alberni (2006 to 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Income Range	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
Under \$ 5,000	80	1%	65	1%	75	1%	40	1%
\$5,000 to \$9,999	50	1%	80	1%	40	1%	25	0%
\$10,000 to \$14,999	90	2%	100	2%	110	2%	35	1%
\$15,000 to \$19,999	230	3%	190	4%	170	3%	105	2%
\$20,000 to \$24,999	160	4%	270	5%	215	4%	225	4%
\$25,000 to \$29,999	245	3%	165	3%	185	3%	190	3%
\$30,000 to \$34,999	340	5%	280	5%	275	5%	220	4%
\$35,000 to \$39,999	285	5%	305	6%	290	5%	240	4%
\$40,000 to \$44,999	325	6%	310	6%	335	6%	275	5%
\$45,000 to \$49,999	325	6%	330	6%	355	6%	280	5%
\$50,000 to \$59,999	545	10%	490	9%	550	10%	610	11%
\$60,000 to \$69,999	490	8%	505	9%	440	8%	470	8%
\$70,000 to \$79,999	465	9%	555	10%	495	9%	475	8%
\$80,000 to \$89,999	355	7%	345	6%	370	7%	450	8%
\$90,000 to \$99,999	335	6%	220	4%	340	6%	360	6%
\$100,000 to \$124,999	645	0%	550	10%	565	10%	710	12%
\$125,000 to \$149,999	275	10%	320	6%	360	7%	420	7%
\$150,000 to \$199,999	285	7%	250	5%	265	5%	490	8%
\$200,000 and over	25	5%	55	1%	105	2%	230	4%

Economic Sectors + Labour Force

Table 17: Total Number of Workers, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Port Alberni	2006	2011	2016	2021
Number of Workers	8,055	7,150	7,650	7,980



Table 18: Number of Workers by Industry, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Industry	Number of Workers			
	2006	2011	2016	2021
Agriculture, forestry, fishing, and hunting	635	445	480	455
Mining, quarrying, and oil and gas extraction	25	35	70	45
Utilities	20	65	15	20
Construction	530	500	520	700
Manufacturing	1,240	750	740	545
Wholesale trade	105	115	120	75
Retail trade	1,055	1,035	1,100	1,085
Transportation and warehousing	255	280	260	280
Information and cultural industries	80	90	110	90
Finance and insurance	160	235	190	160
Real estate and rental and leasing	95	35	100	75
Professional, scientific, and technical services	220	195	275	255
Management of companies and enterprises	10	0	10	0
Administrative and support, waste management and remediation services	300	320	250	345
Educational services	485	275	465	445
Health care and social assistance	855	980	1,165	1,490
Arts, entertainment, and recreation	225	185	140	155
Accommodation and food services	725	705	715	670
Other services (except public administration)	405	275	420	325
Public administration	480	390	310	505
Industry – Not Applicable	145	235	195	265

Table 19: Unemployment and Participation Rates, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Port Alberni	2006	2011	2016	2021
Unemployment Rate (%)	7.6	11.1	10.3	9.9
Participation Rate (%)	56.4	49.2	52.2	51.9

Table 20: Commuting Destination, City of Port Alberni (2021)

Source: Statistics Canada, 2021 Census of Population

Within Census Subdivision	To Different Census Subdivision	To Different Census Division	To Another Province/ Territory
3,955	565	580	40



Housing Units

Table 21: Total Housing Units, City of Port Alberni (2021)

Source: Statistics Canada, 2021 Census of Population

Housing Units	2021
Total number of housing units	8,919
Dwellings Occupied by Usual Residents	8,450

Table 22: Housing Units by Structural Type, City of Port Alberni (2021)

Source: Statistics Canada, 2021 Census of Population

Housing Mix	#	%
Single-Detached	5,730	68%
Semi-Detached	245	3%
Row House	480	6%
Apartment or Flat in a Duplex	395	5%
Apartment with fewer than 5 storeys	1,280	15%
Apartment with 5 or more storeys	140	2%
Other Single-Attached House	20	0%
Movable Dwelling	160	2%

Table 23: Housing Units by Size, City of Port Alberni, (2021)

Source: Statistics Canada, 2021 Census of Population

Unit Size	Number of Houses
Bachelor (0-bedroom)	65
1-Bedroom	1,100
2-Bedroom	2,100
3-Bedroom	2,855
4+Bedroom	2,330
Total	8,455



Table 24: Housing Units by Date Built, City of Port Alberni (2021)

