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**AGENDA - COMMITTEE OF THE WHOLE**  
**Monday, November 18, 2024 @ 6:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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

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

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

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

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by 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 4**

1. Minutes of the meeting held at 4:00 pm on October 21, 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. **Canadian Maritime Engineering** - Page 10  
D. Anderson, VP of Operations and T. Kennedy, President to discuss the ship breaking process and to provide an overview of their services.
2. **Alberni Valley Chamber of Commerce** - Page 11  
J. Dick, CEO and E. Drew, Director of Operations in attendance to provide an update on the operations of McLean Mill and the Visitor Centre.

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**E. UNFINISHED BUSINESS**

**1. Five Year Financial Plan Q&A Summary - Page 28**

Summary of questions and responses as it relates to the 2025-2029 Financial Planning process.

**F. STAFF REPORTS**

**G. CORRESPONDENCE**

**H. NEW BUSINESS**

**1. Parks and Public Places Bylaw - Page 30**

Report dated November 4, 2024 from the Director of Parks, Recreation and Culture providing further details regarding an update to the parks and public places bylaw.

*THAT the Committee of the Whole recommend Council introduce and complete three readings of "Parks and Public Places Bylaw No. 5121, 2024".*

**2. 2024-2028 Financial Plan Amendments - Page 49**

Report dated November 12, 2024 from the Director of Finance providing recommended Financial Plan amendments.

*THAT the Committee of the Whole recommend Council amends the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" as follows:*

*i) Line 22121 – Police Services Contract*

*a. 2025 – from \$7,622,452 to \$7,905,555*

*b. 2026 – from \$7,875,460 to \$8,247,382*

*c. 2027 – from \$8,141,534 to \$8,530,188*

*d. 2028 – from 8,401,662 to \$8,839,271*

*ii) Line 27600 - Vancouver Island Regional Library*

*a. 2025 – from \$1,265,788 to \$1,139,722*

*iii) Line 27530 – Industrial Collections – APR Insurance & Contingency, allocating \$60,000 from the Alberni Valley Community Forest (AVCF) Reserve*

*a. 2024 – from \$40,657 to \$100,657*

*iv) 2024 Capital Plan – Cultural Services – Project - Athol Street Rail Crossing, allocating \$95,500 from the Alberni Valley Community Forest (AVCF) Reserve*

*a. From \$0 to \$95,500*

**3. Facility Condition Assessment | Preliminary Financial Considerations - Page 79**

Report dated November 12, 2024 from the Director of Finance providing the preliminary financial considerations from the facility condition assessment.

*THAT the Committee of the Whole receive the report "Facility Condition Assessment | Preliminary Financial Considerations" dated November 14, 2024.*

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4. **City of Port Alberni Tax Rates History and Tax Share** - Page 84  
Report dated November 12, 2024 from the Director of Finance providing information on the history of tax rates and tax share for the City of Port Alberni.  
*THAT the Committee of the Whole receive the report "City of Port Alberni Tax Rates History and Tax Share" dated November 18, 2024.*
  5. **Fire Control Bylaw** - Page 90  
Report dated November 12, 2024 from the Fire Chief providing information on the Fire Control Bylaw.  
*THAT the Committee of the Whole recommend Council introduce and complete three readings of "Fire Control Bylaw No. 5122, 2024".*
  6. **Behr Fire Master Plan Preliminary Findings** - Page 137  
Report dated November 12, 2024 from the Fire Chief providing an overview of the Behr Fire Master Plan Preliminary Findings.  
*THAT the Committee of the Whole receive the Behr Fire Master Plan Preliminary Findings Report.*
  7. **Nuisance Abatement Bylaw No. 4705-3 | Amendment** - Page 147  
Report dated November 13, 2024 from the Manager of Community Safety & Social Development providing an amendment to the Nuisance Abatement Bylaw.  
*THAT the Committee of the Whole recommend Council introduce and complete three readings of "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024".*
  8. **Flag Policy** - Page 153  
Report dated November 13, 2024 from the Director of Corporate Services introducing an updated Flag Policy.
    - a. *THAT the Committee of the Whole recommend Council rescind the Flag Policy dated May 9, 2011.*
    - b. *THAT the Committee of the Whole receive the report "Flag Policy" dated November 13, 2024 and Flag Policy No. 3000-2.*

**I. QUESTION PERIOD**

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

**J. ADJOURNMENT**

*That the meeting adjourn at      pm.*

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

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Present: Mayor S. Minions  
Councillor D. Dame  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor C. Solda

Regrets: Councillor T. Patola

Staff: M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services / Deputy CAO  
A. McGifford, Director of Finance  
W. Thorpe, Director of Parks, Recreation and Culture  
K. Bodin, Director of Human Resources  
S. Darling, Director of Corporate Services  
R. Macauley, Deputy Director of Finance  
R. Kraneveldt, Manager of Facilities  
W. Mihalicz, Manager of Parks  
S. Perry, Manager of Culture  
M.C. Massicotte, Manager of Community Safety & Social Development  
P. Deakin, Manager of Economic Development  
B. McLoughlin, Manager of Planning  
J. Pelech, Manager of Information Services

Gallery: 30

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

The meeting was called to order at 4:00 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 September 3, 2024 be adopted, as presented.*

**CARRIED**



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**C. PUBLIC INPUT PERIOD**

**B. Kanngiesser**

Commented on taxes, the Quay to Quay Pathway, Bylaw Services, and Parks, Recreation and Culture led events.

**P. Robertson | Funtastic Sports Society**

Commented on the Parks, Recreation and Culture Master Plan process and ongoing challenges with PRC fees and processes.

**K. McKinley | Alberni Valley Craft Fair Association**

Commented on Special Event Licence fees.

**R. Creber | Alberni Valley Rock and Gem Club**

Commented on Special Event Licence Fees.

**M. O'Donovan | Funtastic Sports Society**

Commented on Special Event Licence Fees.

**Charlene**

Commented on the proposed new aquatic centre and tax allocation.

**T. Legare | Alberni Valley Minor Softball Association**

Commented on the proposed sports field fees.

**Sarita**

Commented on Special Event Licence Fees.

**D. DELEGATIONS**

**1. Long Shot Events Inc.**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to prepare a letter of support to Long Shot Events Inc for their proposed Alberni Shores event.*

**2. Coastal Restoration Society**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to prepare a letter of support to Coastal Restoration Society for construction of a vessel recycling facility subject to the Society receiving endorsement from the Tseshaht and Hupacasath First Nations.*

**3. Port Alberni Toy Run**

D. Wiwchar, Chair discussed ongoing challenges related to Parks, Recreation & Culture event fees and processes.

**E. UNFINISHED BUSINESS**

**1. 2025-2029 Financial Plan Overview**

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

**CARRIED**

**2. City Involvement in Local Events**

Councillor Mealey left the meeting at 5:51 p.m. and returned at 5:52 p.m.

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to move the First Night and Polar Bear Swim events to the collaborative event category for 2024 and further, that staff engage with the appropriate organizations to begin planning.*

**CARRIED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to contact each event organizer to outline their corresponding category classification starting in 2025.*

**CARRIED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council provide staff with a list of the events Council wishes to support for 5-year periods.*

**CARRIED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council 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.*

**CARRIED**

**3. Parks, Recreation and Culture Fees and Charges Bylaw**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct staff to prepare a letter to the Alberni-Clayoquot Regional District [ACRD] requesting a one-time payment for 2025 to off set Regional District resident use of City-owned recreational facilities and further, that the ACRD and City engage in a larger discussion regarding equitable regional contributions for recreation services.*

**CARRIED**

Councillor Dame left the meeting at 6:28 p.m. and returned to the meeting at 6:31 p.m.

*MOVED AND SEONDED, THAT the Committee of the Whole recommend Council direct that the proposed "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" be amended to include a separate rate structure for the Echo Sunshine Club to meet the rate increases [plus CPI] via a scaled approach over a 4-year term.*

**CARRIED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct that the proposed "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" be amended from a 5 percent annual fee increase to reflect an annual increase based on the prior years Consumer Price Index [CPI] rate.*

**CARRIED**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct that the proposed "Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024" reflect the following in relation to youth practices, games and tournaments:*

- *Sports field rates of zero dollars;*
- *Echo Park Fieldhouse rental rates amended from \$198/day to \$100/day;*
- *Concession rental rates amended from \$250/day to \$100/day when rented and operated by a youth sports society.*

**CARRIED**

*MOVED AND SECONDED, 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, with the recommended changes.*

**CARRIED**

*MOVED AND SECONDED 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.*

**CARRIED**

Councillor Haggard left the meeting at 6:52 p.m. and returned at 6:55 p.m.

Mayor Minions left the meeting at 6:59 p.m. and Councillor Haggard assumed the Chair.

Mayor Minions returned to the meeting at 7:02 p.m. and resumed the Chair.

**F. STAFF REPORTS**

**1. Quarterly Departmental Reports**

*MOVED AND SECONDED, 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.*

**CARRIED**

**G. CORRESPONDENCE**

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**H. NEW BUSINESS**

**1. BC Municipal Taxation 2024 Comparisons**

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

**CARRIED**

**2. Municipal Revitalization Tax Exemption Bylaw Review**

*MOVED AND SECONDED, THAT the Committee of the Whole recommend that Council repeal the "City of Port Alberni Revitalization Tax Exemption Program, Bylaw No. 4824" and "City of Port Alberni Commercial Revitalization Tax Exemption Program, Bylaw No. 4898".*

**CARRIED**

**3. Nuisance Abatement Working Group | Quarterly Report**

*MOVED AND SECONDED, THAT the Committee permit R. Brown, owner of 3633 4<sup>th</sup> Avenue to speak to the Nuisance Abatement Working Group quarterly report.*

*MOVED AND SECONDED, THAT the Committee of the Whole receive the report 'Nuisance Abatement Working Group – Quarterly Report' dated October 16, 2024.*

**CARRIED**

**4. Interim Housing Needs Report 2024**

*MOVED AND SECONDED, 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.*

**CARRIED**

*MOVED AND SECONDED, 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.*

**CARRIED**

**I. QUESTION PERIOD**

**J. Leskosek**

Inquired regarding a Fall Fair vendor inspection, costs related to the Somass Lands, and City certified tree risk assessors.

**J. Dick | CEO, Alberni Valley Chamber of Commerce**

Inquired regarding the possibility of accommodating a bi-annual or quarterly intake for the Community Investment Program and requested administrative changes to the application form process to enhance functionality for users.

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**J. ADJOURNMENT**

*MOVED and SECONDED, THAT the meeting adjourn at 8:49 p.m.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer



**CONTACT INFORMATION:** (please print)

Full Name: Doug Anderson

Organization (if applicable): CME

Street Address: 3101 Bird Ave, Port Alberni BC V9Y 4B8

Phone: 250 - 896 - 9378

Mailing Address:

Email: danderson@cmelimited.com

No. of Additional Participants:

[Name/Contact Information] 1) Tony Kennedy tkennedy@cmelimited.com

**MEETING DATE REQUESTED:** November 18/2024

**PURPOSE OF PRESENTATION:** (please be specific)

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

Video Call to discuss the ship breaking process. Risk / Risk mitigation , methodology, community impact and questions

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:

8/28/2024

Date:

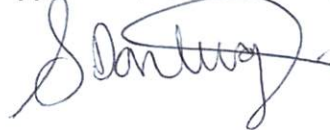
**OFFICE USE ONLY:**

Scheduled Meeting Date: Nov. 18/24

Date Approved: Aug 29/24

Applicant Advised: Aug 29/24

Approved: (Deputy Director of Corporate Services)



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

Nov 18/24 CW

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: Jolleen Dick Organization (if applicable): Alberni Valely Chamber of C  
Street Address: 2533 Port Alberni Hwy Phone: 250-724-6535  
Mailing Address: 2533 Port Alberni Hwy Email: jolleen@albernichamber.ca  
No. of Additional Participants:  
[Name/Contact Information] Elliot Drew, elliot@albernich

MEETING DATE REQUESTED: Nov 18 Cow

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:  
Alberni Valley Chamber of Commerce will present and report on operations of McLean Mill National historic site and the Port Alberni Visitor Centre.

Will highlight successes and challenges of both service contracts

Requested Action by Council (if applicable):

- 1) allocate a budget toward evaluating necessary capital upgrades in the historic zone to ensure the safety of the site, along with a work plan to restore any identified hazardous areas back to safe access for the public to enjoy. I am not sure if the minimum allocation of \$40,000 covers this, or if this request  
2) Increase in Port Alberni Visitor Centre fee for service in alignment with CPI increases

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday 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.

Jolleen Dick

Digitally signed by Jolleen Dick  
Date: 2024.10.07 12:13:10 -07'00'

Signature:

October 7, 2024

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Nov 18/24

Date Approved: Oct 8/24

Applicant Advised: Oct 8/24

Approved: (Deputy City Clerk)

*[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 #   | Cow Nov 18/24                                   |
|  | 0580-30   |

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

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





## Who we are:

The Alberni Valley Chamber of Commerce is the "voice of business" for our entire region.

As a membership-driven organization, we are committed to continually improving the business climate in our community.

Registered under the Federal Board of Trade Act, we operate as a not-for-profit entity comprised of businesses, professionals, non-for-profits, and other community groups.

**COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024**





# Our Vision

The Alberni Valley:  
A vibrant and  
prosperous business  
friendly community

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





# What we do

- Support and Promote Members
- Keep our community connected
- Networking Events
- Business Excellence Awards
- Ambassador Program
- Advocacy
- Tourism and Visitor Services, including McLean Mill Operations





# Visitor Services

The Chamber operates the Visitor Information Centre under a Fee for Service Contract with the City of Port Alberni and Destination BC.

The Chamber owns the land and building. The building officially opened in 2011.

Our partners include the Alberni Clayoquot-Regional District, Destination BC, Alberni Valley Tourism, Black Press Media, The Peak, The Scoop and Valley Vibe and 4VI.





# Visitor Statistics

2023

Hours Open - 2079

Number of Parties - 4400

Number of Visitors - 8412

2024 (Jan to Sept 30)

Hours Open - 1416

Number of Parties - 4686

Number of Visitors - 8378

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





# McLean Mill Report 2024



COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024







# The Past

- Property and Assets owned by the City of Port Alberni
- City signed 42-year agreement in 1996
- Opened as National Historic Site July 1, 2000
- Various Management Organizations and Revenue Models
- Fully operational up to 2016 – Live Mill demonstrations and Steam Train rides





# Alberni Valley Chamber of Commerce operating since 2020

- 2 Full Time Staff – Elliot Drew and Richard Spencer
- Historic and Educational Tours
- 100 seat McLean Hall w/ full-service Kitchen (Private and Community Events)
- Campground 9 RV Site and 5 Tent Sites
- Onsite Giftshop
- Mill Stores Snack Bar

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





# 2023

## The Numbers

133 Days Open – 4 to 5 days a week Apr 6- Oct 29

4 CSS, 1 NETP, 2 PAACL additional staff

3472 Visitors

Self-Guided Tours - 1332, Paid Tours - 165,  
Educational Tours-141

23 Events

5 Community, 13 Private, 5 Corporate  
4336 Attending

76 Campsites booked for 101 nights stayed

Total Attendance – 7808

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





# 2024

## The Numbers

107 Days Open – 7 days a week May 16- Sept 8

4 CSS, 2 PAACL additional staff

3759 Visitors

Self-Guided Tours- 1797, Paid Tours - 142,  
Educational Tours - 187

23 Events

12 Community, 10 Private, 1 Corporate  
2274 Attending

One Mile Production – Sept 9 - Nov 1 Closure

75 Campsites booked for 126 nights stayed

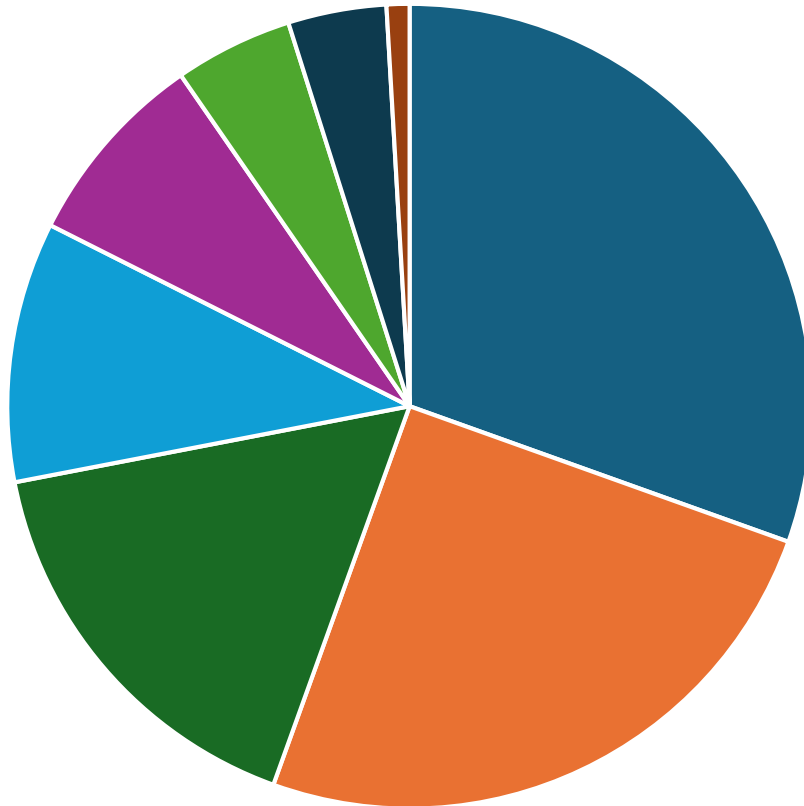
Total Attendance – 6033

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





# Our Revenue Streams



■ Rentals ■ Admission ■ Giftshop ■ Camping ■ Community Events ■ Guided Tours ■ Food and Bev ■ Donations ■

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024



# The Plan

- Visitor Experience is Job One - Friendly, Safe and Informative
- Restore Value by Restoring Heritage – Admission Model
- Community Space with Community Value – Event Revenue Split Program
- Simple but Consistent Core Services – Admin, Giftshop & Food Service

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





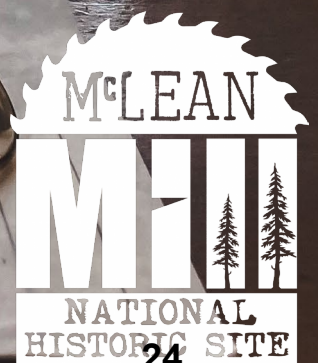
# Our Partners



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

- Industrial Heritage Society
- Parks, Recreation and Culture Dept
- PAACL
- Salmon Enhancement Society
- SD70 Forestry Week and Prom Photo Days
- Community Arts Council
- Alberni Bowmen Archery Club
- Pacific Care Family Services and The VI Regional Library
- Salvation Army
- Ministry of Children and Family Development
- Vancouver Island Race Series
- ADAPS

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





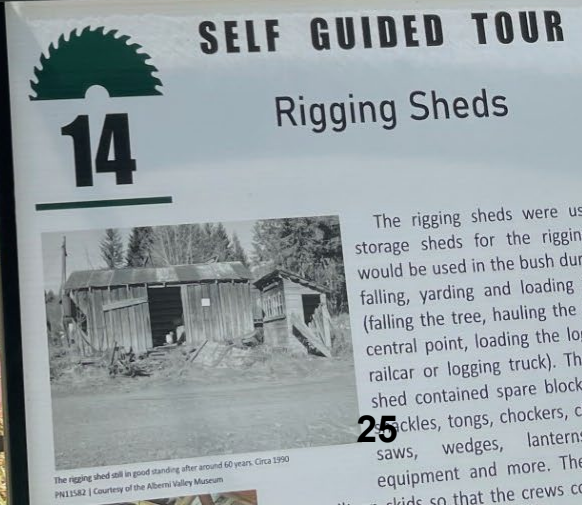
# Planning the Vision

What does McLean Mill National Historic Site look like in 5 years? 10 Years?

We look forward to Phase 2 of the Parks, Recreation and Culture Master Plan.

We would love to see a value statement for the McLean Mill property that will allow both staff and operators to move forward with clarity.

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024







# One Possible Vision...

McLean Mill National Historic Site stands as a living legacy of the Alberni Valley, bridging the past, present, and future.

Honoring its forestry roots, it evolves as a vibrant gathering place for learning, reflection, and celebration.

Guided by the voices of the Hupacasath and Tseshaht First Nations, McLean Mill becomes a shared space where all generations are invited to connect with the rich heritage of this land.

We celebrate the spirit of community, resilience, and the natural beauty that defines the Alberni Valley





# Thank You & Questions

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 18, 2024





## 2025 - 2029 Financial Plan Questions & Responses

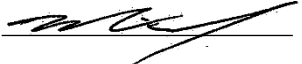
*The following is an active document reflecting questions and responses in relation to the 2025-2029 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the Financial Planning process. Citizens are encouraged to engage throughout the process by submitting comments/questions to [council@portalberni.ca](mailto:council@portalberni.ca).*

Date	Q or C	QUESTION/COMMENT	RESPONSE
<b>October 21 CoW</b>			
<b>Question Period</b>	1	Has the San Group or whoever is the property owner of the mill at Stamp and Roger paid the 2024 property taxes?	<i>The City will not release information on specific properties without a request for access to records. This ensures the release of information is in accordance with FOIPPA regulations. Please follow this link to the City website to place a FOI request, <a href="https://www.portalberni.ca/access-records-and-information">https://www.portalberni.ca/access-records-and-information</a>.</i>
	2	What is the current percentage of unpaid 2024 property taxes for each of the major classes; Heavy Industry, Light Industry, Business and Residential?	<i>Total outstanding taxation at time of question was \$2,662,201. 51% Residential, 36% Light Industry, and 13% Commercial. These totals include all outstanding taxation, including prior years, penalties and utilities transferred to taxation. Taxation (including other governments) was \$41,246,621 for 2024.</i>
	3	In addition to the Property Tax comparison of 22 communities presented in the meeting agenda, a. please compare the percentage of 2024 Budgeted Tax Revenue for each of the communities for the 4 property classes as listed above, and b. for each community divide the 2024 Budgeted Residential Tax Revenue by the number of households in the community as provided by BC Assessment.	<i>Moving forward, we can provide the % of taxation coming from Class 4 (Major Industry), this is a helpful information point. As it relates to request "b", that is not an information point that can easily be attained. The comparable are provided annually for each municipality in the province and City administration will use the available information to report our annually. Please find the link to the information below:</i>
		Link to Website re: above question	<a href="#">Municipal Tax Rates and Tax burden - Province of BC</a>
	4	Does the City have a process in place to count the traffic on the Quay to Quay Pathway?	<i>The City is looking into economical methods to quantify pathway usage.</i>
	5	What is the planned use of the cleared and improved gravel road from Dunbar north along Dry Creek to the railway Wye/Catalyst property?	<i>This cleared area is now City property. In the future it will hopefully form part of the trail system or another City use.</i>
	6	Was this cleared route [Dunbar north along Dry Creek to the railway Wye/Catalyst property] costed against the Quay to Quay Pathway?	<i>Yes it was. At the time the City was working with Domtar to lease the piece of land at the end of the cleared area to get the trail route following this pathway. The City ended up getting some good results regarding the Somass environmental that at the last minute allowed the City to go on the Somass Lands using all City owned land and road right of aways.</i>
	7	Does the City have programs, processes and staffing in place to provide security, daily patrols, daily garbage removal and routine maintenance on the Quay to Quay Pathway?	<i>The City does have funds to maintain the pathway, as part of the operational budget in Parks.</i>
	8	The report from Bylaw Services lists the number of files opened by Complaint; a. Are any files opened by the Bylaw Officers? b. Bylaw infractions have resulted in fines of \$79K to date with \$70K uncollected. What are the plans to collect this outstanding amount?	<i>Yes, Bylaw Officers open files. The City is following a collection process for the \$70,000 uncollected.</i>



	9	Will the City take the lead in the Canada Day (and City Anniversary) celebrations rather than participate under the leadership of an outside community organization?	<i>Not currently. In 2024, the City hosted activities alongside other organizations at Harbour Quay. The City doesn't currently have budget in place for this event to be City-led.</i>
	10	Why does the City charge a fee to use a City owned playing field for exercise and not charge a fee to walk for exercise on the City owned Quay to Quay Pathway?	<i>These are two different types of uses and to date, access to sports fields and the pathway have been free of charge. Similar, to a sidewalk, the pathway does not have a fee associated with its use and anyone can use it. The current recommendation Council is considering is charging for use of sports fields, like we do for other recreation facilities.</i>

Date: November 4, 2024  
File No: 3900-02-5121  
To: Committee of the Whole  
From: M. Fox, CAO  
Subject: Parks and Public Places Bylaw No. 5121, 2024

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

THAT the Committee of the Whole recommend Council introduce and complete three readings of “Parks and Public Places Bylaw No. 5121, 2024”.

#### PURPOSE

To provide the Committee of the Whole with an update of the parks and public places bylaw.

#### BACKGROUND

Public use of the City’s parks and outdoor public spaces is outlined in the “Parks Regulation By-Law No. 3611”, which was adopted in 1981.

The updated bylaw includes the following key adjustments:

- An expanded list of definitions of terms
- Updated language to reflect alignment with other City bylaws
- Further details within clauses (fire safety, animals, vehicles, camping, etc.)

Adoption of the new “Parks and Public Places Bylaw No. 5121, 2024” will result in the repeal of “Parks Regulation By-Law No. 3611”.

#### ALTERNATIVES/OPTIONS

1. The Committee of the Whole recommend Council introduce and complete three readings of “Parks and Public Places Bylaw No. 5121, 2024”.
2. The Committee of the Whole request additional information from staff prior to Council considering “Parks and Public Places Bylaw No. 5121, 2024”.

#### ANALYSIS

Repealing “Parks Regulation By-Law No. 3611” and introducing “Parks and Places Bylaw No. 5121, 2024” ensures that permitted use of public places in Port Alberni aligns with current best practices in parks operations.

### **IMPLICATIONS**

Bylaws are a mechanism in which Council exercises their statutory authority. Updating the Parks and Public Places Bylaw ensures that the use of public spaces in Port Alberni meets the established expectation as outlined by the City.

### **COMMUNICATIONS**

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

### **BYLAWS/PLANS/POLICIES**

- *“Parks Regulation By-Law No. 3611”*

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**

Public use of the City’s parks and outdoor public spaces is outlined in the *“Parks Regulation By-Law No. 3611”*, which was last updated in 1981. Staff recommend that the Committee of the Whole recommend Council introduce and complete three readings of *“Parks and Public Places Bylaw No. 5121, 2024”*.

### **ATTACHMENTS:**

- *Draft “Parks and Public Places Bylaw No. 5121, 2024”*

## CITY OF PORT ALBERNI

### BYLAW NO. 5121

**WHEREAS** Council may, by bylaw, establish rules and regulations for managing, maintaining, improving, and operating City of Port Alberni parks and public places for the pleasure, recreation, or community use of the public;

**AND WHEREAS** Council may, by bylaw, regulate, prohibit and impose requirements with respect to services, nuisances, disturbances and other objectionable situations;

**AND WHEREAS** Council wishes to protect and enhance recreational areas, preserve natural and environmental conditions, and ensure safety and enjoyment while preventing conflicts within City parks and public places;

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

**1. Title**

- 1.1 This bylaw may be known and cited for all purposes as: “**Parks and Public Places Bylaw No. 5121**”.

**2. Repeal**

- 2.1 Upon effect of Bylaw No. 3611, “Parks Regulation Bylaw”, shall be hereby repealed.

**3. Definitions**

- 3.1 In this bylaw the following terms have the following meanings:

“*abutting*” means on the front, back, or sides of a property parcel.

“*boulevard*” means the area between the curbs, lateral lines, or the shoulder of a *street* and the adjacent property line, including *sidewalks*.

“*business*” means the carrying on of a commercial or industrial undertaking of any kind or nature, or the providing of professional, personal or other services, but does not include an activity carried on by the government, its agencies or government owned corporations.

“*Bylaw Enforcement Officer*” means every person employed by the City of Port Alberni for the purpose of enforcement of the City’s bylaws and includes members of the RCMP and Peace Officers.

“*camping equipment*” includes portable cooking equipment, sleeping bags or rolls, backpacks or packsacks, tents, tarps or lean-tos.

“*campfire*” means a small contained outdoor fire, not exceeding 0.5 metres in height and

0.5 metres in width, and used for cooking, ceremonial purposes, or social enjoyment.

*“campfire apparatus”* means a portable free-standing fireplace that burns liquid, gaseous, or solid fuel, is designed to provide ambiance and heat, and has a flame usually open to the elements but may have a grate on the top to assist with cooking food.

*“campfire ban”* means a ban implemented by the Government of British Columbia to help prevent human-caused wildfires and to help protect public safety.

*“campsite”* includes any place of temporary abode where *camping equipment* is used.

*“City”* means the City of Port Alberni.

*“combustible material”* means any material capable of being ignited.

*“commercial dog walker”* means a person who operates a *business* or commercial enterprise in which the primary service provided is the walking of one or more dogs.

*“controlled substance”* means a controlled substance as defined in the *Controlled Drugs and Substances Act*, SC 1996 c 19, as amended, but does not include a controlled substance permitted under that Act.

*“deposit”* includes, bury, scatter, set, place, pitch, abandon, toss, drop, throw, dump, leak, or otherwise dispose of.

*“dog owner”* means any person to whom a license for a dog has been issued pursuant to the City of Port Alberni Animal Control and Pound Bylaw, as amended, and who owns, is in possession of, or has the care and control of a dog.

*“dog park”* means an area designated by the City that allows for the exercising, training, or companionship of dogs either on or off leash, as signed.

*“drug paraphernalia”* means equipment, product or accessories intended or modified for using a controlled substance.

*“fight”* means a violent physical confrontation between two or more people.

*“Fire Chief”* means the head of the *Fire Department* or their designated representative and includes the Deputy Fire Chief.

*“Fire Department”* means the City of Port Alberni Fire Department.

*“fuel break”* means a barrier or a change in fuel type or condition, or a strip of land that has been modified or cleared to prevent fire spread.

*“highway”* means the same as defined in the *Transportation Act*, SBC 2004, c 44, as amended.

*“liquor”* means, subject to the *Liquor Control and Licensing Regulation*, BC Reg 244/2002, as amended, beer, wine, spirits or other product that is intended for human

consumption and that contains more than 1% alcohol by volume.

“*litter*” means debris, *rubbish*, refuse, garbage or waste matter of any kind whatsoever and without limiting the generality of the foregoing shall include animal carcasses and droppings, ashes, bottles, cans, cartons, construction materials, discarded appliances, clothing, furniture and household effects, inoperative mechanical equipment, kitchen wastes, lumber, packing materials, paper, soil, tree trimmings and prunings, garden waste, stumps, branches, automobile parts.

“*Manager*” means the Manager of Parks or their designated representative.

“*mobile vendor*” means a person who, from a motor vehicle, trailer or cycle, as defined or licensed under the *Motor Vehicle Act*, RSBC 1996, c 318, as amended, offers for sale food or merchandise, or who advertises or takes orders for goods or services.

“*mobility aid*” means a device, including a manual wheelchair, electric wheelchair and scooter, that is used to facilitate the transport, in a normally seated orientation, of a person with a physical disability.

“*natural park feature*” means a tree, shrub, herb, flower, grass, turf, or other plant or fungus and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber, or other park resource.

“*nuisance*” means any activity or action which interferes with the use and enjoyment, comfort or convenience of the *public place* by other persons.

“*off road vehicle*” means any off road motorcycle, all-terrain vehicle, snowmobile, tracked vehicle, dune buggy, go cart, golf cart or any similar vehicles, but excludes a *mobility aid*.

“*outdoor stove*” means a cooking fire ignited in a barbecue cooking device that uses liquid fuel, gaseous fuel, or briquettes, and is CSA-approved or ULC-approved for outdoor use.

“*park/facility*” means land acquired, reserved or dedicated as a regional park or community park in accordance with the *Local Government Act*, RSBC 2015, c 1, as amended, or the *Community Charter*, SBC 2003, c 26, as amended, and land dedicated, owned, controlled, or used by the City as a public park, beach, dock, pier, sports field, playground, cemetery, trail, garden, square, plaza, outdoor sport court, swimming pool, park shelter or recreational facility, and includes all buildings and other improvements upon such land.

“*public place*” means the following:

- (a) real property of portions of real property to which the public is ordinarily invited or permitted access and, for greater certainty, shall include *highways*, *sidewalks*, *streets*, any portion of a road allowance, parking lots, city facilities, and conservation areas;
- (b) *park/facility*; and
- (c) any other place to which the public has either express or implied access.

“*person*” includes any corporation, society, firm, partnership, association or party.

*“person experiencing homelessness”* means a person with no fixed address or no predictable residence to return to on a daily basis and no access to public shelter facilities.

*“portable structure”* means a free standing, non-permanent structure that can be erected, taken down, and relocated without the need for tools for construction or deconstruction of its constituent elements, such as a tent.

*“property return facility”* means a location designated by the Manager or City staff where members of the public can go to request the return of property that the City has removed, seized, or impounded from a *public place*.

*“retained property”* means any property or thing that is removed, seized, or impounded by the City that is not disposed of as *rubbish*.

*“rubbish”* means any item that, in the opinion of the Manager or City staff:

- (a) is damaged, soiled, manufactured for single use, or perishable to the extent that it cannot reasonably be used;
- (b) contains or appears to contain a noxious or hazardous substance; or
- (c) has negligible to no resale value.

*“sharps”* means hypodermic needles, broken glass, or other material with edges sharp enough to break or puncture skin.

*“sidewalk”* means the portion of a *street*, improved for the use of pedestrians, between the curb lines or the lateral lines of a roadway and the adjacent property lines.

*“smoke”* or *“smoking”* means to inhale, exhale, burn or carry a lighted cigarette, cigar, pipe, hookah pipe, electronic cigarette, or other smoking equipment, that burns or vaporizes tobacco, marijuana or any other substance.

*“street”* includes *highway*, public road, bridge, viaduct, alley, right-of-way, *sidewalk*, and multi-use pathway, and any other way normally open to the use of the public, but does not include a private right-of-way or private property.

*“street garden”* means a garden located on green areas in a *public place* such as a *boulevard*, street circle, or street-corner bulge, which is planted and maintained by community members for food or ornamental purposes.

*“temporary shelter”* means a structure, improvement, shield or cover used or intended to be used to house or protect people or things, and includes a tent, tarp, lean-to or other shelter made of cardboard, tarpaulin, canvas, nylon, polyester, plastics, metal, logs, brush, branches, or other materials or things.

*“traffic control device”* means a sign, signal, line, meter, marking, place, barrier or device consistent with the *Motor Vehicle Act*, RSBC 1996, c 318, as amended, placed or erected by authority of the City or a person authorized by Council under an enactment to exercise that authority.

*“trail”* means any passageway where the public has access or is invited for the purpose of providing for pedestrian traffic and human powered devices, excluding vehicles.

“*vehicle*” means a device in, upon, or by which, a person or thing is, or may be, transported or drawn upon a *street* or other land surface, except a device designed to be moved by human power, and excludes *off road vehicles*.

“*vicious dog*” means a dog with a known tendency, propensity, or disposition to attack animals or humans without provocation.

