
AGENDA - REGULAR MEETING OF COUNCIL
Monday, December 9, 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

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A. CALL TO ORDER & APPROVAL OF THE AGENDA

2. 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.
3. Late items identified by Councillors.
4. Late items identified by the Corporate Officer.
5. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 8

1. Minutes of the Special meeting and Regular Council meeting on November 25, 2024 be adopted, as presented.

C. DELEGATIONS

1. **25-Year Employee Recognition Award**
Recognition of 25-year employee, Miki Schwarz, Aquatic Programmer.

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Five Year Financial Plan Q&A Summary - Page 15**
Summary of questions and responses as it relates to the 2025-2029 Financial Planning process.

2. **Echo Aquatic Centre Operations** - Page 17

Report dated November 29, 2024 from the Director of Parks, Recreation and Culture providing Council with additional information regarding Echo '67 Aquatic Centre operations.

THAT Council direct Administration 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. **Nuisance Abatement Bylaw | Escalating Cost Recovery Structure** - Page 22

Report dated November 27, 2024 from the Manager of Community Safety & Social Development providing information related to an escalating cost recovery structure as it pertains to the Nuisance Abatement Bylaw.

THAT Council authorize the Bylaw Services department to strengthen its existing cost recovery structure related to the "City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705" by implementing two new fines, which will be included in "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" as follows:

- *\$500.00 fine for violations of Section 3(1): Cause/permit nuisance on real property;*
- *\$175 fine for violations of Section 3(2): Cause/permit nuisance in public.*

4. **The Next Level | Liquor Primary License – B-4963 Angus Street** - Page 27

Report dated November 28, 2024 from the Manager of Planning requesting Council consideration of The Next Level Liquor Primary License application.

THAT Council support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and endorse the comments in the report from staff dated November 28, 2024.

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. **"City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024"** - Page 46

THAT "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5097-1.

2. **"Fire Control Bylaw No. 5122, 2024"** - Page 48

THAT "Fire Control Bylaw No. 5122, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5122.

3. **“City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024”** - Page 86
THAT “City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4705-3.

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. **2025 AVICC AGM & Convention | 2nd call for Resolutions and Convention Information**
- Page 90
Correspondence from AVICC providing information for the 2025 AGM and Convention resolution notice submission process and call for nominations to the Executive Committee.
Council direction requested.

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 106
 - a. BC Economic Development Association | 2025 BC Economic Summit
 - b. The Village of Nakusp | Emergency Room Closures
 - c. Alberni-Clayoquot Regional District | MOU for Long Beach Airport
 - d. Contract Management Committee Secretariat | Deployment of Body Worn Cameras
 - e. Association of Vancouver Island and Coastal Communities | Media Advisory – Watershed Security and Land Conservation Issues
 - f. Ministry of Post Secondary Education and Future Skills | Grants in Lieu of Property Taxes for Post Secondary Institutions
 - g. Island Health | Health Impacts of the Winter Season
 - h. Alberni Valley Museum and Heritage Commission | Minutes of October 2 & November 6, 2024

J. REPORT FROM IN-CAMERA

1. Council released for public consumption that Councillor Mealey will be temporarily withdrawing from his status as Board Director [Council liaison] on the Alberni-Clayoquot Care Society.

2. Council released for public consumption direction that should there be a supportive referendum for the proposed new Aquatic Centre, Russell Field would be the designated location as determined in conjunction with the Alberni-Clayoquot Regional District.

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 155**
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. **2025 Meeting Schedules - Page 160**
Report dated November 1, 2024 from the Director of Corporate Services requesting Council approval of the 2025 meeting schedules.
 - a. *THAT City of Port Alberni Council approve the 2025 regular meeting schedule attached to this report and further, that Administration be authorized to publish notice of availability of the schedule.*
 - b. *THAT City of Port Alberni Council approve the 2025 meeting schedules attached to this report for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Traffic Advisory Committee, and Alberni Valley Heritage Commission.*
2. **Council Appointments | Internal and External Committees & Commissions - Page 169**
Report dated November 8, 2024 from the Director of Corporate Services providing an overview of various committees/commissions Council participates in both internally and externally to review in advance of 2025 appointments.
 - a. *THAT Council receive the report 'Council Appointments - Internal and External Committees & Commissions' dated November 8, 2024.*
 - b. *THAT Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 4 votes), to the positions of Director of the Alberni-Clayoquot Regional District with alternates [in order] as follows:*
Councillor Patola
Councillor Dame
Councillor Solda
Councillor Mealey

3. **Community Investment Program | 2025 Recommendations** - Page 179

Report dated November 29, 2024 from the Director of Parks, Recreation and Culture requesting Council consideration of the Community Investment Program Committee 2025 recommendations.

- a. *THAT Council approve the 2025 Community Investment Program Committee recommendations as outlined in the staff report dated November 29, 2024.*
- b. *THAT Council permit operational approvals of up to three years for local events where staff deem it appropriate and where there is support from the event provider.*
- c. *THAT Council approve the updated Terms of Reference for the Community Investment Committee, dated December 9, 2024.*

4. **Authorize Council Registration | 2025 Conferences** - Page 188

Report dated December 9, 2024 from the Director of Corporate Services requesting Council consideration of their attendance at conferences in 2025.

- a. *THAT Council authorize Mayor Minions and [insert names] to participate in the 80th Annual Truck Loggers Association [TLA] Convention, taking place January 15-17, 2025 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*
- b. *THAT Council authorize [insert names] to participate in the annual BC Council of Forest Industries 2025 Convention, taking place April 2-4, 2025 in Prince George, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*
- c. *THAT Council authorize [insert names] to participate in the annual BC Economic Development Association [BCEDA] 2025 BC Economic Summit taking place May 12-15, 2025 in Penticton, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*
- d. *THAT Council authorize [insert names] to participate with the Mayor in the Federation of Canadian Municipalities 2025 Annual Conference and Trade Show taking place May 29 –June 1, 2025 in Ottawa, Ont. with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.*
- e. *THAT Council authorize [insert names] to participate in the Vancouver Island Economic Alliance (VIEA) Summit taking place October 28, 29, 30, 2025 in Nanaimo, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.*

5. **Council Code of Conduct** - Page 196

Report dated December 2, 2024 from the Deputy Director of Corporate Services providing the Council Code of Conduct for review.

THAT Council direct Administration to develop a Council Code of Conduct Bylaw linked to the Council Remuneration Bylaw, which establishes clear behavioural guidelines for Council members, outlines sanctions for breaches of conduct, and promotes transparency and integrity in serving the City of Port Alberni, thereby ensuring accountability and upholding public trust.

6. **FX Nite Club | Change to Hours of Liquor Service [Outside Service Hours]** - Page 254

Report dated November 28, 2024 from the Development Planner requesting Council consideration of the FX Nite Club change of hours of liquor service.

THAT Council make resolution not supporting the Change to Hours of Liquor Service application for the FX Nite Club operating at 3131 3rd Avenue and endorse the comments in the report from staff dated November 28, 2024.

7. **Motion to Reduce Expenditures for the 2025 Port Alberni Budget | Cllr. Patola** - Page 270

WHEREAS, the City of Port Alberni is subject to the common economic pressures of demand and supply, and

WHEREAS, the City of Port Alberni is continuing to experience increasing costs of labour and materials, in order to provide current service levels in all departments, and

WHEREAS, increases in service levels also contribute to increases in budget demands, and

WHEREAS, the City of Port Alberni budget is funded primarily through the collection of property taxes, and

WHEREAS, there are minimum service levels required for the healthy social and economic functioning of the city, and

WHEREAS, the City of Port Alberni provides optional services that contribute to the social and economic health of the city, and

WHEREAS, the budget process is an imprecise process of balancing minimum service levels and optional service levels to maintain the social and economic health of the city including healthy growth, and

WHEREAS, the City of Port Alberni priorities as stated in the strategic plan evolve over time, and

WHEREAS, the City of Port Alberni service levels should evolve and correspond to the strategic plan, and

WHEREAS, the following areas may be considered to adjust service levels to be inline with the strategic plan and a manageable tax burden:

(a) Park Maintenance savings of \$116,00

(b) Horticulture savings of \$439,000

(c) Visitor Centre savings of \$104,000

(d) Alberni Pacific Railway savings of \$60,000

(e) IHS collections savings of \$42,000

- (f) McLean Mill savings of \$202,000
- (g) ACRD contributions to city benefits
 - a. Recreation facilities \$503,461
 - b. Economic Development \$15,000
 - c. Marine Access \$10,000
 - d. Parks Spaces \$10,000
- (h) Fire Department savings of \$357,000
- (i) Community Policing savings of \$163,000
- (j) Bylaw Department savings of \$60,522
- (k) Multiplex Arena savings of \$227,000
- (l) And
{total savings of \$2,309,169}

WHEREAS, reduction in optional service levels may also produce a net benefit in capital resources, and

WHEREAS, The City of Port Alberni has opportunities to increase revenues through non-tax sources including but not limited to:

- (a) Civic campground \$400,000
- (b) Pay per use fees at market rates for all facilities \$XXXXX
- (c) Enforcement and collection of industrial and commercial bylaw violations \$10,000
- (d) Cost recovery sale of utilities (water/sewer/etc.) \$XXXXX
- (e) Alternate power generation \$XXXXX
- (f) And
{total increased revenues \$500,000 APPROX.}
{total effect on financial plan approximately \$2.8 million}

THEREFORE, BE IT RESOLVED THAT CITY ADMINISTRATION

- (1) Verify and provide reasonable approximations of the aforesaid amounts, and
- (2) Prepare a 2025 budget and accompanying 5 year financial plan which includes the aforesaid alterations with relevant comments from department directors as to feasibility, efficiency alternatives and effect of the alterations.

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.

N. ADJOURNMENT

That the meeting adjourn at ____PM

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, November 25, 2024 @ 11:00 a.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

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

Regrets: Councillor T. Patola

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: @ 11:05 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 1:11 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE 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

Present: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor C. Solda
Councillor T. Patola @ 2:04 p.m.

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Culture
S. Bourgoin, Manager of Recreation Services
Evan Borovica, Project Manager
J. Pelech, Information Services Manager

Gallery: 4

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special meeting on November 12, 2024 be adopted, as presented;

AND FURTHER, THAT the minutes of the Regular Council meeting on November 12, 2024 be adopted, as amended to reflect removal of Councillor Solda's attendance at the Remembrance Day Ceremony within 'Council Reports'.

C. DELEGATIONS

1. Introduction | Deputy Director of Corporate Services

The Director of Corporate Services introduced the City's new Deputy Director of Corporate Services, Kim Motiuk.

D. UNFINISHED BUSINESS

1. Five Year Financial Plan Q&A Summary

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

E. STAFF REPORTS

F. BYLAWS

1. 2024-2028 Financial Plan Amendments

MOVED AND SECONDED, 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**

CARRIED | Res. No. 24-367

2. "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024"

MOVED AND SECONDED, THAT the "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be now introduced and read a first time.

CARRIED | Res. No. 24-368

MOVED AND SECONDED, THAT "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be read a second time.

CARRIED | Res. No. 24-369

MOVED AND SECONDED, THAT "City of Port Alberni 2024-2028 Financial Plan Amendment Bylaw No. 5097-1, 2024" be read a third time.

CARRIED | Res. No. 24-370

3. Fire Control Bylaw

MOVED AND SECONDED, THAT "Fire Control Bylaw No. 5122, 2024" be now introduced and read a first time.

CARRIED | Res. No. 24-371

MOVED AND SECONDED, THAT "Fire Control Bylaw No. 5122, 2024" be read a second time.

CARRIED | Res. No. 24-372

MOVED AND SECONDED, THAT "Fire Control Bylaw No. 5122, 2024" be read a third time.

CARRIED | Res. No. 24-373

4. **Nuisance Abatement Bylaw No. 4705-3 | Amendment**

MOVED AND SECONDED, THAT "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024" be now introduced and read a first time.

CARRIED | Res. No. 24-374

MOVED AND SECONDED, THAT "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024" be read a second time.

CARRIED | Res. No. 24-375

MOVED AND SECONDED, THAT "City of Port Alberni Nuisance Abatement Bylaw No. 4705-3, 2024" be read a third time.

CARRIED | Res. No. 24-376

G. CORRESPONDENCE FOR ACTION

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

MOVED AND SECONDED, 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.

CARRIED | Res. No. 24-377

2. **Ministry of Environment and Climate Change Strategy | Five-Year Bear Smart Renewal Review**

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

CARRIED | Res. No. 24-378

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- 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

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. Flag Policy

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

CARRIED | Res. No. 24-379

2. Echo Aquatic Centre Operations

MOVED AND SECONDED, THAT Council postpone consideration to 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 to the December 9, 2024 Regular meeting to permit staff to bring additional information.

CARRIED | Res. No. 24-380

3. Echo Aquatic Centre

MOVED AND SECONDED, THAT Council postpone consideration of the following motion for consideration at the January 14, 2024 Committee of the Whole Financial Plan meeting to permit staff to bring additional information.

CARRIED | Res. No. 24-381

POSTPONED to January 14, 2024 Committee of the Whole

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**

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 direct 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.

CARRIED | Res. No. 24-382

Councillor Mealey left the meeting at 3:12 pm, declaring a conflict of interest as a recipient of remuneration from the Alberni Valley Bulldogs.

5. **Multiplex Rink Board Replacement**

MOVED AND SECONDED, 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*

CARRIED | Res. No. 24-383

Councillor Mealey returned to the meeting at 3:21 p.m.

6. **Recognition of Service Policy**

MOVED AND SECONDED, THAT Council rescind the Recognition of Service Policy dated September 30, 2008.

CARRIED | Res. No. 24-384

MOVED AND SECONDED, THAT Council approve Recognition of Service Policy No. 3002-7.

CARRIED | Res. No. 24-385

Mayor Minions left the meeting at 3:24 p.m.

Councillor Mealey assumed the Chair at 3:24 p.m.

7. **3rd Quarter | 2024 Procurement Summary**

MOVED AND SECONDED, THAT Council receive the report ‘3rd Quarter – 2024 Procurement Summary’ dated November 11, 2024.

CARRIED | Res. No. 24-386

8. **MMBC Recycling Inc. (Recycle BC) Master Service Agreement**

MOVED AND SECONDED, 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.

CARRIED | Res. No. 24-387

9. **Appointment of Deputy Corporate Officer**

MOVED AND SECONDED, 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.

CARRIED | Res. No. 24-388

M. QUESTION PERIOD

Mike

Inquired regarding the financial implications associated with the previous five years of operations for the Echo Aquatic Centre.

B. Randles

Inquired regarding the status of Echo Aquatic Centre infrastructure.

J. Leskosek

Inquired regarding the Multiplex rink board replacement costs and financial implications [tax increases] related to new initiatives such as Somass Lands and Connect the Quays.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:54 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



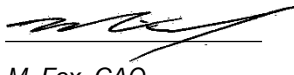
2025 - 2029 Financial Plan Questions & Responses

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 comparables 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 29, 2024
File No: 8160-20-Dec-9-24
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 daily operation of the Echo '67 Aquatic Centre.

BACKGROUND

At the November 25, 2024 Regular Meeting, Council passed the following motion:

THAT Council postpone consideration to 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 to the December 9, 2024 Regular meeting to permit staff to bring additional information.

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 (return of Saturday evenings and Sundays).
2. Council directs staff to retain the current operating schedule.

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 the operating hours of the Aquatic Centre to pre-COVID levels, approximately \$110,000 is required to be added to the five-year financial plan:

2019-2024 Aquatic Centre									
Budget and Actuals									
BUDGET			Pre-Covid					2019 to 2024	2019 to 2024
Revenues		2019	2020 V.4	2020	2021	2022	2023	2024	% change \$
14716	Echo Aquatic Centre	39,444	41,142	41,142	41,925	42,344	39,000	32,000	-23.26% (7,444)
14732	Echo Aquatic Centre	258,417	242,198	132,198	190,000	89,000	182,000	203,500	-26.99% (54,917)
		297,861	283,340	173,340	231,925	131,344	221,000	235,500	-26.48% (62,361)
Expenditures									
27134	Echo Aquatic Maintenance	540,087	546,149	510,306	445,326	456,698	497,259	512,687	-5.34% (27,400)
27160	Echo Aquatic Programs	772,930	803,850	427,808	510,000	619,377	729,724	847,498	8.80% 74,568
		1,313,017	1,349,999	938,114	955,326	1,076,075	1,226,983	1,360,185	3.47% 47,168
Net taxation to cover annual operational budget		1,015,156	1,066,659	764,774	723,401	944,731	1,005,983	1,124,685	109,529
% increase			5.07%	-28.30%	-5.41%	30.60%	6.48%	11.80%	9.74%
ACTUALS			Pre-Covid					YTD	2019 to 2023
Revenues		2019	2020 V.4	2020	2021	2022	2023	2024	% change \$
14716	Echo Aquatic Centre	40,345		14,263	17,187	34,424	20,474	13,745	-97.05% (19,871)
14732	Echo Aquatic Centre	260,073		84,323	75,383	191,374	213,127	168,890	-22.03% (46,947)
		300,419		98,586	92,570	225,799	233,601	182,635	-28.60% (117,783)
Expenditures									
27134	Echo Aquatic Maintenance	500,392		430,348	511,988	525,702	586,134	492,350	14.63% 85,743
27160	Echo Aquatic Programs	741,235		463,974	465,097	688,591	783,417	669,333	5.38% 42,183
		1,241,626		894,322	977,085	1,214,293	1,369,551	1,161,683	9.34% 127,925
Actual Net Revenues & Expenditures		941,207		795,736	884,515	988,494	1,135,950	979,048	194,743
% increase				-15.46%	11.16%	11.76%	14.92%	-13.81%	17.14%
Reference point made in RCM		Pre-covid 2020-24 FP	2024-2028 FP	Difference					
Expenditures		2024	2024						
27134	Echo Aquatic Maintenance	620,347	512,687	107,660					
27160	Echo Aquatic Programs	854,447	847,498	6,949					
		1,474,794	1,360,185	114,609					

Notes:

- Average increase in taxation from 2019 – 2024: 0.69%
- Average actual increase for expenditures from 2019 – 2023: 2.34%

Revenues offsetting the increase in expenditures will be determined by the number of programs available (revenue generation and associated staff costs from swimming lessons and public programs). Generally, revenues at the Aquatic Centre recover 10% of costs (\$11,000 revenues to \$110,000 in expenses).

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 in 2025.

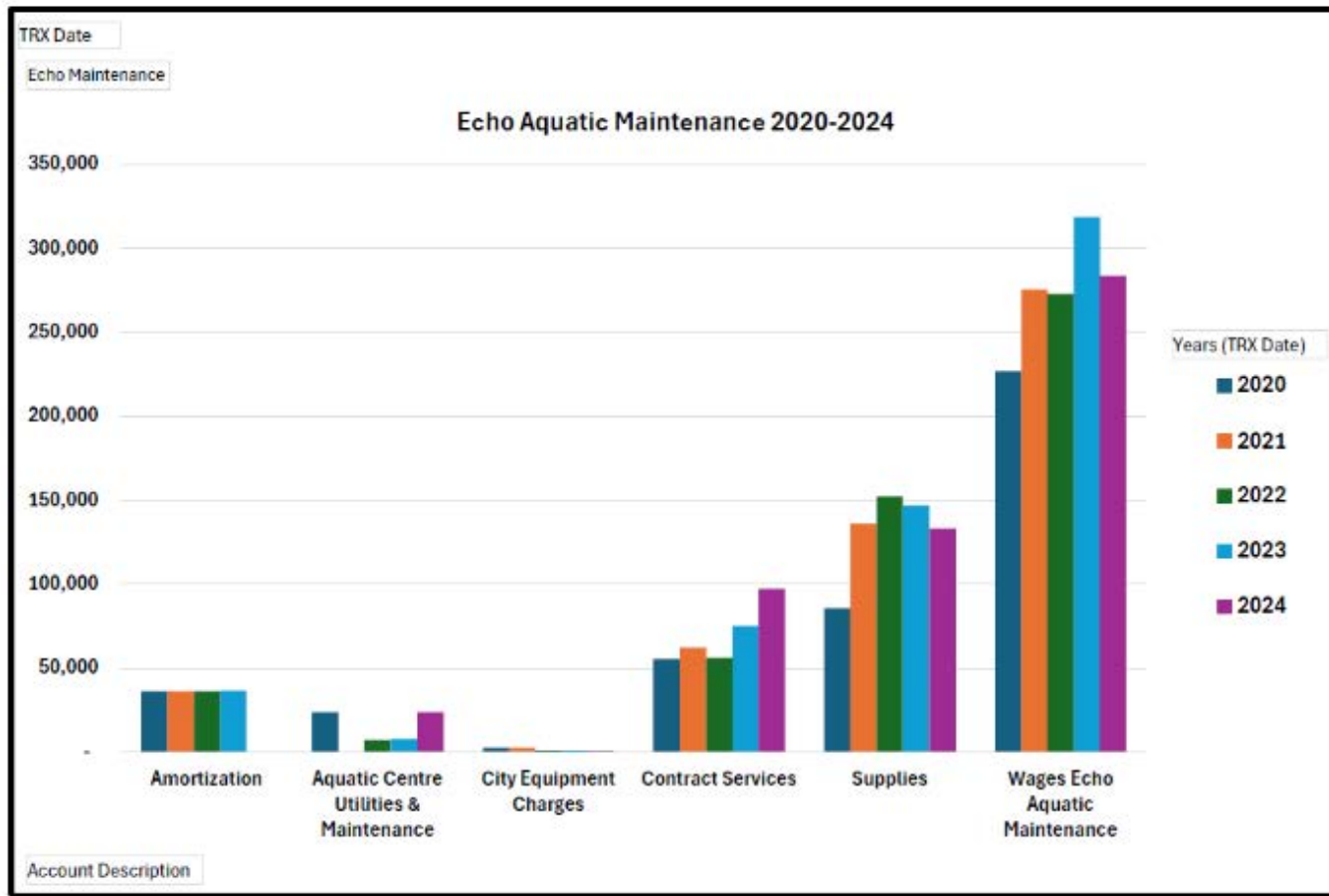
ATTACHMENTS/REFERENCE MATERIALS

- Echo Aquatic Maintenance: 2020-2024
- [Pool Operation FAQ](#)
- [November 25, 2024 Regular Meeting of Council Agenda | Echo Aquatic Centre Operations](#)
- [January 29, 2024 Committee of the Whole Meeting Agenda | Aquatic Centre Operations](#)
- [September 14, 2020 Regular Meeting of Council Agenda | Re-opening Aquatic Centre](#)

Echo Maintenance						
	2020	2021	2022	2023	2024	Grand Total
Amortization	36,050	36,050	36,050	36,580		144,730
Aquatic Centre Utilities & Maintenance	23,624		7,142	7,688	23,645	62,100
City Equipment Charges	2,553	2,397	1,183	1,047	887	8,067
Contract Services	55,378	62,286	56,034	75,100	97,219	346,017
Supplies	85,726	135,847	152,361	147,009	133,097	654,039
Wages Echo Aquatic Maintenance	227,016	275,408	272,932	318,710	283,716	1,377,782
Grand Total	\$ 430,348	\$ 511,988	\$ 525,702	\$ 586,134	\$ 538,564	\$ 2,592,736

% of direct Costs for Chemical/Utility/ Electrical & Plumbing

2020	2021	2022	2023
115,030.24	131,386.32	153,576.33	145,312.39
200,529.75	200,529.75	216,720.17	230,843.66
57%	66%	71%	63%

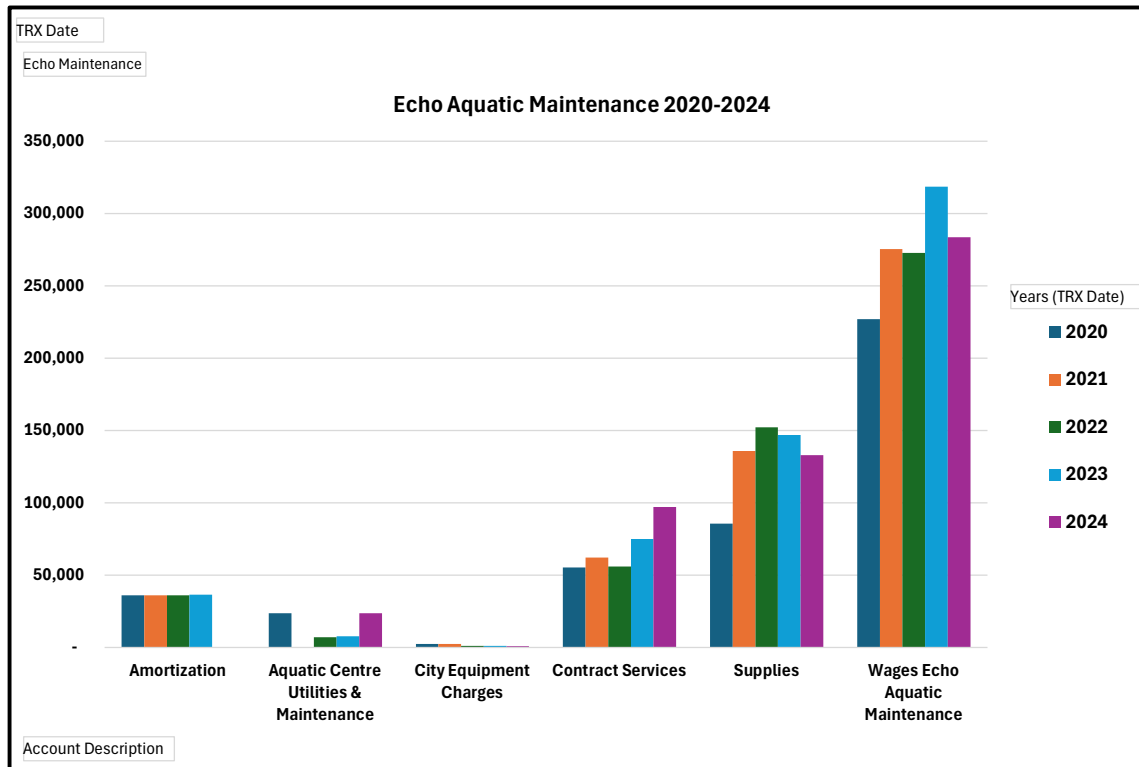


Echo Centre Cost Analysis

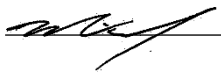
Echo Maintenance	2020	2021	2022	2023	2024	Grand Total
Amortization	36,050	36,050	36,050	36,580		144,730
Aquatic Centre Utilities & Maintenance	23,624		7,142	7,688	23,645	62,100
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Supplies	85,726	135,847	152,361	147,009	133,097	654,039
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Grand Total	\$ 430,348	\$ 511,988	\$ 525,702	\$ 586,134	\$ 538,564	\$ 2,592,736

% of direct Costs for Chemical/Utility/ Electrical & Plumbing

2020	2021	2022	2023
115,030.24	131,386.32	153,576.33	145,312.39
200,529.75	200,529.75	216,720.17	230,843.66
57%	66%	71%	63%



Date: November 27, 2024
File No: 3900-02
To: Mayor & Council
From: M. Fox, CAO
Subject: City of Port Alberni Nuisance Abatement Bylaw | Escalating Cost Recovery Structure

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

THAT Council authorize the Bylaw Services department to strengthen its existing cost recovery structure related to the "City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705" by implementing two new fines, which will be included in "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" as follows:

- \$500.00 fine for violations of Section 3(1): Cause/permit nuisance on real property
- \$175 fine for violations of Section 3(2): Cause/permit nuisance in public

PURPOSE

For Council to consider the introduction of the following fines under the *Nuisance Abatement Bylaw*:

- 1) A proposed fine of \$500 for violations of Section 3(1): Cause/permit nuisance on real property; and
- 2) A proposed fine of \$175.00 for violations of Section 3(2): Cause/permit nuisance in public.

BACKGROUND

At the November 18, 2024 Committee of the Whole meeting, the Committee directed staff to investigate proposed higher rates and reoccurring nuisance property penalties as it pertains to the "City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705" by comparing it with other communities.

The *Community Charter*, S.B.C. 2003, c.26, grants municipalities the authority to impose fines in a few key sections:

1. Section 260: This section broadly empowers Council to enact bylaws for enforcing other municipal bylaws. It provides a range of enforcement tools, including fines.
2. Section 265: This section specifically addresses penalties for bylaw offences. It allows municipalities to establish fines, with the maximum amount generally set by provincial regulation. It also allows for different fine amounts that apply depending on whether the amount is paid on or before the thirtieth day from the date on which the ticket is served.
3. Section 192(f): This section lists "fines and other penalties" as a valid source of municipal revenue.

While the *Community Charter* grants municipalities the authority to impose fines, it also sets limits relating to the maximum fine for a bylaw offence, which is typically set by provincial regulation. Additionally, municipalities must follow proper procedures when enforcing bylaws and imposing fines, including providing notice and opportunities for individuals to challenge the penalties.

Presently, the City of Port Alberni has three nuisance properties that have received Remedial Action Requirement letters to abate properties that are in a serious state of disrepair, unsightly, or a health and safety risk to the community. Property owners have been notified and, in some cases, repeatedly fined. Council is interested in devising an escalating financial penalty structure for non-compliant property owners to reduce the number of nuisance properties and hold property owners accountable for the maintenance and upkeep of properties.

ALTERNATIVES/OPTIONS

1. That Council authorize the Bylaw Services department to strengthen its existing cost recovery structure related to the "*City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705*" by implementing two new fines, which will be included in "*Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929*" as follows:
 - \$500.00 fine for violations of Section 3(1): Cause/permit nuisance on real property
 - \$175 fine for violations of Section 3(2): Cause/permit nuisance in public
2. That Council direct an alternative fine amount based on the information provided in Appendix "A" – Fines Charged by Other Communities for Nuisance Abatement.
3. That Council decline implementation of proposed fines.

ANALYSIS

Research of other communities in British Columbia indicates that there are several patterns for cost recovery systems to address repeat nuisance properties:

- **Trigger for Fees:** Penalties are usually triggered when authorities respond to the same property multiple times within a set period. This is often more than three calls within a 12-month period, or more than one call within a 24-hour period.
- **Prior Notice:** Property owners are given notice before penalties are imposed.
- **Fee Recovery:** Unpaid fees can be added to property taxes.

The research conducted indicates that other communities have cost recovery systems in place for repeat nuisance service calls and excessive visits by authorities within a specified timeframe, which is triggered after a certain number of occurrences. The amount charged does not escalate for each occurrence thereafter. for non-compliant property owners of nuisance properties.

A cost recovery mechanism based on Sections 231 and 258 of the *Community Charter* grants the City the authority to bill and recover costs related to nuisance abatement. These costs can be recovered in the same manner as property taxes, or in any other legally authorized manner. The fees are based on the time spent by City staff, RCMP, or Fire/Rescue personnel addressing the nuisance, charged on an hourly basis or for any portion of a quarter hour and are currently outlined in Schedule "A" of the bylaw.

However, the Nuisance Abatement Bylaw currently does not have any fines associated with it. It is recommended that Council authorizes the introduction of fines for the Nuisance Abatement Bylaw, which will require both an amendment to the *"City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"* to reflect the addition of a fine structure and an amendment to the *"Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929"* for inclusion of fines once approved. The fines are as follows:

1) A fine for violations of Section 3(1): Cause/permit nuisance on real property:

The recommended approach is to adopt a fine of \$500.00 for violations of Section 3(1) of *"City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"*. This proposed amount is based on an analysis of the fines charged by other municipalities across BC for nuisance abatement, with a summary provided in Appendix "B". Fines for causing or permitting a nuisance on real property range from \$100.00 to \$500.00, with a median value of \$250.00.

2) A fine for violations of Section 3(2): Cause/permit nuisance in public:

The recommended approach is to adopt a fine of \$175.00 for violations of Section 3(2) of *"City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"*. This proposed amount is based on an analysis of the fines charged by other municipalities across BC for nuisance abatement, with a summary provided in Appendix "B". Fines for causing or permitting a nuisance in public range from \$100.00 to \$250.00, with a median value of \$175.00.

IMPLICATIONS

The introduction of these two fines under the *"City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"*, to be incorporated into the *"Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929"*, will provide the City with a more comprehensive cost recovery mechanism for addressing nuisance abatement in general, as well as for nuisance properties specifically. Staff time for inspections is already being charged under Schedule "A" of the *Nuisance Abatement Bylaw*, which are included in the *Fees and Charges Bylaw No. 4665*.

City staff will follow all appropriate procedures when enforcing the fines, including providing notice and opportunities for individuals to challenge the penalties.

COMMUNICATIONS

Once approved, an amendment will be required for the *"City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"* and *"Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929"* to add the fines. The bylaw will be communicated through the City of Port Alberni website and communicated through the City Connect newsletter.

BYLAWS/PLANS/POLICIES

- *"City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"*
- *"City of Port Alberni Fees and Charges Bylaw, 2007, Bylaw No. 4665"*
- *"Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929"*

SUMMARY

Staff are recommending that two fines be added to the *"City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705"* captured within the *"Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929"*.

ATTACHMENTS

Appendix A – Fines Charged by Other Communities for Nuisance Abatement

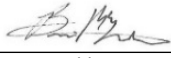


Copy: A. McGifford, Director of Finance

Appendix “A” – Fines Charged by Other Communities for Nuisance Abatement

	Community	Fine Amount and Description
1	Town of Ladysmith	\$250.00 – Cause/permit nuisance \$250.00 – Cause nuisance in public
2	Municipality of North Cowichan	\$100.00 – Cause a nuisance \$200.00 – Permit nuisance to occur on property
3	Resort Municipality of Whistler	\$100.00 – Cause nuisance within municipality \$100.00 – Cause, suffer or permit any nuisance in or upon real property
4	Regional District of North Okanagan	\$100.00 – Public nuisance
5	City of Chilliwack	\$500.00 – Cause or permit a nuisance
6	Township of Esquimalt	\$200.00 – Owner/Occupier permit to become or remain unsightly \$200.00 – Emit odour/vibration/illumination/dust which disturbs others \$200.00 – Person make noise that disturbs
7	City of Kelowna	\$150.00 – Create a nuisance in a park
8	City of Nanaimo	\$250.00 – Disturb peace, quiet and enjoyment of the community
9	City of Maple Ridge	\$450.00 – Cause nuisance \$250.00 – Permit unsightly matter to accumulate
10	City of North Vancouver	\$150.00 – Accumulation of rubbish \$150.00 – Untidy or unsightly premise \$200.00 – Nuisance construction lighting
11	District of North Vancouver	\$100.00 – Causing a nuisance \$100.00 – Permit a nuisance
12	Township of Langley	\$500.00 – Cause, allow or permit a nuisance \$500.00 – Cause, allow or permit a hazardous condition to exist on a property
13	City of Penticton	\$100.00 – Bylaw Enforcement or other City service response (repeat calls)
14	City of Victoria	\$350.00 – Permit nuisance activity \$500.00 – Fail to abate nuisance/noise
15	City of Port Coquitlam	\$250.00 – Nuisance at law

Date: November 28, 2024
File No: 4320-50-TNL

To: Mayor and Council
From: M. Fox, CAO
Subject: **Council Resolution – Application LIQ24-03 (The Next Level)- Liquor Primary License**
 B-4963 Angus Street, Port Alberni
 Applicant: J. Donovan dba The Next Level

Prepared by:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

- a. *THAT Council support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and endorse the comments in the report from staff dated November 28, 2024.*

PURPOSE

To consider The Next Level's application for a new Liquor Primary License at B-4963 Angus Street, and provide comments to the Liquor and Cannabis Regulation Branch (LCRB).

BACKGROUND

The applicant has submitted application to the Liquor and Cannabis Regulation Branch (LCRB) for a new Liquor Primary License to operate a pub/night club called "The Next Level" in the former Beaufort Hotel building at 4963 Angus Street. The Next Level occupies the ground-floor unit of the building where they intend to offer live music events, DJ'd music, and darts and pool facilities. For more details, see the applicant's letter of intent attached to this report.

Status of the application

At the November 12th Regular Council meeting, Council postponed consideration of the Liquor Primary License application until the December 9th meeting and directed Administration to mail notice of the application to nearby properties. Council also passed a motion requiring that the applicant enter a Good Neighbour Agreement with the City prior to renewal of their business license in January 2025.

Status of the Property

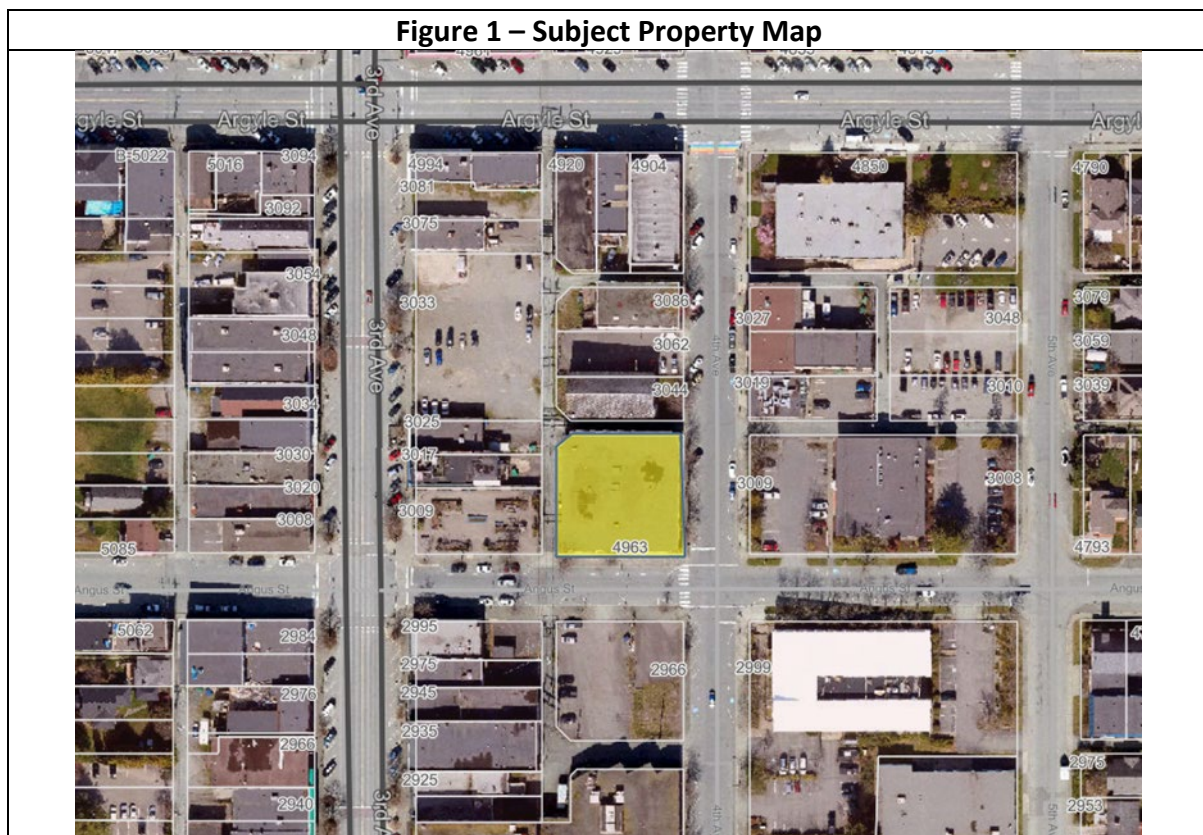
The building at 4963 Angus Street was previously operated as a hotel with a bar on the ground floor. However, the building is no longer operating as a commercial hotel, with former guest rooms converted to single-room occupancy dwellings (SROs) for permanent tenants.

Liquor Control and Licencing Act

Under the *Liquor Control and Licencing Act*, local governments are provided an opportunity to comment on applications for a Liquor Primary Licence. When a Council “opts-in” to providing comment, they must consider the establishment’s location, person capacity, and proposed hours of liquor service. The LCRB must receive a resolution from Council within 90 days of the City accepting the application in the ministry’s referral portal.

Location

The property is zoned *C7 Core Business* in *Zoning Bylaw No. 5105* and is located in the Uptown commercial area. All surrounding properties are also zoned C7. Since C7 allows dwelling units to be located above commercial businesses, several surrounding buildings have permanent occupants.



Location	Ground floor of commercial building at north-western corner of Angus Street and 4 th Avenue.
Current Land Use	GCO General Commercial
Current Zoning	C7 Core Business

Person Capacity and Hours of Liquor Service

The Liquor Primary license would permit liquor service to an indoor service area with a maximum capacity of 199 persons. The hours of liquor service are proposed as follows:

Table 2 – Hours of Liquor Service							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00p.m.
End	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00a.m.

OPTIONS

1. *THAT Council support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and endorse the comments in the report from staff dated November 28, 2024.*
2. *THAT Council support the Liquor Primary License application for the Next Level operating at B-4963 Angus Street with conditions and provide rationale based on the regulatory criteria of the LCRB (noise or general impact on the community).*
3. *THAT Council make resolution to not support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street providing rationale based on the regulatory criteria of the LCRB (noise or general impact on the community).*

Administration recommends Option 1.

ANALYSIS

Council's resolution on the application must consider the following¹:

- The impact of noise on the community in the immediate vicinity of the establishment or service area;
- The general impact on the community if the application is approved;
- The views of local residents.

¹ Liquor Policy Manual. (2024). Liquor and Cannabis Regulation Branch. Province of BC.
https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/liquor_policy_manual.pdf

1. The impact of noise on the community in the immediate vicinity of the establishment or service area

The establishment may generate additional noise to the immediate vicinity. Proposed hours of liquor service (2 pm – 2 am) extend beyond the hours for amplified noise permitted by the “Noise Control Bylaw 2009, No. 4718” (8 am – 11pm).

Dwelling Units on the Property

There are approximately twenty-seven (27) permanent tenants currently living on the building’s upper floors. A primary concern is that tenants of the building will be impacted by noise from the pub/night club and patrons exiting at closing. Given Port Alberni’s low rental vacancy rate, Administration anticipates that residents occupying the SRO dwellings at the Beaufort would have limited options for relocating if necessary.

2. The general impact on the community if the application is approved
Surrounding Neighbourhood Area

The surrounding neighbourhood is zoned C7 Core Business with a variety of commercial and mixed-use buildings. Several buildings in close vicinity of the property contain residential dwelling units on the upper floors: 3086 4th Avenue (30 m distance), 3017 3rd Avenue (18 m distance). The nearest property zoned residential is located approximately 120 metres away at 4793 Angus Street.

Since the liquor service area is inside the building, it is expected there will be limited disturbance outside the establishment except at 2:00 am closing when potentially up to 199 people exit the building. While Administration does not anticipate the new Liquor Primary License will have a substantial impact on surrounding properties, potential for nuisance at closing will be mitigated with the Good Neighbour Agreement.

General Community

The establishment will support economic development in the Uptown commercial area as a social space and entertainment venue for locals and visitors. It has potential to contribute to neighbourhood revitalization. However, the City should also consider comments submitted by the Community Safety and Social Development department which includes both positive and negative outcomes and potential mitigation measures:

- The establishment being used for its intended use is positive.
- The business will bring patrons to the area which can help discourage unwanted behaviours/activities.
- Concerns for vulnerable individuals living in upper storeys.
- Concerns for potential increase in drug use, drug trafficking, human trafficking, and/or prostitution.
- Business owner is encouraged to participate in RCMP ‘Bar Watch’ program once established.
- Recommend establishing a ‘Good Neighbour Agreement’ with business owner.

The Port Alberni Fire Department and R.C.M.P. expressed no concerns about the application.

3. *The views of local residents*

Prior to the November 12th Regular Council Meeting, notice of the application was posted to the City's website and Public Posting Place, and was advertised in the Alberni Valley news for two consecutive weeks (October 23rd and October 30th). The City received no responses to these notices.

Mailed Notices

As directed by Council, staff arranged for notices to be mailed to all owners and occupants of property within 100 metres of the site. Notices were sent to Canada Post on Thursday November 14th; however, the Canada Post strike began on Friday, November 15th. The notices have not been delivered as of the date of this report.

Staff hand-delivered notices to tenants of the Beaufort building (4963 Angus Street) on Thursday, November 14th. As of the date of this report, the City received three (3) responses, including two (2) from tenants of the Beaufort building, and one (1) from a community member at-large. Written responses are attached to this report and are summarized below:

- General support for the application and applicant.
- Support for new neighbourhood pub within walking distance of Southport residential areas.
- Happy that there will be added security in the vicinity, and that the establishment will bring people to the Uptown neighbourhood.
- Expressed that bar noise can barely be heard upstairs, as the building was built to have a venue on ground floor.

Recommendation

Staff recommends Council make resolution in support of the application for a Liquor Primary License at B-4963 Angus Street (Beaufort building). The property is located in a downtown commercial area where a pub/night club is a permitted use. The establishment's location, hours, and capacity are not anticipated to have a negative impact on the surrounding neighbourhood beyond what it is expected for a commercial area. No letters of opposition were received from tenants living above the establishment.

Council passed a motion requiring that the owner of The Next Level to sign a Good Neighbourhood Agreement prior to renewal of their business license in January 2025. The intent of the agreement is to mitigate any potential nuisance and disturbance from the establishment. Where possible, the agreement will consider impacts of the establishment on existing tenants of the building.

Failure to sign a Good Neighbour Agreement, or non-performance on the agreement would result in the business license being suspended or not renewed. If and when the City establishes a Bar Watch Program, the owner of The Next Level would be required to participate.

IMPLICATIONS

If Council makes resolution supporting the application, with or without conditions, the LCRB will consider this when determining the terms and conditions of the establishment's liquor license.

