
AGENDA - REGULAR MEETING OF COUNCIL
Monday, November 25, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 7

1. Minutes of the Special meeting and Regular Council meeting on November 12, 2024 be adopted, as presented.

C. DELEGATIONS

1. **Introduction | Deputy Director of Corporate Services**
Director of Corporate Services to introduce the City's new Deputy Director of Corporate Services, Kim Motiuk.

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Five Year Financial Plan Q&A Summary - Page 12**
Summary of questions and responses as it relates to the 2025-2029 Financial Planning process.

E. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.

F. BYLAWS

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

1. 2024-2028 Financial Plan Amendments [Recommendation from the November 18th Committee of the Whole]

THAT Council for the City of Port Alberni 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**

[November 18, 2024 Staff Report Pg. 49](#)

2. “City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024” - Page 14

- a. THAT the “City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024” be now introduced and read a first time.*
- b. THAT “City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024” be read a second time.*
- c. THAT “City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024” be read a third time.*

3. Fire Control Bylaw [Recommendation from the November 18th Committee of the Whole] - Page 20

- a. THAT “Fire Control Bylaw No. 5122, 2024” be now introduced and read a first time.*
- b. THAT “Fire Control Bylaw No. 5122, 2024” be read a second time.*
- c. THAT “Fire Control Bylaw No. 5122, 2024” be read a third time.*

[November 18, 2024 Staff Report Pg. 90](#)

4. **Nuisance Abatement Bylaw No. 4705-3 | Amendment [Recommendation from the November 18th Committee of the Whole] - Page 58**
 - a. *THAT “City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024” be now introduced and read a first time.*
 - b. *THAT “City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024” be read a second time.*
 - c. *THAT “City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024” be read a third time.*

[November 18, 2024 Staff Report Pg. 147](#)

G. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. **Alberni-Clayoquot Regional District | Grant Opportunity - Page 62**

Letter dated October 31, 2024 from the Alberni-Clayoquot Regional District requesting Council provide approval for a regional grant application to the Union of BC Municipalities Community Emergency Preparedness Program Fund.

THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for the Emergency Support Services Equipment and Training Grant and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.
2. **Ministry of Environment and Climate Change Strategy | Five-Year Bear Smart Renewal Review - Page 64**

Report dated October 7, 2024 from the Ministry of Environment and Climate Change Strategy providing the five-year Bear Smart renewal review.

THAT Council receive the Five-Year Bear Smart Renewal Review dated October 7, 2024 from the Ministry of Environment and Climate Change Strategy.

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. **Correspondence Summary** - Page 97
 - a. Alberni-Clayoquot Regional District | News Release - Preliminary 2024 Referendum Results
 - b. Island Health | Medical Health Officers' Newsletter
 - c. Ministry of Mental Health & Addictions | Follow up to the 2024 UBCM Convention Meeting
 - d. Ministry of Citizens' Services | Grant-in-Lieu of Property Tax Payment and Report

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 107
THAT the Council reports outlining recent meetings and events related to the City's business, be received.

L. NEW BUSINESS

New items of business requiring Council direction as well as an opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.

1. **Flag Policy [Recommendation from the November 18th Committee of the Whole]**

THAT Council for the City of Port Alberni rescind the Flag Policy dated May 9, 2011.

[November 18, 2024 Staff Report Pg. 153](#)

2. **Echo Aquatic Centre Operations** - Page 110
Report dated November 15, 2024 from the Director of Parks, Recreation and Culture providing Council with additional information regarding the operation of the Echo '67 Aquatic Centre.

THAT Council direct staff to amend the 2025 Financial Plan to include \$110,000 in Aquatic Centre wages to facilitate daily operation of the Aquatic Centre in 2025.

3. **Echo Aquatic Centre | Cllr. Dame**

WHEREAS, Council received the “Facility Condition Assessment | Preliminary Financial Considerations” report at its November 18th Committee of the Whole meeting; and

WHEREAS, the Regional District is currently exploring the potential construction of a new aquatic facility which, if approved, could render any repairs and upgrades to the existing Echo Aquatic Centre unnecessary and potentially wasteful of public funds;

THEREFORE, be it resolved that:

- *Maintenance and upgrade projects for the Echo Aquatic Centre, as outlined in the 'Provisionary Capital Plan Condition Assessment,' be removed [or withheld] from consideration in the 2025-2030 Financial Plan and that only essential maintenance required for safety and operational purposes shall be conducted until either a critical infrastructure or equipment failure occurs or a definitive decision is made by the Regional District regarding the new aquatic centre at which point Council will reassess the situation.*
- *Staff be directed to closely monitor the condition of the Echo Aquatic Centre and provide Council with regular updates on identified risks and the operational status of the facility.*

4. **3250 9th Avenue | Cllr. Dame**

WHEREAS, Council received the “Facility Condition Assessment | Preliminary Financial Considerations” report at its November 18th Committee of the Whole meeting; and

WHEREAS, the existing five-year capital plan does not include any funds for improvements related to the capital repairs of the old civic complex located at 3250 9th Avenue, as identified in the 'Provisionary Capital Plan Condition Assessment'; and noting that the proposed tax increase for 2025 stands at 15.63%;

THEREFORE, be it resolved that Council directs administration to prepare a report outlining the history of the old civic complex at 3250 9th Avenue, along with potential options for Council to consider, aimed at minimizing fiscal investment in the building.

5. **Multiplex Rink Board Replacement - Page 113**

Report dated November 18, 2024 from the Director of Parks, Recreation and Culture regarding the replacement of rink boards at the Alberni Valley Multiplex.

THAT Council directs staff to proceed with issuing a request for proposals for the following infrastructure on the Primary Sheet (Weyerhaeuser) at the Alberni Valley Multiplex in the spring of 2025:

- *Replace all rink (dasher) boards and kick plates*
- *Replace all acrylic glass and fasteners on the front of rink boards*
- *Replace all perimeter glass 5' in height to 6' in height and install corresponding stanchions*
- *Install a custom double door at the corner adjacent to the home team's bench*
- *Clean perimeter vertical glass to like-new condition*
- *Re-certification of all components by the contractor who installed the original rink boards*

-
6. **Recognition of Service Policy** - Page 115
Report dated November 18, 2024 from the Director of Human Resources for Council consideration of an updated Recognition of Service Policy.
- a. THAT Council rescind the Recognition of Service Policy dated September 30, 2008.*
- b. THAT Council approve Recognition of Service Policy No. 3002-7.*
7. **3rd Quarter – 2024 Procurement Summary** - Page 119
Report dated November 11, 2024 from the Director of Finance providing an update on procurement.
- THAT Council receive the report ‘3rd Quarter – 2024 Procurement Summary’ dated November 11, 2024.*
8. **MMBC Recycling Inc. (Recycle BC) Master Service Agreement (MSA)** - Page 122
Report dated November 18, 2024 from the Director of Finance requesting Council consideration to enter into the Master Services Agreement with MMBC Recycling Inc.
- THAT Council authorize the Mayor and the Corporate Officer to enter into the Master Services Agreement with MMBC Recycling Inc., for a five-year term beginning January 1, 2025 and expiring December 31, 2029 for the purpose of collecting curbside recycling materials within the City.*
9. **Appointment of Deputy Corporate Officer** - Page 124
Report dated November 20, 2024 from the Director of Corporate Services requesting Council appoint the Deputy Director of Corporate Services as Deputy Corporate Officer.
- THAT Council appoint Kim Motiuk, Deputy Director of Corporate Services, as Deputy Corporate Officer, to fulfill the responsibility of corporate administration in accordance with s. 148 of the Community Charter for the City of Port Alberni during vacation, leaves or other absences of the appointed Corporate Officer effective November 25, 2024.*

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker. For those participating electronically, please use the ‘Raise your Hand’ feature.

N. ADJOURNMENT

That the meeting adjourn at PM.

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
TUESDAY, November 12, 2024 @ 11:00 a.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions @ 11:17 a.m.
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey [Chair to 11:17 a.m.]
Councillor T. Patola
Councillor C. Solda

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

Call to order: @ 11:00 a.m.

MOVED and SECONDED, THAT Council conduct a special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows:

- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(d)** the security of the property of the municipality;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(g)** litigation or potential litigation affecting the municipality;
- Section 90 (1)(i)** the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- Section 90 (1)(k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

The meeting adjourned at 1:23 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Tuesday, November 12, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
B. McLoughlin, Manager of Planning
J. Pelech, Information Services Manager

Gallery: 7

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special meeting and Regular Council meeting on October 28, 2024 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. Introduction | Manager of Communications

The Director of Corporate Services welcomed Alicia Puusepp back to the City in the role of Manager of Communications.

2. Alberni-Clayoquot Regional District | Solid Waste Management Plan

J. Frank, Solid Waste Project Coordinator provided an update on the Solid Waste Management Plan process.

D. UNFINISHED BUSINESS

1. Five Year Financial Plan Q&A Summary

The Director of Finance presented a summary of questions and responses as it relates to the 2025-2029 Financial Planning process.

E. STAFF REPORTS

F. BYLAWS

1. "Animal Control and Pound Bylaw No. 5117, 2024"

MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5117, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5117.

CARRIED | Res. No. 24-353

2. **OCP and Zoning Bylaw Amendments | 3830 5th Avenue**
MOVED AND SECONDED, THAT "Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094" be read a third time.
CARRIED | Res. No. 24-354

MOVED AND SECONDED, THAT "Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113" be read a third time.
CARRIED | Res. No. 24-355

MOVED AND SECONDED, THAT prior to Council considering final adoption of Bylaw No.'s 5094 and 5113, a "no-build" restrictive covenant be registered on title at 3830 5th Avenue in the favour of the City of Port Alberni, until an additional parking lot is constructed at 4841 Redford Street.
CARRIED | Res. No. 24-356
3. **Zoning Bylaw Amendment | 4691 Gertrude Street**
MOVED AND SECONDED, THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a third time.
CARRIED | Res. No. 24-357

MOVED AND SECONDED, THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5112.
CARRIED | Res. No. 24-358

G. CORRESPONDENCE FOR ACTION

1. **Alberni-Clayoquot Regional District | UBCM Community to Community Grant**
MOVED AND SECONDED, THAT Council for the City of Port Alberni provide a letter in support of the Alberni-Clayoquot Regional District grant application for the UBCM Community to Community grant funding program for the purpose of engaging with local governments, including First Nations in the region to develop policies, procedures, and programs that would foster equitable employment in local government.
CARRIED | Res. No. 24-359
2. **Alberni-Clayoquot Regional District | FireSmart Grant 2025 – 2027**
MOVED AND SECONDED, THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply to the Union of BC Municipalities – Community Resiliency Investment program under the FireSmart Community Funding & Supports initiative and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.
CARRIED | Res. No. 24-360
3. **Alberni Clayoquot Métis | Louis Riel Day**
MOVED AND SECONDED, THAT Council authorize the Alberni Clayoquot Métis request that City Hall fly the Métis flag on November 16th in recognition of Louis Riel Day through to November 18th.
CARRIED | Res. No. 24-361

4. **2025 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice and Submission Process**
MOVED AND SECONDED, THAT Council receive the Association of Vancouver Island and Coastal Communities Resolution Notice and Submission Process for the 2025 AGM and Convention.
CARRIED | Res. No. 24-362

H. PROCLAMATIONS

1. **Ministry of Children and Family Development**
MOVED AND SECONDED, THAT Council on behalf of the Ministry of Children and Family Development proclaim the month of November 2024 as 'Adoption and Permanency Awareness Month' in Port Alberni.
CARRIED | Res. No. 24-363

I. CORRESPONDENCE FOR INFORMATION

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

- a. Alberni-Clayoquot Regional District | Keeping you Connected October 2024
- b. Alberni-Clayoquot Regional District | Franklin River Road Fire Protection Service Area
- c. Huu-ay-aht First Nations | Sarita River Fatal Accident
- d. Various Ministry Letters | Follow up to the 2024 UBCM Convention Meetings
- e. Innovation, Science and Economic Development Canada | Prime Minister's Awards for Teaching Excellence
- f. BC Hydro | Community ReGreening Program

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

CARRIED

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

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

L. NEW BUSINESS

1. The Next Level | Liquor Primary License – B-4963 Angus Street

MOVED AND SECONDED, THAT Council permit the applicant, J. Donovan and Building Manger, K. Ragnvaldsen to speak to the Liquor Primary Licence application for The Next Level at B-4963 Angus Street.

CARRIED

MOVED AND SECONDED, THAT Council postpone supporting the Liquor Primary License application for The Next Level operating at B-4963 Angus Street to the December 9th Regular meeting to permit staff to conduct a mail out to area residents inviting comment on the application.

CARRIED | Res. No. 24-364

MOVED AND SECONDED, THAT Council require the owner of The Next Level operating at B-4963 Angus Street to enter into a Good Neighbour Agreement with the City of Port Alberni prior to renewal of a business license.

CARRIED | Res. No. 24-365

2. OCP and Zoning Bylaw Amendment | 15th Avenue and Montrose Street

MOVED AND SECONDED, THAT Council direct staff to introduce the proposed OCP and Zoning amendment bylaws following adoption of the 2042 Official Community Plan for a portion of the City-owned property described as Lot 1 (DD F39405) of District Lot 113, Alberni District, Plan 1044, Except Part in Plan VIP55450.

CARRIED | Res. No. 24-366

M. QUESTION PERIOD

J. Leskosek

Inquired regarding the public engagement process for the Official Community Plan update.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:50 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer




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.

Date	Q or C	QUESTION/COMMENT	RESPONSE
October 21 CoW			
Question Period	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, https://www.portalberni.ca/access-records-and-information.</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	Municipal Tax Rates and Tax burden - Province of BC
	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 ways.</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 18, 2024
File No: 3900-20-5097-1
To: Mayor & Council
From: M. Fox, CAO
Subject: City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024

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

1. THAT the "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be now introduced and read a first time.
2. THAT " City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be read a second time.
3. THAT " City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be read a third time.

PURPOSE

For Council to consider three readings to the "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024".

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.

The following amendments noted below have been approved by Council in the form of a resolution made throughout the 2024 calendar year and are included here for Council's reference.

At Council's May 13, 2024 Regular meeting, Council resolved as follows:

"THAT Council for the City of Port Alberni amend the 2024 – 2028 Financial Plan by moving \$10,000 from Line 29911 – Contingency to Line 27530 – Industrial Collections for the remediation and disposal of the three fuel tank cars and associated contents located at the Roundhouse. "

CARRIED | Res. No. R24-205

At Council’s July 8, 2024 Regular meeting, Council resolved as follows:

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

CARRIED / Res. No. R24-266

At Council’s September 9, 2024 Regular meeting, Council resolved as follows:

“THAT Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024” as follows:

- *allocate \$350,000 for the Public Works Yard Building roof to 2024 Capital Plan*
- *allocate \$350,000 from the Water Reserve Fund, to be replenished (with interest) in 2025 with surplus, followed by taxation as required*

AND FURTHER, THAT Council direct staff to proceed with replacing the entire roof (3 sections) of the Public Works Yard building.”

CARRIED / Res. No. R24-296

THAT Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024” by allocating \$2,481,700 towards reconstruction of Burde Street between 10th and 16th Avenue with funding from the Water Fund and Sewer Fund Capital Reserves in the amount of \$827,233.33 each, totaling a net increase of \$1,311,700.

CARRIED / Res. No. R24-297

At Council’s September 23, 2024 Regular meeting, Council resolved as follows:

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

CARRIED / Res. No. R24-301

At Council’s October 28, 2024 Regular meeting, Council released resolutions from the October 10th In-Camera meeting as follows:

THAT Council amend “City of Port Alberni 2024 - 2028 Financial Plan Bylaw No. 5097, 2024” by allocating \$15,000 towards the UBCM Asset Management Planning program in 2024 from Other Common Services – 21259.

CARRIED / Res. No. R24-349

THAT Council amend “City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024” by allocating \$50,000 from Economic Development in 2025 and 2026 to be utilized as matching funds for a grant request of \$100,000 from the Rural Economic Diversification and Infrastructure Program [REDIP].

CARRIED / Res. No. R24-351

Staff have included bylaw amendment recommendations from the November 18th Committee of the Whole meeting that Council is considering today, anticipating that Council will resolve as follows:

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, from \$0 to \$95,500*

ALTERNATIVES/OPTIONS

1. Council may consider three readings to the "City of Port Alberni 2023-2027 Financial Plan Amendment Bylaw No. 5097-1, 2024".
2. Should Council not pass the recommendations from the November 18th Committee of the Whole meeting, Council will need to provide 1st reading as amended to reflect the removal of those recommendations.

ANALYSIS

Throughout the 2024 calendar year Council has considered and provided direction, by way of formal resolutions, to amend its "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024". Prior to December 31, 2024 Council must formally amend its Five-Year Financial Plan Bylaw to reflect the amendments that have been directed. The bylaw attached to this report reflects the amendments identified in the background portion of this report.

Financial Plan amendments must be made no later than December 31, 2024. Should Council not support the recommendations, alternative amendments would be required and Special Council meetings scheduled prior to December 31, 2024.

IMPLICATIONS

The financial impact of the changes to general operating expenses nets to zero for 2024. There is no tax impact for any of these amendments within the 2024 year.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

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

SUMMARY

The financial plan amendment is considered for the purpose of consolidating all changes made by Council resolution in 2024 affecting the 2024-2028 Five Year Financial Plan. Amendments to the Financial Plan must be made no later than December 31, 2024.

ATTACHMENTS/REFERENCE MATERIALS

1. Draft “City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024”

CITY OF PORT ALBERNI

BYLAW NO. 5097-1

**A BYLAW TO AMEND THE CITY OF PORT ALBERNI 2024-2028 FINANCIAL PLAN,
BYLAW No. 5097**

WHEREAS section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

AND WHEREAS section 165 (2) of the *Community Charter* stipulates that for certainty, the financial plan may be amended by bylaw at any time;

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

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

1. That "City of Port Alberni 2024 - 2028 Financial Plan Bylaw No. 5097" is hereby amended by deleting Schedule 'A' in its entirety and substituting the amended Schedule 'A' as attached hereto and forming part of this Bylaw.
2. This Bylaw may be known and cited for all purposes as "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No.5097-1" and shall become effective upon adoption.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer



CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2024 - 2028

	2024	2025	2026	2027	2028
Revenue					
Taxes					
Property Taxes	31,223,574	35,939,484	39,487,609	41,696,043	43,736,106
Other Taxes	835,453	860,702	886,716	913,518	941,131
Grants in Lieu of Taxes	231,750	231,761	231,772	231,787	231,795
Fees and Charges					
Sales of Service	4,904,967	5,031,949	5,177,557	5,345,730	5,502,267
Sales of Service/Utilities	7,613,843	7,871,234	8,272,581	8,624,247	8,750,340
Service to other Government	72,100	72,100	74,263	76,491	78,786
User Fees/Fines	756,135	636,171	650,588	665,396	680,608
Rentals	180,993	186,422	192,015	197,776	203,709
Interest/Penalties/Miscellaneous	1,263,372	1,275,063	1,291,888	1,309,232	1,327,110
Grants/Other Governments	1,185,000	1,156,650	1,189,250	1,222,828	1,257,412
Other Contributions	139,900	89,900	89,900	89,900	89,900
	<u>48,407,087</u>	<u>53,351,436</u>	<u>57,544,139</u>	<u>60,372,948</u>	<u>62,799,164</u>
Expenses					
Debt Interest	647,335	647,335	647,335	647,335	647,335
Capital Expenses	10,350,989	9,806,789	7,295,181	5,783,074	5,556,133
Other Municipal Purposes					
General Municipal	5,811,126	6,076,220	6,209,808	6,320,465	6,521,001
Police Services	9,582,621	10,291,175	10,699,387	11,067,467	11,429,579
Fire Services	4,827,053	4,986,543	5,112,752	5,242,415	5,375,643
Other Protective Services	449,040	458,622	470,896	513,538	496,556
Transportation Services	6,497,624	6,771,126	7,068,495	7,266,793	7,472,408
Environmental Health and Development	3,303,434	3,672,107	3,638,305	3,680,860	3,802,633
Parks and Recreation	7,049,166	7,346,121	7,559,122	7,779,337	8,004,679
Cultural	1,943,847	1,968,633	2,167,288	2,244,589	2,325,290
Water	2,146,469	2,215,509	2,279,676	2,345,644	2,413,645
Sewer	1,849,760	1,908,458	1,964,827	2,022,768	2,082,493
Contingency	265,000	300,000	300,000	300,000	300,000
	<u>54,723,464</u>	<u>56,448,638</u>	<u>55,413,072</u>	<u>55,214,285</u>	<u>56,427,395</u>
Revenue Over (Under) Expenses Before Other	<u>(6,316,377)</u>	<u>(3,097,202)</u>	<u>2,131,067</u>	<u>5,158,663</u>	<u>6,371,769</u>
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(363,788)	(363,788)	(363,788)	(363,788)	(363,788)
Transfer from Equipment Replacement Reserve	520,914	2,949,311	1,206,674	520,192	607,551
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	6,157,251	509,679	(2,975,953)	(5,317,067)	(6,617,532)
	<u>6,316,377</u>	<u>3,097,202</u>	<u>(2,131,067)</u>	<u>(5,158,663)</u>	<u>(6,371,769)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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.