#### **4. Application and Powers of Manager**

- 4.1 This bylaw shall apply to every *park/facility* and *public place* within the boundaries of the City of Port Alberni.
- 4.2 Notwithstanding anything contained in this bylaw or any other bylaw of the City to the contrary, the following shall be exempt from the provisions of this bylaw:
- (a) an officer, official, employee or agent of the City, while acting in the exercise and within the scope of their duties;
  - (b) a provincially designated arterial *highway*, as defined in the *Transportation Act*, SBC 2004, c 44, as amended; and
  - (c) land held by the Province of British Columbia as a park or public open place.
- 4.3 Council delegates their powers under Section 15 of the *Community Charter*, SBC 2003, c 26, as amended, to the Manager. As per Section 156 of the *Community Charter*, Council may overturn a delegated decision made under this section upon appeal or otherwise.
- 4.4 The Manager may:
- (a) designate certain areas of a *park/facility* for a specific use and prescribe certain rules and regulations for the use;
  - (b) establish hours for the daily opening and closing of a *park/facility* and temporarily extend or shorten the set hours;
  - (c) issue written permission for any recreational activity, tournament, procession, march, drill, performance, ceremony, concert, gathering or meeting and may charge rent for the use of any *public place* or portion thereof as set down in the current City of Port Alberni Fees and Charges Bylaw, as amended;
  - (d) upon request, issue a permit for such uses listed in Subsection 4.4(c), such as a Facility Use Permit, which shall be displayed or produced upon request to any Bylaw Enforcement Officer or City staff;
  - (e) require a person to acquire and maintain insurance in an amount and form satisfactory to the City in respect of an activity upon or use of a *park/facility*;



- (f) design, construct, modify, and post signs in or around a *park/facility*; and
  - (g) place any restrictions and limits as deemed necessary.
- 4.5 The Manager shall not be obliged to issue a permit, and may amend, suspend, revoke, or refuse to issue such documentation to any person who has contravened any provision of a previous permit, this bylaw, or any other enactment.
- 4.6 The usage of a *public place* for a special event must comply with the requirements outlined in the City of Port Alberni Special Events Policy, including any updates, changes, or other relevant regulations.
- 5. Damage to Environment and Structures**
- 5.1 Unless expressly approved by the Manager, a person must not damage or alter any *park/facility* through any of the following:
- (a) disturb ground which is under repair, prepared for planting, newly seeded or in an area posted to that effect;
  - (b) destroy, damage, cut down, top, deface, remove, mark, or adorn any tree or other *natural park feature*;
  - (c) plant any tree, sapling, shrub, flower, or other vegetation, including any plant life or vegetation that is deemed to be a noxious weed under the *Weed Control Act*, RSBC 1996 c 487;
  - (d) gather *park/facility* wood, logs, branches, or other *natural park features*, for unauthorized purposes such as to collect firewood; and
  - (e) disturb any *natural park feature* purposely altered by the City and posted to that effect, such as, but not limited to, trees which have been cut down and left to naturally decay.
- 5.2 A person must not, in any *public place*:
- (a) cut, break, remove, cover, deface, alter, destroy or damage any:
    - (i) tree, sapling, shrub, plant, turf, flower, grass or other vegetation, soil, sand, gravel or wood;
    - (ii) seat, bench, table, light fixture, fence, gate, lock, screen, ornament, swing, or playground equipment of any kind, within any *park/facility* or on any *boulevard*;
    - (iii) structure, building or any real or personal property owned, controlled, or used by the City;
    - (iv) *traffic control device*; and

- (v) City sign, notice, rule or regulation posted or affixed to anything in or on any *park/facility* or *boulevard*;
- (b) foul, pollute, or *deposit* any injurious, noxious or offensive substance, object, or matter in any fountain, lake, pool, pond, stream or other body of water;
- (c) plug, tamper with, or alter any drains or water flow in any *park/facility*, such as a spray park; and
- (d) damage or alter any *boulevard*, including any improvements made thereto.

## **6. Restricted Hours**

- 6.1 Unless otherwise authorized under this bylaw, no person shall be in a *park/facility* between 10:00 p.m. on any one day and 5:00 a.m. on the following day, subject to restricted hours posted through signage or specified by the Manager.

## **7. Deposit of Waste**

- 7.1 No person shall *deposit* or cause to be deposited any *litter* in a *public place*, except in receptacles approved by the City for that purpose.
- 7.2 No person shall *deposit* or cause to be deposited any *litter* on any *street* within the City.
- 7.3 Any person who acts contrary to Subsections 7.1 and 7.2, or who directs, supervises or aids another person in acting contrary to Subsections 7.1 and 7.2, shall pay all costs incurred by the City in restoring the site to the state it was in before the contravention.
- 7.4 For the purposes of Subsections 7.1 and 7.2, each separate discarded item shall constitute a separate offence.

## **8. Conducting Business**

- 8.1 Unless a person has the written authorization of the Manager and a valid permit allowing the activity, they must not, in a *public place*:
  - (a) sell, barter, or display for sale any goods, services, or materials, including food and refreshments;
  - (b) conduct any business or commercial activity, whether paid for in advance of during, or after the activity;
  - (c) post, paint or affix any advertisement, bill, poster, picture, matter or thing, except on a public bulletin board provided for that purpose by the City; or

- (d) operate or station any commercial vehicle or any motor vehicle displaying advertising or equipped with a public address system for the purpose of advertising, promoting, demonstrating, or attracting attention.
- 8.2 A person may conduct commercial activities, such as selling food, beverages, or products, at public events or gatherings only with:
- (a) explicit written permission from the Manager, and
  - (b) full compliance with all current permitting and licensing requirements for *mobile vendors* as outlined in the City of Port Alberni Mobile Vending Policy, including any updates, changes, or other relevant regulations.
- 8.3 A person must not serve or sell any *liquor* at an event at a *public place*, unless it is within a designated licensed area, possessed under and in accordance with a Special Event Permit (SEP) issued by the Province of British Columbia, and with written permission from Council.
- 9. Fire Safety and Smoking**
- 9.1 No person shall kindle, light, maintain, use, build or attempt to build a *campfire*, fire pit, or any form of open-air burning, or engage in any form of wood burning, in a manner that contravenes:
- (a) a *campfire ban* or any other provincial fire restriction that is in effect under the *Wildfire Act*, SBC 2004, c 31, at any location in a City *park/facility* outside the boundaries of the City;
  - (b) a Suspension of Outdoor Burning as ordered by the Fire Chief or their designate, at any location in a *park/facility* within the boundaries of the City; or
  - (c) any applicable requirements under the City of Port Alberni Fire Control Bylaw, as amended or replaced.
- 9.2 The prohibition in Subsection 9.1 does not apply to a person operating an *outdoor stove* or portable *campfire apparatus* which meets the following requirements:
- (a) CSA-approved or ULC-approved;
  - (b) the flame length does not exceed fifteen (15) centimetres;
  - (c) used in accordance with the manufacturer's instructions;

- (d) powered by liquid fuel, gaseous fuel or briquettes;
  - (e) kept a minimum of one (1) meter away from the nearest structure, property line, tree or other *combustible material*;
  - (f) used under constant supervision; and
  - (g) if the cooking fire is positioned on the ground, placed on a non-combustible surface and surrounded by an adequate *fuel break* that is free of *combustible materials*.
- 9.3 Subject to Subsection 9.1, a person is permitted to light or make use of a *campfire* in a *park/facility* only in strict accordance with the following conditions:
- (a) authorized either by signage or Manager permission for such use;
  - (b) not ignited during strong wind conditions;
  - (c) kept a reasonable distance away from combustible materials;
  - (d) if not in a designated, City-installed, campfire ring, a *fuel break* is maintained by sufficiently clearing away *combustible material* down to the mineral soil; and
  - (e) equipped with a hand tool (such as a shovel) or at least eight (8) litres of water capable of extinguishing the fire.
- 9.4 No person shall, in any *park/facility*, leave a fire without ensuring the remaining embers are extinguished and the ashes are cold to the touch.
- 9.5 No person shall *smoke* in a *public place* or on a *street*, unless that person is on a portion of *sidewalk* that is more than:
- (a) twenty (20) metres from any *park/facility*, which includes *public places* such as beaches, trails, playing fields, docks, piers, heritage sites, public recreation centres, arenas, swimming pools, City Hall and other City properties open to the public, except in a private vehicle;
  - (b) seven (7) metres from playgrounds or outdoor playing facilities; and
  - (c) seven (7) metres from any intersection or crosswalk, transit shelter, transit sign, customer service area (patio), door, window or air intake.
- 9.6 The ceremonial use of fire or tobacco in a traditional First Nation cultural practice, which may otherwise violate Subsections 9.1, 9.3, and 9.5 of this bylaw and the Fire Control Bylaw, as amended, may be permitted with written approval from the Fire Department.

- 9.7 No person shall discard or place on the ground, or on or in any *combustible material*, any lighted item including a match, cigarette, cigar, pipe, e-cigarette, vapour equipment or other lighted smoking equipment, burning tobacco, cannabis, or other weed or substances.
- 9.8 No person shall possess or use any explosive or explosive substance, unless authorized under the *Explosives Act*, RSC 1985 c E-17.
- 9.9 A temporary shelter as permitted under Subsection 12.4 must not contain any unattended campfire, lighted candles, propane lanterns or stoves, or other similar devices which would contravene the Fire Control Bylaw.

## **10. Animals**

- 10.1 In a *public place*, every *dog owner* must:
- (a) ensure that the dog does not enter any *public place* where a City sign specifically forbids dogs, unless the dog is a certified service animal;
  - (b) keep the dog on a leash, chain or tether not exceeding 183 centimetres (six feet) in length, subject to Subsection 10.2;
  - (c) ensure the dog is under the immediate care and control of a competent person at all times;
  - (d) immediately remove any excrement/feces and dispose of bags containing pet waste in a sanitary manner, unless the person is legally visually impaired;
  - (e) not permit or allow the dog to damage property or vegetation;
  - (f) not permit or allow the dog to howl or bark excessively;
  - (g) ensure the dog is not present if it is a female dog in heat; and
  - (h) ensure the dog is not present if it is a *vicious dog*.
- 10.2 In a designated off-leash *dog park*, a *dog owner* (including a *commercial dog walker*) may allow their dog to be at large, provided they follow Subsection 10.1 and meet the following additional requirements:
- (a) the dog is closely supervised at all times, and visual sight and verbal control of the dog is maintained at all times;
  - (b) the dog is legally licensed, wears a current license tag, and has up-to-date vaccinations as defined by the *Canadian Veterinary Medical Association*;

- (c) the maximum allowance of four (4) dogs per person is not exceeded;
- (d) the dog is securely kept on a leash when entering and exiting an off-leash *dog park*, and the *dog owner* possesses a leash to control the dog at all times;
- (e) the dog does not disturb other *dog park* users;
- (f) the *dog owner* takes immediate physical control and promptly removes the dog at the first sign of aggression;
- (g) the *dog owner* is personally and solely liable for any damages or injury inflicted by their dog upon another dog or human; and
- (h) the *dog owner* reviews and obeys all posted rules and regulations on signs.

10.3 No person shall feed any wild animal or fowl.

10.4 No person shall disturb, injure or catch a bird, animal, or fish.

10.5 No person shall ride, drive or herd any animal or livestock.

10.6 No person shall cause or permit any animal to roam at large, subject to Subsection 10.2.

10.7 No person shall cause or permit any animal to create a nuisance or harm another animal or an individual.

10.8 No person shall ride or drive a horse or other animal into or permit such horse or other animal to enter into a *public place*, except on a designated area where a City sign expressly authorizes their entry, or with written permission of the Manager.

10.9 No person shall permit any dogs or other animals, owned or harboured by the person, to enter any stream, pool or lake.

## **11. Vehicles, Parking, and Traffic Control**

11.1 Unless expressly approved by the Manager, a person in a *park/facility* must not drive or propel any *vehicle*:

- (a) on a path not designated for such use;
- (b) where a *traffic control device* prohibits such use;
- (c) on any path allotted for pedestrian traffic only, provided however, that bicycles, baby strollers, and *mobility aids* may be used on *sidewalks* in such manner as not to interfere with the free use of such *sidewalks* by pedestrians;

- (d) over any grass area or flower bed;
  - (e) over any sports field;
  - (f) on a surface that is not a hard-surfaced portion of established roads; and
  - (g) in any direction other than the direction designated by a *traffic control device*.
- 11.2 Unless expressly approved by the Manager, a person in a *park/facility* must not park, stop, or leave standing any *vehicle*:
- (a) in contravention of any *traffic control device* forbidding or regulating the parking of *vehicles*;
  - (b) in a parking place where a *traffic control device* indicates that place is reserved for a particular class of *vehicle*, except for that particular class of *vehicle*;
  - (c) on any grass, turf, field, pathway, or walkway located;
  - (d) within five (5) metres of a fire hydrant or adjacent to a curb that is painted yellow.
  - (e) without displaying a valid and current license plate issued for that *vehicle*, other than a maintenance vehicle or equipment operated by City staff that does not leave the *park/facility*; and
  - (f) in an area, lot, or stall designated as pay parking, accessibility parking, or service or emergency vehicle parking, except in accordance with a valid permit issued by the Manager or a valid parking permit for persons with disabilities, or unless the *vehicle* is a service vehicle or emergency vehicle.
- 11.3 A person must not allow or permit a *vehicle* to obstruct traffic circulation on a public way, such as the entrance to a parking lot.
- 11.4 No person shall grease, wash, clean, or repair a *vehicle*, except where a vehicle is parked and an emergency repair to that vehicle is necessary.
- 11.5 No person shall operate a *vehicle* for the specific purpose of voicing or broadcasting or displaying advertisements of any kind without first obtaining the written permission of the Manager, as set out in Subsection 8.1(d).
- 11.6 Without limiting the generality of any other provision of this bylaw, the Manager or a Bylaw Enforcement Officer is authorized to issue a ticket or order the seizure or towing of any vehicle unlawfully occupying any area of a *park/facility*.

## 12. Camping and Erecting Portable Structures

- 12.1 Subject to Subsection 12.4, no person may erect, construct, or build, or cause to be erected, constructed, or built, in or on any *public place* any, tent, building, shelter, pavilion, or other construction whatsoever without the prior written permission of the Manager.
- 12.2 No person shall establish or set up a campsite in a *public place* unless prior written permission is obtained from the Manager.
- 12.3 No person commits an offence under Subsection 12.2 by bringing *camping equipment* into a *public place* that is used for a picnic or while the person takes temporary, but not overnight, respite in a *public place* other than a parkade, or where authorized by a permit issued under Subsection 4.4(d).
- 12.4 Notwithstanding Subsection 12.1, where there is no suitable shelter accommodation available in the City, a person experiencing homelessness may, without the prior written permission of the Manager, erect and occupy a temporary shelter in a *public place* with a size of not more than nine (9) square metres (3m x 3m) and with one (1) metre clearance on all sides, between the hours of 7:00 p.m. on one day and 7:00 a.m. of the following day, provided that the person experiencing homelessness:
- (a) must not erect the temporary shelter:
    - (i) until 7:00 p.m. on one day, must completely dismantle and pack up the temporary shelter prior to 7:00 a.m. of the following day and vacate the *public place*, and must not leave any possession, *litter* or any other article behind;
    - (ii) on beaches;
    - (iii) within ten (10) metres of an established trail or sidewalk, or as to obstruct a street, sidewalk or parking lot or interfere with the lawful use of a street, sidewalk or parking lot by a person or vehicle;
    - (iv) within twenty (20) metres of any playground, community garden, sports field, tennis court, picnic shelter, gazebo, stage, water park, skate park, parking lot, public washroom, ornamental garden, horticultural display, established trail, sidewalk or private property;
    - (v) within fifty (50) metres of any area of a *park/facility* that has been designated for an event or activity under a valid permit issued by the City; and
    - (vi) as to hinder or interrupt the ability of City staff or contractors to perform their work.
  - (b) must not leave the temporary shelter unattended and must not leave or discard any *litter, sharps, drug paraphernalia*, alcohol containers, hazardous objects, or any similar item;
  - (c) must not be used to sell goods or conduct business without the permission of the



Manager, as set out in Section 8;

- (d) must provide their name to confirm identification with shelter providers upon request by a Bylaw Enforcement Officer, to ensure that public safety is maintained, and to ensure that individuals banned from shelter space due to behavioral issues may avail themselves of temporary shelter in a *public place* at times when shelter space may be available; and
- (e) must comply with all other provisions of this bylaw, particularly Subsection 9.9 regarding fire safety within temporary shelters.

12.5 The Manager, a Peace Officer, a Bylaw Enforcement Officer, or any other authorized individual, is authorized to remove, impound, or dispose of from a *public place* any *portable structures, camping equipment* forming part of a temporary shelter, personal belongings, or any other items that violate this bylaw, and has the discretion to take the following actions:

- (a) if classified as *rubbish*, immediately dispose of such items; or
- (b) if classified as *retained property*, hold and store the property at a designated *property return facility* for a period of up to fourteen (14) days, at the Manager's discretion, which:
  - (i) the owner of the *retained property* may attend to claim and request the return of their property upon full payment of applicable fees to the City; or
  - (ii) if not claimed within the hold period, permanently dispose of the property without notice or compensation to any person.

### **13. Safe Use of Public Places and Public Nuisances**

13.1 While in a *public place*, a person must not:

- (a) fight or engage in any other course of conduct with another person which may cause or be likely to cause injury, harm or danger to a person;
- (b) possess or use any firearm or weapon as defined by Section 2 of the *Criminal Code*, RSC, 1985, c C-46, as amended, including an air gun, air rifle, air pistol, spring gun, or archery equipment, except for a Police Officer or Bylaw Enforcement Officer in the performance of their duty;
- (c) possess or consume any *liquor*, unless the alcoholic beverage is approved by the Manager and possessed under and in accordance with a license, authorization, or permit issued under the *Liquor Control and Licensing Act*, SBC 2015, c 19, as amended;

- (d) be intoxicated by alcohol or other substance so as to be unresponsive to verbal communication or unable to care for themselves;
- (e) display, possess, or use a *controlled substance*;
- (f) display, possess, or use *sharps* or *drug paraphernalia* for the purposes of storing, transporting or using a *controlled substance*;
- (g) use obscene or profane language;
- (h) gamble or wager, unless authorized by a rental agreement and the Gaming Policy and Enforcement Branch of British Columbia;
- (i) undress, except in places specifically provided for such purposes;
- (j) contravene any provision of the *Criminal Code*, RSC, 1985, c C-46, as amended, concerning indecent acts, indecent exhibition, or public nudity, in any *public place* or on private property while exposed to public view;
- (k) urinate or defecate, except in a toilet facility;
- (l) paint, write, or place any unauthorized writing or graffiti on any wall, fence or other structure;
- (m) carry on or permit an activity of a hazardous or unsafe nature which may endanger life, safety, health, property or public peace;
- (n) dive or jump from a diving tower, pier or wharf except from a diving board, platform or diving tower constructed by the City for that purpose and where this is permitted by a City sign;
- (o) fish in any area posted to prohibit fishing;
- (p) use any boat, motorboat, water sled, water skis, power saw or other thing on or in the vicinity of any beach that will endanger, disturb, or interfere with the free use by any person of any beach or of the water adjacent to any beach;
- (q) engage in any game, sport, or activity except in areas designated for any such specified activities, such as:
  - (i) shoot an arrow or practice archery;
  - (ii) throw axes, knives or boomerangs;
  - (iii) ski, toboggan, snowboard, skibob, or sled;
  - (iv) operate any remote-controlled or other powered device, including model versions of aircrafts, boats, rockets, vehicles, or drones;
  - (v) cycle, skate, skateboard or use any other wheeled device propelled by human

- power, motor or gravity; and
- (vi) take part or assist in any activity involving thrown or otherwise propelled objects such as balls, pucks, or rings.
  - (r) be on the roof of any building, or climb, walk or sit upon any wall, fence or other structure, unless explicitly authorized by the Manager;
  - (s) lie horizontally across a bench on public property so as to interfere with the ability of another person to use the bench, unless in medical distress; and
  - (t) create a nuisance by interfering with an approved event or rental occurring within an area of a *public place* set aside for specific use through a permit issued under the authority of the Manager.
- 13.2 No person shall make or cause to be made noise, vibration, odor, dust, illumination or undertake any activity that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public in a *public place*.
- 13.3 Without limiting Subsection 13.2, a person must not play or operate electronic equipment or an instrument or other apparatus for the amplification of sound in a *public place*, such as a loudspeaker, in a manner that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public in a *public place*, without first obtaining written permission from the Manager.
- 13.4 Unless otherwise authorized under Section 12 of this bylaw, no person shall sleep in a *public place*.
- 13.5 No person may obstruct a Bylaw Enforcement Officer or any employee of the City in the fulfillment of their duties.
- 14. Restriction of Access**
- 14.1 A Bylaw Enforcement Officer may direct a person to leave a *public place* if that person is acting in contravention of this bylaw, or any other enactment.
- 14.2 Every person directed to leave a *public place* must proceed immediately to the nearest exit point.
- 15. Offence and Penalty**
- 15.1 Any person who causes, permits or allows anything to be done in contravention of this bylaw, or who neglects or fails to do anything required to be done pursuant to this bylaw, commits an offence against this bylaw and is liable upon summary conviction to pay a fine of not more than \$50,000, plus the costs of prosecution, and any other penalty or remedy available under the *Community Charter*, SBC 2003, c 26, as amended, and the

*Offence Act*, RSBC 1996, c 338, as amended.

- 15.2 Where an offence under this bylaw is of a continuing nature, each day that the offence continues, or is permitted to exist, shall constitute a separate offence.
- 15.3 A court may also make orders in accordance with Section 263.1 of the *Community Charter* regarding additional sentencing powers in relation to *Offence Act* prosecutions, as amended.
- 15.4 Subsection 15.1 shall not prevent the City, or an authorized person on behalf of the City, from issuing and enforcing a ticket under the City of Port Alberni Bylaw Offence Notice Enforcement Bylaw, as amended.
- 15.5 Nothing in this bylaw limits the City from utilizing any other remedy that would otherwise be available to the City at law, including remedies available through prosecution or civil remedies, including injunction.

## **16. Severability**

- 16.1 If a section, subsection, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

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

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

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

**ADOPTED** this      day of      , 2024.

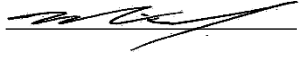
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**Mayor**

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**Corporate Officer**

Date: November 12, 2024  
File No: 1720-20-2024-2028  
To: Committee of the Whole  
From: M. Fox, CAO  
Subject: 2024-2028 Financial Plan Amendments

Prepared by: <b>A. MCGIFFORD</b> DIRECTOR OF FINANCE	Supervisor: <b>MIKE FOX</b> TITLE	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION

THAT the Committee of the Whole recommend Council amends the “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” as follows:

- i) Line 22121 – Police Services Contract
  - a. 2025 – from \$7,622,452 to \$7,905,555
  - b. 2026 – from \$7,875,460 to \$8,247,382
  - c. 2027 – from \$8,141,534 to \$8,530,188
  - d. 2028 – from 8,401,662 to \$8,839,271
- ii) Line 27600 – Vancouver Island Regional Library
  - a. 2025 – from \$1,265,788 to \$1,139,722
- iii) Line 27530 – Industrial Collections – APR Insurance & Contingency, allocating \$60,000 from the Alberni Valley Community Forest (AVCF) Reserve
  - a. 2024 – from \$40,657 to \$100,657
- iv) 2024 Capital Plan – Cultural Services – Project - Athol Street Rail Crossing, allocating \$95,500 from the Alberni Valley Community Forest (AVCF) Reserve
  - a. From \$0 to \$95,500

#### PURPOSE

To provide an opportunity for the Committee to make recommendations to Council regarding Financial Plan amendments.

#### BACKGROUND

Section 165(1) of the *Community Charter* provides authority for the City's Five-Year Financial Plan. Section 165(2) allows Council to amend the Financial Plan, by bylaw, at any time in order to provide for changes that occur during the year. The City's practice, which is common among other municipalities, is to review budget to actual amounts for revenues and expenditures and/or capital project changes throughout the year and to amend the City's Five-Year Financial Plan towards the end of the year so the Plan accurately reflects budget projections for operations and capital. A fulsome report outlining amendments made throughout the 2024 calendar year will be provided for consideration at the November 25<sup>th</sup> Regular meeting.

The recommendation outlined in today's report reflects additional amendments staff have identified for consideration.

### ALTERNATIVES/OPTIONS

1. *THAT the Committee of the Whole recommend Council amends the "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" as follows:*
  - v) *Line 22121 – Police Services Contract*
    - a. *2025 – from \$7,622,452 to \$7,905,555*
    - b. *2026 – from \$7,875,460 to \$8,247,382*
    - c. *2027 – from \$8,141,534 to \$8,530,188*
    - d. *2028 – from 8,401,662 to \$8,839,271*
  - vi) *Line 27600 - Vancouver Island Regional Library*
    - e. *2025 – from \$1,265,788 to \$1,139,722*
  - vii) *Line 27530 – Industrial Collections – APR Insurance & Contingency, allocating \$60,000 from the Alberni Valley Community Forest (AVCF) Reserve*
    - f. *2024 – from \$40,657 to \$100,657*
  - viii) *2024 Capital Plan – Cultural Services – Project - Athol Street Rail Crossing, allocating \$95,500 from the Alberni Valley Community Forest (AVCF) Reserve*
    - g. *From \$0 to \$95,500*
2. Explore the reduction or increase of the RCMP members funded by Municipality.
3. Utilize the Growing Communities Fund to fund the Athol Street Rail Crossing.

### ANALYSIS

Some changes to the 2024-2028 Financial Plan are provided for the Committee's consideration to amend "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024". Prior to December 31, 2023 Council must formally amend its Five-Year Financial Plan Bylaw to reflect the amendments that have been directed. Should the Committee make recommendation for Council to include the proposed amendments, these will be included in the consolidated amending bylaw coming forward November 25<sup>th</sup>.

### RCMP Contract

After adoption of the 2024-2028 Financial Plan in April 2024, an update Multi-Year Financial Plan (MYFP) was provided to the City for the RCMP Contract services on June 1, 2024, contract changes are as follows:

**Table 1: 2024-2028 Financial Plan – Adopted costs for Police Contract Services – Line 22121**

Expenditure Description	2025	2026	2027	2028
January to March - contract	1,970,550	2,032,399	2,101,027	2,172,010
April to June - contract	2,032,399	2,101,027	2,172,010	2,240,089
July to September - contract	2,032,399	2,101,027	2,172,010	2,240,089
October to December - contract	2,032,399	2,101,027	2,172,010	2,240,089
Budget reduction - budget for 32 of 34	(474,573)	(490,322)	(506,886)	(523,075)
Pension cost increase per email Dec 11, 2023	29,278	30,302	31,363	32,460
<b>Total for Line 22121</b>	<b>7,622,452</b>	<b>7,875,460</b>	<b>8,141,534</b>	<b>8,401,662</b>

**Table 2: 2025-2029 Financial Plan – Recommendation for Police Contract Services – Line 22121**

Expenditure Description	2025	2026	2027	2028
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January to March - contract payment	1,970,550	2,143,034	2,206,603	2,285,574
April to June - contract payment	2,143,034	2,206,603	2,285,574	2,368,717
July to September - contract payment	2,143,034	2,206,603	2,285,574	2,368,717
October to December - contract payment	2,143,034	2,206,603	2,285,574	2,368,717
Budget reduction - budget for 32 of 34	(494,097)	(515,461)	(533,137)	(552,454)
<b>Amendment for 2025-2028 - Total for Line 22121</b>	<b>7,905,555</b>	<b>8,247,382</b>	<b>8,530,188</b>	<b>8,839,271</b>

The increase will result in an additional \$283,103 (0.91%) in 2025, this will increase the cost per Officer from \$237,287 to \$247,049 (an increase of \$9,762 per Officer).

### ***Vancouver Island Regional Library (VIRL)***

In 2024 the increase to the VIRL budget was \$159,041 (17.41% increase) over 2023 requisition. The VIRL Financial Plan indicated that increase would be similar in 2025. The last update provided in September 2024 has the increase reduced as follows:

**Table 3: 2025-2029 Financial Plan – Amended VIRL Requisition – Line 27600**

<b>Expenditure Description</b>	<b>2025</b>
Adopted 2024 – 2028 Financial Plan for - 2025	1,265,788
Amended 2025	1,139,722
<b>Reduced VIRL Budget - Line 27600</b>	<b>(126,066)</b>

The reduction of the 2025 tax requisition of \$126,066 (-0.40%).

### ***Alberni Pacific Rail (APR) Operations 2024/2025***

APR restarted in 2024 and was supported with the following resolution funding operations after the adoption of the '2024-2028 Financial Plan' in April 2024.

*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.*

***April 22, 2024 - Resolution 24-171***

The agreement with Western Vancouver Island Industrial Heritage Society (WVIIHS) identified either use of the Alberni Valley Community Forest (AVCF) Reserve, or the Growing Communities Fund Reserves. The recommendation reflects utilization of the Alberni Valley Community Forest Reserve for \$60,000 in operational funding to cover the period of July 1, 2024 to June 30, 2025 on Line 27530, Industrial Collections, in 2024. Also, adding \$95,500 to the 2024 Capital Plan in Cultural Services, the Athol Street Rail Crossing from the AVCF Reserve (the actual Capital Expenditure for the project was \$95,500).

### **IMPLICATIONS**

The final impact of the annual financial plan is not scheduled to be confirmed until March 2025. The province requires adoption of the 'Financial Plan' and associated bylaws before May 15<sup>th</sup> 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 - ops at same level as 2024 w/Asset Management	70,000	0.22%	14.82%
Allocate 50% to Asset Management Reserve - Lease	82,625	0.26%	15.09%
Bench advertising contract ceased	11,040	0.04%	15.12%
RCMP Contract services increase	283,103	0.91%	16.03%
Vancouver Island Regional Library decrease	(126,066)	(0.40)%	15.63%

The Public Works roof replacement was allocated \$350,000, at the time of the preparation of the report the tax impact was still to be determined and may use potential surplus to fund in 2024 is being considered. Facilities Capital Plan detail will be confirmed through the Financial Plan process, no implications until Administration and Council review.

#### COMMUNICATIONS

The amending Bylaw, once adopted, will be posted to the City's website.

#### BYLAWS/PLANS/POLICIES

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

#### SUMMARY

The financial plan amendments proposed will be considered for inclusion of all changes made by Council by resolution in 2024 affecting the 2024-2028 Five Year Financial Plan. Amendments to the Financial Plan must be made no later than December 31, 2023.

#### ATTACHMENTS

- Vancouver Island Regional Library – 2025 Financial Plan Update – September 2024





## **2025 High Level Budget v3.0**

### **Background**

VIRL delivers tremendous economies of scale and significant returns on investment, by working with 38 local governments across a 42K km<sup>2</sup> service area. Our collective services are a demonstrable commitment to livability and affordability in the region and are enjoyed by nearly a third of residents overall. These services include free access to dynamic programming and events, bookable meeting rooms, and 39 branches that are essential Third Spaces in communities large and small. VIRL has the third-largest public library collection in BC, featuring downloadable e-books, audiobooks, digital news, streaming services, children's materials, and much more.

Entering its 89<sup>th</sup> year as a public library shared-service provider in 2025, VIRL continues to benchmark well in delivering on its mandate, at scale. In 2024, VIRL's overall local government funding per library branch was the lowest in our comparator cohort (8 B.C. systems/138 branches serving populations of 200K+). Based on 11 subset cohort analyses conducted in-year, VIRL's local government members are providing funding below, at or very near the cohort averages for the library system's robust, high-impact collective services.

Budget 2025 has developed in context of VIRL's foundational documents – including the 2023 Strategic and Facilities Master Plans – and Board approved budget 2025 guiding principles. In Q1 2024, a new Audit and Finance Special Committee (AFSC) was established. With respect to budget development, the AFSC Terms of Reference says in part that the AFSC oversight committee will "...ensure the organization is operating with the financial resources it needs to provide its services to member communities [and will] Review the annual forecasts, operating and capital budgets recommended by staff and either suggest changes or recommend adoption at the Q3 Executive Committee and Board meetings."

### **Discussion**

VIRL is funded primarily (95%) through levies from 38 member local governments, with remaining revenue (5%) from grants and other income. The annual budget is constrained by the availability of revenues, which fund the annual operating expenditures.

For the 2025 budget process, staff developed preliminary expenditure estimates on a modified "needs based" approach for all operating expenses. This approach involved examining the year's variance reports, as well as historical spending patterns, inflation and market inflation integration, to project 2025 expenditure budget requirements. All department heads were involved in this participative budgeting model. This method provides a global picture of VIRL's cost pressures and allows for detailed discussion of where to prioritize spending.

Wages and benefits budgets for 2025 have been modelled based on 2024 approved positions, with budget lifts where there are known impacts on wage levels such as collective agreement negotiated changes, step progressions, or relevant federal or provincial regulatory changes. The proposed budget reflects refined wage and benefits calculations within the overall envelope, considering the Standardized Schedule and Operating Review – scheduled to complete in 2024 - and necessary restoration of frozen vacancies.

Inflation is a key factor in the budget development process. The most recent inflation data published by BC Stats as of July 2024 shows a 12-month average inflation rate of 2.8%. Statistics Canada concurs. Levelling is projected, though not with market inflation. Therefore, the high-level budget generally includes an allowance of 3% for inflation to the end of 2025, unless agreed upon contractual terms indicate price increases will be more or less than this amount.

## Revenue - Preliminary Assumptions

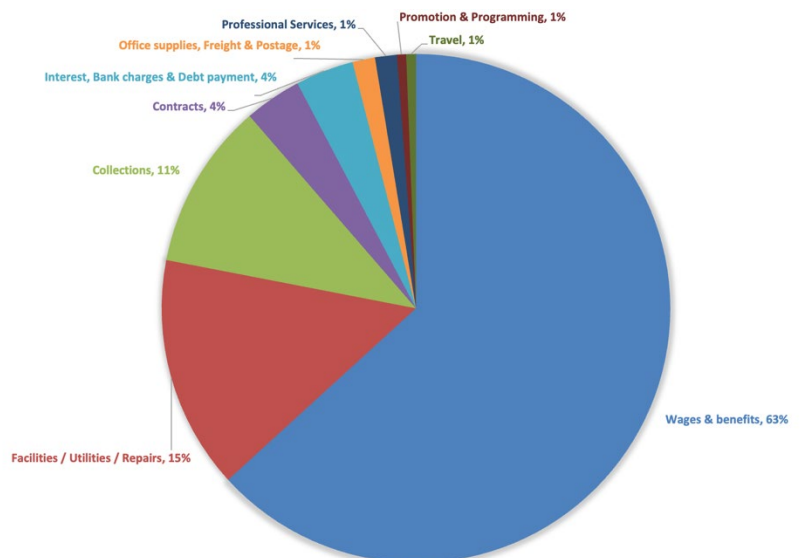
VIRL anticipates receiving approximately 95% of its revenue from member levies and approximately <5% from government and foundation grants. The remaining <1% is made up of ancillary revenues such as interest income and miscellaneous fees (photocopiers, sale of promotional items, room rentals, etc.). In Q3 2024, VIRL's revised donations policy will come into effect, and we are working to develop our capacity in this area to further defray pressures on valued local government members – a modest (15%) lift in donations revenue is anticipated in 2025, the first year under the new policy. VIRL has strategic ambitions to pilot mobile infrastructure in a logistically supportable location in 2025, yet no revenue or expenditures are projected in budget for this initiative for now.