If Council recommends that the liquor license not be issued, the LCRB will not issue the license unless they determine the recommendation is inconsistent with the public interest, or if the LCRB has evidence of bias.

COMMUNICATIONS

Notice of the application was posted to the City's website and public notice posting place, and was advertised in the Alberni Valley News for two consecutive weeks, in papers issued on Wednesday, October 23rd and Wednesday, October 30th. Notices were also hand-delivered to tenants of 4963 Angus Street.

Due to the ongoing Canada Post strike, mailed notices had not been delivered to owners and occupants of property within 100 metres of the site as of the date of this report.

Review of the application was referred to the Community Safety and Social Development Department, Fire Department and the RCMP.

BYLAWS/PLANS/POLICIES

Liquor Licence Application Policy No. 3006-1

Public notice was issued in accordance with policy procedures under section 3.9.

"Noise Control Bylaw 2009, No. 4718"

If noise complaints are received bylaw enforcement may be required. The following excerpt is from *Section 4: Specific Prohibitions* on noise disturbance:

Without limiting the generality of Section 3, no person shall undertake the following activities which by their nature cause noise that is considered to be objectionable and likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the public:

Operate or play any radio, stereophonic equipment, television, musical instrument or any other amplified apparatus before 8:00 AM or after 11:00 PM at a volume that may be heard inside a neighboring dwelling;

SUMMARY

The LCRB has notified the City of an application for a new Liquor Primary License at B-4963 Angus Street (former Beaufort Hotel). The owner intends to operate a pub/night club called The Next Level. Staff recommend Council make a resolution supporting the application which will be submitted to the LCRB for consideration.

ATTACHMENTS/REFERENCE MATERIALS

1. Letter of Intent – The Next Level
2. Notice for Public Comment (Newspaper)
3. Notice for Public Comment (Mailed)
4. Community Safety and Social Development Referral Letter
5. Draft Good Neighbour Agreement – The Next Level

*C: S. Darling, Director of Corporate Services
M. Massicotte, Manager of Community Safety and Social Development
M. Owens, Fire Chief
D. Fines, Chief Fire Prevention Officer
R. Gaudreault, Building and Plumbing Official*

*J:\Engineering\Planning\Development Applications\Liquor Licencing\Applications\LIQ-2024\The Next Level_(B)
4963 Angus Street*

Letter of Intent for The Next Level Nightclub

The primary focus of my business is to provide liquor service.

I will be offering dart night a couple evenings a week, as well as a pool league, live music, DJ booth, dance floor.

My liquor primary will provide variety of cold snacks and nonalcoholic beverages.

The composition of the neighbourhood is commercial uptown area.

I feel the potential for noise is very low and designed to be a bar/ nightclub during original construction when it was built.

Everything is inside and there is no patio and the doors and windows will be closed for the most part.

There is no other requests licensing options or endorsements.

Thank you Jamie Donovan



CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

The Next Level has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a New Liquor Primary License for the property at **B-4963 Angus Street**, Port Alberni. The applicant proposes to open a nightclub/pub with a total capacity of 199 persons. The LCRB is seeking a resolution from City Council. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby owners or occupants of property.

Hours of Liquor Service: Monday – Sunday (2:00 p.m. – 2:00 a.m.)

Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to the attention of:

Director of Corporate Services
4850 Argyle Street
Port Alberni BC, V9Y 1V8
email: corp_serv@portalberni.ca

Written submissions must be received by 12:00 p.m. on Tuesday November 12, 2024.

All questions should be directed to the Development Services department upstairs at 4835 Argyle Street or via email at developmentsservices@portalberni.ca.



WE WANT TO HEAR FROM YOU



4850 Argyle St.,
Port Alberni, BC V9Y 1V8



corp_serv@portalberni.ca

Liquor License Application

Council Meeting

Property: 4963 (B) Angus Street

Notice of application to the *Liquor and Cannabis Regulation Branch (LCRB)* for a *New Liquor Primary License*:

The application proposes the following:

- A new nightclub/pub at the subject property, operating under the name 'The Next Level'.

Details

- The proposed person capacity is 199 persons.
- The proposed hours of liquor service are Monday-Sunday (2:00 P.M. - 2:00 A.M.)
- The intent is to have live music, DJ music, and darts and pool game facilities.

December 9, 2024 2:00 PM

City Hall Council Chambers
4850 Argyle Street
Port Alberni

Map of subject
property on
reverse:



Questions?

Please direct questions to the
Development Services Department:

- By phone 250-720-2830
- By email
developmentservices@portalberni.ca
- In-person at the Planning, Engineering, and Building Department building (4835 Argyle Street) from 8:30 A.M. - 4:00 P.M. Monday through Friday (except Statutory Holidays) up to and including the date of the meeting.

We're listening. Please provide feedback.

The LCRB is seeking a resolution from City Council. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby owners or occupants of property. Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to City Council.

To send written feedback by mail or e-mail:

- Written correspondence must be received before noon on December 9, 2024
- Address to Mayor and Council, 4850 Argyle St., Port Alberni, BC V9Y 1V8.
- Identify the application in the subject line: The Next Level New Liquor Primary License
- Include the name and address of the person making the submission.
- Alternative options are:
 - » Hand deliver to drop-box located left of the main entrance to City Hall.
 - » Email: corp_serv@portalberni.ca



CITY OF PORT ALBERNI

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

October 31, 2024

Re: **Liquor Primary License – Next Level, 4963 Angus Street (Beaufort Hotel)**

This letter is written to summarize comments and concerns from agencies and social services regarding the liquor license application at the Beaufort Hotel.

There are indications that the establishment of a bar at the Beaufort Hotel could yield beneficial impacts for the surrounding neighbourhood. An establishment that brings patrons to the area may help discourage negative behaviour and reduce mistreatment of neighbouring properties (camping and dumping). Additionally, there is support for enhancing the business landscape in the Uptown area. Residents and the caretaker of the Beaufort Hotel have expressed enthusiasm regarding the proposed bar.

Conversely, significant concerns have been raised regarding the at-risk population residing within the hotel, which currently houses 27 tenants. Concerned parties worry that these individuals may be vulnerable to exploitation. The surrounding area, particularly Gaiga Park, is already facing challenges related to frequent drug use, and recent overdose deaths have been reported in that location. There are apprehensions about the potential increase in drug trafficking, human trafficking, and prostitution associated with the establishment of a bar in this location. The types of activities that may arise from this development warrant careful consideration.

To mitigate the above, it would be well advised to encourage the property owner, and the bar operator, to participate in the RCMP bar watch/inadmissible patron program. Additionally, to create a Good Neighbour Agreement to include the disruption to the surrounding community, and congregation after the bar closes. The City of Nanaimo has done both, an example is attached to this document as reference.

Sincerely,

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

**1.1 GOOD NEIGHBOUR AGREEMENT
THE NEXT LEVEL**

B-4963 Angus Street
Port Alberni, BC V9Y 3W5

THIS AGREEMENT made the _____ (day) _____ (month, year)

1.1.1 BETWEEN:

CITY OF PORT ALBERNI
4850 Argyle Street
Port Alberni, BC V9Y 1V8

(the "City")

AND:

THE NEXT LEVEL
B-4963 Angus Street
Port Alberni, BC V9Y 3W5

(the "Licensed Establishment")

1.1.2 AND:

RCMP PORT ALBERNI DETACHMENT
4444 Morton Street
Port Alberni, BC V9Y 4M8

("the "RCMP")

1.1.3 WHEREAS:

- A. The City, the RCMP and the licensed establishment (collectively "the Parties") recognize that liquor license establishments have a civic responsibility, beyond the requirements of the Liquor Control and Licensing Act, to control the conduct of their patrons; and
- B. The Licensed Establishment wishes to demonstrate to the citizens of Port Alberni its desire to be a responsible corporate citizen; and
- C. The Parties wish to promote Port Alberni as a vibrant, safe and attractive community for the enjoyment of everyone, including residents, visitors, businesses and their workers;

NOW THEREFORE THIS AGREEMENT WITNESSES the Licensed Establishment agrees with the City and the RCMP to enter into this Good Neighbour Agreement, the terms and conditions of which follow:

1. NOISE and DISORDER:

- 1.1. The Licensed Establishment shall undertake to ensure that noise emissions from the Establishment does not disturb surrounding residential developments, businesses and neighbourhoods, as provided by the City of Port Alberni Noise Bylaw No. 4718 (2009), and any amendments thereafter.
- 1.2. The Licensed Establishment shall undertake to monitor and promote the orderly conduct of patrons immediately outside of the Establishment, particularly those

congregating outside during open hours as well as at closing time, and to discourage patrons from engaging in behaviour that may disturb the peace, quiet and enjoyment of the neighbourhood.

- 1.3. In cases where the presence of employees does not facilitate the orderly conduct of patrons, staff shall contact the RCMP to request assistance in dealing with any persons or crowds.

2. CRIMINAL ACTIVITY:

- 2.1. The Licensed Establishment shall not tolerate any criminal activity within the Establishment.
- 2.2. The Establishment shall make every reasonable effort to scrutinize patrons as they enter the building to ensure that no items of contraband, including weapons and controlled substances, are brought onto the premises.

3. MINORS:

- 3.1. The Licensed Establishment shall not allow any person under the age of 19 into the Establishment.
- 3.2. The Establishment shall check two pieces of identification for any person who appears to be under the age of 25; one piece must be picture identification and may be a driver's licence, a government identification card or a passport.

4. SALE AND CONSUMPTION OF ALCOHOL:

- 4.1. While it is recognized that there may be occasional price reductions or promotions for specific alcoholic beverages, the Licensed Establishment shall offer no deep discounts (i.e., "cheap drinks") or across-the-board discounts.
- 4.2. When offering price reductions and promotions, the Establishment shall be particularly mindful of its legal and moral obligation to refuse service to persons who may, based on appearance or amount of alcohol consumed, be intoxicated.
- 4.3. The Licensed Establishment shall not allow patrons to carry or consume open beverages in areas that are not licensed for such purposes, including areas outside of the Establishment.

5. ENTERTAINMENT:

- 5.1. Stripping and exotic dancing shall only be permitted as forms of entertainment in the Licensed Establishment if the Establishment's zoning allows for such forms.
- 5.2. If stripping and exotic dancing are permitted, as per the Establishment's zoning, the Establishment shall ensure that advertisements are not offensive to the community.

6. ON-DUTY EMPLOYEES

- 6.1. Each on-duty employee of the Licensed Establishment shall wear a clearly visible nameplate showing his or her first name and/or employee number.
- 6.2. The Licensed Establishment shall maintain a work schedule showing each on-duty employee and shall make the work schedule available to the RCMP, upon request.

7. CLEANLINESS:

- 7.1. The Licensed Establishment shall assign staff to inspect the outside of the premises each night after closing to ensure that there is no litter, garbage, broken glass or other foreign objects associated with the Establishment left within the general area of the Establishment.
- 7.2. The Licensed Establishment shall undertake to remove, as soon as is practicable, any graffiti from the building's exterior.

8. ROLE AND RESPONSIBILITY:

- 8.1. The Licensed Establishment agrees to work with the City and its departments, including the RCMP, to resolve any concerns that arise with respect to the operation of the Establishment.
- 8.2. The Licensed Establishment agrees to attend a formal meeting, as required, with the City and the RCMP to discuss issues and concerns.
- 8.3. The Licensed Establishment shall demonstrate complete support for the RCMP and its members. When incidents occur, which require RCMP involvement, all staff of the Licensed Establishment shall cooperate fully with RCMP members, and shall not impede or obstruct members in performing their duties.
- 8.4. If and when the City of Port Alberni implements a Bar Watch Program the Establishment may be required to participate as a condition of Business License renewal.
- 8.5. The Licensed Establishment shall support programs which aim to eliminate occurrences of drinking and driving including:
 - 8.5.1. A free telephone shall be available to patrons for the purpose of contacting a taxi or arranging other transportation from the Establishment.
 - 8.5.2. Non-alcoholic beverages shall be provided at prices which are below those set for alcoholic beverages.

9. AMENDMENT AND TRANSFERABILITY:

- 9.1. Any proposed changes to the terms of the Good Neighbour Agreement shall be discussed and resolved among the Parties.

10. ENFORCEMENT:

- 10.1. Obtaining a business license is contingent upon accepting and signing this Agreement; notwithstanding this fact, the parties recognize that the success in reaching the objectives of the Good Neighbour Agreement is largely dependent upon the establishment's willingness to make a concerted effort to support and adhere to the principles outlined in the Agreement.
- 10.2. Any failure on the part of the Licensed Establishment to comply with the terms outlined herein will result in the following:
 - 10.2.1. The City will attempt to resolve the matter by requesting a meeting with the licensee.

10.2.2. If the matter is not satisfactorily resolved during a meeting, the City will provide a written warning. The letter will clarify what action is needed in order for the licensee to comply with the terms of the agreement. The letter will also specify how much time will be provided for the licensee to comply. The length of time will depend on the nature of the infraction.

10.2.3. Continued non-compliance may be brought to the attention of City Council, which may in turn require the owners of the Establishment to attend a "show cause" hearing related to the suspension of their Business Licence. *It should be noted that a "show cause" hearing would only be used when all other reasonable attempts to gain compliance have failed.*

10.2.4. Nothing contained or implied in this Good Neighbour Agreement shall prejudice or affect the City's rights and authorities in the exercise of its functions pursuant to the Community Charter and Local Government Act, as amended, and the rights and powers of the City and the RCMP under provincial and federal statutes and regulations, and City bylaws.

IN WITNESS the parties have signed and sealed this Good Neighbour Agreement on the dates written below.

CITY OF PORT ALBERNI - By its authorized signatories: _____ Mayor Sharie Minions _____ Date
THE NEXT LEVEL - By its authorized signatories: _____ Name of Principal(s) _____ Date
RCMP PORT ALBERNI DETACHMENT - By its authorized signatories: _____ Officer in Charge _____ Date

RECEIVED

NOV 14 2024

CITY OF PORT ALBERNI

From: Matthew Allen <matthewallenn68@gmail.com>
Sent: November 14, 2024 10:19 AM
To: Corporate Services Department <corp_serv@portalberni.ca>
Subject: To mayor and council re. The Next Level

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

File # 4320-50-TNL

My name is Matthew Fred, I reside at 11-4963 Angus Street, my apartment is right above, I do not have any problem with the music, DJ's etc, I vote yes to opening this establishment, have a great day, need anything else please call 2507303608

RECEIVED

NOV 15 2024

CITY OF PORT ALBERNI

From: Christa Ragnvaldsen <christa24301981@gmail.com>
Sent: November 15, 2024 3:01 PM
To: Corporate Services Department <corp_serv@portalberni.ca>
Subject: The next level new primary liquor license

<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 checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____

File # 4320-50-TNL

Hi my name is Christa ragnvaldsen, Im the manager and a tenant of the Beaufort located at 4963 Angus st port Alberni bc V9Y7Z4

I'm in favor of the pub opening , I like the fact there will be security around all the time to help make our neighborhood safer , I like that it will bring a new crowd if people around as uptown has become a ghost town. As for the music , noise , you can barely hear it upstairs as the building was built too have a venue like this from the beginning, I was also like to say Jamie Donovan has given tenants a chance to work , helping with the renos , paying them to keep out front and around the building clean. I feel the only nights he will be open late is weekends because realistically who stays at the bar so late during the week , most people work . I personally have been working hard to clean this building up and try to make it what it once was , and I think this is a very positive thing to have here. Thank you for taking the time to read this letter.

RECEIVED

NOV 25 2024

CITY OF PORT ALBERNI

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

File # 4320-50-TNL

From: Fred Fisher <westcoastwelder@yahoo.ca>

Sent: November 23, 2024 10:22 AM

To: Corporate Services Department <corp_serv@portalberni.ca>

Subject: The next level new liquor primary license

Having lived in southport since the late 80s I find a new neighbourhood pub within walking distance appealing and refreshing having attended the place several times I find it to be clean and fun I strongly advise city council to give these folks a chance Fred Fisher 4349 Melrose St

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 25th day of November, 2024.

READ A SECOND TIME this 25th day of November, 2024.

READ A THIRD TIME this 25th day of November, 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
	48,407,087	53,351,436	57,544,139	60,372,948	62,799,164
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
	54,723,464	56,448,638	55,413,072	55,214,285	56,427,395
Revenue Over (Under) Expenses Before Other	(6,316,377)	(3,097,202)	2,131,067	5,158,663	6,371,769
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)
	6,316,377	3,097,202	(2,131,067)	(5,158,663)	(6,371,769)
Balanced Budget	-	-	-	-	-

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 25th day of November, 2024.

READ A SECOND TIME this 25th day of November, 2024.

READ A THIRD TIME this 25th day of November, 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> .

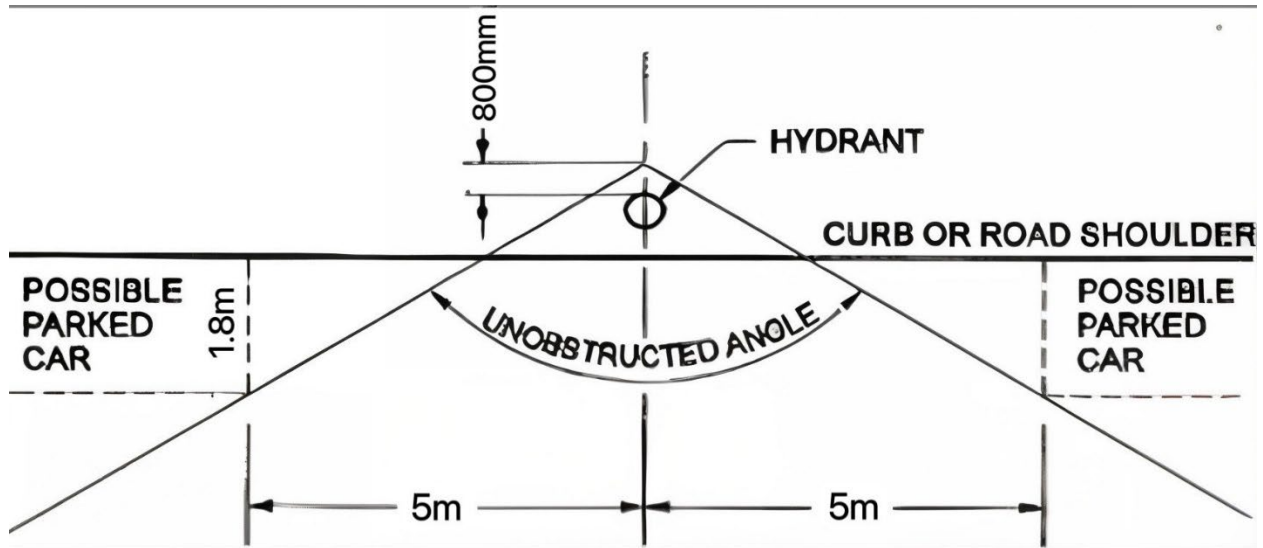
SCHEDULE B

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;

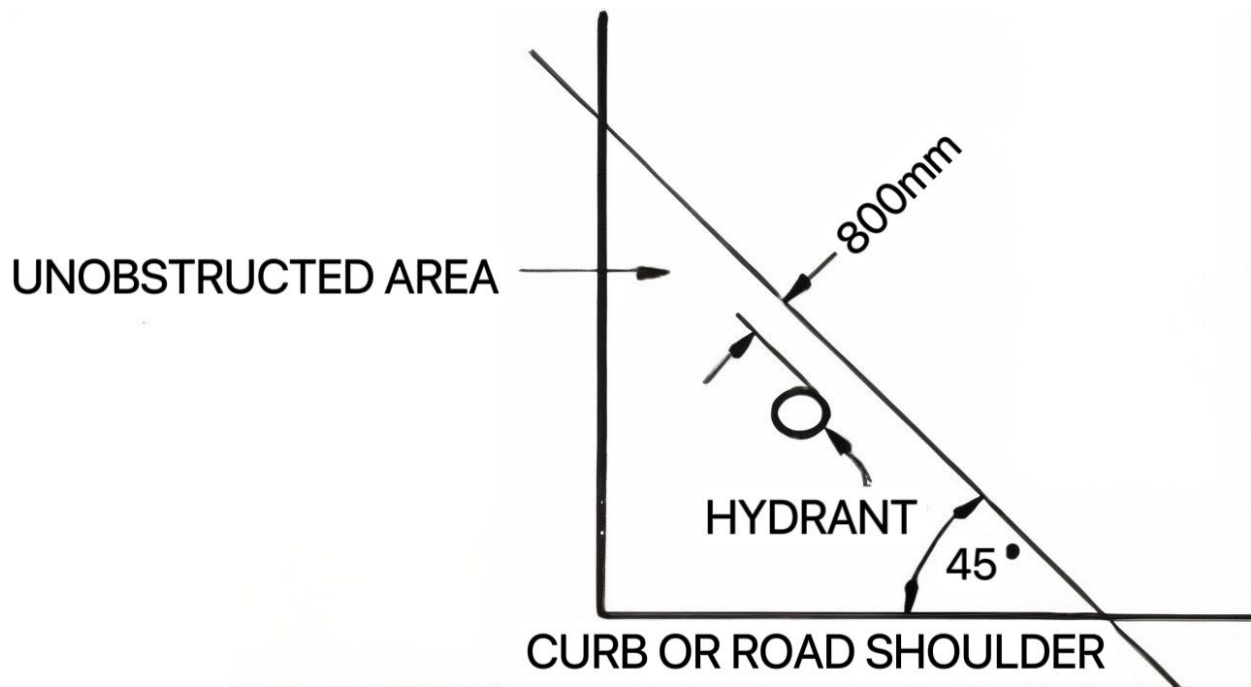
- China Creek Marina and Campground
- Marine response area between China Creek Marina and Somass River bridge, extending from shoreline to shoreline
- Marine response downstream of China Creek to the Port Alberni Port Authority Harbour boundary in support of Port Alberni Port Authority
- Tseshaht First 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