Source: Statistics Canada, 2021 Census of Population

Date of Build	#	%
Pre-1960	3,240	38%
1961-1980	3,040	36%
1981-1990	560	7%
1991-2000	610	7%
2001-2005	140	2%
2006-2010	305	4%
2011-2016	190	2%
2016-2021	370	4%

Table 25: Subsidized Housing Units, Transitional Supported and Assisted Living, City of Port Alberni (2023)

Source: BC Housing, Unit Count Reporting Model (March 31, 2023)

Transitional Supported and Assisted Living	#
Supportive Seniors Housing	69
Special Needs	20
Women and Children Fleeing Violence	11
Total	100

Table 26: Subsidized Housing Units, Independent Social Housing, City of Port Alberni (2023)

Source: BC Housing, Unit Count Reporting Model (March 31, 2023)

Independent Social Housing	#
Low-Income Families	205
Independent Seniors	144
Total	349

Table 27: Shelter Beds, Housing Units, and Rent Supplements for People Experiencing or at Risk of Homelessness, City of Port Alberni (2023)

Source: BC Housing, Unit Count Reporting Model (March 31, 2023)

Service Allocation Group	#
Homeless Housed	122
Rent Supplements	40
Homeless Shelters	23
Total	185



Table 28: Rental Vacancy Rate, City of Port Alberni (2013-2023)

Source: Canada Mortgage and Housing Corporation, Market Rental Survey, 2013-2023

Year	Bachelor	1-Bedroom	2-Bedroom	3-Bedroom	All Units
2013	2.8%	9.5%	8.5%	10.7%	8.7%
2018	0.0%	0.9%	0.6%	1.2%	0.7%
2022	**	1.1%	0.8%	**	1.8%
2023	0.0%	1.4%	0.8%	**	1.1%

** Data suppressed to protect confidentiality or data not statistically reliable

Table 29: Number of Primary and Secondary Rental Units, City of Port Alberni (2021)

Source: Canada Mortgage and Housing Corporation, Market Rental Survey, 2021; Statistics Canada, 2021 Census of Population

Primary Rental	Secondary Rental ²
1,145	1,490
43%	57%

Table 30: Net Residential Demolitions + Completions, City of Port Alberni, (2014-2023)

Source: City of Port Alberni, BP Data - Residential, Demolition, Commercial (2014-2023)

Permit Type	Units
Substantially Completed	873
Demolitions	45
Net	828

Table 31: Total Residential Demolitions by Type, City of Port Alberni, (2014-2023)

Source: City of Port Alberni, BP Data - Residential, Demolition, Commercial (2014-2023)

Structure Type	Units Demolished
Single Detached	36
Multifamily	8
Mobile Home	1
Total	45

² The number of secondary renters is not directly measured in the Census; the value is deduced by subtracting total number of primary rental units from total number of renting households.



Table 32: Total Residential Units Completed by Type (Occupancy Permits), City of Port Alberni (2014-2023)³

Source: City of Port Alberni, BP Data - Residential, Demolition, Commercial (2014-2023)

Structure Type	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total
Single Detached (New)	7	17	21	35	34	31	29	31	40	37	282
Single Detached (Reno)	0	2	2	2	1	1	0	3	5	4	20
Single Detached (Addition)	0	0	0	0	2	0	0	2	1	0	5
Duplex (New)	0	2	2	4	0	0	2	3	12	0	25
Multifamily (New)	0	0	0	0	0	5	2	187	11	107	312
Multifamily (Reno)	0	0	0	0	0	0	1	0	0	0	1
Mixed Use	0	0	37	0	0	1	0	0	0	0	38
	7	21	62	41	37	38	34	226	69	148	683

Table 33: Registered New Homes, City of Port Alberni (2016-2022)

Source: BC Housing, Registered New Homes for City of Port Alberni

Structure Type	2016	2017	2018	2019	2020	2021	2022
Single-Detached	54	65	60	56	55	73	52
Multi-Unit Homes	*	11	*	5	*	28	16
Purpose-Built Rental	24	*	20	141	46	*	195
Total	78	76	80	211	101	101	263

³ Some occupancy or demolition permits have been tracked as completed but are missing exact dates. Completion dates have been estimated by applying the average time between permit issuance and completion for each permit type (by structure type and permit type)



* For privacy reasons data has been suppressed for communities where there are less than five homes registered in a year.