## Operating Expenditures - Preliminary Assumptions

Overall, projected top level expenditure categories as a percentage of total operating expenditures remain unchanged from 2024. Chart 1 summarizes these categories and their relative percentages.

The cost of operating library facilities continues to be a significant component of VIRL's overall budget at 15%. Cost pressures greater than inflation are expected in lease fees primarily related to the rental of space for library operations. The projected budget increases are a combination of continuing and projected renegotiated lease terms.

Utilities and other facilities related costs (such as security, janitorial, landscaping and telecom) are also projected to rise by more than inflation in 2025 given fixed contracts and required maintenance.



Wages and benefits are the largest component of the overall expenditures budget at 63% of total operating expenses. Assumptions inherent in the wages budget modelling include collective agreement uplifts for BCGEU (Collective Agreement expires December 31, 2024), CUPE and exempt employees. The wage increase for pages reflects the most recent increase in the B.C. minimum wage, and another expected in 2025. Statutory changes in the employers' portion of CPP and EI first became effective in 2024, and these will impact the benefits rate in 2025.

VIRL manages perennial and changing demand on its collections. A core and strategic service offering, collections expenditures represent 11% of our operating budget, and the expenditure is comparable to VIRL's cohort. 38% of our collection usage is now digital, and VIRL works at scale, within regional, provincial and national consortia to secure favourable licensing terms for digital and physical collections, and to support the insatiable content, format and accessibility demands of the communities we serve.

Included in the draft 2025 high-level operational budget are expenditures greater than 10% variance in the following areas:

- Lease fees: the projected budget increases are a combination of continuing and projected renegotiated lease terms.
- Professional services: the projected budget increases are a combination of continuing engagements and renewals of legacy systems in support of business continuity.
- Promotion and programming: the projected budget *decrease* reprioritizes initiatives in other expenditure categories.
- Repairs and maintenance: the projected budget increases are a combination of fleet costs and required HVAC maintenance in a few locations.

## **Reserves Contributions and Withdrawals**

Recent conversations have surfaced continuing Trustee desire for a second reserve restructuring, insofar as the approach yields a higher degree of transparency. Recalling the purpose of a reserve fund - to tell financial statement users about internal or external restrictions on a public sector's resources: given there are insufficient underlying resources currently, there is a continuing concern that reserve fund designations may be misleading to a current user of the financial statements.

In this context, the draft 2025 budget projects limited contributions and draws to reserves in 2025, in anticipation of a second reserve restructuring, reported separately.

## **Impact on Total Member Levy**

### **The total member levy will increase by \$1.9M or 5.97% over 2024.**

- Combining all factors, the operating levy is projected to increase by \$1.9M or 7%.
- The Board previously approved a capital levy increase of 1.37% for each of 2024, 2025 and 2026, based on the 13-year capital levy average. Within this envelope, a series of continuing or in-year maintenance, deferred maintenance and information technology initiatives are projected in 2025. Two Facilities Business Cases – Tahsis and Tofino - are also included in the draft budget, emerging from the Facilities Master Plan prioritization process. There is more pressure within the capital pipeline than the levy can maintain, and staff have worked diligently to find more than \$180K in savings to balance priorities.

- In 2025, staff will research and develop options with respect to capital levy modelling for 2027 forward. The objective is to socialize a proposal in Fall 2025.

## **Conclusion**

Staff are grateful for the input of the AFSC and Executive Committees in June and July. This budget is recommended for approval by the Committees.



## 2025 Budget Business Case: Tahsis Branch September 14, 2024

### **Business Case for Decision**

#### **Topic: Tahsis Branch**

**Purpose:** Provide business case and options to continue library service in a new location.

### **Recommendation**

That the plans to transition into public sector lease at Captain Meares Elementary/Secondary School be approved by the Board of Trustees.

### **Background**

The Tahsis branch is situated on the traditional territories of the Nuu-chah-nulth peoples. VIRL leases the current 900 ft<sup>2</sup> branch from the Village of Tahsis (VoT), and the branch is categorized by VIRL as Small/Rural (<1,000 population). The branch has been in its current iteration since 1983 and the building dates from 1970. Village of Tahsis requested a new location in 2021, following a stalled VIRL refurbishment effort in 2017. Here is a select timeline:

2016 & earlier: Structural improvements to the collocated Municipal Hall, and for the library to stay at its current location, were unfeasible economically for VoT. VIRL consults with VoT staff and School District #84 to identify Captain Meares Elementary/Secondary School (CMESS) collocation as alternative location.

2017: Negotiations are completed on the costs for a ten-year lease at CMESS. Construction tender documents finalized and posted publicly for bidder responses, and geotechnical work completed. Site meeting held with potential contractors, yet tender cancelled due to new WorkSafeBC regulations on employer responsibilities for locations with hazardous materials that came into effect May 1. New regulatory variables were expected to increase budget significantly, and the project was aborted.

### **Discussion**

Appendix B: Population, Demographics, and Usage Analysis - demonstrates Tahsis has a high percentage of active cardholders and steady in-branch usage. As in Haida Gwaii, the rates of childhood vulnerability in the community and region are troubling, and the library is an essential and demonstrable commitment of community infrastructure in this context.

In 2023, the Board approved VIRL's Facilities Master Plan (FMP), inclusive of prioritized branch rankings. In 2024, Tahsis ranks 1<sup>st</sup> on both the FMP's Appendix III – Final Branch Ranking, and Appendix IV – Conditions Assessment Summary. It ranks 3<sup>rd</sup> on Appendix V – Capital Projects – Member Requests.

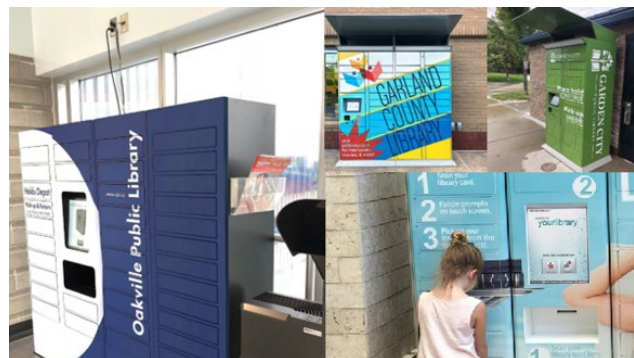
The facility condition assessment completed March 2023 notes that “the building appears to have been in desperate need of maintenance for some time and now appears entirely past its serviceable life span. New metal roof over a questionable structure.” The assessment concludes that the “overall condition of the Tahsis Library is poor, there are significant life safety and costly deterioration that require addressing.”

**It should be noted that status quo is no longer an option given the facility condition assessment completed in 2023.** Staff explored a few service options for Tahsis, yet only one option is recommended, as below.

Staff explored closing the branch and offering service through Books-By-Mail (BBM). BBM is VIRL’s mail service for people who live in a particularly remote location within our service area. In addition to servicing particularly remote residential addresses, BBM is a service to those living in lighthouses, research centres, fishing camps, and supply outposts. Library users request materials via phone or online, and receive scheduled mailouts via Canada Post. BBM is currently being reviewed in context of our mobile infrastructure and associated, strategic commitments. Transitioning Tahsis users to BBM service is not recommended. While isolated, Tahsis addresses are not considered remote for the purposes of BBM eligibility, and existing service levels would be negatively impacted by the removal of in-branch browsing, programming, public space, public computers, printing/photocopying, and WiFi.

The FMP makes provisions for Alternate Service Designation (ASD)<sup>1</sup>, and two ASD approaches were also explored by staff:

1. While the size and population of Tahsis might indicate it as a good candidate for mobile service delivery, geographic isolation and challenging road conditions leaves it disconnected from any reasonably workable mobile service base, logistically.
2. Transitioning Tahsis to a Self-Service Holds Pickup Service location. Such a location would feature a “smart locker,” providing library users with an easy-to-use and customizable holds pickup, browsing, account management, and returns self-service locker experience. Given the collocated partner agencies at CMESS school, it could be a reasonably convenient self-service holds pickup location, offering a modicum of library services.



Specialized equipment in this model would require capital investment and ongoing licensing, and operational costs associated with shipping and resupply would also be ongoing. Isolation and road conditions represent significant logistical challenges

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<sup>1</sup> For more information on Alternate Service Designations, see Appendix D.



for a reliable service model with this approach, and ultimately, transitioning Tahsis to a self-service location is also not a recommended approach.

**Recommendation: Transition to Public Sector Lease at Captain Meares Elementary/Secondary School (CMES)**

A public sector lease opportunity in the existing CMES exists. Built in 1972 with a wing added in 1976, CMES is currently undergoing renovations to consolidate the used classrooms into one wing of the building: a former 1,855 ft<sup>2</sup> classroom, adjacent to what may become VoT offices, is large enough to accommodate library branch space, including an accessible washroom, staff room, telecommunications and network closet, and janitor closet.

Featuring a gymnasium, playground, sports fields and adjacent recreation centre, a StrongStart centre, a public daycare maintained by VoT, and the Tahsis Seniors Society, CMES is a focal point for community events as well an intergenerational hub and education centre in Tahsis. Transitioning to a public sector lease at CMES is the only option that maintains current library service levels in Tahsis, while also aligning with VIRL's foundational documents, including its Vision, Mission and Values. Collocating the library with aligned community partners also presents the best opportunity for strengthened literacy impact in the community.

**Financial Considerations**

Using a unit price methodology developed for VIRL's most recent projects, the total one-time lease-transfer costs for Tahsis are estimated at \$327K with annual operating costs at \$81K (\$43.58/ft<sup>2</sup>) vs. \$9K (\$10.22/ft<sup>2</sup>) in 2024. This unit price differential reflects the proposed larger branch size (from existing 900 ft<sup>2</sup> to 1,855 ft<sup>2</sup>) and the new lease aligning more closely with typical commercial terms, whereas current costs represent favourable legacy rates in effect since 2011.

One Time Costs	Amount
Construction estimate (2024)	\$237,751
Construction Price Index forecast for 2025 (assumed at 8%)	\$ 19,020
Construction estimate (2025)	\$256,771
Furniture and Moving Costs	\$ 70,000
<b>Total Project Cost (2025)</b>	<b>\$326,771</b>

Annual Costs	Rent, tax inclusive	Utilities & Custodial	Maintenance	Total
New, 1,855 sq ft space	\$52,248	\$27,266	\$1,336	<b>\$80,850</b>

**Appendix A: Tahsis Branch Photos April 2024**



Tahsis branch sits above the municipal offices.





## **Appendix B: Population, Demographics, and Usage Analysis**

- Tahsis population increased by 58% from 2016 to 2021: total population is 393.
- 37% of the population has a library card and 87% of cardholders are 20 years or older.
- On average, the population is 53, with the median age of 58.
- 39% of the Tahsis population lives in single-detached houses, with 1% living in an apartment or flat in a duplex. 1% of Tahsis residents live in households that have 5 or more persons, with 22% in households with 2 persons.
- 49% of children are vulnerable on one or more scales of the Early Development Instrument's (EDI) Wave 8 data (2016-2019). The provincial average is 32.9%.

An analysis of branch performance metrics uses five criteria to determine the operational usage performance of a branch relative to other branches in the system. The overall branch performance score is the sum of the variance between Branch Performance and the threshold target. Tahsis scores acceptable in 3/5 criteria and ranks 35<sup>th</sup> in the overall branch performance score. Tahsis meets the minimal acceptable systemwide threshold targets.

	Branch Average	Branch Performance
Percent of Pop with card	37%	37%
Circ/Cardholder	22.49	24.51
Circ/Open Hour	27.15	3.57
Staffing Cost/Circ	\$ 5.54	\$ 9.85
Staffing Cost per cardholder	\$ 123.91	\$ 241.51

An analysis of Tahsis borrowing behaviour indicates that while Tahsis users pick up the most holds at their branch as compared to the overall system, the split between in-person collection browsing versus requesting and picking up holds is nearly 50/50. Library users are making good use of the branch in the community.

## **Appendix C: At a Glance – Current Branch Programs and Services**

With the support of partner relationships, Tahsis branch offers programs and services in the community to all ages:

- Community Support Technician from Campbell River visits branch monthly to delivery technology support by appointment.
- Monthly children’s craft activity targeting children under 12 with their caregiver, featuring a different artform.
- In partnership with the Tahsis Literacy Society and offered by a local resident, Stop Motion Club occurs every Wednesday evening February-June, targeting ages 7-17 and supporting digital literacy and creative skill development.
- Local author readings sponsored by the Tahsis Literacy Society.
- Promotion of system-wide virtual programming including Learning with Syeyutsus and the Virtual Gardening Series.
- Spring Break puppet show and Summer Reading Club programming.
- Maintains the “Tahsis Community Calendar,” a monthly event listing of all Tahsis community events including those offered by the Tahsis Literacy Society, Tahsis Seniors Society, VoT (including council meetings, Recreation Centre activities, and economic development activities), Good Food Box Food Security Program dates, CMESS - sponsored events, as well as Strathcona Regional District Emergency Services events.

Features include:

- 1 public computer, printer/photocopier, and high-speed WiFi
- A study table and limited seating capacity throughout the branch
- A small, dedicated children’s area

In-branch Collection size:

- 5,500

Hours of Operation (Open 20 hours a week):

Monday	Closed
Tuesday	Closed
Wednesday	1:00 pm – 4:00 pm, 5:00 pm – 8:00 pm
Thursday	10:00 am – 12:00 pm, 1:00 pm – 5:00 pm
Friday	10:00 am – 2:00 pm
Saturday	10:00 am – 2:00 pm
Sunday	Closed

## **Appendix D: Alternate Service Designation**

Alternate Service Designation (ASD) is a service model that provides public library service to people who may not have access to a “bricks and mortar” library branch, or where there is a physical barrier which makes getting to a library more challenging. ASDs can be used to fill gaps and augment services, particularly when undertaken in partnership with other community resources. Examples of ASDs include bookmobiles (land or sea), self-service kiosks like lending machines or holds pickup lockers, pop-up libraries, deposit collections, and embedded partnership models. Funding frameworks include operational budgets, grants, endowment, and government services partnerships.

Characteristics of ASDs:

- Diverse, flexible, and embrace partnerships to respond to community need.
- Allow libraries to respond to service demands and promote equity.
- Delivered off-site to connect with the community through services, programs, events, and collections.
- Recognize local and regional ecologies, including hub and spoke service delivery in a community or in multiple communities in a region.
- Create places that facilitate community connection and social cohesion, and contribute to the economic, environmental, and cultural wellbeing of a community.
- Contribute to the reduction of fuel consumption and greenhouse gas emissions in the region.
- Provide access to underserved or isolated communities with a focus on vulnerable populations.

Criteria for ASD Consideration:

- There is no existing branch in community, or FMP flags existing branch as below standard and recommends a replacement facility.
- Existing branch has very low usage overall and replacing a facility in the existing community would represent a major Capital investment. Usage is indicated by analyzing branch operational usage performance criteria relative to other branches in the system and an acceptable threshold target.
- Community population falls Small/Rural (1K-8K) or Small/Rural (<1K) as designated by the FMP.
- Opportunity to partner with other values-aligned service agencies operating in community to leverage service delivery.



## **Appendix E: The Case for Rural Libraries**

As rural communities re-envision and reposition themselves, the library plays a key role in revitalizing communities, contributing to quality of life of residents, spaces to connect, and programs and services for all ages. The services and connections that happen in libraries contribute to social, [economic](#), environmental, and cultural sustainability within a community.

Challenges for rural communities include declining and aging populations, higher cost of living, problems with youth retention, limited economic and social opportunities for residents, depleting natural resources/climate change, and loss of local services.

Across Canada, libraries in rural and northern communities are investing in new services and partnerships directly tied to poverty reduction, language preservation, youth development, job development, tourism, health, food security, broadband connectivity, and education.

### **Infrastructure**

Challenges associated with aging library buildings include safety, comfort, and technology requirements for a 21<sup>st</sup> century library. Emerging library services and programs are limited in aging facilities and present barriers to provide essential community services. In Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civil Life (2018), Klinenberg chronicles the innumerable benefits of social infrastructure investments in communities large and small. Shared spaces like Public Libraries are leading examples in his analysis, and have increasingly complex operating and regulatory environments, owing to their unique mandate, shifting community needs, intersecting crises, and the responsive and evolving Collective Services they deliver<sup>2</sup>.

Investing in library infrastructure in rural and remote communities contributes to:

- Capacity building in the community: building partnerships and networking opportunities
- Creating people focused spaces that support community gathering, learning, connection and transformation
- Bridging the digital divide by offering a variety of media, tools, resources, and services
- Flexible gathering spaces that build community partnerships, networking opportunities and foster collaborations
- Increasing social inclusion and build stronger communities
- Improving physical environment and fostering common experiences that express a sense of place
- Rural revitalization, increasing community participation and dialogue
- Creating a space that draws people together who would otherwise not be engaged
- Anchoring and refuge for community
- Supporting local tourism and tourism initiatives

- Youth engagement and connection
- Providing a welcoming space for all and providing a “third place” for the community

Select resources:

- <https://ised-isde.canada.ca/site/rural/en/rural-opportunity-national-prosperity-economic-development-strategy-rural-canada>
- <https://ised-isde.canada.ca/site/rural/en>
- <https://www.oecd.org/regional/rural-development/>
- <https://www.infrastructure.gc.ca/plan/rnc-crn-eng.html>



## 2025 Budget Business Case: Tofino Branch September 14, 2024

### Business Case for Decision

#### Topic: Tofino Branch

**Purpose:** Provide business case for a lease transition into a new mixed-use building.

### Recommendation

That the plans for a lease transition into a new mixed-use building be approved by the Board of Trustees.

### Background

There are three Nuh-cha-nulth First Nations whose territories encompass Clayoquot Sound: the Hesquiaht, Ahousat and Tla-o-qui-aht. The Tofino branch is situated on the unceded territories of the Tla-o-qui-aht people. VIRL leases the current 1,000 ft<sup>2</sup> branch from the Royal Canadian Legion Clayoquot Branch #65, and the branch is categorized by VIRL as Small/Rural (1K-8K population). The branch has been in its current iteration since 2006 and the building dates from 1970. District of Tofino requested a new location in 2013 and again in 2017. Here is a select timeline:

2013-2015: "...Council direct[s] staff to advise VIRL that the District is soon to be undertaking a Civic Centre feasibility study, and that the District is hoping to include a library as a consideration in that plan." VIRL participates in needs assessment exercise, and final study / design includes library as part of mixed-use facility that also collocates theatre, municipal, public, and leasable office space.

2016-2018: VIRL staff present to Tofino Council regarding VIRL's facility decision process. Council makes a resolution "that staff identify and evaluate potential locations on municipally owned land, for the Tofino branch of the VIRL..." following which community consultation verifies preference for a mixed-use building. VIRL receives an official member request for an updated location and commits to revisiting project in 2018. Council makes a resolution "that the District of Tofino Council's preference for a new VIRL site is 385 & 391 Main Street." The District, Clayoquot Biosphere Trust, and VIRL explore the feasibility of a mixed-use building that would combine a biosphere centre, a library, and attainable housing.

2019-2021: Catalyst Community Developments Society prepares a draft report on viability of a mixed-use building. Project abandoned, and VIRL and District discuss opportunities for stand-alone prototype branch.

2023: VIRL receives notification in April that the current branch landlord is now under trusteeship, raising serious concern about service continuity.



## Discussion

In 2023, the Board approved VIRL's Facilities Master Plan (FMP), inclusive of prioritized branch rankings. Tofino ranked 6<sup>th</sup> on the FMP's Appendix III – Final Branch Ranking, 8<sup>th</sup> on Appendix IV – Condition Assessment Summary, and 2<sup>nd</sup> on Appendix V – Capital Projects – Member Requests. In 2024, Tofino ranks only below the cohort that includes Masset, Tahsis, and Campbell River, and ahead of all other high-priority, currently viable prospects.

There is potential for public sector lease transition to a new mixed-use build in the vicinity of Tofino's District Hall, with the possibility of shared amenities. The main drivers to proceed on this project are:

- Landlord under trusteeship, with no identifiable lease options available: serious risk to service continuity
- Condition Assessment findings - building exterior: accessibility and drainage issues
- Condition Assessment findings - building interior: insufficient fire protection, no accessible public washroom or HVAC; presence of asbestos, and seismic and BC Building Code issues
- Underserved community given the limitations of the current facility, significant seasonal population fluctuations and anticipated population growth
- District-led, mixed-use facility opportunity emerging, with space for VIRL
- Availability of Capital Project funds to commence planning with the District in 2025: remainder of funds to be committed in 2026, pending emergent opportunity

## Financial Considerations

While building-specific details are pending, the emerging model is a lease or co-contributed approach in a mixed-use facility. Preliminary one-time costing uses 2,100 ft<sup>2</sup> as a minimum branch size baseline for a Small/Rural (1K-8K) VIRL branch designation. Using a unit price methodology developed for VIRL's most recent Capital projects, the total one-time project cost for Tofino is estimated at \$1.7M, inclusive of a projected 8% increase in Construction Price Index in 2025. 2025 Budget Draft #1 commits 10% of the Tofino project funding in 2025 for planning purposes, leaving 90% of the project funding to Budget 2026.

Annual operating costs for a new branch are expected to increase from \$40K (\$40/ft<sup>2</sup>) to \$88K (\$41.10/ft<sup>2</sup>) because of the proposed larger branch size (from existing 1,000 ft<sup>2</sup> to 2,100 ft<sup>2</sup>). This unit price differential reflects the proposed larger branch size and a new lease aligning more closely with typical commercial terms, whereas current annual operating costs represent favourable legacy lease terms in overhold status since 2011.

One Time Costs	Amount
Construction estimate (2025)	\$1,628,141
Furniture and Moving Costs	\$ 80,000
Total Project Cost (2025 estimate)	\$1,708,141
<b>2025 Capital Plan Component (10%)</b>	<b>\$ 170,814</b>
2026 Forecast, pending 2026 adjustment (90%)	\$1,457,327

**2025 Budget**  
**Business Case: Tofino Branch**  
**September 14, 2024**

Annual Costs (2027 forward)	Rent, tax inclusive	Utilities & Custodial	Maintenance	Total
New, 2,100 sq ft space	\$TBC	\$TBC	\$TBC	<b>\$88,000</b>

**Appendix A: Tofino Branch Photos 2024**



## **Appendix B: Population, Demographics, and Usage Analysis**

- Tofino population increased 27.91% from 2016 to 2021: total population is 2,516.
- 35% of the population has a library card and 88% of cardholders are 20 years or older.
- On average, the population is 38, with a median age of 36.
- 19% of the population lives in single-detached houses, with 3% living in an apartment or flat in a duplex. 3% of Tofino residents live in households that have 5 or more persons, with 13% in households with 2 persons.
- 34.4% of Tofino's children are vulnerable on one or more scales of the Early Development Instrument's (EDI) wave 8 data (2016-2019). The provincial average is 32.9%.

An analysis of branch performance metrics uses five criteria to determine the operational usage performance of a branch relative to other branches in the system. The overall branch performance score is the sum of the variance between

	Branch Average	Branch Performance
Percent of Pop with card	37%	36%
Circ/Cardholder	22.49	16.14
Circ/Open Hour	27.15	14.61
Staffing Cost/Circ	\$ 5.54	\$ 2.73
Staffing Cost per cardholder	\$ 123.91	\$ 44.13

Branch Performance and the threshold target. Tofino scores acceptable in 5/5 criteria and ranks 14<sup>th</sup> in the overall branch performance score. Tofino exceeds the minimal acceptable systemwide threshold targets.



## **Appendix C: At a Glance – Current Branch Programs and Services**

Tofino branch offers the following programming and services in the community:

- Promotion of system-wide virtual programming including Learning with Syeyutsus and the Virtual Gardening Series
- Spring Break and Summer Reading Club programming
- Weekly Storytime as of April 2024

Features include:

- 2 public computers, printer/photocopier, and high-speed WiFi
- A study table and limited seating capacity throughout the branch
- A small, dedicated children's area

In-branch Collection size:

- 9,500

Hours of Operation (Open 20 hours a week):

- Monday        Closed
- Tuesday       Closed
- Wednesday   10:00 am – 12:00 pm, 1:00 pm – 5:00 pm
- Thursday     1:00 pm – 4:00 pm, 5:00 pm – 8:00 pm
- Friday        1:00 pm – 5 pm
- Saturday     10:00 am – 2:00 pm
- Sunday        Closed

## **Appendix D: The Case for Rural Libraries**

As rural communities re-envision and reposition themselves, the library plays a key role in revitalizing communities, contributing to the quality of life of residents, spaces to connect, and programs and services for all ages. The services and connections that happen in libraries contribute to social, [economic](#), environmental, and cultural sustainability within a community.

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Across Canada, libraries in rural and northern communities are investing in new services and partnerships directly tied to poverty reduction, language preservation, youth development, job development, tourism, health, food security, broadband connectivity, and education.

### **Infrastructure**

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- Bridging the digital divide by offering a variety of media, tools, resources, and services
- Flexible gathering spaces that build community partnerships, networking opportunities and foster collaborations
- Increasing social inclusion and build stronger communities
- Improving physical environment and fostering common experiences that express a sense of place
- Rural revitalization, increasing community participation and dialogue.
- Creating a space that draws people together who would otherwise not be engaged
- Anchoring and refuge for community

- Supporting local tourism and tourism initiatives
- Youth engagement and connection
- Providing a welcoming space for all and providing a “third place” for the community

Select resources:

- <https://ised-isde.canada.ca/site/rural/en/rural-opportunity-national-prosperity-economic-development-strategy-rural-canada>
- <https://ised-isde.canada.ca/site/rural/en>
- <https://www.oecd.org/regional/rural-development/>
- <https://www.infrastructure.gc.ca/plan/rnc-crn-eng.html>

## VIRL DRAFT v3.0 2025 Budget - High Level

	2025 Budget	\$ Change	% Change	2024 Budget	2023 Actuals
<b>Revenues</b>					
Grant Revenue	1,774,370	416,370	31%	1,358,000	2,861,252
Levies Revenue	30,321,592	1,884,592	7%	28,437,000	23,450,033
Other Revenues	155,152	15,152	11%	140,000	468,587
<b>Total Revenues</b>	<b>32,251,114</b>	<b>2,316,114</b>	<b>8%</b>	<b>29,935,000</b>	<b>26,779,872</b>
<b>Expenses</b>					
Collections	3,419,600	99,600	3%	3,320,000	2,850,360
Contracts	1,171,635	82,635	8%	1,089,000	899,064
Debt Repayment	742,000	-	0%	742,000	765,713
Freight and Postage	247,000	-	0%	247,000	182,833
Interest and Bank Charges	453,000	2,000	0%	451,000	624,850
Lease Fees	2,678,466	297,466	12%	2,381,000	2,173,975
Office Supplies	214,440	7,440	4%	207,000	247,563
Professional Development	126,101	3,101	3%	123,000	55,767
Professional Services	447,702	161,702	57%	286,000	182,437
Promotion and Programming	186,100	(51,900)	-22%	238,000	82,426
Repairs and Maintenance	318,028	65,028	26%	253,000	472,567
Travel	199,500	10,500	6%	189,000	253,297
Utilities and Facilities related costs	1,783,295	33,295	2%	1,750,000	1,637,513
Wages and Benefits	20,264,247	843,247	4%	19,421,000	17,640,866
<b>Total Expenses</b>	<b>32,251,114</b>	<b>1,554,114</b>	<b>5%</b>	<b>30,697,000</b>	<b>28,069,231</b>
<b>Net income (loss) from operations</b>	<b>(0)</b>	<b>762,000</b>	<b>-100%</b>	<b>(762,000)</b>	<b>(1,289,359)</b>
<b>Capital</b>					
Capital Levies	4,135,896	55,896	1%	4,080,000	4,051,743
Capital Expenditures	(4,135,896)	(1,953,104)	-32%	(6,089,000)	(1,025,288)
<b>Net income (loss) from capital</b>	<b>(0)</b>	<b>2,009,000</b>	<b>-100%</b>	<b>(2,009,000)</b>	<b>3,026,455</b>
<b>Net Income (loss) - TOTAL</b>	<b>(0)</b>	<b>2,771,000</b>	<b>-100%</b>	<b>(2,771,000)</b>	<b>1,737,096</b>



	2025 Budget	\$ Change	% Change	2024 Budget	Variance analysis >10%
<b>Revenues</b>					
Grant Revenue	1,774,370	416,370	31%	1,358,000	Masset grants; MUNI Year 2/2
Levies Revenue	30,321,592	1,884,592	7%	28,437,000	
Other Revenues	155,152	15,152	11%	140,000	Fundraising, fees & merch, interest
<b>Total Revenues</b>	<b>32,251,114</b>	<b>2,316,114</b>	<b>8%</b>	<b>29,935,000</b>	
<b>Expenses</b>					
Collections	3,419,600	99,600	3%	3,320,000	
Contracts	1,171,635	82,635	8%	1,089,000	
Debt Repayment	742,000	-	0%	742,000	
Freight and Postage	247,000	-	0%	247,000	
Interest and Bank Charges	453,000	2,000	0%	451,000	
Lease Fees	2,678,466	297,466	12%	2,381,000	Parksville & Port Alberni projected renewals; contract lifts for all others
Office Supplies	214,440	7,440	4%	207,000	
Professional Development	126,101	3,101	3%	123,000	
Professional Services	447,702	161,702	57%	286,000	Continuing engagements & renewals of legacy systems in support of business continuity
Promotion and Programming	186,100	(51,900)	-22%	238,000	Reallocated to align with strategic priorities
Repairs and Maintenance	318,028	65,028	26%	253,000	Fleet & facility maintenance set at 2023 actuals; AED batteries
Travel	199,500	10,500	6%	189,000	
Utilities and Facilities related costs	1,783,295	33,295	2%	1,750,000	
Wages and Benefits	20,264,247	843,247	4%	19,421,000	
<b>Total Expenses</b>	<b>32,251,114</b>	<b>1,554,114</b>	<b>5%</b>	<b>30,697,000</b>	
<b>Net Income (loss) from operations</b>	<b>(0)</b>			<b>(762,000)</b>	

	2025 Budget	\$ Change	% Change	2024 Budget	Variance analysis >10%
<b>Total Capital Revenues (levies)</b>	<b>4,135,896</b>	<b>55,896</b>	<b>1.37%</b>	<b>4,080,000</b>	
<b>Capital Expenditures</b>					
Information Technology - Public computing lease	200,000	-	0%	200,000	
Information Technology - Staff computing lease	-	-			
Information Technology - End user computing	292,704	(107,297)	-27%	400,000	Reduced to maintain levy
Information Technology - Network refresh	-	(260,000)	-100%	260,000	Prior year project - complete
Information Technology - People counters	50,000	50,000	100%	-	Prior year project at tender: yr 1 of 4
Information Technology - Self check lease	104,000	104,000	100%	-	Reserve funded in 2024: ongoing lease
Information Technology - Managed print renewal	80,000	80,000	100%	-	End of life replacements
Facilities - Furniture & Equipment	193,048	(25,952)	-12%	219,000	Includes 4 tailgates / OH&S; reduced re: levy
Facilities - Nanaimo HVAC refresh	-	(890,000)	-100%	890,000	Prior year project - complete
Facilities - Masset	-	(2,420,000)	-100%	2,420,000	Prior year project
Facilities - Tofino Business Case	170,814	170,814	100%	-	10% of project funding in Part 1 of 2
Facilities - Tahsis Business Case	326,771	326,771	100%	-	Per business case
Facilities - Harbourfront Roof	966,000	966,000	100%	-	Critical deferred maintenance
Finance - Ammortization	1,752,560	52,560	3%	1,700,000	
<b>Total Capital Expenditures</b>	<b>4,135,896</b>	<b>(1,953,103)</b>	<b>-32%</b>	<b>6,089,000</b>	\$2M less than previous year via complete projects & realized savings
Facilities - Campbell River upgrade	-	(1,200,000)	-100%	1,200,000	Prior year funding via debt
<b>Net Income (loss) from capital</b>	<b>(0)</b>			<b>(2,009,000)</b>	

## VIRL DRAFT v3.0 2025 Reserve Fund Continuity

## Appendix C

	Year End 2023	2024 Budget Reserve Contributions (approved)	2024 Budget Reserve Expenses (projected)	2024 Budget Reserve Adjustment	2025 Budget Reserve Contribution (proposed)	2025 Budget Reserve Expenses (proposed)	Year End 2025 (projected)
	A	B	C	D	E	F	G=A+B+C+D+E+
<b>Internally Restricted Funds</b>							
(External) Friends of the Library	17,508	-	-	(1,311)	-	-	<b>16,197</b>
(External) Fundraising	509,002	-	(262,223)	-	-	-	<b>246,779</b>
Computer Systems & Network	1,219,276	250,000	(660,000)	(809,276)	726,704	(726,704)	-
Integrated Library System	150,003	50,000	-	(200,003)	-	-	-
Long-term maintenance	333,451	1,018,585	(1,040,000)	(312,036)	966,000	(966,000)	-
Furniture & Equipment / renewal	94,040	200,000	(200,000)	(94,040)	143,048	(143,048)	-
New branches	3,024,995		(2,420,000)	5	-	(605,000)	-
Vehicles / replacement	27,833	30,000	-	(57,833)	50,000	(50,000)	-
Strategic Planning	21,458	-	-	(21,458)	-	-	-
	-	-	-	-	-	-	-
<b>Reserve Activity</b>	<b>5,397,566</b>	<b>1,548,585</b>	<b>(4,582,223)</b>	<b>(1,495,952)</b>	<b>1,885,752</b>	<b>(2,490,752)</b>	<b>262,976</b>
	<b>Opening Balance</b>				<b>Contributions</b>	<b>Withdrawals</b>	<b>Closing Balance</b>

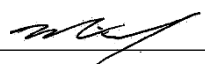
Budget 2025: Member Levies by Apportionment