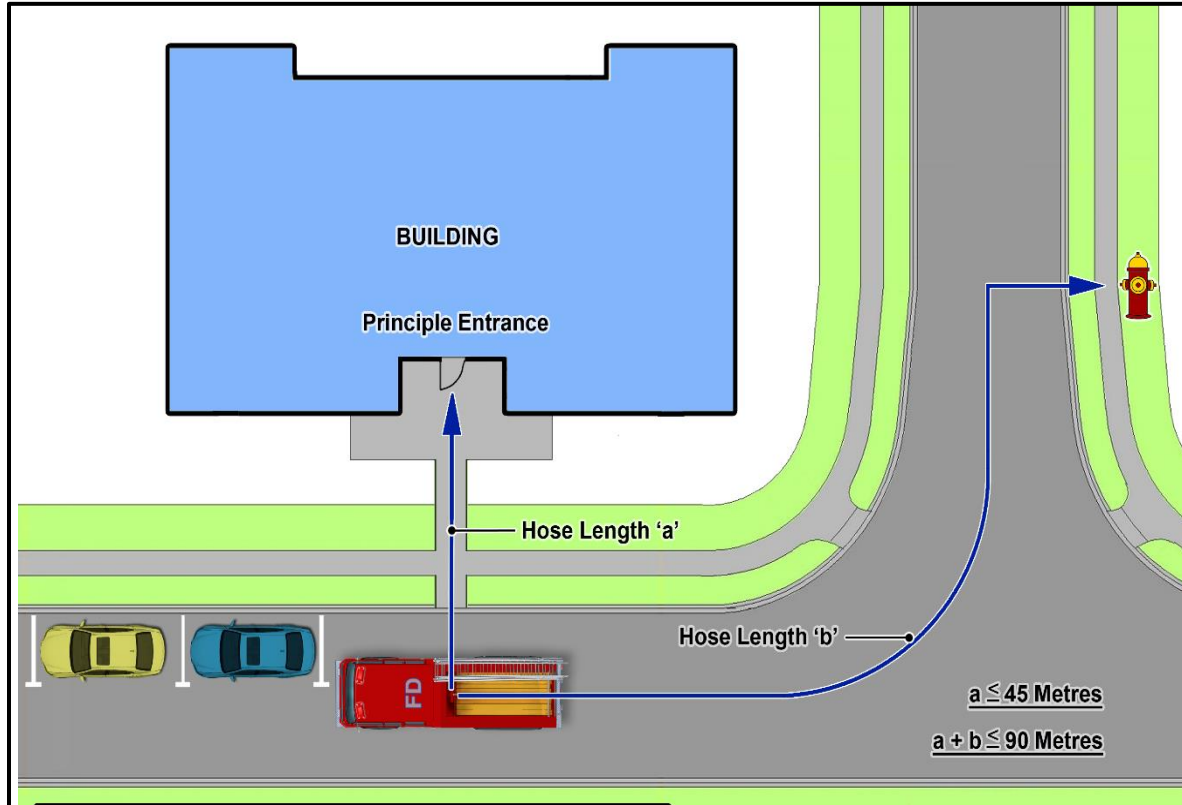


FIG. 2

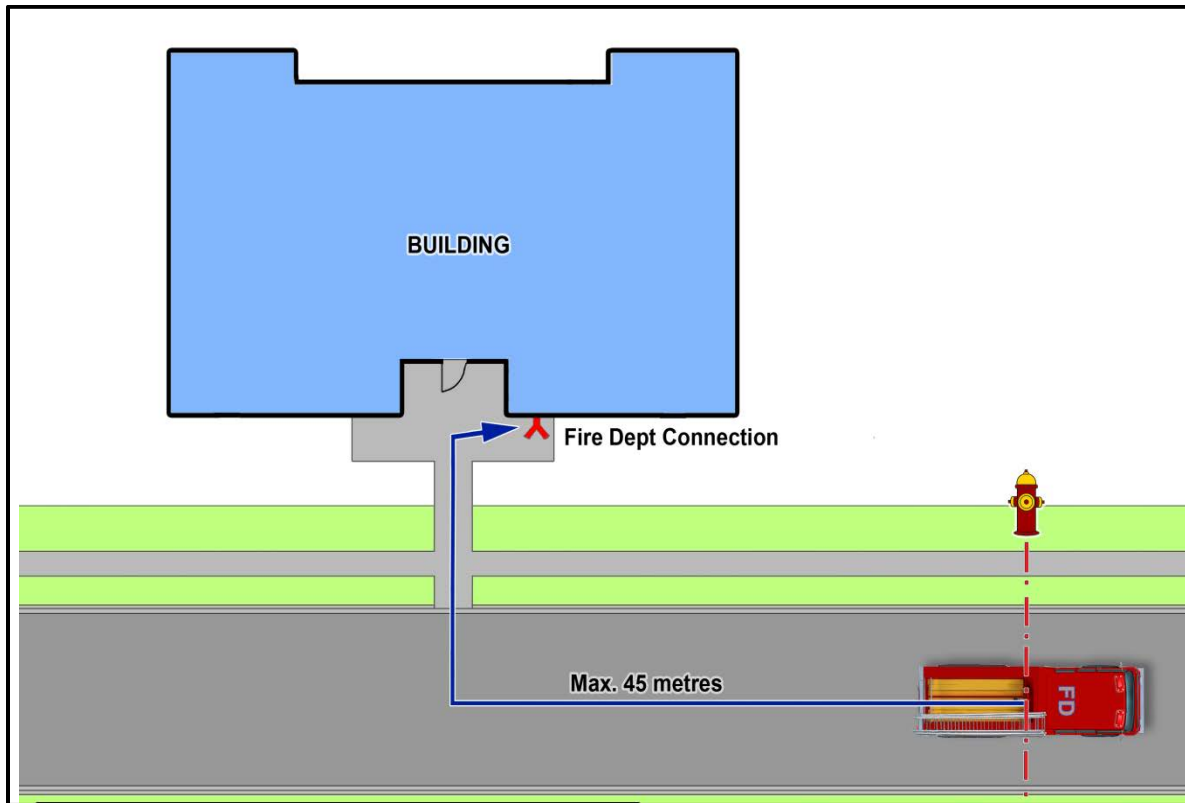


FIG. 3

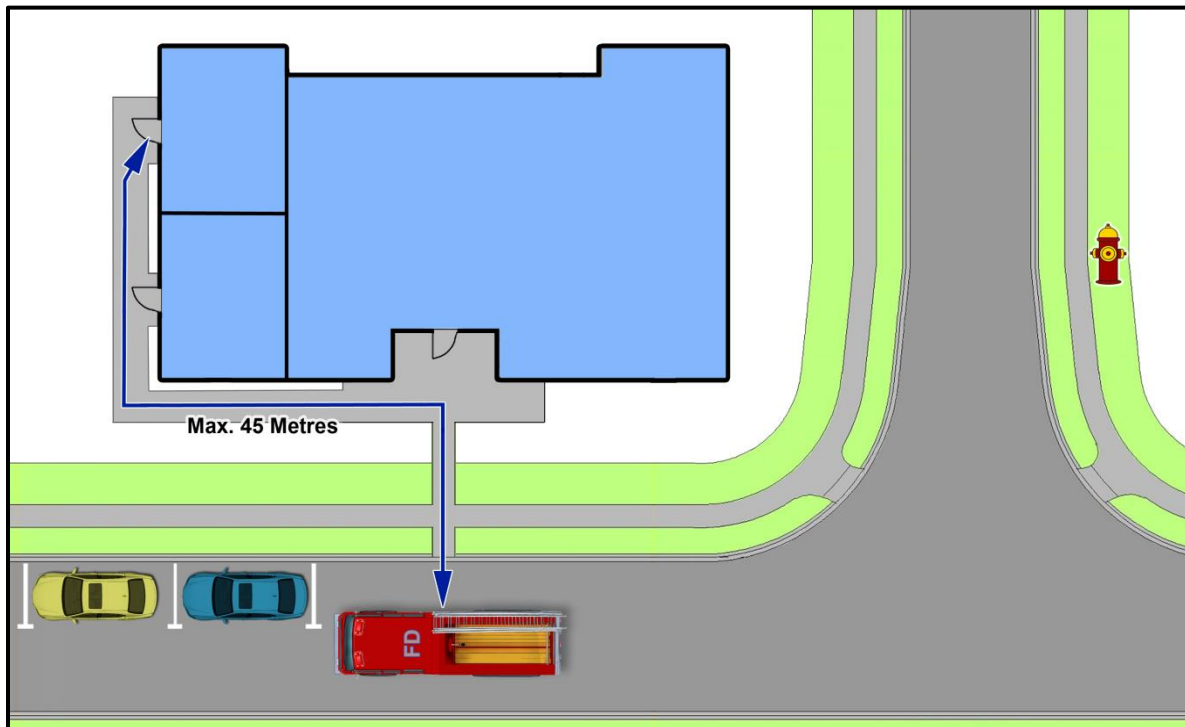


FIG. 4

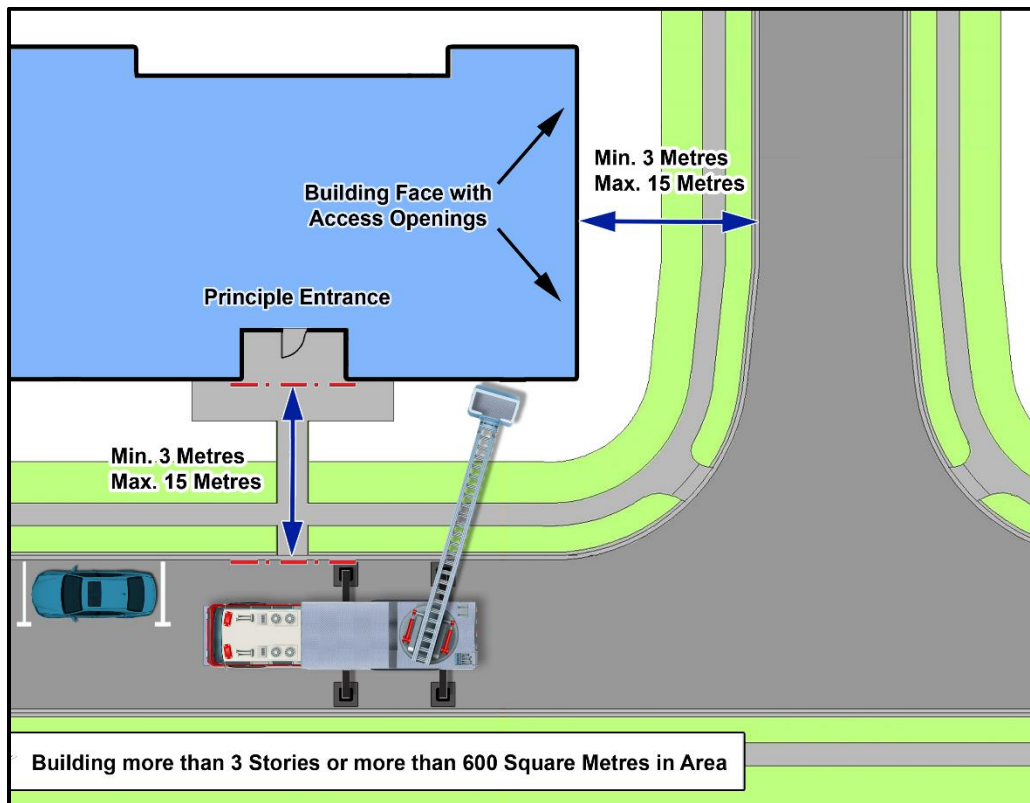


FIG. 5

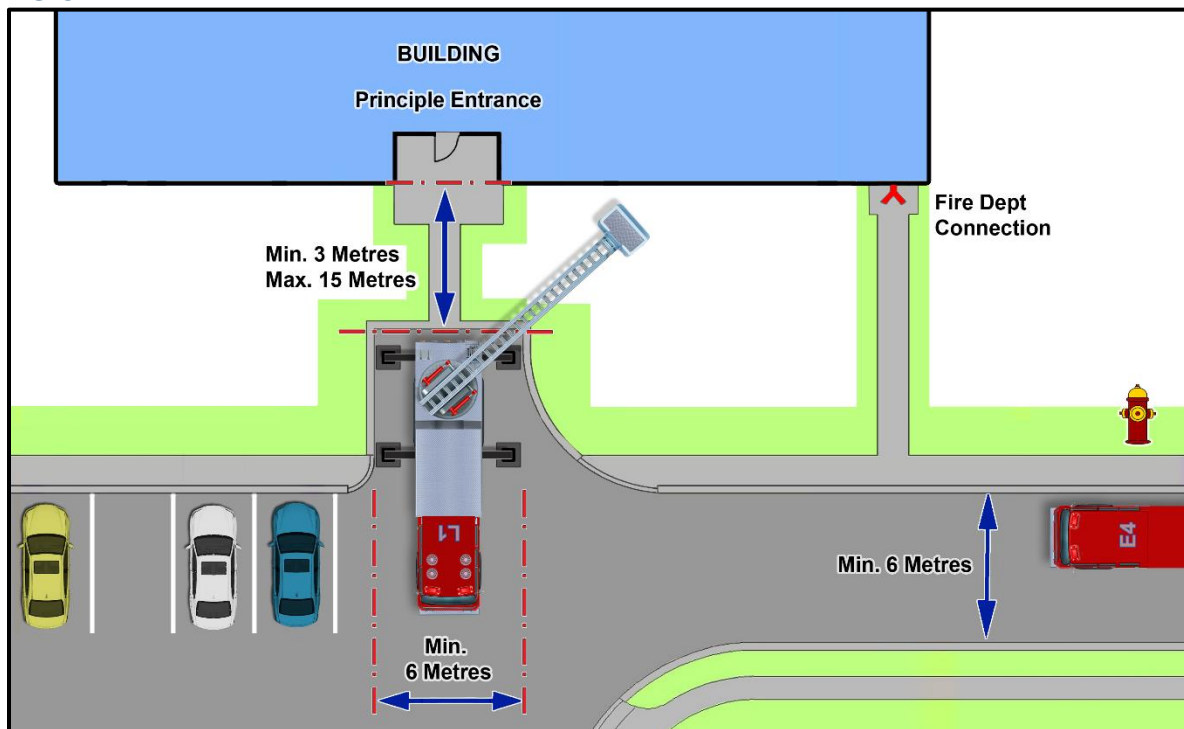


FIG. 6

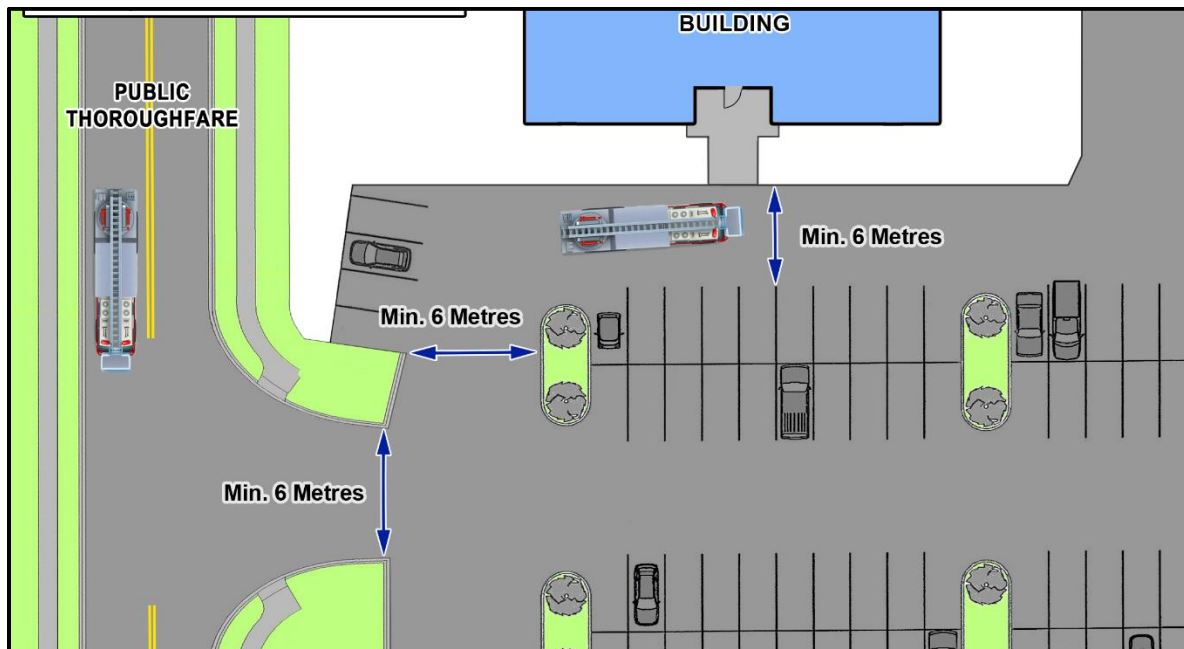


FIG. 7

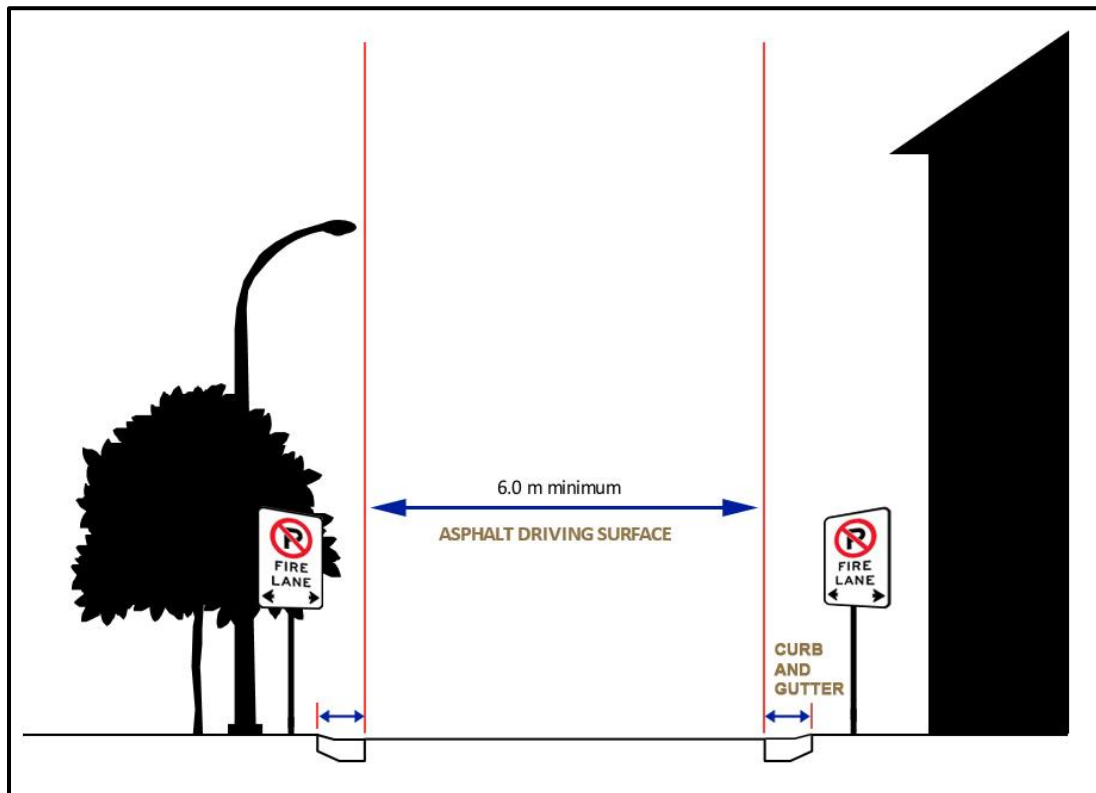


FIG. 8

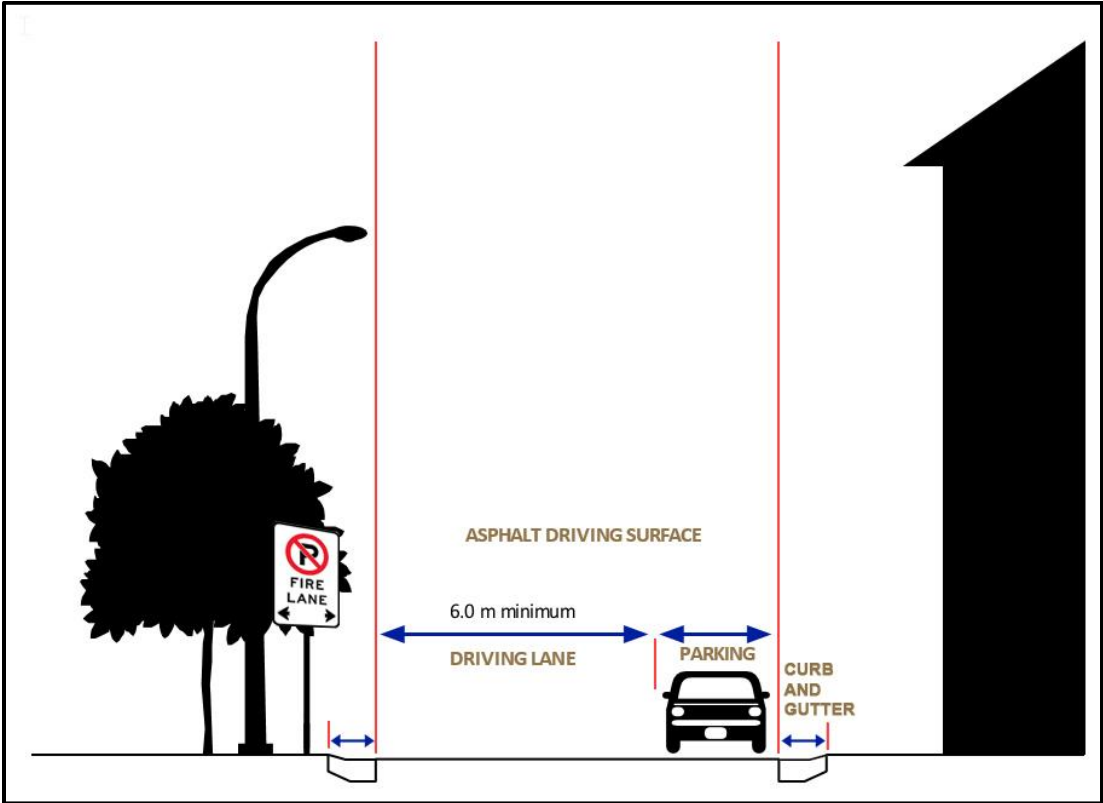


FIG. 9

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

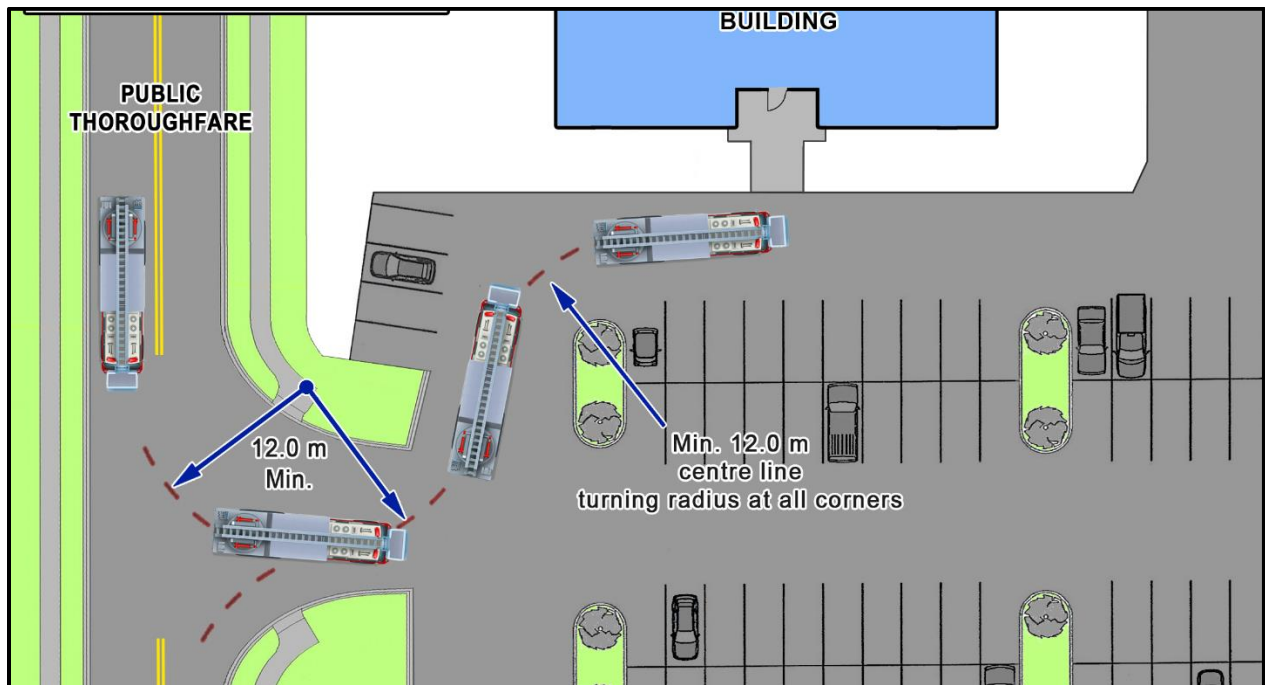


FIG. 11

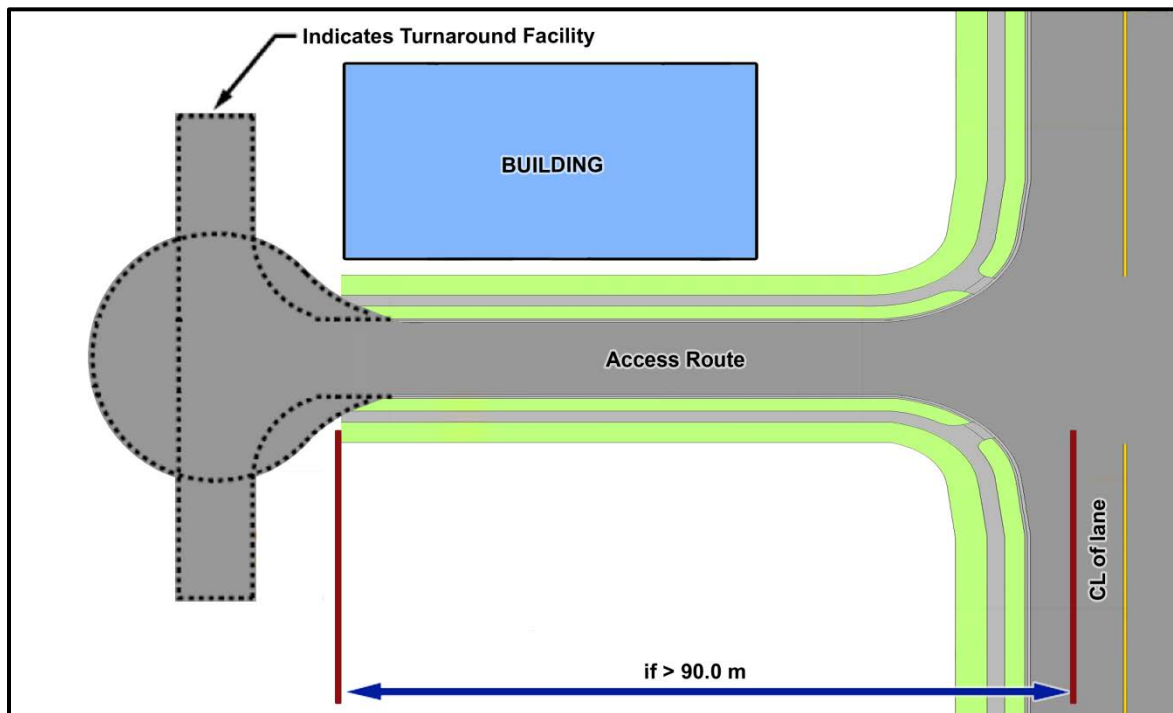


FIG. 12

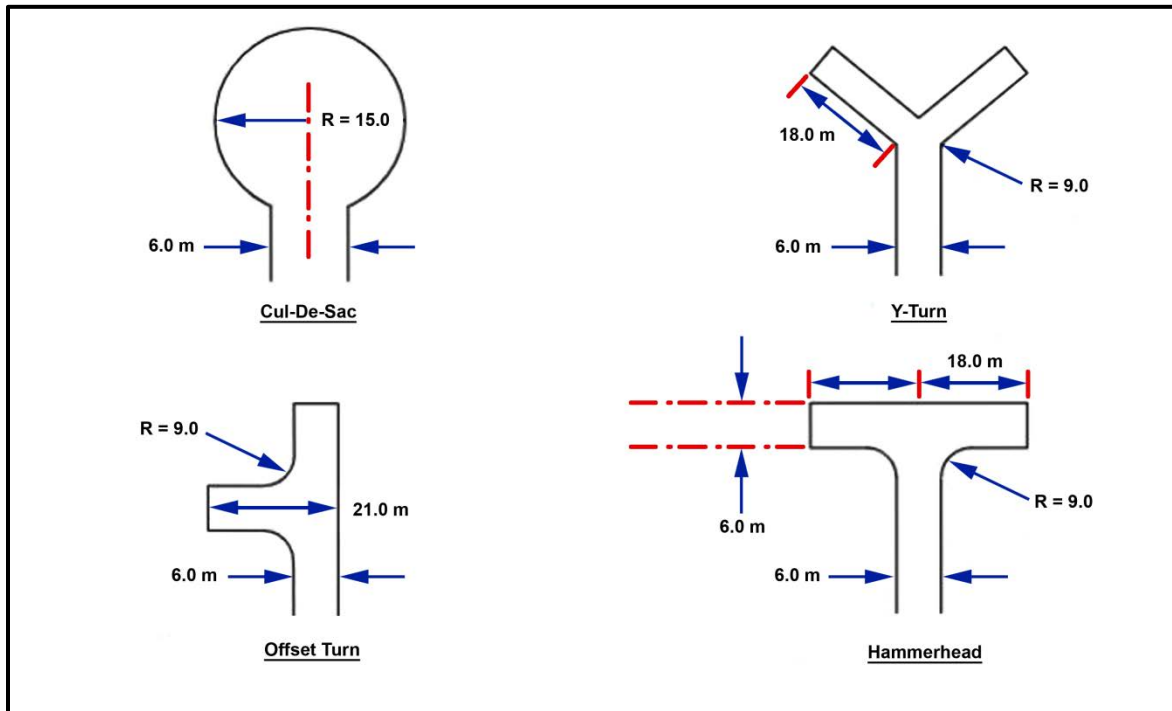
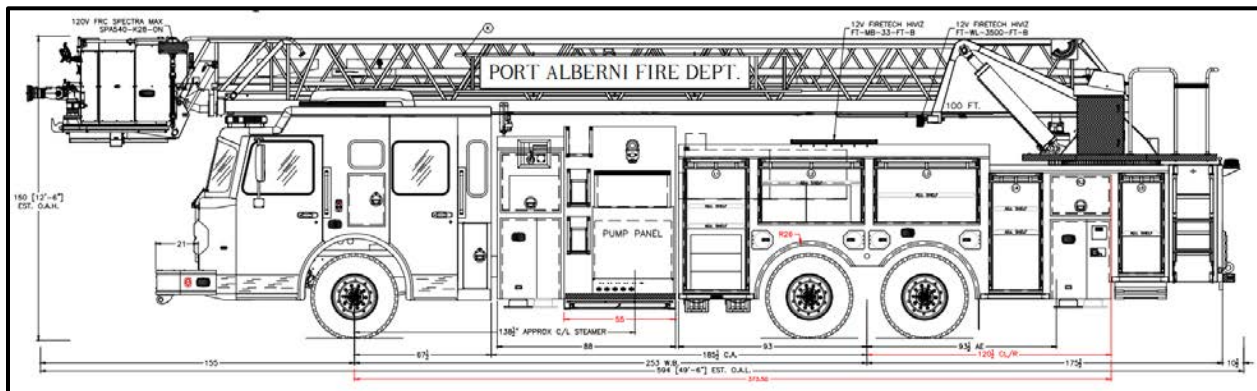


FIG. 13



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 25th day of November, 2024.

READ A SECOND TIME this 25th day of November, 2024.

READ A THIRD TIME this 25th day of November, 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

RECEIVED

NOV 29 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 Dec 9/24
File # 0390-20-AVICC

From: AVICC Info <info@avicc.ca>

Sent: November 29, 2024 9:48 AM

To: Theresa Dennison <tdennison@avicc.ca>

Subject: 2025 AVICC AGM & Convention - 2nd call for Resolutions and Convention Information

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

This is a friendly reminder of the upcoming deadlines for participation in the 2025 AVICC AGM & Convention taking place April 11-13, 2025 at the Vancouver Island Conference Centre in downtown Nanaimo. The City of Nanaimo and the Regional District of Nanaimo will be our hosts, and we thank them for supporting the association. AVICC is honoured to gather on the traditional territories of the Snuneymuxw First Nation, the Qualicum First Nation, and the Snaw-naw-as (Nanoose) First Nation for the upcoming convention, and we look forward to their involvement throughout.

2025 Accommodation information has been posted on our website. When planning your stay in Nanaimo, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 11th, usually starting at 8:30am. The official convention opening is at 2:00pm on Friday, April 11th, and the conference finishes at noon on Sunday, April 13th. The AVICC banquet will be held on Saturday night.

Please find attached four documents relating to the 2025 AVICC AGM & Convention for your consideration and action:

RESOLUTIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Executive is putting out a first call for resolutions to be considered at the 2025 AVICC AGM & Convention (attached). AVICC members may now submit board or council endorsed resolutions following the requirements outlined in the attached Call for Resolutions. The deadline for resolutions is **4:30pm on Thursday February 6th, 2025**. Submitting resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

NOMINATIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Nominating Committee is now accepting nominations for elected official members to serve on the 2024/25 AVICC Executive Committee. The deadline for nominations is **4:30pm on Thursday February 6, 2025**. A Nomination Form and information about the positions on the AVICC Executive Committee is attached.

SESSION PROPOSALS- DEADLINE DECEMBER 2, 2024

Is there a topic that you would like to hear about? Do you have a speaker you would like to suggest? Send in your suggestions by completing the attached form and submitting it to info@avicc.ca by **Monday, December 2, 2024**. The AVICC Executive will review all session proposals at our December 13 meeting and confirm the sessions at our January 17 meeting.

STUDENT PARTICIPATION PROGRAM- DEADLINE JANUARY 9, 2025

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2025 AVICC AGM & Convention Student Participation Application by **Thursday, January 9, 2025**.

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has decided that, for the 2025 Convention, we will once again record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2025/26 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](#) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at tdennison@avicc.ca. We look forward to seeing you in Nanaimo!

Association of Vancouver Island and Coastal Communities

236.237.1202

info@avicc.ca

www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.



2025 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2025 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 11-13, 2025.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 6, 2025**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.

- The resolution must have at least one “whereas” clause and **should not contain more than two “whereas” clauses**. Each whereas clause must have only **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- b. Late Resolutions must be received by AVICC by **noon on Wednesday, April 9th, 2025**.
- c. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the *whereas* clause(s) – and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>.

<<*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:>>*

And be it further resolved that **AVICC and/or UBCM** << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



2025 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2025 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 6, 2025**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca

AVICC AGM & Convention – April 11-13, 2025 – Victoria

NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to info@avicc.ca by 4:30 PM, Thursday February 6, 2025.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Penny Cote, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca**

AVICC AGM & Convention – April 11-13, 2025 – Victoria



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

EMPLOYEE

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

¹ <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

EXECUTIVE MEETINGS

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention. Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).



AVICC 2025 Convention
April 11-13, 2025
Vancouver Island Conference Centre
CALL FOR SESSION SUBMISSIONS

Thank you for your interest in participating in the 2025 AVICC Convention. It will be held Friday through Sunday, April 11-13, 2025, at the Vancouver Island Conference Centre in downtown Nanaimo.

To submit a proposal, fill in the information requested below and email this document back as a **word document** to info@avicc.ca.

The deadline for submissions is Monday, **December 2, 2024**.

There are limited spots on the program including:

- three 60-minute plenary presentations;
- six 60-to-90-minute concurrent workshops on Saturday afternoon; and
- one 2-to-3-hour pre-convention workshop to take place on Friday morning.

Session Proposal Considerations:

- Delegates encourage sessions that involve multi-party perspectives (panels) and that are **interactive**, rather than “talking head” presentations.
- Preference will be given to sessions with an interactive or facilitated component to their proposal.
- Topics should be relevant to our local government members – focusing on the important issues impacting local government elected officials and their communities.

Please complete the following section with **as much information as possible**. The AVICC Executive will consider all of the proposed sessions at their December 13, 2024 meeting, with final decisions made at the January 17, 2025 meeting. Panelist information can be updated after the December 2nd deadline as sessions and details are confirmed.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	

Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by January 31st, 2025 for inclusion in the brochure and program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 28th, 2025.

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____



2025 AVICC AGM & Convention

Student Participation Program

Deadline January 9, 2025

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2025 AVICC AGM & Convention in Nanaimo at the Vancouver Island Conference Centre from April 11-13, 2025. The Convention brings together elected officials and staff from 54 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members are responsible to ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2025 Convention is currently underway. It will follow the same format as the [2024 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 11, 2025: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 12, 2025: 7:30am-4:30pm (banquet not included)
- Sunday, April 13, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government.

Please complete and submit the attached application form **via email to info@avicc.ca by 4:30pm on Thursday, January 9, 2025.**

The AVICC Executive will be evaluating and approving applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Coordinator, at 236-237-1202 or tdennison@avicc.ca.



2025 AVICC AGM & Convention

Student Participation Application

Deadline January 9, 2025

Member Organization- Sponsor

Organization

Contact Name

Contact Email

Contact Phone

Student Applicant Information

Student Name

Student Email

Student Phone

Institution/School

Area of Study/Grade

Why would you like to attend the 2025 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member

Name:

Position:

Signature:

Date:

Student Applicant

Name:

Signature:

Date:

Please submit applications by January 9, 2025 via email to info@avicc.ca

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OCT 28 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 checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other - CA
File #	039-20-BCEDA



The 2025 BC Economic Summit is the premier gathering of economic developers, policymakers, business professionals, and community stakeholders dedicated to driving British Columbia's economic future.

This year's theme, "**Connecting the Dots for a Prosperous Economy**," emphasizes the importance of collaboration and innovation in building a resilient and thriving economy across the province.

The Summit will explore the critical intersections between Indigenous and non-Indigenous communities, community organizations, planning, industry, technology, and community development in a rapidly evolving economic landscape. Through keynote presentations, panel discussions, and interactive workshops, participants will delve into strategies for fostering community resiliency, community-to-community partnerships, supporting local businesses, investment attraction, and harnessing emerging opportunities in different economic sectors.

Attendees will have the opportunity to network with peers, share best practices, and engage in meaningful dialogues that shape British Columbia's economic trajectory. Whether you're a government official, business leader, or community advocate, the 2025 BC Economic Summit offers invaluable insights and connections to help you contribute to a prosperous and inclusive economy.

Join us in "Connecting the Dots for a Prosperous Economy" and be part of the conversation that will shape BC's future.

Registration

BCEDA Member Full Registration

Before Dec 31, 2024 - \$645.00 + GST / After Dec 31, 2024 - \$715.00 + GST

Non-Member Full Registration

Before Dec 31, 2024 - \$745.00 + GST / After Dec 31, 2024 - \$815.00 + GST

Mayor/Chief or Councillor Full Registration

Before Dec 31, 2024 - \$600.00 + GST / After Dec 31, 2024 - \$650.00 + GST

[Register Now](#)
[View Accommodation Options](#)

Call for Speakers

Key Topics (Tentative)

1. **Fostering Community Economic Resiliency:** Exploring strategies to build strong, adaptable communities capable of withstanding economic challenges.
2. **Community-to-Community Partnerships:** Enhancing collaboration between communities and organizations to drive regional economic development and shared prosperity.
3. **Supporting Local Businesses:** Identifying and implementing best practices to strengthen and sustain local business as the backbone of BC's economy.
4. **Investment Attraction:** Leveraging BC's unique strengths to attract domestic and international investments, fostering economic growth and innovation.
5. **Harnessing Emerging Opportunities:** Exploring new and evolving economic sectors.
6. **Innovative Economic Development Strategies:** Utilizing cutting-edge tools and methodologies to address the unique challenges and opportunities faced by BC's diverse communities.
7. **Technology and Industry Integration:** Understanding the role of technological advancements and how it can help develop strong local economies.
8. **Inclusive Workforce Development:** Addressing skills gaps and promoting equity in the workforce to prepare BC's talent pool for future economic demands.
9. **Regional Collaboration and Connectivity:** Promoting regional collaboration and infrastructure development to support interconnected, thriving economies across British Columbia

Please contact Ashleigh Volcz ashleigh@bceda.ca with your session and speaker ideas by Friday, January 10th

Partnership

Align with key community players who influence new business start-ups, community development, workforce development, and business retention and expansion throughout BC. From speaking opportunities, virtual and in-person trade show to swag zones, sponsorship opportunities are available at the BC Economic Summit to increase organizational visibility and provide exceptional promotional benefits. BCEDA considers its sponsors as partners and offers year-round value, not just for the Summit. Contact us to discuss your partnership goals.

[View the 2025 Partnership Package](#)

BCEDA respectfully acknowledges the traditional and unceded territory of the [Syilx Okanagan People](#), where we work and live, and the over 200 Nations throughout British Columbia.



THE VILLAGE OF
NAKUSP

RECEIVED

NOV 22 2024

CITY OF PORT ALBERNI

November 21, 2024

Honourable Josie Osborne
Minister of Health
PO Box 9050
STN PROV GOVT
Victoria BC, V8W 9E2
HLTH.Minister@gov.bc.ca

☒ Council
☐ Mayor
☐ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
File # 0400-60

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

Ken Dec 9/24

To Honorable Josie Osborne, Minister of Health,

RE: BC Alert-Ready Program to include Health Services for notification of Emergency Room Closures

Citizens within our small rural community are outraged by the Health Authority's lack of communication when the Emergency Room at our local hospital unexpectedly closes. Rural communities are left in life-or-death situations when an ER is unexpectedly closed and effective notification is not issued. If our residents serviced by the Arrow Lakes Hospital arrive to find the ER closed, the next closest ER is two and a half (2.5) hours away. Knowing ahead of time the Arrow Lakes Hospital ER is closed allows people to respond appropriately in a time of crisis. Knowing they must travel to another hospital will save valuable time when it matters most.

We know we are not the only community in BC affected by sudden ER closures that occur without adequate public notice. However, we acknowledge that the province already has a tool to provide the public with the necessary notifications. The Province's Alert-Ready system can notify citizens and other emergency service providers about ER closures. This will save lives and ensure people are not wasting valuable time by travelling to an ER that is temporarily closed.

The Province's Alert-Ready program states that the alert must meet the following criteria before proceeding:

- There is a threat to human life
- The threat is immediate
- There are recommended actions that may save lives.

An emergency room closure, whether planned or unplanned, threatens human life. The threat is immediate, and there is a recommended action that can save lives.

On October 16, 2024, Council for the Village of Nakusp resolved the following R232/24:

THAT staff be directed to write a letter to the Provincial Government requesting they include the Provincial Health Services in their Alert Ready program to communicate with the public and advise of Emergency Room closures.



THE VILLAGE OF
NAKUSP

With best regards,

Tom Zeleznik
Village of Nakusp, Mayor

Cc:
Honourable Garry Begg, Minister of Public Safety and Solicitor General
MLA Brittney Anderson
All BC Municipalities



NOV 22 2024

November 21, 2024

☒ Council
☐ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda

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

File # 0400-60-ACRS

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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 *RCMP*
File # *7400-01* *RCM Dec 9/24*

From: Contract Management Committee Secretariat / Secrétariat du Comité de gestion des ententes (PS/SP) <ps.cmcsec-cgesec.sp@ps-sp.gc.ca>

Sent: November 13, 2024 2:24 PM

Subject: RCMP Body Worn Camera (BWC) National Deployment / Déploiement national des caméras corporelles de la GRC

Unclassified | Non classifié

Good day,

Public Safety Canada would like to inform contract jurisdictions that the Royal Canadian Mounted Police (RCMP) will be starting the deployment of body-worn cameras during the third week of November 2024.

Over the summer months, the RCMP held discussions with contract jurisdictions on the billing methodology for body-worn cameras. Consistent with our initial messages and discussions, contract jurisdictions will only be paying for body-worn cameras when they are implemented and operational in their jurisdiction. Initially, all jurisdictions will have body-worn cameras estimates included on their quarterly billings; however, through the regular Year End Reconciliation process, where the roll-out varies from the estimates, credits will be applied proportionally based on the actual number of cameras put into service, including a full credit if cameras are not received this year.

If you require more information about roll out plans in your jurisdiction, you are encouraged to reach out to your Division. Please note that the RCMP will continue to regularly update jurisdictions through the Contract Management Committee Body-Worn Cameras Sub-Committee.

We thank you for your continued collaboration.

CMC Secretariat



☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☒ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
Dec 9/24 RCM
File # 0400-65-AVICC

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

MEDIA ADVISORY

FOR IMMEDIATE RELEASE:

AVICC Tackles Watershed Security and Land Conservation Issues on Vancouver Island

VANCOUVER ISLAND, B.C. — The Association of Vancouver Island and Coastal Communities (AVICC) is calling for provincial attention to address the critical challenges surrounding watershed security and land conservation, specifically on privately managed forest lands within the historic E&N Land Grant on Vancouver Island.

At the recent 2024 UBCM Convention, AVICC members convened with provincial representatives to discuss resolutions focused on protecting vital ecosystems and ensuring the long-term safety of drinking water. Key issues include the need for adequate conservation funding and the strengthening of environmental regulations to improve protection of critical forest lands that are currently privately owned and managed.

“Our region faces unique challenges in the protection of our watersheds due to the significant presence of privately owned forest lands resulting from the 1883 E&N Land Grant” said **Ben Geselbracht**, President of AVICC. “The security of our watersheds and the preservation of biodiversity are essential to the health and safety of our communities. Protections are slim, for example only 2% of the watershed that all of Nanaimo’s drinking water comes from is protected. We are calling for stronger conservation efforts by the Province and improved environmental protections.”

The association’s discussions highlighted three significant resolutions endorsed in 2023 and 2024: the need for conservation in the Mount Arrowsmith Biosphere Region (MABR), the establishment of a Watershed Security Strategy and Fund, and addressing the ecological impacts of the E&N Land Grant.

Vickie Brown, Mayor of Cumberland, emphasized, “The watersheds in regions like Perseverance Creek, which is 75% privately owned, are essential to our water supply. With climate change, the urgency to protect these lands has never been higher. We need collaborative efforts with both the Province and private landowners to ensure sustainable management.”

Key Highlights from the Meeting:

- **E&N Land Grant Areas:** Focused on the unique conservation needs of lands historically impacted by the 1883 E&N Railway land grant.
- **Private Forest Lands:** Addressed the need to revise the Private Managed Forests Land Act to enhance local governments' ability to manage water quality and conservation in privately managed forests.
- **Mount Arrowsmith Biosphere Region (MABR):** Discussed the importance of conserving ecologically vital lands in the MABR, home to some of the highest biodiversity in B.C.

AVICC continues to advocate for updated land management strategies to protect the region’s water sources and biodiversity while engaging with the Province and other key stakeholders.

For media inquiries, please contact:

Media contacts:

Councillor Ben Geselbracht, City of Nanaimo

President, AVICC

Ben.Geselbracht@nanaimo.ca

Theresa Dennison

Executive Director, AVICC

info@avicc.ca

The Association of Vancouver Island and Coastal Communities (AVICC) represents its member municipalities, regional districts and First Nations of Vancouver Island, Sunshine Coast, qathet/Powell River, the North Coast and the Central Coast. AVICC is one of five area associations of local governments within the Province of British Columbia. All operate under the umbrella of the Union of BC Municipalities (UBCM). The Association advocates on behalf of its members on issues and concerns that affect communities ranging from larger urban areas to small rural and remote communities.

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NOV 22 2024

CITY OF PORT ALBERNI



☐ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☐ Agenda
File # 1855-03

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

November 21, 2024

Our Ref. 136138

File No. 66000-60/ GILT

Kristi Simpson
Vice-President, Finance and Operations
University of Victoria
3800 Finnerty Rd
PO Box 1700 Stn CSC
Victoria, BC V8W 2Y2

Email Address: ksimpson@uvic.ca

Dear Kristi Simpson:

I am writing with respect to the grants-in-lieu of property taxes for public Post-Secondary institutions for 2024/25. The amount for the University of Victoria to transfer under the grant program for the 2024 tax year is as follows:

Municipality	Grant
City of Port Alberni	\$192
District of Saanich	\$140,187
District of Oak Bay	\$65,212
District of North Saanich	\$911
Total	\$206,502

The grant will be transferred to your institution in the next available electronic funds transfer. I would appreciate receiving notification from your institution once the funds have been transferred to the municipality noted above.

.../2

Ministry of Post-
Secondary Education
and Future Skills

Post-Secondary Operating
and
Emergency Support
Branch

Mailing Address:
PO Box 9134 Stn Prov Govt
Victoria BC V8W 9B5

Location Address:
4th Floor – 835 Humboldt Street
Victoria BC V8V 4W8

PSFS.FinancialReporting@gov.bc.ca

Your cooperation with the funding transfer is appreciated. Should you have any questions with respect to this letter, please contact Kellie Moniz, Manager, Post-Secondary Finance at 778 698-5421 or Kellie.Moniz@gov.bc.ca.

Please be advised that in Fiscal 2024, PSFS received data from the BC Assessment Authority that contained balances that were not exempt for the purposes of this grant. The incorrect inclusion related to a space in the Vancouver Island Tech Park, leased by LifeLabs from the University of Victoria Foundation. No adjustment is being made for this in the current allocation. However, we felt it was important to inform you about this as it may affect comparative information regarding this grant for UVic.

We appreciate your patience and apologize for any inconvenience this may have caused.

Sincerely,



Kashi Tanaka
Executive Director
Post-Secondary Operating and Emergency Support Branch
Ministry of Post-Secondary Education and Future Skills

Pc: Distribution List follows

.../3

pc: Mayor Dean Murdock and Members of Council
District of Saanich
mayor@saanich.ca

Mayor Kevin Murdoch and Members of Council
District of Oak Bay
mayor@oakbay.ca

Mayor Peter Jones and Members of Council
District of North Saanich
pjones@northsaanich.ca

Mayor Sharie Minions and Members of Council
City of Port Alberni
sharie_minions@portalberni.ca

Dr. Kevin Hall, President and Vice-Chancellor
University of Victoria
pres@uvic.ca

Blair Littler, Executive Director
Research Universities' Council of British Columbia
Blair.Littler@rucbc.ca

Wendy Grondzil, Director
Post-Secondary Finance
Ministry of Post-Secondary Education and Future Skills
Wendy.Grondzil@gov.bc.ca

Financial Reporting Mailbox
Ministry of Post-Secondary Education and Future Skills
PSFS.FinancialReporting@gov.bc.ca

RECEIVED

NOV 29 2024

CITY OF PORT ALBERNI

From: Verge, Shelley [ISLH] <Shelley.Verge@islandhealth.ca>

Sent: November 29, 2024 8:57 AM

Subject: Health Impacts of Winter Season Letter 2024

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

File # 0400-90 *RCM Dec 9/24*

Emailed to all Emergency coordinators/managers, local governments and First Nations partners.

Good morning,

Please see attached letter.

Thank you!

Shelley Verge (she/her)

Administrative Assistant – for

Dr Stéphane Trépanier

Medical Health Officer CI – Cowichan Area

DNDR

202-6425 Norcross Road

Duncan, BC V9L 6C5

250-737-2020 Local 42020 | Fax: 250-737-2008 | shelley.verge@islandhealth.ca



I am grateful and blessed to live, work and play on the unceded territories of the Quw'utsun people.

HEALTH IMPACTS OF THE WINTER SEASON: INFORMATION FOR COMMUNITY HEALTH PARTNERS AND LOCAL GOVERNMENTS

The winter season increases the risk of adverse health outcome due to cold, snowfall, flooding and power outages during winter storms. The effects of long-term drought and wildfire also contribute to weakened trees, rockfalls, and landslides during winter rain events.

Who is most at risk during the winter season?

At-risk Groups	Cold	Power Outages	Flooding & Landslides
Those experiencing homelessness	❄️		❄️
Those living in marginal housing or experiencing energy poverty	❄️	❄️	
Those living on floodplains, beside streams, on alluvial fans, or at the base of burned slopes			❄️
Those who live alone or are socially isolated	❄️	❄️	❄️
Those with limited mobility	❄️	❄️	❄️
Those who use substances	❄️	❄️	❄️
Those who depend on electric medical devices		❄️	❄️
Those who spend a lot of time outdoors (working, recreating or driving)	❄️		❄️
Those with certain medical conditions (e.g., diabetes, peripheral neuropathy)	❄️		
Those taking certain medications (e.g., beta blockers)	❄️		

At-risk groups were identified from various sources, including [HealthLinkBC](#) and Prepared BC's [emergency guides and resources](#).

What kinds of health impacts might we see during the winter seasons?

- **Trenchfoot:** a non-freezing cold injury due to continuous exposure to cold and wet, resulting in tingling, itching, burning, or blistered feet that are prone to infection and require medical attention.
- **Frostbite:** occurs when exposed ears, nose, toes, or cheeks begin to freeze and results in tingling, stinging, or aching followed by numbness and change in skin texture (firm, waxy, white, gray or yellow in color). Frostbite should be evaluated by a medical professional.

- **Hypothermia:** occurs when body heat is lost faster than it can be replaced, and can occur quickly during cold, wind, rain, or sudden immersion, or much more gradually in homes kept below 18°C, especially in older adults. Hypothermia is a medical emergency.
- Unsheltered people who camp in marginal areas may be vulnerable to rapidly rising flood waters, collapsing banks, or windfall from damaged or drought-weakened trees. They are also at risk of [fire, burns](#), and CO poisoning when using fuel-burning devices to heat enclosures. You can reduce these risks by creating **outdoor designated camping areas** with basic services to bring people away from danger zones and into closer contact with support services.

In the event of a flood, the community should be aware of the many [hazards within the impact zone](#):

- Drownings, often when trying to cross moving water on foot or in vehicles;
- Electrical hazards when equipment inside or outside the home is submerged;
- Respiratory hazards, like mould and asbestos release, during remediation activities;
- Infections due to exposure of wounds to contaminated water, or if contaminated food crops, food products, or water are consumed. Advice for sorting food can be found in this [food salvaging guide](#).

How can we prepare communities for the winter season?

- Encourage community members to download the [WeatherCAN app](#) or your local emergency management app in order to receive timely alerts.
- Establish winter shelters and warming centers in communities, promote the use of the [EmergencyMapBC](#) to find winter shelters and warming centers, and update the map with your own community's information.
- Encourage household preparedness using PreparedBC's collaboratively developed guides on [Severe Winter Weather and Storm Preparedness](#), [Flood Preparedness](#), and [Landslides](#).
- In regions with recent wildfire activity, advise community members on [Landslides and Flooding Risks due to Wildfire](#).
- Government of BC's [Carbon Monoxide resources and FAQs](#).
- In the event of a flood, the webpage on [Flooding and Your Health](#) and [What happens during flood](#) (PreparedBC) provide comprehensive information on:
 - Preparing households and making emergency plans
 - Evacuation information
 - Assessing and [disinfecting your drinking water](#) and water supply
 - Assessing [septic systems](#)
 - Assessing food supply and food safety
 - Dealing with stress and trauma
 - What to do [after a flood](#).

Where can we find resources for mental health and wellness?

- For those who live alone or are otherwise socially isolated, encourage people to sign up for the [Red Cross Friendly Calls Program](#), where community members are matched with a trained Red Cross volunteer to provide day-to-day connection, support, and informational resources.
- Island Health [Mental Health and Substance Use Services](#)
- FNHA [Mental Health and Wellness Supports](#)
- For those who identify as Métis:
 - Healthcare navigation support can be accessed via healthservicerequest@mnbc.ca
 - Mental Health navigation support can be accessed via mentalwellnesscoordination@mnbc.ca
 - For 24/7 Métis Crisis Line call 1-833-Metis-BC (1-833-638-4722)



Melissa Joe
Regional Manager, EPH – Vancouver Island Region
First Nations Health Authority



Ryan Kuhn
Director, HEM – Island Health
Health Emergency Management (HEMBC)



Leona Shaw
Executive Director.
Ministry of Environment, Climate Change, and Food
Security
Métis Nation British Columbia



Reka Gustafson
VP Population and Public Health &
Chief Medical Health Officer
Island Health

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NOV 18 2024

CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Heritage Commission Meeting
October 2, 2024

Minutes

Location:
AV Museum

Attendees:

ACRD	Penny Cote
City Council	Charles Mealey
Chamber of Commerce	Jolleen Dick
Community Arts Council	Claudia Romaniuk
Community at Large	Colin Schult
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Don Jones
McLean Mill	Elliot Drew
School District 70	Pam Craig
Staff	Sheila Perry, Willa Thorpe

<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 checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other - SA

File # 0540-20-1 AVMHC

Regrets:

Hupačasath First Nation
čišaaʔath (Tseshaht) First Nation

Called to Order: 7:04pm

1. Moved by Pam that the agenda of the October 2, 2024 meeting be approved as amended.
2. Moved by Don that the minutes of the September 4, 2024 meeting be approved as circulated.
3. Introduction – Sheila Perry (Manager of Culture)
4. Old Business
 - a. Train Station – relocating sign and camouflaging utilities boxes
 - i. The Port Alberni station sign has been relocated from the south corner of the building to the west corner and is visible from Harbour Road.
 - ii. The two utilities boxes on the south side of the property have been camouflaged by a perimeter structure of wooden slats (the material and colour are similar to the existing siding).
5. Correspondence – none
6. New Business
 - a. Notice of Motion: Heritage Commission members to bring forward ideas to the November meeting to develop an appropriate land acknowledgement to be included in the agenda and subsequent minutes of each monthly meeting. (Pam Craig)

I.1(h)



Heritage Commission Meeting
October 2, 2024
Minutes

7. Reports

a. Community Arts Council

It was a very busy summer, with new hours and some old and some new events. Opening every day for longer hours this summer was certainly a challenge. We are now back to winter hours Tuesday to Saturday 10 am to 4pm.

Our staffing has changed. We now have one full time and one part time employee on the gallery floor. Angela Skaley our Arts Administrator will be doing more administrative work.

We have two new board members, Amy Mayo, who will be our treasurer, and Mike Hill who has retired here from Victoria where he was in charge of public art.

We have had cameras installed in the gallery and gift shop area and we are still wanting one more in the workshop space.

We are also in the middle of strategic planning.

We had some old events at new venues and new hours and we tried out some new events, with more to come.

1. Teas at the Mill – teas at the McLean Mill site were very successful, considering they were held on a new day, Sunday, new hours, 3 to 5 and a new venue, McLean Mill.

2. Summer camps ran well, thanks to two excellent summer students.

3. Tatiana Masa who is our events coordinator, volunteered her time at the toy run to do a community painting. Angela will finish it and we will auction it at the Mistletoe market.

4. Had the first Crafty Cruise – on September 20th from 6pm until 9pm on the Frances Barkley. This cruise included music and crafts and games plus drinks and pizza. We are going to have another one in 2025.

5. On October 26 and 27 we are having a Dark Arts Market during the Haunted Mill event with ADAPS at McLean Mill. It will operate on the 25th from 3-9pm and on the 26th from 12 to 5pm.

6. Current Exhibit – group exhibit from October 1 to November 2, 2024. Exhibit is titled Transitions, and artists are encouraged to submit works that reflect the theme of transitions, capturing changes both big and small, and personal or communal. All mediums welcome and up to two submissions per artist. Following this exhibit will be the annual Mistletoe Market.



Heritage Commission Meeting
October 2, 2024
Minutes

b. School District

The next Public Board meeting is Tuesday Oct 22, 2024, at Ucluelet Elementary School.

1. BC School Trustee Association has developed an Election Advocacy package for all 60 Boards in the province. All Boards, including Pacific Rim, are writing to each candidate from their individual riding. The three priorities areas for BC Boards are:
 - Recruitment and Retention of Staff.
 - Capital and Deferred Maintenance Funding.
 - Inclusive Education and Student success.
2. The Board Approved the Audited Financial Statement on Sept 24, 2024, at the public meeting in Bamfield. The Board also submitted the 5 Year Minor Capitol Plan and the Enhancing Student Learning Report.
3. The district website now has the draft 'Tree Protection Policy' posted for public consultation.
4. The Board has sent an Advocacy letter to MP, Gord Johns requesting the federal government establish the National School Foods Program as promised.
5. Pacific Rim School District observed the National Day of Truth and Reconciliation on Sept 30. All District schools worked on many different programs throughout September to learn about Indian Residential School Survivors. All School flags flew at half-mast on Sept 30th.
6. Pacific Rim is hosting the 12 districts on Vancouver Island this Friday and Saturday Oct 4 & 5. The presentations will be from the Indian Residential School Survivors. The collection of student art work from students who attended the Alberni Indian Residential School will be on display. Survivors will be in attendance to speak about their experiences and answer questions.



Heritage Commission Meeting
October 2, 2024
Minutes

c. Chamber of Commerce



2533 Port Alberni Highway
Port Alberni, BC V9Y 8P2
T: 250-724-8535
office@albernichamber.ca

October 2, 2024

Chamber & Visitor Centre Report to Heritage Commission
Submitted by Jolleen Dick, Chief Executive Officer

Chamber of Commerce

Business Excellence Awards

We are excited to now be accepting nominations and entries for the Business Excellence Awards for 2024! After a hiatus in 2023, we've moved our Business Awards to the Fall season. We look forward to celebrating at our Awards Gala on Friday November 29, 2024 at the Italian Hall and Events Centre.

Categories Include:

Business Excellence Award
Business Investment Award
Chamber Award
Community Builder Award
Gillian Trumper Memorial Youth Award
Sustainability & Stewardship Award
Inclusive Employer Award
Rising Star Award
Customer Service Excellence
Business Innovation Award
Volunteer of the Year – Sponsored by ScotiaBank
Woman of Influence Award – Sponsored by Rabinder Dhillon Mortgages
Indigenous Business Excellence Award – Sponsored by the City of Port Alberni
Creative Spirit Award

Nominations and entries accepted here: <https://albernicc.awardify.io/>

Events

This month we focus on Community Inclusion and have invited speakers to give information on programs and initiatives for supporting employees with disabilities.

Confirmed Guest Speakers: Wolfgang Zimmerman and Bill Brown from Alberni Valley Employment Centre – Work BC

This event offers the perfect platform to connect with local professionals, business owners, and community leaders. Whether you're looking to build new relationships or strengthen existing ones, this breakfast is the ideal setting to fuel your growth and spark fresh collaborations.

[Tickets available here.](#)



Heritage Commission Meeting
October 2, 2024
Minutes



2533 Port Alberni Highway
Port Alberni, BC V9Y 8P2
T: 250-724-6535
office@albernichamber.ca

All Candidates Meeting for Provincial Election

- o Candidates from the three parties have been invited to participate.
- o Two were unavailable for the date planned and we are considering rescheduling depending on candidate response and availability.
- o Rules & Regulations have been established for the traditional debate format.
- o We will not proceed if there is not enough MLA candidate participation to hold the event.

All Candidates for City of Port Alberni By-Election planning is underway for the election on December 14, 2024. Rules & Regulations have been established for the traditional debate format.

The Alberni Clayoquot Economic Resiliency Project funded by Island Coast Economic Trust

- Held a workshop on June 24th with stakeholders to review the focus groups and report to date
- Final report package is in progress and expected this week for initial review and feedback.

Visitor Centre

At the beginning of this year, 4VI was hired as an interim measure to fill the gap of having a full-time dedicated Visitor Centre Manager. Throughout this contract, we updated a few key materials here at the Visitor Centre:

- 2024 Port Alberni Training Manual
- Volunteer Ambassador Handbook
- Alberni Valley Business and Activity Database
- Distribution and Intake for Vacation Guides database and ordering
- Free Brochure Guides database
- Familiarization Tours Guide

With the new position of Visitor Services Coordinator established this September, we look forward to planning during these winter months to improve our services for the 2025.

General Updates

- o We hired four students for the summer season under the Canada Summer Jobs program and they worked full-time throughout the summer.
- o In the summer (July and August) we are open 7 days a week
- o From September 1 onwards, we are open 5 days a week from 10am to 4pm.

Visitation Trends

June and July continued our trend of increased visitor traffic from last year. Following last month, most of our visitors were from other BC communities, and we have also seen an uptick in European visitors. We primarily saw same-day visitors, but we are steadily seeing an increase in 2-night stays as well. The most requested information was for surrounding maps/directions; however, we saw quite an increase in visitors coming in to shop in our gift shop, as well as requests for adventure and recreation.

August was our busiest month this season, with many more visitors spending a few days sightseeing in our community, before moving along to the West Coast. Going through September, we maintained steady numbers



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throughout most of the month, with most of our visitors being from Europe. We have now started to notice a slight decline in visitors towards the end of the month, as the rain has started picking up again.

Statistics Summary for the Port Alberni Visitor Centre

	Q2		July		August		September	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	2,635	1,517	1,135	674	1,437	817	TBD	TBD
2023	2,166	1,007	1,668	855	1,591	782	1,202	642
2022	1,949	1,214	1,204	621	853	571	1,109	656
2021	1,417	1,005	1,667	962	2,101	1,238	1,208	801

Source: <https://www.networkstats.tourismbc.com/>

Giftshop:

We are slowly chipping away at our goal of re-vamping the Visitor Centre merchandise, and stickers, postcards, magnets and t-shirts have been our best-selling categories. We'd like to bring in new shelving and racking systems, to make our items easier for our visitors to navigate and find.

We are excited to continue finding more local vendors to partner with, and to display the best that Port Alberni has to offer. We welcome items from local businesses and creatives.

We have consignment options available too, please contact 250-724-6535 or office@albernichamber.ca to inquire.



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d. McLean Mill

The logo for McLean Mill National Historic Site, featuring the text 'McLEAN MILL' in a stylized font with a tree and the words 'NATIONAL HISTORIC SITE' below it.

McLean Mill National Historic Site Update, Oct 2, 2024

Prepared by Elliot Drew

The One Mile Production has been the focus for September and will continue to be so for October as well. This production is a huge boon for the Mill and the Community. An estimated 1.4 million dollars will be injected into our economy and building a presence with the film industry can only bring good things in promoting our Site and community. With the Site closed in preparation of shooting we have not stats to share this month. However, we are still honouring our commitments which means I have been extremely busy working logistics and making sure our other users are receiving everything we promised them.

The big news of the month was our part in hosting the Port Alberni Port Authority and their guests during the Ports conference on Sept 18th. 200 visitors gathered at the Mill to learn about our heritage, enjoy a traditionally prepared Salmon dinner and witness a truly moving cultural exhibition by the Tseshaht First Nation.

September 25th saw the Mill welcome back BC Forest Service to celebrate National Forest Week. Over 250 SD70 Grade 5 students endured heavy rain and filled the Mill Site to learn about this precious natural resource. It was amazing to see this event return in earnest after being downsized for the pandemic and despite the weather the kids seem to really enjoy being back at McLean Mill.

We hosted 2 weddings on the 7th and the 28th which went off perfectly and will host our final wedding of the season over this weekend. While we are still seeing inquires for 2025 rentals are slower this year as the affordability crunch has forced people to rethink where they are spending their pennies. We will be looking at this a lot in the coming months to strengthen our value proposition as we move forward with 2025 planning.

As always, we are proud of our role in sharing our site and our heritage with all our visitors.

IMPORTANT DATES:

Sept 2, 2024 – Oct 22, 2024	One Mile Productions – Movie Shoot
Oct 5, 2024	Wedding

e. Historical Society – no report



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f. Industrial Heritage Society



Western Vancouver Island Industrial Heritage Society

October 2, 2024 Report to the Heritage Commission

Apologies but I have been tied up at work and haven't had time to prepare a thorough report. The Alberni Pacific Railway was able to continue to operate in September due to a high interest in both locals and visitors. In September, we were able to open the Waterfront run along harbour road, with financial help from a Private Donor and Island Corridor Foundation, as well as in-kind support from Warbrick Contracting and AV Little Digger & Hauler. We finished our season on September 29.

On September 19 we had our first train charter in 6 years for the Ports Canada Conference hosted by the Port Alberni Port Authority for a tour of the Waterfront. We also built a railroad display in the APR Rail yard for the visitors.

Work is now complete cleaning out and repainting the Boxcar which had been burnt by vandals years back and graffitied. Unfortunately, just last weekend our Logging Crew Speeder was broken into and parts stolen from the interior.

We are in the planning stages of multiple off-season events which we hope to begin marketing very soon for both the APR and IHC

In September, Members took the Rayner & Bracht to Jamie Bracht's Celebration of Life

We are currently prepping to take part in the Haunted Mill Hosted by ADAPS on October 26th, as well as the CO-OP Community Day on October 4th.

The Truck Show was successful seeing over 1000 guests!