Mayor

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> .

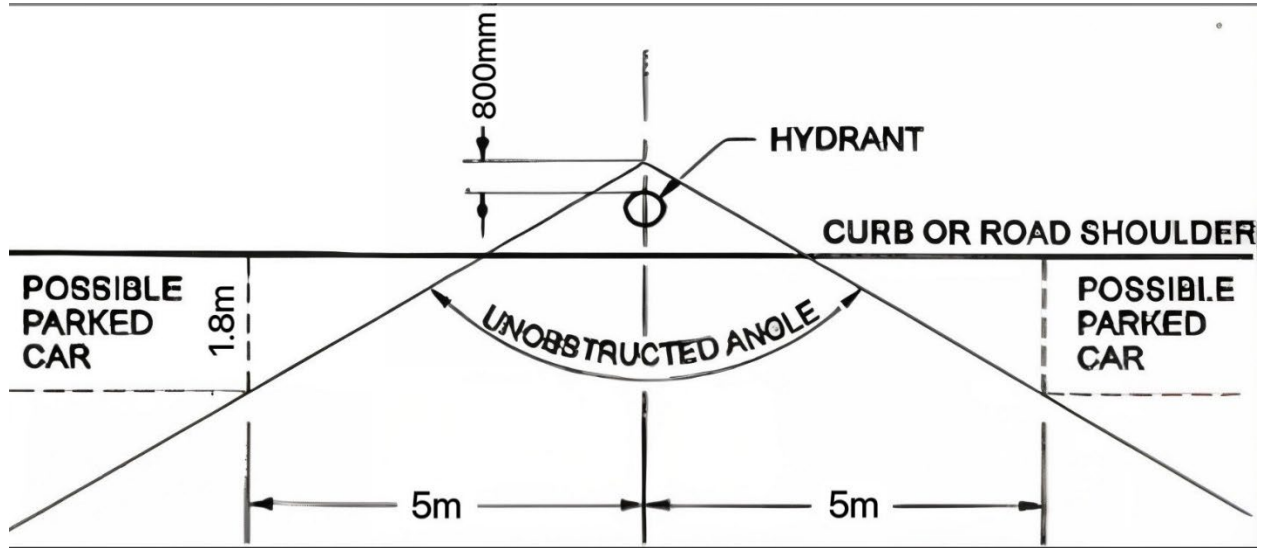
SCHEDULE B

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;

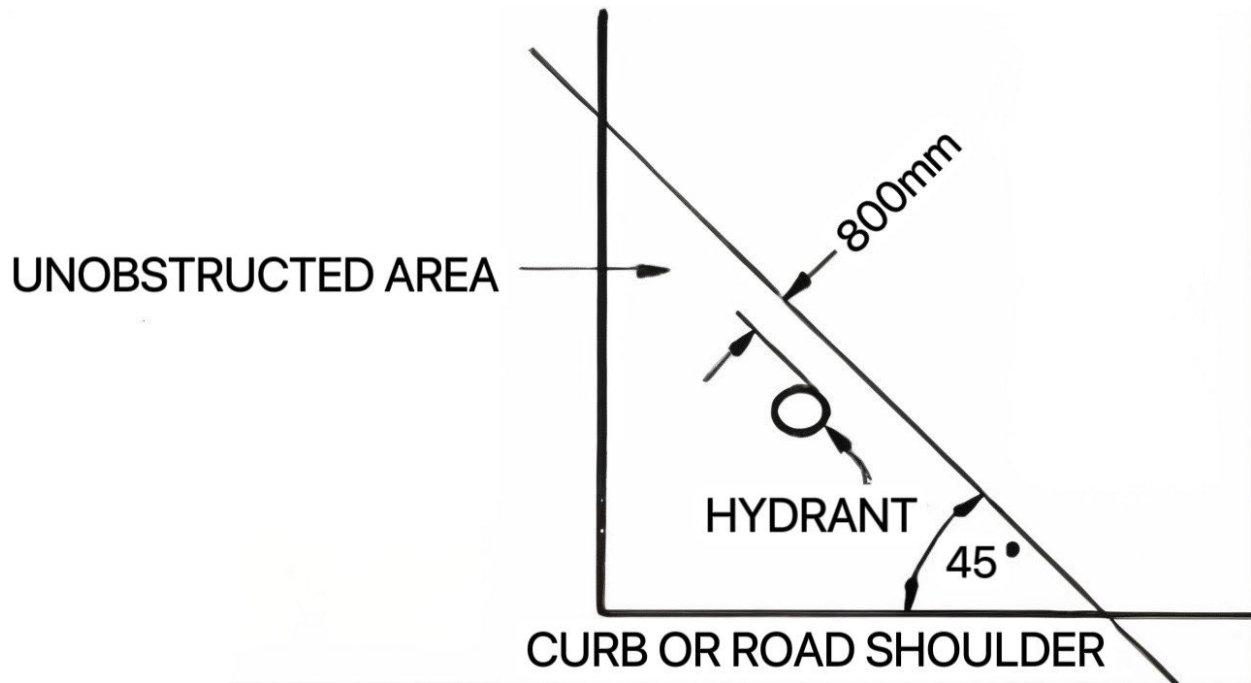
- China Creek Marina and Campground
- Marine response area between China Creek Marina and Somass River bridge, extending from shoreline to shoreline
- Marine response downstream of China Creek to the Port Alberni Port Authority Harbour boundary in support of Port Alberni Port Authority
- Tseshaht First Nation Teepis Reserve 2 (Polly's Point)
- Tseshaht 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 m² 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