Appendix D

	2024	2025											
	Total Levy	Population	Converted Land Value	Apportionment per \$100 of Shared Cost	Operating Levy	\$ Change	% Change	Capital Levy	\$ Change	% Change	TOTAL Levy	\$ Change	% Change
<b>Municipalities</b>													
Campbell River	\$ 2,222,144	38,658	\$ 1,249,874,256	\$ 6.89	\$ 2,088,486	\$ 145,169	7%	\$ 284,872	\$ 6,044	2%	\$ 2,373,357	\$ 151,213	7%
Comox	\$ 949,691	15,902	\$ 536,094,471	\$ 2.89	\$ 875,174	\$ 44,648	5%	\$ 119,375	\$ 210	0%	\$ 994,549	\$ 44,858	5%
Courtenay	\$ 1,907,348	31,242	\$ 1,143,895,800	\$ 5.89	\$ 1,785,781	\$ 117,761	7%	\$ 243,582	\$ 4,254	2%	\$ 2,029,363	\$ 122,016	6%
Cumberland	\$ 293,758	4,901	\$ 168,310,698	\$ 0.90	\$ 271,988	\$ 15,090	6%	\$ 37,099	\$ 240	1%	\$ 309,088	\$ 15,329	5%
Daajing Giids	\$ 50,141	1,033	\$ 21,529,339	\$ 0.16	\$ 47,119	\$ 3,269	7%	\$ 6,427	\$ 135	2%	\$ 53,546	\$ 3,405	7%
Duncan	\$ 318,504	5,513	\$ 172,559,431	\$ 0.97	\$ 293,677	\$ 15,138	5%	\$ 40,058	\$ 93	0%	\$ 333,734	\$ 15,231	5%
Gold River	\$ 62,660	1,296	\$ 26,103,275	\$ 0.19	\$ 58,451	\$ 3,653	7%	\$ 7,973	\$ 110	1%	\$ 66,424	\$ 3,763	6%
Ladysmith	\$ 578,184	9,690	\$ 329,750,086	\$ 1.77	\$ 535,546	\$ 29,911	6%	\$ 73,049	\$ 500	1%	\$ 608,595	\$ 30,411	5%
Lake Cowichan	\$ 218,416	3,748	\$ 115,730,899	\$ 0.65	\$ 198,496	\$ 7,486	4%	\$ 27,075	\$ (331)	-1%	\$ 225,572	\$ 7,155	3%
Lantzville	\$ 299,871	4,099	\$ 209,695,425	\$ 0.92	\$ 277,938	\$ 15,693	6%	\$ 37,911	\$ 284	1%	\$ 315,849	\$ 15,977	5%
Masset	\$ 37,850	766	\$ 16,788,545	\$ 0.12	\$ 35,543	\$ 2,443	7%	\$ 4,848	\$ 99	2%	\$ 40,391	\$ 2,541	7%
Nanaimo	\$ 6,520,790	108,438	\$ 3,815,894,098	\$ 20.07	\$ 6,085,204	\$ 382,623	7%	\$ 830,028	\$ 11,819	1%	\$ 6,915,232	\$ 394,442	6%
North Cowichan	\$ 2,136,007	34,546	\$ 1,279,183,120	\$ 6.55	\$ 1,985,115	\$ 117,128	6%	\$ 270,772	\$ 2,752	1%	\$ 2,255,887	\$ 119,880	6%
North Saanich	\$ 1,153,995	13,198	\$ 928,795,732	\$ 3.56	\$ 1,080,565	\$ 71,370	7%	\$ 147,390	\$ 2,590	2%	\$ 1,227,955	\$ 73,961	6%
Parksville	\$ 998,303	14,710	\$ 669,840,747	\$ 3.09	\$ 936,898	\$ 63,858	7%	\$ 127,794	\$ 2,530	2%	\$ 1,064,691	\$ 66,388	7%
Port Alberni	\$ 1,072,702	20,264	\$ 529,718,747	\$ 3.31	\$ 1,002,922	\$ 64,819	7%	\$ 136,800	\$ 2,200	2%	\$ 1,139,722	\$ 67,020	6%
Port Alice	\$ 32,972	700	\$ 14,525,865	\$ 0.11	\$ 31,883	\$ 3,048	11%	\$ 4,349	\$ 212	5%	\$ 36,232	\$ 3,260	10%
Port Clements	\$ 14,828	267	\$ 7,942,379	\$ 0.05	\$ 13,919	\$ 952	7%	\$ 1,899	\$ 38	2%	\$ 15,818	\$ 990	7%
Port Hardy	\$ 214,449	4,552	\$ 83,700,210	\$ 0.66	\$ 199,455	\$ 11,914	6%	\$ 27,206	\$ 297	1%	\$ 226,661	\$ 12,212	6%
Port McNeill	\$ 127,271	2,591	\$ 58,839,927	\$ 0.40	\$ 121,727	\$ 10,425	9%	\$ 16,604	\$ 634	4%	\$ 138,331	\$ 11,059	9%
Qualicum Beach	\$ 715,243	9,663	\$ 498,145,219	\$ 2.17	\$ 657,999	\$ 32,503	5%	\$ 89,752	\$ 5	0%	\$ 747,751	\$ 32,508	5%
Sayward	\$ 16,584	305	\$ 7,508,970	\$ 0.05	\$ 14,756	\$ 253	2%	\$ 2,013	\$ (68)	-3%	\$ 16,768	\$ 185	1%
Sidney	\$ 1,020,577	12,951	\$ 769,254,206	\$ 3.15	\$ 956,275	\$ 63,757	7%	\$ 130,437	\$ 2,378	2%	\$ 1,086,712	\$ 66,135	6%
Sooke	\$ 1,009,489	16,866	\$ 582,186,138	\$ 3.09	\$ 938,179	\$ 55,358	6%	\$ 127,969	\$ 1,301	1%	\$ 1,066,148	\$ 56,659	6%
Tahsis	\$ 15,673	277	\$ 7,945,563	\$ 0.05	\$ 14,225	\$ 519	4%	\$ 1,940	\$ (26)	-1%	\$ 16,166	\$ 492	3%
Tofino	\$ 268,167	2,653	\$ 257,801,944	\$ 0.89	\$ 269,258	\$ 34,740	15%	\$ 36,727	\$ 3,078	9%	\$ 305,985	\$ 37,818	14%
Ucluelet	\$ 205,897	2,309	\$ 156,254,221	\$ 0.61	\$ 184,478	\$ 4,416	2%	\$ 25,163	\$ (672)	-3%	\$ 209,641	\$ 3,744	2%
Zeballos	\$ 5,625	121	\$ 2,505,589	\$ 0.02	\$ 5,507	\$ 588	12%	\$ 751	\$ 45	6%	\$ 6,259	\$ 633	11%
	\$ 22,467,141	361,259	\$ 13,660,374,900		\$ 20,966,567			\$ 2,859,861			\$ 23,826,428		
<b>Regional Districts</b>													
Alberni-Clayoquot	\$ 655,737	8,624	\$ 477,724,698	\$ 2.02	\$ 611,510	\$ 38,053	7%	\$ 83,411	\$ 1,131	1%	\$ 694,921	\$ 39,184	6%
Capital	\$ 394,593	4,473	\$ 315,970,920	\$ 1.21	\$ 367,080	\$ 21,999	6%	\$ 50,070	\$ 558	1%	\$ 417,150	\$ 22,556	6%
Central Coast	\$ 77,260	1,459	\$ 38,203,080	\$ 0.24	\$ 72,257	\$ 4,691	7%	\$ 9,856	\$ 161	2%	\$ 82,112	\$ 4,852	6%
Comox Valley	\$ 1,837,761	25,992	\$ 1,248,902,726	\$ 5.62	\$ 1,703,279	\$ 96,114	6%	\$ 232,329	\$ 1,732	1%	\$ 1,935,608	\$ 97,846	5%
Cowichan Valley	\$ 2,780,396	37,614	\$ 1,923,337,268	\$ 8.41	\$ 2,549,798	\$ 118,278	5%	\$ 347,795	\$ (1,081)	0%	\$ 2,897,593	\$ 117,198	4%
Mount Waddington	\$ 197,345	2,143	\$ 162,451,151	\$ 0.61	\$ 183,975	\$ 11,392	7%	\$ 25,094	\$ 332	1%	\$ 209,070	\$ 11,724	6%
Nanaimo	\$ 3,299,919	45,308	\$ 2,324,584,772	\$ 10.15	\$ 3,077,092	\$ 191,237	7%	\$ 419,719	\$ 5,655	1%	\$ 3,496,811	\$ 196,892	6%
North Coast	\$ 63,538	1,145	\$ 36,488,180	\$ 0.20	\$ 61,469	\$ 5,904	11%	\$ 8,384	\$ 412	5%	\$ 69,854	\$ 6,315	10%
qathet	\$ 36,614	510	\$ 24,821,986	\$ 0.11	\$ 33,653	\$ 1,633	5%	\$ 4,590	\$ (4)	0%	\$ 38,243	\$ 1,629	4%
Strathcona	\$ 706,756	10,898	\$ 497,355,750	\$ 2.29	\$ 694,912	\$ 76,837	12%	\$ 94,787	\$ 6,105	7%	\$ 789,699	\$ 82,942	12%
	\$ 10,049,921	138,166	\$ 7,049,840,531		\$ 9,355,025			\$ 1,276,035			\$ 10,631,060		
<b>TOTALS</b>	\$ 32,517,000	499,425	\$ 20,710,215,431		\$ 30,321,592			\$ 4,135,896			\$ 34,457,488		5.97%



Date: November 14, 2024  
File No: 1700-20-2025-2029  
To: Committee of the Whole  
From: M. Fox, CAO  
Subject: Facility Condition Assessment | Preliminary Financial Considerations

Prepared by: <b>A. MCGIFFORD</b> DIRECTOR OF FINANCE	Supervisor: <b>M. FOX</b> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION[S]

THAT the Committee of the Whole receive the report "Facility Condition Assessment | Preliminary Financial Considerations" dated November 14, 2024.

#### PURPOSE

To provide preliminary results from the Master plan process (City facility condition assessment) and invite the Committee's considerations for recommendations or requests for additional information.

#### BACKGROUND

In considering the 2025-2029 Financial Plan, staff have provided the preliminary proposed financial implications from the Master Plan process (City facility condition assessment). While the fulsome report will not be available until the new year, staff felt it was prudent to provide potential financial impacts in advance for the Committee's consideration.

#### ALTERNATIVES/OPTIONS

THAT the Committee of the Whole receive the report "Facility Condition Assessment | Preliminary Financial Considerations" dated November 14, 2024.

#### ANALYSIS

##### **City Facilities – Condition Assessment details**

The attached City Facilities Capital Summary are the preliminary results from the Master plan process (City facility condition assessment) and is provided for review and further discussion. Details are still being reviewed, and administration will bring forward a refined listing and fulsome report once finalized. These are the summarized recommendations from the Consultant and must be confirmed with current resources (both financial and staffing) through the Financial Planning process. Each project will also have justification and funding sources that could be grant eligible.

## **IMPLICATIONS**

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.

## **COMMUNICATIONS**

The Financial Plan process started with the introduction on October 21, 2024 and will continue through to March 2025 in advance of the deadline of May 14, 2025. Implications will be realized as Council considers the overall plan in conjunction with information coming forward from the facilities condition assessment.

## **SUMMARY**

The Financial Plan process takes considerable effort and time to prepare and consolidate for Council's review and final approval. To assist in informing Council, staff have provided the preliminary results from the Master plan process (City facility condition assessment) for consideration of financial impacts with the finalized report expected in the new year.

There will be 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 of the Financial Plan, which is required to be completed by May 14, 2025.

## **ATTACHMENTS/REFERENCE MATERIALS**

- *Facilities Capital Plan – Preliminary – post Condition assessment*

# CITY OF PORT ALBERNI - FACILITIES - PROVISIONARY CAPITAL PLAN (CONDITION ASSESSMENT)

## 2025-2029 Financial Plan - Capital Plan

AQUATIC CENTRE	PROJECT TYPE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 - 2034 BUDGET
Replace Main Pool Circulating Pump	Renewal	19,200					
Replace corroded filter room piping	Renewal	24,000					
Replace Main Pool UV System	Renewal	51,878					
Structural Review Pool Deck, Basin, Crawl	Renewal	24,912					
Design Fees Cl2 Conversion	Upgrade	24,000					
Replace South Roof	Renewal		113,132				
Gas Cl2 Conversion	Upgrade		60,000				
Re-tile Sauna Shower Area	Renewal		38,788				
Replace Tots' Pool UV Filter System	Renewal			49,500			
Replace Hydronic System Equipment	Renewal			27,126			
Re-Tile Pool Basin And Deck Area	Renewal				1,135,903		
Replace all Pool Lockers	Renewal					180,000	
Replace Pool Lobby & Office Carpets	Renewal					12,823	
Upright Exercise Bike Replacement	Renewal					3,600	
Treadmill Replacement	Renewal					6,600	
<b>Total</b>		<b>143,990</b>	<b>211,919</b>	<b>76,626</b>	<b>1,135,903</b>	<b>203,023</b>	<b>-</b>

AQUATIC CENTRE REPLACEMENT	PROJECT TYPE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 - 2034 BUDGET
Construct New Aquatic Centre	New					60,000,000	
Demolition of Current Facility	Remediation					2,500,000	
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,500,000</b>	<b>-</b>

PARKS YARD BUILDING	PROJECT TYPE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 - 2034 BUDGET
Carpentry Shop Upgrades	Upgrade	48,000					
Replace Roof	Renewal					271,891	
<b>Total</b>		<b>48,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>271,891</b>	<b>-</b>

MULTIPLEX	PROJECT TYPE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 - 2034 BUDGET
Replace Rink Boards on Weyerhaeuser	Renewal	500,000					
Add Handrailing to Bleacher Seating	Upgrade	50,000					
Energy Audit	Investigation	24,912					
Replace Upper Roof	Renewal		1,200,000				
Replace Make-Up Air Unit	Renewal		123,992				
Replace Larger Exhaust Fans	Renewal				55,873		
Replace Remaining Flat Roofs	Renewal					500,000	
Replace Ammonia Plant Exhaust Fan	Renewal					122,248	
Replace Condenser Pump	Renewal					39,426	
Replace Coulson Rink Boards - 2034	Renewal						650,000
<b>Total</b>		<b>574,912</b>	<b>1,323,992</b>	<b>-</b>	<b>55,873</b>	<b>661,674</b>	<b>650,000</b>

RECREATION PARK	PROJECT TYPE	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 - 2034 BUDGET
Concession Roof and Gutter Repairs	Renewal	12,336					
<b>Total</b>		<b>12,336</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>PUBLIC WORKS YARD BUILDING</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replace Office Windows	Renewal	8,400					
Address Structural Cracking	Investigation					96,000	
<b>Total</b>		<b>8,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>96,000</b>	<b>-</b>

<b>MUSEUM</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replace Air Handling Unit	Renewal			302,695			
Replace Roof	Renewal					384,795	
<b>Total</b>		<b>-</b>	<b>-</b>	<b>302,695</b>	<b>-</b>	<b>384,795</b>	<b>-</b>

<b>RCMP</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replace Split Unit Air Conditioner	Renewal	14,387					
Upgrade BAS System	Upgrade		49,778				
Replace Roof - 2031	Renewal						1,067,209
<b>Total</b>		<b>14,387</b>	<b>49,778</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,067,209</b>

<b>MCLEAN MILL</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replace Cedar Gutters	Renewal		31,030				
Replace Roof Fasteners	Renewal				21,886		
Log Haul Restoration	Renewal					120,000	
<b>Total</b>		<b>-</b>	<b>31,030</b>	<b>-</b>	<b>21,886</b>	<b>120,000</b>	<b>-</b>

<b>CARETAKERS</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Paint Public Washrooms at Caretaker Facilities	Renewal	10,000					
Structural and Septic Review	Investigation		18,000				
<b>Total</b>		<b>10,000</b>	<b>18,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>CITY HALL</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
West Side Door Replacement	Renewal	15,000					
Committee Room Updates	Upgrade	30,000					
Re-coat Exterior Siding	Renewal			42,000			
<b>Total</b>		<b>45,000</b>	<b>-</b>	<b>42,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>BOB DAILEY STADIUM</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Repaint Grandstand	Renewal	50,063					
Replace Grandstand Roof	Renewal		134,933				
<b>Total</b>		<b>50,063</b>	<b>134,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>ECHO CENTRE</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Cedar Room Curtain Divider Replacement	Renewal	40,000					
Fir Room Floor Replacement	Renewal	10,000					
Replace Window Blinds in Fir & Hemlock Rooms	Renewal	11,500					
Safety Upgrades	Upgrade	45,000					
Repairs to Block Walls and Walkway	Renewal	34,318					
Paint Exterior Cladding	Renewal			94,240			
Replace Vinyl Tile in Dogwood Room	Renewal			27,503			
Replace Emergency Generator	Renewal				123,673		
Replace Carpets in Program Offices	Renewal					24,000	



Separate Hydro Meters	Upgrade					24,000	
<b>Total</b>		<b>140,818</b>	<b>-</b>	<b>121,742</b>	<b>123,673</b>	<b>48,000</b>	<b>-</b>

<b>ECHO PARK FIELDHOUSE</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
East Building Gutters	Renewal	35,000					
Replace Roof Fasteners	Renewal	27,239					
Replace Roof - 2033	Renewal						360,976
<b>Total</b>		<b>62,239</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>360,976</b>

<b>INDUSTRIAL HERITAGE CENTRE</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Structural Review	Investigation	17,126					
Masonry Wall Repairs	Renewal	30,517					
Concrete Wall Repainting	Renewal	235,418					
Energy Audit	Investigation	18,684					
Replace Roof (Arena Only)	Renewal		474,233				
Replace Windows	Renewal					64,376	
Replace Gable Ends	Renewal					69,741	
Replace Curling Roof - 2030	Renewal						1,157,042
<b>Total</b>		<b>301,746</b>	<b>474,233</b>	<b>-</b>	<b>-</b>	<b>134,118</b>	<b>1,157,042</b>


<b>LIBRARY</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replace Roof - 2034	Renewal						906,062
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>906,062</b>

<b>HARBOUR QUAY</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replace Old Roofing (Spirit Square)	Renewal				581,639		
Paint Exposed Framing	Renewal				77,576		
Replace Roofing (Port Building)	Renewal					257,694	
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>659,215</b>	<b>257,694</b>	<b>-</b>

<b>FIRE HALL</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replace Roof & Skylights	Renewal	400,741					
<b>Total</b>		<b>400,741</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>GLENWOOD CENTRE</b>	<b>PROJECT TYPE</b>	<b>2025 BUDGET</b>	<b>2026 BUDGET</b>	<b>2027 BUDGET</b>	<b>2028 BUDGET</b>	<b>2029 BUDGET</b>	<b>2030 - 2034 BUDGET</b>
Replacement Tables and Chairs	Renewal	10,000					
Replace Canopies	Renewal		80,198				
Replace Exterior Doors	Renewal					61,454	
Replace Main Roof	Renewal					938,164	
<b>Total</b>		<b>10,000</b>	<b>80,198</b>	<b>-</b>	<b>-</b>	<b>999,618</b>	<b>-</b>
<b>Grand Total</b>		<b>1,822,632</b>	<b>2,324,084</b>	<b>543,064</b>	<b>1,996,550</b>	<b>65,676,813</b>	<b>4,141,290</b>

Date: November 12, 2024  
File No: 3900-20  
To: Committee of the Whole  
From: M. Fox, CAO  
Subject: City of Port Alberni Tax Rates History and Tax Share

Prepared by: <b>A. MCGIFFORD</b> DIRECTOR OF FINANCE	Supervisor: <b>MIKE FOX</b> TITLE	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION

*THAT the Committee of the Whole receive the report "City of Port Alberni Tax Rates History and Tax Share" dated November 18, 2024.*

#### PURPOSE

To provide information as it relates to the historical allocation of tax rate shares across the classes and provide opportunity to review for 2025 Tax Rate Bylaw.

#### BACKGROUND

Property taxation is the most important single source of municipal revenue. 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 reflected in the Annual Financial Plan. Due dates, penalties, interest, and reporting dates fall under *Community Charter* regulations.

The property tax rates use the assessed values as the basis to calculate property tax revenue. Tax rates are expressed in dollars per thousand. Assessed property values are provided by BC Assessment, independent of a municipality. Sections 165 and 197 of the *Community Charter* legislates that a Council must pass a financial plan bylaw and a tax rates bylaw before May 15<sup>th</sup> of each year. Further, Council must adopt its Annual Financial Plan Bylaw prior to adopting its tax rate bylaw.

Council does not have authority to set taxes for specific properties. The tax rates are applied to each class of property, and are consistent for each property in each class. 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. The annual tax rates bylaw includes the City's General Municipal taxes, off street parking and debt rates, but also includes taxes that are set by other organizations, including:

- Alberni-Clayoquot Regional District
- Alberni-Clayoquot Regional Hospital District
- Vancouver Island Regional Library

There are other rates that are set by each of the following organizations and do not form part of the City's tax bylaw, but are provided and included on the annual tax notice:

- School taxes for the province
- Municipal Finance Authority
- BC Assessment

The other governments/jurisdictions provide either a tax rate or a dollar amount to support their tax requisitions. 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.

In April of 2024, Council sought additional information to adopt the Tax rate bylaws for 2024. That report can be found on the City website - [Special Meeting of Council - April 15, 2024 - Agenda](#). Council sought more time to review the issue for 2025.

#### **ALTERNATIVES/OPTIONS**

1. THAT the Committee of the Whole receive the report "City of Port Alberni Tax Rates History and Tax Share" dated November 18, 2024.
2. THAT the Committee of the Whole request additional information to support setting the 2025 tax share across property classes.

#### **ANALYSIS**

The City has seen a shift away from Major Industry and continues to consider tax rates for each classification on an annual basis, taking into consideration a broad array of social, economic and demographic factors relating to the community as a whole. The shift from Major Industry to Residential has been significant and will continue as the Industrial properties change in use.

BC Assessment provides each municipality with a Completed Assessment Roll at the start of the year, on which estimated property tax rates are calculated. Actual tax rates are calculated on the Revised Roll or the latest supplementary to the Revised Roll. The Revised Roll, would be received March 31, 2025, includes Property Appeal Review Panel decisions, and may include further adjustments or corrections as the appeal process continues for some properties.

Administration has recommended that Council consider that all non-market change in the current year becomes a contribution to the Asset Management Reserve to support the need to renew the City's assets. This may be considered as a policy, should Council provide that direction. The City have made partial contributions with the non-market change in Light Industry and Commercial property classes being contributed in 2024. Administration would be making the same recommendation for 2025.

Consumer Price Index (CPI) BC and Non-Residential Building Construction Price Index are referenced in the attached table to support the decision-making processes. Administration would like to highlight the City's construction cost and operational cost inputs are seeing cost escalation beyond CPI, some municipalities now relying on the Non-Residential Building Construction Price Index to support cost escalation annually to better support long term financial planning. As the table shows, the Non-Residential Building Construction Price Index

has doubled the CPI increase from 2006 through 2024, some factors include scarcity of resources and regulatory changes.

### IMPLICATIONS

A summary of each classification in 2025 for the City of Port Alberni property tax rolls will be provided on January 1, 2025. Then an updated Revised Roll provided by BC Assessment on March 31, 2025. These values will be used to calculate the 2025 Tax Rates. After that information is received the implications and options may be further explored.

To support further discussion, the scenario presented below will provide the impact of a 1% shift in tax share to each class when 15% taxation occurs. The combined tax increase for each Property Class (with all else remaining equal) is provided in the table below.

**Table 1: Impact on Property Classes – 15% increase – 1% overall tax share shift**

Property Class	New Allocation	Taxation Increase
Residential	21,862,319	16.66%
Utilities	407,301	n/a
Major Industry	7,001,705	20.36%
Light Industry	1,451,058	46.49%
Business & Other	6,677,741	20.64%
Non-Profit	343,481	n/a
Farm	312,419	n/a

*\*Utilities, Non-Profit & Farm all are factored based on the other classes*

### COMMUNICATIONS

- Finance and Communications will collaborate through the first quarter of 2025 with an overview of the adopted Financial Plan to include in various communication outreaches to the public.

### BYLAWS/PLANS/POLICIES

- Under Section 165 and 166 of the *Community Charter*, the City must develop a five-year financial plan and undertake a public consultation process before the plan is adopted.

### SUMMARY

Council for the City of Port Alberni began its financial planning process in October of this year. A number of meetings will be held throughout the next few months (RCM's & CoW's) to discuss, debate and allow for direct public consultation and input.

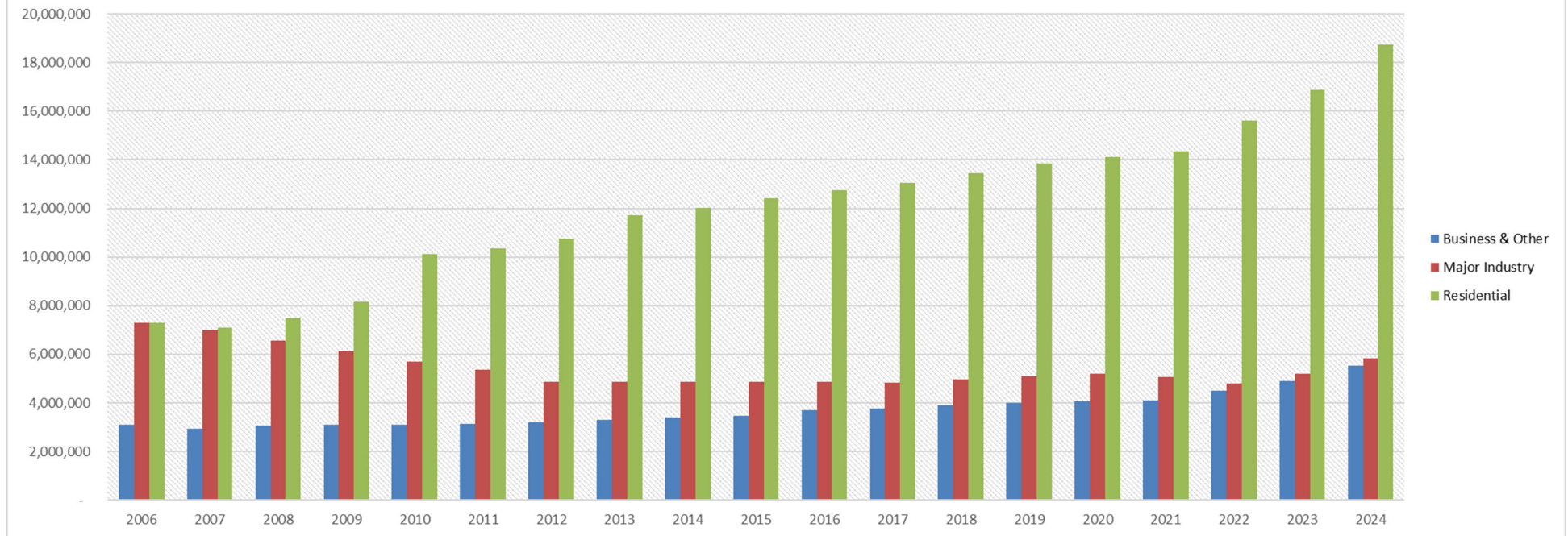
### ATTACHMENTS/REFERENCE MATERIALS

- 2006 to 2024 Tax share table and graph – with CPI and Non-Residential Building Construction Price Index*

c: S. Darling, Director of Corporate Services



**Tax Share (\$) - 2006 - 2024**



2006 to 2024 - Property Tax Allocations and Percentage allocated for each class

<i>Tax Dollars Levied</i>	2006	2007	2008	2009	2010	2011	2012	2013
Residential	7,304,418	7,099,152	7,497,024	8,146,451	10,132,159	10,364,729	10,764,199	11,726,427
Utilities	82,969	74,161	64,078	64,971	60,145	59,303	59,603	49,039
Major Industry	7,305,646	6,982,667	6,557,062	6,132,060	5,707,017	5,351,085	4,857,014	4,857,000
Light Industry	166,180	160,238	163,443	163,442	163,441	72,771	111,653	111,653
Business & Other	3,092,264	2,935,295	3,070,957	3,105,387	3,110,676	3,151,350	3,207,640	3,307,867
Non Profit	19,648	17,239	18,742	19,413	27,015	27,668	23,317	25,128
Farm	1,438	1,085	524	554	671	652	702	787
<i>Municipal and Debt Tax Levy Total</i>	<b>17,972,563</b>	<b>17,269,837</b>	<b>17,371,830</b>	<b>17,632,278</b>	<b>19,201,124</b>	<b>19,027,558</b>	<b>19,024,128</b>	<b>20,077,901</b>
<i>Annual overall % - Municipal and Debt Tax Levy Total</i>		<b>-4.07%</b>	<b>0.59%</b>	<b>1.48%</b>	<b>8.17%</b>	<b>-0.91%</b>	<b>-0.02%</b>	<b>5.25%</b>
<i>CPI BC</i>	<b>1.70%</b>	<b>1.80%</b>	<b>2.10%</b>	<b>0.00%</b>	<b>1.30%</b>	<b>2.40%</b>	<b>1.10%</b>	<b>-0.10%</b>
<i>Non-Residential Building Construction Price Index</i>	<b>6.27%</b>	<b>9.79%</b>	<b>8.79%</b>	<b>1.01%</b>	<b>-3.67%</b>	<b>3.34%</b>	<b>3.68%</b>	<b>1.08%</b>


<i>Percentage of City property tax</i>	2006	2007	2008	2009	2010	2011	2012	2013
<i>Residential</i>	40.64%	41.11%	43.16%	46.20%	52.77%	54.47%	56.58%	58.40%
<i>Utilities</i>	0.46%	0.43%	0.37%	0.37%	0.31%	0.31%	0.31%	0.24%
<i>Major Industry</i>	40.65%	40.43%	37.75%	34.78%	29.72%	28.12%	25.53%	24.19%
<i>Light Industry</i>	0.92%	0.93%	0.94%	0.93%	0.85%	0.38%	0.59%	0.56%
<i>Business &amp; Other</i>	17.21%	17.00%	17.68%	17.61%	16.20%	16.56%	16.86%	16.48%
<i>Non Profit</i>	0.11%	0.10%	0.11%	0.11%	0.14%	0.15%	0.12%	0.13%
<i>Farm</i>	0.01%	0.01%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<i>Total %</i>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

2006 to 2024 - Property Tax Allocations and Percentage allocated for each class

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total increase since 2006 per Class
12,006,385	12,420,645	12,764,720	13,042,319	13,434,197	13,836,263	14,103,510	14,331,941	15,598,121	16,880,657	18,739,465	156.5%
50,000	49,599	50,808	51,944	53,502	55,096	56,161	56,805	68,398	74,021	82,927	-0.1%
4,857,017	4,856,904	4,857,767	4,823,307	4,968,053	5,116,146	5,214,971	5,060,781	4,798,310	5,192,777	5,817,192	-20.4%
114,447	115,589	116,765	119,379	122,961	126,625	129,073	313,488	651,371	704,921	990,542	496.1%
3,389,011	3,484,821	3,690,112	3,772,744	3,885,937	4,001,745	4,079,074	4,102,181	4,514,413	4,885,500	5,535,484	79.0%
25,123	26,720	23,083	23877	18,116	16,736	19,081	20,289	20,560	20,557	27,432	39.6%
790	840	869	814	705	612	740	548	384	375	421	-70.7%
20,442,773	20,955,118	21,504,124	21,834,384	22,483,470	23,153,223	23,602,610	23,886,033	25,651,557	27,758,808	31,193,463	73.6%
1.78%	2.44%	2.55%	1.51%	2.89%	2.89%	1.90%	1.19%	6.88%	7.59%	11.01%	53.1%
1.00%	1.10%	1.80%	2.10%	2.70%	2.40%	0.80%	2.80%	6.90%	3.90%		34.1%
1.13%	1.67%	5.81%	5.49%	5.99%	2.04%	0.18%	7.52%	9.02%	8.66%		71.5%

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
58.73%	59.27%	59.36%	59.73%	59.75%	59.76%	59.75%	60.00%	60.81%	60.81%	60.07%
0.24%	0.24%	0.24%	0.24%	0.24%	0.24%	0.24%	0.24%	0.27%	0.27%	0.27%
23.76%	23.18%	22.59%	22.09%	22.10%	22.10%	22.09%	21.19%	18.71%	18.71%	18.65%
0.56%	0.55%	0.54%	0.55%	0.55%	0.55%	0.55%	1.31%	2.54%	2.54%	3.18%
16.58%	16.63%	17.16%	17.28%	17.28%	17.28%	17.28%	17.17%	17.60%	17.60%	17.75%
0.12%	0.13%	0.11%	0.11%	0.08%	0.07%	0.08%	0.08%	0.08%	0.07%	0.09%
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Date: November 12, 2024  
File No: 3900-02-5122  
To: Committee of the Whole  
From: M. Fox, Chief Administrative Officer  
Subject: Fire Control Bylaw No. 5122, 2024

Prepared by: <i>M. OWENS</i> FIRE CHIEF	Supervisor: <i>MIKE FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION[S]

*That the Committee of the Whole recommend Council introduce and give three readings of “Fire Control Bylaw No. 5122, 2024”*

#### PURPOSE

The Fire Control Bylaw was last adopted in July 2015. This modernization is required to comply with the Fire Safety Act which was introduced in August 2024.

#### BACKGROUND

The current Fire Control Bylaw was adopted in July 2015. The Fire Control Bylaw is the document which grants authority to the Fire Chief and other members of the Port Alberni Fire Department (PAFD). The document indemnifies members of the PAFD, specifies the services provided by PAFD, and sets out rules for residents, owners and developers pertaining to fire safety.

#### ALTERNATIVES/OPTIONS

1. *That the Committee of the Whole recommend Council introduce and three readings of “Fire Control Bylaw No. 5122, 2024”.*
2. *That the Committee of the Whole request changes to the Fire Control Bylaw to be considered at a future Committee of the Whole;*

#### ANALYSIS

While a more comprehensive “Summary of Changes” appears as Appendix B, some highlights are:

- Consistency with the new Fire Safety Act
  - Designating Inspectors and Investigators
- Fines have been reviewed and increased where appropriate
- False Alarms have been removed as a fine and will instead be included in the Fees and Charges Bylaw with escalating charges for repeat occurrences within a calendar year.



- Gender specific pronouns have been replaced with gender-neutral pronouns
- Outdoor burning is no longer restricted by time of day
- Consistent 3 meter buffer between a compliant fire and other combustibles and buildings
- Buildings that require a fire alarm system are now required to have a ULC Certificate
- The PAFD Access to Buildings which is shared with new developers will become part of the this bylaw
- Vacant premises are required to be secured expeditiously
- Damaged buildings are required to be secured immediately, otherwise they will be secured by the City at the owner's expense
- Clarity on when and how inspectors can enter a private dwelling
- Incidents which cannot be investigated immediately will now have security arranged by PAFD or the RCMP at the owner's expense
- Increased penalties for non-compliance

#### **IMPLICATIONS**

As the *Fire Services Act* has been repealed and replaced by the *Fire Safety Act*, there is a requirement for municipalities to designate inspectors and investigators. This Fire Control Bylaw has increased fines included within and has parted out fees and charges.

#### **COMMUNICATIONS**

The bylaw will be updated on the City's website.

#### **BYLAWS/PLANS/POLICIES**

*"Fire Control Bylaw, 2015, Bylaw No. 4876"*

*"Fire Control Bylaw, 2015, Amendment No. 1 (Outdoor Burning), Bylaw No. 4906"*

*"Fees and Charges Bylaw, 2007, Bylaw No. 4665"*

#### **SUMMARY**

The Fire Control Bylaw has been worked on extensively by members of the PAFD, Finance, Corporate Services, and others. The result is a bylaw which is fair for all residents and visitors to Port Alberni while firm towards repeat offenders of the bylaw.