Unfortunately, we did not receive community gaming grant – so we are currently exploring other funding possibilities, especially for projects at the IHC

The IHC is currently open 9-11am Monday-Friday and 9-12noon on Saturdays, as well as tours by appointment – We are seeing shoulder season visitors show up to visit the centre and check out the trucks and displays.



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g. Maritime Heritage Society



Port Alberni Maritime Heritage Society
October 2, 2024 Report to the Heritage Commission

Fall Season Open Hours

Our summer season has now ended as our summer staff have either returned to school or have gone on to other commitments. The Gallery and the Lighthouse are now open from 11:00 am to 2:00 pm Tuesday through Thursday and from 9:30 am to 1:30 pm Friday and Saturday, at least until the Saturday before Thanksgiving. Tours may be arranged with our Facility Coordinator, Dale Gross, by contacting him at the below-noted contact information.

Children's Programming

Our Facility Coordinator will be working with the Alberni Valley Museum's Education Curator to develop children's maritime programs which can be given to school groups during the Fall, Winter and Spring months.

Lighthouse Upgrade

The society raised a total of \$44,600 for our Lighthouse Upgrade project. Our iconic Lighthouse now looks beautiful with new white metal siding and red trim, the fallen-down gutter has been re-installed, the broken sign has been fixed and our HVAC, which ceased operating on July 1, provides cooling and heat. Come have a look! We have approximately \$6,000 of unspent funding which we will use to paint the upper portion of the Lighthouse. This, however, will not happen until the Spring of 2025 when painting contractors will be willing to take on an exterior painting contract.

September Tour

On Tuesday September 17th our Facility Coordinator gave a tour of the Gallery & the Lighthouse to a group from Vancouver which came specifically to visit our two little pocket museums. They departed with a tremendous amount of knowledge and thoroughly enjoyed their visit.

Visitors During September

Our visitor count during the past month, consistent with prior years, was very low. During the 1st half of September, 31 people signed our guest book. Possibly, more came through the door, but I could not find the statistics. From September 17th to the 30th, 70 toured the Ken Hutcheson Gallery while 58 visited the Lighthouse.


Contact Information

Telephone	250-723-6164
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com



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h. City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held September 23, 2024. These are not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

- **BYLAWS**
"Housing Agreement (5130 Argyle Street), Bylaw No. 5114" was adopted. This bylaw is a condition of a Development Variance Permit for a Housing Agreement in support of below-market rental apartments located at 5130 Argyle Street.
- **CORRESPONDENCE**
Tseshaht First Nation | National Day of Truth & Reconciliation
Council authorized the expenditure of Community Investment Program funding to support Tseshaht First Nation with event support to include tent rentals and provision of traffic control services for the National Day of Truth and Reconciliation walk taking place on Monday, September 30, 2024 from 10:00 am to 12:00 pm starting from Alberni District Secondary School to the Tseshaht Maht Mahs Gymnasium. For more information, contact the Tseshaht First Nation, Engagement Coordinator at leanne.ains@tseshaht.com
Council also received their correspondence summary which included letters from:
 - a. Ministry of Emergency Management and Climate Readiness | Upcoming Provincial Election
 - b. Alberni-Clayoquot Regional District | Keeping you Connected July/August 2024
 - c. Island Health | Medical Health Officers' Newsletter September 2024
 - d. Forest Enhancement Society of BC | Fall 2024 Accomplishments Update
 - e. Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising
 - f. Alberni Valley Museum and Heritage Commission Minutes | June 5, 2024
- **REPORT FROM IN-CAMERA**
Council released for public consumption direction that staff work with ACRD staff to develop a preferred option for aquatic centre locations and options of operational models for the new aquatic centre.

Council released for public consumption Notice of its Intent to enter into a Licence of Occupation Agreement between the City of Port Alberni and Alberni Brewing Company effective January 1, 2024 for a period of five years in the amount of \$1312.00 per year plus GST, for the purpose of occupying an area of the Lands to provide for restaurant or café tables and chairs and serving stations.

- **NEW BUSINESS**
Update on Master Planning
Council directed 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 to support continuation of the Master Plan program.
- Echo Aquatic Centre Study**
Council received a report from the Director of Parks, Recreation and Culture regarding the potential for expansion [renovation] of the Echo '67 Aquatic Centre compared to the current feasibility study for a new build.
- 2024 By-Election Contract Services & Appointment of Chief and Deputy Election Officers**
Council authorized the Mayor and Corporate Officer to enter into an agreement with Panneton & Associates Ltd. to conduct the 2024 By-Election.
Council, pursuant to Section 58(1) and (2) of the Local Government Act, appointed Mark Brown of Panneton & Associates Ltd. as Chief Election Officer and Mark Panneton and Sara Darling, Director of Corporate Services as Deputy Chief Election Officers effective September 26, 2024 for the administration and conduct of the 2024 Local By-Election to be held December 14, 2024.
- Procurement Summary | January to June 2024**
Council received the Procurement Summary for the period January to June 2024 outlining contracts awarded in excess of \$100,000.



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**Renewal of Temporary Use Permit | 3665, 3675,
3689 4th Avenue**

Council authorized the Director of Corporate Services to sign a three-year extension of the Temporary Use Permit to permit up to 30 temporary shelter units located at 3665, 3675 and 3689 4th Avenue.

Council further authorized the Mayor and Director of Corporate Services to sign a three-year lease agreement with the Port Alberni Friendship Centre to accommodate the temporary shelter.

**Liquor and Cannabis Regulation Branch
Applications**

Council opted out of providing comment on the following applications:

- Alberni Brewing Company [4630 Adelaide Street] Outdoor Patio
- Capital Theatre [4904 Argyle Street] Change to hours of Liquor Service

When a local government opts out of providing comment, the LCRB undertakes public consultation and review on behalf of the local government.

Bus Benches

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

Union of BC Municipalities Convention

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

■ **QUESTION PERIOD**

N. Anderson

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

■ **COUNCIL MEETINGS**

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

■ **MEETINGS AT A GLANCE**

Wednesday, September 24th

Connect with your City Open House
6:00 – 8:00 pm
Echo 67 Centre

Tuesday, October 1st

9:30 am – Audit Committee
Council Chambers

Wednesday, October 2nd

7:00 pm – Alberni Valley Heritage Commission
Alberni Valley Museum

Tuesday, October 15th

2:00 pm – Regular Council
Council Chambers



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i. Regional District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - July/August 2024

JULY 24 & AUGUST 28 MEETINGS

MOMENT OF SILENCE

The Board of Directors conducted a moment of silence in memory of Gerard Janssen, former Alberni MLA, and John Douglas, City of Port Alberni Councillor. It was also an opportunity to acknowledge the tragic plane crash that occurred at the Long Beach Airport on July 18, 2024.

COMMUNITY ACTION TEAM PRESENTS

The Port Alberni Community Action Team presented the Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe. The Board of Directors will consider appointing a Director to the Port Alberni Community Action Team at a future date.

GRANT FUNDING APPLICATIONS

The Board of Directors supported the grant funding applications to the Housing Accelerator Fund Program for the ACRD to create conditions to increase housing supply in the region and to NETP Special Projects funding application for Project Management regional training.

BAMFIELD SEWER REFERENDUM THIS FALL/WINTER

East and West Bamfield Sewer Referendums will occur this Fall/Winter 2024. The Board appointed the General Manager of Administrative Services as the Chief Election Officer and Manager of Administrative Services as the Deputy Chief Election Officer. The Board also completed three readings of Bylaw No. E1065, East Bamfield Sewer Collection System Establishing Bylaw, Bylaw No. F1163, East Bamfield Sewer Collection System Loan Authorization Bylaw, Bylaw No. E1066, West Bamfield Sewer Collection System Establishing Bylaw, Bylaw No. F1164, West Bamfield Sewer Collection System Loan Authorization Bylaw and approved the referendum questions and synopsis.

LETTERS FROM THE BOARD

- A letter of land use concurrence will be issued for Rogers Communications File: W3579 noting that the ACRD supports the cell tower location in Beaver Creek.
- A letter of support to Alberni Valley Makerspace for their application to CleanBC Plastics Action Fund.
- A letter of support to Huu-ay-aht First Nations supporting their grant application to the British Columbia Community Workforce Response Grant to deliver a Wildfire Crew Member Training Program in Anacra.
- A letter of support to Clean Coast Clean Waters Initiative Fund for cleanup scheduled for September 11-18 at five locations on the Bamfield Peninsula.

EMERGENCY RESOLUTION GOING TO UBCM

An emergency resolution will be submitted to UBCM to call upon the Minister, the Commissioner, and Canadian Coast Guard management to immediately halt any plans to shut down light stations and maintain the essential levels of staffing at these and all stations on the entire coast of BC and that this matter be in addition referred to the Federation of Canadian Municipalities for their immediate consideration. The Board will be seeking support from AVICC for this resolution and to secure a meeting with the Premier at the upcoming UBCM Convention in September. A letter will also be written to the Department of Fisheries and Oceans requesting that Carmanah Point and Pachena Point lighthouses remain staffed.

BOARD OF DIRECTORS

Chair: John Jack Huu-ay-aht First Nations	Director Vaida Siga Electoral Area "C" Long Beach	Mayor Sherie Minions City of Port Alberni	Councillor Moriah Coates Uchucklesaht Tribe Government
Councillor Debbie Haggard City of Port Alberni (vice-chair)	Director Penny Cote Electoral Area "D" Sproat Lake	Councillor Tom Stene District of Tofino	Levana Mastrangelo - Executive Legislator Yuulu7a7ath Government
Director Bob Beckett Electoral Area "A" Bamfield	Director Susan Roth Electoral Area "E" Beaver Creek	Mayor Marilyn McEwen District of Ucluelet	For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250 720 2731 or e mail h.sennel@acrd.bc.ca .
Director Fred Boyko Electoral Area "B" Beaufort	Director Mike Sparrow Electoral Area "F" Cherry Creek	Councillor Kirsten Johnsen Toquaht Nation	

250-720-2700 www.acrd.bc.ca 3005 Fifth Ave. @ACRDgov



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j. Community at Large

October 2024

- ~~Skysong~~ Community Choir meets @ Char's every Tuesday from 6-8pm
- Grief Care Sundays @ 2pm @ Southside Church of the ~~Nazerene~~
- CCO Blind meets 10am first Wednesday of each month @ Abbeyfield
- TOPS meets @ RCL Tuesdays 8-10am
- Spirit Square Farmers Market Saturdays 9-12 at Harbour Quay
- AV Coin Club 3rd Thursday @ 7pm craft room A @ Echo Centre
- AV Rock and Gem Club meet 1st Sunday @ 2pm at the Clubhouse Tebo RD
- AV Grief Care Group Sundays 2-3pm @ Southside Comm Church of the Nazarene
- AV Museum – Knit Nights Thursdays 6-8pm

October Activities Around Town

3rd – Mt Klitsa Garden club 7pm Echo – Cedar Room

4th – Learn to Curl At AVCC 7-8pm Equipment provided

- Chamber Breakfast @ ~~Smitty's~~ PA 8-10am

5th – Alberni Co-Op Community Day @ Glenwood Centre, family activities, free BBQ lunch

- Transitions Exhibit @ Grove Art Gallery 1-3pm – capturing the dynamic change in PA – meet the artists
- Oktoberfest BC Burn Fundraiser @ Kinsmen – Five Acre Shaker 1-10pm
- Pumpkin Patch Tours @ Arrowvale Campground 1030-330

6th – Harvest Market @ Shannin Farms 10-2

- MUC OFF – Cross on the Rock – Race#3 – racing at PA Fairgrounds

8th – Retired Loggers Coffee Social @ Steelworkers on Montrose 1-3pm

- AV Community Bands fall startup: AV Concert Band @ ADSS 630-740 and Harbour City Big Band from 745-855 New members welcome
- All Candidates Meeting @ ADSS Theatre 1015-1130 – live streamed on YouTube
- Marine Life near PA, talk and slide show @ Christian Reformed School 7pm, event by AV Nature Club

10th – BC Forests and Forestry at the Crossroads: Fil and Talk, and Forest Walk @ Italian Hall 630, then Oct 11th Forest Walk – event by Sierra Club and ~~Silvicola~~



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12th Crystal and Spirit Fair 10-5 BW Barclay

12th – Free Kids Costume Event @ 3245 7th Ave 130-30pm – choose a gently used costume, all donated by the community

15th – All-Candidates Meet and Greet @ Char's 4pm

17th – VI Pro Wrestling @ PA Maht Mahs gym Mission Rd 630pm

19th – Leave Her Wild Witches market 4-7pm – a Magical night, tarot readers and a healer...shop while you're there.

- Merkules at the KCC 7pm-2am
- Newcomers Meet Up! @ Bare Bones 5pm

20th – Pumpkin Festival @ Dry Creek Community Garden 1-3pm, free kids activities, snacks and info about growing and preserving pumpkins

26-27th – Dark Arts Market @ McLean Mill 36pm Sat and 12-5 Sunday. Spooky artisans plus fall-themed market, creepy mocktails and candy apple bar

26th – Halloween Dance @ PA Italian Hall 730-1am

- Halloween Beerfest @ BS Rugby Club 7pm – evening of competition, partake in classic beer games with your team., team of 4 or more

28th – Healing Hearts – a bereavement support group 630pm @ Kuu-U's Crisis Line Society

Nov 2-3 – Holiday Winter Market @ Glenwood 10-5 and 10-4

k. Museum

- i. Sheila Perry, our Manager of Culture, joined us on October 1.
- ii. The Aquaculture travelling exhibit opens on October 3 and is on display until Jan. 5.
- iii. The Truth and Reconciliation event that featured art by Residential School survivors was well attended; 81 students viewed the pieces on September 27, and 125 members of the public on September 28.
- iv. Our re-vamped birthday parties are well-subscribed; 8 parties are scheduled so far this fall.
- v. Our first walking tour was a great success; another session at the Greenwood cemetery will run on October 5 from 10am – 11:30am.

l. Hupačasath First Nation – no report

m. čišaaʔath (Tseshaht) First Nation – no report



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8. Next Meeting
 - a. November 6, 7pm (AV Museum)
9. Moved by Colin to adjourn at 8:44pm.



**Heritage Commission Meeting
November 6, 2024
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Location:
AV Museum

Attendees:

ACRD
City Council
Chamber of Commerce
Community Arts Council
Community at Large
Historical Society
Industrial Heritage
Maritime Heritage
McLean Mill
School District 70
Staff

Penny Cote
Charles Mealey
Jolleen Dick
Nancy Blair
Colin Schult
Gareth Flostrand
Richard Spencer
Gareth Flostrand
Jolleen Dick
Pam Craig
Sheila Perry

RECEIVED

DEC - 5 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 checked="" 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 #	<u>RCM Dec 9/24</u> <u>054020-AVNH-C</u>

Regrets:

Hupačasath First Nation
čišaaʔath (Tseshaht) First Nation

Called to Order: 7:04pm

1. Moved by Pam Craig that the agenda of the November 6, 2024 meeting be approved as amended.
2. Moved by Jolleen Dick that the minutes of the October 2, 2024 meeting be approved as circulated.
3. Old Business
 - i. Land Acknowledgement

Notion of Motion: Until such time as a bespoke land acknowledgment is developed, the following land acknowledgment (adapted from Port Alberni City Council) will be implemented:

The Heritage Commission acknowledges and recognizes that we work, live and play in the Alberni Valley, which is situated on the unceded territories of čišaaʔath (Tseshaht) and the Hupačasath First Nations (Charles Mealey).

ii. Train Station Update

Heritage Commission members request an update regarding the status of the installation of the Two Spot at the Train Station site for its December meeting.

4. Correspondence – none



**Heritage Commission Meeting
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5. New Business

a. Heritage Commission Roles & Responsibilities

Lively discussion regarding the effectiveness of the Heritage Commission in terms of its roles and responsibilities was had. A copy of Bylaw No. 4959 was distributed for Commissioners perusal.

Notion of Motion: For information purposes, a copy of Bylaw No. 4959 will be attached to the minutes of the November 6th meeting for circulation (Pam Craig).

Notice of Motion: Heritage Commission members to bring forward ideas at the December meeting to ensure the Commission is inclusive and representative of our community (Pam Craig).

Staff are asked to develop a Culture & Heritage Award Program to be implemented in 2025. To this end, staff are also asked to determine whether partnering with the Chamber of Commerce Awards Program is feasible.

Heritage Commission members will determine 2025 meeting locations at the December meeting.

In order to provide adequate time for discussion during meetings, Heritage Committee members will highlight no more than three items from their written reports.

b. čišaaʔath (Tseshah) First Nation Election

Notice of Motion: A letter of congratulations will be sent to the čišaaʔath (Tseshah) First Nation on the success of their recent election. An invitation welcoming a Tseshah representative join the Heritage Commission will be included in the letter. (Charles Mealey).



**Heritage Commission Meeting
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Reports

c. Community Arts Council

Community Arts Council

Report to the Heritage Commission, November 6, 2024

Gallery and gift shop – We are now set up for our annual Mistletoe Market, which runs from November 6 to December 21. December 6,7 are membership appreciation days. Members get 20% off purchases on those two days.

- Along with the usual Christmas crafts, we will have arts pieces for a silent auction.

Christmas at the Quay

- Light up at the Quay if Friday, Nov 29 from 530 to 730. Entertainment will be provided by the ADSS Band and Timbre! Choir. Tree light up is slated for 6pm.

Every other Thursday from 630 to 830 will be drop in for art projects. The first one will be on November 7, Introduction to acrylic paints. Cost \$5.

The gallery is closed December 24th and 25th for Christmas and December 31st and January1 for New Years.



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d. School District

Heritage Commission Pacific Rim School District Report Nov 6, 2024

The next Public Meeting of the Board of Education is Tuesday Nov 26 at 5pm at John Howitt.

1. Elementary Fall Sports Wrap up events-
 - Elementary Cross-Country Run – Wood School up Wallace St. to Powerline Road down Rock Canyon past NIC, Athletic Hall and Multiplex to Bob Dailey stadium.
 - Friday Nov 8 Elementary Wrestling Tournament – 2pm to 6pm at ADSS.
 - Nov 15 Volleyball Jamboree from 2pm to 6pm at ADSS.
2. New School Meal Program for Pacific Rim in partnership with Nourish Cowichan food charity. This partnership is a significant step in Pacific Rim's commitment to address food insecurity and ensure every student has access to nutritious meals. Bamfield and Wickaninnish Elementary schools will continue with their established lunch programs and the Alberni Valley and Ucluelet schools will be supported in the new Nourish Pacific Rim Meals program. The existing volunteer breakfast programs will continue. It is easy to Donate to the program on the Nourish Cowichan website. There are two donate buttons, one for Cowichan and one for Pacific Rim. We receive some money from the Ministry of Education and Child Care in the Feeding Futures Program. We also received a grant from the Ministry's Food Infrastructure Grant program to retrofit the Kitchens at EJ Dunn to permit larger production and storage of lunches.
3. The McCreary Centre Society surveys BC Youth every few years to collect data on their health. The Society was on the West Coast yesterday and here today Nov 6 to engage Pacific Rim Youth in conversation about what their experience is like in the domain covered by the survey. McCreary offered, late this afternoon, Service Provider Information Session. The data collected from these two days with Youth and Service Providers will provide a deeper understanding of our youth and the challenges they are facing today so we can offer responsive actions where appropriate.



Heritage Commission Meeting
November 6, 2024
Minutes

e. Chamber of Commerce



2533 Port Alberni Highway
Port Alberni, BC V9Y 8P2
T: 250-724-6535
office@albernichamber.ca

November 6, 2024

Chamber & Visitor Centre Report to Heritage Commission
Submitted by Jolleen Dick, Chief Executive Officer

Chamber of Commerce

Business Excellence Awards

Judging is underway for the Business Excellence Awards for 2024! We look forward to celebrating at our Awards Gala on Friday November 29, 2024 at the Italian Hall and Events Centre.

Tickets are now on sale here: <https://albernicc.awardify.io/awards-gala>

All Candidates Meeting for City of Port Alberni By-Election

We're planning an event for December 5th. Location to be determined. Rules & Regulations have been established for the traditional debate format.

More info here: <https://albernichamber.ca/2024-all-candidates-meetings>

Visitor Centre Report – Prepared by Emily Ratcliff, Visitor Services Coordinator

Statistics

	Q3		October		November		December	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	3,783*	2,150*	541	332	TBD	TBD	TBD	TBD
2023	4,461	2,279	585	335	309	197	220	160
2022	3,166	1,848	420	272	350	271	216	154
2021	5,040	3,001	799	495	408	276	237	180

*Please note there is a data entry error and these numbers are being updated to reflect stats recorded.

We've seen quite a decline in visitor traffic throughout October, as the cold and rainy weather has settled in for the rest of the year. Early in the month, we still had quite an influx of European visitors interested in viewing the salmon run.

Through the second half of October, and into the beginning of November, visitor traffic has mostly been Vancouver Island residents heading out for early season storm watching on the West Coast.

Giftshop:

In October, we began transferring merchandise from the McLean Mill gift shop to our Visitor Centre gift shop, creating a fresh, inviting space just in time for the holiday season. While visitor traffic has slowed, our community and guests continue to show enthusiasm for stickers and t-shirts. Our next goal is to collaborate with local designers to develop exclusive, Alberni-inspired merchandise. This unique line will celebrate our community, support local creativity, and give visitors a memorable piece of Port Alberni to take home.



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f. McLean Mill



McLean Mill National Historic Site Update, Nov 6, 2024

Prepared by Elliot Drew

The recent filming of One Mile and One More Mile at McLean Mill National Historic Site brought excitement and a positive impact to both the site and the Alberni Valley. This production provided an estimated \$3 million boost to our local economy, highlighting our region as an ideal location for future projects and bringing increased visibility to the historical value of the Mill.

Throughout the production, our team worked diligently to ensure there was an outstanding experience for the cast and crew. All parties worked together to ensure the historical integrity of McLean Mill remained intact. Filming wrapped on October 29th, and we've since moved into the cleanup and restoration phase. The site reopened to the public on November 1st, with crews continuing to remove props and larger set pieces.

Thanks to the production's commitment, the site is in better condition than ever, with major improvements, including:

- The rotting floor in the teacherage has been shored up and repaired, along with remounting the door so it is accessible.
- Repairs to the back corner of the Office should stop water penetration so we should not have to deal with rot and the building underwent remediation for black mold to improve air quality.
- The molding, sagging donnacona has been removed from the Cookhouse and is being replaced with properly sealed marine grade plywood to prevent mold regrowth after it to underwent remediation.
- The entire road system and parking lots are being repaired graded and top-dressed.
- The Greens Department are fixing effected areas and removing all vegetation around the buildings.
- Minor repairs like fixing windows and patching holes have also been completed.

Our final wedding of the season took place on October 5th. This year, our annual Halloween event with ADAPS was relocated to accommodate the extended film production schedule. The Production team and ADAPS worked directly together to find a solution, ensuring both the event and filming could proceed smoothly. We were pleased to work with our partners to ensure that this was a mutually beneficial agreement and that this popular community event was able to proceed before the production could move forward.

Our thanks go out to everyone involved for making this production a success. We're excited about the future opportunities this opens up for Port Alberni and are committed to working with the City to build on this momentum.

We look forward to presenting at the upcoming Committee of the Whole Meeting on Monday, November 18th, where we'll provide Council with updates on the successes and learnings from the 2023 and 2024 seasons. Additionally, we hope to gain insights into the future vision for the Historic Site to continue building on its legacy together

www.mcleanmill.ca 
info@mcleanmill.ca 
250-723-1376 



Heritage Commission Meeting
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g. Historical Society

ALBERNI DISTRICT HISTORICAL SOCIETY REPORT

November 6, 2024

- One of our dedicated Archive volunteer, Marlene Dietrich, will be receiving the King Charles 111 Coronation Medal for her instrumental work in bringing Abbeyfield, an independent living for seniors facility, to Port Alberni. Marlene and her late husband, Phil, spent many, many hours along with Terry White, obtaining the current building, setting up the partnership with Abbeyfield Canada, cleaning & building repairs to bring the old section of the West Coast Hospital up to current standards. Well done & much deserved Marlene!
- Our very dedicated group of volunteers amassed 170 ¾ hours in the last month. Paper trail donations have slowed down. Research projects are coming in slowly. We still have enough work for our volunteers though!
- Are you on our Facebook page? Every 2 weeks, a new historical article by Diane Dobson is posted there. The last 2 articles have featured Pioneer Women of the Valley.
- The Archives are open Tues-Thur, 11am to 3 pm.



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h. Industrial Heritage Society



November 6th, 2024 Report to the Heritage Commission

1. As October hit, activity switched over on the Alberni Pacific Railway to a focus on maintenance. The #7 Steam Locomotive being one of the main priorities. We did however run two event trains; a fall train on October 12 which saw 74 passengers over the two runs, and a Halloween Train on October 26 which saw 292 passengers over the two runs. Both Halloween runs were complete sell outs.
2. Santa's Express tickets have now gone on sale, and withing 3-days we've sold 350 tickets. We will be running a marketing campaign for Santa's Express as well as looking for sponsors for the event. Trains will run at 11am, 12noon, 2pm, 3pm & 4pm Sat Dec 7, Sun Dec 8, Sat Dec 14 & Sun Dec 15. Tickets are \$6/Children/Youth (2-17) and \$8/adults.
3. The Logging Crew returned to McLean Mill last week to winterize the Steam Donkey and Gas Donkey at the logging show site, with continued hope that we will be able to operate the Old Time Logging Demonstration once again.
4. On October 18, a group of kids from Stepping Stones Daycare attended the IHC where they got to learn many things from the Industrial past, as well as learn some hands-on skills.
5. Members attended the Alberni District Co-op Community Day – Members drove three vintage trucks over to the Event.
6. On October 26, members attended "The Haunting" (Halloween – organized by ADAPS.) Members took four vintage vehicles over and offered activities to children at the Event.
7. The I.H.C. is selling three surplus vehicles owned by the I.H.S. – for lack of space. 1974 International flatdeck with Hi-ab crane, "Bullmoose" crane, 1979 International Water tanker.
8. Volunteers at the IHC have repaired the "Towmotor" forklift – new brakes.
9. A Christmas market is currently being planned at the IHC for December 7th with Artists Michael Dean and Dan Gray scheduled to attend. There will also be the AV Museum Gift Shop, local Crafters, Children's activities, Hot chocolate, Coffee and Cookies.
10. The IHC is now on Winter Opening Hours: Monday to Friday 9 a.m to 11 a.m.
Saturday: 9 a.m. to 2 p.m.
11. Memberships can now be renewed for 2025. Anyone wanting to renew a membership or become a member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to www.ihsportalberni.ca/membership.

ihsportalberni@gmail.com

ihsportalberni.ca

(250) 723-4285



Heritage Commission Meeting
November 6, 2024
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i. Maritime Heritage Society



**Port Alberni Maritime Heritage Society
November 6, 2024 Report to the Heritage Commission**

Current Open Hours

The Gallery and the Lighthouse are now open Tuesday, Thursday, and Saturday 11:00 to 2:30. Tours may be arranged with our Facility Coordinator, Dale Gross, by contacting him at the below-noted contact information.

Children's Programming

Our Facility Coordinator is working with the Alberni Valley Museum's Education Curator to develop children's maritime programs which can be given to school groups during the Fall, Winter and Spring months.

Lighthouse Upgrade

Our iconic Lighthouse now looks beautiful with new white metal siding and red trim. The exterior spotlights have also been replaced and are on every evening making the structure really stand out on the waterfront at night. Come have a look! The upper portion of the Lighthouse will be painted in the Spring.

October Tours

On October 11th there was a youth group tour of both facilities.

Visitors During October

Our visitor count during the past month was 68 visitors to the Gallery and 54 to the Lighthouse.

2024 Annual General Meeting

This year's AGM will be held at the Maritime Gallery on the evening of Thursday, November 28th at 7pm. The meeting agenda includes a review of our 2024 activities, financial report and the election of the Board for 2025. This meeting is open to everyone but only members may run for Board positions and vote. If you are interested in getting involved with PAMHS please attend.

Contact Information

Telephone	250-723-6164
Website	portalbernimaritimeheritage.ca
Facebook	maritimediscoverycentre
Email	portalbernimhs@gmail.com

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Ken Watson'.

Ken Watson, PAMHS President



Heritage Commission Meeting
November 6, 2024
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j. City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held October 15, 2024.
These are not the official minutes. For more information, please contact the Corporate Services
department at 250.723.2146 or email: corp_serv@portalberni.ca.

■ DELEGATIONS

Introduction | Manager of Culture

Willa Thorpe, Director of Parks, Recreation & Culture introduced the City's new Manager of Culture, Sheila Perry.

Introduction | Executive Assistant

Mike Fox, Chief Administrative Officer introduced the City's new Executive Assistant, Brianne Dempsey.

■ BYLAWS

"Permissive Tax Exemption Bylaw No. 5115, 2024" and "Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5091-1, 2024"

were introduced and given three readings. Upon adoption these bylaws will enable the applicants to receive permissive tax exemptions as per the Community Charter which provides Council the authority for both permissive and statutory tax exemptions for properties owned by a charitable, philanthropic or other not-for-profit corporation.

■ CORRESPONDENCE

Huu-ay-aht First Nation | Oomiiqsu (Aboriginal Mother Centre)

Council graciously accepted a plaque from the Huu-ay-aht First Nations Oomiiqsu (Aboriginal Mother Centre) acknowledging the partnership between the City and the Huu-ay-aht First Nation.

Coastline Endurance Running | Trail Running Series

Council authorized Coastline Endurance Running access to City streets/trails on Saturday, June 7, 2025 from 8:00 am to 4:00 pm for the purpose of a trail running event.

Community Action Team

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

R. Maczulat | Noise Bylaw Extension

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

Council also received their correspondence summary which included letters from:

- Association of Vancouver Island Coastal Communities | 2024 Community Safety and Wellbeing Conference
Council authorized the participation of one member of Council or one member of staff to attend the 2024 Community and Safety Wellbeing Conference October 28-30, 2024 in Victoria, BC.
- City of Duncan | News Release - Homelessness Crisis Urgent Call to Action
- City of Merritt | Burden of Delinquent Property Taxes
- Alberni-Clayoquot Regional District | News Release Sort'n Go Compost Program
- Alberni-Clayoquot Regional District | Alberni Valley Emergency Management Brochure
- Alberni-Clayoquot Regional District | Accessibility Committee Meeting | March 5, 2024 & April 9, 2024 Minutes
- Ministry of Emergency Management and Climate Readiness | Indigenous Engagement Requirements Funding Program
- United Against Hate Canada | Election Survey - Combatting Antisemitism
- Royal Canadian Mounted Police | BC RCMP Recruiting Update
- Minister of Innovation, Science and Industry | Draft Salmon Aquaculture Transition Plan for BC
- Various Ministry Letters | Follow up to the 2024 UBCM Convention Meeting
- North Island College | Future Student Guide - <https://www.nic.bc.ca/audience/future-students/future-student-resources/>
- Youth Parliament of British Columbia Alumni Society | 96th Parliamentary Session Open for Application



Heritage Commission Meeting
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- n. PRIMECorp | 2023-24 Annual Report and Financial Statements
- o. Advisory Traffic Committee | January 17, 2024 Minutes
- p. Audit Committee | February 27, 2024 & May 28, 2024 Minutes
- q. Alberni Valley Museum and Heritage Commission | September 4, 2024 Minutes

▪ **PROCLAMATIONS**

On behalf of the Ministry of Children and Family Development Council proclaimed the month of October 2024 as 'Foster Family Month' in Port Alberni.

On behalf of Complex Regional Pain Syndrome/Reflex Sympathetic Dystrophy [CRPS/RSD] Council proclaimed November 4, 2024 as 'Color the World Orange Day' in Port Alberni.

▪ **NEW BUSINESS**

West Coast Emergency Cultural Awareness and Safety Plan

Council authorized the Mayor and Corporate Officer to enter into an agreement with the Alberni-Clayoquot Regional District to collaborate on the establishment of a West Coast Emergency Cultural Awareness and Safety Plan, and directed staff to allocate the \$40,000 in funding received from the Indigenous Engagement Requirements Funding Program [less administrative costs] to achieve this work.

Return of A.D.S.S. Graduation Ceremonies to the Multiplex

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

▪ **COUNCIL MEETINGS**

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

▪ **MEETINGS AT A GLANCE**

Thursday, Oct 17th

12:00 pm – Advisory Planning Commission
Council Chambers

Monday, Oct 21st

6:00 pm – Committee of the Whole
Council Chambers


Tuesday, October 28th

2:00 pm – Regular Council
Council Chambers



Heritage Commission Meeting
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k. Regional District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD)
Board of Directors Meetings - October 2024

OCTOBER 9 AND 23 MEETINGS
GRANT TO SUPPORT EMERGENCY PREPAREDNESS
Support was provided for the grant funding application to the Community Emergency Preparedness Fund - Volunteer and Composite Fire Departments Equipment and Training for the purchase of forest firefighting equipment and training.
SWMP MOVES FORWARD WITH MORE OUTREACH
The Board endorsed the Solid Waste Management Plan (SWMP) Update and Public Engagement Plan and directed staff to include additional outreach for individual rural areas to discuss diversion options for organics and recycling.
LOOKING INTO FEES AT AV REGIONAL AIRPORT
Direction was provided to staff to investigate landing and aircraft parking fees at Alberni Valley Regional Airport.
NEW FACE ON LIBRARY BOARD OF TRUSTEES
Director Boyko was appointed to the Vancouver Island Regional Library Board of Trustees for 2025, and Director Cote was appointed as the alternate Director.
OPEN HOUSE COMING FOR WATERWORKS DISTRICT
The Cherry Creek Waterworks District Conversion Study final report will be presented to the community at an Open House scheduled for 6 pm on November 6, 2024, at the Cherry Creek Community Hall.
TAX EXEMPTIONS HANDED OUT
A tax exemption was provided for Alberni Valley Golf Club and the Long Beach Recreation Cooperative for 2025, and the 2025 Tax Exemption Bylaw No. F1168 was adopted.

PERMITS
Will be considered at a future meeting subject to notifying neighbouring properties:

- Development Variance Permit: DVD24004-Sproat Lake

Permits issued:

- Temporary Use Permits: TUP19006-Sproat Lake, TUP24007-Sproat Lake
- Development Variance Permits: DVC24010-Long Beach

REZONING AND BYLAWS

- Rezoning Applications:
 - RD23017 - Sproat Lake (Bylaw P1498 Zoning Text Amendment Bylaw and Bylaw P1499 Zoning Atlas Amendment Bylaw were adopted)
 - RD23016 - Sproat Lake (Bylaw 1506 Sproat Lake Official Community Plan Amendment Bylaw, Bylaw P1507 Zoning Text Amendment Bylaw and Bylaw P1508 Zoning Atlas Amendment Bylaw were adopted)
 - RE24006 - Beaver Creek (Bylaw 1511 Zoning Atlas Amendment Bylaw was adopted)

LETTERS OF SUPPORT

- Huu-ay-aht First Nations to support their proposed Visitor and Cultural Centre project application through the Rural Economic Diversification and Infrastructure Program
- BC Geographical Names Office, Heritage Branch to support the proposal to rename MacKenzie Beach to "tinwis"
- Green Inclusive Community Buildings Program Review Committee supporting Yuułu'it̓ Government's Youth and Elder Community Centre Project


BOARD OF DIRECTORS

Chair: John Jack Huu-ay-aht First Nations	Director Vaida Siga Electoral Area "C" Long Beach	Mayor Sharie Minions City of Port Alberni	Councillor Moriah Cootes Uchucklesaht Tribe Government
Councillor Debbie Haggard City of Port Alberni (vice-chair)	Director Penny Cote Electoral Area "D" Sproat Lake	Councillor Tom Stere District of Tofino	Levana Mastrangelo - Executive Legislator Yuułu'it̓ Government
Director Bob Beckett Electoral Area "A" Bamfield	Director Susan Roth Electoral Area "E" Beaver Creek	Mayor Marilyn McEwen District of Ucluelet	For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail hzenner@acrd.bc.ca .
Director Fred Boyko Electoral Area "B" Beaufort	Director Mike Sparrow Electoral Area "F" Cherry Creek	Councillor Kirsten Johnsen Toquaht Nation	

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



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ALBERNI-CLAYOQUOT REGIONAL DISTRICT
KEEPING YOU CONNECTED

**Highlights from the Alberni-Clayoquot Regional District (ACRD)
Board of Directors Meetings - October 2024**

OCTOBER 9 AND 23 MEETINGS

LOOKING AT OPTIONS TO KEEP COSTS DOWN
Staff were directed to investigate options to reduce credit card payment processing fees.

THREE NEW FIRE INSPECTORS
Following the new Fire Safety Act the Board designated the Regional Fire Services Manager, Beaver Creek Volunteer Fire Department Fire Chief and Sproat Lake Volunteer Department Fire Chief as the Fire Inspectors and Investigators for ACRD.


FINANCIAL REPORT
The ACRD Board of Directors received the semi-annual financial report.


CONTRACTS AND AGREEMENTS:

- Development Approvals Program contract was awarded to McElhanney Ltd. for an eight-month term.
- Beaver Creek Water System-Alternative Water Source Feasibility contract was awarded to McElhanney Ltd. For an eight-month term.
- ACRD Office Building Feasibility contract was awarded to Waymark Architecture for a 12-month term.

MEETINGS
Board of Directors - November 13, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Board Room/Zoom
Beaver Creek Water Advisory Committee - November 14, 10 am - ACRD Board Room/Zoom
Board of Directors - November 27, 1:30 pm - ACRD Board Room/Zoom
Board meetings are typically held in the ACRD boardroom and virtually. Join by:

1. Attend in person at the ACRD boardroom
2. Apply to appear as a delegate
3. Register to participate in a Board or Committee meeting via Zoom Webinar
4. Submit questions or comments on an agenda to responses@acrd.bc.ca
5. Visit the Regional District website at www.acrd.bc.ca for further details on public participation in meetings.

**HAVE YOUR SAY
ON PLANS TO REDUCE WASTE**

 Review and weigh in on the ACRD's proposed strategies to reduce solid waste in the region by 35% by 2035. Attend an Open House or take part in an online survey to have your say.


SHARE YOUR FEEDBACK

Attend an Open House

- 📍 **Wednesday, Nov. 6, from 5 – 7 pm**
Beaver Creek Community Hall
- 📍 **Thursday, Nov. 7, from 5 – 7 pm**
Sproat Lake Community Hall
- 📍 **Wednesday, Nov. 13, from 5 – 7 pm**
Cherry Creek Community Hall

Take Part Online
Complete the survey at letsconnectacrd.ca/swmp before November 20 and enter to win one of three \$50 gift certificates to a local retailer or restaurant in the Alberni Valley, West Coast and Bamfield.

LEARN MORE AT: letsconnectacrd.ca/swmp or call, 250-720-2700


**COMPLETE
THE SURVEY**
Enter to win.

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



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I. Community at Large

November Activities Around Town

- Skysong Community Choir meets @ Char's every Tuesday from 6-8pm
- Grief Care Sundays @ 2pm @ Southside Church of the Nazarene
- CCO Blind meets 10am first Wednesday of each month @ Abbeyfield
- TOPS meets @ RCL Tuesdays 8-10am
- Spirit Square Farmers Market Saturdays 9-12 at Harbour Quay
- AV Coin Club 3rd Thursday @ 7pm craft room A @ Echo Centre
- AV Rock and Gem Club meet 1st Sunday @ 2pm at the Clubhouse Tebo RD
- AV Grief Care Group Sundays 2-3pm @ Southside Comm Church of the Nazarene
- AV Museum – Knit Nights Thursdays 6-8pm
- Postpartum and Baby Group 1030-12 – Meet and engage with other postpartum families, all pieces of the family are invited – Bi-weekly Nov 13/27/Dec 11
- MISTLETOE MARKET @ THE GROVE NOV 6 to DEC 23
- 8-10** 52nd Annual Christmas in the Valley Craft Fair – Alberni Athletic 3-7/10-5/10-3
- 9** PA Photography Club's First Photo Walk – Blair Park 10am
Watercolour Drop-in Session – United Church 10am – learn basic and advanced techniques, cost \$10 min donation
Square Dance @ BC Hall hosted by AV Food Security Society 7pm Tix \$20
- 11** **REMEMBRANCE DAY CEREMONY @ Glenwood Centre 1030 start – reception at RCL afterwards**
- 12/13/14** PA Blood Donation event – BW Barclay 130-630
- 13** ACRD Waste Reduction Open House @ CCC Hall 5-7pm
- 14** Community Vegan Potluck @ AV United Church 530 Entertainment, everyone welcome
- 15** Wreath Making Fundraiser @ Black Sheep RFC 6pm Tix \$100 incl. appetizers & sweet treats – LADIES night
- 16** Christmas in the Country Craft Fair – CC Comm Hall 10-4
Doobie Brothers experience at The Capitol 730 Tix @ Notable Music and King Ed LS
- 17** Alberni Athletic Hall Fall Fundraiser Community Garage Sale – 10am – no further details
Wood Elementary Winter Vendor Fair 10-3 – Inclusive Playground fundraiser
Silent Auction and Grey Cup Party @ RCL 5pm
- 18** Kids Centrepiece Workshop @ Shannon Farms – kids – tix \$15 – Pro-D day 10-3
- 20** PA Bingo Felt Story & Childcare Environment Tour – **Early childcare and Learning** AV Saplings Craig Rd
- 21** Christmas Night Market – AV Museum 6-9pm
Family Feud Night @ RCL 7pm \$100 per team
Local Jam Competition – Wesco Foods 10am-6pm - \$150 Grand Prize
- 22-24** The Merry makers Christmas Craft Fair @ RCL 2-4pm
- 23** Winter Market and Bake Sale – United Church
Corb Lund Solo Acoustic Tour – ADSS 730pm Tix @ Echo \$50+SC
- 23/24** Miracle on 6th Ave Christmas Craft Fair – Italian Hall 10-4



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- 28 Totem 69 Media Day – all media outlets invited – access to all Teams/Committees/Staff
- 29 Harbour Quay Light Up 530-730 ADSS Band and Timbre Choir, lighting at 6pm

December Activities Around Town

- Dec 1** Christmas Market – Shannon Farms 10-2
- 4** Christmas Meet Up and Toy Drive @ Boston Pizza – PA Neighbourhood Welcome 11am
- 5** AV Pride AGM @ AV Multiplex 530-730 – 530-630 meeting followed by 1 hr of a Private Winter Wonderland skate

m. Museum

October:

- Current phase of Tower restoration is completed
- Exhibition: Aquaculture – on display till January 2025
- Guided Cemetery Tour – Oct. 5th
- Knit Nights at the Museum! – alternating Thursdays
- Spinning & Fibre Night at the Museum – alternating Thursdays
- Adult Lecture Series: The History of Capital Punishment in Canada – Oct. 17th
- Fright Night & Halloween Party at the Museum - Oct. 31
- Exploring Aquaculture: Porthole Crafting Workshop – Nov 2
- Remembrance Day Exhibit on display for two weeks over the holiday.

Upcoming:

- Researching Your Family Tree: War Edition Nov. 7, 6:00 - 7:30 pm
- Christmas Night Market at the Museum – Nov. 21 6:00 - 9:00 pm
- Exploring Aquaculture: Fish Workshop – Nov. 30, 10:00 – 11:00 am

n. Hupačasath First Nation – no report

o. čišaaʔath (Tseshah) First Nation – no report

6. Next Meeting

- a. December 4th, 7pm (AV Museum)

7. Moved by Charles Mealey - to adjourn at 9:35pm.



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8. ATTACHMENT: BYLAW NO. 4959

CITY OF PORT ALBERNI

BYLAW NO. 4959

A BYLAW TO ESTABLISH A COMMUNITY HERITAGE COMMISSION

WHEREAS the Council of the City of Port Alberni, (hereinafter referred to as "the Council") has established the Alberni Valley Museum and McLean Mill National Historic Site;

AND WHEREAS Section 953 of the *Municipal Act*, R.S.B.C. 1996, Chapter 323 provides authority for City Council to establish a Community Heritage Commission;

AND WHEREAS it is deemed advisable to establish a Community Heritage Commission as an advisory body to City Council in heritage matters;

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 "**Community Heritage Commission Bylaw 2018, Bylaw No. 4959**".

2. Establishment and Name of Commission

There is hereby established a Community Heritage Commission (hereinafter referred to as "the Commission").

3. Composition of the Commission

The Commission shall consist of 14 members, with the option of sending an alternate, as follows:

a) 1 member from each of the following:

- i) Alberni District Historical Society
- ii) Western Vancouver Island Industrial Heritage Society
- iii) Port Alberni Maritime Heritage Society
- iv) Council of the City of Port Alberni
- v) Board of Directors of the Regional District of Alberni-Clayoquot
- vi) Hupacasath First Nation
- vii) Tseshah First Nation
- viii) Community Arts Council of the Alberni Valley;
- ix) Alberni Valley Chamber of Commerce.
- x) McLean Mill Society
- xi) Young Professionals of the Alberni Valley
- xii) Appointed by the Board of School Trustees of School District 70 (Alberni)
- xiii) Community at Large (1 member and 1 youth member)



**Heritage Commission Meeting
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Bylaw No.4959
Page 2

4. Term of Appointment of Members of the Commission

- a) The aforesaid members of the Commission shall be appointed, subject to approval by the Commission, as follows:
 - i. The following shall appoint 1 member for 2 year terms:
 - i. Alberni District Historical Society
 - ii. Western Vancouver Island Industrial Heritage Society
 - iii. Port Alberni Maritime Heritage Society
 - iv. McLean Mill Society
 - v. Young Professionals of the Alberni Valley
 - vi. Hupacasath First Nation
 - vii. Tseshaht First Nation
 - viii. Alberni Valley Community Arts Council
 - ix. Alberni Valley Chamber of Commerce
 - ii. City Council shall appoint 1 member and 1 youth member of the community at large for a 2 year term
 - iii. The following shall appoint 1 member for a 1 year term:
 - i. Board of Trustees of School District 70 (Alberni)
 - ii. Council of the City of Port Alberni
 - iii. Board of Directors of the Regional District of Alberni-Clayoquot
- b) All members are voting members
- c) The Commission shall advise Council annually prior to the first day of February, of the names of all appointees to the Commission.