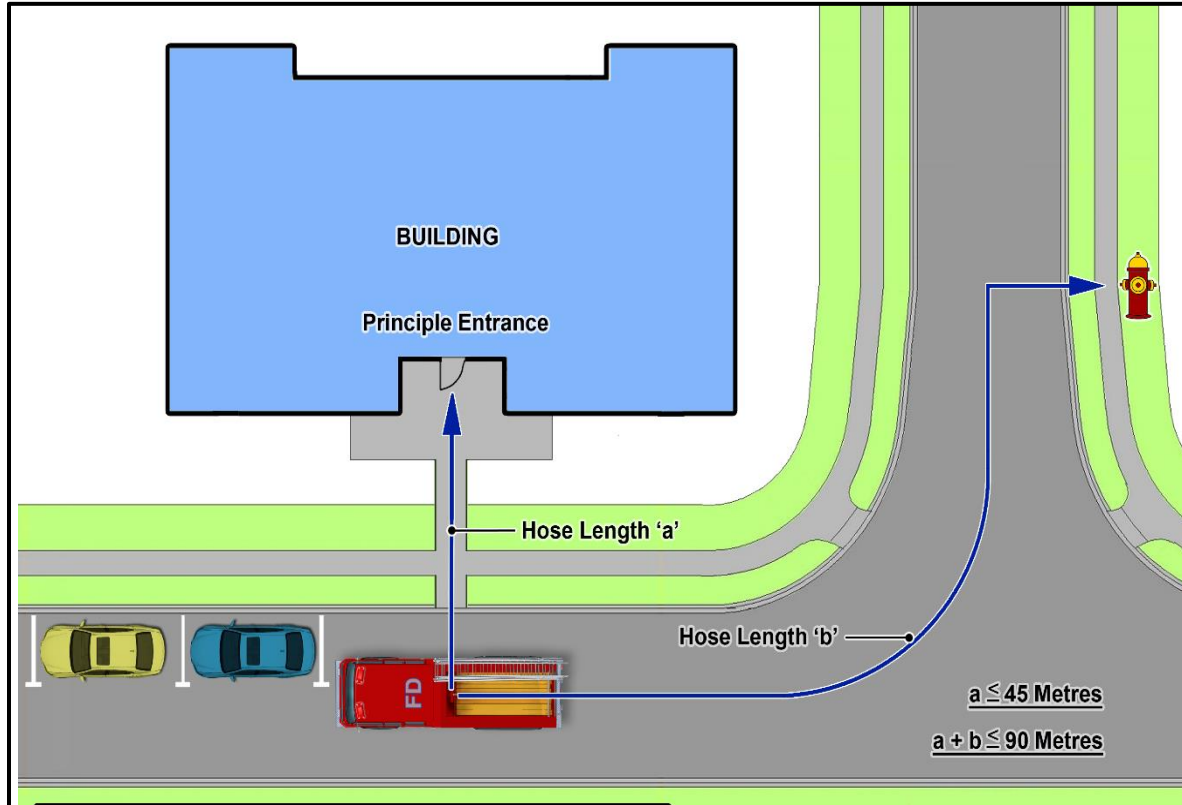


FIG. 2

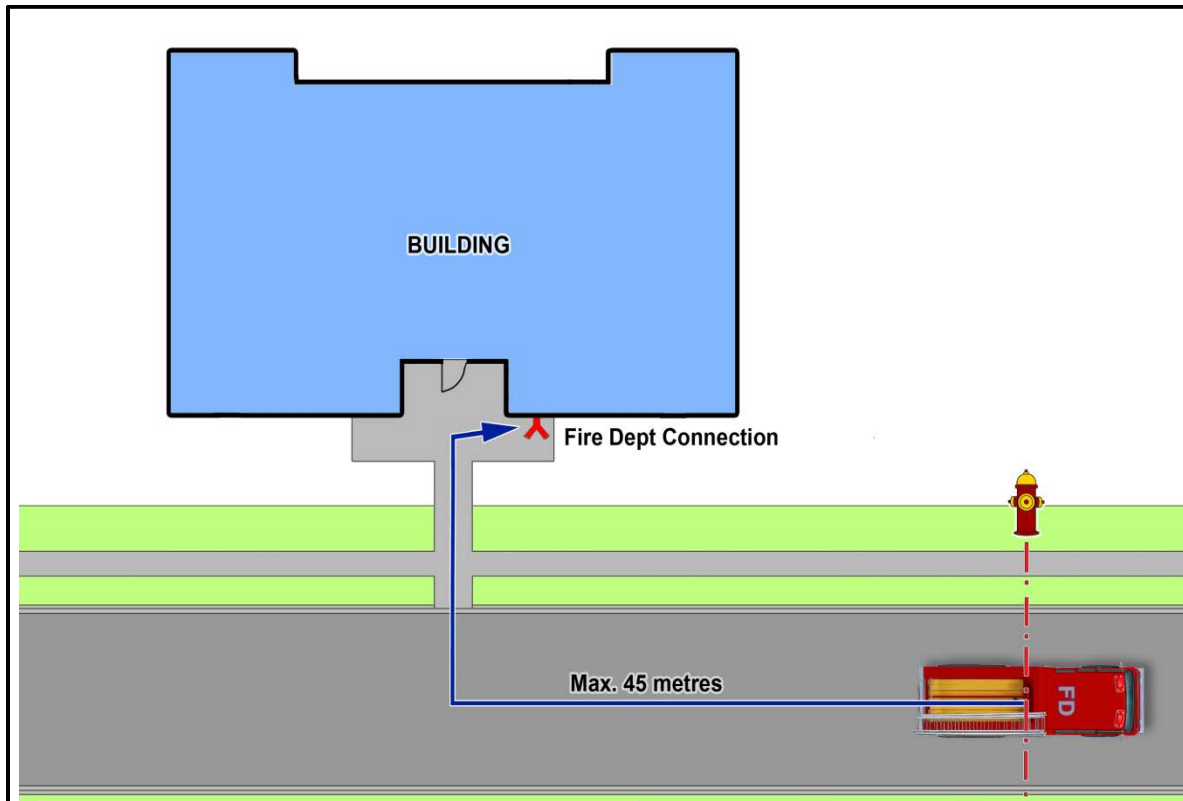


FIG. 3

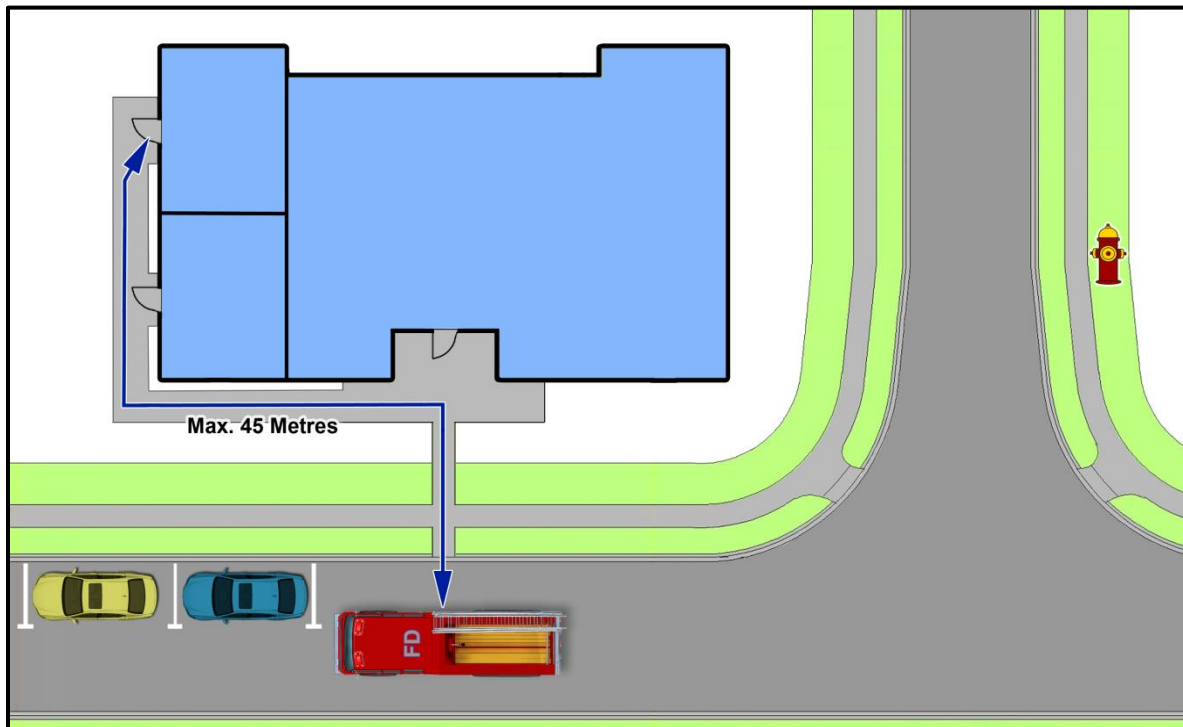


FIG. 4

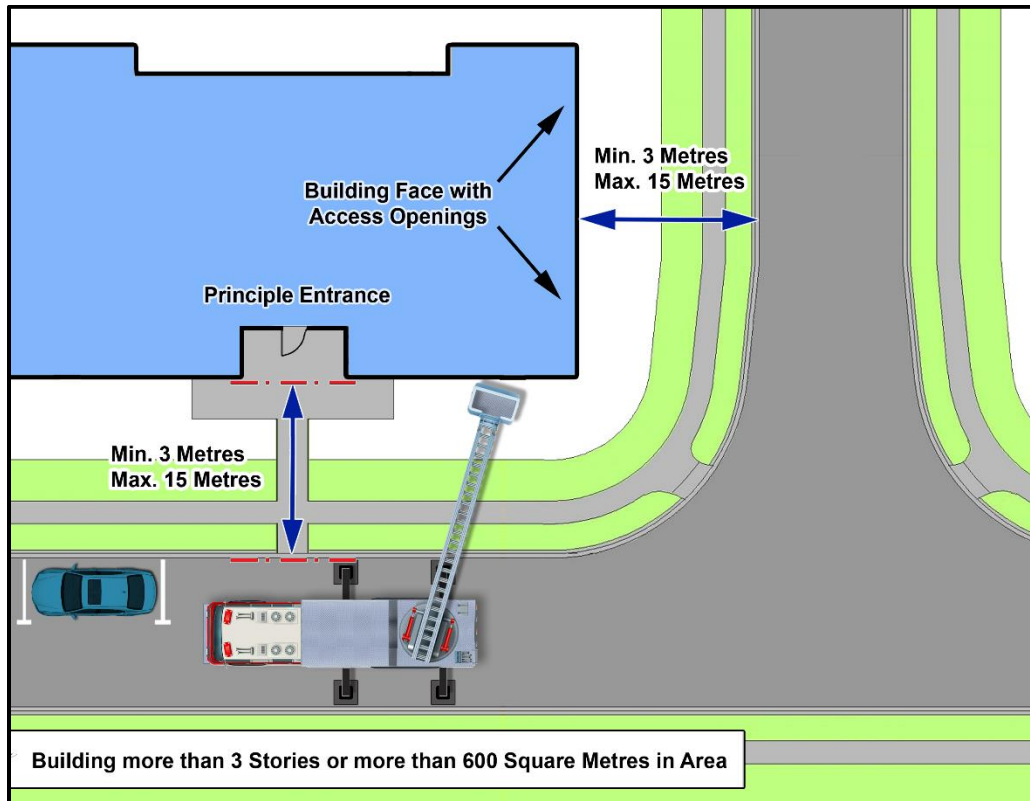


FIG. 5

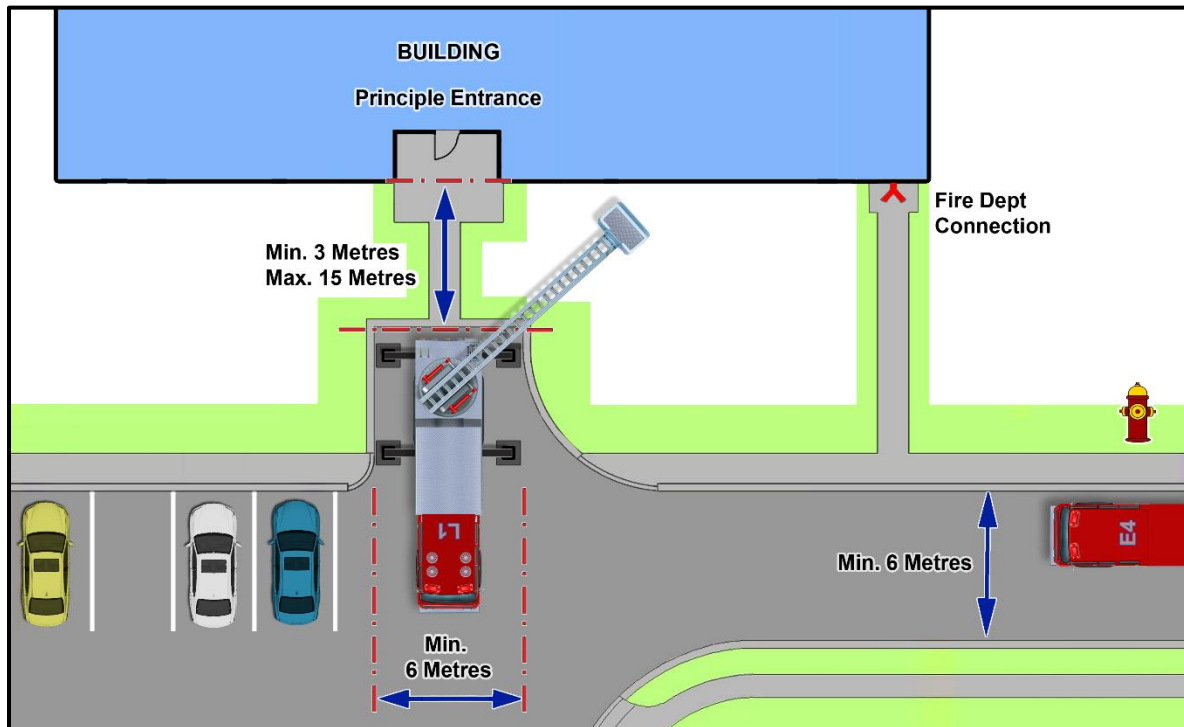


FIG. 6

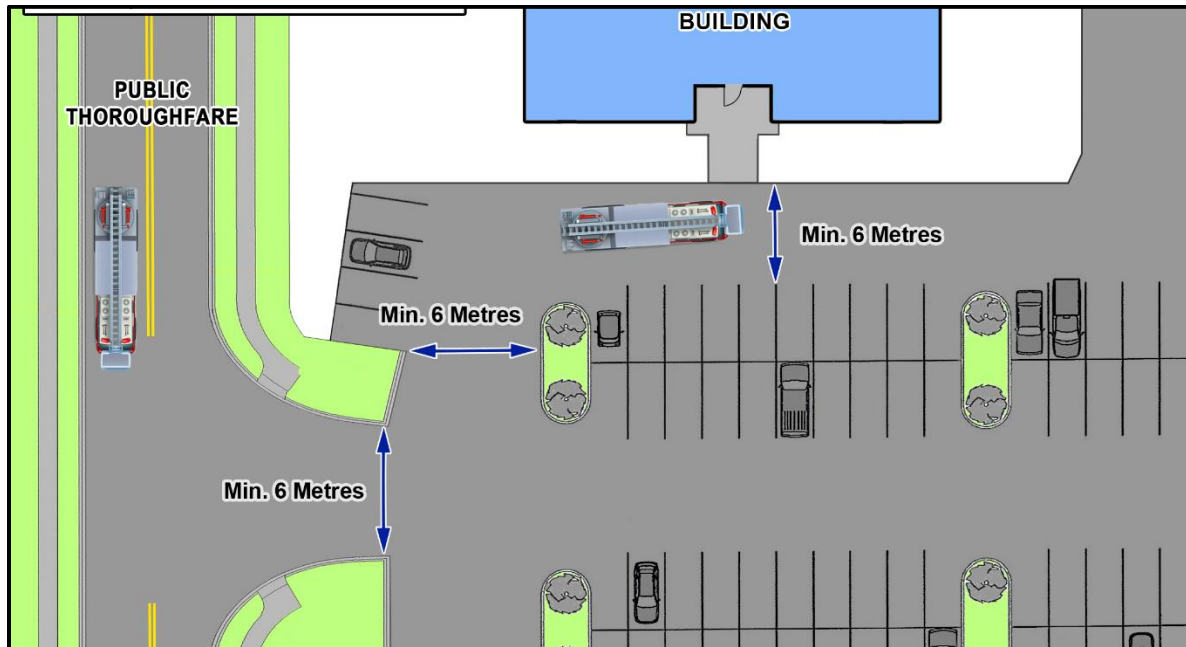


FIG. 7

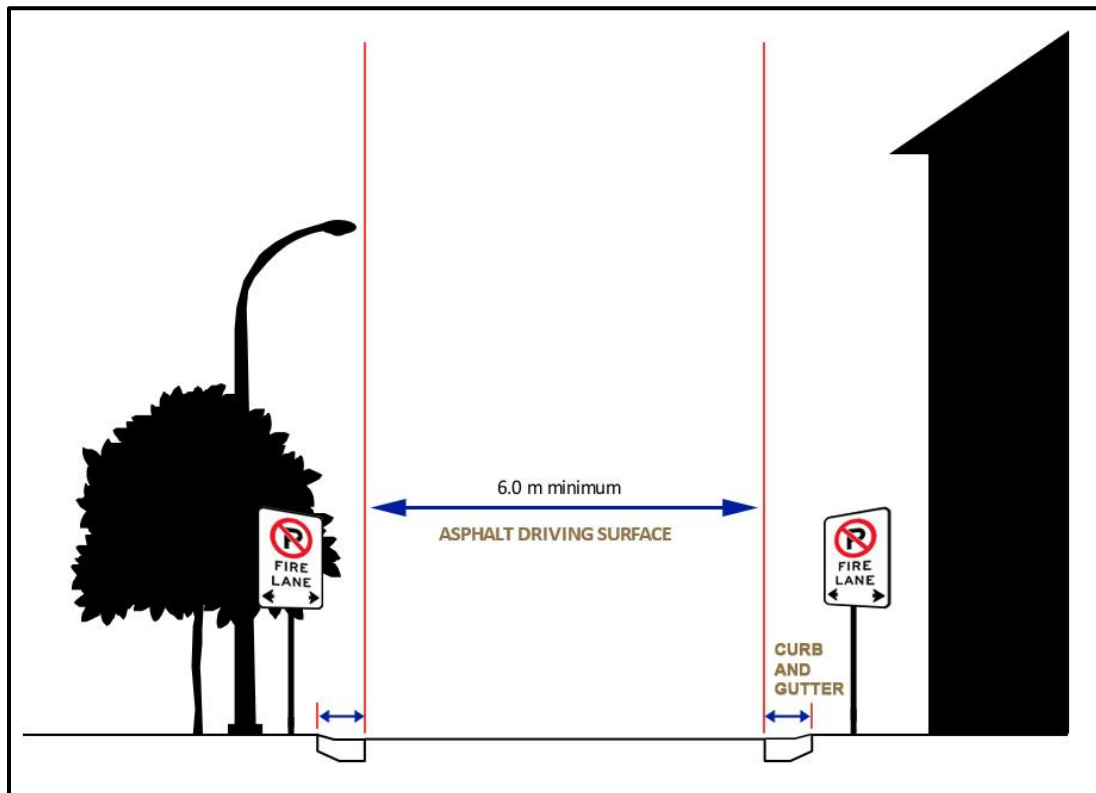


FIG. 8

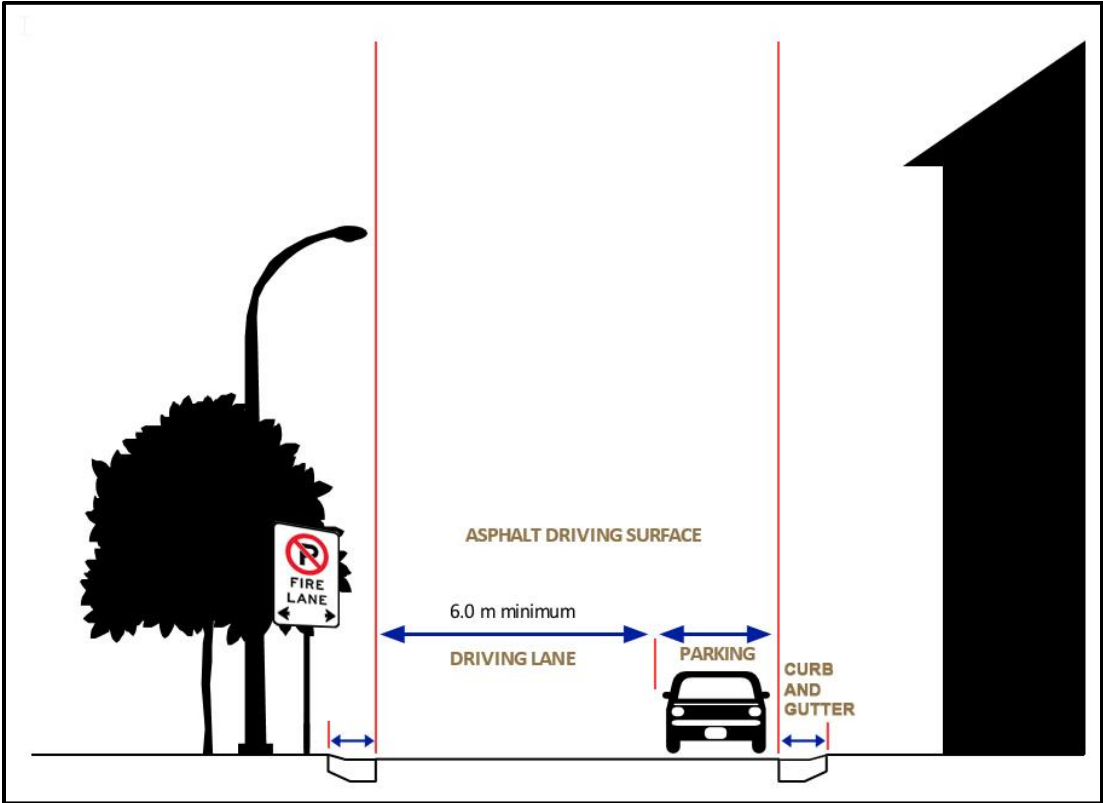


FIG. 9

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

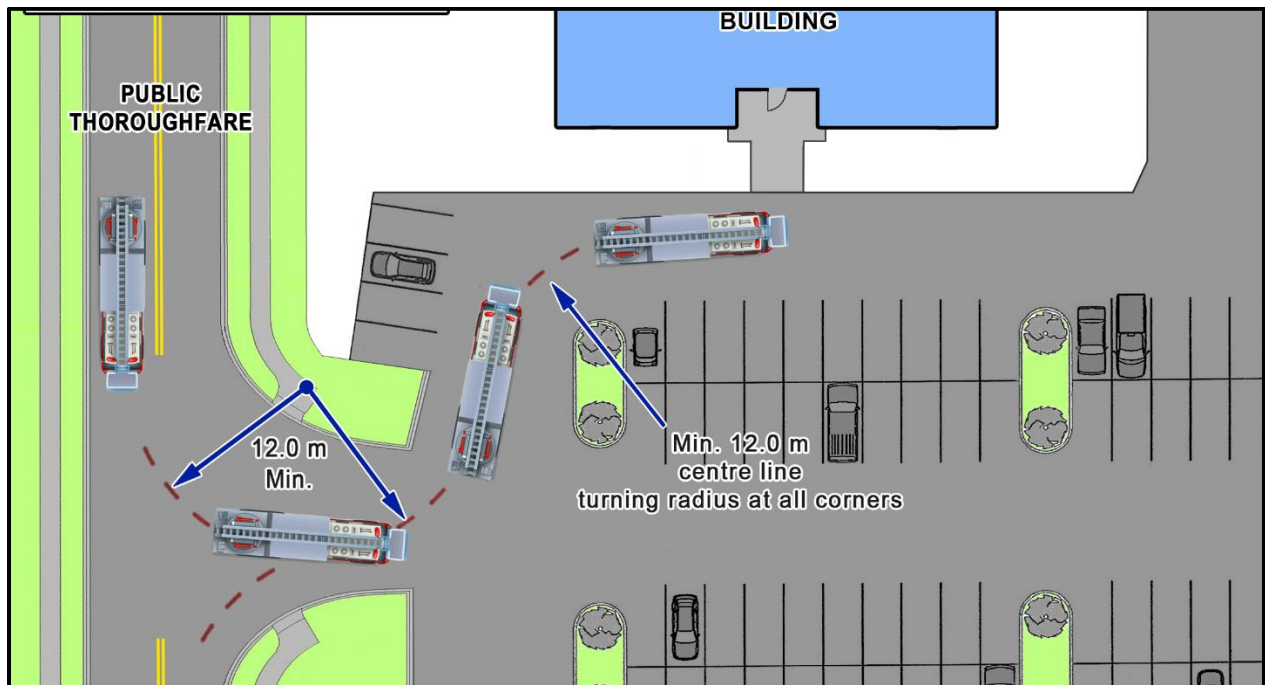


FIG. 11

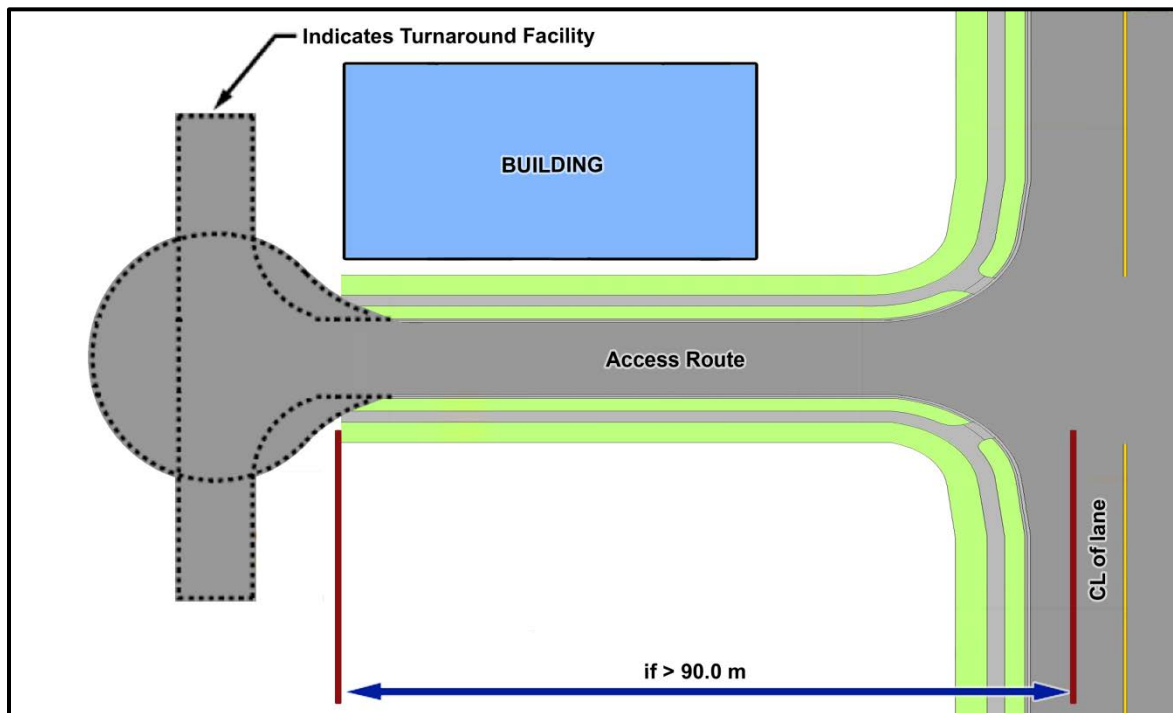


FIG. 12

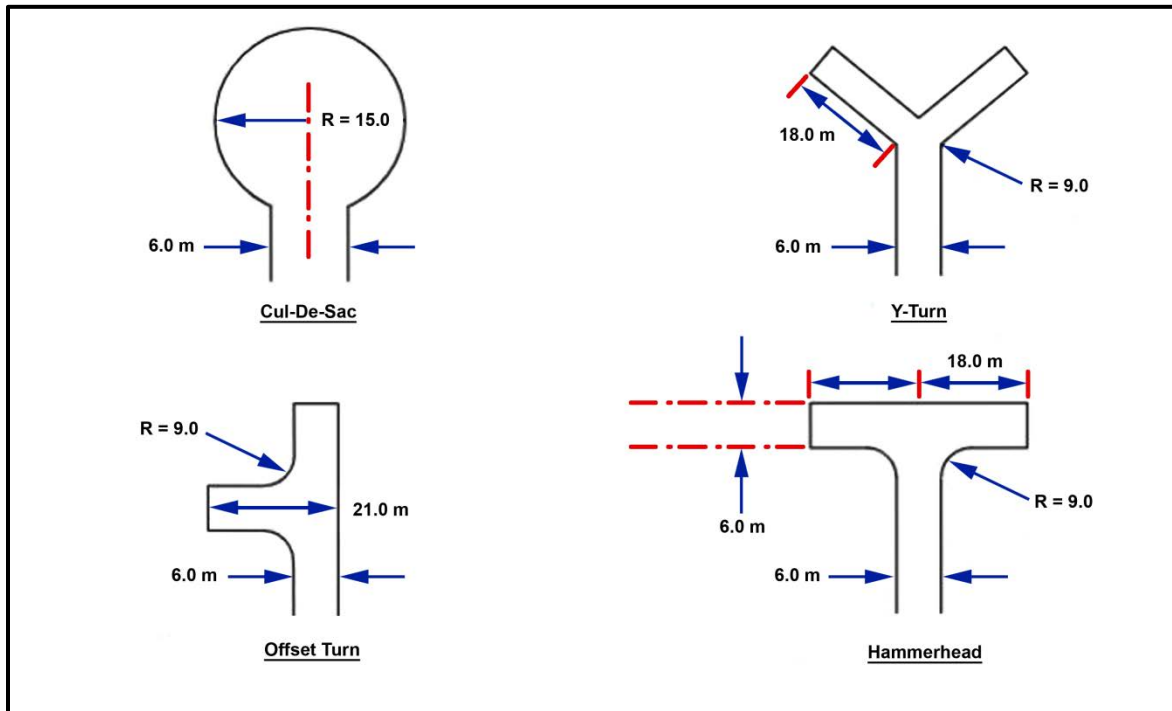
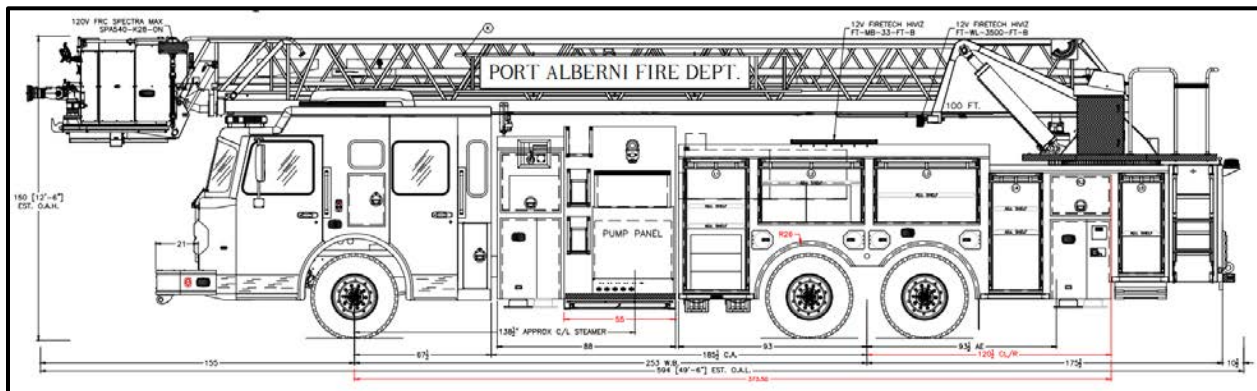


FIG. 13



Original - Feb 2020 - Initial release

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

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:

- i. property nuisances, such as unsightly and unsanitary conditions, neglected buildings, overgrown vegetation, pest infestations, accumulated filth, discarded materials, or rubbish, and graffiti;
- ii. environmental nuisances, such as improper waste disposal and pollution releasing harmful substances into the atmosphere, water, or soil; and
- iii. social nuisances, such as excessive noise, disturbing behaviour, and offensive language or materials; and

iv. 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:

- i. the presence of graffiti or visible storage, accumulation, or location of filth, discarded materials, or rubbish from a public place or other properties;
- ii. 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;
- iii. dead or overgrown landscaping or vegetation, or damaged plants;
- iv. a derelict structure on the property;
- v. a derelict vehicle on the property, unless it is inside a fully enclosed permanent building; and
- vi. 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.

Mayor

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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

RECEIVED

NOV 15 2024

CITY OF PORT ALBERNI

October 31, 2024

City of Port Alberni
c/o Mayor and Council
4850 Argyle Street
Port Alberni, BC, V9Y 1V8

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

File # RCM NOV 25/24
0400-60-ACRD

RE: Union of BC Municipalities Community Emergency Preparedness Fund – Emergency Support Services (ESS) Equipment and Training Grant

Dear Mayor and Council,

The Alberni-Clayoquot Regional District (ACRD) is pursuing a grant opportunity for Emergency Support Services through the Union of BC Municipalities – Community Emergency Preparedness Program Fund (CEPF). This grant allows for collaboration with partners to submit one regional application, whereby each partner could apply for up to \$40,000. The grant covers 100% of the cost of eligible activities, requiring no matching funds.

This funding supports First Nations and local governments in disaster preparedness, risk reduction from natural hazards in a changing climate, and capacity-building through training and resources. It will strengthen program capabilities, enhance responder recruitment, retention, and training efforts, and expand regional resources through the procurement of emergency response equipment and supplies. Regional resilience is critical for emergency management, particularly as hazards often cross jurisdictional boundaries. As such, the ACRD has also invited the District of Ucluelet as a partner in this application to strengthen regional capacity. The City of Port Alberni has successfully partnered with the ACRD on previous CEPF grants, and we look forward to the opportunity for future collaboration.