#### **ATTACHMENTS/REFERENCE MATERIALS**

*Appendix A: Draft "Fire Control Bylaw No. 5122, 2024"*

*Appendix B: Summary of Changes*

## CITY OF PORT ALBERNI

### BYLAW NO. 5122

#### FIRE CONTROL BYLAW

**WHEREAS** the *Community Charter*, SBC 2003, c 26, as amended from time to time, and the *Fire Safety Act*, SBC 2016, c 10 and its Regulations, as amended from time to time, authorize Council to enact bylaws to regulate, prohibit and impose requirements in relation to municipal fire safety measures, including authorizing the municipal fire chief to designate and exercise powers in relation to the prevention, inspection, investigation, and suppression of fires and the regulation of fire hazards;

**AND WHEREAS** under these statutory powers, a municipality may, by bylaw, govern the conduct of persons at or near fires or fire hazards, require maintenance of fire safety systems, and enforce the duty to report fires and follow general fire safety practices;

**AND WHEREAS** Council is committed to enhancing public safety and reducing the risk of fire-related injuries and property damage within the municipality by establishing standards for fire safety systems, including emergency exits, smoke alarms, and evacuations;

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

**1. TITLE**

This Bylaw may be known and cited for all purposes as “**Fire Control Bylaw No. 5122, 2024**”.

**2. REPEAL**

Upon effect of Bylaw No. 5122, “Fire Control Bylaw, 2015, Bylaw No. 4876” and its associated amendments shall be hereby repealed.

**3. DEFINITIONS**

3.1 Unless specifically defined herein, words and phrases used in this Bylaw shall be construed in accordance with the meanings assigned to them by the *Fire Safety Act*, the *Building Code*, the *Fire Code* or the *Community Charter* as the context and circumstances require.

3.2 In this Bylaw:

“*Apparatus*” means any vehicle machinery, device, *Equipment* or material used for firefighting and *Assistance Response* and any vehicle used to transport *Members* or supplies;

“*Assistance Response*” means aid provided in respect of fires, alarms, explosions, medical assistance, floods, earthquakes or other natural disasters, escape of dangerous goods, rail or aeronautical incidents, motor vehicle or other accidents, or

circumstances necessitating rescue efforts;

*“Building Bylaw”* means City of Port Alberni Building Bylaw, as amended or replaced from time to time;

*“Building Code”* means the British Columbia Building Code, as amended or replaced from time to time;

*“Building Standards Bylaw”* means City of Port Alberni Building Standards, as amended or replaced from time to time;

*“Bylaw Enforcement Officer”* means any person duly appointed by *Council* for enforcement of *City* bylaws;

*“Campfire”* means a small contained outdoor fire, not exceeding 0.5 metres in height and 0.5 metres in width, and used for cooking, ceremonial purposes, or social enjoyment;

*“Captain”* means a *Member* designated by the *Fire Chief* to assume specific supervisory powers and responsibilities, or a person designated to act in the place of the *Captain*;

*“Chief Fire Prevention Officer”* means a *Member* designated by the *Fire Chief* to perform fire prevention duties and to whom authorities may be assigned;

*“City”* means the City of Port Alberni;

*“Combustible Material”* means any material capable of being ignited;

*“Council”* means the Council for the *City*;

*“Deputy Fire Chief”* means a *Member* appointed to act on behalf of the *Fire Chief*;

*“Director of Infrastructure Services, Engineering and Public Works”* means the person designated as the head of the *City’s* Infrastructure Services, Engineering and Public Works Department;

*“Equipment”* means any tools, contrivances, devices, hoses or materials used by the *Fire Department* to combat an *Incident* or other emergency;

*“Evacuation Order”* means a written order issued by the *Fire Chief* or their designate that requires the evacuation of a geographic area or *Premises* and that states the reasons for the evacuation, the date the evacuation will occur, and that a person evacuated under the order must not return to the geographic area or *Premises* until the order has been cancelled by the *Fire Chief*;

*“False Alarm”* means the activation of a *Fire Alarm System* that results in a response by the *Fire Department*, and for which the *Fire Alarm System* activation was not the result of a fire or other similar emergency;

*“Fees and Charges Bylaw”* means City of Port Alberni Fees and Charges Bylaw, as amended or replaced from time to time;

*“Fire Alarm System”* means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the *Occupants* of the dwelling unit in which it is installed;

*“Fire Chief”* means the *Member* appointed as head of the *Fire Department* and includes the *Deputy Fire Chief*;

*“Fire Code”* means the British Columbia Fire Code Regulation made under the *Fire Safety Act*, as amended or replaced from time to time;

*“Fire Department”* means the Port Alberni Fire Department and continued under this Bylaw;

*“Fire Hazard”* means any condition, arrangement or act which increases the likelihood of fire or which may provide a ready fuel supply to augment the spread or intensity of a fire or which may obstruct, delay, hinder, or interfere with the operations of the *Fire Department* or the egress of *Occupants* in the event of fire;

*“Fire Inspector”* means the *Fire Chief*, *Deputy Fire Chief*, *Chief Fire Prevention Officer*, *Captain* or any *Member* acting in one of these roles and formally designated by the City under Section 8 of the *Fire Safety Act* to conduct fire safety inspections of buildings and *Premises* within the City, to ensure compliance with the *Fire Safety Act*, the *Fire Code*, and this Bylaw, and to issue orders for compliance or remediation as necessary;

*“Fire Investigator”* means a *Member* formally designated by the City under Section 23 of the *Fire Safety Act* to investigate the origin, cause, and circumstances of fires within the City, to gather and analyze evidence related to fires and to provide expert opinion on fire-related matters, and where necessary, to work in cooperation with other authorities, such as police, to determine if a fire was intentionally set;

*“Fire Protection”* means all aspects of fire safety including but not limited to fire prevention, firefighting or *Fire Suppression*, pre-fire planning, fire investigation, public education and information, training or other staff development;

*“Fire Protection Equipment”* includes but is not limited to, *Fire Alarm Systems*, automatic *Sprinkler Systems*, special extinguisher systems, portable fire extinguishers, fire hydrants, water supplies for *Fire Protection*, standpipe and hose systems, fixed pipe *Fire Suppression* systems in commercial cooking exhaust systems, smoke control measures, and emergency power installations;

*“Fire Safety Plan”* means a fire safety plan for a building required under the *Fire Code* and this Bylaw, that includes, without limitation:

- i. emergency procedures to be used in case of fire;
- ii. training and appointment of designated supervisory staff to carry out fire safety duties;
- iii. documents showing the type, location, and operation of fire emergency systems;
- iv. the holding of fire drills;
- v. the control of *Fire Hazards*; and
- vi. inspection and maintenance of facilities for the safety of the building’s *Occupants*;



*“Fire Safety Act”* means the *Fire Safety Act* and its associated Regulations, as amended or replaced from time to time;

*“Fire Suppression”* means the controlling and extinguishing of fires;

*“Fireworks Bylaw”* means City of Port Alberni Fireworks Regulation Bylaw, as amended or replaced from time to time;

*“Incident”* means an event or situation to which the *Fire Department* has responded or would normally respond;

*“Member”* means a person employed by the *City* and holding a position within the *Fire Department*;

*“Member in Charge”* means the senior *Member* at the scene of an *Incident* or the *Member* that is appointed as such by the *Fire Chief*;

*“Occupier”* or *“Occupant”* means any person who has the right of access to and control of *Premises*, including a tenant, lessee, agent, or any other individual with such rights, and in the context of common property and common facilities within a strata plan, also includes the strata corporation, as defined under the *Strata Property Act*, as amended or replaced from time to time;

*“Officer”* means the *Fire Chief*, *Deputy Fire Chief*, *Captain*, *Chief Fire Prevention Officer*, and any *Member* designated by the *Fire Chief* to act in the capacity of an *Officer*;

*“Owner”* means any person listed as the title holder on a property’s legal certificate of title;

*“Premises”* means any of the following:

- i. a private dwelling;
- ii. a *Public Building*;
- iii. the parcel of land on which a private dwelling or *Public Building* is situated;
- iv. a means of transportation, including a motor vehicle (as defined under the *Motor Vehicle Act*, as amended or replaced from time to time), railway vehicle, aircraft, or vessel;

*“Public Building”* means any building, structure, or facility that is not a private dwelling, and to which the public is ordinarily invited or permitted access, or that is used for commercial, industrial, or institutional purposes, including but not limited to hotels, churches, theatres, halls, places of public resort, storage yards, and tank farms;

*“Resources”* means any *Equipment*, *Apparatus* and agency assisting the *Fire Department*;

*“Risk-Based Compliance Monitoring System”* means the ongoing evaluation of a *Public Building*’s compliance with fire safety regulations, including inspections, assessments, and follow-up actions as outlined in the *Fire Safety Act*, based on a system of categorizing buildings according to their fire risk level based on factors such as occupancy type, building size, age, condition, and previous compliance history;

*“Sprinkler System”* means an integrated system or underground and overhead piping designed in accordance with *Fire Protection* standards which is normally activated by heat from a fire and discharges water over the fire area;

*“Tsunami Warning System”* means a communication system for the purpose of broadcasting warning messages regarding tsunamis and other emergencies to facilitate evacuations from hazard areas.

#### **4. ADOPTION AND APPLICATION OF THE FIRE CODE**

- 4.1 The *Fire Code*, as amended or replaced from time to time, is adopted and made part of this Bylaw, such that every provision of the *Fire Code* shall be considered a provision of this Bylaw.
- 4.2 Any person who contravenes, violates, or fails to comply with a provision of the *Fire Code* or this Bylaw commits an offence under this Bylaw.

#### **5. CONTINUATION**

- 5.1 The *Fire Department* is hereby continued for the purposes of providing the *Fire Protection* services contemplated under this Bylaw.

#### **6. FIRE CHIEF**

- 6.1 The *Fire Chief* shall report directly to the Chief Administrative Officer and shall be responsible for administering this Bylaw, for the management, control, and supervision of the *Fire Department* and its *Members*, and for the care, custody and control of all buildings, *Apparatus* and *Equipment* of the *Fire Department*.
- 6.2 The *Fire Chief* and any *Member* or other person authorized by the *Fire Chief* to act on behalf of the *Fire Chief* may exercise one or more of the following powers:
  - a. make and enforce rules, regulations and operational guidelines for the proper and efficient administration and operation of the *Fire Department*, and vary, alter, or repeal such rules, regulations and operational guidelines;
  - b. enter and inspect *Premises* to determine compliance with the *Fire Safety Act* and this Bylaw, including identifying conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from fire;
  - c. take measures considered necessary for the prevention, control and extinguishment of fires, including the demolition of buildings and other structures to prevent the spreading of fires;
  - d. require an *Owner* or *Occupier* to undertake any actions the *Fire Chief* considers necessary for the purpose of removing or reducing anything or condition the *Fire Chief* considers is a *Fire Hazard* or increases the danger of fire;
  - e. exercise the evacuation powers granted under Sections 13 and 14 of the *Fire Safety Act*, including the power to:
    - i. evacuate a geographic area or *Premises* if the *Fire Chief* believes that

there is an immediate threat to life due to a *Fire Hazard*, explosion, or other hazardous condition;

- ii. where an *Owner* has failed to comply with a *Fire Inspector* order, evacuate the *Premises* if the *Fire Chief* believes that conditions exist that a fire on or in the *Premises* would endanger life, after serving the *Owner* with an *Evacuation Order* in writing; and

without limiting the foregoing, for these purposes may call on police and other fire prevention authorities who have jurisdiction to provide assistance;

- f. provide for *Assistance Response*;
- g. enforce this Bylaw and any other *City* bylaws, rules, orders, and regulations respecting *Fire Protection*, and exercise the powers and duties imposed upon him/her by the *Fire Safety Act*;
- h. inquire into, investigate, and record the causes of fires in the *City*;
- i. collect and disseminate information in regard to fires in the *City*;
- j. investigate and make inquiries into fires;
- k. research best practices in methods of fire prevention;
- l. provide, advise, and make recommendations to other officers and employees of the *City*, to *Council*, and to the public, in accordance with any applicable *City* policies and procedures, the *Building Code*, the *Fire Code*, and the *Fire Safety Act*, in relation to:
  - i. the provision of adequate water supply and pressure;
  - ii. the installation and maintenance of *Fire Protection Equipment*;
  - iii. the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
  - iv. life safety or rescue equipment; and
  - v. fire prevention generally;
- m. activate the *Tsunami Warning System* in the following situations:
  - i. a tsunami warning affecting the Port Alberni area has been issued by the Province of British Columbia;
  - ii. a tsunami warning affecting the Port Alberni area has been issued by the National Oceanic and Atmospheric Administration (NOAA) Pacific Warning Center;
  - iii. an earthquake affecting the Alberni Valley occurs, the magnitude of which makes standing difficult, or
  - iv. under the direction of the *Fire Chief* or their designate.

## **7. INDEMNIFICATION**

- 7.1 The *City* will indemnify every *Member*, *Officer*, *Fire Chief* and *Deputy Fire Chief* against any claim for damages brought against that person arising out of the performance of that person's duties and, in addition, will pay for any legal costs reasonably required or incurred by that person in relation to a court proceeding arising out of such a claim.

## **8. SERVICES**

- 8.1 The *Fire Department* shall provide services as set out in Schedule A of this Bylaw.

## **9. JURISDICTION**

- 9.1 The limits of the jurisdiction of the *Fire Chief* and the *Officers* and *Members* of the *Fire Department* are set out in Schedule B of this Bylaw.
- 9.2 In the event of an out-of-jurisdiction *Incident* that poses potential danger to the *City* or in the best interest of the *City*, subject to the approval of the *Fire Chief* and where consent in accordance with Section 13 of the *Community Charter* has been provided, *Equipment*, *Apparatus* and personnel of the *Fire Department* may be used outside the geographic boundaries of the *City* and/or outside of the jurisdictional boundaries set out in Schedule B.

## **10. PREVENTION, CONTROL AND ENFORCEMENT**

- 10.1 The *Fire Department* may, to the extent authorized by Sections 8(3)(g) and 66 of the *Community Charter*, take all necessary measures for the prevention, suppression, control, and extinguishment of fires, for mitigating the effects of *Incidents* involving dangerous goods, and for the protection of life and property, including conducting *Assistance Response* and administering emergency medical services.

## **11. RIGHT TO ENTER**

- 11.1 The *Fire Chief*, their designates, and *Bylaw Enforcement Officers* are authorized to enter on property at any reasonable time to ascertain whether the requirements of this Bylaw and the *Fire Safety Act* are being met, subject to the following limitations:
- a. Absent a warrant, entry into a private dwelling is prohibited without the *Occupier's* consent; and
  - b. Entry must be limited to matters related to fire safety and compliance with this Bylaw and the *Fire Safety Act*.
- 11.2 The *Fire Chief* and any other *Officer* or *Member in Charge* at an *Incident* is authorized to enter *Premises* where an *Incident* has occurred and to cause any *Members*, *Resources*, and the *Apparatus* and *Equipment* of the *Fire Department* to enter the *Premises*, as deemed necessary, in relation to an *Incident*.
- 11.3 The *Fire Chief* and any other *Member* designated as a *Fire Investigator* has the authority, under Sections 24 and 26 of the *Fire Safety Act*, to enter any land or *Premises* without a warrant if they have a reasonable belief that a fire has occurred, and the *Fire Investigator* may investigate whether a fire occurred that destroyed or damaged property or resulted in injury or death.

## **12. NO INTERFERENCE**

- 12.1 No person shall interfere with or obstruct any *Member* or *Officer* entering any property associated with the *Premises* being inspected under this Bylaw.



- 12.2 No person shall interfere with or refuse to permit any *Member* or *Officer* to enter into or upon *Premises* in relation to which an alarm or other request for assistance has been received or in or upon which a *Member* or *Officer* has reasonable grounds to believe that an *Incident* has occurred or may occur.
- 12.3 A person must not interfere with any *Member* or *Officer* or refuse to permit any *Member* or *Officer* to enter into or upon *Premises* or a fire scene to determine:
- a. the cause and origin of the fire;
  - b. the activation of a *Fire Alarm System*; or
  - c. the presence and functioning of a *Sprinkler System* or other life safety protection system.

### **13. PROHIBITION AGAINST ENTRY**

- 13.1 A person must not, except as authorized by the *Fire Chief*, an *Officer* or a *Member in Charge* at an *Incident*:
- a. enter any building or *Premises* threatened by an *Incident*;
  - b. enter within an area designated by ropes, guards, or tape erected by or under the direction of a peace officer or a *Member* across or around any street, lane, alley or building; or
  - c. refuse to move from such designated area when directed to do so by a peace officer or *Member*.

### **14. NO OBSTRUCTION AT ASSISTANCE RESPONSE**

- 14.1 A person must not impede, hinder or obstruct any *Member* at an *Assistance Response* and every person must comply with orders or directions of a *Member* engaged in an *Assistance Response*.
- 14.2 Any person who interferes with a *Member* in the performance of their duties, or fails to comply with an order or direction of a *Member* under subsection 14.1 above, may be removed from the scene of such *Assistance Response* by a peace officer or any *Member*.
- 14.3 No person shall damage or destroy *Fire Department Apparatus* or *Equipment*.
- 14.4 No person at an *Incident* shall drive a vehicle over any hoses or *Equipment* without permission of the *Fire Chief*, an *Officer* or a *Member in Charge*. Persons who drive over *Fire Department Equipment*, without instruction to do so by a *Member*, may, in addition to any other penalty, be required to pay the actual costs of repairing or replacing damaged *Equipment*.

## **15. FALSE REPRESENTATION**

- 15.1 No person shall make false representations as to being a *Member* of the *Fire Department*, or wear or display any *Fire Department* badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.

## **16. OUTDOOR BURNING**

- 16.1 Open air burning is permitted only in strict accordance with the following requirements and conditions:
- a. no person shall light, or start, or knowingly allow or cause to start or ignite any fire of any kind in open air;
  - b. notwithstanding subsections (i), above, and subject to subsections (iii), (iv), (v), (vi), (vii), and (viii) below, *Campfires* are allowed throughout the year;
  - c. open air burning must not take place within 3 metres of any grass, shrubbery, or wooden fence or any other *Combustible Material* or within 3 metres of any building;
  - d. a competent adult person shall remain in charge at the site of such fire at all times until such fire is extinguished; have a minimum of 8 litres of water or a functioning garden hose capable of reaching and extinguishing the fire;
  - e. no person shall allow a fire ignited by them to escape from the point of origin, and such person(s) shall be liable for any and all damages caused by said fire and/or all costs of the *Fire Department* extinguishing same;
  - f. no person shall burn in the open air any manufactured material, including dimensional lumber, or any compostable organic material such as but not limited to grass cuttings, leaves or vegetable matter. Permissible *Campfire* fuels include dry firewood, branches and stems;
  - g. no incinerator or other device or appliance, including burn barrels, shall be erected or used outside of the walls of any building; and
  - h. open air burning is prohibited for land clearing debris, wastes from construction, and building demolition materials.
- 16.2 Notwithstanding any of the above, open air burning is allowed where authorized by the *Fire Chief*, for the purposes of reducing hazardous conditions, for *Fire Department* training, or for the good of the *City*.
- 16.3 Notwithstanding any of the above, the *Fire Chief* may, at their discretion, suspend any or all outdoor burning for reasons of public nuisance or public safety, including but not limited to, air quality and risk of fire spread, and in such event no person shall carry on open burning within the *City*.

## **17. FIRE PROTECTION EQUIPMENT**

- 17.1 Every *Owner of Premises* must ensure that all *Fire Protection Equipment* required under the *Building Code*, *Fire Code*, or *City requirement* is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the *Building Code*, the *Building Bylaw*, the *Fire Code*, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.
- 17.2 *Fire Department* connections shall be located and positioned in accordance with the *Building Code* and approved by the *Fire Chief* or designate.
- 17.3 All *Fire Department* connections and protective caps shall be kept in place at all times and, where such connections or protective caps are missing, the building *Owner* or *Occupier* shall promptly cause the connections to be examined for accumulated material, back-flushed if such material is present or suspected, or upon the direction of the *Fire Chief* or the *Fire Chief's* designate, and shall ensure the connections and caps are replaced.
- 17.4 Every *Owner* or *Occupier* of a building must ensure that accesses to *Fire Department* connections for *Sprinkler Systems* or standpipe systems are clearly identified, functional, kept in good repair and maintained free of obstructions at all times.
- 17.5 Every *Owner* or *Occupier* of a building shall ensure that signs are displayed identifying:
- a. which *Fire Department* connection serves a particular *Sprinkler System* or standpipe system; and
  - b. the maximum pumping inlet pressure at a *Fire Department* connection.
- 17.6 Every *Owner of Premises* for which a *Sprinkler System* is required under the *Building Code* or the *Building Bylaw* must, in accordance with the requirements of the *Fire Code*, maintain, repair and upgrade the *Sprinkler System* to accommodate any material change in use or occupancy that results in a greater *Fire Hazard* than that which the *Sprinkler System* was intended to accommodate.
- 17.7 When a building equipped with a *Sprinkler System* or a standpipe is being demolished, the system or standpipe shall be maintained in operation, subject to sequential deactivation, until the demolition work is completed.
- 17.8 The *Owner* and *Occupier* of every premise with residential occupancy must ensure that all installed smoke alarms are maintained, tested, repaired and replaced in accordance with the requirements or recommendations of the manufacturer.

## **18. FIRE HYDRANTS**

- 18.1 The fire hose connection type, hydrant colour coding and location of all fire hydrants and other *Fire Department* connections shall be subject to the approval of the *Fire Chief* and *Director of Infrastructure Services, Engineering and Public Works* or their designates.

- 18.2 No person, except a *Member* or other *City* employee authorized by the *Director of Infrastructure Services, Engineering and Public Works*, shall use or take water from any fire hydrant or standpipe, nor make any attachment to a fire hydrant or standpipe, without first obtaining written permission from the *Director of Infrastructure Services, Engineering and Public Works* or *Fire Chief* to do so.
- 18.3 No person shall tamper with the mechanical operation of a fire hydrant.
- 18.4 No person shall remove a fire hydrant from its authorized or required location unless authorized to do so by the *Fire Chief* and in accordance with any direction, conditions, measures, or requirements of the *Fire Chief*.
- 18.5 Where a fire hydrant is located on private property, the *Owner* or *Occupier* of the *Premises* must:
- a. ensure that all requirements of the *Building Code* are complied with during installation of the fire hydrant;
  - b. maintain space around the fire hydrant with stable ground cover and a clear and unobstructed area as shown in Schedule C.
- 18.6 If an *Owner* or *Occupier* fails to properly maintain the hydrant area in accordance with the access route specifications set out in the *Building Code* and Schedule C, the *Fire Chief* may issue an order to the *Owner* or *Occupier* to comply with such specifications within a time period specified in the order.
- 18.7 If an *Owner* or *Occupier* fails to comply with an order issued under the subsection 18.6 above within the time specified in the order, the *City* may enter onto the property and carry out such work at the cost of the *Owner*.
- 18.8 The *Owner* or *Occupier* of *Premises* on which a private fire hydrant is installed must ensure that the hydrant is maintained in good working condition at all times and that the hydrant is inspected, serviced and tested at least yearly by a qualified person in accordance with the requirements of the *Fire Code*.
- 18.9 Without limiting subsection 18.8 above, the *Owner* of property on which a private fire hydrant is installed must maintain the hydrant in accordance with the *Fire Code* and must upon request provide the *Fire Chief* with a written report of the inspection, servicing and testing performed on the private fire hydrant.
- 18.10 The *Owner* or *Occupier* of *Premises* on which a City-owned fire hydrant located on the private property, or on the City's right of way between the private property and the adjacent street, must ensure that access to that hydrant is free of obstructions from vegetation, snow accumulation, or any other encumbrances which could be reasonably removed by the property *Owner*. Obstructions which cannot be reasonably removed must be promptly reported to the *Fire Department*.

## **19. FIRE ALARM SYSTEMS**

- 19.1 Every *Owner* or *Occupier* of any *Premises* which is required, by provincial codes and/or



City of Port Alberni Bylaw to have a *Fire Alarm System* must have a system which is installed, maintained and monitored as per all relevant CSA standards. The *Owner* or *Owner's* Authorized Agent of any building required to have a monitored *Fire Alarm System* must obtain an ULC Certificate confirming compliance with CAN/ULC-S561. The certificate must be posted in a permanent manner in close proximity to the monitoring equipment or such other location acceptable to the *Fire Chief*.

- 19.2 Every *Owner* or *Occupier* of any *Premises* with a *Fire Alarm System* must maintain and provide to the *Fire Department*, in writing, the names and telephone numbers of three (3) contact persons, at least one of whom is available 24 hours a day by telephone to attend within 30 minutes of notification by the *Fire Department* to enter and secure the *Premises* at an *Incident*.
- 19.3 The *Owner* or *Occupier* must notify the *Fire Department* in writing within seven (7) days of any changes in the names or addresses of contact persons.
- 19.4 The *Owner* or *Occupier* must provide to every contact person designated under the above subsection 19.3 full access to the *Premises* for which they have responsibility and full authority to take control of and operate the *Fire Alarm System* and secure the *Premises* on completion of *Assistance Response* or other *Incident*.
- 19.5 Where a contact person, with sufficient authority and access, fails to respond to a fire alarm and attend the *Premises* within 30 minutes:
  - a. the *Fire Department* may use whatever means are necessary to gain entry to the *Premises* to investigate the fire alarm without payment to the *Owner* or *Occupier* of any compensation whatsoever for damage caused to the *Premises* by such forced entry; and
  - b. the *Owner* or *Occupier* of the *Premises* shall be liable to reimburse the *City*, at the rates specified in the *Fees and Charges Bylaw*, as amended or replaced from time to time, for the cost to the *City* of all time during which *Fire Department Apparatus* and *Members* were required to remain on standby at the *Premises*, commencing after the 30 minute time period specified in this subsection, until such time as a contact person, *Owner* or *Occupier* arrives to attend at, provide access to, or secure the *Premises*.
- 19.6 The *Fire Department* may enter the structure to investigate the cause of the alarm in any of the following conditions:
  - a. when a building is not secured;
  - b. access to the building is given by an *Occupant* of the building;
  - c. when a key has been provided to the *Fire Department* for entry to the building; or
  - d. any other reason authorized by the *Fire Safety Act* and any relevant regulations.

## **20. ACTIVATION OF A FIRE ALARM SYSTEM**

- 20.1 A person must not activate a *Fire Alarm System* unless:

- a. there is a fire;
- b. the person reasonably believes that a fire or other *Incident* is occurring or is imminent; or
- c. the activation is carried out for testing purposes by persons authorized by the *Fire Chief* or their designate.

## **21. FIRE SAFETY PLANNING**

- 21.1 The *Owner* or *Occupier* of any building required by the *Fire Code* to have a *Fire Safety Plan* prepared in cooperation with the *Fire Department* must:
- a. ensure that the *Fire Safety Plan* is compliant and consistent with the requirements of the *Fire Code*;
  - b. prepare the *Fire Safety Plan* in a form, format and diagram template acceptable to the *Fire Chief* and submit the *Fire Safety Plan* to the *Fire Chief* or designate, typically the *Chief Fire Prevention Officer*, for review;
  - c. pay the fee prescribed in the *Fees and Charges Bylaw* for review of the *Fire Safety Plan*;
  - d. review the *Fire Safety Plan* at least annually in accordance with the requirements of the *Fire Code* and if material changes have occurred in relation to the building, use, or occupancy, submit an updated plan to the *Fire Chief* or designate, typically the *Chief Fire Prevention Officer*, for review; and
  - e. locate the *Fire Safety Plan* on the *Premises* in a location and manner acceptable to the *Fire Chief* to allow for reference by the *Fire Department*.

## **22. NO OBSTRUCTIONS**

- 22.1 A person must not cause to be placed, stored, or maintained upon any roof or balcony any material or object which may interfere with access or egress or *Fire Department* operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the *Fire Chief* or any *Member*.
- 22.2 A person must not obstruct access passageways on a roof surface required by the *Fire Code* or *Building Code*.
- 22.3 Every *Owner* or *Occupier* of *Premises* must at all times ensure that all exits and means of egress required under the *Building Code*, *Fire Safety Act*, *Fire Code* or the *Building Bylaw* or the *Building Standards Bylaw* are properly maintained and remain unobstructed at all times.
- 22.4 Any development of a property must be done so in accordance with Schedule "E" "City of Port Alberni Fire Department Access to Buildings."

## **23. REGULATION OF FIRE HAZARDS**

- 23.1 An *Owner of Premises* must not cause or permit *Combustible Materials*, growth, waste, or rubbish of any kind to accumulate in or around the *Owner's Premises* in such a manner as to endanger property or constitute a *Fire Hazard*.
- 23.2 The *Fire Chief* may order any person to remove or otherwise deal with accumulation or materials or growth referred to in subsection 23.1 above and upon receipt of such order, that person shall take whatever action is specified in the *Fire Chief's* order within the time period specified therein, failing which the *Fire Department* may take whatever action is necessary to remove the *Fire Hazard* at the expense of the person to whom the order is directed or the *Owner* or *Occupier* of the *Premises*.
- 23.3 No person shall deposit, or allow to be deposited, ashes or other materials or things taken from any stove, furnace, fireplace, or heating appliance, in anything other than a metal or other non-combustible container.
- 23.4 No person shall deposit or allow or cause to be deposited any greasy or oily rags or other material or things or substances likely to ignite spontaneously or aid in the spread of fire, in anything other than a suitable metal or non-combustible container or receptacle equipped with a close-fitting lid.
- 23.5 No person shall keep or store or cause to be kept or stored any accumulation of material that might cause a fire, contribute to the spread or severity of a fire, pose a risk to neighbouring improvements, pose a risk to *Members* or limit the ability of *Members* to evacuate victims of a fire.
- 23.6 No person shall allow or permit to be allowed any flammable or toxic liquid to enter into any drainage system, toilet, septic tank or other fixture attached thereto, or connected to any sewer or drainage system.
- 23.7 The *Fire Chief* or designate may order the *Owner* of an existing multiple-family residential, assembly, mercantile, business or personal services, industrial, care or detention occupancy to provide or make alterations to *Fire Protection Equipment* and systems including heat and smoke detection, fire alarms, fire extinguishers, *Sprinkler Systems*, exit signs, emergency lighting, fire separations and means of egress in order to provide adequate life safety to its *Occupants*, provided that the requirements of any such order may not exceed those establishing by the *Building Code* or *Fire Code* or building regulations established in accordance with the *Building Code* or *Fire Code*. Any *Owner* may satisfy the requirements of an order through equivalents or alternative solutions accepted by the *Fire Chief* or designate.

## **24. VACANT PREMISES**

- 24.1 For the purpose of this Section, vacant premises includes a lot, building or other structure in respect of which a water or electricity service has been intentionally discontinued, other than for temporary maintenance, repair or upgrading, so that the condition of the premises is not suitable for human habitation or other occupancy that is normally permitted.
- 24.2 The *Owner* of vacant premises must promptly act to ensure that, at all times:

- a. the premises are free from litter and debris or accumulations of combustible or flammable materials except where storage of combustible or flammable materials is in strict accordance with the *Fire Code* and this Bylaw;
  - b. all openings in the premises are securely closed and fastened in a manner acceptable to the *Fire Chief* or designate so as to prevent fires and the entry of unauthorized persons; and
  - c. *Sprinkler Systems* and *Fire Alarm Systems* remain operational as per requirements of the *Fire Code*.
- 24.3 Where an *Owner* fails to securely close a vacant building as required by subsection 24.2 above, the *Fire Chief* or designate may, by notice in writing, order the *Owner* to secure the building or other part of the vacant premises against unauthorized entry in a manner set out in the notice.
- 24.4 If an *Owner* of vacant premises fails to bring the premises into compliance with this Bylaw within twelve (12) hours of receiving a notice under subsection 24.3 above, or if the *Fire Chief* or designate is unable to contact the *Owner* within twelve (12) hours of finding vacant premises in an unsecured state, the *Fire Chief* or designate may cause the premises to be secured by *City* employees or agents, who may board up or otherwise secure doors, windows, and other points of entry into the premises in order to prevent fires and unauthorized entry, at the cost and expense of the *Owner*.

## **25. DAMAGED BUILDINGS**

- 25.1 The *Owner* of a building or other structure that has been damaged due to fire, explosion or other incident which the Fire Department has been called to, must immediately, once permitted by the Fire Chief or their designate, ensure that all openings and points of entry into the building are kept securely closed and fastened in a manner acceptable to the Fire Chief so as to prevent the entry of unauthorized persons, or that one or more Security Guards are stationed to prevent such entry.
- 25.2 If the *Owner* cannot or will not comply immediately with 25.1, the Fire Chief may cause the work to be carried out at the cost and expense of the *Owner*.

## **26. INSPECTION OF PREMISES**

- 26.1 The *Fire Chief*, *Deputy Fire Chief*, *Chief Fire Prevention Officer*, *Captain* or anyone acting in one of these roles is hereby designated as a *Fire Inspector* under Section 8 of the *Fire Safety Act* and is authorized to enter any *Premises* at all reasonable times to inspect and determine whether:
- a. the *Premises* are in such a state of disrepair that a fire starting therein might spread so rapidly as to endanger life or other *Premises* or property;
  - b. the *Premises* are so used or occupied that fire would endanger life or property;
  - c. combustible or explosive materials are being kept on the *Premises* or other flammable conditions exist in or about the *Premises* so as to endanger life or

property;

- d. in the opinion of the *Fire Chief* or a *Member*, a *Fire Hazard* exists in or about the *Premises*; or
- e. the requirements of this Bylaw, the *Fire Code*, and the *Fire Safety Act* are being complied with.

26.2 Notwithstanding subsection 26.1, a *Fire Inspector* must not enter a private dwelling without the consent of the *Occupier*, except under the authority of a warrant obtained from the Provincial Court to enter *Premises* without consent, as permitted under Section 32(2) of the *Fire Safety Act*.

26.3 No person shall obstruct, hinder or prevent the *Fire Chief* or any *Member* from entering into or upon any *Premises* for the purpose of inspecting the *Premises* in the ordinary course of their duties.

26.4 Every *Occupier* of *Premises* shall provide all information and shall render all assistance required by the *Fire Chief* or any *Member* in connection with the inspection of such *Premises* pursuant to this Bylaw, the *Fire Code*, and the *Fire Safety Act*.

26.5 No person shall purposely withhold or falsify any information required by the *Fire Chief* or any *Member* under this Bylaw, the *Fire Code*, or the *Fire Safety Act*.

## **27. FREQUENCY OF INSPECTIONS DELEGATED**

27.1 The authority and duty of *Council* under the *Fire Safety Act* to establish, revise and implement a regular *Risk-Based Compliance Monitoring System* for inspections of *Public Buildings* is delegated to the *Fire Chief* and for this purpose the *Fire Chief* is authorized to establish a system of regular inspections which will provide different frequencies of inspection depending on a building's *Building Code* building classification, its use, age, past inspection history and fire risk assessment.

27.2 The *Fire Chief* must report to *Council* as and when requested by *Council* on the inspection system created and implemented under subsection 27.1 above.