5. Date of Commencement and Termination of Appointment

Each member of the Commission shall hold office at the pleasure of the body appointing him or her to such office, and except as provided in Section 7 the term of office shall commence January 1st and terminate on December 31st. A member's term may hold over for a maximum of 2 months pending the naming of a successor. If a successor is not named within the said 2 months the office shall be deemed vacant.

6. Vacancies

An appointment to fill a vacancy on the Commission shall be for the unexpired term of the member creating the vacancy.

7. Rules and Regulations Governing Meetings

The following rules and regulations shall govern the meetings of the Commission:

- a) The Commission shall meet monthly, with the exception of July and August;
- b) At all such meetings a majority of the members of the Commission shall constitute a quorum;



Heritage Commission Meeting
November 6, 2024
Minutes

Bylaw No 4959
Page 3

- c) In all cases where the votes of the members of the Commission then present, including the vote of the Chair or other member presiding, are equal for and against a question, the question shall be negatived, and it shall be the duty of the member presiding to so declare;
- d) No member of the Commission appointed under Section 4 a) iii) shall be eligible for election as Chair or Vice-Chair, and the Commission shall annually at its September meeting in each year, elect from amongst the rest of the members appointed under Section 4, a Chair and Vice-Chair, each of whom shall hold office for a period of 1 year or until a successor has been elected, and each shall have and carry out the duties normally attributed to such office;
- e) Robert's Rules of Order are hereby adopted; and
- f) The Commission may at any meeting, appoint a Committee or Committees for any specific purpose or purposes consistent with the provisions of this bylaw or any policy of the City of Port Alberni.

The Commission may make additional rules and regulations governing its procedures provided such rules and regulations are not inconsistent with this bylaw or any policy of the City of Port Alberni.

8. Duties of the Commission

The Commission shall:

- a) Advise on policies and objectives relating to operations of the Alberni Valley Museum, the McLean Mill National Historic Site and other community heritage resources;
- b) Advise Council with respect to any and all heritage issues, on behalf of heritage groups in the community and advise on specific heritage issues that may be referred to them by Council;
- c) Act in an advisory capacity to coordinate and support the interests of heritage groups in the Alberni Valley and liaise with these groups in forming recommendations to Council.

9. Support Staff

- a) The Commission shall be entitled to receive the services of the Manager of the Alberni Valley Museum or designate.
- b) The Commission shall keep minutes of each meeting.

10. Transitional

The provisions of this bylaw shall not affect the unexpired term of office of those members appointed to the Commission prior to the adoption of this bylaw.



Heritage Commission Meeting
November 6, 2024
Minutes

Bylaw No.4959
Page 4

11. Repeal

The following Bylaws are hereby repealed:


Bylaw No's. 4687 and 4707.

READ A FIRST TIME THIS 26TH DAY OF FEBRUARY, 2018.

READ A SECOND TIME THIS 26TH DAY OF FEBRUARY, 2018.

READ A THIRD TIME THIS 26TH DAY OF FEBRUARY, 2018.

FINALLY ADOPTED THIS 12TH DAY OF MARCH, 2018.



Mayor



Clerk



COUNCILLOR REPORT

DECEMBER 9, 2024 REGULAR COUNCIL MEETING

Attachments can be viewed [here](#).

MAYOR MINIONS:

November 21, 2024 – Community Policing Volunteer Appreciation Christmas Dinner

November 29, 2024 – Alberni Valley Chamber of Commerce Business Excellence Awards

- Mayor Minions presented the Community Builder Award to Jessica McGregor

COUNCILLOR DAME:

November 26, 2024 – Audit Committee

COUNCILLOR HAGGARD:

- See attached report

COUNCILLOR MEALEY

November 21, 2024 – Community Policing Volunteer Appreciation Christmas Dinner

November 26, 2024 – School District 70 Board Meeting

- The Board meeting heard discussion of a land sale to the Tseshaht First Nation for a parcel of land on Craig Rd.

November 27, 2024 – Emergency Operations Centre (EOC) Policy Group training

COUNCILLOR PATOLA:

November 26, 2024 – Audit Committee

COUNCILLOR SOLDA:

- See attached report



COUNCILLOR HAGGARD - COUNCILLOR REPORT DECEMBER 9, 2024 REGULAR COUNCIL MEETING

November 18, 2024 – Healthcare Summit Follow Up – As a follow up to the day long meeting held in June, the group met to follow up on critical issues identified at the June meeting. Unfortunately, the group was small due to the extreme weather event and the closure of Highway 4.

November 20, 2024 – Alberni Clayoquot Health Network – Highlights include:

- Review of draft budget for 2025
- Review of revised Mission Statement, Vision and Values
- Review of Strategic Plan
- Communities Building Youth Futures
 - Youth work and engagement has been very active with the Coordinator providing support to the Barclay communities as there has been many losses in the last few months.

November 27, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Sylvain Levert, Manager Ports Asset Transfer Program, Transport Canada, gave a presentation regarding the potential divestiture of the Bamfield West Port facility to the ACRD.
- ACRD adopted the revised Grant-in-Aid Policy as presented.
- ACRD Board of Directors received the Declaration of Official Assent Vote Results and Determination of Official Assent Vote Results for the East and West Bamfield Sewer Collection System Service.

November 27, 2024 – Emergency Operations Centre Policy Group Training Session – ACRD provided a training session for staff and elected officials in order to provide an overview of their expected roles, responsibilities and authority during an EOC activation and response.

November 28, 2024 – AVICC Virtual Training Session – Finishing Strong: Confidence & Courage in Turbulent Waters – Councils are now mid-way through their elected terms. The facilitator provided advice on how to ensure that your next two years are productive and you are on track on meeting the priorities that you want to fulfill for your community.

November 29, 2024 – Executive Briefing on Restorative Practices – I attended an executive briefing with Dr. Evelyn Zellerer, an internationally renowned expert in peacemaking, restorative justice and conscious governance. This event was designed for board members and elected officials who are committed to fostering stronger, more resilient organizations and communities.

November 29, 2024 – Alberni Valley Chamber of Commerce Business Excellence Awards – I want to congratulate all of the nominees and the award winners at the Chamber of Commerce Business Excellence Awards. I also want to celebrate and recognize our entire business community. Sometimes we fail to appreciate what unique and wonderful businesses that are found in Port Alberni.

November 30, 2024 – Thank you to BC Transit, Pacific Western Transportation and ATU Local 1724, Alberni Valley Lions, 93.3 The Peak and everyone who helped and generously donated non-perishable

food, toys, gift cards and cash for families in need in the Valley. The **Stuff the Bus** event was also visited by MP Gord Johns, MLA Josie Osborne and the most important person of all, Santa Claus!



COUNCILLOR SOLDA - COUNCILLOR REPORT DECEMBER 9, 2024 REGULAR COUNCIL MEETING

November 26th

Audit Committee Meeting

Councillor Patola and Councillor Dame attended this meeting as well. For members of the Community, the Audit Committee serves by overseeing financial accounting and report, the audit process, and internal controls. Members of the public may attend and ask questions regarding financials.

November 27th

EOC Policy Group Training Session

Attended this meeting with Councillor Haggard.

During the last Emergency Executive Committee meeting, it was requested that we organize training for the Policy Group to learn the roles and expectations of elected officials during an emergency or disaster. Mike Andrews from Strategic Alliance for Emergency Resilience (SAFER) to facilitate a training session for the ACRD Board of Directors, City of Port Alberni Council and senior leadership.

EOC Policy Group Training Session Overview

The Emergency Operations Centre (EOC) Policy Group training session is designed to equip senior leadership and elected officials with the knowledge and skills needed to effectively support EOC functions during emergencies. This comprehensive training covers the foundational roles and responsibilities of the Policy Group, focusing on strategic decision making, resource allocation, and interagency coordination. The Policy Group has a critical role in providing high-level guidance and policy direction, and this session will emphasize clear communication, situational awareness, and collaborative problem-solving, preparing leaders to make informed decisions that support both immediate response efforts and long-term community recovery.

November 28th

AV Chamber of Commerce Board Meeting

A rough draft of the 2025 Budget and the Chambers West Coast Resiliency Report (will be publicly released in the near future).

November 29th**2024 Business Excellent Awards**

Attended the Awards along with Mayor Minions and Councillor Haggard.

The evening highlighted innovation, resilience, and community impact across a variety of categories. Congratulations to this year's winners:

- Customer Service Excellence - Good Faith Pharmacy
- Sustainability & Stewardship Award - Pinto Goods & Refillery
- Business Investment Award - Chims Motel
- Woman of Influence Award - Athena Ethier
- Community Builder Award - Jessica McGregor
- Inclusive Employer Award - Antidote Distilling Co
- Volunteer of the Year Award - Suzanne Dube
- Chamber Award - Megan Warrender
- Rising Star Award - V9Y Culinary Services
- Business Excellence Award - Skytec Contracting Canada LTD
- A special moment during the evening was the presentation of the Citizen of the Year Award by the Arrowsmith Rotary Club. This year's recipient, Richard Spencer, was honored for his exceptional contributions to the community. While not part of the official Business Excellence Awards process, this recognition was led by and selected by the Arrowsmith Rotary Club and highlighted the spirit of service and dedication that enriches the Alberni Valley to an outstanding citizen. Congratulations to Richard for this well-deserved honor!

December 3rd

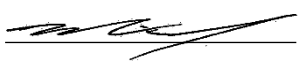
Committee of the Whole Meeting

December 4th

Open House on 3rd Avenue

For Sage Haven Society to learn more about this society and their staff.

Date: November 1, 2024
File No: 0550-01
To: Mayor & Council
From: M. Fox, CAO
Subject: **2025 Regular Council Meeting | Committee/Commission Meeting Schedules**

Prepared by: <i>S. DARLING</i>	Supervisor <i>M. Fox</i>	CAO Concurrence:
Director of Corporate Services	Chief Administrative Officer	 M. Fox, CAO

RECOMMENDATION[S]

1. THAT City of Port Alberni Council approve the 2025 regular meeting schedule attached to this report and further, that Administration be authorized to publish notice of availability of the schedule.
2. THAT City of Port Alberni Council approve the 2025 meeting schedules attached to this report for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Traffic Advisory Committee, and Alberni Valley Heritage Commission.

PURPOSE

For Council to establish Council's Regular meeting and Committee/Commission meeting schedules for 2025.

BACKGROUND

2025 Council Meeting Schedule - Section 125 of the [Community Charter](#) requires that a Council must meet regularly in accordance with their procedures bylaw.

Further, Section 127 of the [Community Charter](#) requires that a schedule of the date, time and place of all Regular Council meetings to be held during the year, be prepared and made available to the public. The *Community Charter* also requires publishing a statutory notice on or before January 31st of the availability of the schedule.

["Council Procedures Bylaw, 2013, Bylaw No. 4830"](#) provides that Regular Council meetings must be held on the second and/or fourth Monday of each month as scheduled except when such meeting falls on a statutory holiday, be held on the next day City Hall is open following which is not a statutory holiday.

The Procedures Bylaw also states that the meeting schedule be posted at the Public Notice Posting Places and that copies be provided to associated members. Additional schedules for Council's approval include the Committee of the Whole, Audit Committee, Advisory Planning Commission, Traffic Advisory Committee and the Alberni Valley Heritage Commission.

Additional requirements as per Council Procedures Bylaw are:

- meetings must take place at the Council Chambers within City Hall except when Council resolves to hold meetings elsewhere.
- begin at 2:00 pm or 7:00 pm.
- be cancelled by Council, provided that two consecutive meetings are not cancelled; and
- be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

ALTERNATIVES/OPTIONS

1. That the 2025 Regular meeting schedule of City Council be approved as circulated and that Administration be authorized to publish notice of availability of the schedule.
That the 2025 meeting schedules for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Alberni Valley Heritage Commission, and Advisory Traffic Committee be approved as circulated.

ANALYSIS

Option 1

The 2025 Council regular meeting schedule has been prepared in accordance with "*Council Procedures Bylaw, 2013, Bylaw No. 4830*" with the exception that Administration is proposing that:

- Council conduct only one regular meeting in the months of July and August to be held on the 2nd Monday of each month
- Rescheduling the September Regular meeting from Monday, September 22nd to Wednesday, October 1st to accommodate the UBCM Convention taking place September 22-26 and National Day for Truth and Reconciliation on Tuesday, September 30th.

Council's Procedures Bylaw allows Council to go into a CoW meeting at any time during a Council meeting, subject to a resolution of Council or scheduled at anytime so long as a notice of the day, hour and place of the CoW meeting is given at least 24 hours before the time of the meeting. In order to establish consistently and for general public awareness, CoW meetings have been held the 3rd Monday of each month except the months of August, September and December and start at 6:00 pm.

For the 2025 CoW meeting schedule, two additional meetings have been added for January 14th and February 3rd to accommodate the Financial Planning process.

The 2024 Committee/Commission meetings have been scheduled according to past practice. To avoid any disruption to City business and adhere to Council policies, Administration is recommending that Council approve the meeting schedules as attached.

IMPLICATIONS

Costs associated with publishing a statutory notice in the newspaper, in this case, notice of the availability of Council's 2025 meeting schedule, is captured in the current operating budget.

COMMUNICATIONS

As per legislative requirements, the Regular Council meeting schedule will be published in the Alberni Valley News for two consecutive weeks. Regular Council and Committee/Commission meeting schedules will also be posted to the City's Public Notice Posting Places, which include the City Website and facility bulletin board, and copies of schedules will be provided to associated members.

BYLAWS/PLANS/POLICIES

The proposed meeting schedules have been prepared in accordance with the "*Council Procedures Bylaw 2013, Bylaw No. 4830*" including amendments to June 2023.

SUMMARY

This report has been provided to allow Council to establish Council's Regular meeting and Committee/Commission meeting schedules for 2025 as it relates to the *Community Charter*, "*Council Procedures Bylaw 2013, Bylaw No. 4830*" and as guided by the respective processes.

It is being recommended that Council approve schedules as distributed so as to avoid any disruption to City business as well as meet legislative requirements and adhere to Council policies, noting that it remains within Council's authority to propose additional meetings dates and/or to cancel meetings as required.

ATTACHMENTS

- 2025 Meeting Schedules
 - a. *Regular Council meeting*
 - b. *Committee of the Whole*
 - c. *Audit Committee*
 - d. *Advisory Planning Commission*
 - e. *Traffic Advisory Committee*
 - f. *Alberni Valley Heritage Commission*

Copy: S, Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
W. Thorpe, Director of Parks
D. Arsenault, Interim Director of Infrastructure Services



CITY OF PORT ALBERNI 2025 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

*(All Council meetings held 2:00 pm in the Council Chambers
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted)*

Monday, January 13
Monday, January 27
Monday, February 10
Monday, February 24
Monday, March 10
Monday, March 24
Monday, April 14
Monday, April 28
Monday, May 12
Monday, May 26
Monday, June 9
Monday, June 23
Monday, July 14
Monday, August 11
Monday, September 8
Wednesday, October 1 *
Tuesday, October 14
Monday, October 27
Monday, November 10
Monday, November 24
Monday, December 1 *

* To accommodate UBCM Convention & National Day for Truth and Reconciliation

* Organizational Meeting

Distribution: Council
PACMA
PNPP (Web & Bulletin)

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CITY OF PORT ALBERNI 2025 COMMITTEE OF THE WHOLE MEETING SCHEDULE

(All CoW meetings held at 6:00 pm in the Council Chambers at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted and are open to the public)

Tuesday, January 14 **
Monday, January 20
Monday, February 3 **
Monday, February 17
Tuesday, February 18
Monday, March 17
Tuesday, April 22
Tuesday, May 20
Monday, June 16
Monday, July 21
Monday, September 15
Monday, October 20
Monday, November 17

** Financial Plan Meetings

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CITY OF PORT ALBERNI 2025 MEETING SCHEDULE AUDIT COMMITTEE

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 9:30 a.m.)

These meetings are open to the public.

Tuesday, February 25
Tuesday, May 27
Wednesday, October 7
Tuesday, November 25

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CITY OF PORT ALBERNI 2025 MEETING SCHEDULE ADVISORY PLANNING COMMISSION

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 12:00 pm)

These meetings are open to the public.

Thursday, January 16
Thursday, February 20
Thursday, March 20
Thursday, April 17
Thursday, May 15
Thursday, June 19
Thursday, July 17
Thursday, August 21
Thursday, September 18
Thursday, October 16
Thursday, November 20
Thursday, December 18

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CITY OF PORT ALBERNI 2025 MEETING SCHEDULE TRAFFIC ADVISORY COMMITTEE

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 10:00 am)

These meetings are open to the public.

Wednesday, January 15
Wednesday, April 16
Wednesday, July 16
Wednesday, October 15

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**CITY OF PORT ALBERNI
2025 MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

*(Wednesdays at 7:00 p.m.)
These meetings are open to the public.*

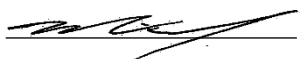
Wednesday, January 8	Alberni Valley Museum
Wednesday, February 5	Alberni Valley Museum
Wednesday, March 5	Alberni Valley Museum
Wednesday, April 2	Alberni Valley Museum
Wednesday, May 7	McLean Mill
Wednesday, June 4	Maritime Heritage Centre
<i>There are no meetings in July and August</i>	
Wednesday, September 3	Alberni Valley Museum
Wednesday, October 1	Alberni Valley Museum
Wednesday, November 5	Alberni Valley Museum
Wednesday, December 3	Alberni Valley Museum

Distribution: Council
PACMA
PNPP (Web & Bulletin)

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Date: November 8, 2024
File No: 0360-01 & 0540-01
To: Mayor & Council
From: M. Fox, CAO
Subject: Council Appointments | Internal and External Committees & Commissions

Prepared by: S. DARLING DIRECTOR OF CORPORATE SERVICES	Supervisor: M. Fox CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
--	---	--

RECOMMENDATION

- THAT Council receive the report 'Council Appointments | Internal and External Committees & Commissions' dated November 8, 2024.
- THAT Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Haggard (allocated 4 votes) to the positions of Director of the Alberni-Clayoquot Regional District with alternates [in order] as follows:
Councillor Patola
Councillor Dame
Councillor Solda
Councillor Mealey

PURPOSE

The purpose of this report is to inform Council of the various committees/commissions that are engaged by Council for the City of Port Alberni for consideration of 2025 appointments.

BACKGROUND

Annually, at its organizational meeting, Council appointments to the various committees and commissions are renewed. Staff provide an overview of the various committees/commissions Council participates in both internally and externally in advance of 2025 appointments.

ALTERNATIVES/OPTIONS

Council has the option to renew all Council appointments as currently held. However, Council can opt not to hold any committee representation at all and focus their Council business elsewhere. Or they can opt to change their committee representation.

Following today's discussion, it is anticipated the Mayor will assign appointments for the 2025 year to be brought forward for formal approval by resolution at the January 13th Regular meeting. Given appointments for 2025 will not be formalized until the first meeting in January, present 2024 appointments will be held over until that time.

ANALYSIS

Listed below are the committees and commissions where Council has representation either by member or liaison. Where applicable and/or available, membership compositions have been included based on the associated Bylaw, Terms of Reference [ToR] Articles, etc. of each respective group.

INTERNAL

Advisory Planning Commission

The Advisory Planning Commission advises Council on all matters respecting land use, community planning or proposed bylaw and permits under Division 2, 7, 9, and 11 of Part 26 of the *Local Government Act*. “*Advisory Planning Commission Bylaw, 2009, Bylaw No. 4738*” states Council shall appoint a Councillor to service as a non-voting liaison member of the Commission. Council also appoints an alternate.

Traffic Advisory Committee

The primary function of the Traffic Advisory Committee is to assist Council in fulfilling oversight responsibilities by reviewing the infrastructure needs related to the control and movement of vehicular, pedestrian and cycling traffic, as well as other modes of active transportation within the City of Port Alberni. As per the ToR, the composition of the Committee shall include a maximum of one Council member to be appointed annually by Council.

Audit Committee

The Audit Committee is established in accordance with Section 170 of the *Community Charter*, whereby a council may only delegate its audit powers, duties and functions to a committee comprised of council members. The primary function of the Audit Committee is to assist Council in fulfilling its oversight responsibilities by reviewing the audited annual financial statements and other financial information, and the City staff's governance of internal controls and auditing processes. As per the ToR, the composition of the Committee shall be a maximum of three Council members to be appointed annually by Council.

Alberni Valley Heritage Commission

The Commission shall advise on policies and objectives relating to operations of the Alberni Valley Museum, the McLean Mill National Historic Site and other community heritage resources. It shall advise Council with respect to any and all heritage issues on behalf of heritage groups in the community, on specific heritage issues that may be referred to them by Council. They also shall act in an advisory capacity to coordinate and support the interest of heritage groups in the Alberni Valley, and liaise with these groups in forming recommendations to Council. “*Community Heritage Commission Bylaw 2018, Bylaw No. 4959*” states the composition of the Commission shall include one member of Council of the City of Port Alberni and one alternate.

Community Investment Program (CIP) Grant Review Committee

The Grant Review Committee is a selected Committee of Council appointed for the purpose of reviewing and making recommendations for the Community Investment Program. The Grant Review Committee will be responsible for annually reviewing all applications and making recommendations to Council for the following grants: in-kind services and community development grants. As per the ToR, membership includes one City Council Liaison.

Court of Revision

Courts of Revision hears appeals on assessments of land and improvements in all municipalities and rural areas. Three members of Council are appointed.

Food Security and Climate Change Committee

The Food Security and Climate Change Committee was established by Council resolution in 2015 for the purpose of making recommendations to Council with respect to urban food security and climate disruption concerns affecting the community and last met February 7, 2019. At Council's Regular meeting March 25, 2019 Council directed staff to provide a report including the Committee's TOR and recommendations to help inform the future of the Committee. No action occurred following that direction.

Seniors and Youth Advisory Committees

The Seniors and Youth Advisory Committees were established by Council resolution in January 2015 to support the Council's *Strategic Plan* goals and objectives of that time for the purpose of making recommendations to Council to enhance access to City services and to identify and suggest solutions to gaps and barriers that impede the full participation of senior and youth residents in all aspects of life in the community, with a focus on forming partnerships with the community and acting as public forum for issues affecting senior and residents. The last formal meeting of the Youth Advisory Committee was October 16, 2015 and the Seniors Advisory Committee August 16, 2018.

EXTERNAL

Alberni-Clayoquot Regional District (ACRD)

As per the *Local Government Act*, Regional Districts are managed by a Board of Directors composed of appointed elected officials from the member municipalities, and elected Directors from each electoral area. Each municipality is entitled to a specific number of votes which determines the number of Directors that may be appointed to the Board. Council is permitted two Directors [each with a respective 5 and 4 allocated votes] to be appointed to the Board and further, assigns the remainder of Council as alternates [in order]. Where one alternate attends a meeting, they are allocated the voting strength of the Director they replace. Where two alternates attend as Directors, the larger voting share shall be assigned to the Councillor appearing first on the alternate list.

Alberni-Clayoquot Regional District (ACRD) Accessibility Committee

The Accessibility Committee has been established in accordance with the *Accessible BC Act* and to support the Alberni-Clayoquot Regional District (ACRD) and the City of Port Alberni in developing an Accessibility Plan and to outline actions and strategies to identify, remove and prevent barriers faced by people with disabilities. As per the ToR, membership includes one (1) City of Port Alberni Councillor, appointed by City Council. Council also appoints an alternate. All members of the committee are voting members.

Alberni-Clayoquot Regional District (ACRD) Emergency Program Executive Committee

The ACRD Emergency Program Executive Committee considers issues and makes recommendations to the ACRD Board pertaining to the ACRD Emergency Program services. The Emergency Program Executive Committee will undertake the following activities:

- Provide strategic direction to the Emergency Program Leadership Group,
- Recommend the appointment of non-voting ex-officio members to the Board, and
- Review and recommend to the Board adoption of emergency plans.

As per the ToR, membership includes the Mayor of the City of Port Alberni (or their designate) and one (1) City of Port Alberni Councilor. All appointed members of the committee are voting members.

Alberni-Clayoquot Regional District (ACRD) Transportation Advisory Committee

The scope of the work is to prioritize transportation options in the Region, inform the ACRD Board and then collectively advocate for these options to higher levels of government. The scope of work could include prioritizing transportation options including a secondary route in and out of the Alberni Valley, the Bamfield Road, the Bamfield/Cowichan Route, and route to the West Coast. As per the ToR, membership includes One (1) municipal representative from the City of Port Alberni. Council also appoints an alternate. All members are voting members.

Alberni Clayoquot Continuing Care Society

The Alberni-Clayoquot Continuing Care Society is focused on both a community and social responsibility as an employer and an economic entity, as an educational resource, as a health care resource, and as a consultative resource in a continuous effort towards achievement of leadership in continuing care. The Society Bylaw states that the Board of Directors shall be composed of an appointed member from the City of Port Alberni. All directors are voting members. On November 12, 2024, Council temporarily removed its liaison from the Society.

Alberni Clayoquot Health Network | Table of Partners

The Alberni Clayoquot Health Network is a community driven collective which builds partnerships and capacity through out the Alberni Clayoquot to effect action around complex social issues. The Table of Partners exists to support the work and priorities of the Alberni Clayoquot Health Network and link with Action Tables. The purpose of the Table of Partners is to look at evidence, facilitate strategic thinking and planning and seek resources as needed. The Table of Partners supports information collection from Network members and ensure that work on identified issues and agreed upon actions is moving forward. Presently one member of Council appointed. All members are voting members.

Air Quality Council

The Air Quality Council (AQC) was formed in 2003 as a working group with representation from the City of Port Alberni, ACRD, Ministry of Environment, Environment Canada, Catalyst Port Alberni, Alberni Environmental Coalition, First Nations, and the medical community. The AQC serves to promote health by working to ensure the cleanest possible air for the Alberni Basin and its inhabitants. One Council member is presently appointed as a liaison.

Alberni Valley Chamber of Commerce

The object of the Alberni Valley Chamber of Commerce is to promote and improve trade, commerce and the economic, civil and social welfare of the district. Presently one member of Council is appointed as a nonvoting representative or liaison.

Alberni Valley Regional Airport Advisory Committee

The Committee will review, report and advise the Regional District Board on matters concerning the long- term vision and development of the Airport. As per the ToR, membership includes One (1) ACRD Director from the City of Port Alberni nominated by the City of Port Alberni. All members are voting members.

AV Community Forest Corporation

The vision of the Alberni Valley Community Forest is to put control of lands and resources into the hands of local people by building a financially viable timber and non-timber forest resource business which provides benefits to the community and manages the forest in a manner that achieves a balance between community values and practicable management. Articles of the Alberni Valley Community Forest Corporation include one non-voting liaison to the Board of Directors who is a member of Council of the City of Port Alberni nominated by the Mayor of Port Alberni.

Alberni Valley Learning Council (North Island College)

The Alberni Valley Learning Council (AVLC) is an advocacy, advisory and supporting body for adult, post-secondary and secondary education and training in the region. AVLC will focus on helping to ensure that the regional communities' needs for access to adult, post-secondary education and training opportunities are met through effective collaboration, integration, planning and resource sharing on the part of organizations, institutions and communities. As per the ToR, invitations are extended for participation to partner organizations including the City of Port Alberni. All members of the AVLC are liaisons.

AV Transition Town Society

Comprised of a group of concerned citizens and neighbours working together to mitigate and prepare for climate change and to help transition our community to a zero carbon and resilient future. As per Society request, there is presently one member of Council is appointed as a liaison.

Community Action Team [CAT]

The Port Alberni Community Action Team is a community-led initiative in response to the overdose crisis. It is guided by four principles:

- 1) Harm Reduction
- 2) Ending Stigma
- 3) Networking in the community that supports treatment and recovery, and
- 4) Working to improve social stabilization that assists people in substance disorder recovery.

On May 23, 2024, Council temporarily removed its liaison from CAT.

Forestry Worker Supports and Community Resilience Council

The purpose of this Council is to advise the Province on the implementation of the *Old Growth Strategic Review, Recommendation 14*: Supporting forest sector workers and communities as they adapt to changes resulting from a new forest management system. They inform the provincial government's vision for resilient, thriving communities through the development of innovative and forward-looking economic development and diversification initiatives. The term of the Council is for one year with the possibility of a one-year extension. Council members will serve a minimum of a one-year term and will be appointed through a Minister's letter. The Minister may choose to end Council's activities at their discretion. Presently, the Mayor is appointed.

North Island-Sunshine Coast Regional Advisory Committee

The Regional Advisory Committees are defined by Provincial legislation and play a key role in governance. Their regional knowledge and ground-truth perspective provides the Board with valuable information about local needs, regional priorities and the region's changing economic environment. The RACs provide each community with an equal voice in regional decision-making and development of strategy and policy. The Trust's Board of Directors is advised by two Regional Advisory Committees comprised of the Mayors, Regional District Chairs and MLAs from the region. The Regional Advisory Committees meet two or three times a year to review funding requests and to provide strategic advice to the Board. Presently, the Mayor is appointed.

School District #70

There is no governing bylaw or Terms of Reference for this role as it is simply a liaison role between the City and the School District. The representative of Council is sent the Public Meeting Schedule for any given school year and invited to attend at their convenience. Presently one member of Council is appointed.

Tsawak-qin Public Advisory Group

The Tsawak-qin Public Advisory Group (TPAG) is composed of a cross section of community representatives who work with TFL 44 Limited Partnership. The group was originally established as the West Island Woodlands Advisory Group (WIWAG) when Western Forest Products' Port Alberni Operation initially became CSA certified. In 2022, the group was renamed to Tsawak-qin Public Advisory Group to align with the new name of the operation representing the shared ownership of TFL 44 by Huumis Ventures Limited Partnership (owned by Huu-ay-aht First Nations) and Western Forest Products. The goal is to advise on the development, monitoring, and ongoing improvement of sustainable forest management practices in the area. Membership represents various interest groups from Port Alberni and surrounding communities ranging from naturalists, recreationalists, the City of Port Alberni, Alberni-Clayoquot Regional District, Ministry of Forests South Island Forest District, small business owners and others. Presently one member of Council appointed as a liaison.

Uptown Merchants Association

This Committee is focused on the revitalization of the Uptown neighbourhood as well as advocating for the businesses that currently operate there. Presently one member of Council appointed.

Vancouver Island Regional Library (VIRL) Board of Trustees

The purpose of the Board of Trustees is to provide library services to member jurisdictions as set out by the *Library Act* and/or as defined by the board from time to time. Library services shall be provided without purpose of gain for Trustees and any profits or other gains to the organization shall be used in promoting the objectives of library services. Per S17(2) of the *Library Act* (The Act), appointment of the 2025 VIRL Board Trustee and Alternate are to be set at Council's first meeting in November. The appointed trustee is a voting member.

West Coast Native Health Care Society (Rainbow Gardens)

The Society's purpose is to improve the conditions of community life in the Westcoast area through identifying and meeting the unmet needs of the citizens in the fields of health care and housing and to provide affordable housing to low to moderate income households with an emphasis on Indigenous people. The Bylaw states the Board of Directors shall be composed of one person (or alternate) who shall be a non-member of the Society appointed every year for a one-year term by the City of Port Alberni. The Council member appointed is a non-voting member.

The work of committees usually aligns with Council's *Strategic Plan*. It is recommended that Council focus their involvement where it will best integrate with the goals of Council. Following today's discussion, it is anticipated, the Mayor will assign appointments for the 2025 year to be brought forward for formal approval by resolution at the January 13th Regular meeting.

IMPLICATIONS

The process by which a municipal council appoints its members to various internal and external committees, commissions, and boards can have significant implications for governance, representation, accountability, and the overall effectiveness of local government. A fair, transparent, and skill-based approach to appointments can enhance accountability, representation, and the overall effectiveness of a local government. Conversely, a process lacking in these areas can lead to mistrust, inefficiency, and a disconnect between Council and the community it serves.

Given appointments for 2025 will not be formalized until the first meeting in January, present 2024 appointments will be held over until that time.

COMMUNICATIONS

Once Council members are appointed for 2025, staff will advise the various groups.

BYLAWS/PLANS/POLICIES

- [Community Charter Division 4 — Committees, Commissions and Other Bodies](#)
- [Council Procedures Bylaw, 2013, Bylaw No. 4830" \[consolidated\]](#)
- [Strategic Plan](#)

SUMMARY

December marks the time where annually Council appointments to the various committees and commissions are renewed. Staff have provided an overview of the various committees/commissions Council participates in both internally and externally to permit review in advance of 2025 appointments.

ATTACHMENTS/REFERENCE MATERIALS

- [Various Bylaws and Terms of Reference](#)
- *Current Council Appointments*

Copy: B. Dempsey, Executive Assistant

CITY OF PORT ALBERNI COUNCIL APPOINTMENTS

1. Mayor Sharie Minions

The Mayor is the head and chief executive officer of the City with duties prescribed by the Community Charter. Further to these duties the Mayor will participate in the following:

- Court of Revision
- Director, Alberni-Clayoquot Regional District
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Forestry Worker Supports and Community Resilience Council [Provincial]
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRAC)

2. Councillor Dustin Dame

- Liaison, Advisory Planning Commission (*Alternate: Councillor Haggard*)
- Liaison, AV Transition Town Society
- Liaison, Learning Council/North Island College
- Liaison, Uptown Merchants Association
- Member, Audit Committee

3. Councillor Debbie Haggard

- Director, Alberni-Clayoquot Regional District
- Member, Alberni Clayoquot Health Network
- Liaison, AV Community Forest Corporation
- Member, Community Action Team
- Member, Tsawak-qin Public Advisory Group

4. Councillor Charles Mealey

- Member, Advisory Traffic Committee
- Member, Alberni Clayoquot Continuing Care Society
- Member, Alberni Valley Heritage Commission
- Liaison, School District #70

5. Councillor Todd Patola

- Court of Revision
- Member, Air Quality Council
- Member, Audit Committee
- Trustee, Vancouver Island Regional Library Board (VIRL) (*Alternate: Councillor Haggard*)

6. Councillor Cindy Solda

- Court of Revision
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, Alberni Valley Regional Airport Advisory Committee
- Liaison, West Coast Native Healthcare Society
- Member, Alberni-Clayoquot Regional District Accessibility Committee (*Alternate: Councillor Dame*)
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Audit Committee
- Member, Alberni-Clayoquot Regional District Transportation Advisory Committee (*Alternate: Councillor Mealey*)
- Liaison, Community Investment Program Committee

SCHEDULE OF APPOINTMENTS FOR THE DEPUTY MAYOR FOR REGULAR AND COMMITTEE OF THE WHOLE MEETINGS

January & July	Cindy Solda	April & October	Debbie Haggard
February & September	Todd Patola	May & November	Charles Mealey
March & August	Todd Patola	June & December	Dustin Dame

Deputy Mayor outside of formal meetings will be determined based on Council liaison appointments

**CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS**

Regional District of Alberni Clayoquot Representatives
Mayor Minions (allocated 5 votes), Councillor Haggard (allocated 5 votes)
Alternates (in order)
 Councillors Patola, Solda, Mealey & Dame

Audit Committee
 Councillors Dame, Patola & Solda

Community Investment Program
 Cindy Solda (Councillor), Colleen May (City), Willa Thorpe (City)
 Community Members: Joshua Dahling, Callan Noye, Colin Schult

Court of Revision
 Mayor Minions, Councillors Patola & Solda

Board of Variance
 Boris Lehner, John McNabb, James Lee

Advisory Planning Commission
 Dustin Dame (Councillor), Serena Mayer (Hupacasath), Sgt. Mike Thompson (RCMP), Derrin Fines (Fire),
 Manager of Parks [Wayne Mihalicz] (City), Chris Washington (SD70), Ken Watts (Tseshah)
 Community Members: Jack Roland, Daniel Holder, Joe McQuaid, Sandy McRuer,
 Callan Noye, Stefanie Weber, Jack Roland

Alberni Valley Heritage Commission
 Charles Mealey (Councillor), Claudia Romaniuk (AVCAC), Jolleen Dick (AVCC) Elliot Drew (McLean Mill),
 Penny Cote (ACRD), Pam Craig (SD70), Gareth Flostrand (ADHS), Ed Ross (Tseshah),
 Richard Spencer (WVHHS), Sheila Perry (City), Ken Watson (PAMHS), Vacant (Hupacasath)
 Community Member: Colin Schult

Advisory Traffic Committee
 Charles Mealey (Councillor), Kathy Deschamps (Diversified Transportation), Jim MacDonald (City),
 A/Sgt. Jordan Hamlyn (RCMP), Jessica Learn (MOTI), Travis Cross (Fire), Larry Ransom (SD70),
 Caroline Robinson (ICBC)


Port Alberni Port Authority
 Arne Elias (July 1, 2021 - June 30, 2024)

Air Quality Council
 Todd Patola (Councillor) & Mike Owens (Fire)

Distribution: PACMA, Tanis Feltrin/Annie O'Connor - via email
 File Drawer in Reception Area, Council Members

Updated: December 2, 2024

Date: November 29, 2024
File No: 0540-20-CIP
To: Mayor & Council
From: M. Fox, CAO
Subject: Community Investment Program | 2025 Recommendations and Terms of Reference

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

- THAT Council approve the 2025 Community Investment Program Committee recommendations as outlined in the staff report dated November 29, 2024.
- THAT Council permit operational approvals of up to three years for local events where staff deem it appropriate and where there is support from the event provider.
- THAT Council approve the updated Terms of Reference for the Community Investment Committee, dated December 9, 2024.

PURPOSE

Council direction is requested for the distribution of budgeted funds for the Community Investment Program and updated Terms of Reference.

BACKGROUND

In September 2011, Council approved the implementation of the Community Investment Program (CIP); the program combined the former Grants-in-Aid Program with the funds allocated from gaming revenues. The CIP grants are included in the approved 2024 – 2028 five-year Financial Plan within the Parks, Recreation and Culture operating budget:

Year	Budget
2025	\$33,200
2026	\$33,200
2027	\$33,200
2028	\$33,200

The CIP is a mechanism where requests from local non-profit organizations can be considered for grant funding once annually, rather than each organization approaching Council separately throughout the year with requests

for funds. The CIP typically assists with funding events or programs that would struggle without this support, rather than an organization's day to day operating expenses or capital projects.

At the October 28, 2024 Regular Meeting, Council passed the following motion:

THAT Council direct staff to bring forward recommendations to permit operational approvals of up to five years for local events where staff deem it appropriate and where there is support from the event provider (Res. No. 24-344).

The CIP Committee identified seven such events:

Organization	Event	CIP Annual Support (2025, 2026 & 2027)
Alberni Valley Community Foundation	Monthly meetings	\$403.80
Royal Canadian Legion	Remembrance Day ceremonies	\$1,257.90
Rotary Club of Port Alberni	Colour Fest community walk	\$565.00
Port Alberni Toy Run	Toy Run	\$2,930.55
Alberni District Fall Fair	Fall Fair	\$1,700.00
Salmon Festival Society	Salmon Fest	\$630.00
Industrial Heritage Society	Monthly meetings	\$371.40
		\$7,858.65

Grant Recommendations

At the application deadline (November 1, 2024), the Committee received 24 grant applications for the 2025 cycle:

Year	Applications Received
2025	24
2024	15
2023	21
2022	20
2021	12
2020	32

2025 CIP Requests (details on p. 6 of this report):

In-Kind Requests	Facility Rentals	\$12,489.01	\$21,452.96
	Staff Time	\$1,403.95	
	Tents	\$7,560.00	
Cash Requests	Event Supplies (Labour, equipment)	\$37,500.00	\$86,485.00
	Operational Expenses (wages, supplies)	\$41,946.00	
	Insurance	\$2,039.00	
	Matching Grant	\$5,000.00	
Total Requests			\$107,937.96
Recommendation			\$21,158.69

Note: The committee will retain the surplus funds for late requests in 2025.

Terms of Reference

At the October 28 Regular Meeting, Council passed the following motion:

THAT Council for the City of Port Alberni direct staff to prepare a report recommending potential changes to the Community Investment Program Terms of Reference including exploring multi-year approvals and a provision that for-profit or private organizations organizing local fundraising events where proceeds will provide community benefit will have the same access as non-profit organizations to the Community Investment Program. (Res. No. 24-345)

Both provisions are included in the Community Investment Program Committee Terms of Reference (2024).

ALTERNATIVES/OPTIONS

1. Council approves the 2025 Community Investment Program Committee recommendations as outlined in the staff report dated November 29, 2024.
2. Council permits operational approvals of up to three years for local events where staff deem it appropriate and where there is support from the event provider.
3. Council approves the updated Terms of Reference for the Community Investment Committee, dated December 9, 2024.
4. Council permits operational approvals of up to five years for local events where staff deem it appropriate and where there is support from the event provider.

ANALYSIS

The CIP Committee recommends Council permit multiple year operational approvals for up to three years rather than five years, to ensure alignment with the operating budget and to ensure that each term of Council may review level of support if they wish.

Updating the Terms of Reference ensures alignment with the current process undertaken by the Committee.

IMPLICATIONS

Should Council approve supporting the seven events outlined above for a three-year period, those events will utilize \$7,858.65 of the available \$33,200 budget (representing 24% of budget) in each of 2025, 2026, and 2027.

COMMUNICATIONS

Staff will communicate with all applicants regarding the status of their submitted applications.

BYLAWS/PLANS/POLICIES

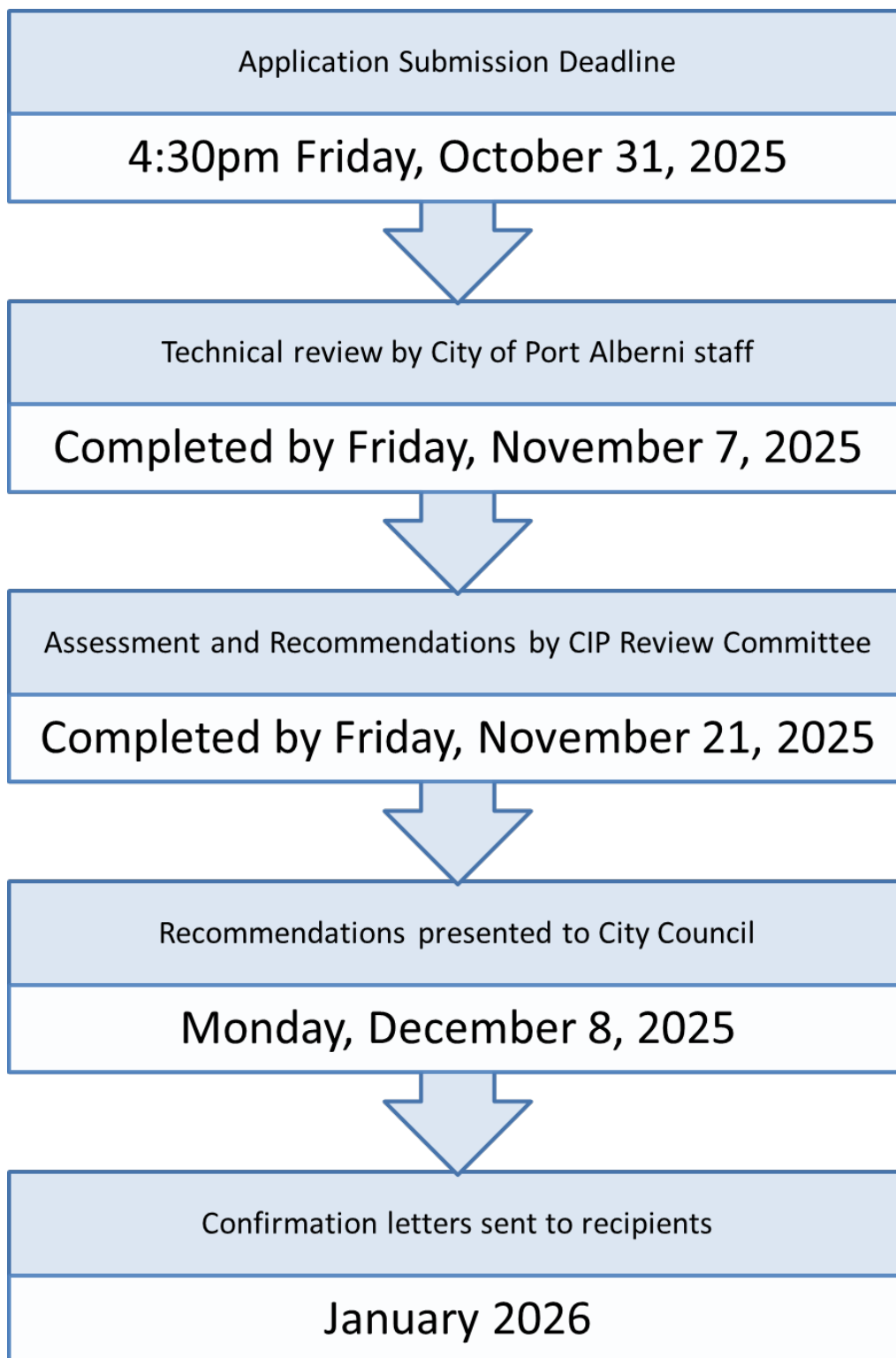
The Community Investment Program aligns with Council's *Strategic Plan* and the goal of "The City's citizens receive the best value from its service providers."