Housing Values

Table 34: Benchmark Price by Timeframe and Property Type

Source: Vancouver Island Real Estate Board, Monthly Statistics Package, 2018-2023

Structure Type	December 2023	November 2023	December 2022	December 2018	5-Year Change
Single Family	\$530,700	\$507,300	\$514,200	\$298,300	+78%
Apartment	\$372,600	\$379,500	\$373,600	\$316,800	+18%
Townhouse	\$425,800	\$431,400	\$403,600	\$255,500	+67%

Table 35: Monthly Average and Median Sale Price (Port Alberni-West Coast - Single Detached – Dec 2023/2022)

Source: Vancouver Island Real Estate Board, Monthly Statistics Package, Dec 2022; Dec 2023

	Dec 2023	Dec 2022	Dec 2021	2022-2023 % Change	2021-2023 % Change
Average	\$679,111	\$610,894	\$627,421	11%	8%
Median	\$770,000	\$476,942	\$482,500	61%	60%

Table 36: Average Annual Sales Prices by Structure Type (Port Alberni, 2000-2023)

Source: Matrix MLS, Port Alberni, Average Sales Prices

YEAR	HOUSE	TOWNHOME	CONDO
2000	\$112,550	\$82,964	\$92,707
2001	\$118,268	\$56,333	\$108,610
2002	\$114,360	\$118,004	\$172,292
2003	\$136,620	\$117,648	\$139,313
2004	\$140,763	\$98,876	\$184,789
2005	\$180,088	\$141,488	\$169,468
2006	\$236,880	\$215,165	\$211,351
2007	\$238,507	\$185,462	\$302,074
2008	\$260,988	\$222,677	\$256,500
2009	\$260,021	\$201,822	\$227,041
2010	\$260,075	\$232,866	\$239,583
2011	\$261,171	\$190,477	\$230,773
2012	\$252,141	\$212,053	\$208,239
2013	\$264,699	\$243,265	\$145,308
2014	\$254,638	\$293,829	\$148,500
2015	\$272,068	\$224,982	\$216,013
2016	\$300,947	\$224,296	\$253,271



YEAR	HOUSE	TOWNHOME	CONDO
2017	\$335,931	\$239,246	\$271,448
2018	\$410,587	\$298,229	\$252,478
2019	\$431,077	\$391,625	\$376,852
2020	\$493,578	\$405,606	\$402,229
2021	\$619,671	\$465,492	\$501,916
2022	\$731,798	\$686,089	\$556,420
2023	\$658,775	\$502,442	\$481,144
1 Year Change	-10%	-27%	-14%
3 Year Change	33%	24%	20%
5 Year Change	60%	68%	91%
10 Year Change	149%	107%	231%

Table 37: Median Annual Sales Prices by Structure Type (Port Alberni, 2000-2023)

Source: Matrix MLS, Port Alberni, Median Sales Prices

YEAR	HOUSE	TOWNHOME	CONDO
2000	\$105,000	\$66,500	\$64,000
2001	\$86,000	\$35,000	\$109,550
2002	\$96,000	\$113,500	\$169,000
2003	\$109,000	\$89,000	\$159,000
2004	\$118,000	\$87,000	\$193,000
2005	\$143,000	\$105,500	\$129,380
2006	\$186,500	\$166,000	\$165,000
2007	\$212,000	\$149,250	\$185,000
2008	\$218,000	\$206,000	\$225,000
2009	\$212,000	\$188,000	\$180,500
2010	\$222,000	\$238,000	\$165,000
2011	\$222,750	\$173,000	\$200,500
2012	\$215,000	\$210,000	\$152,500
2013	\$214,500	\$242,000	\$125,000
2014	\$210,000	\$230,000	\$142,500
2015	\$212,000	\$214,000	\$172,500
2016	\$237,000	\$208,500	\$177,000
2017	\$263,375	\$230,000	\$196,500
2018	\$332,000	\$240,000	\$179,000
2019	\$358,750	\$355,000	\$285,000
2020	\$399,000	\$364,250	\$315,000
2021	\$505,000	\$441,000	\$384,500
2022	\$600,000	\$669,000	\$450,000



YEAR	HOUSE	TOWNHOME	CONDO
2023	\$550,000	\$505,000	\$424,000
1 Year Change	-8%	-25%	-6%
3 Year Change	38%	39%	35%
5 Year Change	66%	110%	137%
10 Year Change	156%	109%	239%

Table 38: Average Rental Price by Unit Size, City of Port Alberni (2016-2022)

Source: Canadian Mortgage and Housing Corporation, Primary Rental Market

Unit Size	2013	2018	2019	2020	2021	2022	2023
Bachelor	\$517	\$589	\$622	\$654	\$743	\$690	\$809
1 Bedroom	\$552	\$637	\$680	\$720	\$768	\$818	\$953
2 Bedroom	\$688	\$782	\$833	\$860	\$972	\$1,041	\$1,203
3 + Bedroom	\$758	\$865	\$955	\$1,149	\$1,294	\$1,360	\$1,409
All Units	\$627	\$717	\$769	\$816	\$914	\$970	\$1,112