Should you wish to partner in this grant application, a council resolution is required. In accordance with grant application guidelines, the resolution must acknowledge that the City of Port Alberni provides approval for ACRD to apply for, receive, and manage the grant funding on behalf of the regional service area, including the City of Port Alberni. The provided resolution should include the following wording:



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

THAT the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

The ESS grant will be submitted by the application deadline of January 31, 2025 and funding approvals are anticipated to be announced in April. If you have any questions, I can be reached at 250.724.1356 or kfreethy@acrd.bc.ca.

Sincerely,

Karen Freethy

Karen Freethy
Protective Services Manager



☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
File # 0620-30-85

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

RCM Nov 25/24

October 7, 2024

File: 31040-30/BearSmart

Her Worship Mayor Sharie Minions
and Councillors
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8

Dear Mayor Minions and Councillors:

Re: Five-Year Bear Smart Renewal Review – 2024

Please find attached our Five-Year Bear Smart Renewal Review.

If you have any questions, please contact me at 236 527-2005.

Yours truly,

Andrew Milne
Inspector, West Coast Region
Conservation Officer Service
Conservation and Recreation Division

Attach.

Ministry of Environment and
Climate Change Strategy

West Coast Region
Conservation Officer Service

Mailing Address:
2080A Labieux Road
Nanaimo BC V9T 6J9

Telephone: 250 751-3100
Facsimile: 250 751-7383
Website: www.env.gov.bc.ca/cos

The Bear Smart Community Program has been designed by the Ministry of Environment and Climate Change Strategy (ENV) in partnership with the British Columbia Conservation Foundation and the Union of British Columbia Municipalities. It is a voluntary, preventative conservation measure that encourages communities, businesses, and individuals to work together. This involves local government, community residents, interest groups (Bear Smart/Aware, WildSafeBC type groups) and the BC Provincial Government, including the BC Conservation Officer Service working together as an integral part in the success of the Bear Smart Community Program.

Goals and Objectives

The goal of the program is for these above noted identities to work together to address the root causes of human-bear conflicts, thereby reducing the risks to human safety and private property, as well as the number of bears that have to be put down each year. This is a results-based-program that is established on a series of 6 criteria that communities need to achieve and continue to improve to be recognized as being 'Bear Smart.' In other words, its not a won and done program or a race to get bear smart status and then not continue to address bear human conflicts.

The specific goals of the Bear Smart review are to:

1. Outline the criteria for designated "Bear Smart" communities and update the community's status regarding each of the criteria;
2. Provide an overview of the bear conflict and management issues in the community;
3. Identify the groups and individuals responsible for administering the Bear Conflict Management Plan and addressing human-bear conflict in the community;
4. Establish clear short-term and long-term (ongoing) priorities required to achieve the Bear Conflict Management Plan's overarching objectives (i.e. reduce human-bear conflict, increase public safety, and reduce the number of bears destroyed in the community); and,
5. Propose strategies and a time frame to achieve the identified priorities.

Further, the objective of the 5-year bear smart status review is to ensure the community is continuing to meet the Bear Smart criteria that were considered during the original review process. The review takes place every 5 years following Bear Smart designation.

This review will:

1. Consider the ongoing efforts and successes of the community regarding Bear Smart goals and criteria.
2. Consider areas of concern that need attention to ensure bear smart status continues to be achieved and:
3. Seek feedback on challenges and concerns with the Bear Smart Community Program.

Bear Smart Review Process

This 5-year review will assess whether the community has continually met the six criteria to maintain Bear Smart status. This process includes a review of bear conflicts and analysis of actions and includes meetings/conversations and correspondence with City of Port Alberni (City) officials, WildSafeBC, community interest groups, and the BC Conservation Officer Service. Also, each of the six criteria (noted below in the appendix section) are reviewed and assessed to ensure the community maintains these Bear Smart Community standards. The evaluation process was conducted in March/April adhering to the Bear Smart Review Framework document (prepared by Mike Badry) and included virtual meetings/correspondence from:

- City of Port Alberni – Mike Fox CAO (April 9/24)
- City of Port Alberni – Wayne Mihalicz – Manager of Parks (April 9/24)
- City of Port Alberni - Sara Darling – Manager of Corporate Services (April 9/24)
- City of Port Alberni – Mary Clare Massicotte – Manager Community Safety and Social Development (April 9/24)
- WildSafeBC Reports for Port Alberni
- Conservation Officer Service, Inspector Drew Milne (March/April)
- Conservation Officer Service, Sgt. Eichstadter (March/April)
- Conservation Officer Service, Headquarters, Mike Badry
- Conservation Officer Service, Headquarters, Joe Caravetta

Background Summary

In 2007 Port Alberni completed their bear hazard assessment and in 2008 completed their human bear conflict management plan and both reports/plans were endorsed by City council in 2012. In 2007 the Alberni Valley Bear Smart Committee was formed to work in partnership with the City to implement the Bear Smart Community Program. This committee provided accountability, transparency, credibility, and consistency for addressing bear conflicts in the Alberni Valley. The committee was comprised of members from City staff, local volunteers, and local provincial agencies such as the COS.

In 2013 the City was awarded the provincial bear smart status and in 2014, and the City Planning Department introduced an amendment to the OCP that adds bear smart policies to reduce human-bear conflicts.

The Alberni-Clayoquot Regional District (ACRD) Waste Management Plan includes a section on human-bear conflict management that provides policies and practices to be enacted by the ACRD and local municipalities for public waste receptacles, waste collection bylaws, as well as awareness and education. Port Alberni Council worked closely with the Alberni Valley Bear Smart Committee and the COS to implement Bear Smart definitions and regulations into the bylaw. This included rules and regulations regarding emerging issues such as backyard chickens, apiaries and green bin composting.

The City has been delivering bear conflict reduction education since 2007 and had been instrumental in increasing individual and community awareness about bears and human-bear conflicts.

By 2013 the City had placed 72 Haul-all hide-a-bag containers in city park areas and trailheads since 2009. In addition, 12 waste containers were restored with new hinges and locking mechanisms to be placed in areas with bear reports. The city reported it planned to replace all non-bear resistant models over time.

The Alberni Clayoquot Regional District landfill is fully electric fenced to prevent access by bears. Recycling centers are surrounded by an 8' fence that is locked and individual containers inside are locked. In July 2012 the City awarded a \$493,000 tender for the purchase of 6300 bear-resistant poly carts from Rollins Machinery Ltd. In addition, the City purchased two new auto loading garbage trucks at a cost of \$562,000.

The City of Port Alberni has had the current Solid Waste Collection and Disposal Bylaw (Garbage) #4790 in place since 2011. Bylaw 4790 stipulates that all commercial waste collectors servicing the city must provide bear-resistant containers.

The bylaw includes Bear Smart definitions for animal attractants, animal resistant hardware and bear-resistant commercial bin container and states;

1. Every owner and occupier of a premise that receives City solid waste services shall do, or cause to be done, the following:
 - (a) Place all residential and commercial garbage in a securely stored container within the principle building, an animal resistant accessory building, or in an animal resistant container.
 - (h) Keep the container that is supplied with animal resistant hardware locked, except to deposit waste or allow for collection or disposal.
 - (j) If the container is equipped with animal resistant hardware, ensure it is unlatched by 7 am on the day of collection and re-latched within 12 hours.
 - (r) No owner, occupier or other person shall keep any attractant on their premises in such a manner as to be accessible to wildlife, and without limiting the generality of the foregoing, every owner, occupier or other person shall ensure that:
 - I. All fruit is removed from trees immediately upon ripening;
 - II. Bee hives and bird feeders are inaccessible to wildlife;
 - III. Petroleum products including grease and motor oil are inaccessible to wildlife;
 - IV. Outdoor refrigerators or freezers are either inaccessible to wildlife or securely locked to prevent access by wildlife;
 - V. Wildlife attractants, included but not limited to meat, bones, dairy, and oil are not put into compost piles
 - VI. Antifreeze and paint are stored in such a manner that is inaccessible to animals;
 - VII. Fish offal is disposed of in an animal resistant container.

2018 Bear Smart Status Review Summary

On October 21, 2018, Mike Badry Ministry Wildlife Conflict Manager met with the Mayor, Mike Ruttan and Wilf Takema Director of Engineering and Public Works following representatives from the City of Port Alberni to discuss the first 5-year bear smart status review. The City identified bear conflict concerns such as residents possibly getting to accustomed to bears, and residents viewing bears at the local Victoria Creek bear viewing spot. The City advised that their wildlife resistant bins/hardware were working, that the garbage tagging program was a good public education process and they felt communications between the City, the COS, the RCMP and the local bear working group was good.

The City did acknowledge there was an abundant of unmanaged fruit trees, and unused fruit was getting dumped along city green spaces causing an attractant. Further that, gleaning did provide some reduction in fruit attractants and secure food for people, but the City needed to improve their public education on how to reduce human bear conflict measures.

The City requested a wider educational broadcast and perhaps something a coordinator could do. They recognized they needed greater bylaw enforcement capacity and that perhaps an officer dedicated to bear conflict could work with the COs and start with soft approach leading to charging repeat violators. They noted that the province should take a greater role in education through TV ads and the City could increase education at schools and felt the more frequent the message to reduce conflict was delivered the better the outcome. They acknowledged they have issues with green space connectivity within the city and perhaps some type of bisecting that connectivity could help.

Overall the City felt they should be partnered with the local regional district bylaw during the peak bear season to improve enforcement and that their outreach/education has been successful but needed to be more consistent. They noted that the City pursued bear smart status at a time when locals were more vocal, involved and directly involved with reducing conflicts, but those individuals are no longer involved with city politics.

The City also agreed that WildSafeBC, BC COS, Port Alberni local government, Parks and Recreation Department need to be involved with addressing the conflicts, but felt the province had a statutory obligation and responsibility to deal with human bear conflicts.

2021 Bear Smart Status Comments

In 2021, the WildSafeBC seasonal employee working in Port Alberni provided Mike Badry (COS Wildlife Conflict Manager) an email advising that WildSafeBC was dealing with the fact that virtually none of the municipal/parks/SD70 garbage bins are bear resistant. They added that the bins are all Haul All Hid-A-Bag containers but are missing the inner latch in the handle enclosure, leaving them accessible to bears and that more than a handful of these bins have become conflict-prone. Also, they added that the team WildSafeBC had been working with at the City seem motivated to find interim and permanent solutions, but thought Bear Smart approach should be in the loop.

On November 24, 2021, Mike Badry and CO Andrew Riddell met with the Port Alberni CAO Tim Pley, Chris Baker - Manager of Community Safety, Amy Needham – Parks Operations Supervisor and Clinton Wright – Manager of Operations, Public Works, to discuss concerns with bear smart status.

It was identified that there was an issue with residents putting their household garbage out the night before collection creating attractants for bears. The City was advised that the education around not putting garbage out the night before collection had been delivered to the residents, but bylaw enforcement action was now required to address those that are not complying. The City advised that they were working with their Communications Manager (Alicia) to improve this.

The COS advised they did a compliance evening patrol, and the results were not bad, they obtained pictures of addresses with issues and shared those with the City Bylaw staff. They also noted that the fruit trees were relatively well-managed but the hospital area was a concern and possibly bylaw could look at that area.

The City advised they still have a supply of bear resistant tote hardware available to residents on an as requested basis. The gleaning program was still active and that their bylaw allows for a 48-hour notice to deal with fruit attractants. The City acknowledged they do not have a bylaw to address feeding wildlife and that they continue to focus on education to reduce conflicts. Also, that chickens and apiaries have not been a bear conflict issue and that bear resistant commercial bins are made available upon request to contractors.

Port Alberni WildSafeBC (WSBC) Bear Smart Education Review Summary 2020-2023

In 2020 the WildSafeBC program covered the City of Port Alberni, and the surrounding Alberni Clayoquot Regional District (ACRD) electoral areas of Sproat Lake, Cherry Creek, Beaver Creek, and Beaufort. The WildSafeBC Community Coordinator (WCC) performed outreach activity while following COVID-19 safety precautions and as a result, several of the standard WildSafeBC program activities were modified to ensure proper sanitization and physical distancing measures were in place. Human-wildlife conflict prevention activities conducted by the program included: 60 people reached through door-to-door outreach, 411 students received the WildSafe Ranger Program (WRP) and with over 100 people received education stickers during 8 bin-tagging events. Multiple interviews for local media and newspapers were conducted and supported the ACRD with the planned Curbside Organics roll out in 2021. The WildSafeBC coordinator stated that moving forward, focus with the Bear Smart Program should continue attractant management, solutions and relationship building with other local organizations.

In 2021 the program noted that most reported attractants for black bears was garbage. The WCC performed outreach activities aiming to prevent conflict with wildlife in the community while adhering to Covid 19 safe practice standards. The 2021 report summarizes key program deliverables over the course of the season as: 15 WRP presentations occurred reaching 240 students, 6 presentations given to community groups to over 75 participants, 281 people reached through door-to-door outreach, and 399 door hangers left. Also, there were 8 bin-tagging surveys, tagging 169 bins; 87% of the residences whose bins were tagged during the initial survey were not found on the curb again during follow-up surveys. A total of 4 campgrounds were contacted regarding the Bare Campsite Program. All this meant over 500 face-to-face

conversations with residents that lead to opportunities to deliver WildSafeBC messaging. In addition, this year the WildSafeBC Alberni Valley Program supported the City in improving compliance with the Province's Bear Smart Community Program by consulting with parks operators on garbage bins that were leading to human-wildlife conflicts. The WCC stated that the challenges for 2021 program included the City's resistance to modify bear-resistant bins to make them more easily accessible for those with mobility issues. They further advised that this unfortunately, has the potential to make them more accessible to bears and can put the community's Bear Smart designation at risk. Lastly, they noted that now is a good opportunity to establish a human-bear conflict reduction working group as the City continues to work hard to maintain its' Bear Smart Community status.

In 2022 the WCC performed various outreach activities, with the goal of preventing human-wildlife conflicts within the community. These activities resulted in over 250 face-to-face conversations delivering the WildSafeBC message to residents and visitors in the area and participated in 9 bin-tagging surveys with a total of 215 bins tagged; only 9 of which were then tagged again during a subsequent follow up survey. They reported the challenges faced in the 2022 season included staffing changes and shortages in key organizations that support the WCC throughout the season. As well, a lack of public knowledge of ACRD and City bylaws regarding attractant management lead to more wildlife, including bears, to be attracted into urban areas within the community. The WCC noted that due to the lack of knowledge of local bylaws, over 50% of the residents in the program area had improperly stored their solid waste collection carts. Also, again it was suggested, like in 2021, that a bear working group to discuss issues and formulate collaborative solutions would benefit the community to overcome its challenges and support enforcement of Bear Smart Community bylaws.

In 2023 the WCC performed outreach activity with the goal of preventing conflict with wildlife in the community. They delivered over the course of the season: 17 WRP presentations and 691 youth were reached, 4 presentations to community groups and 44 participants, reached 35 people through door-to-door contact. In addition, the WildSafeBC Alberni Valley program was successful in reaching over 1800 individuals through face-to-face conversations that lead to opportunities to deliver WildSafeBC messaging. A huge challenge for the Alberni Valley was the wildfire that crossed Highway 4 making access to the Alberni Valley more difficult.

2024 Bear Smart Status Review

In reviewing the measures of accomplishment applicable to the City and the success of implementing the Human Bear Conflict Management Plan, is largely dependent on the collaboration of the City's Community departments, the Conservation Officer Service, local public interest groups/organizations (WildSafeBC), and the public. Most importantly though, leadership is required from the City of Port Alberni to ensure there is a commitment to achieve the goals of the Bear Smart Program and to the actions outlined in the communities' human bear conflict management plan strategy.

The City has informed this reviewer that they are currently working on a new OCP document, and a new Environmental Development Permit Area will be included in the new OCP and at the same time they will also consider other Environmental/Wildlife policies.

The City's bear hazard assessment is over 17 years old and advise they presently have not considered updating that plan. I was unable to locate or get a copy of the City's initial human bear conflict management plan that would have been included with their Bear Smart application to review the City's recommendations on moving forward to address the issues identified in the bear hazard assessment report. However, the City's 2007 hazard report notes that bear complaint data within the City revealed the primary attractant by far in every neighbourhood and throughout every season was garbage, both residential and commercial. The next most common attractants were found to be fruit trees, gardens and composts, birdfeeders, and, to a far lesser extent than expected, wild berries. Some recommendations from the city's Bear Hazard Assessment Report included;

- 1 install bear-proof garbage bins in public places, including in city parks and at minimal, but strategic, locations along walkways and trails.
- 2 Enact bylaws that require housing complexes, schools, institutions, and businesses (e.g., delis, restaurants, grocery stores) to use only bear-proof garbage bins and dumpsters, or to place existing bins and dumpsters (and grease bins) inside secure bear-proof enclosures.
- 3 Enact bylaws that require all new housing, commercial, and industrial developments within the city to "build in" bear-proof waste management practices and equipment at the time of development.
- 4 Enact bylaws that require industrial businesses (e.g., fish plants, sawmills, the paper mill) to install and maintain bear-proof fencing around their dumpsters, and perimeters where necessary, including bear-proof gates that are kept securely closed.
- 5 Engage in public consultation to find effective ways to prevent conflicts between bears and people.
- 6 Establish a dedicated ongoing public education and bear-people conflict monitoring program that includes direct liaison with the area's Conservation Officers and RCMP.

The City presently does not support a formalized Human-Bear Conflict Management Committee. The City states that it collaborates with the WildSafeBC seasonal staff, and the COS as needed about reducing human bear conflicts. The City did comment that they could entertain a committee approach but asked for terms of reference for such a committee. The City was advised that this committee is established and directed by the City, and they can develop whatever terms of reference they wish. They were reminded that the bear smart status is awarded to the City not the Regional District, nor special interest groups, and that it is incumbent upon the City to ensure there is community wide collaboration on addressing bear smart issues. They were advised that with all other bear smart communities it is at these committee meetings (involving their waste staff, parks staff and bylaw staff, COS, WildSafeBC rep. and public bear interest group) where issues and action items are identified to reduce human bear conflict.

The key to a successful Bear Smart Community Program is to have attainable and measurable quantitative outcomes to assess the effectiveness of the Bear Conflict Management Plan and the adopted Bear Smart principles. This can be measured by:

1. **A review and assessment of the average number of bear occurrences reported (accessing garbage, fruit trees, parks, etc.) within the Community over the last five years:**

Since 2014 there have been 2576 calls to the Conservation Officer Service regarding bear reports within the City of Port Alberni. That averages out to approximately 258 bear reports per year over the past 10 years. The average number of bear conflicts over the past 5 years was 290 calls per year, and the previous 5 years (2104-2018) was 245 calls per year. The outcome shows that the last 5-year average was greater than the overall average and greater than the previous 5 years. This could suggest that human bear conflict reduction measures may be less effective in the last 5 years.

Notwithstanding, if residents have decided to not call the COS because they believe the bear will be destroyed, this could possibly mean there are potentially more incidences with bears in the community. Also, environmental factors should be considered a component in assessing the number of occurrences reported. This could make assessing the yearly calls very subjective. So before jumping to conclusions based on the average yearly reports, it is important to recognize there are several factors that could contribute to the reported bear occurrences within the community.

2. **A review and assessment in the number of bears destroyed (or relocated) each year over the last 5 years:**

From 2014 to 2023 there have been 71 bears destroyed in Port Alberni. That averages out to approximately 7 bears per year over the past 10 years and that was the same average over these past 5 years. Once again, similar comments regarding how these numbers are interpreted due to other considerations such as environmental factors, political guidance, COS staffing, and public demands just to mention a few variables.

3. **A review and assessment of measures taken to improve solid waste management and non garbage attractants while applying best practices to reduce human-bear conflicts:**

Presently the City has about 85% of their public waste collection bins as being non-bear resistant. Last year they exchanged 10 of the 84 bins over to bear resistant locking type bins. They plan on doing another 10-12 each year until all the public bins are bear resistant bins. They are also recently adding concrete bases to the bins to secure them and presently 30% of the bins have concrete bases. Again, the City plans to add concrete bases to these waste collection bins on an annual basis until all the bins are securely anchored.

Currently 95 percent of Port Alberni's residential bins are bear proof that are supplied by Haul-all bin type collection system. Organic waste is held in wildlife proof bins (spring loaded clips) and is collected weekly. Recycling and non-organic waste (garbage) is collected on opposite weeks respectively. The City advises that the residential garbage

bins are also outfitted with spring loaded clips as some packaging that is not recyclable or compostable may still attract wildlife and could result in urban foraging.