SUMMARY

In September 2011, Council approved the implementation of the Community Investment Program (CIP). For the 2025 cycle, the Committee received 25 applications. Staff recommend that Council approve the 2025 Community Investment Program recommendations provided by the Community Investment Program Committee and the updated Terms of Reference.

ATTACHMENTS/REFERENCE MATERIALS

1. 2026 Community Investment Program Timeline
2. 2025 Community Investment Program Application Details
3. Community Investment Program Committee Terms of Reference (2024)
4. Grant Review Committee – CIP Terms of Reference (2011)



2025 Community Investment Program Application Details

Organization	Program/Event	2025 Request						2025 Recommendation				
		Facilities	Staff Time	Tents	Total In-Kind	Cash	Total Requested	In-Kind	Cash	Total	Credit on Account	Total to Distribute
Alberni Valley Community Foundation	Monthly Meetings	\$403.80			\$403.80		\$403.80	\$403.80		\$403.80	\$54.40	\$349.40
Royal Canadian Legion PA	Remembrance Day Ceremony	\$501.90	\$756.00		\$1,257.90		\$1,257.90	\$1,257.90	\$0.00	\$1,257.90	\$0.00	\$1,257.90
PA Special Olympics BC	Swimming Program	\$1,953.00			\$1,953.00		\$1,953.00	\$1,953.00	\$0.00	\$1,953.00	\$325.50	\$1,627.50
Rotary Club of Port Alberni	Rotary Colour Fest Community Walk	\$30.00		\$315.00	\$345.00	\$500.00	\$845.00	\$345.00	\$500.00	\$845.00	\$5.00	\$840.00
Alberni Classical Concerts Society	Recitals				\$0.00	\$600.00	\$600.00	\$0.00	\$600.00	\$600.00	\$0.00	\$600.00
Port Alberni Orchestra and Chorus Society	Recitals	\$326.55			\$326.55	\$1,439.00	\$1,765.55	\$326.55	\$1,765.55	\$2,092.10	\$1,630.62	\$461.48
Kinsmen Club	Dinner	\$416.36			\$416.36		\$416.36	\$416.36		\$416.36	\$0.00	\$416.36
PA Toy Run	Motorcycle Toy Run	\$1,292.55	\$378.00	\$1,260.00	\$2,930.55		\$2,930.55	\$2,930.55	\$0.00	\$2,930.55	\$0.00	\$2,930.55
Port Alberni Aquatic Club (Tsunami) #1	Operating Swim Club	\$5,000.00			\$5,000.00		\$5,000.00	\$0.00		\$0.00	\$0.00	\$0.00
Wesco Foods 1	Local food competition				\$0.00	\$1,950.00	\$1,950.00	\$0.00		\$0.00	\$50.00	\$0.00
Wesco Foods 2	Friday Night Market				\$0.00	\$3,000.00	\$3,000.00	\$0.00		\$0.00	\$50.00	\$0.00
Alberni District Fall Fair	Fall Fair	\$440.00		\$1,260.00	\$1,700.00		\$1,700.00	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$1,700.00
Community Arts Council of the Alberni Valley	Arts Festival, Book Sale	\$1,895.85		\$630.00	\$2,525.85	\$8,500.00	\$11,025.85	\$1,700.00	\$5,000.00	\$6,700.00	\$339.00	\$6,361.00
Port Alberni Community Action Team	Car Show			\$1,260.00	\$1,260.00	\$1,000.00	\$2,260.00	\$1,260.00		\$1,260.00	\$201.42	\$1,058.58
Salvation Army	Food Bank				\$0.00	\$26,996.00	\$26,996.00	\$0.00		\$0.00	\$0.00	\$0.00
Abbeyfield Houses Alberni Valley Society	Social Outings				\$0.00	\$5,000.00	\$5,000.00	\$0.00		\$0.00	\$0.00	\$0.00
Alberni Valley Hospice Society	Butterfly Effect			\$945.00	\$945.00		\$945.00	\$945.00	\$0.00	\$945.00	\$0.00	\$945.00
Port Alberni Association for Community Living	Family Fun Fair	\$199.00	\$269.95		\$468.95		\$468.95	\$468.95	\$0.00	\$468.95	\$0.00	\$468.95
Alberni Valley Regatta Association	Lightning On The Lake				\$0.00	\$1,000.00	\$1,000.00	\$0.00		\$0.00	\$0.00	\$0.00
Royal Canadian Legion Alberni Valley Branch 293	Bingo Equipment				\$0.00	\$30,000.00	\$30,000.00	\$0.00		\$0.00	\$0.00	\$0.00
Port Alberni Family Guidance Association	Parenting drop-in group				\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	\$578.03	\$1,921.97
Spirit Square Market	Music at the Market				\$0.00	\$1,500.00	\$1,500.00	\$0.00		\$0.00	\$0.00	\$0.00
Canadian Mental Health Association	Lantern Walk	\$30.00		\$1,260.00	\$1,290.00		\$1,290.00	\$1,290.00	\$0.00	\$1,290.00	\$1,070.00	\$220.00
Salmon Festival Society	Salmon Fest			\$630.00	\$630.00		\$630.00	\$630.00	\$0.00	\$630.00	\$1,645.00	\$0.00
Totals		\$12,489.01	\$1,403.95	\$7,560.00	\$21,452.96	\$86,485.00	\$107,937.96	\$15,627.11	\$10,365.55	\$25,992.66	\$5,948.97	\$21,158.69

Purpose

The Community Investment Program Committee is a selected committee of Council appointed for the purpose of reviewing and making recommendations for the Community Investment Program.

The Committee will be responsible for annually reviewing all applications and making recommendations to Council for in-kind and monetary grants, supporting local non-profit organizations running programs and events. The CIP does not generally support an organization's standard operating costs (utilities, wages) or capital projects.

Membership

- City Council Liaison
- Up to 3 representatives appointed following a community call for volunteers
- Staff resources to include a manager and administrative support from the Parks, Recreation and Culture department

Procedures

- The Committee will structure its activities to complete the required tasks within the reporting deadline, meeting as necessary.
- The City's procedures apply to the conduct of business.
- The CIP Committee will endeavour to avoid approving grants for applicants who may duplicate services already provided by other applicants and will encourage collaboration among such applicants.
- The CIP will maintain a contingency of 10% for late applications and any changes to the fees and charges bylaw that occur during the CIP funding cycle.
- Organizations will be eligible to receive multiple year approvals via a singular application, within the following framework:
 - A maximum of three years of consecutive support is provided
 - Multiple year grants will include in-kind support only
 - The same grant amount will be distributed in each of the three years
 - An organization has been established for at least 3 years by the deadline of the current cycle
 - Not more than 30% of the total available CIP budget will be distributed to multiple year approvals
- For-profit or private organizations organizing local fundraising events where proceeds will provide community benefit will have the same access as non-profit organizations to the Community Investment Program grants, within the following framework:
 - Preference will be given to applications by local non-profit organizations before for-profit organizations
 - Grants available to for-profit organizations will include in-kind support only

Term

The Committee will serve in one-year terms, with no limit to the number of terms a member may serve.



Community Investment Program

Grant Review Committee Terms of Reference

Purpose

The Grant Review Committee is a selected Committee of Council appointed for the purpose of reviewing and making recommendations for the Community Investment Program.

The Grant Review Committee will be responsible for annually reviewing all applications and making recommendations to Council for the following grants

- In-Kind Services
- Community Development Grants (Gaming)

At the end of each three year cycle, a complete review will be conducted by the Grant Review Committee. The Grant Review Committee will review the program and prepare for the approval of Council the funding Program Priorities and Guidelines for not-for-profit organizations (Community Services, Multicultural, Recreation/Amateur Sport) to access the community investment program.

Membership

- City Council Liaison
- Representative from the AV Social Planning Council
- Up to 3 representatives appointed following a community call for volunteers.
- Staff resources to include Manager of Human Resources and Community Development and Administrative Assistant.

Procedures


- The Committee shall elect a Chair and recording secretary at the first meeting.
- The Committee shall adopt a regular meeting schedule but will structure its activities to complete the required tasks within the reporting deadline.
- Minutes of the meetings will be forwarded to Council for information and action as required.
- The City's procedures apply to the conduct of business.

Term

For 2012, the Community Development Grant Committee will serve as the Grant Review Committee. In the fall of 2012 an advertising campaign will be implemented for the selection of the community representatives for the committee.

Community Investment Program
In Kind Services and Community Development Grants Report
September 12, 2011
Page 29 of 32

Date: December 9, 2024
File No: 0390-01
To: Mayor & Council
From: Mike Fox, CAO
Subject: Authorize Council Registration | 2025 Conferences

Prepared by: BRIANNE DEMPSEY Executive Assistant	Supervisor: SARA DARLING DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- THAT Council authorize Mayor Minions and [insert names] to participate in the 80th Annual Truck Loggers Association [TLA] Convention, taking place January 15-17, 2025 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.
- THAT Council authorize [insert names] to participate in the annual BC Council of Forest Industries 2025 Convention, taking place April 2-4, 2025 in Prince George, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.
- THAT Council authorize [insert names] to participate in the annual BC Economic Development Association [BCEDA] 2025 BC Economic Summit taking place May 12-15, 2025 in Penticton, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.
- THAT Council authorize [insert names] to participate with the Mayor in the Federation of Canadian Municipalities 2025 Annual Conference and Trade Show taking place May 29 – June 1, 2025 in Ottawa, Ont. with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.
- THAT Council authorize [insert names] to participate in the Vancouver Island Economic Alliance (VIEA) Summit taking place October 28, 29, 30, 2025 in Nanaimo, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.

PURPOSE

To provide Council with an overview of conferences historically attended for consideration of their attendance in the 2025 calendar year.

BACKGROUND

Historically, Council considers the various conferences/conventions as they come up throughout the year. In the interest of efficiency and in an effort to project annual financial implications, staff have provided information on conferences aside from AVICC and UBCM that Council has generally attended over recent years, for consideration. Travel Expense Policy No. 3009-2 requires authorization by Council as it pertains to members

of Council attending a conference/convention other than AVICC and UBCM. Further, the Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities

ALTERNATIVES/OPTIONS

1. That Council authorize Council attendance as per the various resolutions provided and as per Travel Policy 3009-2.
2. That Council provide alternate direction to continue considering conferences/conventions as they become available.
3. Council may wish to add additional conferences/conventions to the list provided to be considered on an annual basis.

ANALYSIS

While the 2025 – 2029 Five-Year Financial Plan has yet to be adopted, Council has allocated \$75,430.00 to fund 2025 Council and Travel Development. Council has yet to expend any funds allocated to Council's Travel and Development fund for the 2025 year.

The **Truck Loggers Association Convention & Trade Show** takes place January 15-17, 2024 in Vancouver, BC. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate total costs to be approximately \$2800.00 per person. This estimate includes convention registration, four-nights accommodation, ferry charges, per-diem and vehicle mileage. Regular pricing is in effect for registration from November 16, 2024 until the beginning of the conference.

The **Council of Forest Industries (COFI)** conference takes place April 2-4, 2025 in Prince George. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff have estimated total costs to be approximately \$1900.00 per person. This estimate includes convention registration, four nights accommodation, flights, and per-diem. Early Bird pricing is in effect until March 3, 2025.

The **Association of Vancouver Island Coastal Communities (AVICC)** conference takes place April 11-13, 2025 in Nanaimo, BC. All members of Council are eligible to attend as per Council Travel Policy 3009-2. Staff estimate total costs to be approximately \$1000.88 per person. This estimate includes convention registration and two nights accommodation. As the conference is on the Island, Council could travel together using a City vehicle to keep expenses lower.

BCEDA 2025 Economic Summit is hosted May 12-15, 2025 in Penticton, BC. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate the total costs to be approximately \$2900.00 per person. This estimate includes convention registration, four nights accommodation, flights, and per-diem. Early Bird pricing is in effect until December 31, 2024.

The **Federation of Canadian Municipalities (FCM)** conference is hosted May 29-June 1, 2025 in Ottawa, ON. The Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities as per Council Travel Policy 3009-2. Staff estimate the total cost to be approximately \$3150.00 per person. This estimate includes convention registration, four-nights accommodation, flights to Ottawa, and taxi fare to and from the airport.

The **Union of BC Municipalities (UBCM)** convention is held September 22-26, 2025 in Victoria, BC. All members of Council are eligible to attend as per Council Travel Policy 3009-2. Staff estimate total costs to be approximately \$2527.28 per person. This includes convention registration and five-nights accommodation. As the conference is on the Island, Council could travel together using a City vehicle to keep expenses lower.

The **Vancouver Island Economic Alliance (VIEA)** Summit will take place October 28, 29, 30, 2025 in Nanaimo, BC. Early Bird pricing is in effect until August 10, 2025. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate total costs to be approximately \$1500.00 per person. This estimate includes convention registration, two nights accommodation, per-diem and mileage. Early Bird pricing is in effect until December 31, 2024.

As a cost saving measure, Council may wish to authorize the Mayor **OR** a member of Council to attend the previously mentioned conferences.

It is Council's prerogative to either support and/or deny the attendance of Council members at a particular conference/convention outside of those identified in the City's Travel Policy No. 3009-2.

Council may wish to add additional conferences/conventions to the list provided to be considered on an annual basis. When considering an item based on policy, Council is encouraged to consider the merits and how City representation at this convention will contribute to the betterment of the City.

IMPLICATIONS

While the 2025 – 2029 Five-Year Financial Plan has yet to be adopted, Council has allocated \$75,430.00 to fund 2025 Council and Travel Development. The cost per councillor for the conferences can be referenced in the Council Budget Tracker document, Appendix I.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In accordance with City Travel Policy No. 3009-2 Council attendance outside of AVICC and UBCM requires a resolution of Council authorizing attendance. Further, the Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities

Attendance at various conferences/conventions/summits aligns with Council's Strategic Priorities, in particular, No. 2 | Enable the New Economy, Goal 2.4: "the community has a strategy that effectively encourages investment and sustainable growth".

SUMMARY

Travel Expense Policy No. 3009-2 requires authorization by Council as it pertains to members of Council attending a conference/convention other than AVICC and UBCM. Further, the Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities

Historically, Council has considered the various conferences/conventions as they come up throughout the year. In the interest of efficiency and in an effort to project annual financial implications, staff have provided those conferences outside of AVICC, UBCM and FCM that Council has generally attended over recent years, for consideration in 2025.

While the 2025 – 2029 Five-Year Financial Plan has yet to be adopted, Council has allocated \$75,430.00 to fund 2025 Council and Travel Development.

ATTACHMENTS/REFERENCE MATERIALS

1. *Travel Policy No. 3009-2*
2. *2025 Conferences Costing Spreadsheet*
3. *2023 – 2027 Corporate Strategic Plan [ref]*

C:

A. McGifford, Director of Finance

POLICY No. 3009-2 | Travel Policy

Approved: May 23, 2023

Resolution No: R23-183 | R24-95

Date of Last Review: February 26, 2024 [Amended]

CITY OF
PORT ALBERNI



1) PURPOSE

To establish a policy and procedures to be followed by City of Port Alberni (CPA) Council and employees who travel on approved business or who have been given approval for attendance at conferences, seminars and other training and education purposes.

2) POLICY STATEMENT

It is the policy of the City to travel in the spirit of best value for taxpayer dollars, with consideration that will include total cost, quality, expertise, and environmental and social sustainability impacts.

3) PROCESS

Subject to the approvals required below, employees who travel on CPA business or who are attending at seminars, conferences and other training/development purposes will:

- i. Obtain approval for travel in advance from their supervisor. Where necessary, an accountable advance is available to cover travel expenses by completing the travel advance/claim form. The Finance department requires a minimum of ten days to process requests for accountable advances.
- ii. Travel by the most economical means.
- iii. Obtain the government rate for accommodation where available.
- iv. Be allowed meal allowances and a per diem rate for meals and other related expenses.
- v. Be reimbursed for reasonable out-of-pocket expenses.
- vi. Provide receipts for all claimed travel expenses except where meal allowances and a per diem rate is claimed.
- vii. Complete a travel advance/expense form accompanied by appropriate receipts to supervisor within 30 days after return from travel and forward to supervisor for approval and then to Finance for processing.

4) APPROVALS

For travel, approval must be received from the employee's manager and budget available to undertake that travel.

- i. Any staff members elected to the Executive of either the Vancouver Island Local Government Managers Association or Local Government Managers Association of B.C. are authorized to attend Executive meetings of either Association and that expenses incurred in connection there with will be defrayed by CPA.
- ii. Council is authorized to attend the annual conference of the following organizations:
 - a. Union of British Columbia Municipalities; and
 - b. Association of Vancouver Island and Coastal Communities.
- iii. Travel outside the CPA but within British Columbia, requires the departments Director approval.
- iv. The Chief Administrative Officer's [CAO] approval is required for travel outside of British Columbia.



- v. The CAO will obtain approval from the chair of the Board for their own travel outside British Columbia.
- vi. The Mayor is authorized to attend British Columbia Mayors' Caucus meetings and the Local Government Leadership Academy seminars on behalf of CPA and shall be paid in accordance with policy for expenditures made or expenses incurred.
- vii. The Mayor and members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities on behalf of the Municipality and shall be paid in accordance with the policy for expenditures made or expenses incurred.
- viii. The Council member appointed as the Liaison to the Alberni Valley Community Forest Corporation is authorized to attend the annual conference of the British Columbia Community Forest Association and shall be paid in accordance with policy for expenditures made or expenses incurred.
- ix. Council members shall be paid for expenditures made or expenses incurred for their attendance at official meetings, workshops and other events within the municipality approved for attendance. Reimbursements under this policy will be limited to actual costs incurred for personal meals and costs of registration at a maximum per event cost not to exceed \$150.
- x. Reimbursement for expenditures made or expenses incurred will also be provided to Council members for their attendance at official functions of organizations directly funded by the City of Port Alberni (i.e. Alberni Valley Chamber of Commerce, Western Vancouver Industrial Heritage Society, Port Alberni SPCA).
- xi. Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of an event hosted by a not-for-profit organization where the member (generally the Mayor, but on occasion the Mayor's representative) is a guest of honour.
- xii. The Mayor or Alternate Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality (i.e. ministers or officials of the provincial, federal or other foreign or local governments; business and industry leaders or prospective investors; leaders of cultural, humanitarian, educational or other non-governmental organizations).

5) GUIDELINES

A. Travel

- i. Employees should carefully weigh alternate means of travel, taking into consideration costs, convenience, amount of work time taken for travel, the need for a vehicle at destination, number of employees traveling together, air fare discounts and using a CPA vehicle rather than a personal vehicle, etc.
- ii. Airfare is to be economy class and booked far enough ahead to qualify for discounted rates, if practical.
- iii. Kilometrage for using a personal vehicle shall be paid at the rate per kilometer pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- iv. Employees are encouraged to use a fleet vehicle, if possible and available, rather than their personal vehicle.
- v. If a trip includes travel with BC Ferries, reservation charges would be covered.
- vi. Travel that combines CPA and personal business must be reimbursed at the lesser of:
 - a. actual transportation expenses; or
 - b. an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
- vii. Additional expenses arising from personal extensions to business travel are the employee's responsibility.
- viii. Expenses for an employee's spouse or family members are not reimbursable.

B. Accommodation


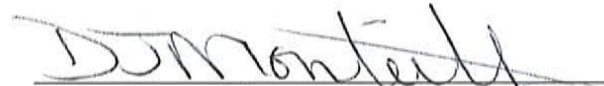
- i. Government rates are to be requested when booking accommodation, and at single occupancy rates.
- ii. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.
- iii. Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.
- iv. A flat rate may be claimed for non-commercial accommodation. No receipt is required. This rate is pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].

C. Meal Allowances and Per Diem Rates

- i. Meal [per diem] reimbursement when traveling on the CPA business will be in accordance with ***Employee Group II rates***, pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- ii. Incidentals are defined as all other related travel expenses not covered specifically within this policy and may be claimed for each 24-hour period.
- iii. If claiming the above meal allowances or per diem rate, receipts are not required.
- iv. In order to be reimbursed for meals when not claiming a meal allowance or per diem rate, receipts are required to be submitted.
- v. When meals are paid for on behalf of more than one individual, all attendees must be listed and receipts submitted. As a guideline, meals per person, should be within the range of the per diem rates currently in effect.
- vi. Purchase of any beverage containing alcohol is not a reimbursable expense.

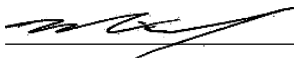
D. Local Transportation

- i. Local transportation will be by CPA fleet vehicle, car rental, taxi, bus or rapid transit. Receipts must be submitted to claim local transit expenses including parking, where possible.
- ii. Out of town car rental will be approved in circumstances where taxi or public transit is not practical.


Sharie Minions
Mayor
Donna Monteith
Corporate Officer

COUNCIL BUDGET - Conferences 2025						
AVICC	April 11-13, 2025	Nanaimo, BC				
	Councillor	Registration	Accommodation	Travel		Subtotal
		\$ 400.00	\$ 600.88			\$ 1,000.88
					Total:	\$ 1,000.88
FCM	May 29, June 1, 2025	Ottawa, ON				
	Councillor	Registration	Accommodation	Travel	Miscellaneous	Total
		\$ 1,395.00	1000	\$ 748.22		\$ 3,143.22
					Total:	\$ 3,143.22
UBCM	September 22-26, 2025	Victoria, BC				
	Councillor	Registration	Accommodation	Travel	Miscellaneous	Total
		\$ 600.00	\$ 1,927.28			\$ 2,527.28
					Total:	\$ 2,527.28
TLA	January 15-17, 2025	Vancouver, BC				
	Councillor	Registration	Accommodation	Travel	Miscellaneous	Subtotal
		\$ 1,295.00	\$ 886.97	\$ 401.80	\$ 103.50	\$ 2,687.27
					Total	
COFI	April 2-4, 2025	Prince George, BC				
	Councillor	Registration	Accommodation	Travel	Miscellaneous	Subtotal
		\$ 775.00	\$ 626.00	\$ 257.73	\$ 191.22	\$ 1,849.95
					Total	
BCEDA	May 12-15, 2025	Penticton, BC				
	Councillor	Registration	Accommodation	Travel	Miscellaneous	Subtotal
		\$ 650.00	\$ 784.16	\$ 924.70		\$ 2,358.86
					Total:	
VIEA	October 28-30th, 2025	Nanaimo, BC				
	Councillor	Registration	Accommodation	Travel	Miscellaneous	Subtotal
		\$ 575.00	\$ 600.88	\$ 103.70	\$ 144.00	\$ 1,423.58
					Total	
BCNPHA	November 18-20, 2024	Vancouver, BC				
	Councillor	Registration	Accommodation	Travel	Miscellaneous	Subtotal
		\$ 1,150.00	\$ 970.92	\$ 401.80		\$ 2,522.72
					Total:	

Date: December 2, 2024
File No: 3950-20-3002-1
To: Mayor & Council
From: M. Fox, CAO
Subject: Council Code of Conduct

Prepared by: K. MOTIUK DEPUTY DIRECTOR OF CORPORATE SERVICES	Supervisor: S. DARLING Director of Corporate Services	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

That Council direct Administration to develop a Council Code of Conduct Bylaw linked to the Council Remuneration Bylaw, which establishes clear behavioural guidelines for Council members, outlines sanctions for breaches of conduct, and promotes transparency and integrity in serving the City of Port Alberni, thereby ensuring accountability and upholding public trust.

PURPOSE

To provide Council with an opportunity to review its Code of Conduct Policy No. 3002-1 established on May 8, 2023, and consider potential future updates to the policy in keeping with municipal Council Code of Conduct policy/bylaw innovations throughout the province.

BACKGROUND

Community Charter Section 113.1 and 113.2 states Council must pass the code of conduct or a resolution outlining reasons for not adopting a code of conduct. At its May 8, 2023 Council, Council approved Council *Code of Conduct Policy No. 3002-1*.

Responsible conduct is critical to a local government's ability to provide good governance to its community and its ability to attract diverse candidates to run for office.

A Code of Conduct is essential to open, transparent government, and supports the City's organizational objective to serve our community through visionary leadership and effective, responsive and responsible government. The Council Code of Conduct and related policies are intended to convey the importance of respectful deliberation and debate of public policy issues ensure a fair, honest and respectful environment amongst members of Council, staff and Committee members.

ALTERNATIVES/OPTIONS

1. *That Council direct Administration to develop a Council Code of Conduct Bylaw linked to the Council Remuneration Bylaw, which establishes clear behavioural guidelines for Council members, outlines sanctions for breaches of conduct, and to promotes transparency and integrity in serving the City of Port Alberni, thereby ensuring accountability and upholding public trust.*
2. *That Council accept the Council Code of Conduct Policy review as information.*
3. *That Council direct staff to amend the Code of Conduct Policy to establish clear behavioural guidelines for Council members.*
4. *That Council take no action.*

ANALYSIS

Responsible conduct of elected officials is not optional; it is essential to good governance, and helps to sustain a Council environment where vigorous policy debate and respectful dialogue co-exist.

Councils around the province have taken a comprehensive and integrated approach to the development of their Codes of Conduct outlining expected behaviour at meetings, in the community, on social media, and during election campaigns. Several have established Bylaws outlining both an informal and formal complaint and resolution process, with the formal process involving a third-party investigator. Possible sanctions for breaches of the Code of Conduct are clearly outlined, along with guidance for which parts of the resolution process should take place in an open Council meeting. These Bylaws apply to all members of Council and to those appointed by Council to Boards, Committees, Commissions, Panels or Task Forces.

What sets some of the more innovative Codes of Conduct apart is that they are linked to their Council's Remuneration Bylaw – deducting pay for each breach of the Bylaw, its Procedure Bylaw, Respectful Workplace Policy, *Community Charter* conflict of interest rules and Oath of Office documents.

Aligning the Code of Conduct with the Remuneration Bylaw would reinforce the importance of ethical behaviours while providing a mechanism to address misconduct. This approach supports good governance practices and enhances Councils ability to serve the community effectively.

IMPLICATIONS

Without a clear set of expectations and process for breaches, the current policy lacks teeth as breaches would have to be addressed based on unwritten rules or general statements of principle not endorsed by Council.

The existing Code of Conduct policy could benefit from:

- 1) expansion to include additional provisions relating to the behavioural expectations that are connected to the foundational principles; and
- 2) inclusion of accountability/enforcement provisions as the existing policy does not address how alleged breaches would be handled should a conduct issue emerge.

COMMUNICATIONS

BYLAWS/PLANS/POLICIES

Development of a Council Code of Conduct Bylaw that establishes clear behavioural guidelines for Council members and outlines sanctions for breaches of conduct promotes transparency and integrity in the service of the City of Port Alberni ensuring accountability and upholding public trust. This aligns with Council's *Strategic Plan*, and the principal 'be respectful, communicative and accountable'.

Policy 3002-1 – Council Code of Conduct

SUMMARY

Aligning the Code of Conduct with the Remuneration Bylaw reinforces the importance of ethical behaviours while providing a mechanism to address misconduct. This approach supports good governance practices and enhances Councils ability to serve the community effectively.

It is recommended that Council direct Administration to develop a Council Code of Conduct Bylaw linked to the Council Remuneration Bylaw establishing clear behavioural guidelines for Council members and outline sanctions for breaches of conduct.

ATTACHMENTS/REFERENCE MATERIALS

Council Code of Conduct Policy No. 3002-1

UBCM Potential for Change Discussion Paper

District of Squamish Bylaw 2919 – Council Code of Conduct

District of Squamish Bylaw 1503 – Remuneration and Expenses (s. 7.1)

POLICY No. 3002-1 | Council Code of Conduct

Approved: May 8, 2023

Resolution No.: R23-154

Date of Last Review:

CITY OF
PORT ALBERNI



PURPOSE

As local elected representatives ["members"], we recognize that responsible conduct is essential to providing good governance for the City of Port Alberni.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

SCOPE

This Code of Conduct applies to the members of the City of Port Alberni. It is each member's individual responsibility to uphold both the letter and the spirit of the Code of Conduct in their dealings with other members, staff and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council.

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. **Respect** – means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.



3. **Accountability** – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

STANDARDS OF CONDUCT

Integrity: Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.
- Members will follow on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

Respect: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discussion and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.



Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

PROCESS:

This policy is to be reviewed by Council following a general local election.



Sharie Minions
Mayor



Donna Monteith
Corporate Officer



DISCUSSION PAPER

POTENTIAL FOR CHANGE

Responsible Conduct Framework for Local Government Elected Officials

SEPTEMBER 2024



A joint Initiative of the Union of British Columbia Municipalities
and the Local Government Management Association of British Columbia

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INTRODUCTION

This *Discussion Paper* is a joint initiative of the Union of British Columbia Municipalities (UBCM) and the Local Government Management Association of British Columbia (LGMA).

The *Paper* explores two specific, inter-related topics in recent discussions on potential changes to British Columbia's responsible conduct framework for local government elected officials:

- The idea of mandatory codes of conduct, in place of voluntary codes, for local governments, and
- The models that exist, or that could be developed, to support the administration and enforcement of responsible conduct standards set out in local government codes of conduct.

Resolutions to UBCM over the past seven years have consistently called for additional tools to promote responsible conduct and enforce responsible conduct standards. Included in the resolutions has been a request for a province-wide integrity or ethics commissioner office for local government. This paper explores the underlying issues that have prompted these calls for action, and identifies key considerations for determining how to best address the issues. The paper aims to broaden and inform discussion; it does not recommend policy.

Consultation for the *Paper* included separate discussions with two focus groups, one of which featured local elected officials, the other a mix of chief administrative officers, corporate officers and other senior staff. Interviews with past and present Integrity Commissioners, local government staff, a Municipal Advisor appointed by the Ministry of Municipal Affairs, and others were also conducted. Research was undertaken to understand responsible conduct frameworks in other provinces, and to assess the range of approaches taken to promote responsible conduct, investigate alleged breaches of codes of conduct, resolve conduct issues, and enforce codes through the application of sanctions.

WORKING GROUP ON RESPONSIBLE CONDUCT

The *Discussion Paper* builds on the efforts to date of the staff-level Working Group on Responsible Conduct for

Local Government Officials in British Columbia. The Group, which includes representatives of the Ministry of Municipal Affairs, UBCM and LGMA, was established in 2016 in response to a UBCM resolution that called on the provincial government to enable local governments to appoint integrity commissioners. In 2017, the Group delivered a policy paper at the UBCM Convention on the key components of an effective framework to support responsible conduct. In subsequent years, resources and tools to strengthen the framework were developed, including a set of foundational principles, a model code of conduct for local government elected officials, a scenario-based online training course, and guidance for local governments on how to prevent conduct issues from arising, and deal with issues that do arise.

DISCUSSION PAPER FORMAT

The *Discussion Paper* is divided into three sections. Section one provides an overview of British Columbia's current responsible conduct framework. Section two outlines a set of resolutions endorsed by the UBCM membership in recent years. This section includes a discussion on the desire for further change to address perceived gaps in the framework that remain. Section three explores the case for mandatory codes of conduct, and considers three different models for code of conduct administration and enforcement. Each of the models is designed to enable the provision of advice and education on responsible conduct, to assist in resolving responsible conduct concerns, to investigate alleged breaches of responsible conduct, and to support the enforcement of codes of conduct in cases of actual breaches.

The full text of the UBCM resolutions noted in section two are provided in *Appendix I*. A preliminary discussion of mandatory education is provided in *Appendix II*. The resources created in recent years by the Working Group are presented in *Appendix III*.

CURRENT FRAMEWORK

This section profiles British Columbia's current responsible conduct framework for local government elected officials. In general, the framework recognizes the autonomy of local governments in British Columbia to select and design tools that local governments themselves feel are important to have in place.

The Province provides the legislative authority that municipalities and regional districts need to take action, and encourages local governing bodies to embrace certain tools, such as codes of conduct. Guidance is also provided (including through the Working Group on Responsible Conduct) to assist local government officials in their efforts to learn about the framework and the expectations inherent in it. This table provides an overview of the existing framework. Individual elements identified in the box are outlined separately in this section.

ELEMENTS OF THE CURRENT FRAMEWORK	
Foundational Principles	Four principles to guide behaviour
Oath or Affirmation of Office	Required under Community Charter, Local Government Act, Vancouver Charter Elected officials who do not take the oath are disqualified from taking office
Codes of Conduct	Cornerstone of framework, but optional Guidance provided by Working Group on best practice codes
Independent Investigators	Ability to retain independent investigators, and to appoint autonomous integrity commissioners
Education	Widely recognized as essential to promotion of responsible conduct Identified in many existing codes as sanctions to correct poor conduct
Broader Legislative Context	Responsible conduct part of a broader legislative framework to address related concerns
Resources on Responsible Conduct	Various resources exist to guide local governments in efforts to promote responsible conduct, and to resolve instances of poor conduct

Foundational Principles

The foundational principles are intended to guide the conduct of individual elected officials and the collective behaviour of the governing body (i.e., the municipal council or regional district board). Four principles underlie the current framework in British Columbia:

- **Integrity** — Elected officials with integrity conduct themselves honestly and ethically. They are open and truthful in their dealings, protective of confidentiality, and work to avoid conflicts of interest and perceived conflicts.
- **Accountability** — Accountable officials accept responsibility for their own behaviour and for decisions they make as individuals. They accept the collective

responsibility of the governing body for decisions made.

- **Respect** — Respect means valuing the perspectives, wishes and rights of others, including other elected officials, staff members and the public.
- **Leadership and Collaboration** — Elected officials need to demonstrate an ability to lead, listen to, and positively influence others. They need to come together to create or achieve collective goals.

These principles are integrated with and reflected in other parts of the framework, including the oath of office, the legislated requirement to consider the adoption or updating of a code of conduct, and the model code of conduct.

Oath of Office

The *Community Charter* (s. 120), *Local Government Act* (s. 210) and *Vancouver Charter* (s. 140), require that every local government elected official in British Columbia take an oath or make an affirmation of office within 45 days following election. Each local government may, by bylaw, establish its own oath. Where no bylaw has been created, officials must use the oath prescribed in BC Reg. 137/2022 (*Local Government Oath of Office Regulation*). The prescribed oath — adjusted in response to a 2021 UBCM resolution

— requires officials to swear that they are qualified to hold office, will abide by the rules set out in legislation on conflicts of interest, will act in accordance with the four foundational principles, and will perform the duties of their office in accordance with the law.

Any elected official who does not take the oath within the prescribed time is disqualified from holding office.

Codes of Conduct

Codes of conduct are documents that set out shared expectations for elected official behaviour. The *Community Charter* (s. 113.1 and 113.2)¹ and *Vancouver Charter* (s. 145.93 and 145.94) require each local governing body to decide, within six months after its first council or board meeting post-election, whether to establish a code of conduct for elected officials, or review an existing code. In making its decision, the council or board must consider the prescribed principles for codes of conduct that are set out in BC Reg. 136/2022 (*Principles for Codes of Conduct Regulation*).²

If a council or board chooses to not establish a code of

conduct, the council or board must make available to the public the reasons for its decision. The council or board must also reconsider its decision before January 1 of the year of the next general election. If the governing body, upon reconsideration, affirms that it will not establish a code of conduct, the body must again make its reasons available to the public.

The Working Group on Responsible Conduct created a Model Code of Conduct and a Companion Guide, along with advice to support informal and formal resolutions on matters of conduct.

Investigators and Commissioners

Local governments have the ability in the current framework to retain independent investigators, and to appoint autonomous integrity commissioners, to receive and investigate complaints, facilitate the informal resolution of conflicts, manage formal resolution processes, and make recommendations to governing bodies on sanctions to apply. In British Columbia, integrity commissioners have been created by the Cities of Surrey (2020), Vancouver (2022), Maple Ridge (2024) and New Westminster (2024).³ Many municipal councils and regional district boards, however, provide for the hiring of independent third-party investigators.

The Working Group has developed guidance materials for local governments on best-practice approaches to the enforcement of codes. These materials identify the hallmarks of sound enforcement, which include the development of a thorough process for vetting and handling complaints on conduct, the identification of a range of sanctions to consider applying in the event of a breach, safeguards to ensure procedural fairness for all parties, and the use of independent third parties to conduct investigations, make determinations and recommend sanctions.

Education

Education is widely recognized as essential to the promotion of responsible conduct, and as a key part of the responsible conduct framework. The Working Group provides an online scenario-based course of the principles that guide responsible conduct. The Local Government

Leadership Academy provides training to elected officials on the factors, including responsible conduct, that enhance a local government's ability to provide good governance to its community. UBCM and LGMA also provide training, for elected officials and staff respectively, on topics related to

¹ These sections of the *Community Charter* apply to regional district boards.

² The requirements for consideration and reconsideration were introduced by the province in 2022 in response to a 2021 UBCM resolution.

³ In late July 2024, during the writing of this Discussion Paper, Vancouver City Council entertained a motion to suspend the work of the Integrity Commissioner pending an independent review of the Commissioner's scope of duties. On August 6, 2024, however, Council resolved to postpone a vote on the motion until September.

responsible conduct.

Most local governments provide orientation to their governing bodies in the months following the inaugural meeting. Governance principles and responsible conduct are typically included in orientation programs. Some local governments go further and provide regular or periodic

refresher sessions. Education is also identified in many existing codes of conduct as a form of sanction that governing bodies may impose to remedy instances of less-than-responsible conduct. A recommendation that the council or board member attend a specified training course, for example, is a feature of some codes.

Broader Legislative Context

British Columbia's current responsible conduct framework is situated within a broader legislative context that includes provincial and federal statutes designed, among other purposes, to govern elements of elected official conduct. The context includes the *Local Government Act*, *Community Charter* and *Vancouver Charter*, each of which speaks to conflict of interest matters. The context also includes the:

- *Criminal Code of Canada*
- *Ombudsperson Act*

- *Workers Compensation Act*
- *British Columbia Human Rights Code*
- *Freedom of Information and Protection of Privacy Act*

Independent parties with authority under these statutes — the Office of the Ombudsperson and WorkSafe BC are examples — have spheres of jurisdiction that may compel them to act in response to issues that arise, either in place of or in advance of locally-appointed third-party investigators and integrity commissioners.

Resources on Responsible Conduct

Experienced third-party consultants and municipal lawyers are available to assist local governments with drafting codes of conduct bylaws or policies, with orientation and education efforts aimed at explaining the codes and their implications for behaviour, with investigations into complaints, and with enforcement measures. In exceptional circumstances, supported by a request (resolution) from the council or

board, the Ministry of Municipal Affairs has assisted local governments by contracting Municipal Advisors to examine and provide advice address the most egregious incidences of questionable conduct. The Local Government Management Association also maintains an online database of consultants that is available to local governments.

Additional Comments

It is useful to remember that the Framework for Responsible Conduct applies specifically to local government elected officials, not to local government staff. Unlike staff who are accountable to the organizations that employ them, elected officials are accountable to the electors in the communities they serve. The Framework provides tools and resources to promote proper conduct by elected officials, and to

address incidents of poor conduct by officials, between elections. The ability of electors to judge elected officials and remove them from office at the time of election, however, will in some cases be the most effective tool for managing elected official conduct.

DESIRE FOR CHANGE

From 2016 to 2023 the UBCM membership voted on six resolutions related to British Columbia's responsible conduct framework for elected officials. All of the resolutions underscored the growing sense on the part of local governments across the province that incidents of less than responsible conduct among elected officials were becoming more prevalent and intractable. All of the resolutions spoke to a desire for change in the existing framework, and put forward specific ideas to either introduce new tools or strengthen existing ones.

This section summarizes the proposed UBCM resolutions⁴ between 2016 and 2023, along with a proposed 2024 resolution that at the time of writing has not yet been presented to or voted on by the membership. The section ends with commentary on the potential need for further change.

UBCM Resolutions

As noted, the UBCM membership voted on six responsible conduct resolutions between 2016 and 2023. The first resolution, presented in 2016, sought authority for local governments to appoint local integrity commissioners who would provide advice and education to local elected officials on conduct and codes of conduct, investigate alleged breaches to codes of conduct, and enforce codes in cases of actual breaches. This resolution, which was referred to the UBCM Executive, resulted in the creation of the Working Group on Responsible Conduct.

Three resolutions in 2021, 2022 and 2023 called on the Province to establish through legislation one or more integrity commissioner offices to advise local governments and enforce codes of conduct. All three resolutions were endorsed by the membership. A separate resolution in 2022 sought the development of a standard code of conduct that would apply to all local governments in the province. This resolution was not endorsed.

A 2021 special resolution (SR3: *Strengthening Responsible Conduct*) sponsored by the UBCM Executive asked the provincial government to:

- Require all local governments to consider the adoption or updating of a code of conduct at least once in each new term of office,
- Work with UBCM and others to develop a mandatory education model that would support responsible conduct by local elected officials,
- Update the oath of office that is prescribed by provincial regulation to embed the foundational principles of the responsible conduct framework, and
- Provide guidance to assist local governments with their own oath of office bylaws in incorporating the foundational principles into the bylaws.

An additional resolution has been endorsed by UBCM's Resolutions Committee for presentation to the membership in 2024. The resolution calls on the provincial government to establish an Office of the Municipal Government Ethics Commissioner to provide "fair and unbiased guidance" to local governments on responsible conduct matters, code of conduct violations, conflict of interest and bullying. The resolution also calls on the Province to require all new local elected officials to participate in mandatory ethics training.

⁴ The resolutions are presented in full in Appendix I.

Desire for Further Change

Local governments recognize that most elected officials endorse and seek to demonstrate appropriate behaviour. The continuing calls for additional responsible conduct tools, however, underscore the general belief that resources in the current framework are not sufficient for dealing with individuals who show little interest in understanding roles and expectations, who demonstrate little respect for their peers or for local government staff, and who appear to reject the very local government institutions that enable good governance and that they, as elected officials, are responsible for protecting.

There is a concern with the trend towards problematic elected official conduct and its impact on the ability councils and boards to function. Local governments that become mired in internal conflict may experience a loss of legitimacy in their own communities, and may see a related decline at elections in voter turnout, and in the number and diversity of candidates for election. The same local governments may also experience a decline in morale among staff and may observe a reluctance on the part of current managers to seek higher positions in their organizations. Departures of top-performing employees, and significant recruitment challenges, are additional consequences.

Local governments dealing with cases of poor conduct are increasingly calling on the provincial government to introduce new legislative requirements, and/or to provide additional tools to manage conduct matters, including tools that can be applied province-wide by a centralized body. This appeal reflects:

- A sense of frustration with the perceived lack of tools, and the resulting inability of local governing bodies to effectively address egregious examples of poor conduct;
- An awareness that the current reliance on local governments to determine their own approaches to managing conduct issues leads to significant inconsistencies among councils and boards in both the design and administration of codes of conduct;
- The concern that existing approaches to managing elected official conduct too often involve a role for local government staff, and that a reliance on staff to intervene or resolve conflict is both unfair and inappropriate;
- A concern expressed by elected officials and staff — particularly officials and staff from smaller jurisdictions — that local governments lack the resources to properly administer and enforce a responsible conduct framework; and

- A fear that codes of conduct, complete with sanctions that publicly censure elected officials for issues of conduct, can be easily weaponized when administered locally against individuals with minority perspectives.

Not all local governments, it should be emphasized, share these concerns, or believe that there is a strong case for provincial government intervention, either in the form of stronger legislation or additional tools. Some local governments take the view that the existing legislation and tools are sufficient to address matters of conduct, that local governments themselves are responsible for managing conduct issues in their governing bodies, and that cost-sharing

CALL FOR LEGISLATION

Local governments dealing with cases of poor conduct are increasingly calling on the provincial government to introduce new legislative requirements, and/or to provide additional tools to manage conduct matters, including tools that can be applied province-wide by a centralized body.

and other collaborative approaches exist to enable local governments to effectively meet their responsibilities.

The UBCM resolutions and the input provided to this *Discussion Paper* by elected officials and senior staff, however, speak to the growing perception that the current responsible conduct framework has shortcomings that prevent local governments from being able to effectively address cases of poor conduct. These shortcomings constitute gaps that UBCM and LGMA seek to understand through the exploration of mandatory codes of conduct and the consideration of different models that may be used for code administration and enforcement.

Across British Columbia and beyond, local governments are seeking effective tools to support responsible conduct. Ideas that are being advanced by some, including ideas that feature a province-wide integrity commissioner, need to be assessed carefully.

CHANGES TO CONSIDER

This section responds to concerns raised by local government elected officials and staff on the existing responsible conduct framework for local government elected officials. The text explores two specific, inter-related topics:

- The idea of mandatory codes of conduct in place of voluntary codes for local governments, and
- The models that exist, or that could be developed, to support the administration and enforcement of responsible conduct standards set out in local government codes of conduct.

The two topics are addressed separately in the section but are dependent on one another. The models for administration and enforcement focus on the standards in the codes of conduct, and therefore require codes of conduct to be in place.

An additional topic concerns responsible conduct education for elected officials. Education on principles and standards of conduct is encouraged in the current responsible conduct framework, but is not required. A change in favour of mandatory education is a point of discussion among elected officials and staff, and is a topic in need of further study. Appendix II introduces and provides an overview of the topic.

Mandatory Codes of Conduct

Codes of conduct are tools created by local governments to help local government officials understand the standards of behaviour and conduct that are expected of them. Codes also exist to set out fair processes for receiving complaints about elected official conduct, investigating alleged breaches of code standards, and reporting on findings. Finally, codes are developed to hold elected officials accountable who, based on investigations, are found guilty of code breaches.