27.3 *Public Buildings* shall be classified into three risk levels, with the *Fire Chief* prioritizing inspections and assessments based on these classifications:

- a. Level 1 - Low Risk: *Public Buildings* with minimal fire risk, well-maintained, with current compliance to all fire safety regulations, which will undergo routine inspections;
- b. Level 2 - Moderate Risk: *Public Buildings* with some fire risk due to factors such as age, occupancy type, or limited fire safety measures in place, which will be subject to more frequent inspections than Level 1 *Public Buildings*; and
- c. Level 3 - High Risk: *Public Buildings* with significant fire risk, such as those with hazardous materials, high occupancy, or non-compliance with essential fire safety regulations, which will undergo the most frequent and detailed inspections;



- 27.4 The *Owner* of a *Public Building* must, upon request by the *Fire Chief*, ensure that a fire safety assessment is conducted in the form and manner required by the *Fire Chief* and submitted to the *Fire Chief* within the time and in the manner specified, and the *Fire Chief* may initiate a fire safety inspection if the *Owner* fails to meet the requirements.
- 27.5 The City may charge the *Owner* of a *Public Building* a fee as set out in the *Fees and Charges Bylaw* for conducting a fire safety inspection, under the statutory powers granted by Section 20(2) of the *Fire Safety Act*, and based on risk levels and other factors relating to the fire safety inspection, including classes of *Owners* or *Public Buildings*.
- 27.6 Fees shall be payable at the time of inspection or as invoiced following the inspection and are non-refundable. Additional fees may apply for specialized inspections or re-inspections, as determined by the *Fire Chief*. The fees shall be payable to the City within 30 days of issuance of an invoice.
- 27.7 The *Owner* of a *Public Building* may appeal, in writing, the risk classification or inspection fee to *Council* within 14 days of receiving notice of the fee or classifications. *Council* shall review the appeal and make a final determination on the classification or fee, which shall be binding.

## **28. NUISANCE AND DANGEROUS GOODS INCIDENTS**

- 28.1 Every person who, willfully or recklessly and without reasonable cause:
- a. sets or causes a fire or explosion to which the *Fire Department* must respond; or
  - b. causes a fire or any other loss that can be directly attributed to the use of fireworks contrary to the requirements and restrictions of the *Fireworks Bylaw*, shall be deemed to have caused a nuisance and, in addition to any penalty imposed under this Bylaw or otherwise by law, shall be liable to pay the actual costs and expenses incurred by the *Fire Department* in abating that nuisance by responding to and investigating the fire or loss, calculated in accordance with the rates set out in the *Fees and Charges Bylaw*.
- 28.2 Every *Owner*, carrier, agency, organization or other person having responsibility for the transport, storage or use of dangerous goods, shall be responsible, at that person's own cost and expense, for the clean-up and safe disposal of all such dangerous goods arising from any *Incident*, and a person who fails to do so shall be liable to pay the actual costs and expenses incurred by the *Fire Department* in performing such work including:
- a. the costs and expenses incurred by the *City* or its contractors or agents for the clean-up and safe transport and disposal of the dangerous goods; and
  - b. the costs incurred by the *Fire Department* in mitigating the dangerous goods *Incident*, including without limitation, *Equipment* and *Apparatus* replacement and decontamination costs.
- 28.3 If a fire cause or other investigation is required, and cannot be conducted immediately, incident security may be arranged by the *Fire Chief* or the RCMP.

- 28.4 All costs associated with providing required security at an *Incident*, as described in subsection 28.3 above, are the sole responsibility of the *Owner* or *Occupier*.

## **29. FALSE ALARM INCIDENT FEES**

- 29.1 The *Owner* or *Occupier* of *Premises* containing a *Fire Alarm System* shall pay the *City* a fee for *False Alarms* in accordance with the following tiered structure, with fees resetting each calendar year:
- a. First and Second *False Alarms*: warning issued, no fee;
  - b. Third *False Alarm*: fee amount as set out in the *Fees and Charges Bylaw*; and
  - c. Fourth and Subsequent *False Alarms*: increased fee amount as set out in the *Fees and Charges Bylaw*, with the fee increasing for each subsequent *False Alarm*.
- 29.2 Where an *Owner* or *Occupier* makes documented improvements to a *Fire Alarm System* through a fire protection professional, or takes other steps acceptable to the *Fire Chief*, to reduce or eliminate future *False Alarms*, then, upon receipt of an application in writing within thirty days of the most recent *False Alarm*, the *Fire Chief* may deem for the purposes of the above subsection 29.1 that, until another *False Alarm* occurs, no *False Alarm* of the *Fire Alarm System* has occurred.
- 29.3 If an *Owner* or *Occupant* is carrying out testing repair, maintenance, adjustments or alterations to a *Fire Alarm System* and that activity results in a 911 call by an *Owner*, *Occupant* or an alarm company, that occurrence will be deemed to be a *False Alarm* for the purposes of this Bylaw.

## **30. FIRE ORDERS**

- 30.1 In addition to authority provided for orders by the *Fire Chief* or designate elsewhere in this Bylaw, if a person contravenes or fails to comply fully with any provision of this Bylaw, or if conditions exist in or upon any *Premises* which in the opinion of the *Fire Chief* or designate, constitute a *Fire Hazard* or other danger to life or property, the *Fire Chief* or designate may, in writing, issue such order to that person as necessary to ensure full and proper compliance with this Bylaw or to remove or otherwise deal with the *Fire Hazard* or other danger.
- 30.2 An order made by the *Fire Chief* or designate under this Bylaw may be served:
- a. by delivering it or causing it to be delivered to the person to whom it is directed;
  - b. by sending the order by mail to the last known address of the property *Owner*; or
  - c. if the person to whom it is directed cannot be found, is not known or refuses to accept service of the order, by posting a copy of the order in a conspicuous place on the *Premises* that is subject to the order.
- 30.3 If an order has been posted in accordance with subsection 30.2 above, a person must not remove, deface or destroy the order.

- 30.4 A person against whom an order has been made by a designate of the *Fire Chief* under this Bylaw may, before the expiration of ten (10) days from the date of the order, appeal in writing to the *Fire Chief*, who may uphold the order, vary or set aside the order, or issue an alternative order.
- 30.5 Every order issued by the *Fire Chief* shall state a date by which the order shall be carried out, which date shall, in the discretion of the issuer, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.
- 30.6 Where a person is in default of an order made pursuant to this Bylaw, the *City* by its employees, servants or agents may enter the *Premises* and effect such work as is required in the notice at the cost and expense of the *Owner* or *Occupier* of the *Premises*, payable upon receipt of invoice from the *City*.

### **31. PENALTIES**

- 31.1 The provisions of this Bylaw may be enforced by any *Bylaw Enforcement Officer*, *Fire Chief* and *Chief Fire Prevention Officer*.
- 31.2 Any person who:
- a. contravenes, violates or fails to comply with any provision of this Bylaw or of any order issued under this Bylaw;
  - b. suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or any order issued under this Bylaw; or
  - c. fails or neglects to do anything required to be done under this Bylaw or any order issued under this Bylaw,
- commits an offence and, upon conviction, individuals are liable to a fine of up to \$50,000, corporations are liable to a fine of up to \$250,000, and where the offence is a continuing one, each day the offence continues shall constitute a separate offence.
- 31.3 This Bylaw is designated pursuant to Section 264 of the *Community Charter*, as a bylaw that may be enforced by means of a ticket in the form prescribed.
- 31.4 Pursuant to Section 264(1)(c) of the *Community Charter*, the words or expression set forth in Column 1 of Schedule D of this Bylaw, under the heading "Description of Offence", designate the offence committed under that section of this Bylaw appearing in Column 2 of Schedule D, under the heading "Section", opposite the respective words or expressions.
- 31.5 Pursuant to Section 265(1)(a) of the *Community Charter*, the fine amount set forth in Column 3 of Schedule D of this Bylaw, under the heading "Amount of Fine", is the fine amount that corresponds to the section number and words or expressions set out in Columns 1 and 2 of Schedule D opposite the fine amount.
- 31.6 In specific circumstances of non-compliance, based on an assessment of factors

including previous enforcement actions and the gravity of the contravention, this Bylaw may be enforced using the Administrative Penalty System established under Sections 33-35 of the *Fire Safety Act* and the penalty may be recovered as a debt due to the government from the person on whom the administrative penalty is imposed.

### **32. COST RECOVERY**

- 32.1 Where an *Owner* or operator of a building is notified by the *Fire Department* of a deficiency under this Bylaw or the *Building Code* or *Fire Code*, and that deficiency was reported as a result of an inspection by the *Fire Department*, the *Fire Department* may re-inspect that *Premises*. If, upon re-inspection after a period of time deemed reasonable by the *Fire Chief*, the deficiency has not been remediated, the *Owner* of said building will be charged the re-inspection fee set out in the *Fees and Charges Bylaw* for the re-inspection and each subsequent re-inspection thereafter until the deficiency has been remediated.
- 32.2 Pursuant to the authority granted under the *Fire Safety Act* and the *Community Charter*, the City may recover costs incurred in enforcing this Bylaw and the *Fire Safety Act*, including but not limited to:
- a. costs associated with fire suppression, deploying *Members* of the *Fire Department* and equipment to respond to fire incidents, including those caused by non-compliance with this Bylaw;
  - b. costs incurred in securing evacuated *Premises* due to fire safety concerns, where the *Owner* or *Occupier* has failed to do so, including costs for necessary measures taken to prevent unauthorized entry and protect public safety; and
  - c. costs related to investigations, inspections, legal proceedings and any other actions taken to enforce this Bylaw and ensure compliance with fire safety regulations.
- 32.3 Where an *Evacuation Order* has been issued under the *Fire Safety Act* and the *Owner* or *Occupier* fails to secure the evacuated *Premises*, the City may take necessary steps to secure the *Premises* to prevent unauthorized entry and protect public safety and recover the costs of securing the *Premises* from the *Owner*, which are deemed to be a special charge on the land within the meaning of Section 250 of the *Community Charter*.

### **33. GENERAL FEE REGULATIONS**

- 33.1 Where under this Bylaw the *City* is authorized or required to provide work or services to lands or improvements, and the costs incurred by the *City* in carrying out such work or services are not paid when due and payable, the *City* may recover those costs from the *Owner* of the lands or improvements in the same manner and with the same remedies as ordinary taxes and, if the costs remain unpaid on December 31, they shall be deemed to be taxes in arrears.

### **34. SEVERABILITY**

- 34.1 If any part, section, subsection or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the

Bylaw will be deemed to have been enacted without the invalid portion.

**35. APPLICATION**

- 35.1 The provisions of this Bylaw apply to all buildings, structures, premises and conditions within the *City* and, for certainty, apply to both existing buildings and buildings under construction.

**36. GENDER AND NUMBER**

- 36.1 Wherever the singular or masculine is used in this Bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context so requires.

**37. EFFECTIVE DATE**

- 37.1 This Bylaw comes into force and takes effect on the date of its adoption by *Council*.

**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.

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Mayor

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Corporate Officer



## SCHEDULE A

The services provided by the *Fire Department* are set out below and include other services that, from time to time, *Council* directs to be provided.

Services	
Service	Description of Service
Fire Prevention	Regular system of inspections (utilizing a <i>Chief Fire Prevention Officer</i> , fire company inspections, third party inspectors), support the <i>City's</i> Planning Department in plan review and public fire safety education.
Structural <i>Fire Suppression</i>	The Department is authorized to provide fire suppression activities with and subject to the limitations set out in the Full Service Level as defined in the <i>British Columbia Structure Firefighter Minimum Training Standards (September 2022)</i> , set under paragraph 3(3)(b) of the <i>Fire Safety Act</i> (B.C.).
Marine <i>Fire Suppression</i>	Land-based and/or fire boat-based marine firefighting.
Marine Rescue	Land-based and/or fire boat-based marine rescue provided in support of Royal Canadian Marine Search and Rescue, and/or Port Alberni Port Authority.
Shipboard Firefighting	Land-based, shipboard above deck and/or fire boat-based shipboard firefighting under direction of Port Alberni Port Authority Harbour Master.
Confined Space Rescue	Confined space rescue services within City of Port Alberni and contract service areas.
Technical Rope Rescue	Technical rope rescue services within City of Port Alberni and contract service areas.
Slope Rescue	Slope rescue services within City of Port Alberni and contract service areas, in support of Alberni Valley Rescue Squad.
Automobile Extrication Rescue	Rescue extrication services where victims may be trapped in or under an automobile or other vehicle, or entrapped by machinery, or other similar situation.
Hazardous Materials Mitigation	Response to support the responsible party in the mitigation of the incident.
Wildland Fire Suppression	Control and response of fire involving organic material, grass, brush, or forest.
Swift Water Rescue	Rescue services conducted from near, over, but not in moving water.
Open Water Rescue	Rescue services conducted from near, over, but not in standing water.
Medical First Responder	Emergency medical services in partnership with BC Emergency Health Services (BCEHS).
Public Assistance	Providing aid to members of the public where that aid is not inconsistent with the purpose of the fire department, and where that aid does not fall within another category of service.
Other	Other emergency or non-emergency public service(s) as authorized by the <i>Fire Chief</i> .

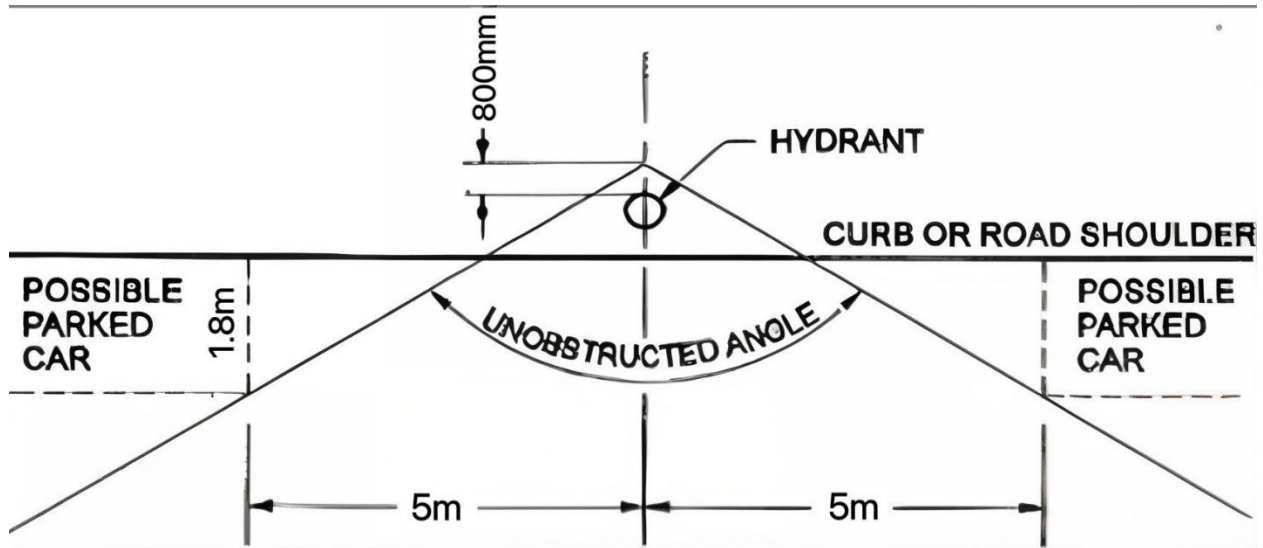
## SCHEDULE B

The limits of the jurisdiction of the *Fire Chief* and the *Officers* and *Members* of the *Fire Department* will extend to the area and boundary of the City of Port Alberni, including any areas for which the *City* has service delivery agreements, and also includes areas that, from time to time, *Council* directs services to be provided within and where consent in accordance with section 13 of the *Community Charter* has been provided, specifically;

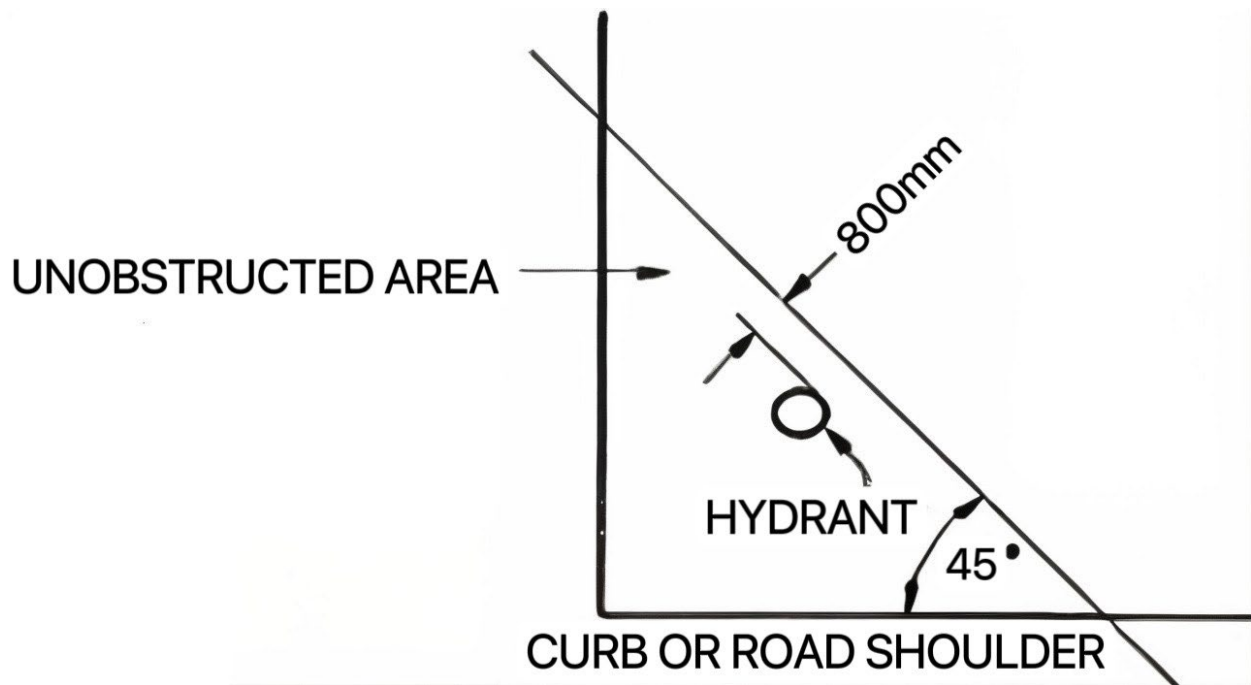
- China Creek Marina and Campground
- Marine response area between China Creek Marina and Somass River bridge, extending from shoreline to shoreline
- Marine response downstream of China Creek to the Port Alberni Port Authority Harbour boundary in support of Port Alberni Port Authority
- Tseshah First Nation Teepis Reserve 2 (Polly's Point)
- Tseshah First Nation Tsahaheh Reserve 1
- Hupacasath First Nation Ahahswinis Reserve 1
- Cherry Creek Fire Department, Sproat Lake Fire Department and Beaver Creek Fire Department response areas (Mutual Aid)
- Cherry Creek Fire Department, Sproat Lake Fire Department and Beaver Creek Fire Department response areas (Automatic Mutual Aid)
- Alberni Clayoquot Regional District and Nanaimo Regional District (road rescue services)
- Alberni Clayoquot Regional District and Nanaimo Regional District (hazardous material incident response, rescue, basic first aid, structural firefighting, wildland firefighting)

## SCHEDULE C

Fire Hydrants other than at an intersection:



Fire Hydrants at an intersection:



## SCHEDULE D

Column 1 Description of Offence	Column 2 Section #	Column 3 Amount of Fine
Obstruction of entry	11(a)	\$1000
Interference with member entry	11(b)	\$1000
Obstruction of access	11(c)	\$1000
Unauthorized entry	12(a)	\$500
Obstruction at assistance response	13(a)	\$1000
False representation	14(a)	\$250
Outdoor fire without authorization	15(a)(i)	\$250
Campfire larger than 0.5 metre in diameter	15(a)(ii)	\$250
Outdoor fire location	15(a)(iii)	\$250
Outdoor fire failure to provide a competent adult	15(a)(iv)	\$250
Outdoor fire escape from point of origin	15(a)(v)	\$1000
Outdoor fire burning of unauthorized material	15(a)(vi)	\$250
Outdoor fire of unauthorized appliance	15(a)(vii)	\$250
Prohibited burning	15(a)(viii)	\$500
Outdoor burning during suspension	15(c)	\$500
Failure to maintain fire protection equipment	16(a)	\$250
Improper location of Fire Department connections	16(b)	\$250
Fire Department connections and protective caps	16(c)	\$250
Obstruction to access	16(d)	\$1000
Failure to display identifying signs	16(e)	\$250
Improper sprinkler system	16(f)	\$250
Failure to maintain sprinkler system during building demolition	16(g)	\$250
Improper smoke alarms	16(h)	\$250

Column 1 Description of Offence	Column 2 Section #	Column 3 Section #
Improper hydrant	17(a)	\$250
Unauthorized use of hydrant	17(b)	\$250
Tampering with hydrant	17(c)	\$250
Unauthorized removal of hydrant	17(d)	\$1000
Hydrant on private property	17(e)	\$250
Hydrant maintenance	17(h)	\$250
Improper fire alarm system	18(a)	\$250
Material on roof or balcony	21(a)	\$250
Obstruction on roof	21(b)	\$250
Obstruction of exits	21(c)	\$250
Accumulation of combustible materials	22(a)	\$250
Depositing of ashes	22(c)	\$250
Depositing of substances likely to ignite	22(d)	\$500
Storage of material that might cause a fire	22(e)	\$250
Allowing flammable or toxic liquid into drainage system	22(f)	\$250
Failure to keep vacant premise in safe condition	23(b)	\$250
Failure to keep damaged building in safe condition	24(a)	\$250
Obstruction of Inspection	25(c)	\$1000
Information required for inspections	25(d)	\$250
Withholding or falsifying information	25(e)	\$1000
Removing or destroying order	29(c)	\$250



## **SCHEDULE E**

# CITY OF PORT ALBERNI

## FIRE DEPARTMENT ACCESS TO BUILDINGS



**August 2023**

### PART I: INTRODUCTION

The design and construction of fire department access routes involves the consideration of many variables, some of which are specified in the requirements in the current British Columbia Building Code. Other variables are specific to the fire department vehicles operated by the Port Alberni Fire Department. Properly positioning fire department vehicles can be critical at a fire scene. Fire

department vehicles may need to pass one another, deploy fire hoses, deploy personnel and equipment, or extend outriggers necessary to support an aerial ladder. Consideration must also be given to variables such as traffic congestion and snow removal.

## PART II: DEFINITIONS

**Access route (fire lane)** – means a portion of a street, yard, roadway, or parking lot lane, that is always available for fire department emergency access to buildings and hydrants.

**Aerial apparatus** – means a fire department vehicle equipped with a permanently mounted aerial ladder or platform which elevates to heights to provide fire suppression and rescue capabilities. (In the City of Port Alberni, *aerial apparatus* are also outfitted as a *pumper*).

**Fire department vehicle** - means a pumper truck, aerial ladder truck, rescue truck, command vehicle or utility vehicle which may be assigned to an emergency incident.

**Public thoroughfare** – means a public road, street or highway owned or controlled by the province or municipality.

**Pumper** – means a fire department vehicle equipped with water tank, hose lines and ground ladders, and capable of pumping water from a static water supply or fire hydrant.

**Turnaround facility** – means an area designated as a turnaround area for a fire department vehicle and designed such that the vehicle will be able to turn around making not more than one backing maneuver.

## PART III: ADDRESS

### Civic Street Numbers

- 1) The civic address number for the building shall be clearly posted at the principle entrance to the building.
- 2) Where the posted civic address number required by sentence (1) is not clearly visible from the public thoroughfare, a sign shall be posted at the entrance to the property displaying the address(s) of the building(s) located on the property.
- 3) A unit number for each individual unit within a commercial or multi-residential use property shall be posted in a visible location at the entry to each unit.
- 4) Address numbers required by sentence (1) to (3) shall be a minimum of 7.63 millimeters (3 inches) in height and of a colour that contrasts with a surface on which they are mounted.
- 5) Where more than four multi-residential buildings are located on a property, the sign required by sentence (2) shall be in the form of a site plan which; is clearly visible upon entry to the property, indicates the address of each building, and indicates the location of access to each unit within the building.

## PART IV: ACCESS ROUTE LOCATION

- 1) Access routes shall be located, for a building not provided with a fire department connection, so that the unobstructed distance from the hydrant to the fire department vehicle plus the unobstructed path of travel for the firefighter from the vehicle to the principle entrance in not more than 90 m. The unobstructed path of travel for the firefighter shall not exceed 45 m (*Fig 1*).
- 2) Access routes shall be located, for a building provided with a fire department connection, so that
  - a) the fire department pumper can be located adjacent to the hydrant, and
  - b) the unobstructed path of travel for the firefighter from the fire department pumper to the fire department connection in not more than 45 m (*Fig 2*).
- 3) If a portion of a building is completely cut off from the remainder of the building so that there is no access to the remainder of the building, access routes shall be located so that the unobstructed path of travel from the fire department vehicle to one entrance of each portion of the building is not more than 45 m (*Fig 3*).
- 4) To facilitate the deployment of fire hose lines, the above required distances should be measured along the centre line of the
  - a) fire department vehicle access route, and
  - b) path of travel of the firefighter.
- 5) A building which is more than 3 stories in building height or more than 600 m<sup>2</sup> in building area shall be provided with an access route for fire department vehicles so that the closest portion of the access route is not less than 3 m and not more than 15 m
  - a) to the principle entrance, and
  - b) to each face of a building required by the BC Building Code to have direct access for firefighting from the outdoors, measured horizontally from the face of the building (*Fig 4*).

## PART V: ACCESS ROUTE DESIGN

### Clear Width

- 1) The fire department vehicle access route shall have a clear surface width not less than 6 m (*Fig 5 & 6*).

- 2) Curbs, gutters and sidewalk drop-downs, on each side of the access way, shall not be permitted within the required 6 m dimension (*Fig 7*).
- 3) The portion of the access route located adjacent to the face of a building should be free of traffic calming devices such as speed-bumps or speed-humps.
- 4) Parking lanes or stalls, on each side of the access route, shall not be included in the required 6 m dimension (*Fig 8*). Signs shall be posted (20 m apart and 2.3 m above surrounding grade) prohibiting such parking (*Fig 9*).

### Turn Radius

- 5) Access routes and entrances to access routes shall have a centre line radius not less than 12 m (*Fig 10*).
- 6) The portion of the fire department vehicle which extends beyond the front or rear axle must also be considered when designing curves or turnaround facilities (*Fig 13*). Sufficient clearance shall be provided from objects such as bollards, light standards and hydro poles.

### Dead-end routes

- 7) Access routes shall have turnaround facilities for any dead-end portion of the access route more than 90 m long (*Fig 11 & 12*).

### Obstructions

- 8) Access routes shall have a minimum overhead clearance height of not less than 5 m, free of obstructions including trees, overhangs, canopies, or any other building or site feature.
- 9) Trees, overhangs, canopies, or any other building or site feature shall not reduce the width of any access route.

### Grades

- 10) The access route shall have a change of gradient not more than 1 in 12.5 (8%) over a minimum distance of 15 m.

### Loads

- 11) The access route shall be designed to support 38,000 kg of gross vehicle weight and be surfaced with concrete, heavy-duty asphalt or other hard-surface material designed to permit accessibility under all climatic conditions. Turfstone, structural grass or similar products are not acceptable finishes for an access route surface.



## Property Access

12) The access route shall be connected with a public thoroughfare.