4. A review in the number of bylaw violations issued per unit of effort (for early placement of garbage containers at the curb and improperly stored attractants) and a review of wildlife conflict bylaws:

The City states that they did night audits to determine who is putting their household garbage out the night before pickup although they have not been done since September 2019 where 75 tickets were issued and met with backlash from the public. The City considers that with continued education and enforcement there has been increased compliance with the solid waste bylaw. They state they have seen a reduction in the number of violations reported and proactively observed, resulting in far less tickets being issued.

The local COS in discussing with the Port Alberni Bylaw Officers, note that they continue to see unsecured garbage containers the night before collection, and throughout the week. However, after the joint effort between the COS and the City Bylaw enforcement blitz in 2018 where tickets were issued to many properties, there was a noticeable decrease in the number of unsecured garbage cans. The COS concludes that it appeared as if that effort provided a measurable outcome.

The following table illustrates the number of offences related to the improper storage of household waste from 2018 to 2024.

(City was unable to differentiate warnings from violation tickets, as well we do not know how many of the tickets noted below were issued in the 2018 enforcement joint blitz between the City bylaw officials and the COS)

4885 SOLID WASTE AND DISPOSAL BYLAW Jan 2018 to March 2024		
Bylaw Section	Description	No. of Offences
11.1(A)	GARBAGE SECURITY	12
11.1(H)	FAIL TO USE ANIMAL LOCK	3
11.1(K)	FAIL TO REMOVE CONTAINER FROM	8
11.1(R)	PERMIT WILDLIFE	31
11.2	FAIL TO SECURE CONTAINER	230
12.1(B)	BIN CONTAINER LOCATION	1
	BYLAW 4885 TOTALS	285

The City is currently reviewing its Fruit Tree Bylaw and is not currently planting fruit trees on city property. The Solid Waste Bylaw #5030 is slated to be updated in 2024 and presently the City has two full-time Bylaw Officers. The City uses a tiered approach to enforcement, starting with an education component, a warning, and a ticket as a last resort. The City Bylaw Officers are not engaged in doing bin tagging or evening patrols. Bylaw enforcement has limited capacity to enforce garbage bylaws and is strictly complaint driven.

Presently the city advises it is not experiencing conflicts with backyard bees or chickens and feel there is no support for bylaws to require electric fences to keep bears away from bees or chickens. The City does provide guidelines for bee keeping for single family dwellings, as well as limiting up to 6 hens per property.

5. Maintaining or increasing the current level of education provided to residents through the WildSafeBC Program and/or other initiatives.

The City distributes a newsletter to approximately 2000 households in the spring that highlights the responsibilities of residents to reduce human bear interactions and eliminate attractants. In addition, the City posts regularly on social media during bear season, as well as in the Leisure Guide which is distributed broadly across the City.

The City also collaborates with WildSafeBC seasonal staff to coordinate social media efforts and sharing all content from WildSafeBC on City social media accounts.

There is a Bear Smart advertisement that is published in every City of Port Alberni Leisure Guide which is currently published 3 times per year. The Leisure Guide is currently delivered via email to City recreation account holders and is available to view or download on the City recreation website. There have been 6 Bear Smart advertisements published in the City Connect newsletter since 2018, which is included with the utility bill mailed to each account holder (approx. 6,500) in the City. The City is open to expanding their educational outreach on reducing bear conflicts.

The City has not funded the WildSafeBC Program, nor is it in their present budget to do so. The local COS noticed that as time has progressed since 2018, the bear conflict reduction information/ad in their newsletters has shrunk in size and moved from page 1 towards the back page. They further add that from face-to-face communications with property owners on attractant management, the standard response regarding managing attractants and bylaws to reduce bear conflicts is "I didn't know", which the COS suggests is common for most enforcement encounters, but questions whether this is a measurement of the educational messaging delivered to the residents.

The local Conservation Officer Service was also contacted regarding this Bear Smart review. They advise that it has been an uphill battle for follow-through on Bear Smart commitments from the City of Port Alberni. The City has recently reached out to the COS and requested a

delegation to present to City Council on human-bear conflict issues and are planning on attending in May.

Conclusions/Recommendations

I have assessed the past reviews and meeting outcomes with the City of Port Alberni, the bear hazard assessment from 2007, WildSafeBC reports for Port Alberni from 2012-2024, the recent communications with the city staff and the correspondence and conversations from the local COS.

In assessing this data and correspondence I conclude:

- The Port Alberni bear hazard assessments and human bear conflict management plans need to be updated. They are over 17 years old and need to be updated to identify and address the present bear conflicts and provide proposed solutions and timelines to address those issues. Further it is important for those updated assessments and plans to be adopted by the Community OCP as part of the Bear Smart Program.
- Presently they advised that 85% of the public waste collection bins are non-bear resistant and 70 % of those are not properly secured, and that needs to be addressed by committing to a scheduled replacement and timeline to replace those with approved bear resistant receptacles.
- Presently the City does not support a bear conflict committee. This is a crucial ingredient to the success of the Bear Smart Program. The City suggests they have good communication with the WildSafeBC representative and the BC COS and therefore do not presently see the need for a committee. A human bear conflict committee needs to be directed by the City to include its staff from parks, communication, bylaw and waste section as well individuals from the WildSafeBC, COS and local bear interest group. These committee meetings should be at least twice yearly, keep records of the minutes, along with action items and be supplied to City Management. The City CAO stated they could consider this committee but asked for terms of reference for the committee. It needs to be understood the Bear Smart status is issued to the community of Port Alberni, not a private or regional group, and therefore it is entirely up to the City to develop their own terms of reference for a committee. The practice of having a bear committee is implemented by every other Bear Smart community in the Province.
- The education component of informing the residents of bear smart principles is satisfactory but I find there could be more effort in putting the bear smart principles and requirements in the forefront of their outreach. Further that the city needs to work more closely with WildSafeBC in delivering outreach education and ensuring the information is consistent and more direct. I do not see this as a major barrier but certainly something that should be improved upon.
- Lastly the bylaws need to demonstrate a stronger commitment to addressing attractants related to fruit trees and residential household garbage. It is unfortunate the City had demonstrated their commitment to enforcing the attractant bylaw regarding placing carts on the curb the night prior to collection. It is my understanding that a number of tickets

were issued regarding illegally placing garbage on the curb prior to collection day, but some residents voiced their displeasure with getting a ticket and as a result the tickets were withdrawn. This sends a clear message of non-committal to being Bear Smart, especially with the local COS noting there was a noticeable increase with compliance of placing household garbage on the curb prior to collection day.

Also, I note the bylaw states “*Every owner shall set out standard containers on the day of collection and ensure that they are readily accessible for emptying by collectors between the hours of 7:00 a.m. and 7:00 p.m. on the specified day of collection*”. In my opinion (and I’m not a lawyer nor represent to be a lawyer), this bylaw perhaps does not make it clear that it is illegal to place household garbage out on the curb prior to the day for collection, rather it simply instructs that the containers be available for pick up from 7:00 a.m. to 7:00 p.m.. Possibly this is something Port Alberni could look at. Lastly, there is no apparent direction from the City to proactively enforce their attractant bylaws noting it is a capacity issue. This demonstrates a lack of commitment to address and reduce bear attractants through active enforcement of their bylaws.

The City of Port Alberni should be complimented for voluntarily undertaking Bear Smart principles to reduce human bear conflicts, but I conclude that the City of Port Alberni has not adequately maintained Bear Smart criteria over the last 5 years and have not made significant progress on the 2007 Bear Hazard Assessment and Bear Conflict Management Plan.

It is recommended that Bear Smart status be continued to the end of October 2025 with provisions that the City must make significant progress on Bear Smart criteria (waste management, by-laws, fruit and nut trees) within this period.

Bear Smart status will be reviewed in October 2025 and be conditional on significant improvement to these priorities. This will also require a commitment by the Province to communicate and participate with the community to support these goals.

CITY OF PORT ALBERNI

BYLAW NO. 4885

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT, MAINTENANCE AND OPERATION OF A SYSTEM FOR COLLECTION AND DISPOSAL OF WASTE PRODUCTS AND FOR ESTABLISHING A SCALE OF CHARGES

WHEREAS a Council may, in accordance with the *Community Charter*, exercise its authority in relation to the use of waste disposal and recycling services, and impose fees and charges thereto:

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

1.0 **TITLE**

1.1 This Bylaw may be cited as the **"Solid Waste Collection and Disposal 2015, Bylaw No. 4885"**.

2.0 **REPEAL**

Bylaw #4790 is hereby repealed.

3.0 **METRIC UNITS**

3.1 Metric units are used for all measurements in this Bylaw. The approximate equivalent of those units in Imperial measure (feet, inches, etc.) are shown in brackets following each metric measurement and such bracketed figures are included for convenience only and do not form part of this Bylaw.

4.0 **APPLICATION**

4.1 This Bylaw shall be applicable to all owners of dwelling units and subscribed commercial units within the Garbage Collection Area as defined by this Bylaw.

5.0 **DEFINITIONS**

5.1 In this Bylaw,

"automated collection" means the collection of garbage using a specially designed vehicle with mechanical apparatus which empties a collection cart directly into the vehicle without requiring manual labour to empty the cart.

"animal attractant" means any substance or material with or without an odour, which attracts or is likely to attract animals; and without limitation includes food or other edible products, whether intended for humans, animals, or birds, grease, oil, antifreeze, paint, petroleum products and compost other than grass clippings, leaves or branches.

"animal resistant hardware" means a locking device installed on collection carts to protect carts and their contents from wildlife.

"bin container" means a corrosion resisting metal receptacle, rectangular in shape provided with a cover and lid, with a capacity between 2 and 5 cubic meters (2.6 and 6.5 cubic yards), which can be emptied mechanically by collection vehicles, and which has received approval in writing by the Engineer for use within multiple residential or commercial premises;

- a) Lids must close to reduce odors (for both environment and as an animal attractant);
- b) Lids must be self closing/latching, and either tightly recessed, or with no overlap which could permit a large animal (i.e. bear) from prying the lid open;
- c) Latches for lids must be animal resistant;
- d) Latches and hinges for lids must be able to withstand severe force so as not to be pried open or broken by animals;
- e) Container must be stable or capable of being anchored to prevent tipping by animals;
- f) Container must be constructed of strong material to prevent animals from crushing, battering or chewing the container.

"biomedical waste" means material that is prescribed as biomedical waste by the *Environmental Management Act of the Province of British Columbia*.

"bylaw enforcement officer" means a person appointed by the Municipal Council as a Bylaw Enforcement Officer or a member of the Royal Canadian Mounted Police;

"City" means the City of Port Alberni;

"collector" means City waste collection crews and any person authorized by the Engineer to remove waste;

"commercial premises" means a building or structure or portion thereof containing commercial, industrial, or business units, and includes a school, church, hospital, kindergarten, rest home, hotel, motel or mobile home park;

"commercial unit" means a self-contained set of premises used for the purpose of a business, commercial, industrial or institutional undertaking;

"construction refuse" means all debris, abandoned or discarded material resulting from the construction or demolition of a building or structure, including without limitation, earth, rocks, trees and stumps resulting from an excavation;

"Council" means the Council of the City;

"dwelling unit" means a self-contained set of habitable rooms containing not more than one set of cooking facilities, or such a set of rooms registered as a condominium under a strata plan in conformance with the *Condominium Act* of British Columbia;

"Engineer" means the City Engineer or delegate;

"garbage" means discarded matter, but does not include recyclable materials;

"Garbage Collection Area" means the lands and improvements situate within the boundaries of the City of Port Alberni;

"yard waste" means weeds, leaves, grass, plant shrubbery cuttings, and other such garden materials;

"Inspector" means the Medical Health Officer, Health Inspector, Fire Prevention Officer, Building Inspector or any official appointed for the purpose of enforcing the provisions of this Bylaw;

"land clearing waste" means debris resulting from the clearing of land, including without limitation, earth, rocks, trees and stumps, but does not include earth, rocks, trees and stumps resulting from excavation;

"multiple residential premises" means a building containing three or more dwelling units including an apartment building, a boarding or rooming house, or a residential condominium;

"obnoxious matter" means any noxious, offensive, unwholesome or dangerous matter, or any such matter that may be:

- (a) germ or vermin infested
- (b) have an offensive odour,
- (c) be explosive in itself or when mixed with other substances, or
- (d) be injurious to the health of a person handling it, and, without limiting the generality of the foregoing, includes acids, combustible material, paints and solvents and similar matter

"owner" means the registered owner of any dwelling unit or commercial unit within the garbage collection area and shall include, where applicable, the agent, heir, executor or administrator of such owner or the person occupying the dwelling unit or commercial unit including without limitation the renter or lessee of such premises, but shall not include any person who is a boarder, roomer, or lodger therein;

"private bin container" means a bin container provided to an owner by a collector authorized by the Engineer to remove waste products, or a bin container provided by the owner for pick up by collectors;

"recyclable material" means paper, newspaper, cardboard, cans, plastic items and other materials as determined by the Regional District but excludes any material contaminated by food or oil.

"recycling container" means a bag or container clearly marked with the words "Recycling" or "Recyclable Materials";

"Regional District" means the Alberni-Clayoquot Regional District;

"Regional District Bylaw" means the Alberni-Clayoquot Regional District, Bylaw No. R1021, A Bylaw to Provide for the Collection of Garbage and Recyclable Materials within the Regional District of Alberni-Clayoquot which may be amended from time to time.

"residential condominium" means a building containing three or more dwelling units registered as condominiums under a strata plan in conformance with the *Condominium Act* of British Columbia;

"residential premises" means a building containing not more than two dwelling units;

"special container" means a container the design of which has been specifically approved in writing by the Engineer;

"special waste" means hazardous, flammable, radioactive and toxic materials as defined in the *Waste Management Act* of British Columbia;

"standard container" means a rigid plastic container provided by the city for the automated collection of garbage.

(a) the standard sizes are 80 litre, 120 litre, and 240 litre.

"waste product" means all refuse, discarded, obnoxious offensive or unwholesome matter, including without limitation:

- (a) garbage,
- (b) construction refuse,
- (c) garden debris,
- (d) landscape refuse,
- (e) obnoxious matter, and
- (f) special waste:

6.0 COLLECTION AND DISPOSAL SYSTEM

- 6.1 The City may establish, maintain and operate a system to collect, remove and dispose of waste products or may enter into a contract with a contractor who shall operate such a system.

- 6.2 The City may establish, maintain and operate a system to collect, remove and dispose of waste products from bin containers or standard containers at multiple residential premises and commercial premises.
- 6.3 The City may establish, maintain and operate a system of collecting and processing recyclable materials or may enter into a contract with a contractor who shall operate such a system.
- 6.4 The City may establish, maintain and operate public incinerators and grounds for disposal of waste products.
- 6.5 The City will provide weekly curbside garbage collection for all residential premises.
- 6.6 The frequency of the provision of collection services is subject to change from time to time due to statutory holidays and extreme weather conditions.
- 6.7 An owner may apply to change the size of the standard container by submitting a written request to the Engineering Department. The requests will be subject to an exchange fee as outlined in schedule A.
- 6.8 Where an occupier is physically challenged and unable to comply with the set out provisions in Section 11.0 and does not have an able-bodied person assisting with their household activities, the individual may apply to the Engineer for assistance from the City in performing such obligations. If the Engineer is satisfied that the individual requires such assistance, then a special designation will be made under conditions and terms set out by the Engineer in relation to the service. On receiving evidence that assistance is no longer necessary, or in any case on an annual basis, the Engineer may review the matter and suspend or cancel the designation as appropriate in the circumstances. Application is to be made by completing the form established in Schedule B – Setout/Setback Service. As a condition of this service under this Section, the occupier shall ensure that containers are at all times freely accessible and not enclosed within any buildings or gated area. Schedule B is attached and forms part of this Bylaw.
- 7.0 **PRIVATE COLLECTORS**
- 7.1 Any person who contracts to collect waste products or recyclable material from any premises within the Garbage Collection Area shall register their name, address and other particulars with the Engineer and shall obtain a special permit from him for such collection. This permit shall be in the format of Schedule C which is attached and forms part of this Bylaw. Private collectors must conform to the City of Port Alberni Solid Waste Collection and Disposal Bylaw.
- 8.0 **ACCESS TO PROPERTY AND STANDARD CONTAINERS**
- 8.1 No person other than the owner, occupier or collector shall lift a lid from a standard or bin container or remove or disturb the contents thereof or remove or disturb any recyclable material or garbage.

- 8.2 No person other than those authorized by the owner shall place waste material in the owner's standard or bin container or place waste material out for collection on or adjacent to an owner's property.
- 8.3 No person shall deposit residential garbage into a City owned container placed out for the collection of street litter.
- 8.4 An officer or employee of the City may enter onto any property in accordance with section 16 of the Community charter, S.B.C.c.26 to inspect and determine whether this Bylaw is being met.

9.0 **TYPE OF CONTAINER**

- 9.1 Every owner of a dwelling unit within residential premises shall use a standard container for the disposal of garbage.
- 9.2 The Engineer may provide a standard container to multiple residential or commercial premises at the request or application of the owner of a dwelling unit or commercial unit within such premises.
- 9.3 The City may require the owner of a multiple residential premises or commercial unit within commercial premises, notwithstanding the amount of waste, to use special containers or bin containers if the garbage or other waste originating from such premises is determined to be a hazard or nuisance by the Engineer or Inspector.
- 9.4 The standard containers that are assigned to each dwelling unit are the property of the City. The standard container remains with the property if ownership changes.

10.0 **VOLUME & WEIGHT RESTRICTIONS**

- 10.1 The owner of a dwelling unit within residential premises shall not place out for collection a weekly volume of garbage of more than can be contained in the standard container.
- 10.2 No person shall place out for collection a standard container that weighs more than:
- 30 kilograms (66 pounds) – 80 litre container
 - 45 kilograms (99 pounds) – 120 litre container
 - 90 kilograms (198 pounds) – 240 litre container
 - 135 kilograms (298 pounds) – 360 litre container

11.0 **DUTIES OF OWNERS IN RESPECT OF STANDARD CONTAINERS**

- 11.1 Every owner and occupier of a premise that receives solid waste services shall do, or cause to be done, the following:
- a) Place all residential and commercial garbage in a securely stored container within the principle building, an animal resistant accessory building, or in an animal resistant container;

- b) Separate solid waste for collection into appropriate collection containers for garbage and recycling;
- c) Notify the City if a collection cart is damaged or a cart is stolen;
- d) Take steps to secure their standard container against theft or damage. If a container is stolen or damaged due to the neglect of an owner or occupier, the owner must reimburse the collector for its costs of replacing or repairing the cart within 30 days of receiving an invoice;
- e) Maintain all standard containers supplied to the premise in a clean and sanitary condition at all times and remove from the street after collection and store in a safe place;
- f) Maintain all standard containers as received without modifying the containers or their components;
- g) Ensure that all assigned standard containers are accessible for inspection by the City;
- h) Keep the container that is supplied with animal resistant hardware locked, except to deposit waste or allow for collection and disposal;
- i) Every owner shall set out standard containers on the day of collection and ensure that they are readily accessible for emptying by collectors between the hours of 7:00 a.m. and 7:00 p.m. on the specified day of collection.
- j) If the container is equipped with animal resistant hardware, ensure that it is unlatched by 7:00 a.m. on the day of collection and re-latched within 12 hours.
- k) Every owner shall remove all standard containers from the shoulder or boulevard of the street or lane from which collection service is provided within 12 hours after the collection.
- l) For the purposes of collection, every owner shall place all standard containers at the curb, or where there is no curb a point on the shoulder or boulevard of the street or lane from which collection service is provided as directed by the Engineer.
- m) Ensure that only recyclable materials are deposited in the recycling container.
- n) Ensure that solid waste has been drained of all liquid and that waste such as ashes, sawdust and other such items are separately contained within the cart;
- o) Set out only the amount of waste that will fit into a standard container with the lid closed and so as not to exceed the weight limit;
- p) Dispose of excessive solid waste to the appropriate waste facility;
- q) Clean up spillage originating from containers;
- r) No owner, occupier, or other person shall keep any attractant on their premises in

such a manner as to be accessible to wildlife, and without limiting the generality of the foregoing, every owner, occupier, or other person shall ensure that:

- I. all fruit is removed from trees immediately upon ripening;
- II. bee hives and bird feeders are inaccessible to wildlife;
- III. petroleum products including grease and motor oil are inaccessible to wildlife;
- IV. outdoor refrigerators or freezers are either inaccessible to wildlife or securely locked to prevent access by wildlife;
- V. wildlife attractants, including but not limited to meat, bones, dairy, and oil, are not put into compost piles.
- VI. Antifreeze and paint are stored in such a manner that it is inaccessible to animals.
- VII. Fish offal is disposed of in an animal resistant container.