It should be emphasized that codes are not intended to prevent or impede in any way the robust exchange of views that is critical to good local governance. Codes are also not created to eliminate or stifle minority perspectives that need to be heard and taken into consideration in decision making.

When designed and administered properly, codes of

conduct help to promote a positive working environment for local elected officials to collaborate, through their collective governing bodies, in setting priorities and making decisions that benefit their communities. Council and board discussions on the creation of codes allow elected officials to explore values and relationships, roles and responsibilities, and the principles of good governance. Such discussions also help elected officials understand the potential impacts of their actions on the communities they serve. In clearly laying out standards of acceptable behaviour and conduct, codes protect councils and boards from unnecessary conflict and stress. In so doing, codes help to build public confidence in local governments and the broader local government system.

Current Approach

Codes of conduct are a cornerstone of the responsible conduct framework for elected officials in British Columbia. They are widely recognized to be both important and necessary as tools to guide the behaviour of decision-makers and, where required, hold decision-makers accountable between elections for problematic conduct that occurs.

Local governments in British Columbia are strongly encouraged to create codes, and are required to consider creating

them. The requirement for consideration takes the form of legislative amendments (2022) introduced by the Province in response to the UBCM's 2021 special resolution (*Strengthening Responsible Conduct*). These amendments require all councils and boards to consider establishing a code of conduct, or reviewing an existing code, within the first six months after their inaugural meetings. Most local governments in the province have codes of conduct in

place today.⁵

Strong encouragement and the requirement for consideration notwithstanding, codes of conduct are not mandatory for local governments in British Columbia. This approach reflects the long-standing legislative framework for local government in British Columbia which is based, to a

significant degree, on principles of local government autonomy, empowerment and accountability. Ultimately, it is the decision of each municipal council and regional district board to determine whether or not to put a code in place to guide the conduct of its members.

Approaches Elsewhere

Responsible conduct frameworks for local government elected officials in all provinces include and emphasize the importance of codes of conduct. British Columbia's framework is no different in this respect. British Columbia's framework is entirely unique in its treatment of codes as voluntary and at the discretion of individual local governments. In all other provinces, codes of conduct for local government elected officials are mandatory.

Requirements for codes of conduct in other provinces differ in their degree of prescriptiveness. In Alberta, the rules concerning codes of conduct are outlined in the province's *Code of Conduct for Elected Officials Regulation*, created in 2017 pursuant to section 146.1 of the *Municipal Government Act*. The regulation prescribes topics that must

The regulation also requires each council to review and update its code of conduct, along with any bylaws that have been incorporated by reference into the code, at least once every four years.

Saskatchewan's legislation prescribes a set of standards for codes that includes honesty, respect and confidentiality. A complaints process that must be based on principles of fairness, accessibility, responsiveness and efficiency is required. Manitoba is quite prescriptive in its approach to codes. The province prescribes, through its *Council Members' Codes of Conduct Regulation* (2020), the values on which codes must be based, the requirement to review codes every year, the list of specific sanctions to include in codes, and the specific factors that councils must consider when imposing a sanction.

Ontario's local government legislation requires every council to establish a code of conduct for its members, but does not list to any significant degree the topics to include or procedures to follow in administering the codes.⁶ Under section 223.4 (5) of Ontario's *Municipal Act*, however, the Province does prescribe and limit the range of sanctions that may be imposed. This section states that a council may impose one of two sanctions, based on a report by the integrity commissioner that the member has contravened the code of conduct:

- A reprimand, or
- A suspension of remuneration for up to 90 days.

New Brunswick and Nova Scotia have introduced requirements for local governments to implement codes of conduct with some standardized elements. By contrast, the highly prescriptive approach taken by Quebec sets out contents for local government codes, including complaint procedures and sanctions.⁷

VOLUNTARY CODES

British Columbia's framework is entirely unique in its treatment of codes as voluntary and at the discretion of individual local governments. In all other provinces, codes of conduct for local government elected officials are mandatory.

be included — others may be included at the discretion of council — along with a set of sanctions from which councils may choose to impose in cases where a council member fails to adhere to the code. The regulation requires the inclusion of a complaint system to identify who may make a complaint, and how complaints are to be investigated.

⁵ At the time of writing, 70% of local governments have codes of conducts in place. Most of these codes have been established and/or reviewed under the 2022 legislative amendments.

⁶ Ontario does have in place a short regulation titled Codes of Conduct: Prescribed Subject Matters. The regulation identifies four prescribed subject matters that local governments must include in their codes of conduct for local elected officials — gifts, benefits and hospitality; respectful conduct; confidential information; use of local government property.

⁷ Quebec's approach has its origins in the findings of the Commission of Inquiry on the Awarding and Management of Public Contracts in the Construction Industry (Charbonneau Commission). This Commission, which ran from 2011 to 2015, exposed significant corruption in municipal government.

EVOLVING FRAMEWORKS

One takeaway from the research conducted for this Discussion Paper is that responsible conduct frameworks in all provinces are evolving. Reviews are underway in many jurisdictions to clarify objectives and incorporate new or amended tools.

Factors to Consider

Over 70% of local governments in British Columbia have established codes of conduct despite the lack of any statutory requirement on the matter. The UBCM's 2021 special resolution (*Strengthening Responsible Conduct*) addressed the need for codes of conduct, and requested the Province to amend local government legislation to require the consideration of codes. UBCM stopped short of calling for change to make codes mandatory.

Focus group participants and individuals interviewed for this *Discussion Paper* expressed support for a change in favour of mandatory codes. The introduction of such a requirement, it was suggested, would send a strong and positive message throughout the local government community and the broader public on the importance of responsible conduct.

When determining how to proceed on the matter of required codes of conduct, implications for local government autonomy, empowerment and accountability may be important to consider. It may be argued that a change in favour of mandatory codes would conflict with the principles of autonomy, empowerment and accountability that underpin British Columbia's local government legislative framework. These principles hold that each local government, irrespective of size, should have the ability to determine for itself whether a code of conduct is needed, and if so, how it should be structured and administered.

In a spirit of collaboration, local governments routinely collaborate with one another directly and through their associations (e.g., UBCM and Area Associations) to share ideas and develop similar approaches to address key matters. Local governments also seek advice and guidance from central bodies, including UBCM, LGMA and the Ministry of Municipal Affairs. Collaboration and guidance aside, however, local governments retain the autonomy to determine whether and how to act in several key areas, including responsible conduct.

A ceding of autonomy over codes of conduct may be perceived as beneficial to some local governments, particularly those in which elected officials may demonstrate less than full support for codes, or even strong resistance to codes. Some local governments may feel the authority to mandate codes of conduct should rest with the Province given the Province's ultimate responsibility for the structure, integrity and proper functioning of the local government system. Decision-makers who take this position may point to the Province's requirement for elected officials to take an oath of office as a parallel situation. Finally, some local governments may highlight the mandatory nature of codes in all

provinces other than British Columbia as suggestive, if not compelling, of the need for change.

If codes were made mandatory, either in response to calls from local governments or at the initiative of the Province, factors related to the structure, content, process for developing, and use of codes would be important to explore.

CONTENT OF CODES

The Working Group has developed a model code of conduct and an accompanying guide to assist local governments in establishing a code.⁸ Several municipalities and regional districts in British Columbia have made use of this resource. Others have relied on municipal lawyers, consultants and senior staff with strong experience in responsible conduct matters to design bespoke codes that speak to local circumstances and needs.

It is possible to identify a set of contents that may be considered "best practice", and that should be considered for inclusion in all codes of conduct whether mandatory or not. The text box on the following page presents these contents. They were identified based on a review of the Working Group materials; well-crafted codes created by local governments that have been forced to combat less than responsible conduct head on; and the requirements in place in other provinces.

STANDARDIZATION OF CODES

In 2021 a municipal council in the Metro Vancouver area sponsored a resolution to UBCM in support of a "Provincial Code of Conduct for Local Government Officials". The resolution advocated the development and application of one single code for all local governments in British Columbia. The resolution was not endorsed by the UBCM membership, but did serve to highlight the attractiveness among some in local government for a common set of rules and processes to deal with responsible conduct matters.

The preference for standardization is shared by some provincial governments in other parts of Canada — and, possibly by some of the local governments in these provinces — that have adopted prescriptive approaches to codes.

There are certain topics that may be considered important for all codes of conduct as best practices. Some of these topics address expectations of behaviour and highlight specific values to guide interactions; others concern the administration of codes, stress the importance of fair process, and identify reasonable sanctions. These best practice contents suggest that there may be topics that should be included in all codes.⁹ There will be other topics, however,

⁸ Companion Guide: Getting Started on a Code of Conduct for Your Council/Board, October 2022.

⁹ The inclusion of key, best practice contents could address the current inconsistency in the quality and completeness of local government codes of conduct in British Columbia. The result of this inconsistency is a patchwork of standards of conduct — a patchwork that makes it difficult to create and enforce a common set of behavioural expectations.

that may hold special importance in only some communities, or that will speak to specific local circumstances or needs.

The process of developing a code provides the opportunity for councils and boards to consider what is most important to their own situations. The process provides the forum in which elected officials can reflect on the value of responsible conduct as an enabler of good governance, the collective responsibility of governing bodies to promote responsible conduct, and the need for governing bodies to both prevent and, where necessary, take action against instances of less than responsible conduct. The process of developing a code is important for local governing bodies to experience. A requirement in favour of mandatory codes of conduct would compel all councils and boards to experience the process and reflect on their own environments and needs. A move towards total standardization of codes, however, would impose prescribed codes on local governments that may be less reflective of local conditions.

IMPLEMENTATION TOOL

Some local governments in British Columbia that present and apply codes of conduct in the form of a policy. Most councils and boards, however, use bylaws. Bylaws, as a type of legislation, give codes of conduct and their contents greater significance and authority.

It may be argued that policies, as non-legislative tools, may be best suited to promote and enable efforts to resolve responsible conduct situations using informal, restorative means. In some local governments with strong cultures of responsible conduct, and with a strong sense within local governing bodies of collective responsibility, policies may indeed promote informal resolution as the answer and make bylaws unnecessary. Best practice codes that are created and applied as bylaws, however, also stress the importance of informal resolution as the first course of action. These bylaws recognize that informal resolution, as important as it is, may not always been enough.

APPLICABILITY

All codes of conduct are designed to apply to the local elected officials who sit on the governing body. Some codes, both in British Columbia and in other parts of Canada, go further to apply to non-elected persons who are appointed to local boards, committees, task forces, commissions and other bodies established by the local government. The value of this broader application is that it spreads the local government's expectations for proper conduct beyond the council or board table to all advisory and delegated decision-making bodies that represent and reflect on the local government. The broader application may also suggest that the standards of conduct expected of elected officials should be the same as, and no higher than, those expected of

non-elected individuals appointed by governing bodies to assist in decision-making.

The roles, powers and sources of legitimacy for elected officials are different from those which apply to non-elected committee and task force members. Non-elected officials are appointed by and serve at the pleasure of the governing body. Elected officials are elected and cannot, except under the most serious of circumstances, be removed from office. Codes of conduct that are exclusive to elected officials help to impress upon such officials and their communities the importance and power of elected officials, and the heightened obligation of individuals who hold office

CODES OF CONDUCT: CONTENTS TO CONSIDER

A review of Working Group resources, existing codes of conduct, and requirements in place in other provinces points to a list of contents that should be considered for inclusion in all codes of conduct. Best practice codes include sections on:

- The foundational principles of responsible conduct
- General conduct, including the need to treat others with respect and dignity
- Interactions with staff and the public
- The collection and handling of information, including information considered confidential
- The use of social media
- Conflict of interest matters
- Gifts and benefits
- Complaint procedures, including the appointment of an independent investigator to receive and/or review complaints
- The informal resolution of complaints
- Formal resolution procedures, including those related to investigation and adjudication
- Reporting on findings and recommendations
- The application of sanctions

to act responsibly in their interactions with others, handling of information, use of resources, and performance of all of their duties.

ACCESSIBILITY

Some codes of conduct in British Columbia are designed to allow complaints concerning elected official conduct to be submitted only by other local elected officials. Other codes allow complaints from staff and volunteers, as well. A few go further to allow complaints from any person, which in practice includes members of the public.

Making the codes broadly accessible may help to emphasize the importance of responsible conduct on the part of elected officials not only in their interactions with other elected officials, but also in their treatment of local government staff and in their dealings with members of the public. Allowing complaints from all of these sources, however, may risk making the process of administering codes unwieldy, or even expose the process to misuse. It should be acknowledged, as well, that the public is served by codes of conduct, even in the absence of an ability to directly submit complaints, that establish and enforce expected standards of conduct.

SCOPE OF SANCTIONS

Best practice codes of conduct emphasize the importance of informal resolution methods, such as discussions, facilitated exchanges and mediation in addressing concerns related to responsible conduct. Informal resolution efforts have the potential to help elected officials understand the impacts of certain behaviours, strengthen relationships, and foster a culture of responsible conduct that can build confidence in the governing body and, by extension, the local government system. Best practice codes also, however, contain sanctions that governing bodies may need to apply to address cases of poor conduct.

In British Columbia and some other provinces, local governments have the ability to select their own sanctions within the limits of their authority as set out in legislation.¹⁰ Most governments select a variety of measures, ranging from less severe penalties — reprimands, and requests or requirements to make apologies, are examples — to more serious remedies. Examples of more serious sanctions include removal from committees, withdrawal of access to civic offices and facilities, and reductions to remuneration. None of the current sanctions available to local governments in British Columbia are established through legislation. As a result, the range of sanctions varies considerably from one local government to the next. In many cases,

councils and boards have struggled with applying the full range of sanctions available.

Sanctions that target elected official remuneration are becoming increasingly popular in local governments across Canada, including in British Columbia. In some cases, the remuneration for elected officials who have been found by an independent investigator to have breached the code of conduct is automatically reduced for a specified period of time. Subsequent breaches trigger further reductions which may be cumulative. Such reductions may also be applied automatically to elected officials who have attempted to “weaponize” the code of conduct by submitting vexatious, frivolous, or bad faith complaints.¹¹ In other cases, suspensions of pay are not automatically triggered but may be applied as separate penalties.

The growing interest in remuneration as a target of sanctions is based on the assumption that elected officials’ pay is meaningful enough to influence behaviour. This assumption may be valid in some cases; it will not, however, be valid in all cases. CAOs and COs who participated in the staff-level focus group commented that in most local governments elected official remuneration levels are simply not high enough to serve as effective levers in establishing deterrents.

All sanctions, including ones that target remuneration, represent a form of public censure. The choice of sanction in any particular case will be based on a variety of factors, such as:¹²

- The nature of the code breach,
- Whether the elected official knowingly breached the code,
- Steps taken by the official to mitigate or remedy the contravention, and
- Whether the breach was the official’s first contravention or a repeat event.

The threat of public censure, irrespective of the exact sanction chosen, will at times serve as an effective disincentive to less than responsible conduct. In cases involving officials who have no interest in protecting local government institutions or the broader system, however, the threat of public censure may not hold great weight in and of itself. Indeed, in some of these cases, officials may use public censure as a weapon to rally supporters who feel unrepresented by the sitting governing body, or shut out of the broader system of democratic government. These same officials may, however, be impacted by sanctions that limited their ability to participate on committees, access local government offices,

¹⁰ The legislation in British Columbia and in other provinces does not give local governments the ability to eject an elected official from office, or disqualify the individual from holding office.

¹¹ The District of Squamish’s responsible conduct framework provides a useful example. The District’s Code of Conduct Bylaw references the Remuneration and Expenses Bylaw, which sets out automatic, successive and cumulative reductions in remuneration of 10%, 15% and 25% for breaches to the Code of Conduct. Each reduction applies for 12 months.

¹² In some responsible conduct frameworks, such as that in place in Manitoba, local governing bodies are required to consider specific factors when determining the appropriate sanctions to impose.

APPROACHES TO SANCTIONS IN SELECT JURISDICTIONS ACROSS CANADA

The range of permitted sanctions that may be imposed by a governing body against one of its members varies by province. British Columbia and Alberta have the broadest ranges — in both provinces, local governments have broad scope to create their own sanctions (other than removal from office). Ontario and Manitoba are examples of provinces with prescribed lists of sanctions, beyond which local governments may not venture.

British Columbia

- Request letter of apology
- Mandatory education, training, coaching, counselling
- Suspension or removal from some or all committees or other bodies
- Letter of reprimand or warning
- Publication (public censure) of reprimand or request for apology, and member's response
- Suspension or removal as deputy/acting mayor or chair
- Restrictions on representing the local government or attending events and conferences
- Limiting travel or expenses
- Limiting access to local government facilities
- Restrictions on provision of information to the member
- Reductions in remuneration (in accordance with bylaw)
- Other sanctions determined by the local government

Alberta

- Letter of reprimand
- Request letter of apology
- Publication of letter and member's response
- Mandatory training
- Suspension or removal as deputy/acting mayor or chair
- Suspension or removal from some or all committees
- Reduction or suspension of remuneration
- Other sanctions determined by the local government

Ontario

- A reprimand
- Suspension of remuneration for up to 90 days

Manitoba

- Censuring the member
- Reprimanding the member
- Requiring a letter of apology
- Mandatory training
- Suspension or removal from specific duties
- Suspension or removal from deputy mayor
- Suspension or removal from committees
- Suspension from carrying out a power, duty or function for 90 days
- Reductions in remuneration
- Imposing a fine of up to \$1,000

connect with staff, and attend events as a local government representative. These types of sanctions, which place limits on officials' ability to act, may serve as more effective deterrents to poor behaviour than the threat of public censure.

The courts have recognized the authority of local governing bodies to impose the range of sanctions featured in most codes, including sanctions that affect remuneration, on elected officials who have been found in violation of the codes. Courts do not support sanctions that aim to disqualify elected officials from office for code of conduct violations. Therefore, codes of conduct and the responsible conduct frameworks in which they rest do not include disqualification from office as a possible sanction. Even Quebec, with its highly prescriptive approach born out of concerns of corruption at the local government level, violators of codes of conduct can be suspended from holding office for a small period of time, but not disqualified. Disqualification across Canada is reserved primarily for criminal matters.¹³

THE COURTS ON SANCTIONS

The courts have recognized the authority of local governing bodies to impose the range of sanctions featured in most codes, including sanctions that affect remuneration, on elected officials who have been found in violation of the codes. Courts do not support sanctions that aim to disqualify elected officials from office for code of conduct violations.

MISUSE OF CODES

Codes are explicitly not intended to prevent or impede the robust exchange of views that is critical for good local governance. Codes are also not created to eliminate or stifle minority perspectives that need to be heard and taken into consideration in decision making. However, codes may be misused or weaponized by individuals who seek to harass or intimidate elected officials with whom they disagree.

The forums in which local governing bodies operate are inherently political. Local governments need to anticipate that attempts will be made in some situations to weaponize codes. Such attempts can be thwarted, or at least frustrated, through the use of independent third parties or integrity commissioners to carefully scrutinize complaints, and to prevent vexatious or frivolous complaints from proceeding to investigations. Provisions in codes that allow appointed third parties or commissioners to recommend sanctions against complainants, and/or to exclude such individuals from the complaints process, are important.

¹³ Conflicts of interest and other concerns are reasons for disqualification in some provinces.

Code Administration and Enforcement

Codes of conduct are a cornerstone of British Columbia's responsible conduct framework for local government elected officials. They are tools created by local governments to help local government officials understand the standards of behaviour and conduct that are expected of them. Their structure and contents are important. So too are the processes outlined within them for receiving complaints about elected official conduct, investigating alleged breaches of code standards, and reporting on findings. Sanctions, applied in cases of actual code contraventions, are in place to hold elected officials accountable between elections for less than responsible conduct.

The approaches taken to administer codes and enforce their provisions are as important to the success of codes as their content and structure.

CURRENT APPROACH

British Columbia's current system of responsible conduct empowers local governments themselves to determine how to administer and enforce their elected official codes of conduct. Across the province, local governments have chosen to use one of three approaches; in some cases, elements of different approaches are combined.

Internal Administration and Enforcement

Some local governments view the oversight of elected official conduct, and the administration of the local government's code of conduct, as responsibilities of the governing body. The council or board in these places is responsible for ensuring that elected officials receive education on and understand the standards of behaviour set out in codes, receive advice as needed on matters of conduct and code interpretation, receive and deal with complaints that may be brought against elected officials through codes, and take corrective action authorized in codes to address more serious cases. The governing body in these places may delegate these responsibilities to a committee of council or the board, and/or may rely on the CAO or CO to assist with administration.

Third-Party Investigators

Many local governments in British Columbia make use of independent, third parties to investigate allegations of code breaches, to assist in resolving conduct concerns through informal, restorative process, and to recommend the application of sanctions to deal with more serious code breaches. Most third parties are lawyers with experience in responsible conduct cases, a strong understanding of the need for fair process in conducting and reporting on investigations and in recommending sanctions for governing bodies to consider. Several local governments require the

use of third-party investigators; others determine the need for investigators on a case-by-case basis, often in response to requests by elected officials or staff.

In some cases, the same third parties who investigate complaints will provide advice to the local governments on the development or amendment of codes. The parties may also provide education or advice to elected officials on conduct matters through orientation programs or in other forums. However, investigators are primarily involved in addressing complaints that are made pursuant to the complaints process set out in codes.

Integrity Commissioners

Integrity commissioners are independent officers appointed by local governing bodies for a fixed period of time. They report and make recommendations to the governing bodies, but are empowered with a considerable degree of autonomy during their time in office. An important part of the integrity commissioner role involves the provision of regular education and ongoing advice to the local government's elected officials on responsible conduct matters and broader principles of good governance. This reliance on commissioners for education and advice is one of the factors that distinguishes integrity commissioners from third-party investigators. Similar to third-party investigators, however, commissioners also receive and investigate complaints of alleged code violations, and work to resolve code breaches through informal processes (preferred) or the recommendation of sanctions to address more serious code breaches.

All local governments in British Columbia have the ability to appoint integrity commissioners. To date, only three municipalities in the province — the City of Surrey, the City of Vancouver and the City of Maple Ridge — have endorsed the model.¹⁴ As noted earlier in the *Paper*, there have been several calls for a province-wide integrity commissioner to deliver the services that are provided today by the locally-appointed commissioners.

APPROACHES ELSEWHERE

There is considerable alignment among provinces in the options permitted and used to administer and enforce codes of conduct. In most provinces, local governments are encouraged or required to make use of independent, third-party resources to receive and investigate complaints and alleged code violations, and to recommend to governing bodies sanctions they may wish to apply in cases of code breaches. Local governments in these provinces are encouraged or required to have specific procedures in place to ensure that complaints are received and investigated with strong regard for fair process. The degree to

¹⁴ As noted earlier, Vancouver City Council entertained in late July 2024 a motion to suspend the work of the Integrity Commissioner pending an independent review of the Commissioner's scope of duties. On August 6, 2024, Council resolved to postpone a vote on the motion until September.

which such procedures are prescribed by provinces varies by jurisdiction.

All local governments outside of Quebec have the ability to appoint their own independent integrity commissioners.¹⁵ In Ontario, this ability was replaced in 2018 by the requirement to appoint. All local governments in Ontario today, therefore, are served by an integrity commissioner who is appointed for a set term (e.g., two years) by the governing body. Most large municipalities in Ontario have their own appointed commissioner. Smaller municipalities take advantage of a provision in the *Ontario Municipal Act* (s. 223.3(1.1)) which allows them to share the services of an integrity commissioner with one or more other municipality.

In Western Canada, integrity commissioners are in place in most large cities and in a number of mid-size local governments, including the Cities of Edmonton, Calgary, Red Deer, Wood Buffalo, Saskatoon, Regina and Winnipeg. Other cities make use of third-party resources, as needed, to assist with the administration and enforcement of codes.

Manitoba's approach, compared to that of several other provinces, is highly prescriptive.¹⁶ Values on which to base codes are spelled out in full. Required processes for receiving complaints, examining complaints, referring complaints to mediation, investigating complaints, and reporting on

investigations are identified. Steps that local governing bodies must take in receiving investigation reports from third-party investigators are listed. Sanctions from which governing bodies must choose are also listed, as are the specific factors that must be considered when imposing a sanction. The Province appoints a Code of Conduct Intake Reviewer for the province as a whole to receive and determine the validity of complaints. If the Province deems that a complaint is valid, local governments must appoint independent third-party investigators to investigate the complaint and take responsibility for the remainder of the investigative process.

It is useful to note that only Quebec has in place a provincial body — the Commission municipale du Québec — to oversee the administration and to undertake the enforcement of local government codes of conduct. Following the conclusion of the *Commission of Inquiry on the Awarding and Management of Public Contracts in the Construction Industry* (Charbonneau Commission) in 2015, and based on the Commission's findings related to corruption and unethical behaviour in local government, the Commission municipale was given strong powers over code administration and enforcement.

¹⁵ In some provinces this ability is provided as an explicit authority granted to local government. In other places, the choice to appoint an integrity commissioner is implied under permissive legislation and is not prohibited.

¹⁶ Manitoba's approach applies to municipalities outside of the City of Winnipeg. Winnipeg has its own Integrity Commissioner with processes and authorities outlined in City bylaws.

MODELS TO CONSIDER IN BRITISH COLUMBIA

The remainder of the *Paper* sets out three models for discussion purposes to allow local governments and stakeholders to compare and contrast core concepts. Within each model, there is a range of potential policy choices, the full assessment of which is beyond the scope of this *Paper*. Frameworks that support responsible conduct are in a state of evolution throughout Canada. Further consultation and policy work would be required to enact changes contemplated under any of the models.

The Working Group on Responsible Conduct supports approaches to the administration of codes of conduct that make use of independent bodies to investigate complaints and recommend sanctions. The Working Group does not support an internal administration and enforcement approach, which relies on local elected officials and — in several cases — local government staff to perform these functions.¹⁷

The internal approach is problematic for a number of reasons, the most important of which concerns administrative fairness. Fair process and the perception of fairness are difficult to achieve when individuals who are not independent of the governing body or the local government are receiving and adjudicating complaints against individual members of the governing body. The internal administration and enforcement approach is not put forward as a model for further consideration.

The *Paper* focuses instead on models that feature bodies which are independent of the local government to investigate complaints and recommend sanctions. One such model can be developed and implemented at the local level by local governments themselves, using the tools and the natural person power authority in the current responsible conduct framework. This model is similar to that which is used today by councils and boards in British Columbia that make use of third-party investigators or local integrity commissioners.

A second model features a province-wide office, established by provincial legislation, to receive and adjudicate complaints, investigate alleged code violations, and deliver

findings and recommendations to local governments for implementation. This model, or a version of it, has been advanced by some in local government as the preferred solution to address shortcomings in the current framework.

INDEPENDENT BODIES

The Working Group on Responsible Conduct supports approaches to the administration of codes of conduct that make use of independent bodies to investigate complaints and recommend sanctions. The Working Group does not support the internal administration and enforcement approach, which relies on local elected officials and — in several cases — local government staff to perform these functions.

A third model represents a new way for administering and enforcing codes of conduct in British Columbia. This model departs from the permissive approach under Model I, while at the same time placing responsibility for administration and enforcement with local governments at a local level. The model relies on the Province to introduce new legislation that would require local governments to adopt codes of conduct, and to appoint independent third parties at a local level to handle code of conduct complaints.

¹⁷ The Working Group on Responsible Conduct, in *Forging the Path to Responsible Conduct*, advises against relying on internal resources to receive and adjudicate complaints, and to enforce codes of conduct. The approach does not allow for the necessary high degree of fair process.

Model I: Local Determination

This model relies on local governments to determine for themselves whether to create and implement a code of conduct to help local government officials understand the standards of behaviour and conduct that are expected of them. Local governments take this decision in accordance with the current legislative provisions which both enable councils and boards to establish codes, and require councils and boards to consider establishing a code of conduct, or reviewing an existing code, within the first six months after their inaugural meetings.

A council or board that establishes a code under this model is responsible for determining the content and the code. The Working Group's model code of conduct and an accompanying guide are available to guide the local governments in this effort; municipal lawyers and consultants with experience in code development are also available. Codes developed under this model reflect best practices brought forward in the reference materials or by experienced advisors. The codes also, however, respond to needs and circumstances that may be specific to the local government and the environment in which it operates.

In keeping with the Working Group's recommended approach outlined in *Forging the Path to Responsible Conduct*, a local government under this model appoints an independent body to:

- Vet all complaints of alleged code violations that are submitted to the local government, pursuant to the complaints process outlined in the code,
- Investigate complaints as deemed necessary,
- Attempt, whenever possible, to resolve complaints through informal, restorative means (e.g., facilitated or mediated discussion involving the parties), and
- Present findings from investigations to the council or board, along with recommendations on sanctions the council or board may consider imposing in an effort to correct behaviour, and/or deter elected officials from demonstrating future similar behaviour.

The independent body may be an integrity commissioner, appointed by the local government to serve a specified period of time. Alternatively, the body may be a third party, experienced municipal lawyer or consultant.

Education and advice to elected officials under the model may be provided through a combination of local government associations (e.g., UBCM), independent consultants, and local government elected official peers. Where appointed, integrity commissioners would play a significant role as a resource for ongoing advice and education.

An additional important point to address with the model — indeed, with all models — concerns cost. All costs required to establish a code of conduct under the model, to administer and enforce the code using an independent third party, and to give local elected officials access to education and advice on matters of conduct, would be the responsibility of the local government. Local governments could collaborate with one another, including through their regional districts, to implement the model at a sub-regional or regional

HIGH LEVEL OF VARIABILITY

Model I aligns most closely with the current context in British Columbia. The model features tools that are available to local governments, and that, if utilized to their full extent, are powerful. It is clear in practice, however, that there is a high level of variability in applying these tools across the sector.

level, in an effort to reduce an individual government's cost.

Model I aligns most closely with the current context in British Columbia. The model features tools that are available to local governments, and that, if utilized to their full extent, are powerful. It is clear in practice, however, that there is a high level of variability in applying these tools across the sector. This variability has resulted in some cases in some local governments choosing to not adopt a code of conduct. In other cases, codes that are created vary considerably in their extent of thoroughness, the effectiveness of the sanctions adopted, and the degree to which their implementation is resourced and supported. Based on current application, it is not clear that this model would address the existing framework's shortcomings.

Model II: Provincial Requirements for Centralized Administration and Enforcement

Model II responds to call for a province-wide office, created by provincial legislation, to centrally administer and enforce local government codes of conduct for elected officials. Currently in Canada there is no model for such an office.

Such a province-wide office would:

- Receive and vet all complaints submitted to local governments through processes set out in their mandatory, standardized codes of conduct,
- Appoint experienced investigators to investigate alleged code violations as necessary,
- Offer advice aimed at resolving conduct concerns through informal means, and
- Deliver findings from investigations to councils and boards, along with recommendations on sanctions to impose

UNINTENDED CONSEQUENCES

Model II, with its province-wide centralized office, represents an unprecedented approach to the administration and enforcement of codes of conduct, relative to those in place in British Columbia and across Canada today. Given the novelty of such an office, there is a significant potential for unintended consequences, including those related to scope creep in mandate, challenges of cost containment, and the ability to address concerns in a timely matter.

Such an office would also provide advice and resources to local governments on the development of codes, and offer education and advice on responsible conduct and code matters.

Codes of conduct under the model would be mandatory, constructed with a high degree of standardized content to allow for centralized administration and enforcement. Each council and board would be required by provincial legislation to establish a code, and to incorporate into the

code a series of prescribed provisions on standards of behaviour, interactions with staff and the public, fair processes to govern the submission and review of complaints, fair processes for the investigation and adjudication of alleged code violations, a robust set of sanctions, and other elements.

Municipal councils and regional district boards, as under all models, would receive and determine whether to act on findings from investigations and recommended sanctions. Local governments themselves would fund the model entirely. Costs incurred by the province-wide body would be allocated across local governments through an equitable cost-recovery model that took into account factors such as population and assessment base, but also number of complaints and number of investigations (i.e., usage).

One consideration under *Model II* that is not applicable to the other models is that of governance. A province-wide office, established by provincial legislation but operated by and for local governments, would require a governing body to set policy and oversee operations. It is assumed for the purpose of this *Discussion Paper* that the office would be governed by a board of directors, comprised primarily (if not entirely) by local elected officials. The most appropriate method of election or appointment to the Board would be a matter for further consideration.

Model II, with its province-wide centralized office, represents an unprecedented approach to the administration and enforcement of codes of conduct, relative to those in place in British Columbia and across Canada today.¹⁸ Given the novelty of such an office, there is a significant potential for unintended consequences, including those related to scope creep in mandate, challenges of cost containment, and the ability to address concerns in a timely matter. Consideration needs to be given to the scale of this approach relative to that of the current challenge facing local governments. It should also be acknowledged that a decision to establish a province-wide office would not introduce powers that are not already available under *Model I*.

¹⁸ The closest comparison is the current approach in Quebec, which features the Commission municipale du Québec. The Quebec approach, however, removes local governments from code administration and enforcement entirely. Model II, profiled here, assumes that local councils and regional district boards would continue to make final decisions on the application of sanctions. Responsibility for the application of sanctions is standard in all jurisdictions except Quebec.

Model III: Provincial Requirements for Local Administration and Enforcement

This model relies on the Province to introduce prescriptive legislation to address matters of responsible conduct.

Specifically, under this model the Province would introduce legislation to:

- Require all councils and boards to establish and adopt codes of conduct.
- Prescribe elements to embed in all codes, including: principles of conduct, expected standards of behaviour, interactions with staff and the public, fair processes to govern the submission and review of complaints, fair processes for the investigation and adjudication of complaints deemed serious, and a robust set of sanctions local governments may consider to address code violations.
- Require each council and board to appoint an independent third party to vet complaints submitted under the code, investigate alleged code violations as necessary, and submit findings and recommended sanctions (where necessary) to the governing body.

Mandatory codes of conduct, standardized to include key elements, would be a central feature of this model. A reliance on independent third parties with a significant role in code administration and enforcement would be another key feature. Local governments under the model would be responsible for providing access to advice and education, including through the appointed third party. Local governments would also be expected to fund the model. As with *Model I: Local Determination*, local governments could collaborate with one another, including through their regional districts, to manage overall costs.

Model III is similar in many respects to the approaches taken in Manitoba, and to a lesser extent the Province of Ontario. Provincial legislation in these provinces has evolved over time to become more prescriptive in response to shortcomings in, and concerns with the efficacy of, earlier less-prescriptive responsible conduct frameworks. Local governments in these provinces, however, remain responsible for administration and enforcement, as would local governments in British Columbia under *Model III*.

CONSISTENCY AND RIGOUR

Model III would help to overcome the variability that exists in the current system. Greater consistency and rigour in the administration and enforcement of codes across the sector would be the expected result.

Model III presents an approach that highlights the role of local governments in the development and application of codes, and that remains accountable to local government. *Model III* may, however, improve on the approach set out in *Model I* by overcoming the variability that exists in the current system. Greater consistency and rigour in the administration and enforcement of codes across the sector would be the expected result.

Assessment of Models

This table assesses the models against specific factors to consider. The assessment is presented to spark further discussion among local governments and responsible conduct stakeholders, not to identify a single, recommended approach.

MODEL I LOCAL DETERMINATION	MODEL II PROVINCIAL REQUIREMENTS; CENTRAL ACTION	MODEL III PROVINCIAL REQUIREMENTS; LOCAL ACTION
Source of Authority		
Local governments under the model choose to create, administer and enforce codes of conduct using the natural person powers (section 8(1) of the <i>Community Charter</i>).	The province-wide body is established by provincial legislation. Requirements for local governments to establish standardized codes of conduct are also imposed by provincial legislation.	Requirements for mandatory codes of conduct, specific code contents and the use of independent third parties are established through provincial legislation.
Scope of Sanctions		
The scope of sanctions is at the discretion of the local government but may be broad, as at present in British Columbia. Sanctions may not include removal or disqualification from office. Sanctions are recommended by the third-party investigator, as deemed necessary, for the consideration of the council or board. Only the council or board may apply the sanctions; councils and boards are responsible for holding their members to account between elections on matters of responsible conduct.	The scope of sanctions is set out by provincial legislation. It is expected that the scope would be broad, as at present in British Columbia. Sanctions may not include removal of disqualification from office. The province-wide body recommends sanctions based on the outcomes of investigations to council and boards for their consideration. Only councils and boards may apply the sanctions against their members. This authority and responsibility may not be delegated, even to a province-wide office established to administer and enforce codes of conduct.	The scope of sanctions is set out by provincial legislation. It is expected that the scope would be broad, as at present in British Columbia. Sanctions may not include removal of disqualification from office. Sanctions are recommended by the third-party investigator for the consideration of the council or board. Only the council or board may apply the sanctions; councils and boards are responsible for holding their members to account between elections on matters of responsible conduct.
Precedent		
The model is closest to the <i>status quo</i> approach for several local governments in British Columbia that have established and adopted codes of conduct, and that rely on independent third parties to vet complaints, investigate alleged code violations, and present findings and recommendations to governing bodies for consideration.	The model has no precedent in Canada outside of Quebec, which adopted a form of this model in response to corruption exposed by the Charbonneau Commission. Quebec's approach, however, differs from the model in many respects and does not provide a useful precedent.	The model has no precedent in British Columbia but is similar to approaches taken in some other provinces. The reliance on provincial legislation to require codes of conduct, prescribe (to some degree) the contents of codes, and require the use of independent third parties make the model similar, in particular, to models in force in Ontario and Manitoba.

MODEL I LOCAL DETERMINATION	MODEL II PROVINCIAL REQUIREMENTS; CENTRAL ACTION	MODEL III PROVINCIAL REQUIREMENTS; LOCAL ACTION
Local Government Choice		
<p>Local government choice is strong under this model. Provincial involvement is limited to the requirement for councils and boards to consider establishing a code of conduct, or reviewing an existing code, within the first six months after their inaugural meetings.</p> <p>Local governments choose whether to establish a code of conduct. Local governments choose to use independent third parties for code administration and enforcement. Local governments are guided in this choice by best practices.</p> <p>Local governments also determine whether to accept recommendations on what sanctions to apply.</p>	<p>Local government choice is lowest under this model. Provincial requirements limit local government choices related to code establishment and customization. Code administration and enforcement is assigned to a province-wide body, established by provincial legislation.</p> <p>The model does not enable local governments to collaborate on a sub-regional or regional level. Administration and enforcement is undertaken by the province-wide body.</p> <p>Local governments remain responsible for determining whether to accept and impose recommendations on sanctions.</p>	<p>Local government choice is less strong under this model, relative to that in Model I. Provincial requirements limit local government choices related to code establishment and customization, and code administration and enforcement.</p> <p>Local governments may choose to collaborate with one another in use of third parties and to share costs. Local governments appoint their own independent third parties for the purposes of investigation.</p> <p>Local governments remain responsible for determining whether to accept and impose recommendations on sanctions.</p>
Oversight and Accountability		
<p>Local councils and boards provide oversight for the model and its application. Local councils and boards are accountable for the structure, content and effectiveness of their codes of conduct, and for the mandate assigned to third-party investigators.</p> <p>Local councils and boards remain accountable for decisions taken with respect to sanctions, and for creating a culture of governance that encourages responsible conduct.</p>	<p>Oversight is provided by the province-wide agency established to administer and enforce codes of conduct. Local governments are accountable for establishing codes of conduct with prescribed contents. The province-wide body's board of directors is accountable for code administration and enforcement efforts.</p> <p>Local councils and boards are accountable for decisions on sanctions, and for creating a culture of governance that encourages, or discourages, responsible conduct.</p>	<p>Local councils and boards, along with the provincial government, provide oversight for the model and its application. Local governments are accountable to the Province for establishing codes of conduct with prescribed contents, and for engaging independent third parties in code administration and enforcement. Independent third parties are accountable to the local councils and boards that use them.</p> <p>Local councils and boards are accountable for decisions on sanctions, and for creating a culture of governance that encourages, or discourages, responsible conduct.</p>

MODEL I LOCAL DETERMINATION	MODEL II PROVINCIAL REQUIREMENTS; CENTRAL ACTION	MODEL III PROVINCIAL REQUIREMENTS; LOCAL ACTION
Degree of Standardization		
<p>Codes of conduct are developed by local governments in accordance with best practices, and to reflect local needs and circumstances. Some level of standardization exists based on adherence to best practices.</p> <p>At present under this approach, 30% of local governments are without a code of conduct and the quality of codes of conduct, including their enforcement mechanisms, vary widely.</p>	<p>Standardization of codes is similar to Model III to enable centralized administration and enforcement. Centralized administration and enforcement would not be practicable in an environment with non-standardized codes.</p> <p>This approach ensures that codes of conduct and systems of administration and enforcement are in place for every local government.</p>	<p>The Province's decision to prescribe, through legislation, specific provisions and requirements to include in codes of conduct results in a high degree of standardization.</p> <p>This approach ensures that codes of conduct and systems of administration and enforcement are in place for every local government.</p>
Cost Management		
<p>Local governments may manage costs under this model through code design and application, the imposition of budget caps, and the ability to collaborate with one another on the use and funding of independent third parties.</p> <p>It is important to recognize, however, that local governments which make use of the model, and particularly smaller communities, currently cite cost as an issue.</p>	<p>Cost management is most difficult under this model. Standardized codes of conduct, coupled with centralized administration and enforcement, give little ability to local governments to contain costs.</p> <p>Costs under this scenario may also be difficult to manage due to the scope of responsibility across the local government sector.</p> <p>It is uncertain whether the Province would contribute to the operational costs for this model.</p>	<p>Prescriptive provincial legislation makes cost management more difficult under this model. Local governments have less control, relative to Model I, over code design and application. Local governments may collaborate with one another in the use and funding of independent parties.</p> <p>It is uncertain whether the Province would contribute to the operational costs for this model.</p>
Fairness		
<p>Fairness is determined in part through the design of complaint and investigation processes in codes of conduct. Fairness is also determined by the process through which local government receives, considers, applies and publicizes recommended sanctions. A process to allow for appeal to local government, and in some cases to courts, is important.</p> <p>Adherence to best practices, and the use of experienced code designers, enhances the potential for fairness. Due to the variance of approaches, though, this approach poses significant risks to ensuring fair procedures.</p>	<p>Provincially-prescribed contents for codes of conduct, including processes for complaints and investigations, determine fairness of model to a large degree. Fairness is also determined by the process through which local government receives, considers, applies and publicizes recommended sanctions.</p> <p>Process to allow for appeal to province-wide body, and ultimately to courts in some cases, would continue.</p>	<p>Provincially-prescribed contents for codes of conduct, including processes for complaints and investigations, help to establish a high degree of fairness in comparison to Model I. Fairness is also determined by the process through which local government receives, considers, applies and publicizes recommended sanctions.</p> <p>A process to allow for appeal to local government, and in some cases to courts, would continue.</p>

MODEL I LOCAL DETERMINATION	MODEL II PROVINCIAL REQUIREMENTS; CENTRAL ACTION	MODEL III PROVINCIAL REQUIREMENTS; LOCAL ACTION
Effectiveness		
<p>Effectiveness is determined in large part by the governing body's willingness to design a strong code, support the work of independent parties, and apply sanctions against its members.</p> <p>Ability to emphasize informal resolution approaches in the code of conduct may strengthen effectiveness.</p> <p>This approach currently leaves 30% of local governments without a code of conduct, and a high degree of variability in the quality of the codes of conduct that have been implemented.</p>	<p>Provincial requirement for all councils and boards to adopt codes of conduct, and to include specific provisions in codes, would improve efficacy for the local government as sector as a whole relative to Model I.</p> <p>The centralized administration and enforcement under the model may weaken the ability to resolve matters informally. (Informal resolution often relies on a strong local presence and strong relationships with the parties involved in complaints.)</p> <p>The centralized approach under this model comes with a significant risk in timely service delivery. A centralized office also poses a higher risk of scope creep in practice.</p>	<p>Provincial requirement for all councils and boards to adopt codes of conduct, and to include specific provisions in codes would improve effectiveness for local government as sector as a whole relative to Model I.</p> <p>Prescribed emphasis on informal resolution, coupled with robust set of prescribed sanctions, may further strengthen the effectiveness of this option.</p> <p>The decentralized approach to administration of and enforcement will provide more timely interventions relative to Model II.</p>

REQUEST FOR INPUT

British Columbia's responsible conduct framework for local government elected officials is designed to help municipalities, regional district boards and their elected members learn about, promote, and ensure adherence to standards of appropriate conduct. Concerns raised by elected officials and staff with shortcomings in the existing framework prompted UBCM and the LGMA to produce this joint *Discussion Paper*.

The *Paper* has explored the potential for mandatory codes of conduct in all local governments in British Columbia and presented three models to address issues related to the administration and enforcement of codes. The *Paper* does not offer prescriptions, nor does it recommend a specific path forward. It has, however, identified a new option for code of conduct administration and enforcement that exists between the status quo and a centralized province-wide service.

The authors of this paper, UBCM and LGMA, invite local government feedback to inform further action on these considerations by the Working Group on Responsible Conduct, and ultimately, by the Province.

To this end, we are inviting local government councils and boards and individual elected officials or chief administrative officers to provide comment on the following questions:

- Should the province be requested to develop legislation mandating codes of conduct modelled on established best practices for all local governments in BC?
- Are legislated changes needed to support code of conduct administration and enforcement?
- And, if so, what factors do you think are most important to the success of a new approach to code administration and enforcement?

Councils and boards are invited to respond to these questions in writing to UBCM to the attention of Paul Taylor, Director of Communications, UBCM (ptaylor@ubcm.ca).