FIG. 1

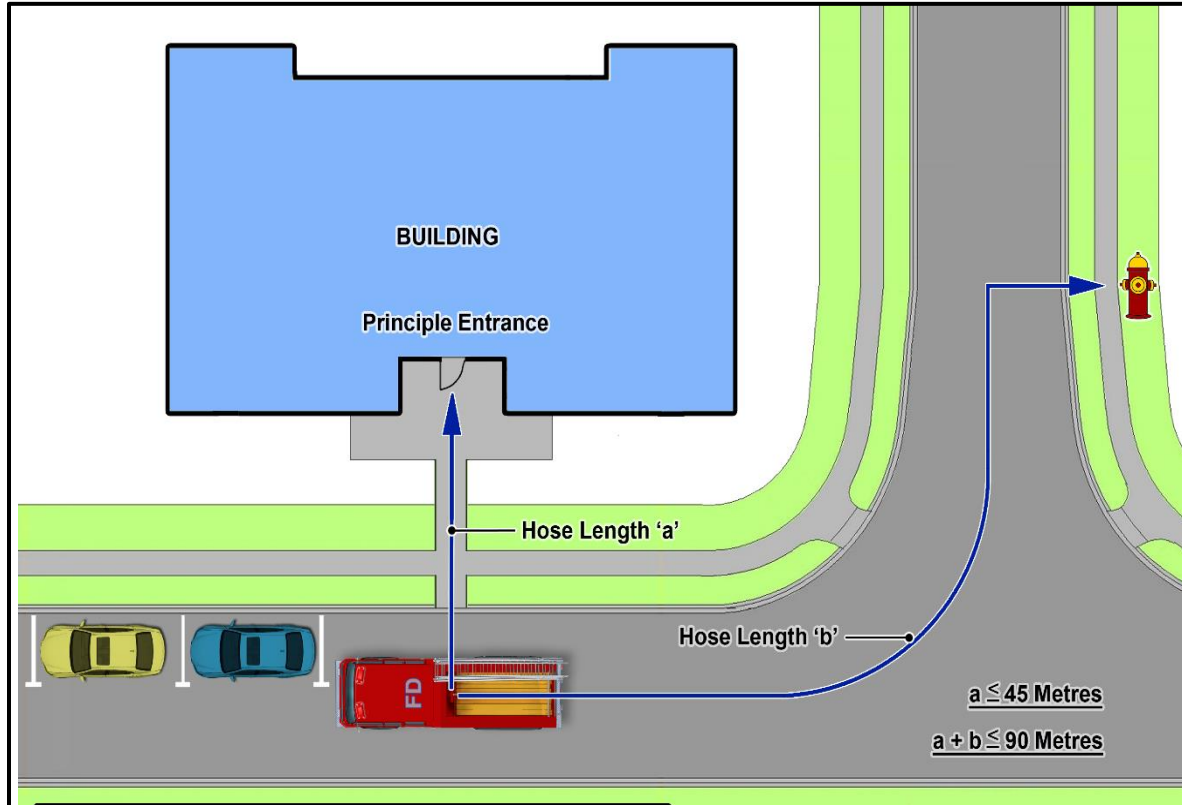


FIG. 2

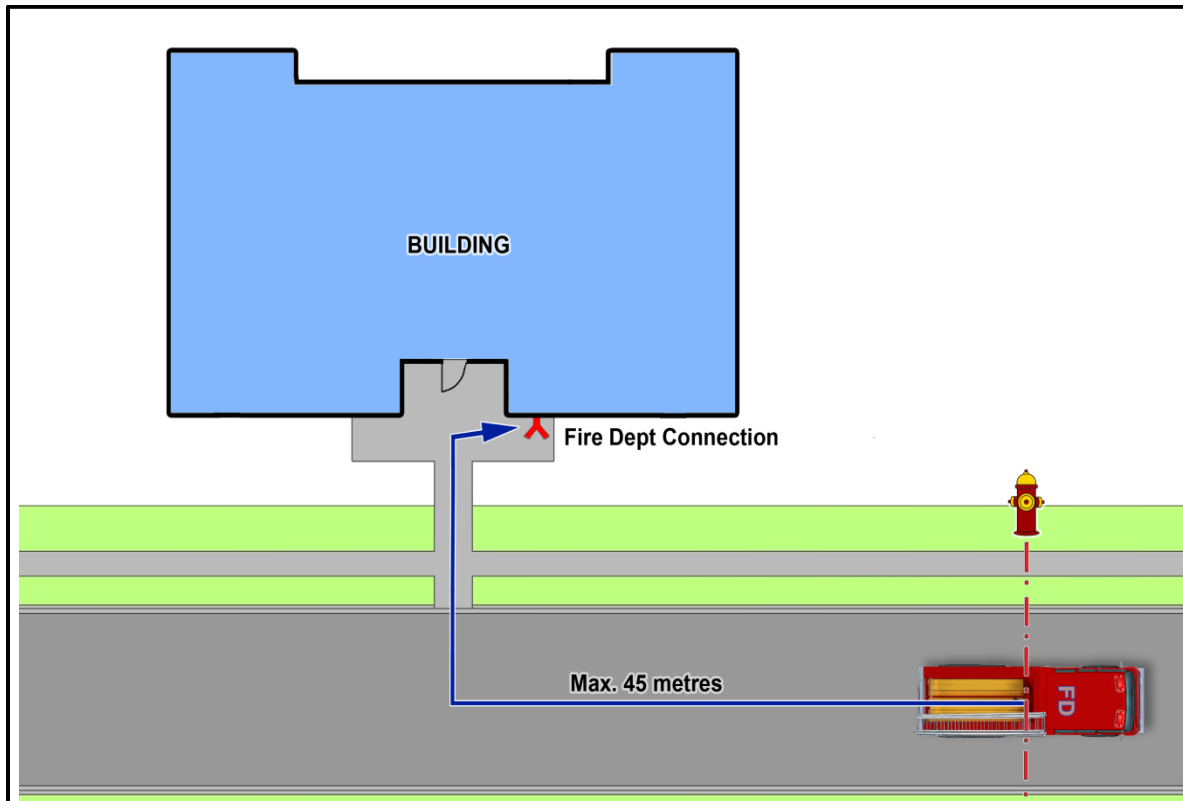


FIG. 3

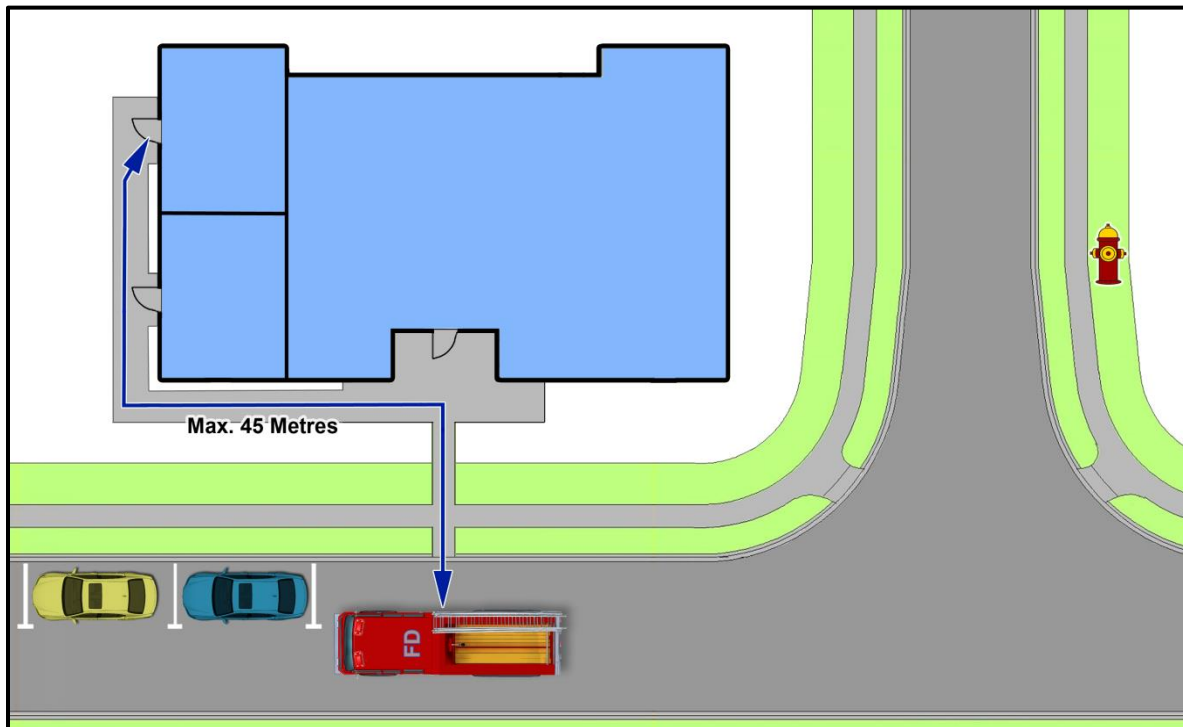


FIG. 4

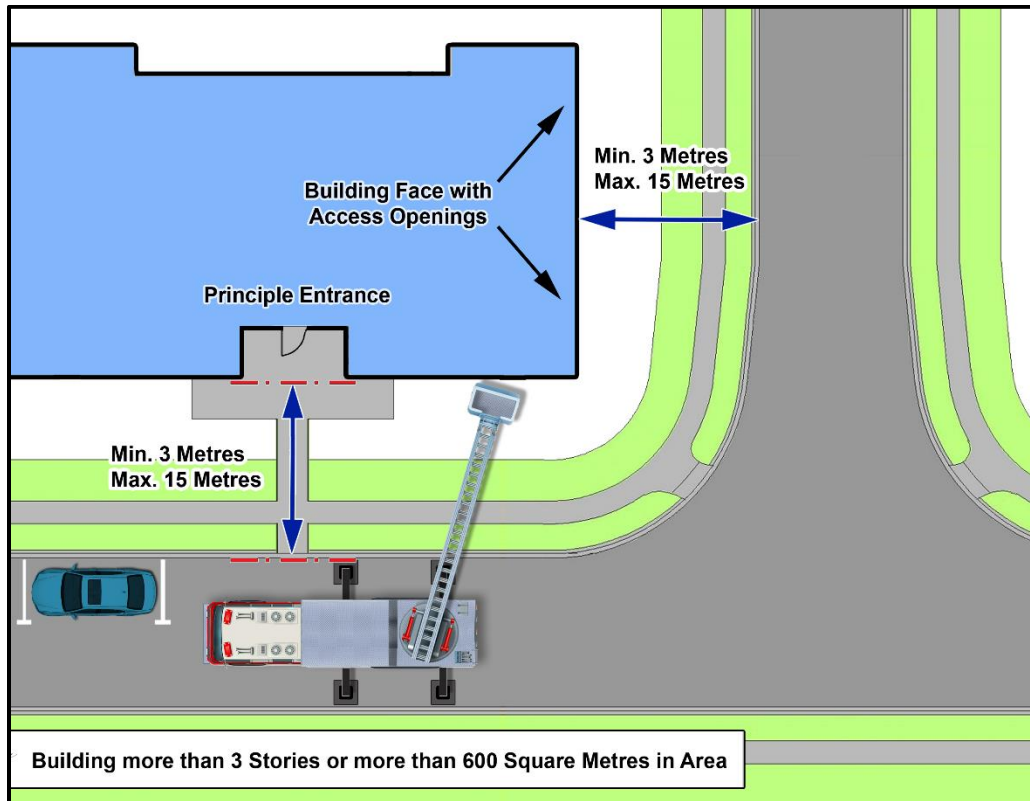


FIG. 5

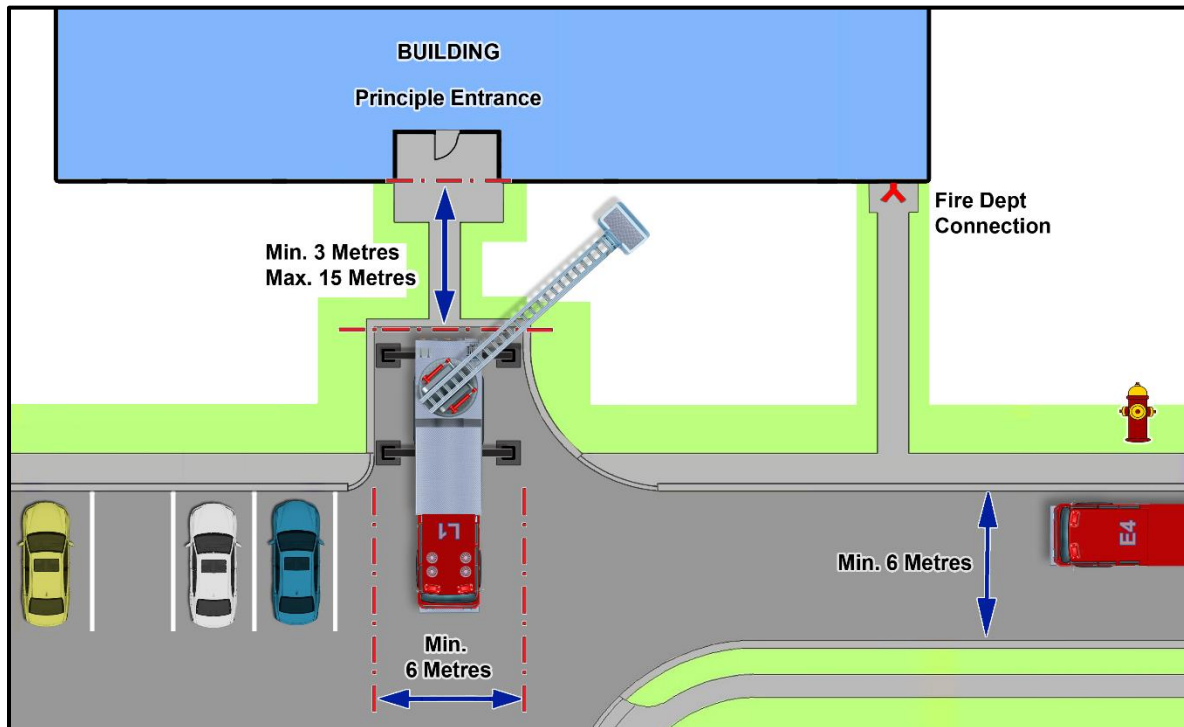


FIG. 6

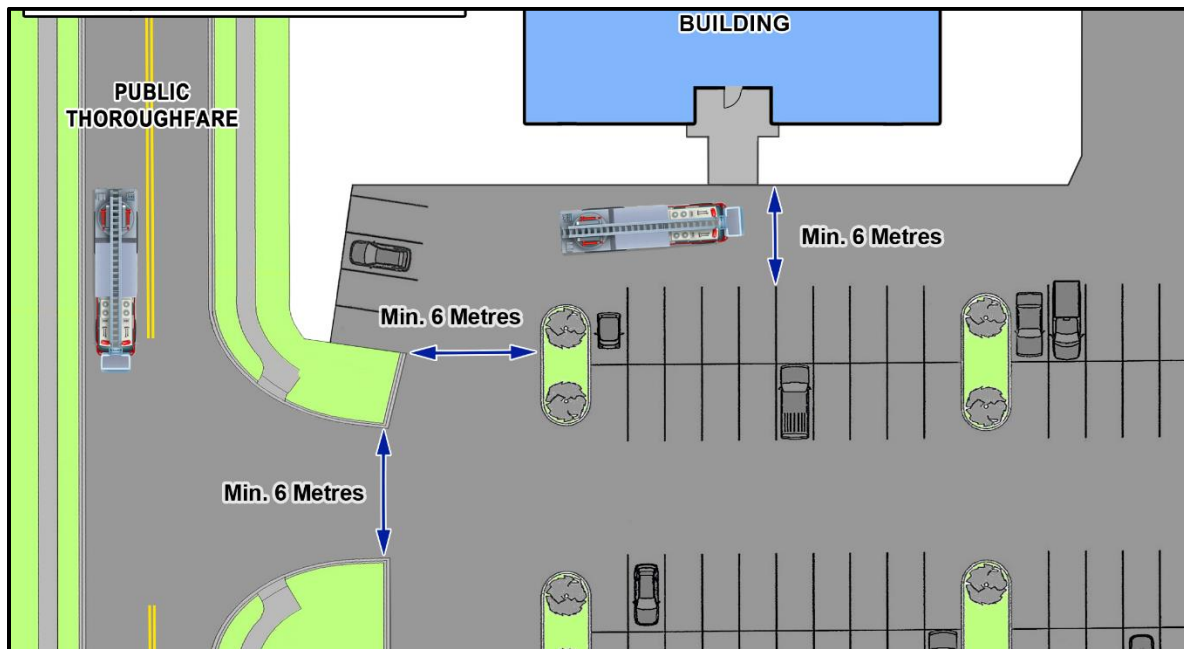


FIG. 7

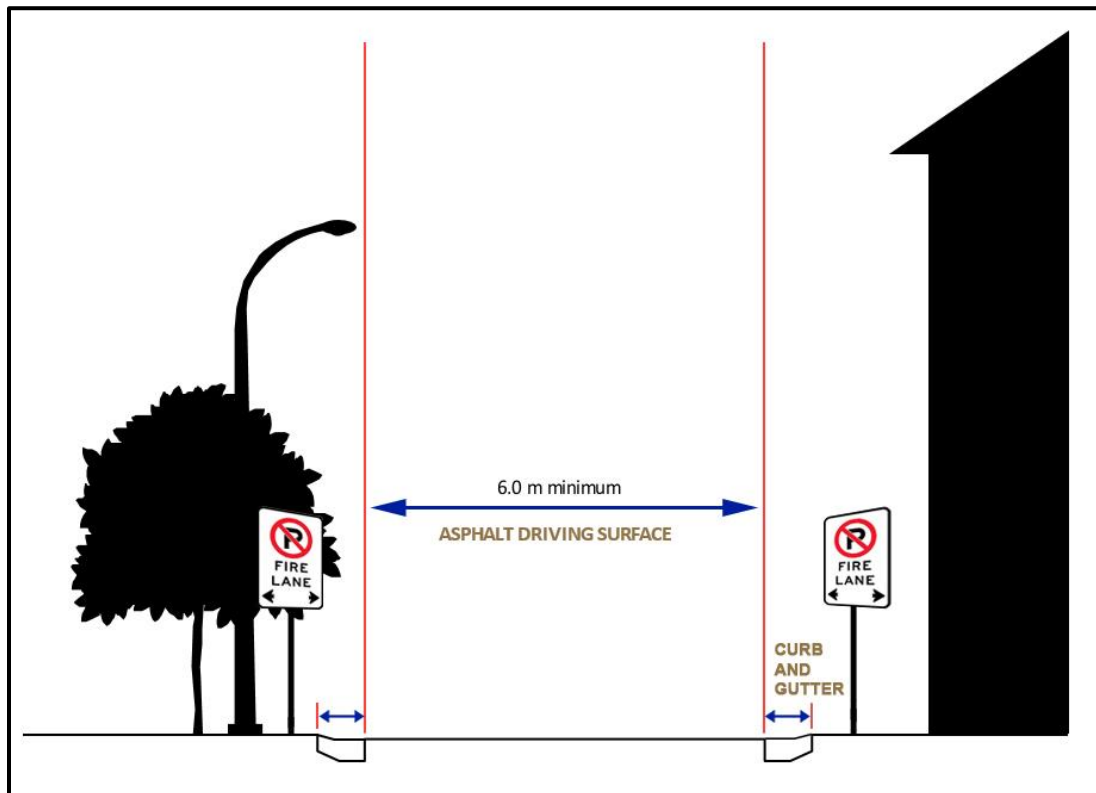


FIG. 8

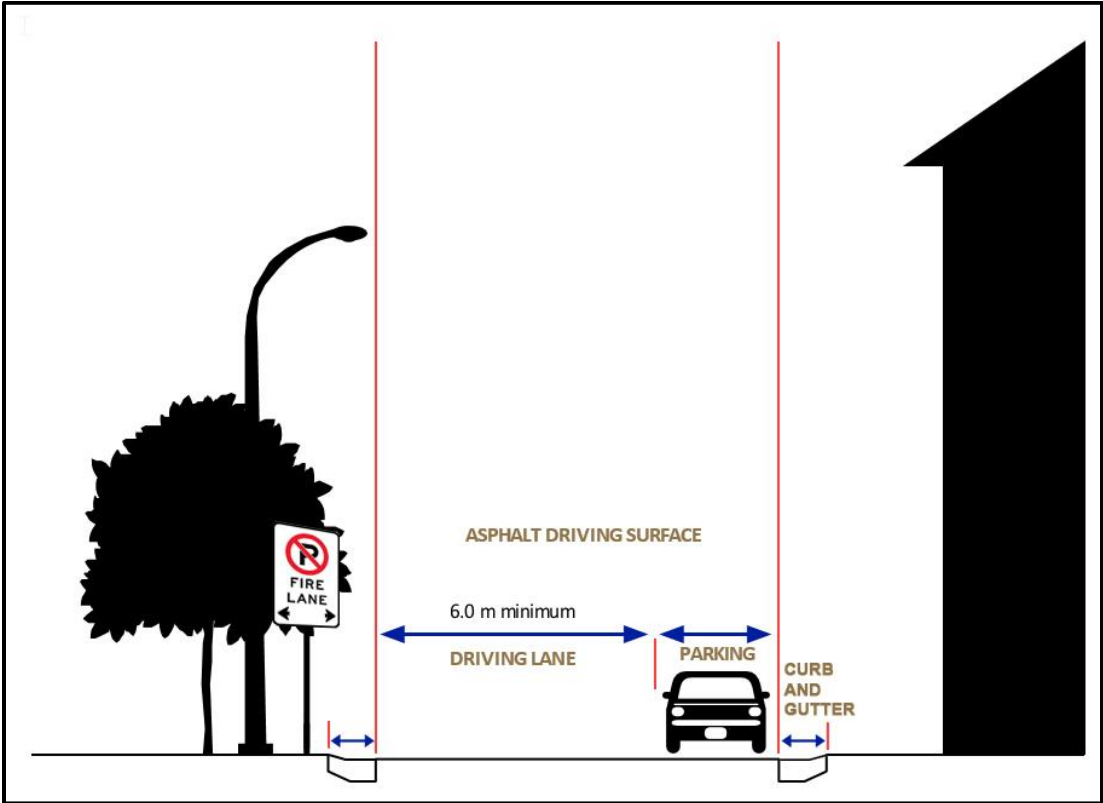


FIG. 9

0.081 Aluminum

Catalogue of Standard Traffic Signs  
British Columbia Provincial Sign Program

Sign Item Number	Dimensions (W x H) mm	Reflectivity ASTM Type	MoT Approval	Typical Application
P-004	300 x 450	1	-	Local Road / Low Speed



FIG. 10

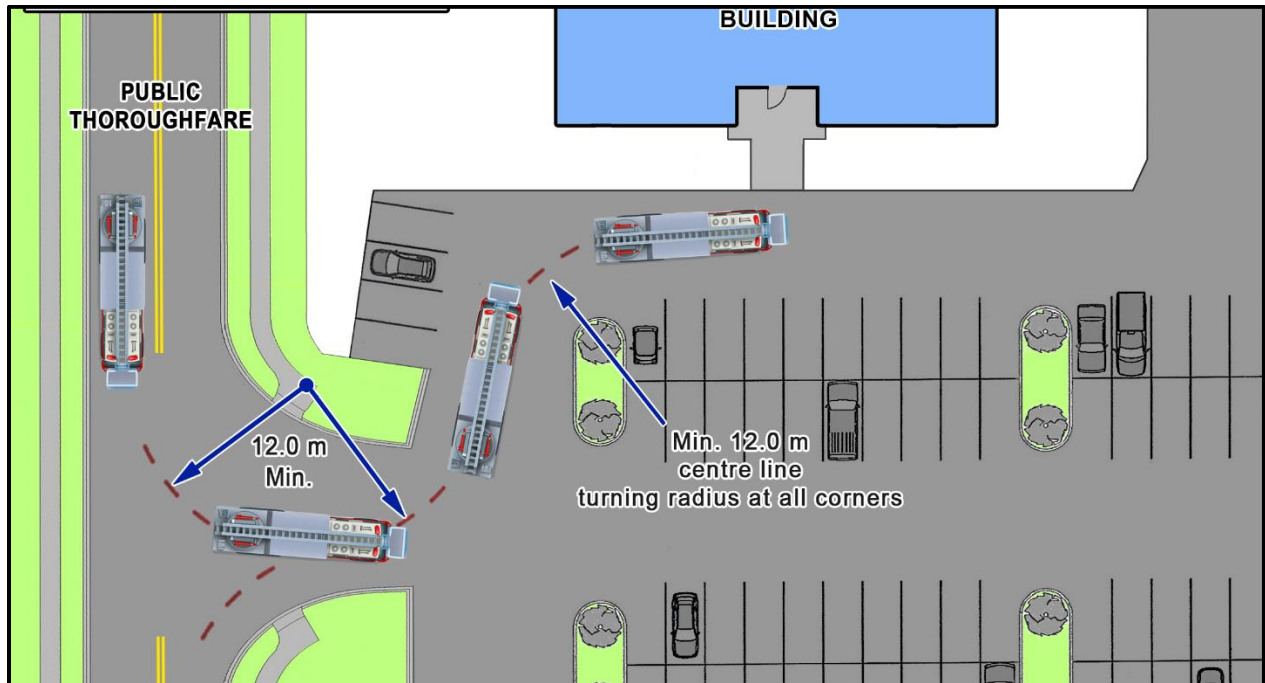


FIG. 11

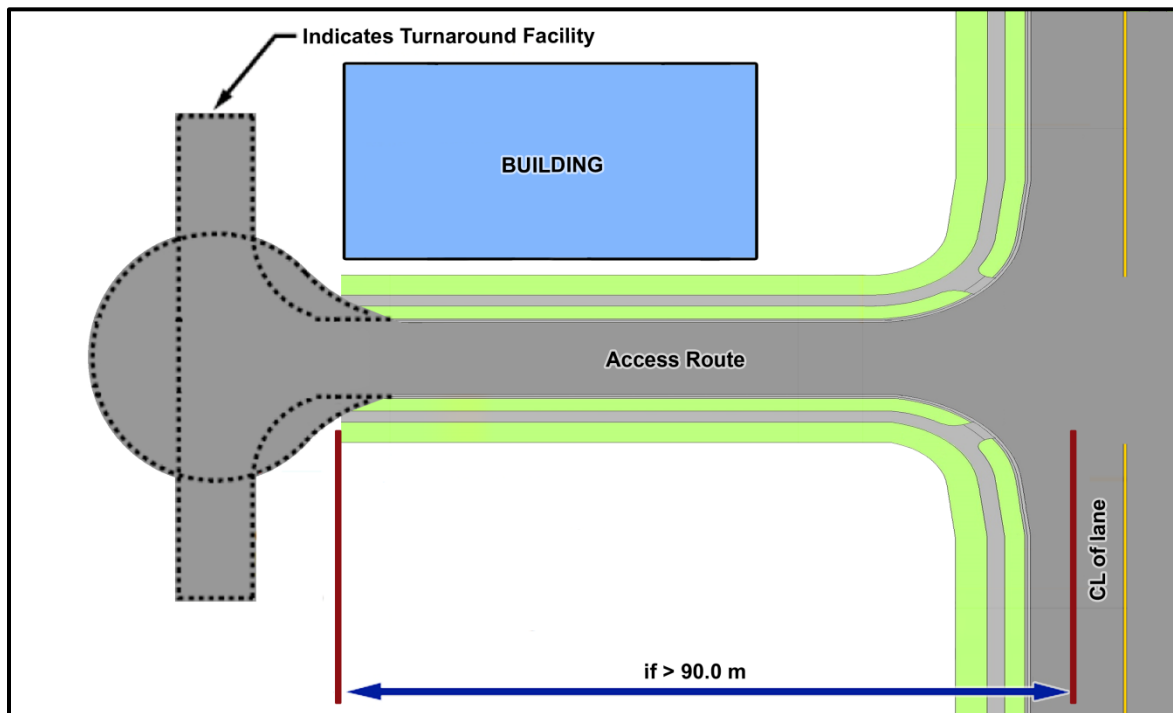


FIG. 12

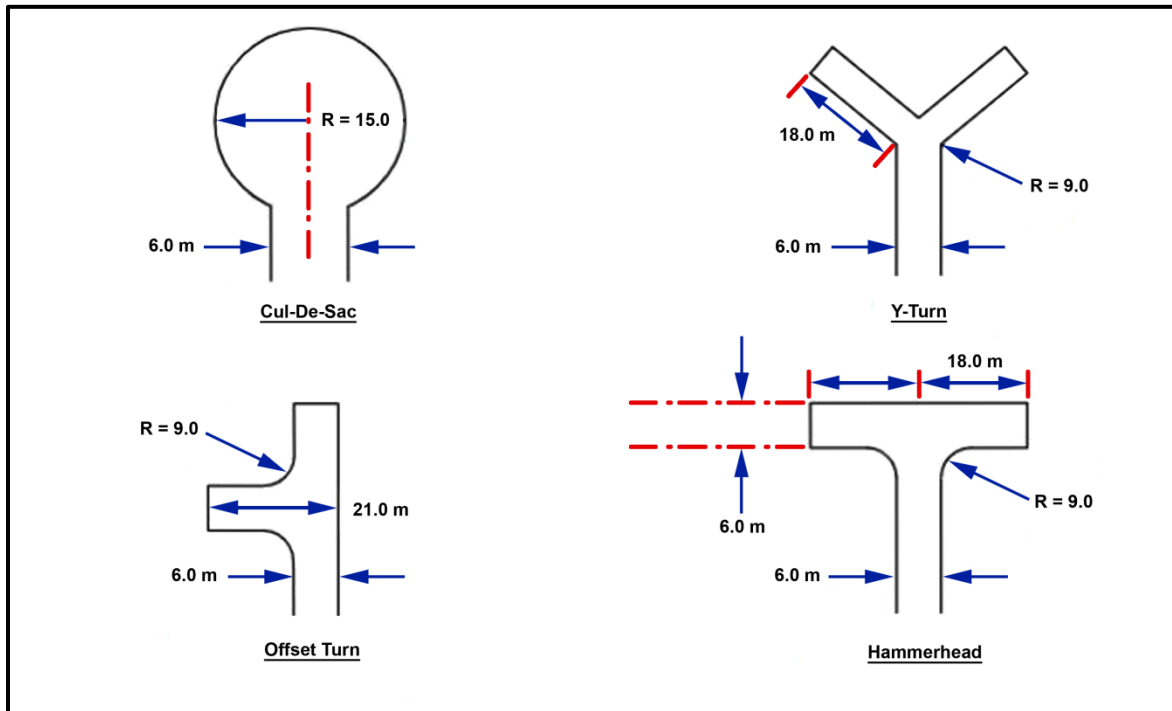
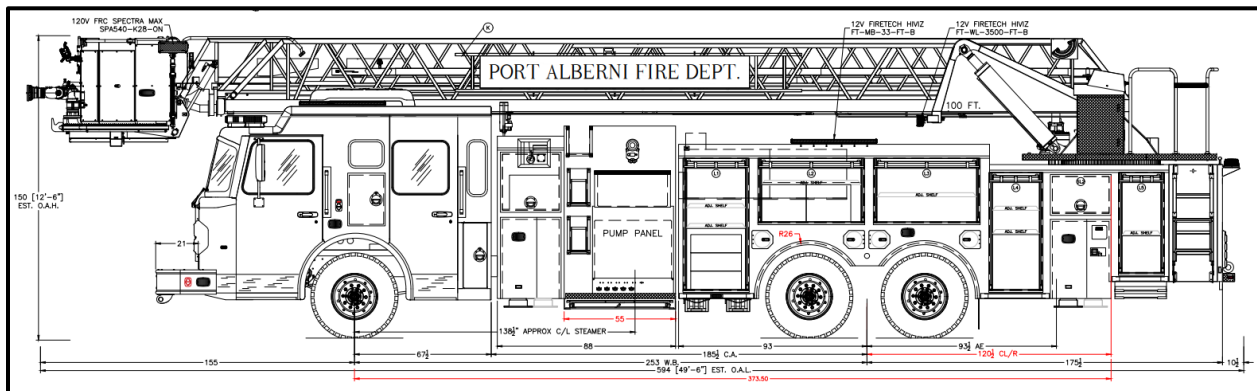


FIG. 13



Original - Feb 2020 - Initial release

Rev. 1 – August 2023 – edited for place names.

## Fire Control Bylaw 2024 – Summary of Changes

This document summarizes the key changes to the City of Port Alberni's Fire Control Bylaw. These changes align the bylaw with the new Fire Safety Act (FSA), update the schedule of fines, and enhance public safety.

### Overview

The updated bylaw has three main goals:

1. **Consistency with the Fire Safety Act:** Incorporate the requirements of the new Fire Safety Act (FSA), introduced in August 2024.
2. **Enhance Cost Recovery:** Strengthen cost recovery such as responding to false alarms, which now escalates fees for repeat offenders to deter non-compliance.
3. **Improve Clarity and Longevity:** Update language and terminology for clarity and to ensure the bylaw remains relevant and enforceable over time.

### Key Changes

#### Part I: Consistency with the New FSA

- **Designated Inspectors and Investigators, and Entry Warrants:** The bylaw now officially designates qualified individuals as Fire Inspectors and Fire Investigators, as required by the FSA. Fire Inspectors can obtain warrants from the Provincial Court to enter premises without consent in specific circumstances, ensuring compliance with the FSA.
- **Evacuation Orders and Securing Evacuated Premises:** The bylaw reflects the FSA's provisions on evacuation orders, including preventative evacuations. It clarifies the Fire Chief's authority to evacuate premises when necessary and allows the City to secure evacuated properties and recover costs from owners who fail to do so.
- **Risk-Based Proactive Inspections:** The bylaw supports the implementation of a risk-based compliance monitoring system, focusing fire safety inspection efforts on higher-risk buildings. This system will allow the City to charge fees based on the risk profile of buildings and their compliance with fire safety standards, but these fees have yet to be determined and added to the Fees and Charges Bylaw.
- **Administrative Penalties:** The bylaw incorporates the FSA's administrative monetary penalty system for specific cases of fire safety violations based on factors such as frequency, severity, and intent. This provides a more efficient way to address non-compliance.

## Part II: Cost Recovery

The bylaw updates and strengthens cost recovery mechanisms, including:

- **Updated Fines (Schedule D):** Increased fine amounts to serve as effective deterrents, and updated section numbers to ensure accuracy.
- **False Alarms:** A tiered fee structure for false alarms, with escalating charges for repeat occurrences within a calendar year beginning on the third occurrence. This structure aims to encourage compliance by providing initial warnings before imposing charges, while also deterring repeat violations through increasingly significant financial consequences. Since false alarms are considered a fee under [section 196](#) of the Community Charter, this fee will only be covered in the Fees and Charges Bylaw, not Schedule D of this bylaw.
- **Enhanced Enforcement:** Provisions to support enforcement and cost recovery for fire suppression activities and other enforcement actions.

## Part III: General Updates

- **Bylaw Referencing:** References to other City bylaws and provincial legislation have been updated to avoid specific bylaw or year numbers, ensuring the document's longevity.
- **Terminology and Wording:**
  - Updated terminology (e.g., "Fire Services Act" to "Fire Safety Act")
  - Replaced outdated titles (e.g., "City Engineer" to "Director of Infrastructure Services, Engineering and Public Works")
  - Standardized spelling (Canadian spelling used throughout)
  - Clarified roles and responsibilities (e.g., added "or their designate" after "Fire Chief")
  - Used gender-neutral pronouns
  - Updated technical terms to align with provincial codes (e.g. "pumper connections" to "connections")

## Detailed List of Section Changes

### Section 2: Definitions

- The phrase "established in 1969" is removed from the definition of "Fire Department"
- The phrase "owned and operated by the City" is removed from the definition of "Tsunami Warning System"

- New definitions are added for the following terms to align with the FSA and improve clarity: Evacuation Order, Fire Inspector, Fire Investigator, Occupier, Owner, Premises, Public Building, Risk-Based Compliance Monitoring System

#### Section 5: Fire Chief

- **Section 5(b)(ii):** The language is revised for improved clarity.
- **Section 5(b)(v):** This section is updated to reflect the FSA. The reference to "section 25 of Fire Services Act" is replaced with "sections 13 and 14 of the FSA", and subsections (A) and (B) detail the Fire Chief's evacuation powers.
- **Section 5(b)(xiii)(A):** "Emergency Management British Columbia" is replaced with "Province of British Columbia" to account for potential name changes in the ministry.
- **Section 5(b)(xiii)(D):** The phrase "...under the direction of the Fire Chief or their designate" is added to clarify authority.

#### Section 10: Right to Enter

- **Section 10(a):** The authorization to enter property "at any time" is narrowed to "any reasonable time" to align with the FSA's language and ensure reasonableness.
- **Section 10(a)(i) and (ii):** New subsections are added to incorporate the limitations and requirements for entry as outlined in the FSA.
- **Section 10(c):** A new subsection is added to outline the authority of a Fire Investigator to enter land or premises without a warrant under Sections 24 and 26 of the FSA, if they have reasonable belief that a fire has occurred.

#### Section 11: No Interference

- **Section 11(a):** The scope of entry onto "land" is narrowed to "property associated with the premises being inspected" for greater specificity.

#### Section 15: Outdoor Burning

- **Section 15(a)(ii):** The phrase "but shall not begin prior to dawn and must be extinguished before 22:00 hours local time" is removed.
- **Section 15(a)(iii):** This section is amended to specify a 3-meter distance for open-air burning from any combustible materials or any building.
- **Section 15(a)(ix):** This subsection is redacted.

#### Section 16: Fire Protection Equipment

- **Section 16(a):** "Building Code or Fire Code" is replaced with "Building Code, Fire Code, or City requirement" to account for potential City-specific requirements.

#### Section 17: Fire Hydrants



- **Section 17(a):** This section is amended to authorize Public Works or other designated City employees to activate a fire hydrant during maintenance without requiring express written permission.
- **Section 17(j):** A new subsection is added to clarify the responsibilities of property owners for maintaining clear access to fire hydrants located on their property or the City's right-of-way.

#### Section 18: Fire Alarm Systems

- **Section 18(a):** A new subsection is added to the beginning of the section, shifting all subsequent subsections down by one. This new subsection requires all premises with fire alarm systems to comply with relevant CSA standards and obtain a ULC Certificate confirming compliance with CAN/ULC-S561. The certificate must be posted near the monitoring equipment.
- **Section 18(e):** This section is updated to specify that the designated "contact person" for fire alarm systems must have "sufficient authority and access" to address issues.
- **Section 18(f):** This section is restructured into four subsections to improve clarity.

#### Section 21: No Obstructions

- **Section 21(d):** A new subsection is added requiring all property development to comply with Schedule "E" ("City of Port Alberni Fire Department Access to Buildings").

#### Section 22: Regulation of Fire Hazards

- **Section 22(a):** The language is updated to align with Section 7 of the FSA, which places a duty on building owners to prevent fire hazards on their premises.

#### Section 23: Vacant Premises

- **Section 23(d):** The timeframe provided to the owner of vacant premises for bringing the premises into compliance, before the Fire Chief can take action to secure the premises, is reduced from "twenty-four (24) hours" to "twelve (12) hours", which is a more expedited approach to addressing safety concerns and potential hazards associated with vacant properties and grants the Fire Chief greater authority to intervene swiftly and ensure public safety.

#### Section 24: Damaged Buildings

- This section is entirely repealed and replaced with new provisions:
  - **Section 24(a):** Outlines the requirements for property owners to secure buildings damaged by fire, explosion, or other incidents to which the Fire Department responded.
  - **Section 24(b):** Authorizes the Fire Chief to secure the property at the owner's expense if the owner fails to do so.

### Section 25: Inspection of Premises

- **Section 25(a):** This section is updated to expand the authority to conduct fire safety inspections to include the Fire Chief, Deputy Fire Chief, Chief Fire Prevention Officer, Captain, or anyone acting in those roles. These individuals are designated as Fire Inspectors under the FSA. The wording "reasonable time" is maintained to ensure consistency with Section 10 of the FSA.
- **Section 25(b):** A new subsection is added to address Section 32(2) of the FSA, which allows Fire Inspectors to obtain a warrant from the Provincial Court to enter premises without consent.

### Section 26: Frequency of Inspections Delegated

- **Section 26(a):** This section is updated, and new subsections (c) through (g) are added to reflect the new risk-based compliance monitoring system for inspections of public buildings introduced under the FSA.

### Section 27: Nuisance and Dangerous Goods Incidents

- **Section 27(c):** This section is updated to shift the responsibility to arrange incident security from the property owner to the Fire Chief or RCMP if a fire cause investigation is required and cannot be conducted immediately.

### Section 28: False Alarm Incident Fees

- **Section 28(a):** This section is updated to implement a tiered fee structure for false alarms, with charges now applying to the third false alarm within a calendar year (previously the fourth). Subsections (i), (ii), and (iii) outline the fee structure.
- **Section 28(c):** The criteria for false alarms related to fire alarm testing are updated. The focus is shifted from failure to notify to activities that result in a 911 call.

### Section 30: Penalties

- **Section 30(b):** The previous maximum fine amount of \$10,000 is replaced with the following: "individuals are liable to a fine of up to \$50,000, imprisonment for up to one year, or both, [and] corporations are liable to a fine of up to \$250,000."
- **Section 30(f):** A new subsection is added to allow the City to use the Administrative Penalty System established under Sections 33-35 of the FSA for specific circumstances of non-compliance.

### Section 31: Cost Recovery

- This section is renamed from "Cost Recovery for Re-Inspection" to "Cost Recovery."
- **Section 31(c):** A new subsection is added to provide a mechanism for the City to recover costs incurred in enforcing the bylaw and the FSA.

- **Section 31(d):** A new subsection is added to address costs incurred by the City in taking necessary steps following the issuance of an Evacuation Order.

#### Schedule A: Services Provided by the Fire Department

- The service descriptions are updated for the following:
  - Structural Fire Suppression
  - Hazardous Materials Mitigation
  - Medical First Responder

#### Schedule B: Jurisdiction Limits

- Removed "Coulson Forest Products Seizai Road Property"
- Added "Cherry Creek Fire Department"

#### Schedule C: Fire Hydrants Diagrams

- Updated both images to higher resolution

#### Fines and Fees

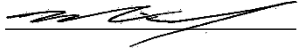
- Reviewed and updated fine values and section numbers in Schedule D
- Section 19(a), "Activation of Fire Alarm System," has been removed from the fine schedule as it duplicates the Section 28 false alarm incident fees outlined in the Fees and Charges Bylaw. The proposed new fee structure introduces a graduated penalty system, with escalating fees for repeat offenses:
  - First and Second Offense: warning with no financial penalty
  - Third Offense: A \$300 fine is issued
  - Fourth and Subsequent Offenses: Fines increase by \$100 for each subsequent offense, starting at \$400 for the fourth offense and reaching a maximum of \$900
- Updated section numbers and fee values in Schedule A of the Fees and Charges Bylaw, included below:

Update to Schedule A of the Fees and Charges Bylaw, 2007, Bylaw No. 4665

\*\*\*changes are highlighted\*\*\*

<b>F.</b>	<b>FIRE PROTECTION SERVICES (Fire Control Bylaw, 2015, Bylaw No. 4876)</b>	
1.	Work done to effect compliance with an Evacuation Order in default of owner	Actual cost
2.	Work done to effect compliance with an order to maintain hydrant area in default of owner (s. 17(g))	Actual cost
3.	Fire Department standby – contact person not arriving within 30 minutes after alarm (s. 18(e)(ii))	Actual cost
4.	Fire Safety Plan review (s.20(a)(iii))	\$155.00
5.	Vacant building – securing premises (s. 23(d))	Actual cost
6.	Damaged building – securing premises (s. 24(b))	Actual cost
7.	Risk-based compliance monitoring system (s. 26(e))	Tiered fees – TBD
8.	Nuisance investigation, response and abatement (s. 27(a))	Actual cost
9.	Mitigation, clean-up, transport, disposal of dangerous goods (s. 27(b))	Actual cost
10.	False Alarm attendance – 3rd alarm and subsequent alarms (s. 28(a))	1st and 2nd – warning 3rd – \$300 4th and subsequent – fine increases by \$100 for each subsequent offence, starting at \$400 for the fourth offense and reaching a maximum of \$900
11.	Work done to effect compliance with an order in default of owner (s. 29(f))	Actual cost
12.	Re-inspection or follow up to an order (s. 31(a))	\$100.00

Date: November 12, 2024  
File No: 6430-06  
To: Committee of the Whole  
From: M. Fox, Chief Administrative Officer  
Subject: **Behr Fire Master Plan Preliminary Findings**

Prepared by: <i>M. OWENS</i> FIRE CHIEF	Supervisor: <i>MIKE FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION[S]

*That the Committee of the Whole receive the Behr Fire Master Plan Preliminary Findings Report.*

#### PURPOSE

The Preliminary Findings Report was requested by the City of Port Alberni in order to inform the 2025 financial plan.