- 11.2 Every premise is responsible to prevent animals from accessing the garbage through proper management of the garbage and the container. The City of Port Alberni provides animal resistant hardware for standard containers where requested by the residents for situations where animals are a nuisance.

12.0 **DUTIES OF OWNERS IN RESPECT OF BIN CONTAINERS**

- 12.1 Every owner of a dwelling unit or commercial unit within multiple residential or commercial premises supplied with bin containers shall:
- (a) ensure that the bin container used for those premises may be conveniently handled from ground level and is readily accessible to the collector from the front, sides, or rear entrance and without the necessity of opening gates;
 - (b) ensure that the bin container used for those premises is placed so that it does not rest on, encroach upon or project over a street, lane or public place, nor in any way impede or endanger pedestrian or vehicular traffic;
 - (c) ensure that the bin container used for those premises is placed so as not to constitute a fire hazard to adjacent buildings, or any other hazard or nuisance as determined by the Engineer or Inspector.
- 12.2 The collector shall be responsible for the maintenance and replacement of bin containers under normal use and the lessee of such container shall be responsible for the cleanliness, sanitation and damages from other than normal use.
- 12.3 The City shall not be responsible for maintenance or replacement of private bin containers.

13.0 **GENERAL PROHIBITIONS**

- 13.1 No person shall:

- (a) deposit or allow to accumulate any liquids or semi-liquids in any standard or bin container;
- (b) deposit within any standard or bin container any putrescible garbage, including without limitation table, kitchen or wet garbage or grease without first enclosing such garbage in a plastic bag or other sealed container;
- (c) deposit in any standard or bin container any solid garbage which might adhere to such container without first separately wrapping such garbage;
- (d) deposit any ashes in any standard or bin container other than in non-combustible standard containers (excluding plastic bags) in which case such ashes must be kept separate from other garbage or flammable material;
- (e) place or mix with any garbage any obnoxious matter, including without limitation any explosive, volatile, corrosive or dangerous chemicals or materials, or any materials dangerous to the health and/or safety of the collectors;
- (f) deposit in any standard or bin container any waste product other than garbage, and without limiting the foregoing, no person shall deposit in any standard or bin container any:
 - (i) obnoxious matter,
 - (ii) construction refuse,
 - (iii) landscape refuse,
 - (iv) garden refuse,
 - (v) liquids or semi liquids,
 - (vi) special waste,
 - (vii) biomedical waste,
 - (viii) car parts,
 - (ix) furniture,
 - (x) items prohibited by the Alberni-Clayoquot Regional District
 - (xi) dead animals
 - (xii) hazardous waste
 - (xiii) lead acid batteries
 - (xiv) electronics and appliances

(xv) pesticides and herbicides

(xvi) paint

(xvii) oil

unless approved by the Engineer under Section 16.1 of this Bylaw;

(g) place out for collection any plastic bag or any other container that is not a standard container;

(h) place out for collection any standard or bin container that is not kept covered with a water tight lid;

13.2 Notwithstanding the above, the City may from time to time undertake a period of special collection service to allow owners to set out some bulky items not normally collected. The scheduling, duration and specifics of such periods shall be determined by the Engineer.

14.0 **MAINTENANCE OF STANDARD AND PRIVATE CONTAINERS**

14.1 The Engineer or Inspector may condemn a standard or private bin container that is not maintained in good order and repair and properly cleaned or does not conform to the specifications for containers.

14.2 Where the Engineer or Inspector has condemned a container, the City shall deliver notice in writing to the owner of the container where the condemned container is located, and the notice shall instruct the owner to replace, repair or clean the container within one week.

14.3 The City may refuse to collect garbage from condemned containers that have not been replaced, repaired or cleaned one week after delivery of notice under Section 14.2.

15.0 **EXTRA SERVICE**

15.1 Where an owner requires extra pickup of a standard container such extra pickup can be arranged by provision of 24 hours notice to the City and payment of the appropriate pickup fee in Schedule A. This provision is for commercial or multifamily premises.

16.0 **CHARGES**

16.1 The fees imposed for the collection of garbage under the terms of this Bylaw shall be those set out in Schedule A attached to and forming part of this Bylaw. Under special circumstances Council may by resolution apply special charges for specific premises. Special charges may be in excess of or a reduction to those listed in Schedule A.

16.2 Upon issuance of Final Occupancy of a single-family or two-family building, the garbage container will be delivered and billing will begin.

- 16.3 A multi-family building or commercial premise may commence City solid waste disposal services partway through the year, in which case charges for services are determined on a proportional basis in relation to the period services are provided.

17.0 **SUSPENSION OF SERVICE**

- 17.1 The City may suspend collection service or order collection services suspended from properties where the standard containers, or the location or design or accessibility for pick up facilities, are contrary to the provisions of this Bylaw. Such suspension shall not waive any requirement or abate or waive any charges or rates under the provisions of this Bylaw.

18.0 **OFFENCE**

- 18.1 The Bylaw Enforcement Officer is authorized and empowered to inspect, compel, and require that all the regulations and provisions prescribed in this bylaw are carried out.
- 18.2 Every person who contravenes a provision of this Bylaw, or who suffers, allows or permits any act or thing to be done in contravention of any provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, is guilty of an offence against this Bylaw.
- 18.3 Every violation shall be deemed to be a continuing, new and separate offence for each day during which the offence continues.
- 18.4 Any person guilty of an offence under this Bylaw shall be liable, upon summary conviction, to a fine not exceeding \$5,000 and costs.
- 18.5 This Bylaw is designated, pursuant to section 264 of the Community Charter, S.B.C 2003, c.26, as a Bylaw that may be enforced by means of a ticket in the prescribed form;
- 18.6 The words or expressions listed in Schedule "D" of this Bylaw in the "Designated Expression" column are authorized to be used on a ticket pursuant to section 264(1)(c) of the *Community Charter* to designate an offence against the respective section of this Bylaw appearing opposite in the "Section" column. The amounts appearing in the "Fine" column are the fines set pursuant to section 265 of the *Community Charter* for contravention of the respective section of this Bylaw appearing opposite in the "Section" column.

19.0 **SEVERABILITY**

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a

court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

20.0 EFFECTIVE DATE

The effective date of this Bylaw is September 15, 2015.

READ A FIRST TIME THIS 10TH DAY OF AUGUST, 2015.

READ A SECOND TIME THIS 10TH DAY OF AUGUST, 2015.

READ A THIRD TIME THIS 10TH DAY OF AUGUST, 2015.

FINALLY ADOPTED THIS 14TH DAY OF SEPTEMBER, 2015.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4885_SolidWaste_tf.doc

**CITY OF PORT ALBERNI
SOLID WASTE COLLECTION AND DISPOSAL BYLAW
SCHEDULE "A" TO BYLAW NO. 4885**

CHARGES

1. Residential Premises

An annual charge for every residence shall apply for the weekly collection of one standard container per residence as follows:

- 80 litre - \$83.00/yr
- 120 litre - \$98.00/yr
- 240 litre - \$200.00/yr

2. Multiple Residential Premise or Commercial Premises using Standard Containers

An annual charge for every premise shall apply for the weekly collection of one standard container per premise as follows:

- 80 litre - \$83.00/yr
- 120 litre - \$98.00/yr
- 240 litre - \$200.00/yr
- 360 litre - \$300.00/yr

This charge may be pro-rated monthly where the service is required for a period shorter than one full calendar year.

Extra service pickups may be requested and will be charged at the following rate per pickup of standard containers:

1 – 3 standard containers	-	\$25.00/pickup
4 – 6 standard containers	-	\$35.00/pickup
7 + standard containers	-	\$45.00/pickup

3. Standard Container Exchange Fee

This fee applies at the request of owner to change the size of the container.
- \$25.00 plus applicable taxes.

**CITY OF PORT ALBERNI
SOLID WASTE COLLECTION AND DISPOSAL BYLAW
SCHEDULE "B" TO BYLAW NO. 4885**

**APPLICATION FOR SET-OUT/SET-BACK SERVICE
CITY OF PORT ALBERNI**

A. Set Out/Set Back Service

Set Out/Set Back Service in which collection crews will enter my property parcel to move solid waste collection carts to the curb for collection and return them to the property.

I, _____ as occupier of property located at
(Last Name) (First Name)

Address: _____
(Apt #) (Street Number) (Street Name)

(City) (Province) (Postal Code)

hereby apply for this service and agree to the following conditions:

- The occupier of this property has a physical challenge or infirmities that prevent him/her from moving the cart collection point and does not have an able-bodied person to help them with this activity;
- Carts shall be freely accessible and not be placed inside closed buildings or a gated area;
- If an able-bodied person becomes available prior to the expiry of an approval, this service will no longer be provided;
- The City is not responsible for any damage to private property resulting from the undertaking of this service.

Applicant's Information:

What is the nature of the disability? _____

Is the disability permanent? ☐ Yes or ☐ No (if yes, this application is valid for 3 years)

If the disability is not permanent, at what date would the Applicant be sufficiently recovered? _____
(Year) (Month) (Day)

(Signature of Applicant) (Phone Number) (Date)

OFFICE USE ONLY

☐ Your application is approved or ☐ Your application is denied

☐ Physician's Certificate required (Schedule E to be completed and returned to the City)

The occupier will assist with any special designations as may be required to alert the crews that this type of collection is required, and comply with the following:

Date Received: _____

Streets Superintendent: _____

**SOLID WASTE COLLECTION AND DISPOSAL BYLAW
SCHEDULE "C" TO BYLAW NO. 4885**

PRIVATE COLLECTORS OPERATIONS PERMIT

Company Name: _____
Contact Name: _____
Address: _____
Phone Number: _____
Cell Number: _____
Email Address: _____

Description of the waste collection service being provided: _____

This permit authorizes the business mentioned above to collect waste products or recyclable materials as described within the Garbage Collection Area, provided they conform to the City of Port Alberni Solid Waste Collection and Disposal Bylaw.

Date: _____

(City Engineer)

**CITY OF PORT ALBERNI
SOLID WASTE COLLECTION AND DISPOSAL BYLAW
SCHEDULE "D" TO BYLAW NO. 4885**

FINE SCHEDULE

Designated Expression	Section	Fine Amount
Garbage Security	11.1 (a)	\$100
Separate Garbage and Recycling	11.1 (b)	\$100
Maintain Containers	11.1 (e) and (k); 14.2	\$100
Animal Resistant Hardware Use	11.1 (h) and (j)	\$100
Amount of Waste	11.1 (q)	\$100
Accessible to Wildlife	11.1 (r) and 11.2	\$100
Bin Container Location	12.1 (b)	\$100
Waste Deposit	13.1 (f)	\$100

Stats from the Conservation Officer Service reporting line showing the number of bear complaints and number of bears destroyed from 2014-2018:

YEARS	PWOR	BEARS DESTROYED
2014	184	4
2015	375	11
2016	130	8
2017	196	4
2018	340	9

Stats from the Conservation Officer Service reporting line showing the number of bear complaints and number of bears destroyed from 2019-2023:

Call intakes					Destroyed				
						Black Bear		Grizzly Bear	
	Black Bear	Grizzly Bear	TOTAL			By COS	By Others	By COS	By Others
2019	351	0	351		2019	11	2	0	0
2020	157	1	158		2020	1	0	0	0
2021	258	0	258		2021	9	0	0	0
2022	301	0	301		2022	10	1	0	0
2023	384	0	384		2023	4	0	0	0

The implementation strategy employs numerous actions to meet the identified short and long-term priorities. Since the Bear Conflict Management Plan is a working document, the priorities and actions may be updated as required to meet the community's goals. The following table provides recommended strategy approach to these priorities connected to the bear smart criteria requirements.

Priority (examples)	Action(s) Required	Leading Bear Management Committee Member(s)*	Proposed Completion Date	Progress
Short-term				
1. Update the Bear Hazard Assessment and associated mapping (Criteria 1)	Need to update the 2007 Bear Hazard Assessment and should: 1. Acquire bear occurrence reporting data from the Conservation Officer Service for 2020-2024 2. Overlay City neighbourhood maps with occurrence reports and highlight high-use areas 3. Update Bear Hazard Assessment with brief report of activity in last five years and identify areas of concern (high-risk areas) 4. Distribute updated Assessment to relevant City staff responsible for updating decision-making and planning documents	Port Alberni	Oct 2026	
2. Update the Bear Conflict Management Plan (criteria 2)	Need to update the 2007 Bear Conflict Management Plan. Utilizing the new updated Bear Hazard Assessment to prepare a Bear-Human Conflict Management Plan that is designed to address the bear hazards and land-use conflicts. The purpose of the Management Plan is to provide a general summary of human-bear conflict issues within the community and to address the issues identified in the Bear Hazard Assessment.	Port Alberni	March 2026	
3. Amend decision-making and planning documents to incorporate Bear Smart principles (Criteria 3)	Update the OCP to incorporate Bear Smart principles	CAO	Oct 2025	
4. Implement bear-resistant solid waste management options for high risk or high conflict areas (Criteria 6)	Remove non bear resistant public garbage bins and replace with bear resistant bins	Manager Parks Department	ongoing	Ongoing with 10-12 bins per year replaced with bear resistant bins and concrete bases to secure bins

5. Review current and proposed bylaws for incorporation of Bear Smart principles and capacity for enforcement (Criteria 7)	update bylaw requirement to not place garbage on curbside prior to day of pick up	Manager Community Safety and Social Development	Oct 2026	
6. Uphold the Bear Management Committee (update membership as required) and increase communication between community departments (Criteria 4)	Establish a Bear Management Committee to include at minimum- City staff, COS, WildSafeBC or similar bear interest group. Set a schedule on a yearly basis, hold regular meetings. Report to senior management/council annually	CAO/Community Coordinator	Jan 2025	
Long-term (Ongoing)				
7. Develop a community vision to support and foster Bear Smart principles (Criteria 3)	Continue to use the media and the WildSafeBC Program to promote Bear Smart principles to adults and children, and to instill an appreciation and tolerance of bears Use zero-tolerance language in the media and City documents related to garbage and other attractants	Corporate Services Department	ongoing	
8. Maintain a public education program (Criteria 5)	Continue to use the media and the WildSafeBC Program to promote Bear Smart principles to adults and children, and to instill an appreciation and tolerance of bears	All	ongoing	
9. Maintain and install bear-resistant features in current and proposed community parks and facilities (Criteria 6)	Compile an inventory of bear-resistant and non-bear resistant garbage containers used in City parks and facilities. Compare container inventory to high-risk areas identified in the Bear Hazard Assessment; identify containers that could be replaced with bear-resistant options now or upon replacement date; remove unnecessary containers.	Port Alberni Waste Department	ongoing	

10. Reduce the availability of non-garbage bear attractants on community and private property (Criteria 6)	<p>1. Promote fruit gleaning groups and programs</p> <p>2. Amend planning documents to prohibit planting of fruit trees by City staff in high-risk and rural areas, remove/replace unmanaged fruit trees on City property with non-fruit bearing trees upon replacement date, and employ fruit reducing methods</p> <p>3 Encourage the use of electric fencing around livestock (e.g. hens) and beehives.</p> <p>4 Use the media, signage, and advertisement in City Guides to encourage residents to manage their bear attractants (i.e. pick their fruit and employ fruit gleaning programs, limit bird feeder use, use proper compost guidelines, etc.)</p>		ongoing	
11. Investigate potential future options for bear-resistant solid waste containers/containment (Criteria 6)	1. Review new bear-resistant container options on a yearly basis to keep up-to-date with technology.		ongoing	
12. Review current and proposed bylaws for incorporation of Bear Smart principles and capacity for enforcement (Criteria 7)	<p>Consider a stand-alone Wildlife Bylaw similar to what other Bear Smart communities are doing.</p> <p>Review Solid Waste and Recyclables Bylaw in context of storage of containers on private property (i.e. garbage should be stored inside a building, shed, wildlife-resistant enclosure, or certified bear-resistant container when not at the curb); compare to other municipalities' bylaws; and put forward proposed changes.</p> <p>Review staff capacity available for enforcement of the Solid Waste Bylaw from April to November</p> <p>Focus enforcement efforts in areas identified as high risk in the Bear Hazard Assessment</p> <p>Provide recommendations for proposed urban hen/livestock bylaw</p>	Manager Community Safety and Social Development	ongoing	
Other				



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

News Release

FOR IMMEDIATE RELEASE

November 16, 2024

RECEIVED

NOV 18 2024

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
RCM NOV 25/24
File # 0400-60-ACRD

Preliminary 2024 referendum results for East Bamfield Sewer Collection System Service and West Bamfield Sewer Collection System Service

The preliminary referendum results for the **East Bamfield Sewer Collection System Service** are as follows:

	YES	NO
Advance Voting Opportunities: November 6, 2024, East Bamfield Firehall November 13, 2024, Flora's Restaurant	2	34
Mail Ballot Voting	1	8
General Voting Opportunities: November 16, 2024, East Bamfield Firehall	5	17
TOTAL NUMBER OF VALID VOTES CAST	8	59

The preliminary referendum results for the **West Bamfield Sewer Collection System Service** are as follows:

	YES	NO
Advance Voting Opportunities: November 6, 2024, East Bamfield Firehall November 13, 2024, Flora's Restaurant	0	53
Mail Ballot Voting	6	25
General Voting Opportunities: November 16, 2024, East Bamfield Firehall	1	5
TOTAL NUMBER OF VALID VOTES CAST	7	83

The preliminary results have been posted on the ACRD website: www.acrd.bc.ca/bamfieldreferendum

The declaration of official referendum results will occur before 4pm on November 20, 2024. These results will be posted on the ACRD website.

-30-

Cynthia Dick, Chief Election Officer

250-720-2706

cynthiad@acrd.bc.ca

Heather Zenner, Deputy Chief Election Officer

250-720-2731

hzenner@acrd.bc.ca

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

NOV 15 2024

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
RCM Nov 25/24
File # 0460-98



CITY OF PORT ALBERNI

Avian Influenza

British Columbia is observing increased avian influenza activity again this fall. **This includes one recently reported human case in Fraser Health, as well as multiple reports of infected birds on agricultural premises. One Vancouver Island farm in late October reported animal cases, but no human cases were associated with this incident.** At this time, no other avian influenza in animals has been reported on Vancouver Island this season. There may be concern among your patients and community due to these recent events.

Human to human transmission of this H5 strain of avian influenza has not been observed to date. Animal to human transmission is the principal route of infection.

Island Health Communicable Disease Program's Role in Avian Influenza

Island Health Communicable Disease responds to lab-confirmed cases of animal avian influenza if human exposure to infected animals is identified. While the risk of humans developing avian influenza after contact with infected animals remains very low, we endeavor to notify those who have been exposed and, as a precaution, ask them to monitor for symptoms of influenza-like illness, stay home if they develop illness and refer for testing to rule out avian influenza infection. If the exposure is assessed as high risk, we may recommend antiviral prophylaxis.

Clinical Guidance for Suspect Cases of Avian Influenza

Please maintain an index of suspicion for avian influenza for patients who report having been exposed to animals with **confirmed** avian influenza AND who develop influenza-like symptoms within 10 days of the exposure.

For patients in whom avian influenza is in the differential diagnosis:

- Immediately notify the Island Health Communicable disease program at: **1-866-665-6626** in South Island or **1-877-770-7798** in Central Island
- Collect a nasopharyngeal and throat swab and send to the BCCDC Public Health Laboratory *via Island Health labs*. Routing specimens through the Island Health lab will minimize turn around times.
- When assessing and testing patients with suspect avian influenza, use *contact and droplet* precautions. Airborne precautions are appropriate for any necessary aerosol generating medical procedures.
- Advise the patient to stay away from others for seven days or until symptoms resolve, whichever is longer. Please advise no attendance at work, school or other public locations while isolating.
- Antivirals should be readily prescribed for the treatment of suspected and confirmed cases of avian influenza with acute respiratory symptoms. Oseltamivir treatment (75 mg twice daily x 5 days for adults) may reduce the severity of illness, especially if administered within 48 hours of illness onset.