Table 39: Median Rental Price by Unit Size, City of Port Alberni (2016-2022)

Source: Canadian Mortgage and Housing Corporation, Primary Rental Market

Unit Size	2013	2018	2019	2020	2021	2022	2023
Bachelor	\$550	\$624	\$608	\$655	\$706	\$710	\$895
1 Bedroom	\$535	\$650	\$689	\$787	\$755	\$825	\$929
2 Bedroom	\$700	\$800	\$850	\$890	\$1,000	\$1,006	\$1,215
3 + Bedroom	\$775	\$900	\$949	\$1,231	\$1,400	\$1,550	\$1,458
All Units	\$650	\$725	\$797	\$820	\$865	\$920	\$1,100

Households in Core Housing Need

Table 40: Households Spending 30% + of Income on Shelter Costs, City of Port Alberni (2006- 2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Housing Need: Affordability	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
All Households	1,320	18%	1,850	24%	1,880	24%	1,680	20%
Renter	725	36%	1,090	46%	1,220	50%	1,000	39%
Owner	595	11%	760	15%	655	12%	675	12%



Table 41: Households in Dwellings Requiring Major Repairs (Adequacy), City of Port Alberni.(2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Housing Need: Adequacy	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
All Households	760	10%	805	11%	675	9%	665	8%
Renter	260	13%	395	16%	285	12%	265	10%
Owner	505	9%	410	8%	385	7%	395	7%

Table 42: Households in Overcrowded Dwellings (Suitability), City of Port Alberni (2006-2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Housing Need: Suitability	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
All Households	275	4%	345	5%	250	3%	305	4%
Renter	165	8%	250	10%	170	7%	230	9%
Owner	110	2%	90	2%	80	1%	75	1%

Table 43: Households in Core Housing Need, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Core Housing Need	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
All Households	795	10%	1,115	15%	1,325	17%	1,030	12%
Renter	580	29%	840	35%	1,015	41%	730	29%
Owner	210	4%	280	5%	310	6%	300	5%

Table 44: Households in Extreme Core Housing Need, City of Port Alberni (2006 -2021)

Source: Statistics Canada, 2021, 2016, 2011, 2006 Census of Population

Extreme Core Housing Need	2006		2011		2016		2021	
	#	%	#	%	#	%	#	%
All Households	275	4%	440	6%	585	7%	470	6%
Renter	180	9%	325	14%	450	18%	285	11%
Owner	95	2%	115	2%	135	2%	185	3%



Households by Income Quintiles

All Households

Table 45: Income Quintile + Household Size Distribution (All Households – 2021)

Income Quintile	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20-49%	50-79%	70-119%	>120%		
Household Income	<\$15,000	\$15,000-\$29,999	\$30,000-\$49,999	\$50,000-\$74,999	>\$75,000		
Monthly Affordable Housing Cost	<\$375	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	> \$1,875	TOTAL	%
1-person	140	1,230	765	535	295	2,965	35%
2-person	20	155	685	945	1,435	3,240	39%
3-person	0	35	125	230	680	1,070	13%
4+persons	0	0	40	170	920	1,130	13%
TOTAL	160	1,420	1,615	1,880	3,330	8,405	100%
%	2%	17%	19%	22%	40%		

Table 46: Income Quintile + Household Size (All Households Core Housing Need – 2021)

	Very Low	Low	Moderate	Average	Above Average		
1-person	60	630	0	0	0	690	67%
2-person	0	100	45	0	0	160	16%
3-person	0	30	80	0	0	110	11%
4+persons	0	0	40	0	0	75	7%
TOTAL	70	770	170	15	0	1,030	100%
%	7%	75%	17%	1%	0%		



Table 47: Income Quintile + Household Size (All Households Core Housing Need Allocation – 2021)

	Very Low	Low	Moderate	Average	Above Average	
1-person	6%	61%	0%	0%	0%	67%
2-person	0%	10%	4%	0%	0%	16%
3-person	0%	3%	8%	0%	0%	11%
4+persons	0%	0%	4%	0%	0%	7%
TOTAL	7%	75%	17%	1%	0%	100%

Renter Households

Table 48: Income Quintile + Household Size Distribution (Renter Households – 2021)