#### BACKGROUND

Earlier this year, the City of Port Alberni approved the development of a number of master plans, including the Fire Master Plan. While the final report will not be available until 2025, there are recommendations that pertain to the 2025 Financial Plan. This Preliminary Findings Report aims to address the 2025 budget implications.

#### ALTERNATIVES/OPTIONS

- That the Committee of the Whole receive the Behr Fire Master Plan Preliminary Findings Report.*
- That the Committee of the Whole request additional information for consideration or changes to the Preliminary Findings Report.*

#### ANALYSIS

This report is for information only and must be coupled with recommendations from the Fire Chief. Recommendations from the Fire Chief are anticipated at the December 9, 2024 Committee of the Whole Meeting.

#### IMPLICATIONS

There are no implications to receive this report in anticipation of a subsequent report from the Fire Chief.

#### COMMUNICATIONS

None at this time.



**BYLAWS/PLANS/POLICIES**

Not Applicable

**SUMMARY**

This report has been generated by the vendor selected to develop the Fire Master Plan. This preliminary report is intended to inform the 2025 Financial Plan. A subsequent report will come from the Fire Chief with staff recommendations.

**ATTACHMENTS/REFERENCE MATERIALS**

*Appendix A: Behr Fire Master Plan Preliminary Findings Report.*

The following information as requested, is provided to assist the City of Port Alberni and PAFD in their 2025 budget and financial plan deliberations. It must be noted that these recommendations are preliminary findings that require fully developed evidence-based observations and rationale. The fire service master plan is in the early stages of completion, and it is anticipated that an initial draft will be available by December 20, 2025.

Also included is the comparative community analysis completed by Behr. This is provided to provide additional context in terms of costs, budgets, organization, and service demands. As indicated, all communities have different attributes such as risk factors, historical decisions, and community profiles. For this reason, the comparative community analysis should be used as a base reference only, not a suggestion or intention of something to be replicated.

## 1.1 Preliminary Findings and Recommendations

### Staffing

**Recommendation:** Establish a .5 FTE administrative support position

**Suggested completion:** 1 – 12 months

**Cost:** Estimated cost, \$35K per year

**Resource:** Operational Budget

**Rationale:** Reduces general administrative requirements for the Chief Officers. I.e., budget prep, staff admin, public requests, council reports, corporate responsibilities, etc.

**Recommendation:** Increase fire suppression staff by 2 FTEs (swing firefighters) to a total of 22 suppression staff.

**Suggested completion:** 1 – 12 months

**Cost:** Estimated cost (2024): 1<sup>st</sup> year = \$88,057 + 20% for benefits = \$105,668.00 per year per firefighter (2 X= \$211,336.00), escalating to 5th year = \$117,409+20% for benefits = \$140,891 X 2 = \$281,722.

**Resource:** Operational Budget

**Rationale:** Increase response capacity to manage stacked calls, possible OT reduction offset to more efficient manage minimum duty strength of 4 staff 24/7. Reduces the requirement to have Chief Officers respond to routine operational calls for service, Provides additional workload capacity for the Chief Officers to lead and manage.

**Recommendation:** Move firefighter mechanic to work week dayshifts.

**Suggested completion:** 1 – 12 months

**Cost:** Estimated cost, No cost shift configuration change

**Resource:** Operational Budget

**Rationale:** Less reliance on automatic aid for routine calls during peak periods (7:00-19:00 hrs daily). Can safely perform interior operations within initial alarm assignment. Enhanced routine repair and maintenance for emergency vehicle fleet.

**Recommendation:** Increase fire suppression staff by another 2 FTEs. Total suppression staff 24

**Suggested completion:** TBD

**Cost:** Estimated cost (2024): 1st year = \$88,057 + 20% for benefits = \$105,668.00 per year per firefighter (2 X= \$211,336.00), escalating to 5th year = \$117,409+20% for benefits = \$140,891 X 2 = \$281,722.

**Resource:** Operational Budget

**Rationale:** Increase based upon complete assessment of emergency response performance including call volume, impact of volunteer services and automatic aid, effective response force and total response time and the achievement of Council approved service delivery policy.

**Recommendation:** Establish a permanent Training Officer position

**Suggested completion:** 12 – 24 months

**Cost:** \$180K per year (includes corporate costs)

**Resource:** Operational Budget

**Rationale:** Meet occupational safety and training legislation requirements (B.C. Structure Firefighter Minimum Training Standards). Increases firefighter safety. Provides additional duty chief on call capacity. Currently Chief and Deputy alternate on a bi-weekly basis. Provides less reliance on Automatic Aid for routine calls during peak periods (7:00-19:00 hrs daily). Can safely perform interior operations within initial alarm assignment.

**Recommendation:** Establish a permanent Fire Prevention Officer position.

**Suggested completion:** 24 – 36 months

**Cost:** Estimated @ \$177,043 (based on being between the 1st class rate and Chief FPO rate) =

**Resource:** Operational Budget

**Rationale:** Meet new fire safety act requirements for compliance monitoring, risk assessments, fire investigations etc. Enhances public education and safety awareness throughout the city. Less reliance on automatic aid for routine calls during peak periods (07:00-19:00 hrs daily).

### **Fire Station**

**Recommendation:** Based on our cursory review of the building, we recommend a complete functional study of the building to address daily operations, growth, health and safety, gender requirements, and equipment (apparatus, PPE, consumables, etc.) storage.

**Suggested completion:** 12 – 24 month

**Cost:** Estimated cost, \$35K - \$ 50k (depending on scope and depth of project)

**Resource:** Operational Budget. Third-party consultant

**Rationale:** The current fire station was built in 1967. Since then, it has undergone number of renovations and updates. On October 3, 2024, a Building Condition Assessment was done that focused only on exterior cladding, roofing, emergency power, and HVAC. It did not, however go over the functionality of the building and workspace. Over the years, the entire space has been re-purposed, resulting in poor overall flow. There is also no room for expansion to accommodate additional apparatus or operational space.

A recent renovation was done to prevent the transmission of airborne illness and provide for a degree of privacy for all personnel. . Previous to that a major upgrade was done over 10 years ago which included seismic upgrades and breathing apparatus maintenance area.

### **Training**

**Recommendation:** Undertake a feasibility study to establish regional training centre to support Port Alberni Fire Department and the surrounding volunteer services.

**Suggested completion:** 12 - 36 months

**Cost:** Approximately \$20K - \$25K (depending on scope and depth of project)

**Resource:** Operational Budget. Third-party consultant

**Rationale:** Currently, Port Alberni Fire Department does not have a dedicated or readily available facility to conduct the necessary hands-on training to maintain the necessary skills for operational readiness.

## 1.2 Municipal Comparative Analysis

Comparing the Port Alberni Fire Department to that of similar municipalities is a good way to identify relative service levels, costs, and trends. It must be noted that all communities have different attributes such as risk factors, historical decisions, and community profiles. For this reason, the comparative community analysis should be used as a base reference only, not a suggestion or intention of something to be replicated.

For the purposes of this analysis, we used 2019-2023 information to obtain common information from each community. Although fire and emergency services have the same goal of protecting life and property, each community has its unique features in how to accomplish those goals. Therefore, there are no ideal or identical comparators for the Port Alberni Fire Department. Our main criteria for collecting information were:

- Population
- Budgets
- Department size
- Type (full-time, part-time or combination)
- Department staffing

Additional information for evaluation was:

- Number of fire stations
- Call volume
- Call types

Table 1: Participating Community Comparatives

Community	Population	Land Area (km <sup>2</sup> )	Area of Response (km <sup>2</sup> )
City of Port Alberni	18,500	19.76	19.76
District of Squamish	29,206	104.71	104.71
District of Oak Bay	18,000	10.52	10.52
City of Campbell River	38,000	1737	2000
City of Powell River	20,707	28.9	28.9
Township of Esquimalt	17,533	7.08	7.08



### 1.2.1 Budgets

Department budgets are of specific concern to most communities. In some instances, budgeting for fire and emergency services make up a considerable portion of a community's operating budget. We evaluated the budgets for each community, and it is important to note that each is unique in how each municipality allocates their budgets.

Table 2: Community Comparative Budget Ranking

Community	Municipal Budget 2022/23	Emergency Services Operating Budget	% of Municipal Budget	Population	Cost Per Capita
City of Port Alberni	\$55,984,376	\$4,389,298	7.84	18,500	\$237.52
District of Squamish	\$68,163,035	\$3,551,497	5.2	29,206	\$121.60
District of Oak Bay	\$54,775,700	\$5,124,800	9.3	18,000	\$284.86
City of Campbell River	\$81,400,000	\$6,200,000	7.65	38,000	\$163.15
City of Powell River	\$24,000,000	\$3,500,000	14.58	20,707	\$169.02
Township of Esquimalt	\$56,700,000	\$5,980,620	10.5	17,533	\$341.10

Per Capita Net Expenditure Fire:	\$237.52
Mean/Average Per Capita Net Expenditure Fire:	\$219.54

### 1.2.2 Industry Standards

Table 3: Community Comparative Standard of Cover

Community	Standard of Cover	Standard of Cover approved by Council	Is the standard based on a leading practice such as NFPA 1710/ 1720 and/or WorkSafe BC Minimum Training Standards for Firefighters
City of Port Alberni	No	No	Yes
District of Squamish	Yes	Yes	Yes
District of Oak Bay	Yes	Yes	Yes
City of Campbell River	Yes	Yes	Yes
City of Powell River	Yes	Yes	Yes
Township of Esquimalt	Yes	Yes	No

### 1.2.3 Department Profile

Department profile, staffing models and levels of service are based on community risk, risk tolerance and the ability for a community to pay for and sustain desired service levels.

Table 4: Community Comparative Departments' Profile

Community	Department Type	No. of Stations	Total Staff	Fire Chief (FT)	Deputy (DC) Assistant Chief (AC)	Support Staff (FT)	Suppression Staff	Fire Prevention Staff (FT)	Training Staff (FT)	Dispatch	Mechanical (FT)	Other
City of Port Alberni	FT Career	1	23	1	1 (DC) FT	0	20 FT	BC	0	0	1	NA
District Squamish	Composite	2	17	1	2(DC)-FT	1	13 FT 50 POC	0	0	0	0	0
District of Oak Bay	FT Career	1	30	1	2(DC)-FT	2	24 FT	1	0	0	1	0
City of Campbell River	Composite	2	80	1	2(DC) FT	1	26 FT 35 POC	1	0	13	1	1
City of Powell River	Composite	1	42	1	1(DC) FT	1	16 FT 23 PT	0	0	0	0	0
Township of Esquimalt	FT Career	1	33	1	2(DC) FT	1	29 FT	0	0	0	0	0

FT: Full-time    PT: Part-time    POC: Paid-On-Call

#### 1.2.4 Response Data

For the purposes of this municipal comparator analysis, we used 2019–2023 information to get common information from each community. Breakdowns are divided into the two following categories:

Table 5: Examples of Incident Types for Statistical Analysis

INCIDENTS BY TYPE		
EMS Related Calls		
Call Types	Pre-Hospital Care: Alpha, Bravo Charlie Delta Echo	
	Lift Assist	
	False Alarms	
Fire-Related Calls		
Fire Emergency	Alarm Burning Complaint Structure Fire Minor Fire Smoke	Car Fire Re-check Wildfire – Grass, Brush, Outdoor Oven/Pot on Stove Explosion
MVI (Motor Vehicle Incident), aka MVC (Motor Vehicle Collision)	Extrication	No Extrication
Rescue	Stalled Elevator Lake/Marine Rescue High Angle	Swift Water Building Collapse Ice
Hazmat/Dangerous Good	Highway Incident Rail Incident	Industrial Incident Resident Incident
Non-Emergency	Carbon Monoxide Gas/Oil Smell/Spill Power/Telephone/Cable Line Down Natural Gas Leak	Aircraft Standby Incident Bomb Threat Hazardous Materials Propane Leak/Smell
Other	Inspection Burning Pile Inspection Assist Other Agency Public Service	Needle Pick-up Flood Assessment Water Problem (in structure)

**Note:** Description and category names may not be common terminology in all jurisdictions.

Table 6: Municipal Comparative Response Call Volume

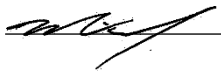
Community		Port Alberni	Squamish	Oak Bay	Campbell River	Powell River	Esquimalt
Total Call Volume	2019	1,572	746	1213	2576	940	1046
	2020	1,281	720	899	1940	689	614
	2021	1,989	973	1120	2824	1008	803
	2022	2,459	1008	1304	3666	1243	879
	2023	2,823	1231	1382	4376	1273	969
Fire Related Calls	2019	740	526	645	1146	385	368
	2020	737	542	637	1008	365	356
	2021	848	656	751	1230	395	327
	2022	850	718	760	1323	400	383
	2023	911	717	803	1516	420	391
EMS Related Calls	2019	832	220	568	1430	555	678
	2020	544	178	262	932	324	258
	2021	1,141	317	369	1594	613	476
	2022	1,609	290	544	2343	843	496
	2023	1,912	514	579	2860	853	578

## 1.2 Community Comparative Analysis Summary

PAFD ranks among the mid-range (3<sup>rd</sup> or 4<sup>th</sup>) within the municipalities surveyed for operating budget, percentage of municipal budget, and cost per capita. This is considered to be appropriate and efficient for a city the size of Port Alberni

There is no standard for categorizing incidents so it must be understood that these statistics are broadly based and are only general reference when comparing fire departments. The community comparative analysis can only be interpreted from an indirect basic level due the disparity from each of the surveyed communities' organizational structure, core services and levels, emergency response categorization, and financial systems.

Date: November 13, 2024  
File No: 3900-02-4705-3  
To: Committee of the Whole  
From: M. Fox, CAO  
Subject: City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024 | Amendment

Prepared by: <b>MC MASSICOTTE</b>  Manager of Community Safety & Social Development	Supervisor: <b>S. DARLING</b>  Director of Corporate Services	CAO Concurrence:   Mike Fox, CAO
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#### RECOMMENDATION

*THAT the Committee of the Whole recommend Council introduce and complete three readings of “City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024”*

#### PURPOSE

For the Committee to consider an amendment to the Nuisance Abatement Bylaw.

#### BACKGROUND

In 2008, the “City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705”, was adopted by Council. The Bylaw has received two amendments since that time [Bylaw No. 4969 in August 2018] related to changes to Schedule A and [Bylaw No. 4704-2 in November 2018] related to text amendments.

The proposed amendment for Council consideration reflects text amendments and an updated Schedule A.

Upon adoption “City of Port Alberni Nuisance Abatement, 2018, Amendment No. 1, Bylaw, No. 4969” will be repealed with amending Bylaw 4705-2 remaining in effect.

#### ANALYSIS

“City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024” reflects revisions to the following:

**Revised Definition of “Nuisance”:** The definition of “nuisance” in Section 2 (Interpretation) has been replaced with an expanded definition to include a broader range of nuisances, organized in a list format that covers property, environmental, and social nuisances.

**New Definitions Added:** Definitions for “person,” “public place,” “occupier,” “owner,” “real property,” and “unsightly” have been introduced in Section 2.



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**Updated Section 3 (Prohibition):** This section has been completely rewritten to cover nuisances on both private properties and public places. It includes a list of prohibitions in accordance with [Community Charter s 64](#) [Nuisances, disturbances and other objectionable situations], [Local Government Act s 325](#) [Nuisances and disturbances], and [Municipal Act s 725](#) [Nuisances and disturbances].

**Revised Schedule “A”:** Schedule “A” has been replaced with updated figures from Finance.

#### IMPLICATIONS

The updated language allows for more clarity around the definitions, and includes private and public property. The changes to Schedule A bring the charges inline with the current fees that the City has the authority to impose through property taxation.

#### COMMUNICATIONS

Once approved, the amended “*City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024*” will be posted on the City of Port Alberni website and communicated through the City Connect newsletter.

#### BYLAWS/PLANS/POLICIES

- “*City of Port Alberni Nuisance Abatement 2008, Bylaw, No. 4705*”
- “*City of Port Alberni Nuisance Abatement, 2018, Amendment No. 1, Bylaw, No. 4969*”
- “*City of Port Alberni Nuisance Abatement Bylaw No. 4705-2, 2018*”

#### SUMMARY

Staff are recommending an amendment to the Nuisance Abatement Bylaw reflecting current language for the definitions, wording about prohibition on both private and public places, and an updated Schedule A.

#### ATTACHMENTS

- *Draft “City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024”*
- [Consolidated City of Port Alberni Nuisance Abatement, 2008, Bylaw No. 4705](#)

Copy: A. McGifford, Director of Finance

# CITY OF PORT ALBERNI

## BYLAW NO. 4705-3

### A BYLAW TO AMEND THE “CITY OF PORT ALBERNI NUISANCE ABATEMENT, 2008, BYLAW NO. 4705”

**WHEREAS** Section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

**AND WHEREAS** the Council of the City of Port Alberni wishes to amend Bylaw No. 4705 by replacing the definition of “Nuisance” in Section 2 in its entirety;

**AND WHEREAS** the Council of the City of Port Alberni wishes to amend Bylaw No. 4705 by adding the definitions of “Person”, “Public Place”, “Occupier”, “Owner”, “Real Property”, and “Unsightly” in Section 2;

**AND WHEREAS** the Council of the City of Port Alberni wishes to amend Bylaw No. 4705 by replacing Section 3 in its entirety;

**AND WHEREAS** the Council of the City of Port Alberni wishes to amend Bylaw No. 4705 by replacing Schedule “A” in its entirety;

**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 “City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024”

**2. Text Amendments**

“City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705 is amended as follows:

**a) By deleting the definition of “nuisance” in Section 2 in its entirety and replacing it with the following:**

“Nuisance” means a condition of property, or any situation that substantially interferes with the use and enjoyment of real property, endangers health or safety, or detracts from the quality of life of a reasonable person or of the community, including but not limited to:

- (a) property nuisances, such as unsightly and unsanitary conditions, neglected buildings, overgrown vegetation, pest infestations, accumulated filth, discarded materials, or rubbish, and graffiti;
- (b) environmental nuisances, such as improper waste disposal and pollution releasing harmful substances into the atmosphere, water, or soil; and
- (c) social nuisances, such as excessive noise, disturbing behaviour, and offensive language or materials; and
- (d) any other actions or conditions that legally constitute a nuisance.

**b) By adding the following definitions to Section 2:**

"Person" means an individual or any organization, such as a corporation, company, society, firm, partnership, association, or group;

"Public Place" means any City-owned or City-leased real property where the public is ordinarily invited or permitted access, including but not limited to parks, community centres, roads, sidewalks, streets, parking lots, conservation areas, and any other place to which the public has either express or implied access;

"Occupier" means any person residing on the land, or possesses the land under a lease, licence, agreement for sale, or other agreement with the owner of the land;

"Owner" means any person listed as the title holder on a property's legal certificate of title;

"Real Property" means land, any buildings or structures on that land, and any individual premises located on it, and includes commercial properties;

"Unightly" means, in addition to its common meaning and regardless of neighboring properties, any property that has one or more of the following traits:

- (a) the presence of graffiti or visible storage, accumulation, or location of filth, discarded materials, or rubbish from a public place or other properties;
- (b) the untidy storage of building materials on a site where no construction is taking place, unless they are not visible from a public place or nearby properties;
- (c) dead or overgrown landscaping or vegetation, or damaged plants;
- (d) a derelict structure on the property;
- (e) a derelict vehicle on the property, unless it is inside a fully enclosed permanent building; and
- (f) other similar signs of disrepair, dilapidation or deterioration.

**c) By deleting Section 3 in its entirety and replacing it with the following:**

**3. Prohibition**

- 1) No owner or occupier of real property, or their agents, shall cause, permit, suffer, or allow any act to be done on that real property which constitutes a nuisance.
- 2) No person shall create, allow, or contribute to any nuisance in any public place in the City which is liable to disturb the quiet, peace, rest, enjoyment, comfort, or conveniences of individuals or persons in the neighbourhood or vicinity of that place.
- 3) No person shall:
  - (a) allow any real property they own or occupy to become or remain unsightly or unsanitary due to the accumulation of any of the following:
    - (i) filth, discarded materials, or rubbish;
    - (ii) standing water or other liquids;
    - (iii) hazardous or overgrown grass, weeds, or trees; and
    - (iv) noxious or destructive insects, rodents, or other pests;

- (b) emit smoke, dust, gas, sparks, ash, soot, cinders, fumes, or other effluvia that fouls or contaminates the atmosphere;
  - (c) cause, allow, or permit any vegetation, structure, or object to encroach upon a public place in a way that obstructs or hinders pedestrian or vehicle movement, sightlines, or the City's ability to perform maintenance or repairs;
  - (d) cause noise, vibration, odour, dust, or illumination that disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of individuals or the public;
  - (e) deposit or throw bottles, broken glass, or other rubbish in any open place;
  - (f) place graffiti on walls, fences, or elsewhere on or adjacent to a public place;
  - (g) carry on a noxious or offensive trade, business, or manufacture;
  - (h) behave indecently or use profane, blasphemous, or grossly insulting language in a public place; or
  - (i) allow, cause, permit, or carry on anything which constitutes a nuisance at law.
- 4) Sections 3(3)(d) and 3(3)(e) do not apply to activities permitted by the City in writing or specifically authorized by the City by a permit or licence.
- 5) The prohibitions in Sections 3(1)-(3) are supplementary and do not replace the Property Maintenance Bylaw, Building Standards Bylaw, Noise Control Bylaw, Anti-Littering Bylaw, Fireworks Regulation Bylaw, or any other relevant City bylaws, as amended.
- d) **By replacing Schedule “A” with Schedule “A” attached hereto and forming part of this bylaw.**

3. **Repeal**

Upon effect of Bylaw No. 4705-3, City of Port Alberni Nuisance Abatement, 2018, Amendment No. 1, Bylaw No. 4969 shall be hereby repealed.

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

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

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

**ADOPTED** this     day of     , 2024.

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Mayor

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Corporate Officer

## SCHEDULE "A"

The following hourly rates will be charged for every hour or ¼ hour portion thereof which any of the following City staff, RCMP or Fire/Rescue Personnel use to deal with the abatement of a nuisance and depending upon the day of the week and the time of day which such services are required the hourly rate may be increased by one and a half or two times.

City Staff	Hourly Rate
Director of Development Services	\$100.14
Manager of Bylaw Services	\$71.25
Building Inspector	\$58.41
Bylaw Enforcement Officer/ Business License Inspector	\$50.38

RCMP	Hourly Rate
Inspector	\$144.38
Staff Sergeant	\$138.37
Sergeant	\$132.35
Corporal	\$126.33
Constable	\$120.32

Fire/Rescue	Hourly Rate
Fire Chief	\$100.64
Deputy Fire Chief	\$98.42
Captain	\$96.34
Chief Fire Prevention Officer	\$87.91
Fire Fighter	\$82.18

Engineering/Public Works	Hourly Rate
Superintendent	\$65.82
Charge Hand	\$54.49
Tradesperson	\$52.71
Operator	\$49.66
Labourer	\$44.66


The following hourly rates will be charged for every hour or ¼ hour portion thereof which any of the following equipment and vehicles are used to deal with the abatement of a nuisance and depending upon the day of the week and the time of day which such services are required the hourly rate may be increased by one and a half or two times.

Equipment and Vehicles	Hourly Rate
City Car	\$60.00
City Truck – Light	\$65.00
City Truck – Service	\$75.00
City Equipment	\$180.00
Fire Truck	\$250.00
Fire Vehicle, Inspector	\$100.00
Police Vehicles	\$100.00

Contract Work and Contracted Equipment	Hourly Rate
Cost plus 10% administration	N/A



Date: November 13, 2024  
File No: 3950-20  
To: Committee of the Whole  
From: M. Fox, CAO  
Subject: Flag Policy No. 3000-2

Prepared by: <b>S. DARLING</b> DIRECTOR OF CORPORATE SERVICES	Supervisor: <b>M. Fox</b> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION[S]

- a. THAT the Committee of the Whole recommend Council rescind the Flag Policy dated May 9, 2011.
- b. THAT the Committee of the Whole receive the report "Flag Policy" dated November 13, 2024 and Flag Policy No. 3000-2.

#### PURPOSE

To provide the Committee with an updated Flag Policy reflecting a shift in authorization from Council to the Chief Administration Officer and to request that the Committee recommend Council rescind the previous Flag Policy of 2011.

#### BACKGROUND

The National Flag of Canada and the flags of provinces, territories, local and First Nations governments are symbols of honour and pride for Canadians. All flags at City Hall and other City operated/owned facilities are flown and displayed in a consistent and appropriate manner.

A Flag Policy provides direction and guidance to City staff in the display of flags inside and outside City facilities and at City ceremonies in conformance with accepted national and international protocols.

The previous Flag Policy dated May 9, 2011 requires updating to include facility flag pole changes and revisions and additions to recognized half-masting days in alignment with the Government of Canada rules for half-masting [<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>]

#### ALTERNATIVES/OPTIONS

1. That the Committee of the Whole recommend Council rescind the Flag Policy dated May 9, 2011. That the Committee of the Whole receive the report "Flag Policy" dated November 13, 2024 and Flag Policy No. 3000-2.
2. That the Committee of the Whole request revisions to the policy before recommending Council rescind the previous policy.
3. That the Committee of the Whole recommend the policy remain under Council authority.

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## ANALYSIS

This policy applies to City Hall and other municipally operated buildings and properties as applicable.

City Facilities Covered by Flag Policy:

- City Hall (Two separate groupings of 3 and 2 for a total of 5 flagpoles))
- Echo Centre (3 flagpoles)
- Fire Hall (1 flagpole)
- Harbour Quay (1 flagpole with yardarm and gaff)
- Multiplex (5 flagpoles; Only 1 able to be manipulated with use of bucket truck)
- Public Works Yard (1 flagpole)
- Glenwood Centre (3 flag poles)

Flags displayed at City facilities shall be displayed according to the official protocol recommended by the Government of Canada unless otherwise stated in the policy.

## IMPLICATIONS

Flags will be maintained in good condition and replaced when showing signs of wear, tear or discolouration. The general operation budget covers the costs of maintaining and replacing flags at City Facilities.

## COMMUNICATIONS

The updated Flag Policy will be added to the Policy Manual available on the City's website.

## BYLAWS/PLANS/POLICIES

- *Flag Policy dated May 9, 2011*

## SUMMARY

Flag policies provide direction and guidance to City staff in the display of flags inside and outside City facilities and at City ceremonies in conformance with accepted national and international protocols.

Staff are recommending rescinding of the previous Flag Policy established in 2011 to be replaced by Flag Policy No. 3000-2 to reflect facility flag pole changes and revisions and additions to recognized half-masting days in alignment with the Government of Canada rules for half-masting.

## ATTACHMENTS/REFERENCE MATERIALS

- *Flag Policy No. 3000-2*

C: *M. Owens, Fire Chief*  
*W. Thorpe, Director of Parks, Recreation and Culture*  
*K. Ivezich, Police Support Services Manager*  
*R. Kraneveldt, Facilities Manager*  
*Clinton Wright, Manager of Operations*

# POLICY No. 3000-2 | FLAG POLICY

Approved by: Chief Administrative Officer

Approved on: November 14, 2024

CITY OF  
PORT ALBERNI



## 1) PURPOSE

To provide direction and guidance to City staff in the display of flags inside and outside City facilities and at City ceremonies in conformance with accepted national protocols.

## 2) POLICY STATEMENT

The National Flag of Canada and the flags of provinces, territories, local and First Nations governments are symbols of honour and pride for Canadians. All flags at City Hall and other City operated/owned facilities are flown and displayed in a consistent and appropriate manner.

## 3) SCOPE AND APPLICATION

This policy applies to City Hall and other municipally operated buildings and properties as applicable.

### City Facilities Covered by Flag Policy

- City Hall (Two separate groupings of 3 and 2 for a total of 5 flagpoles)
- Echo Centre (3 flagpoles)
- Fire Hall (1 flagpole)
- Harbour Quay (1 flagpole with yardarm and gaff)
- Multiplex (5 flagpoles; Only 1 able to be manipulated with use of bucket truck)
- Public Works Yard (1 flagpole)
- Glenwood Centre (3 flag poles)

## 4) POLICY

### GENERAL FLAG ETIQUETTE

Flags displayed at City facilities shall be displayed according to the official protocol recommended by the Government of Canada unless otherwise stated in this policy.

At no time will the City of Port Alberni display flags deemed to be inconsistent with the City's policies or bylaws, or those supporting discrimination, prejudice, hatred or violence.

The City will not display flags supporting political or religious movements or commercial entities.

The National Flag of Canada always takes precedence over all other national flags when flown on Canadian soil. Therefore, it should always be placed in the position of honour.



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The location of the position of honour depends on the number of flags flown and the type of configuration.

When 2 flags are displayed, the position of honour is the farthest to the left when an observer is facing the display.

When 3 flags are flown, the position of honour is in the centre.

When more than 3 flags are displayed, the position of honour is the farthest to the left when an observer is facing the display.

#### HALF-MASTING OF FLAGS AT CITY FACILITIES

The position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

The decision to fly flags at half-mast usually occurs at the lead of the Federal or Provincial governments, although the City does not always fly flags at half-mast when senior levels of government decide to do so.

In conformance with National protocols, flags shall be automatically half-masted on the following days:

- April 28 - Workers' Mourning Day
- June 23 – National Day of Remembrance for Victims of Terrorism
- Second Sunday in September - Firefighters' National Memorial Day
- Last Sunday in September - Police and Peace Officers' National Memorial Day
- September 30, National Day for Truth and Reconciliation
- November 11 - Remembrance Day
- December 6 - National Day of Remembrance and Action on Violence Against Women

Also, in conformance with National protocols flags shall be half-masted upon the death of:

- The Sovereign or immediate member of the Royal Family
- Current or former Governor General or Prime Minister of Canada
- Current or former Lieutenant Governor or Premier of British Columbia
- Current Chief Justice of Canada and Members of the Canadian Ministry
- Privy Councillors and Senators [who is not a current member of the Canadian Ministry, or a current Senator]
- Members of the House of Commons

In addition, flags shall be half-masted at City Facilities upon:

- The death of a current or former Mayor or Freeman of the City
- The death of a current City Councillor
- The death of a City employee occurring in the performance of his or her job



- The death of an RCMP member currently serving in the Port Alberni detachment occurring in the performance of his or her job
- In exceptional circumstances, and on the advice of the City Manager, the Mayor may approve the half-masting of flags not provided for in this Policy

## TIMING

Where half-masting occurs due to a death as outlined above, the timing shall be from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

Should half-masting need to be commenced on a weekend or statutory holiday, flags are permitted to be lowered on Friday afternoon prior to the half-masting date and raised again on the Monday morning.

## GUEST FLAGS AND BANNERS

Decisions to fly the flags of other sovereign nations, non-profit societies and other local organizations will be made by resolution of Council at a Regular meeting.

The City reserves the right to decide whether to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.

When guest flags are flown, the City of Port Alberni flag is lowered and retired for the duration of the guest flag display.

Parties wishing to have their flags displayed by the City are required to supply the flag(s).

Events involving flag raising ceremonies may be held at City Hall upon request and at the City's discretion. Corporate Services should be contacted to make arrangements for such events.

## DISPLAY OF FLAGS INSIDE CITY FACILITIES

When the National Flag of Canada is displayed in a place of worship or on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the celebrant or speaker.

When used in the body of a place of worship or auditorium, the National Flag of Canada should be to the right of the congregation or spectators facing the flag.

If hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag. Flags hung vertically should be hung so that the canton is in the upper left corner.



## 5) AUTHORITY TO ACT

The manner that flags are displayed in Canada is governed by established practice. The Director of Corporate Services is responsible for coordinating the lowering/changing of flags at City Facilities in accordance with the protocols and guidelines established by the federal government and as directed by Council for the City of Port Alberni.

Government of Canada "Rules for Flying the National Flag of Canada"  
[National flag of Canada - Canada.ca](https://www.canada.ca/en/government/gen-info/info-canada/national-flag-of-canada.html)

## 6) RESPONSIBILITY AND MAINTENANCE

### 1. Corporate Officer

- responsible for administering the policy;
- acts as a resource to all Municipal staff on the subject of flag etiquette;
- communicates with the Mayor and CAO in situations where further discussion or decisions must be made regarding displaying or raising/half-masting of flags;
- responsible for notifying the appropriate areas in the Municipality regarding need for raising or lowering of flags;
- responsible for notifying Council and staff of changes in flag displays, and informing the public through standard Municipal communication channels.

### 2. Parks, Recreation and Culture

- responsible for maintenance, security and raising or lowering of flags at City Hall, Echo Centre, Harbour Quay, Multiplex [costs associated], Glenwood Centre.

### 3. Public Works

- responsible for maintenance, security and raising or lowering of flags at Public Works facility.

### 4. Fire Department

- responsible for maintenance, security and raising or lowering of all flags located at the Fire Hall;
- in addition to the periods of mourning noted above, Fire Hall flags may be flown at half-mast in recognition of the death of an active or retired City of Port Alberni firefighter, and in recognition of in-the-line-of-duty deaths of firefighters in surrounding municipalities. The CAO or Corporate Officer are to be notified when this occurs.

### 5. Police Services

- assists with lowering and raising flags when requested;
- in addition to the periods of mourning noted above, flags may be flown at half-mast in recognition of the death of an active or retired City of Port Alberni member, and in recognition of in-the-line-of-duty deaths of members of in surrounding municipal police departments or local RCMP detachments. The CAO or Corporate Officer are to be notified when this occurs.





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## FINANCIAL IMPLICATIONS

Flags will be maintained in good condition and replaced when showing signs of wear, tear or discolouration. The general operation budget covers the costs of maintaining and replacing flags at City Facilities.

## DISPOSING OF FLAGS

Disposal of flags must be carried out in a respectful and dignified manner, following federal or provincial government guidelines.



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Mike Fox  
Chief Administrative Officer