Island Health Medical Health Officers

Chief MHO: Dr. Réka Gustafson 250-519-3406; North Island: Dr. Charmaine Enns 250-331-8591

Central Island: 250-739-6304; Cowichan Region: Dr. Stéphane Trépanier 250-737-2020

South Island: Dr. Mike Benusic, Dr. Murray Fyfe, Dr. Dee Hoyano, Dr. Christina Kay 250-519-3406

islandhealth.ca/about-us/medical-health-officers

Prevention advice for patients

Although most avian influenza detections in animals have affected agricultural animals, sporadic exposures to humans can occur from wild animals, particularly wild birds. People can take the following steps to reduce the risk of exposure to avian influenza:

- Stay up to date on the seasonal flu vaccine. People that care for poultry, other agricultural animals or wildlife should be immunized annually for influenza. The seasonal vaccine does not protect against avian influenza, but it does reduce the chance of co-infection of influenza and the potential for reassortment of avian and human influenza strains.
- Avoid direct contact with all birds at petting zoos/open farms at this time.
- Do not touch sick or dead animals or their droppings and do not bring sick wild animals into the home.
- Keep children and pets away from sick or dead animals and their feces.
- Monitor closely the health of farm animals and backyard bird flocks. Take measures to reduce contact between wild and domestic birds.
- Report dead or sick birds or animals. For more information about reporting dead or ill animals, people can be directed to this BC Government webpage for more information:

<https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-conservation/wildlife-health/what-to-do-if-you-find-sick-injured-or-dead-wildlife>

Additional information about Avian Influenza can be found on the BCCDC website at: [Avian Influenza \(bccdc.ca\)](https://www.bccdc.ca/health-topics/avian-influenza)

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Chief MHO: Dr. Réka Gustafson 250-519-3406; North Island: Dr. Charmaine Enns 250-331-8591
Central Island: 250-739-6304; Cowichan Region: Dr. Stéphane Trépanier 250-737-2020
South Island: Dr. Mike Benusic, Dr. Murray Fyfe, Dr. Dee Hoyano, Dr. Christina Kay 250-519-3406

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NOV 15 2024

CITY OF PORT ALBERNI



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<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
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<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0400-20- MHA

RCM Nov 25/24

November 14, 2024

1296379

Via email: sharie_minions@portalberni.ca

Their Worship Sharie Minions
and Members of Council
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8

Dear Mayor Minions and Councillors:

Thank you to your delegation for meeting with ministry representatives during this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver.

As Acting Deputy Minister, I write to acknowledge the topics raised during the meeting, which included improved access to treatment beds, establishing a Peer Assisted Care Team as well as the current hours of the local Overdose Prevention Site.

I appreciate these important opportunities to exchange ideas and share information. Meetings like this help the Ministry better understand the challenges people and communities across BC face on a daily basis.

The Ministry is working hard across government to create an accessible, robust, and culturally safe system of mental health and addictions care that meets people where they're at. During the meeting, I shared that Port Alberni is a priority area and work is underway for 10 new substance use beds. Please see further information [here](#). For your convenience and interest, I've attached a list of local and provincial mental health and substance use resources for your community.

More information on all the programs and initiatives that the Ministry is working on to ensure all those living in BC have access to mental health and addictions care is also available here: [Gov.bc.ca/BetterCare](https://gov.bc.ca/BetterCare)

...2

- 2 -

Thank you for taking the time to meet with us as part of the UBCM Convention process for 2024.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JDubé', with a horizontal line extending from the end.

Jonathan Dubé
Acting Deputy Minister
Ministry of Mental Health and Addictions

Attachment



Mental Health and Substance Use Services for the City of Port Alberni

Since 2016, when British Columbia declared a public health emergency due to the escalating number of illicit drug poisoning deaths, the provincial government has been urgently working to save lives and build a full continuum of care – including prevention, harm reduction, treatment, and recovery.

Please see below how to access the mental health and substance use services and supports available in your community and provincially.

Locally Available Mental Health and Substance Use Resources

Service Link (Island Health): Call 1-888-885-8824 to access mental health and substance use services in Island Health.

Mental Health and Substance Use Services (Island Health): Call 250-731-1311 for a range of mental health and substance use services to support individuals and families in the Port Alberni region. Services are provided in a variety of settings including community clinics, hospitals, residential settings, and on an outreach basis. Call for intake and information.

Adult Short-Term Assessment and Treatment (Island Health): Call 250-731-1311 to access therapy for adults with serious short-term mental health issues such as depression or anxiety. Services include individual and group therapy, psychiatric assessment, community resource information, and referral to other appropriate services.

Child and Youth Mental Health (Ministry of Children and Family Development): Call 250-720-2650 for a range of mental health assessment and treatment options to support infants, children and youth experiencing mental health challenges related to their thoughts, feelings and behaviours.

Psychiatric Crisis and Emergency Services (Island Health): Call 250-731-1370 for urgent response, short-term assessment, stabilization, and treatment for individuals experiencing a psychiatric or mental health crisis. Services include crisis intervention, discharge planning, case consultation, substance use services, and referrals to community resources as needed.

Vancouver Island Crisis Line (Vancouver Island Crisis Society): Call or text 1-888-494-3888 for 24-hour crisis line support including suicide assessment, crisis intervention, access to mental health crisis response services, and island-wide community resources. Also offers crisis text services and online chat.

Provincial Mental Health and Substance Use Resources

HelpStartsHere: ([HelpStartsHere.gov.bc.ca](https://helpstartshere.gov.bc.ca)) a website maintained by the Ministry of Mental Health and Addictions to help people in British Columbia find mental health and/or addiction resources near them.

Opioid Treatment Access Line: Call 1-833-804-8111 toll-free from anywhere in BC to speak with a doctor or nurse who can prescribe life-saving opioid treatment medications and get connected to other supports in the community. The service is confidential, and the treatment is covered under BC PharmaCare. It's open 7 days a week from 9am to 4pm. Learn more at [HelpStartsHere.gov.bc.ca/OpioidTreatment](https://helpstartshere.gov.bc.ca/OpioidTreatment).

HealthLink BC: ([HealthLinkBC.ca](https://healthlinkbc.ca) or call 8-1-1) provides medically approved information on more than 5,000 health topics, including mental health and substance use. When you call 8-1-1, you can speak to a health service navigator, who can help you find health information and services; or connect you directly with a registered nurse, a registered dietitian, a qualified exercise professional, or a pharmacist.

310-Mental Health Support: Call 310-6789 (no area code needed) toll-free anywhere in BC to access emotional support, information, and resources specific to mental health and substance use issues.

1-800-SUICIDE: (1-800-784-2433) provides emotional support to youth, adults and seniors in distress, 24 hours a day, 7 days a week. Operated by the Crisis Intervention and Suicide Prevention Centre of BC ([CrisisCentre.bc.ca](https://crisiscentre.bc.ca)).

9-8-8 Suicide Crisis Helpline: Call or text 9-8-8 anywhere in Canada to be connected to a trained responder who will listen without judgement, provide support and understanding, and can tell you about resources to help (988.ca).

Alcohol & Drug Information Referral Service (ADIRS): Provides free, confidential information and referral services to British Columbians in need of support with any kind of substance use issue. Referral to community substance use treatment services is available for all ages. ADIRS is available 24 hours a day, 7 days a week at: [1 800 663-1441](tel:18006631441).

1-800-KUU-US17: (1-800-588-8717) the KUU-US Crisis Line provides Indigenous people with culturally safe, 24/7 telephone crisis supports. The line can also be reached at 250-723-4050 (for adults and elders) and 250-723-2040 (for children and youth).

1-833-MÉTISBC: (1-833-638-4722) The Métis Crisis line offers culturally safe, 24/7 supports for Métis people experiencing challenges like anxiety, grief and loss, abuse, bullying and more.

HeretoHelp: (HeretoHelp.bc.ca) is a project of the BC Partners for Mental Health and Addictions Information and offers resources to help people prevent and manage mental health and substance use problems. Individuals can access four screening self-tests covering mental well-being, depression, anxiety disorders and risky drinking and email requests for help, support, information or referrals.

BounceBack®: an evidence-based program designed to help adults and youth 13 years and older experiencing symptoms of mild to moderate depression, low mood, or stress, with or without anxiety: 1 -866 639-0522, or visit: BounceBackBC.ca

Foundry Virtual: (FoundryBC.ca/Virtual) Young people aged 12-24 and their caregivers can use the Foundry Virtual app to drop-in or schedule a virtual counselling appointment, find peer support, join a youth or caregiver group, or browse their library of tools and resources. This site aligns with brick-and-mortar Foundry sites across BC to better integrate care for youth and young adults with mental health and substance use challenges.

Road to Recovery Expanding Across B.C.

BC is also advancing an innovative model of care known as the Road to Recovery. This model establishes a seamless continuum of care for addictions from detox to treatment and after care. Following the successful launch of the first [Road to Recovery model in Vancouver](#) in Fall 2023, BC [announced the expansion of this model](#) to all the other regions of BC earlier this summer.

To find out more about the Road to Recovery approach and its expansion, visit Gov.bc.ca/BetterCare.

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NOV 15 2024
CITY OF PORT ALBERNI



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

RCM Nov 25 24
1855-03

November 15, 2024

Ref: 122303

Her Worship Sharie Minions
Mayor and Council, City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 8V1
Via Email: sharie_minions@portalberni.ca

Dear Mayor Minions and Council,

I am pleased to advise you that the Province is in the process of issuing your municipality's 2024 Grant-in-Lieu of property tax payment by electronic funds transfer. These funds are planned to be transferred on November 15, 2024. Municipalities should receive the funds shortly thereafter.

Based on the property/properties identified in the attached Grant Payment Details Report, your payment for 2024 is \$63,111.77. This payment is for provincially owned properties in your community and is made in accordance with the *Municipal Aid Act*. If your payment has changed from last year, it is likely due to a revised valuation by the BC Assessment Authority, a change in the property tax rates, or through changes in responsibility for real property.

Included in this payment is \$3,655.45, due to your Regional District. This amount is to be transferred to them at your earliest convenience.

If you have any questions or concerns, please contact the Real Property Division at RPDPropertyTax@gov.bc.ca.

Sincerely,

Sunny Dhaliwal
Assistant Deputy Minister

Attachment: Grant Payment Details Report

Assistant Deputy Minister's Office
Real Property Division
Ministry of Citizens' Services

4000 Seymour Place
Victoria BC V8X 4S8

Telephone: (250) 419-8893

Mailing Address:
PO Box 9412
Victoria BC V8W 9V1



Province of British Columbia Ministry of Citizen's Services Grant Payment Details Report

Tax Year 2024

Page 14 of 58

Jurisdiction: 223 - City of Port Alberni

Tax Class	Municipal	Regional Land	Regional Improvements
06 - Business and Other	13.940520	0.857080	0.857080

				Grant Amounts										
Assessment Roll Number	Tax Class	Location	Address	Taxable Values			Municipal			Regional			Sub-Total	Total GIL
				Land	Improvements	Total	Land	Improvements	Total	Land	Improvements	Total		
001/2131-04 00	06	Amb Str Land	4780 ROGER ST PORT ALBERNI, BC V9Y 3Z2	451,000.00	981,000.00	1,432,000.00	6,287.17	13,675.65	19,962.82	386.54	840.80	1,227.34	21,190.17	21,190.17
Total				451,000.00	981,000.00	1,432,000.00	6,287.17	13,675.65	19,962.82	386.54	840.80	1,227.34	21,190.17	21,190.17
001/3964-00 00	06	Crthouse Site	2999 4TH AVE PORT ALBERNI, BC V9Y 8A5	512,000.00	2,321,000.00	2,833,000.00	7,137.55	32,355.95	39,493.49	438.82	1,989.28	2,428.11	41,921.60	41,921.60
Total				512,000.00	2,321,000.00	2,833,000.00	7,137.55	32,355.95	39,493.49	438.82	1,989.28	2,428.11	41,921.60	41,921.60
Totals for 223				963,000.00	3,302,000.00	4,265,000.00	13,424.72	46,031.60	59,456.32	825.37	2,830.08	3,655.45	63,111.77	63,111.77



COUNCILLOR REPORT
NOVEMBER 25, 2024 REGULAR COUNCIL MEETING
AGENDA ATTACHMENTS AVAILABLE [HERE](#)

MAYOR MINIONS

November 11, 2024 – Remembrance Day Ceremony

- Mayor Minions gave a speech on behalf of Council at the Remembrance Day ceremony and attended the wreath laying at Greenwood Cemetery that followed.

COUNCILLOR DAME

November 11, 2024 – Remembrance Day Ceremony

- Councillor Dame attended the Remembrance Day Ceremony with along with Mayor Minions, Councillors Haggard, Mealey, Patola and Solda as well as the wreath laying at Greenwood Cemetery that followed.

November 16, 2024 – The Salvation Army's Hope in the Valley

- Councillor Dame, with Councillors Haggard and Solda, attended the Salvation Army's Hope in the Valley Christmas Campaign Launch.

November 18-20, 2024 – [Housing Central Conference](#)

- Councillor Dame attended the Housing Central conference in Vancouver, BC sponsored by the British Columbia Non-Profit Housing Association.

COUNCILLOR HAGGARD

October 23, 2024 – Alberni Clayoquot Regional District Board meeting

- A moment of silence in memory and honour of the two community members who tragically lost their lives in accidents near Bamfield.
- Alberni Valley Golf Club and the Long Beach Recreation Cooperative were granted tax exemption status for 2025
- The ACRD Office Building Feasibility study was awarded to conduct a feasibility study for renovating the current office building and the building of a new office building

October 25, 2024 – Regional Mayor's Meeting

- As Acting Mayor, Councillor Haggard attended the Regional Mayor's Meeting in Tofino. She met with Mayor Law of Tofino for an in-depth conversation regarding our communities. They discussed challenges they are facing, progress and new initiatives over the first two years of this term and goals that their respective councils want to accomplish for the remaining two years.

October 29, 2024 – Poppy Flag Raising

- Attended the raising of the Poppy Flag at City Hall with the Royal Canadian Legion Alberni Valley #293, Major Michael Ramsay, and members of Port Alberni Council and staff.

November 11, 2024 – Remembrance Day Ceremony

- Thank you to everyone who took the time to come out to Remember at the Glenwood Centre. Thank you to the Royal Canadian Legion for organizing the event, the Cadets who ready the Field of Honour and the local businesses and organizations who support the Poppy sales.

November 13, 2024 – Alberni Clayoquot Regional District Board meeting

- Director John Jack was elected Chairperson for the coming year. Councillor Haggard was very honoured to again be elected to be Vice-Chair for the ACRD Board.
- ACRD Board of Directors approved a 3-year term funding service contract with Island Health on behalf of the Alberni Clayoquot Health network.
- ACRD Board of Directors approved the application to UBCM – Community Emergency Preparedness Program Fund for Emergency Support Services with interested grant partners.
- ACRD Board of Directors received the Expanding the Influence of Regional Agricultural support final report.

November 13, 2024 – ACRD Waste Diversion Open House

- Attended the ACRD Open House regarding Waste Diversion. Staff shared 8 proposed strategies to help reduce solid waste in the Region. Over the past year, the ACRD has updated its long-term Solid Waste Management Plan with new guiding principles, goals and strategies. The target is the help the ACRD reduce its waste by 35% by 2035.

November 14, 2024 – Community Action Team Annual General meeting

- Ratification of the new Terms of Reference
- Discussion of the 2024 Report and planning and budget for 2025
- Election of two new Co-Chairs

November 16, 2024 – The Salvation Army's Hope in the Valley

- Attended the 'Hope in the Valley' Gala and Alberni Valley Salvation Army Christmas Launch. Congratulations to Major Michael Ramsay for being awarded the King Charles III Coronation Medal which was presented by Member of Parliament, the Honourable Gord Johns.

November 19, 2024 – Trials from the Trails (Federation of Canadian Municipalities webinar)

- FCM hosted a webinar titled Trials from the Trails. This webinar focused on a panel discussion of council members from cities in various locations sharing their personal issues arising from public life and the challenges and implications of the social media landscape.

COUNCILLOR MEALEY

November 11, 2024 – Remembrance Day Ceremony

- Councillor Mealey attended the Remembrance Day Ceremony with along with Mayor Minions, Councillors Dame, Haggard, Patola and Solda as well as the wreath laying at Greenwood Cemetery that followed.

November 21, 2024 – Community Policing Volunteer Appreciation Christmas Dinner

- Councillor Mealey attended the Community Policing Volunteer Appreciation Christmas Dinner as Deputy Mayor. He opened the evening with words of thanks for all of the Community Policing volunteers.

COUNCILLOR PATOLA

November 8, 2025 – Air Quality Control

- The Air Quality Council saw a high smoke sensitivity map that looked at zones in the ACRD that see particularly high levels of particulate.
- The AQC discussed different initiatives such as reducing slash-pile burning and the transfer of waste wood from forest harvesting sites.

November 11, 2024 – Remembrance Day Ceremony

- Councillor Patola attended the Remembrance Day Ceremony with along with Mayor Minions, Councillors Dame, Haggard, Mealey, and Solda as well as the wreath laying at Greenwood Cemetery that followed.

COUNCILLOR SOLDA

ACRD Transportation Advisory Committee

- The Transportation Committee heard a presentation from Island Corridor Foundation discussing the history and shared vision for the future of rail in the Alberni Valley.

- The presentation reaffirmed the need for assessment studies to be done on the current state of the rail line and for all levels of government (local, provincial, federal and First Nation) to be at the table to discuss possibilities for the future.

ACRD Regional Airport Advisory Committee

- The Airport Advisory Committee heard updates about the work being done on the airfield to clear brush and trees surrounding the runway.
- This work is done with consideration to conservation windows concerning both birds and turtles.

November 6, 2024 - ACRD Emergency Program Executive Committee

- The Emergency Committee discussed emergency readiness and the availability of emergency supplies.

November 11, 2024 – Remembrance Day Ceremony

- Councillor Solda attended the Remembrance Day Ceremony with along with Mayor Minions, Councillors Dame, Haggard, Mealey, and Patola as well as the wreath laying at Greenwood Cemetery that followed.


November 14th and 15th, 2024 – Community Investment Program (CIP) Grant Application Review

- Councillor Solda participated in the review of applications from community members and organizations to receive funding from the CIP grant.
- The deadline for applications was November 1, 2025 with confirmation letters to be sent to recipients in January of 2025.

November 16, 2024 – The Salvation Army's Hope in the Valley

- Councillor Solda, with Councillors Dame and Haggard, attended the Salvation Army's Hope in the Valley Christmas Campaign Launch.
- The Honourable Gord Johns presented Captain Michael Ramsay with the King Charles' III Coronation medal.
- This also marked the start of the Salvation Army's Kettle Drive. The public is encouraged to reach out if they would like to volunteer as the Kettle Drive is currently short volunteers.

Date: November 15, 2024
File No: 8160-20- Nov-25-24
To: Mayor & Council
From: M. Fox, CAO
Subject: Echo Aquatic Centre Operations

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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RECOMMENDATION

THAT Council direct staff to amend the 2025 Financial Plan to include \$110,000 in Aquatic Centre wages to facilitate daily operation of the Aquatic Centre in 2025.

PURPOSE

To provide Council with additional information regarding the operation of the Echo '67 Aquatic Centre.

BACKGROUND

Adequately staffing the City-owned Echo '67 Aquatic Centre has been challenging since the facility re-opened in October 2020 after closures due to the COVID-19 pandemic.

At the Committee of the Whole meeting on January 29, 2024, staff presented a report outlining that these ongoing staffing challenges and associated limited operating hours were consistent at facilities of similar size to Port Alberni across Vancouver Island and the Sunshine Coast. In addition, staff outlined strategies to recruit additional applicants. Staff continue to update the Frequently Asked Questions section of the website continues when new information is available.