Income Quintile	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20-49%	50-79%	70-119%	>120%		
Household Income	<\$15,000	\$15,000-\$29,999	\$30,000-\$49,999	\$50,000-\$74,999	>\$75,000		
Monthly Affordable Housing Cost	<\$375	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	> \$1,875	TOTAL	%
1-person	80	695	325	150	40	1,290	50%
2-person	20	75	185	210	185	675	26%
3-person	0	25	90	80	115	310	12%
4+persons	0	0	25	120	185	330	13%
TOTAL	100	795	625	560	525	2,605	100%
%	4%	31%	24%	21%	20%		

Table 49: Income Quintile + Household Size (Renter Household in Core Housing Need – 2021)

	Very Low	Low	Moderate	Average	Above Average	TOTAL	%
1-person	40	465	0	0	0	505	69%
2-person	0	70	0	0	0	85	12%
3-person	0	25	55	0	0	85	12%
4+persons	0	0	20	0	0	60	8%
TOTAL	40	570	100	0	0	735	100%
%	5%	78%	14%	0%	0%		



Table 50: Income Quintile + Household Size (Renter Household Core Housing Need Allocation – 2021)

	Very Low	Low	Moderate	Average	Above Average	
1-person	5%	63%	0%	0%	0%	69%
2-person	0%	10%	0%	0%	0%	12%
3-person	0%	3%	7%	0%	0%	12%
4+persons	0%	0%	3%	0%	0%	8%
TOTAL	5%	78%	14%	0%	0%	100%

Owner Households

Table 51: Income Quintile + Household Size Distribution (Owner Households – 2021)

Income Quintile	Very Low	Low	Moderate	Average	Above Average		
% AMI	<20%	20-49%	50-79%	70-119%	>120%		
Household Income	<\$15,000	\$15,000-\$29,999	\$30,000-\$49,999	\$50,000-\$74,999	>\$75,000		
Monthly Affordable Housing Cost	<\$375	\$376 – \$750	\$751 – \$1,250	\$1,251 – \$1,875	> \$1,875	TOTAL	%
1-person	60	535	440	385	255	1,675	29%
2-person	0	75	500	735	1,255	2,565	44%
3-person	0	0	40	145	570	755	13%
4+persons	0	0	0	50	735	785	14%
TOTAL	60	610	980	1,315	2,815	5,780	100%
%	1%	11%	17%	23%	49%		

Table 52: Income Quintile + Household Size (Owner Household in Core Housing Need – 2021)

	Very Low	Low	Moderate	Average	Above Average	TOTAL	%
1-person	25	160	0	0	0	180	61%
2-person	0	35	30	0	0	70	24%
3-person	0	0	20	0	0	30	10%
4+persons	0	0	0	0	0	0	0%
TOTAL	30	200	70	0	0	295	100%
%	10%	68%	24%	0%	0%		



Table 53: Income Quintile + Household Size (Owner Household Core Housing Need Allocation – 2021)

	Very Low	Low	Moderate	Average	Above Average	
1-person	8%	54%	0%	0%	0%	61%
2-person	0%	12%	10%	0%	0%	24%
3-person	0%	0%	7%	0%	0%	10%
4+persons	0%	0%	0%	0%	0%	0%
TOTAL	10%	68%	24%	0%	0%	100%



Core Housing Need Demographics

Table 54: Core Housing Need Rates by Demographic Factor of Primary Household Maintainers (2021)

Core Housing Need by Priority Group	Owner	Renter
Total / Overall Average	5.1%	28.5%
One-person household	12%	28%
Men+	3%	15%
Women+	7%	21%
Indigenous status	5%	19%
Immigrant status	5%	17%
Refugee status	0%	16%
Female lone parent	11%	25%
65+ years	5%	43%
85+ years	0%	50%
Household includes a Transgender or Non-binary person ⁴	0%	36%

Table 55: Core Housing Need Rates by Age of Primary Household Maintainer (2021)

Primary Household Maintainer Age in Years	Private Households In Core Housing Need			
	Owner	Renter	Owner	Renter
Total/Overall Average	295	730	5.1%	28.5%
15 – 24	0	25	0%	17%
25 – 34	25	70	5%	14%
35 – 44	20	120	3%	28%
45 – 54	70	110	9%	29%
55 – 64	60	105	5%	24%
65 – 74	75	150	5%	38%
75 – 84	35	95	4%	51%
85 +	0	50	0%	50%

Note: Core housing need rates are colour coded from green to red to indicate whether household maintainers of different ages experience below average (green), above average (red) or approximately average (yellow) core housing need rates by tenure. Bolded values indicate the three highest core housing need rates by tenure.

⁴ Describes the presence of transgender and non-binary persons rather than the primary maintainer