The current public program schedule at the Aquatic Centre:

AQUATIC CENTRE & FITNESS STUDIO - October to December, 2024						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
POOL (including hot tub & sauna)	Adult Lanes 6:00 - 8:45 am	Adult Lanes 6:00 am - 1:00 pm	Adult Lanes 6:00 - 8:45 am	Adult Lanes 6:00 am - 1:00 pm	Adult Lanes 6:00 - 8:45 am	Adult Lanes 8:00 - 9:00 am
	AquaFit 9:00 - 9:45 am	Family Swim 9:00 - 11:00 am	AquaFit 9:00 - 9:45 am	Family Swim 9:00 - 11:00 am	AquaFit 9:00 - 9:45 am	Pool Closed for Registered Swim Lessons
	Adult Lanes 10:00 am - 1:00 pm		Adult Lanes 10:00 am - 1:00 pm		Adult Lanes 10:00 am - 1:00 pm	
	Family Swim 11:00 am - 1:00 pm	Gentle AquaFit 12:00 - 12:45 pm	Family Swim 11:00 am - 1:00 pm	Gentle AquaFit 12:00 - 12:45 pm	Family Swim 11:00 am - 1:00 pm	Adult Lanes 12:00 - 1:00 pm
	Family Swim 4:00 - 6:00 pm	Pool Closed for Registered Swim Lessons	Family Swim 4:00 - 6:30 pm	Pool Closed for Registered Swim Lessons	Family Swim 4:00 - 6:00 pm	Public Swim 1:00 - 2:30 pm
	Public Swim 6:00 - 7:30 pm		Public Swim 6:30 - 7:30 pm		Adult Lanes 5:00 - 6:00 pm	
FITNESS STUDIO	6:00 am - 1:00 pm 4:00 - 7:30 pm	6:00 - 10:00 am 12:00 - 1:00 pm	6:00 am - 1:00 pm 4:00 - 7:30 pm	6:00 am - 1:00 pm	6:00 am - 1:00 pm 4:00 - 7:30 pm	8:00 - 9:00 am 12:00 - 2:30 pm

Hiring additional Lifeguard/Swim Instructors is ongoing. We are currently onboarding five new employees, which will result in additional available swimming lesson spaces starting in January (after the completion of our current lesson set). In addition, staff continue to explore the viability of opening the Aquatic Centre on Saturday evenings and returning to daily operations (opening on Sundays).

ALTERNATIVES/OPTIONS

1. Council directs staff to amend the 2025 Financial Plan to include \$110,000 in Aquatic Centre wages to facilitate daily operation of the Aquatic Centre in 2025.
2. Council directs staff to maintain current operating hours (Monday – Saturday) in 2025.

ANALYSIS

Staff are cognizant that the community is interested in consistent operating hours at all facilities, rather than closures with little warning due to changes in staff availability.

IMPLICATIONS

The current five-year financial plan includes maintaining the current Aquatic Centre hours of operation (Monday – Friday 6am – 7:30pm, Saturday 8am – 2:30pm). To extend operating hours to include Saturday evenings and Sundays, the associated expenses in 2025 would be approximately \$110,000. Revenue to offset this additional cost would be determined by the number of registered and drop-in programs available. The Aquatic Centre achieves a 10% recovery of expenses, the estimate can be \$11,000. The overall increase in taxation to operate 7 days per week would be \$99,000 or 0.32% of a taxation increase.

COMMUNICATIONS

Staff will relay any Council direction to the public.

BYLAWS/PLANS/POLICIES

Returning the Aquatic Centre to consistent daily operations aligns with the goals and strategies within Council's *2023 – 2027 Corporate Strategic Plan* and the goals "the highest and best use is made of City-owned assets" and "City provides quality services to residents".

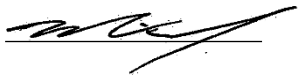
SUMMARY

Staff continue to examine opportunities to return the operating hours at the Echo '67 Aquatic Centre to pre-COVID-19 levels, including Saturday evenings and Sundays. Staff recommend that Council direct staff to amend the 2025 Financial Plan to include \$110,000 in Aquatic Centre wages to facilitate daily operation of the Aquatic Centre at some point in 2025.

ATTACHMENTS/REFERENCE MATERIALS

- [Pool Operation FAQ](#)
- [January 29, 2024 Committee of the Whole Meeting Agenda | Aquatic Centre Operations](#)
- [September 14, 2020 Regular Meeting of Council Agenda | Re-opening Aquatic Centre](#)

Date: November 18, 2024
File No: 0810-20-MP
To: Mayor & Council
From: M. Fox, CAO
Subject: **Multiplex Rink Board Replacement**

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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RECOMMENDATION

THAT Council direct staff to proceed with issuing a request for proposals for the following infrastructure on the Primary Sheet (Weyerhaeuser) at the Alberni Valley Multiplex in the spring of 2025:

- *Replace all rink (dasher) boards and kick plates*
- *Replace all acrylic glass and fasteners on the front of rink boards*
- *Replace all perimeter glass 5' in height to 6' in height and install corresponding stanchions*
- *Install a custom double door at the corner adjacent to the home team's bench*
- *Clean perimeter vertical glass to like-new condition*
- *Re-certification of all components by the contractor who installed the original rink boards*

PURPOSE

To obtain direction from Council on replacing rink boards at the Alberni Valley Multiplex.

BACKGROUND

The rink (dasher) boards on the Primary Sheet at the City-owned Alberni Valley Multiplex are original to the facility and are at the end of their chronological life. \$500,000 has been included for board replacement in the approved 2024-2028 Financial Plan.

ALTERNATIVES/OPTIONS

1. Replace all rink boards, kick plates, acrylic glass, 5' vertical glass with 6' glass, retaining stanchions. Install a double door adjacent to the home bench, clean all vertical glass.
2. Replace entire rink board system (boards, kick plates, steel frame, stanchions, referee boxes, team benches, scorekeeper's box).
3. Replace rink boards with thicker boards (½" board instead of ¼" board and ¼" acrylic glass) and remove acrylic glass (advertisements would be vinyl decals)
4. Replace current glass system (stanchions and panels) with a seamless glass system.

ANALYSIS

Option	Notes
Replace all rink boards, kick plates, acrylic glass, 5' vertical glass with 6' glass, retaining stanchions. Install a double door adjacent to the home bench, clean all vertical glass.	<ul style="list-style-type: none"> Retains appropriate current components (steel frame and current stanchions for tempered glass panels). Improves access by home teams to the ice surface (game-day experience).
Replace entire rink board system (boards, kick plates, steel frame, stanchions, referee boxes, team benches, scorekeeper's box).	Undertaking unnecessary cost to replace all components of the current board system.
Replace rink boards with thicker and remove acrylic glass.	Replacing vinyl decal advertisements at multiple intervals throughout the hockey season is cost prohibitive for the teams.
Replace current glass system (stanchions and panels) with a seamless glass system.	Refitting the current boards or installation of a new board system is required to install a seamless glass system.

IMPLICATIONS

Cost of replacement of the components as outlined in option 1 are likely to fall within the approved \$500,000 budget for this project and is feasible to complete in the current installation window (spring of 2025). Option 2 and 3 are likely to exceed available budget, option 2 may require an extended installation window, and option 3 most certainly will require an extended installation window.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Timely replacement of infrastructure aligns with the goals and strategies within Council's 2023 – 2027 *Corporate Strategic Plan* and the goals "the highest and best use is made of City-owned assets" and "City provides quality services to residents".


SUMMARY

The rink boards on the Primary Sheet at the City-owned Alberni Valley Multiplex are at the end of their chronological life. Staff recommend Council direct staff to proceed with issuing a request for proposals for replacement of the rink boards and associated equipment, retaining appropriate current components.

ATTACHMENTS/REFERENCE MATERIALS

- [City of Port Alberni Financial Plan 2024-2028](#)

Date: November 18, 2024
File No: 3950-20-3002-7
To: Mayor & Council
From: M. Fox, Chief Administrative Officer
Subject: Recognition of Service Policy No, 3002-7

Prepared by: <i>K. BODIN</i> DIRECTOR OF HUMAN RESOURCES	Supervisor: <i>M. Fox</i> CHIEF ADMINISTRATIVE OFFICE	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- a. THAT Council rescind the Recognition of Service Policy dated September 30, 2008.
- b. THAT Council approve Recognition of Service Policy No. 3002-7.

PURPOSE

To request Council approval for an updated Recognition of Service Policy.

BACKGROUND

The City's current Recognition of Service Policy provides recognition to employees when they have achieved 10 years of continuous service with the City and at every subsequent 10 years of service, as well as upon reaching the milestone of 25 years of service. It also provides recognition to employees upon their retirement from the City.

The City's current policy was last updated in 2008. It requires several updates to the processes outlined.

ALTERNATIVES/OPTIONS

Option One:

THAT Council rescind the current Recognition of Service Policy dated September 30, 2008.
THAT Council approve 'Recognition of Service Policy' No. 3002-7.

Option Two: THAT Council direct staff to review other options for the recognition of service.

ANALYSIS

The recognition of service of employees is something that most municipalities do, in various forms and for various milestones. The City's current Recognition of Service Policy provides recognition to employees when they have achieved 10 years of continuous service with the City and at every subsequent 10 years of service achieved, as well as upon reaching the milestone of 25 years of service. It also provides recognition to employees upon their retirement from the City.

The current policy has not been updated since 2008 and some of the processes outlined in it are not current. The proposed updated policy includes no changes to the different milestones for which employees are recognized, nor the value of the recognition provided.

The updated policy includes the processes that are currently being followed for the recognition of service. It also includes recognition for Councillors who have achieved 10 years of continuous service.

IMPLICATIONS

This updated policy will align with the current processes being followed for the recognition of service.

COMMUNICATIONS

None at this time. When this policy is applicable to staff they will receive communication regarding what they are eligible for.

BYLAWS/PLANS/POLICIES

None.

SUMMARY

The City's current Recognition of Service Policy was last updated in 2008. The proposed policy has been updated and includes the processes that are currently followed for the recognition of service. The proposed policy includes no changes to the different milestones for which employees are recognized, nor the value of the recognition provided. It includes recognition for Councillors who have achieved 10 years of continuous service.

Staff are recommending that Council rescind the current Recognition of Service policy and approve 'Recognition of Service Policy' No 3002-7.

ATTACHMENTS/REFERENCE MATERIALS

Draft Council Recognition of Service Policy No. 3002-7

Copy: M. Fox, CAO
S. Darling, Director of Corporate Services

POLICY No. 3002-7 | Recognition of Service

Approved:

Resolution No.:

Date of Last Review:

CITY OF
PORT ALBERNI



RECOGNITION OF SERVICE

1) POLICY

The City of Port Alberni will recognize employees for their years of service to the City as per the procedures outlined below.

2) PROCEDURE

Employees will be recognized for their years of service to the City as follows:

10 Years of Service: A jacket (or similar item) embroidered with the City logo will be presented to every employee who has achieved ten years of continuous year-round employment, and on every tenth anniversary of continuous employment thereafter. This will include full-time, part-time and casual employees.

25 Years of Service: Employees who have achieved 25 years of continuous service with the City will be presented with a watch (with the City logo printed on the face). The watch will be to a maximum value of \$500 and will be engraved as follows:

“First Name Last Name”, 25 Yrs., Year

Employees being recognized for 25 Years of Service will be presented with their watch at the Organizational Council Meeting, typically held on the second Monday in December.

Recognition at Retirement: Upon retirement employees shall receive a cheque of the value outlined below to recognize their years of service to the City:

Up to ten years of service	\$200
Up to fifteen years of service	\$300
Up to twenty years of service	\$400
Up to twenty-five years of service	\$500
More than twenty-five years of service	\$600

Retirement Celebration: The City will provide up to \$400 for the purpose of a retirement celebration for employees who are retiring. Reimbursement for expenses incurred (excluding alcohol) for such a celebration will be processed upon submission of receipts.

3) SCOPE

This policy applies to all employees (full-time, part-time and casual) who have worked on a continuous year-round basis.

Members of Council who achieve 10 years of continuous service will be eligible for “10 Years of Service” recognition as outlined above.

4) RESPONSIBILITIES

10 Year Service Awards: The Human Resources Department is responsible for determining who is eligible to be recognized for a 10-year service award, facilitating the ordering of appropriate clothing items, and coordinating with department managers regarding the presentation of these items.

25 Year Service Awards: The Human Resources Department is responsible for contacting employees who have achieved 25 years of service, having them select a watch, and inviting them to be presented with their award at the Organizational Council Meeting.

Retirement Recognition: The Human Resources Department is responsible for requesting retirement recognition cheques as required. The Department Manager is responsible for ensuring that Human Resources is aware of the upcoming retirement, and for presenting the retirement cheque to the retiring employee.


Retirement Celebration: The Human Resources Department or Department Manager is responsible for approving submitted expense receipts and processing them for reimbursement.

Name
Title

Name
Title

Date	Change Description
Sept 30, 2008	Previous version
Nov 15, 2024	Policy update

Date: November 11, 2024
File No: 1200-01
To: Mayor & Council
From: Mike Fox, CAO
Subject: 3rd Quarter - 2024 Procurement Summary

Prepared by: <i>A. MCGIFFORD</i> DIRECTOR OF FINANCE	Supervisor: <i>M. Fox</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT Council receive the report '3rd Quarter - 2024 Procurement Summary' dated November 11, 2024.

PURPOSE

To provide Council with an update/report on procurement contract awards and social procurement activities for the 3rd quarter.

BACKGROUND

The procurement policy delegates authority to designated City of Port Alberni [City] staff to award contracts for operating and capital projects which have been approved in Council's five-year financial plan. During the financial planning process, Council may identify contracts that are of particular interest to the Council or are of specific interest in the community that they wish to approve prior to award. Each department is responsible for the development and execution of procurements. Financial Services reviews and supports the process administratively.

ALTERNATIVES/OPTIONS

1. That Council receive the report '3rd Quarter - 2024 Procurement Summary' dated November 11, 2024.

ANALYSIS

All contracts awarded during this period are included in the Council adopted financial plan(s).

IMPLICATIONS

Not applicable.

COMMUNICATIONS

To provide transparency, procurement opportunities are publicly posted to the City's website and the BC Bid website. BC Bid is British Columbia's central electronic tendering website and is the main hub of all public procurement in the province. The successful vendor and the contract award amount are also posted.

BYLAWS/PLANS/POLICIES

The City's [Procurement Policy 3009-1](#) delegates authority for staff to award contracts provided the expenditure is approved in the Financial Plan. Council maintains the ability to identify opportunities during the financial planning process that requires their approval prior to staff awarding a contract.

SUMMARY

The City's procurement policy framework requires that all contract awards must fall within approved budgets in the Financial Plan, with exceptions provided only for emergency purposes. Through the financial planning process, Council has an opportunity to identify projects of significant value or community interest that require Council approval in the procurement process. A list of contracts awarded over the past year in excess of \$100,000 is included as *Appendix A*. The City is committed to continuing and expanding education both within in the organization and with the broader marketplace to utilize social procurement practices where reasonable, while exploring opportunities to support community benefits.

ATTACHMENT

- Appendix A – 3rd Quarter 2024 Procurement awards

c: Sara Darling, Director of Corporate Services

Appendix A – Contract Award Report

The following contracts above \$100,000 were awarded between July 1, 2024 and December September 30, 2024:

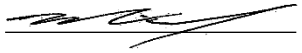
Procurement	RFT 024-24 Replace Public Works Boiler
Successful Vendor	Alberni Valley Refrigeration
Award Value	\$331,500
Award Method	Lowest, Qualified Price
Compliant Responses	1
Non-Compliant Responses	1
Ranking	Bidder
1	Alberni Valley Refrigeration

Procurement	ITT 025-24 Burde Street Surface Works
Successful Vendor	Bowerman Construction
Award Value	\$2,195,900
Award Method	Lowest, Qualified Price
Compliant Responses	4
Non-Compliant Responses	0
Ranking	Bidder
1	Bowerman Construction
	Echelon Creative
	Hazelwood Construction
	Windley Contracting

Procurement	RFP 019-24 Transportation Master Plan
Successful Vendor	Bunt & Associates
Award Value	\$299,663
Award Method	Pre-Qualified, Highest Ranked per Evaluation Criteria
Compliant Responses	3
Non-Compliant Responses	0
Ranking	Bidder
1	Bunt & Associates
2	Urban Systems
3	R.F. Binnie

Date: November 18, 2024
File No: 2240-20-WCSTA

To: Mayor & Council
From: M. Fox, Chief Administrative Officer
Subject: **MMBC Recycling Inc. (Recycle BC) Master Service Agreement (MSA)**

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

THAT Council authorize the Mayor and the Corporate Officer to enter into the Master Services Agreement with MMBC Recycling Inc., for a five-year term beginning January 1, 2025 and expiring December 31, 2029 for the purpose of collecting curbside recycling materials within the City.

PURPOSE

To renew agreement with Recycle BC for the collection of curbside recycling materials and associated works within the City boundary.

BACKGROUND

On September 13, 2021 the City assumed the curbside recycling collection as part of the new three-stream waste collection service. The ACRD continued to receive Recycle BC funding for eligible residences within the City of Port Alberni until December 31, 2021. Then the City entered into a contract directly with Recycle BC to receive compensation for collecting recycling effective January 1, 2022. This contract renewal is a continuation of the original MSA with increased incentives until December 31, 2029

ALTERNATIVES/OPTIONS

1. That Council authorize the Mayor and the Corporate Officer to enter into the Master Services Agreement with Recycle BC, for a three-year term beginning January 1, 2025 and expiring December 31, 2029 for the purpose of collecting curbside recycling materials within the City.
2. That Council does not enter into agreement and seek to cancel Recycling service.

ANALYSIS

Recycle BC will provide \$41.00 per household per year for the operational costs of collecting residential recycling as well as \$1.25 per household per year for education services and a further \$3.75 for service administration. There are currently 6,751 eligible households within the City of Port Alberni resulting in a monthly value of approximately \$ 23,066 for operational costs, \$2,110 for service administration and \$703 for educational services. The estimated costs for the ACRD to consolidate and transport recycling is currently

\$5,417 per month. This will result in an estimated monthly revenue of approximately \$13,565 to the City for the curbside collection of recycling. Providing \$20,462 per month to offset the cost of recycling collection. Annually the incentive will increase by Consumer Price Index.

IMPLICATIONS

To provide continued and uninterrupted service from Recycle BC the agreement must be executed prior to January 1, 2025.

COMMUNICATIONS

Not Applicable

BYLAWS/PLANS/POLICIES

Not Applicable

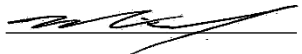
SUMMARY

- A three-stream waste collection system began on September 13, 2021 with the City assuming recycling collection within City boundaries.
- The City will be required to renew our agreement with Recycle BC beginning January 1, 2024 to December 31, 2029 to continue providing the recycling services for eligible properties in the City boundaries.

ATTACHMENTS/REFERENCE MATERIALS

Not Applicable

Date: November 20, 2024
File No: 0570-01
To: Mayor & Council
From: M. Fox, CAO
Subject: **Appointment of Deputy Corporate Officer**

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

THAT Council appoint Kim Motiuk, Deputy Director of Corporate Services, as Deputy Corporate Officer, to fulfill the responsibility of corporate administration in accordance with s. 148 of the Community Charter for the City of Port Alberni during vacation, leaves or other absences of the appointed Corporate Officer effective November 25, 2024.

PURPOSE

For Council to assign the responsibilities of Deputy Corporate Officer in accordance with the [Community Charter, s. 148](#), to fulfill the responsibilities of Corporate Officer in the absence of the appointed individual.

BACKGROUND

Sara Darling, Director of Corporate Services presently serves as the Corporate Officer. The City has hired Kim Motiuk as the Deputy Director of Corporate Services prompting the request for appointment of Ms. Motiuk as Deputy Corporate Officer

ALTERNATIVES/OPTIONS

1. That Council appoint Kim Motiuk, Deputy Director of Corporate Services, as Deputy Corporate Officer, to fulfill the responsibility of corporate administration in accordance with s. 148 of the Community Charter for the City of Port Alberni during vacation, leaves or other absences of the appointed Corporate Officer effective November 25, 2024.

ANALYSIS

The *Community Charter* requires assignment of the responsibility of corporate administration which includes a number of powers, duties, and functions as outlined in s.148. Sara Darling, Director of Corporate Services, presently fulfills the role of Corporate Officer. Staff are requesting that Ms. Motiuk be appointed as Deputy Corporate Officer for the City of Port Alberni to fulfill the responsibility of corporate administration during vacation, leaves or other absences of the Corporate Officer.

IMPLICATIONS

N/A

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

A resolution of Council is required to appoint Kim Motiuk, Deputy Director of Corporate Services, as Deputy Corporate Officer to allow for the fulfillment of Corporate Officer functions in the absence of Sara Darling.

ATTACHMENTS/REFERENCE MATERIALS

- [Community Charter, s.148](#)

“Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a)ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b)ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c)administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d)certifying copies of bylaws and other documents, as required or requested;
- (e)accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f)keeping the corporate seal, if any, and having it affixed to documents as required”