Chief administrative officers may provide responses to Candace Witkowskyj, Executive Director, LGMA (cwitkowskyj@lgma.ca).

The deadline for providing response to the above questions is **November 1, 2024**.

All feedback will be shared with the Working Group on Responsible Conduct as all parties work together to identify a process the next phase of changes to strengthen BC's responsible conduct framework.

Acknowledgements

The Union of British Columbia Municipalities and the Local Government Management Association are thankful to Allan Neilson of Neilson Strategies Inc. for the excellent support he provided during the development of this discussion paper.

Valued research and advice were also provided by staff at the Ministry of Municipal Affairs.

Oversight for this project was provided by Candace Witkowskyj, LGMA's Executive Director and Paul Taylor, UBCM's Director of Communications.

APPENDIX I

UBCM Resolutions on Responsible Conduct 2016-2024

NUMBER	RESOLUTION TEXT	OUTCOME
2016-B70	<p>Integrity Commissioner for Local Government</p> <p>Sponsor: City of Kelowna</p> <p>Whereas the current legislative tools available to local government in British Columbia regarding matters of questionable conduct and breaches of code of conduct of elected officials result in expensive quasi-judicial processes eroding public confidence, strained internal relationships, and produce limited viable outcomes;</p> <p>And whereas elected officials in local government do not have access to independent advice regarding conflict of interest or other matters related to Codes of Conduct, nor an effective process to objectively resolve contraventions, accusations or public complaints:</p> <p>Therefore be it resolved that UBCM call on the provincial government to enact enabling legislation that would empower local governments with the ability to appoint local independent Integrity Commissioners who would serve the public and elected officials in an advisory, educational and investigative role in the application and enforcement of Codes of Conduct.</p>	Referred to the Working Group on Responsible Conduct
2021-NR1	<p>Independent Office of Integrity for Local Government</p> <p>Sponsor: City of Maple Ridge</p> <p>Whereas the UBCM Working Group on Responsible Conduct WGRC has been working extensively to support local government initiatives to address less-than-responsible local government conduct by providing local government council and board members with a set of principles and general standards of conduct that can be used to develop their own code of conduct;</p> <p>And whereas the WGRC continues to work on potential legislative change that focuses on the importance of councils and boards turning their minds to codes of conduct in a standardized and consistent manner:</p> <p>Therefore be it resolved that UBCM request the provincial government to establish an Independent Office of Integrity to serve the public, elected officials and local government officials in an advisory, educational and investigative role in the development, application and enforcement of codes of conduct.</p>	Endorsed

NUMBER	RESOLUTION TEXT	OUTCOME
2021-SR3	<p>Strengthening Responsible Conduct</p> <p>Sponsor: UBCM Executive</p> <p>Whereas responsible conduct of elected officials, both individually and collectively as a Council or Board, is essential to sound and effective governance;</p> <p>And whereas local governments are best served by tools and resources that reflect the legislative framework for local government in British Columbia, which is based on foundational concepts of autonomy, empowerment, accountability and collaboration:</p> <p>Therefore, be it resolved that UBCM ask the provincial government to:</p> <ul style="list-style-type: none"> • Introduce a legislative requirement that all local governments in British Columbia must consider the adoption or updating of a Code of Conduct at least once early in each new term of office; • Work collaboratively with UBCM and others to consider the design of a mandatory educational module that would support responsible conduct by local elected officials; • Update the oath of office prescribed by regulation to embed the foundational principles identified by the Working Group on Responsible Conduct; and • Provide guidance for local governments that have established an oath of office by bylaw so that these oaths may be updated with the same foundational principles for responsible conduct. 	Endorsed
2021-NEB1	<p>Support for a Provincial Code of Conduct for Local Government Elected Officials</p> <p>Sponsor: City of Port Moody</p> <p>Whereas there is no current legislation to hold elected officials, across the province, to a consistent set of standards of accountability for their behavior and actions;</p> <p>And whereas elected officials should have a right to a respectful and safe workplace;</p> <p>Therefore be it resolved that UBCM ask the Province of British Columbia to develop a code of conduct, which is informed by a review of elected official experiences and with input from equity seeking groups, that is overseen by the Province, so that all elected officials have access to a consistent, formal set of standards and process for complaint against other elected officials.</p>	<u>NOT</u> Endorsed

NUMBER	RESOLUTION TEXT	OUTCOME
2022-EB77	<p>Ethics Commissioner</p> <p>Sponsor: City of White Rock</p> <p>Whereas Bill 26 2021: Municipal Affairs Statutes Amendment Act No. 2, 2021 does not require a local government to adopt a Code of Conduct for Council members;</p> <p>And whereas many local governments in British Columbia cannot afford or do not have an independent non-partisan Ethics Commissioner to review and resolve allegations of misconduct:</p> <p>Therefore be it resolved that UBCM call upon the provincial government to immediately create an Office of the Municipal Ethics Commissioner within the Ministry of Municipal Affairs that will: 1 respond to allegations of misconduct by an elected official of a municipal government and conduct an inquiry if warranted; 2 review decisions imposed on an elected official of a municipal government and conduct an inquiry if warranted; and 3 require local governments to adopt a code of conduct for council members.</p>	Endorsed
2023-EB69	<p>Shared Ethics Commissioner Office</p> <p>Sponsor: City of Nelson</p> <p>Whereas all local governments are required to decide on the implication of code of conduct within the first 6 months of a new term, which may include the designation of a local ethics commissioner officer;</p> <p>And whereas local governments may often lack the resources or expertise to develop local ethics commissioners role:</p> <p>Therefore be it resolved that UBCM ask the Province to create a shared local government ethics commissioners offices to serve local governments in the efficient and effective implementation of Code of Conduct policies.</p>	Endorsed
Pending	<p>Office of the Municipal Government Ethics Commissioner</p> <p>Sponsor: City of Port Moody</p> <p>Whereas the City of Port Moody strongly supports fair and unbiased resources for local governments;</p> <p>And whereas in support of this principle, the City of Port Moody called upon the Province to establish an "Office of the Municipal Government Ethics Commissioner", which would provide fair and unbiased guidance to local governments on issues such as legality, conflict, code of conduct violations, and bullying:</p> <p>Therefore be it resolved that UBCM requests the Province establish an Office of the Municipal Government Ethics Commissioner and require mandatory ethics training for all new elected officials.</p>	Pending

APPENDIX II

Mandatory Education

Many local government elected officials come into office without a deep background in or extensive knowledge of British Columbia's local government system. The make up and authority of collective decision making bodies will be new to some, as will the roles, responsibilities and limitations of individual elected officials within the bodies. Principles of responsible conduct and accepted norms of behaviour will be regarded by many elected officials as "common sense". The exercise of proper conduct in, and the importance of such conduct to, effective local government decision-making, however, is critical even for these officials to understand.

The need for a strong grounding in British Columbia's local government system, the roles and responsibilities of elected officials and other parties, and the principles of responsible conduct, must be acquired in order to practice and consistently achieve good governance. Education is the tool to provide this grounding.

Across Canada, expectations and requirements related to the participation of local government elected officials in educational programs vary. The approach taken by provinces such as Saskatchewan, Ontario, Nova Scotia and New Brunswick is similar to that which is taken by British Columbia: encourages but does not require participation. In some of these places, including British Columbia, the approach is rooted in a commitment to local government autonomy. Local governing bodies and their members in autonomous local governments should determine their own approaches to education.

In Alberta, the Province has had a requirement in place for several years for every municipality to offer orientation training to each council member within 90 days of the member having taking the oath of office. Until recently, there was no accompanying requirement for council members to actually attend the training. As a result of a 2024 legislative amendment, however, every municipality is required to offer, and each member is required to attend, orientation on specific topics to be held before or on the same day as the inaugural council meeting.

In Manitoba, section 84.2(1) of the Province's *Municipal Act* requires each municipality to arrange for training for its elected officials on the municipality's code of conduct within the first six months following election. The same section compels every elected official to attend the training, which is developed by the Ministry of Municipal and Northern Relations, and made available through the Municipal Relations Learning Portal. Members who do not

complete the training within the six month timeline cannot continue to serve as a member of council until the training is completed.

Newfoundland and Labrador (NL) takes a similar approach to Manitoba. However, the content of the mandatory training for elected officials in NL extends beyond responsible conduct to include related topics such as roles and responsibilities, meetings and procedures, access to information and protection of privacy, and conflict of interest. Officials who fail to complete the training cannot continue to sit in office until training has been completed.

In 2021, the UBCM Executive embedded in its special resolution (*Strengthening Responsible Conduct*) a call for the development of a mandatory training module for all local government officials in British Columbia. The desire for mandatory training has not subsided in the intervening years. On the contrary, in the focus group sessions and in interviews conducted for the *Discussion Paper*, the desire for mandatory education on matters of responsible conduct was emphasized. The 2024 UBCM resolutions request to the Province to require all new local elected officials to participate in mandatory ethics training adds to the call. For some, the approaches taken in other jurisdictions are considered instructive.

There are several questions to consider in determining whether education on responsible conduct for elected officials in British Columbia should be mandatory.

- Would mandatory education work to produce greater consistency in the conduct of elected officials across the province?
- What topics should be included in mandatory education?
- Should mandatory education be standardized for all local government elected officials?
- Should responsibility for development and delivery be assigned to a single, central body? Or should design and delivery be decentralized and left to individual local governments or consortia of local jurisdictions?
- When and how often should education be provided?
- What types of incentives, disincentives and penalties should be applied to ensure participation? Who should apply them?
- Who should pay the cost of mandatory education?

These questions and the broader topic of mandatory education warrant further consideration.

APPENDIX III

Resources to Support Responsible Conduct

The [Working Group on Responsible Conduct](#) has developed several resources to assist local governments as they develop, implement and administer Codes of Conduct.

FOUNDATIONAL PRINCIPLES FOR RESPONSIBLE CONDUCT

The [foundational principles](#) provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.



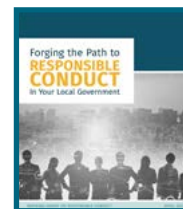
MODEL CODE OF CONDUCT AND COMPANION GUIDE

The [Model](#) provides local government council or board members with a set of principles and general standards that can be used to develop a Code of Conduct. The [companion guide](#) provides discussion questions, tips and resources.



FORGING THE PATH TO RESPONSIBLE CONDUCT

This [resource](#) provides guidance on ways to prevent conduct issues by local elected officials, and how best to deal with them if they do arise. Developed by the Working Group on Responsible Conduct, the guide addresses fostering responsible conduct, maintaining good governance and resolving conduct issues for those who serve on Councils and Boards. It also includes considerations for local governments that wish to establish an enforcement process within a Code of Conduct.



ON DEMAND TRAINING: RESPONSIBLE CONDUCT EVERY DAY

This [online course](#) introduces the principles that support responsible conduct through a series of scenarios that explore conduct choices. Please use the course code VV81-5TFM to access the course.

DISTRICT OF SQUAMISH

BYLAW NO. 2919, 2022

A BYLAW TO REGULATE THE CONDUCT FOR COUNCIL AND COMMITTEE MEMBERS

WHEREAS Council and Committee Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council and Committee Members are expected to:

- (a) make decisions that benefit the community;
- (b) act lawfully and within the authority granted by the *Community Charter, Local Government Act* and other applicable enactments; and
- (c) be free from undue influence and not act to gain financial or other benefits;

AND WHEREAS Council and Committee Members wish to conduct their business in a transparent, efficient, accountable and respectful fashion;

AND WHEREAS it is to the benefit of the community for Council and Committee Members to conduct their business in accordance with the guiding principles of integrity, accountability, respect, leadership and collaboration;

AND WHEREAS Council and Committee Members intend to demonstrate their leadership in ethical behaviour, while promoting the principles of transparency, accountability and civility through their decisions, actions and behaviour;

AND WHEREAS a Code of Conduct Bylaw expresses standards of conduct expected for members of District Council and Committees;

AND WHEREAS Council and Committee Members have primary responsibility for ensuring that the standards of conduct herein are understood and met, thereby fostering public confidence in the integrity of the government of the District of Squamish.

THEREFORE BE IT RESOLVED that the Council of the District of Squamish in open meeting assembled, hereby ENACTS AS FOLLOWS:

PART I – GENERAL

1.1 Title

This Bylaw may be cited as “District of Squamish Code of Conduct Bylaw No. 2919, 2022”.

1.2 Definitions

In this bylaw:

“CAO”	Means the Chief Administrative Officer for the District of Squamish.
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“Committee Member”	Means a person appointed to a committee, sub-committee, task force, commission, board, or other Council established body under the <i>Community Charter</i> – Part 5, Division 4 – Committees, Commissions and Other Bodies or the <i>Local Government Act</i> .
“Complaint”	Means a formal allegation, in accordance with the complaint procedure set out in Part 4 of this Bylaw, that a Member has breached this Bylaw.
“Complainant”	Means a person who has submitted a Complaint.
“Confidential Information”	Means information or records held in confidence by the District, including information or records to which Section 117 of the <i>Community Charter</i> applies. For certainty, this includes all information and records from closed meetings of Council until publicly released.
“Conflict of Interest”	Refers to pecuniary and non-pecuniary conflicts of interest governed by the <i>Community Charter</i> and the common law.
“Council Member”	Means the Mayor and Councillors for the District of Squamish.
“Gifts and Personal Benefits”	Means an item or service of value that is received by a Member for personal use or enjoyment.
“Investigator”	Means the person appointed to fulfill the duties and responsibilities assigned in Part 5 of this Bylaw.
“Member”	Means a Council Member or a Committee Member
“Municipal Officer”	Means a member of Staff designated as an officer under Section 146 of the <i>Community Charter</i> .
“Personal Information”	Has the same meaning as in the <i>Freedom of Information & Protection of Privacy Act</i> .
“Respondent”	Means a Council or Committee Member whose conduct is the subject of a Complaint.
“Staff”	Means an employee or contractor of the District.
“Volunteer”	Means a person serving the District who is not a Council Member or Committee Member.

1.3 Purpose and Interpretation:

1.3.1 This Bylaw sets out the rules Members must follow in fulfilling their duties and responsibilities as elected or appointed officials, and the powers and procedures of the Investigator in exercising oversight over Council Members.

1.3.2 The provisions of this Bylaw are to be interpreted broadly and in a manner that is consistent with the *Community Charter* S.B.C. 2003, c. 36.

1.4 Application:

- (a) This Bylaw applies to Council Members and Committee Members.
- (b) For clarity, the provisions of this bylaw that reference Committee Members only are intended to apply also to Council Members acting in their capacity as Committee Members.
- (c) Unless otherwise provided, this Bylaw does not apply to a Member's conduct in their personal life, except to the extent that such conduct reasonably undermines public confidence in District governance.
- (d) This Bylaw does not apply to Staff.
- (e) In the event of a conflict between this Bylaw and another District bylaw or Council policy governing Member conduct, this Bylaw prevails.
- (f) In this Bylaw, a reference to a person who holds an office includes a reference to the persons appointed to act for that person from time to time.
- (g) Nothing in this bylaw is intended to preclude Members, prior to the filing of a Complaint, from speaking to each other in order to resolve matters which may otherwise be captured by this Bylaw.

1.5 Severability:

If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this Bylaw is held invalid by a Court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

PART 2 – STANDARDS AND VALUES

2.1 Foundational Principles

The key statements of principle that underline this Code of Conduct are as follows:

- (a) Members shall serve and be seen to serve their constituents in a conscientious and diligent manner;
- (b) Members shall be committed to performing their duties and functions with integrity and avoiding improper use or influence of their office, and conflicts of interest;
- (c) Members are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- (d) Members shall seek to serve the public interest by upholding both the letter and spirit of the laws of the Federal Parliament and British Columbia Legislature, and the laws and policies adopted by the District Council.

2.1.1 Interpretation

The foundational principles above are to inform the interpretation of the substantive provisions of this Bylaw and are not stand-alone bases for Complaints.

2.2 Roles and Responsibilities

- (a) Council is the governing body of the District. It has the responsibility to govern the District in accordance with Part 5 of the *Community Charter* and other applicable legislation.
- (b) The Mayor is the head and chief executive officer of the District and has a statutory responsibility to provide leadership to the Council and to provide general direction to Municipal Officers respecting District policies, programs and other directions of the Council as set out in Part 5 of the *Community Charter*.
- (c) Staff provide professional advice to the Council and carry out decisions in an effective, efficient and non-partisan manner.

PART 3 – CONDUCT OF ELECTED OFFICIALS

3.1 General Conduct

3.1.1 A Member shall not:

- (a) contravene this Bylaw, as amended or replaced from time to time;
- (b) contravene any other District bylaw or policy, as amended or replaced;
- (c) contravene a law of British Columbia or Canada, including the *British Columbia Human Rights Code* or the *Freedom of Information and Protection of Privacy Act*; or
- (d) defame a Member, Staff, or Volunteer.

3.1.2 A Member shall treat other Council Members, Committee Members, Staff, and Volunteers with respect and dignity.

3.1.2 A Council Member shall not:

- (a) breach their oath sworn upon taking office as a Council Member; or
- (b) abuse their office.

3.2 Interactions with Staff, Volunteers and Committee Members

3.2.1 A Member must direct inquiries regarding departmental issues or questions to the CAO, General Manager, or department Director of the appropriate department and refrain from contacting Staff directly unless the communication is minor and for the purpose of seeking administrative clarity.

3.2.2 A Member must not interfere with, hinder or obstruct Staff, Volunteers or other Committee Members in the exercise of performance of their roles, responsibilities, powers, duties or functions, nor shall they impair the ability of Municipal Officers and Staff to implement Council policy decisions in accordance with Section 153 of the *Community Charter*.

- 3.2.3 A Member must not request or require Staff to undertake personal or private work on behalf of a Member.
- 3.2.4 A Member must not compel Staff to engage in partisan political activities or subject them to reprisal of any kind for refusing to engage in such activities.
- 3.2.5 A Member must not publish, on social media or otherwise, statements attacking Members, Staff, or Volunteers.
- 3.2.6 A Member must not directly or indirectly request, induce, encourage, aid, or permit Staff to do something which, if done by the Member, would be a breach of this Code of Conduct.

3.3 Interactions with the Public and Media

- 3.3.1 A Member must not communicate on behalf of the District unless authorized to do so:
 - (a) pursuant to the Communication and Media Policy;
 - (b) by Council resolution;
 - (c) or by virtue of a position or role the Member has been authorized to undertake by Council.
- 3.3.2 Without limiting the ability of the Council Member to hold a position on an issue and respectfully express an opinion, a Council Member must ensure that:
 - (a) their communications relating to Council business are accurate and not issue any communication that the Member knows, or ought to have known, to be false; and
 - (b) all communications by, and on behalf of a Member, including communications made via social media, are respectful and do not discriminate against, harass, or defame any Member, Staff, or Volunteer.
- 3.3.3 A Member shall not issue instructions to any of the District's contractors, tenderers, consultants or other service providers unless expressly authorized to do so.
- 3.3.4 Outside of a Council or committee meeting, a Member shall not communicate with a tenderer or proponent regarding the subject matter of the procurement.

3.4 Public Meetings

- 3.4.1 A Member must act with decorum at Council and Committee meetings and in accordance with District of Squamish Procedure Bylaw No. 2099, 2009, as amended or replaced from time to time.

3.5 Collection and Handling of Information

- 3.5.1 A Member must:
 - (a) comply with the provisions of the *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the District;

- (b) comply with section 117 of the *Community Charter*, including by protecting, and not disclosing publicly, Confidential Information;
- (c) only access information held by the District for District business, and not for personal purposes; and
- (d) not alter District records unless expressly authorized to do so.

3.6 Use of Social Media

- 3.6.1 The provisions of this Bylaw apply, without limitation, to the use of a Member's personal and official social media accounts.
- 3.6.2 Members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the provisions of this Bylaw.
- 3.6.3 For clarity, section 3.6 applies only to social media accounts in respect of which a Member has primary moderation control.

3.7 Conflict of Interest

- 3.7.1 A Member shall not participate in a discussion of a matter, or vote on a question in respect of that matter, in respect of which the Member has a Conflict of Interest.
- 3.7.2 In respect of each matter before Council, a Council Member shall:
 - (a) assess whether they have a Conflict of Interest; and
 - (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the CAO approves the cost, with respect to any situation which may result in a Conflict of Interest.
- 3.7.3 If a Member believes they have a Conflict of Interest in respect of a matter in a Council or Committee meeting, the Member shall:
 - (a) notify the Mayor or the Chair of the meeting that the Member has a Conflict of Interest prior to the matter being considered, and the Member shall restate the Conflict of Interest each time the matter arises before Council;
 - (b) refrain from discussing the matter with any other Member publicly or privately; and
 - (c) leave any meeting if the matter is discussed and not return until the discussion has ended or voting on the matter has been concluded.

3.8 Use of Influence

- 3.8.1 A Member must not attempt to influence a decision of the Council, a Committee, a Municipal Officer, or Staff if the Member has a pecuniary Conflict of Interest in relation to that decision.
- 3.8.2 A Member must not use their office to provide preferential treatment to any person or organization except as warranted by the ordinary and lawful discharge of their duties.
- 3.8.3 A Member must not intimidate, improperly influence, threaten, or coerce Staff.

3.9 Gifts and Personal Benefits

- 3.9.1 A Council Member must not accept a Gift or Personal Benefit, unless accepted in accordance with section 105 of the *Community Charter*.
- 3.9.2 A Council Member must disclose a Gift or Personal Benefit, received in accordance with section 105 of the *Community Charter*, as per section 106 of the *Community Charter*.
- 3.9.3 Committee Members must comply with 3.9.1 and 3.9.2 as though they were Council Members.

3.10 Campaign Activities

- 3.10.1 A Council Member shall not use District facilities, equipment, supplies, services, or other resources of the District for any election-related activities.
- 3.10.2 A Member must not use the services of Staff for election-related purposes during the hours in which those Staff Members are in the paid employment of the District or paid by the use of District resources.
- 3.10.2 A Council Member shall comply with all applicable election legislation including, but without limitation, the *Local Government Act* and *Local Elections Campaign Financing Act*.

3.11 Business Relations

- 3.11.1 A Council Member who engages in another profession, business, or occupation concurrently while holding elected office shall not allow such activity to materially affect the Council Member's integrity, independence or competence.

PART 4 – COMPLAINT AND RESOLUTION PROCEDURES

4.1 Council Members

4.1.1 Confidential Requests

- (a) If a Council Member, Committee Member, or Staff believes that they have been subject to conduct by a Council Member in breach of this Bylaw, that person may approach the CAO on a confidential basis, without the need to file a Complaint, to request that the CAO inform the Council Member of the alleged breach. Upon receipt of the confidential request, the CAO may attempt to address the conduct with the Council Member.
- (b) The CAO must protect the confidentiality of a person making a request under 4.1.1(a) unless the person making the request consents in writing to disclosure.

4.1.2 Complaint Procedure

- (a) A Member, Staff, or Volunteer may submit a Complaint to the CAO or, if the Complainant is the CAO or the Complaint involves or is about the CAO, then to the Corporate Officer.
- (b) Upon receipt of a Complaint, the CAO (or Corporate Officer if the Complainant is the CAO or the Complaint involves or is about the CAO) shall retain an Investigator.
- (c) A Complaint must be in writing and describe with sufficient detail:
 - i. the name of the Complainant;
 - ii. the name of the Respondent;
 - iii. the conduct that the Complainant alleges to have been breached;
 - iv. the date of the alleged conduct;
 - v. the parts of this Bylaw that the Complainant alleges have been breached; and
 - vi. the basis for the Complainant's knowledge about the conduct.
- (d) A Complainant may specify in the Complaint if they are willing to participate in an informal resolution of the Complaint.
- (e) The CAO (or Corporate Officer, if the CAO is the Complainant or the Complaint involves or is about the CAO) may accept a Complaint notwithstanding that the form of the Complaint does not comply with all of the requirements set out in Section 4.1.2 (c) if the circumstances warrant.
- (f) The Investigator must not accept multiple Complaints concerning the same matter. In the event that the Investigator receives multiple Complaints concerning the same matter, the Investigator must proceed with the first Complaint accepted, but may expand the Complaint and/or add Complainants for the purpose of conducting the investigation and preparing the investigation report.
- (g) The Investigator must reject a Complaint received more than 90 days after the Complainant knew, or reasonably ought to have known, of the alleged breach of this Bylaw. The Investigator is authorized to extend this 90 day deadline up to an additional 90 days if circumstances warrant an extension.
- (h) The Investigator must reject a Complaint received regarding a Council Member seeking re-election in the period from the first day of the nomination period to the general voting day.
- (i) In the 90 days prior to general voting day, the Investigator may suspend any investigation that is underway.

4.1.3 Dismissal or Suspension of Complaint

- (a) If a Complaint is submitted that, on its face, is not made with respect to a breach of this Bylaw, or if a Complaint would be more appropriately addressed through another process, including if the Complaint is:

- i. with respect to non-compliance with the *Freedom of Information and Protection of Privacy Act*;
- ii. with respect to non-compliance with a more specific Council policy or bylaw with a separate Complaint procedure; or
- iii. with respect to a matter that is subject to another outstanding process, such as a court proceeding or human rights complaint,

the Investigator may reject the Complaint, or part of the Complaint, and must notify the Complainant in writing that the Complaint is not within the jurisdiction of this Bylaw, or that the Complaint would be more appropriately addressed through another process, as the case may be, and set out any additional reasons and referrals the Investigator thinks appropriate.

- (b) If the Investigator, at any stage in the Complaint procedure, determines that there are reasonable grounds to believe that there has been a contravention of the *Criminal Code* then the Investigator must immediately refer the matter to the appropriate authorities and suspend the investigation until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to Council.
- (c) Where a Complaint is made against a Council Member who, during the course of the Complaint procedure, ceases to hold office, the Investigator may close the Complaint and notify the Complainant and Respondent of this decision.

4.1.4 Preliminary Assessment

- (a) On receipt of a Complaint, the Investigator must conduct a preliminary assessment and if at that time, or any time thereafter, the Investigator is of the opinion that:
 - i. the Complaint is not with respect to a breach of this Bylaw;
 - ii. the Complaint is frivolous, vexatious, or not made in good faith;
 - iii. the investigation is or might be hampered, or the Council Member might be prejudiced, by the Complainant's failure to comply with Section 4.1.2(c), or otherwise cooperate with the investigation;
 - iv. the Complainant wishes to withdraw the Complaint, and it would be appropriate in the circumstances to allow the withdrawal; or
 - v. there are no grounds or insufficient grounds to conclude that a violation of this Bylaw has occurred,

the Investigator must notify the Complainant and the Respondent in writing that the Investigator is closing the Complaint, set out the reasons therefore, and close the Complaint.

- (b) Notwithstanding Section 4.1.4 (a), the Investigator may request further information from the Complainant before determining whether or not there are sufficient grounds for believing that a breach of this Bylaw may have occurred.

4.1.5 Informal Resolution:

- (a) When the Investigator has decided to proceed with a Complaint, the Investigator must determine whether the Complaint requires a formal investigation, or whether the Complaint may be resolved informally. In the latter case, the Investigator may either attempt to resolve the Complaint directly or refer the Complaint to the CAO.
- (b) In making a determination under subsection (a), the Investigator shall give a strong preference to the informal resolution process wherever possible.
- (c) When determining whether the Complaint may be resolved informally, the Investigator may consider culturally appropriate, transformative or restorative justice approaches, and may engage a third party to assist the Investigator for this purpose.
- (d) Where the Investigator refers the Complaint in accordance with Section 4.1.5(a) the CAO may agree to assist in resolving the Complaint directly, or may appoint at their discretion a third party to assist in resolving the Complaint.
- (e) The third party assisting in the informal resolution of a Complaint will assess the suitability of the Complaint for settlement or resolution on an on-going basis and may decline to assist at any point.
- (f) The Complainant, or the Respondent, can decline to participate in an informal resolution at any time.
- (g) If a Complaint is resolved informally, the third party assisting in resolving the Complaint must notify the Investigator in writing of the terms of the resolution, upon receipt of which, the Investigator must close the Complaint.
- (h) If a Complaint cannot be resolved informally, the third party assisting in resolving the Complaint must refer the Complaint back to the Investigator for a formal investigation.

4.1.6 Formal Resolution:

- (a) If a Complaint is not rejected, closed, or resolved informally, the Investigator must proceed with a formal investigation.
- (b) The Investigator must deliver the Complaint to the Respondent with a request that the Respondent provide a written response to the Complaint together with any submissions the Respondent chooses to make within 10 days, subject to the Investigator's discretion to extend the timeline.
- (c) The Investigator may deliver the Complainant with the Respondent's written response together with any submissions, on a strictly confidential basis, and request a reply in writing within 10 days, subject to the Investigator's discretion to extend the timeline.
- (d) The Investigator may:

- i. speak to anyone relevant to the Complaint;
 - ii. request disclosure of documents relevant to the Complaint; or
 - iii. access any record in the possession or control of the District, except a record that is subject to solicitor-client privilege.
- (e) The Investigator must ensure that the formal investigation complies with the rules of procedural fairness and natural justice required in the circumstances.
- (f) Notwithstanding subsection (a) above, nothing prohibits the Investigator from summarily dismissing a Complaint where it becomes apparent, after some investigation, that the Complaint has no chance of success.
- (g) If the Investigator summarily dismisses a Complaint in the Formal Resolution stage, the Investigator shall report to the Complainant and Respondent in the manner similar to that as set out in 4.1.4(a).

4.1.7 Adjudication and Reporting:

- (a) The Investigator must make a decision within 90 days of making the determination to proceed with a formal investigation, unless the Investigator determines that doing so is not practicable, in which case the Investigator must notify the Complainant and Respondent of the delay and provide a revised decision date. The revised decision date may be extended by periods of up to 30 days on provision of written notice to the Complainant and the Respondent.
- (b) A notification issued pursuant to sections 4.1.3(a), 4.1.3(b), 4.1.4(a), or subsection (a) is confidential and must not be disclosed except in the following circumstances:
 - i. to Council for the purpose of considering a resolution for reimbursement of legal fees pursuant to section 4.4.2; and
 - ii. the Respondent may disclose the fact that the Complaint has been closed, or that a finding has been made that the Respondent did not breach this Bylaw.
- (c) If after reviewing all material information, the Investigator determines that the Respondent did not violate this Bylaw, then:
 - i. the Investigator must prepare a written investigation report providing reasons for their determination that the Council Member did not breach the Bylaw;
 - ii. the Investigator must deliver a copy of the investigation report to the Complainant, Respondent and Council; and
 - iii. the Investigator must make the investigation report or a summary publicly available on the next available Council agenda after delivery of the investigation report to the Complainant, Respondent and Council.
- (d) If after reviewing all the material information, the Investigator determines that a Council Member did violate this Bylaw, then:

- i. the Investigator must prepare a written investigation report providing reasons for their determination that the Council Member breached this Bylaw;
 - ii. the investigation report must make recommendations as to the appropriate sanction for the breach;
 - iii. if the Investigator determines the Council Member took all reasonable steps to prevent the breach, or that the breach was trivial or done inadvertently or because of an error in judgment made in good faith, the Investigator will so state in the investigation report and may recommend that no sanction be imposed;
 - iv. the Investigator must deliver, on a strictly confidential basis, a copy of the investigation report to the Respondent; and
 - v. the Investigator must deliver a copy of the investigation report to the Complainant and Council forty eight (48) hours after delivery of the investigation report to the Respondent.
- (e) In all circumstances, the Investigator may choose to distribute the investigation report to Council through the Corporate Officer.

4.1.8 Final Determination by Council

- (a) Council must, within 30 days of delivery of the investigation report pursuant to Section 4.1.7(d)(v), or a longer period if approved by a 2/3 vote of Council, decide on the appropriate measures, if any, that are warranted by the breach of this Bylaw, and will take such actions as Council considers appropriate in the circumstances.
- (b) Prior to Council making any decision regarding the findings and recommendations set out in the investigation report, the Respondent must be provided with an opportunity, either in person or in writing, to comment on the decision and any recommended censure, sanctions or corrective actions.
- (c) While an investigation report provided to Council may be considered in a closed meeting for the purpose of receiving legal advice, or for another valid reason, when Council deliberates and votes on the investigation report, it will do so in a public meeting and the investigation report, or a summary, must be made available to the public in a form that complies with section 4.1.10(b).
- (d) Notwithstanding subsection (c), Council may deliberate on and vote on a report in a closed meeting where there is a valid reason to close the meeting under section 90 of the *Community Charter*. For certainty, this means the investigative report or summary may not be publicly released.

4.1.9 Remedies

- (a) Sanctions that may be imposed for a violation of this Bylaw include the following:
 - i. a letter of reprimand from Council addressed to the Council Member;

- ii. a request from Council that the Council Member issue a letter of apology;
- iii. the publication of the letters contemplated in subsections (i) and (ii), along with the Council Member's written response, if any;
- iv. directions to the CAO regarding the provision of documents, including documents containing Confidential Information, to the Council Member;
- v. a recommendation that the Council Member attend specific training or counselling;
- vi. limitations on access to certain District facilities;
- vii. suspension or removal of the Council Member from some or all Council committees and bodies to which the Council Member was appointed;
- viii. prohibition from representing the District at events and/or attending conferences and seminars;
- ix. suspension or removal of the appointment of a Council Member as the Acting Mayor;
- x. public censure of a Council Member;
- xi. any other sanction recommended by the Investigator, so long as that sanction is within the authority of Council.

- (b) The Investigator may recommend that Council consider commencing an application for disqualification under section 111 of the *Community Charter* or for damages under section 117 of the *Community Charter*, as applicable.

4.1.10 Report to be Public

- (a) Unless deliberations have, pursuant to section 4.1.8(d), taken place in a closed Council meeting, the District must, after delivering a copy of the investigation report to the Complainant and Council, make the investigation report, or a summary of the report, available to the public.
- (b) In all circumstances, the District will ensure that the investigation report or a summary complies with the District's obligations regarding disclosure of personal information set out in the *Freedom of Information and Protection of Privacy Act*, and ensure that appropriate redactions are applied prior to any release to the public.

4.1.11 Remuneration

- (a) Where the Investigator finds that a Council Member:
 - i. breached this Bylaw; or
 - ii. submitted a complaint that was frivolous, vexatious, or made in bad faith

the remuneration to which that Council Member would otherwise be entitled shall be reduced in accordance with the Remuneration and Expenses Bylaw No. 1503, 1997, as amended or replaced from time to time.

(b) Notwithstanding subsection (a)(i), the remuneration of a Council Member shall not be reduced if the Investigator makes a finding under section 4.1.7(d)(iii) that:

- i. the Council Member took all reasonable steps to prevent the breach;
- ii. the breach was trivial or inadvertent; or
- iii. the breach was because of an error in judgment made in good faith.

4.1.12 Confidentiality of the Investigation

- (a) The Investigator must make all reasonable efforts to investigate Complaints in confidence.
- (b) The Investigator and every person acting under the Investigators' instructions must preserve confidentiality with respect to all matters that come into the Investigator's knowledge in the course of any investigation or Complaint except as required by law.
- (c) An investigation report must only disclose such matters as, in the Investigator's opinion, are necessary for the purpose of the investigation report.

4.1.13 Interpretation

For clarity, and despite section 4.2, the procedure in section 4.1 is to apply to all allegations against Council Members including in their capacity as Committee Members.

4.2 Committee Members

4.2.1 A Complaint of an alleged breach of this Bylaw by a Committee Member shall be submitted simultaneously in writing addressed to both the Mayor and CAO and within 90 days of the last alleged breach.

4.2.2 A Complaint must comply with the standards set out at section 4.1.2.

4.2.3 The Mayor shall consider the Complaint and direct that any enquiries considered appropriate or desirable be undertaken, including a referral to the CAO or the Investigator. For certainty, if the Complaint is referred to the CAO or the Investigator, then the processes and procedures in section 4.1 of this Bylaw may be utilized to the extent deemed necessary and appropriate.

4.2.4 Nothing in this Code is intended to abrogate the power of the Mayor or Council, as applicable, to remove, at their pleasure and at any time, any Committee Member from any committee to which they have been appointed.

4.3 Reprisals and Obstruction

- 4.3.1 No Council Member, Committee Member, or Staff will threaten, interfere with, or otherwise obstruct the Investigator in relation to the Investigator carrying out the duties and responsibilities under this Bylaw.
- 4.3.2 No Council Member, Committee Member, or Staff will threaten or undertake any reprisal against a Complainant or against a person who provides information to the Investigator in the context of an investigation.
- 4.3.3 No Council Member, Committee Member, or Staff will tamper with or destroy documents or electronic records related to any matter under investigation under this Bylaw or refuse to respond to the Investigator when questioned regarding an investigation.
- 4.3.4 Any individual covered by this Bylaw who is found to have engaged in any reprisal or retaliation in violation of this Bylaw will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described above or the termination of employment for just cause, as applicable.

4.4 Reimbursement of Costs

- 4.4.1 A Council Member may make a request to Council for reimbursement for the costs of legal advice and representation in responding to the formal complaint process outlined in this Bylaw. If appropriate after considering all circumstances, Council may resolve to reimburse legal fees reasonably incurred by a Council Member, provided that all of the following are met:
 - (a) it is the Council Member's first formal complaint process; and
 - (b) the amount does not exceed \$10,000.
- 4.4.2 For clarity, the provisions of the Indemnification Bylaw No. 2373, 2015, as replaced or amended from time to time, do not apply to requests for reimbursement under this Bylaw.

4.5 Vexatious Allegations and Complaints

- 4.5.1 Any individual covered by this Bylaw who makes an allegation or Complaint under this Bylaw that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include, but is not limited to:
 - (a) in the case of Council Members, sanctions and remedies described in Section 4.1.9;
 - (b) in the case of Committee Members, termination of the Committee Member's appointment;
 - (c) in the case of Staff, disciplinary action or the termination of employment for just cause, as applicable.

PART 5 – APPOINTMENT OF INVESTIGATOR

5.1 Appointment of Investigator

5.1.1 The CAO shall, upon receipt of a Complaint, appoint an Investigator to fulfill the duties and responsibilities described in section 5.2.

5.2 Duties and Responsibilities

5.2.1 The duties and responsibilities of the Investigator are as follows:

- (a) to assist with informal resolution of a confidential request or Complaint;
- (b) to receive and assess a Complaint to determine if the Complaint must be rejected, closed, resolved or investigated;
- (c) to investigate and conduct inquiries as to alleged violations of this Bylaw;
- (d) to report to Council as to whether a Member has breached this Bylaw;
and
- (e) to make recommendations on an appropriate remedy, if the Investigator determines that a Member has breached this Bylaw.

5.2.2 The Investigator must perform the duties and responsibilities under this Bylaw in an independent manner.

5.2.3 An Investigator may only be dismissed for cause.

PART 6 – ENACTMENT

6.1 Effective Date

This bylaw comes into force and effect on adoption.

READ A FIRST, SECOND and THIRD time this 12 day of July, 2022.

ADOPTED this 19 day of July, 2022.

Karen Elliott, Mayor

Robin Arthurs, Corporate Officer

DISTRICT OF SQUAMISH

BY-LAW NO. 1503

As Amended by Bylaw 1605, 1904, 2150, 2178, 2233, 2287, 2542, 2629, 2694, 2858 and 2918

THIS IS A CONSOLIDATED BYLAW PREPARED BY THE DISTRICT OF SQUAMISH FOR CONVENIENCE ONLY. THE CORPORATION DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

A by-law to provide for Council Members Remuneration And Expenses.

The Council of the District of Squamish, in open meeting assembled, enacts as follows:

(1) REMUNERATION TO COUNCIL MEMBERS

- (a) The annual remuneration for the Mayor for the discharge of the duties of the office is: \$85,421; effective January 1, 2019 and beginning January 1, 2019 the annual remuneration will be adjusted in January of each year in accordance with the District of Squamish Exempt Salary Policy. (Amended as per Bylaw 2629)
- (b) The annual remuneration for a Councillor for the discharge of the duties of office is 42.2% of the Mayor's indemnity adjusted annually thereafter to maintain the 42.2% ratio. (amended as per Bylaw 2629)
- (b) The annual remuneration for the Acting Mayor for the discharge of the duties of office of the Mayor is 60% of the Mayor's indemnity adjusted annually thereafter to maintain the 60% ratio.

(2) INCIDENTAL EXPENSES

- (a) A portion of the remuneration for a member of Council set out in Section 1, being one-third, is an allowance for expenses incidental to the discharge of the duties of office, other than expenses covered under Section 4 or 5.

(3) BENEFITS

- (a) The District of Squamish shall pay the annual premium for insuring members of Council against accidents while on official business for the Municipality.
- (b) The District of Squamish shall pay the premium for the employers portion of the liability for the Canada Pension Plan on the annual remuneration for the Mayor and for each Councillor.
- (c) The District of Squamish shall pay the premium for Healthcare, Vision and Dentalcare benefits.

(4) EXPENSES INCURRED (As Amended by Bylaw No. 2694, 2019)

- (a) Payment for reimbursement of eligible expenses directly incurred by a Council member while

- (i) representing the Municipality;
- (ii) engaging in municipal business; or
- (iii) attending a meeting, course or convention,

will be provided within two weeks from date of receipt of an expense claim.

Upon request, the Financial Officer may provide an advance on expenses of up to 75% of the estimated costs to be incurred prior to the date of travel where the estimated total value of eligible expense incurred directly by the Council Member for a specific travel event is expected to exceed \$500. The Council Member will submit an expense claim within two weeks following the travel event indicating that an advance was granted. Any remaining funds outstanding to the Council member will be reimbursed within two weeks following receipt of the expense claim. In the event that the expense claim is lower than the advance provided, the Council member will reimburse the Municipality for the difference at the time of expense claim submission.

(5) QUALIFYING EXPENSES AND EXPENDITURES (Amended as per Bylaw 2629)

The types of expenses and expenditures that may qualify for payment under Section 4 include:

- (a) hotels outside the District of Squamish;
- (b) transportation or mileage for personal vehicle, for travel outside the District of Squamish;
- (c) meals and gratuities; and
- (d) parking for travel outside the District of Squamish.

(6) LEVEL OF PAYMENT

The level at which the Financial Officer shall reimburse a Council member for: (As Amended by Bylaw No. 2694, 2019)

- (a) transportation outside the District of Squamish by way of the Council member's own vehicle is the Canada Revenue Agency (CRA) Automobile Allowance Rate per kilometre plus actual ferry fares OR the cost of equivalent economy class airfare, if available. (As amended by Bylaw No. 1904)
- (b) transportation outside the District of Squamish for travel other than by way of the Council member's own vehicle is actual cost including taxes;
- (c) hotel accommodation is actual hotel cost including taxes;

- (d) The daily per diem rate is \$75/day for travel within Canada.(As Amended by Bylaw No. 2694, 2019)
 - (i) Meal Component: the daily rate includes a meal component of \$60. The per diem is not to be used for the purchase of alcohol or alcoholic beverages. The per diem must be reduced for any meals provided as part of a conference/function using the following guidelines:
 - a. Breakfast \$15
 - b. Lunch \$15
 - c. Dinner \$30
 - (ii) Incidental Component: The daily rate includes an incidental component of \$15.00 to cover the following items:
 - a. Personal phone calls
 - b. Snacks, mini bar items, excluding alcohol
 - c. Cleaning and laundry costs
 - d. Gratuities
 - e. Other incidentals not otherwise covered in the travel policy.
 - (iii) Part day travel: The daily rate is prorated by 50% if travel starts after or concludes before noon.
 - (iv) Receipts: No receipts are required.
- (e) other expenses and expenditures listed in Section 5 is actual cost including taxes.
- (f) Travel Outside of Canada:(As Amended by Bylaw No.2694, 2019)
 - (i) The daily per diem rate will be reimbursed at the same rate as for travel within Canada, but will be adjusted based on the current exchange rate at time of expense claim submission;
 - (ii) Subject to Council approval, where extraordinary costs were reasonably incurred for meals and incidentals, receipts for actual costs incurred for all meals and incidentals may be submitted in lieu of all eligible per diems.

**(7.1) REDUCTION OF REMUNERATION FOR CODE OF CONDUCT BREACH
(Amended as per Amendment Bylaw No. 2918, 2022)**

Subject to section 7.2, where a member of Council has been found by the Investigator to have breached the Code of Conduct Bylaw, or where a member of Council has been found by the Investigator to have submitted a complaint thereunder that is frivolous, vexatious, or made in bad faith, the remuneration to which the member of Council would otherwise entitled under this Bylaw shall be reduced as follows:

- (a) where the member of Council has been found to have breached the Bylaw for the first time, the remuneration to which the member of Council would otherwise be entitled to under this bylaw shall be reduced by 10% for a period of 12 months from the date on which Council considers the Investigator's report;
- (b) where the member of Council has been found to have breached the Bylaw for a second time, the remuneration to which the member of Council would otherwise be entitled to under this bylaw shall be reduced by 15% for a period of 12 months from the date on which Council considers the Investigator's report relating to that offence;
- (c) where the member of Council has been found to have breached the Bylaw for a third or subsequent time, the remuneration to which the member of Council would otherwise be entitled to under this bylaw shall be reduced by 25% for a period of 12 months from the date on which Council considers the Investigator's report relating to that offence;

- (d) for certainty, where a member of Council has been found to have breached the Bylaw more than once in a 12-month period, the reductions in the remuneration to which the member of Council would otherwise be entitled under this Bylaw shall be cumulative for any period of overlap in the duration of each reduction (for example, if a member of Council is found to have first breached the Bylaw on January 1 of a calendar year, and is subsequently found to have breached the Bylaw again on July 1 of that year, the remuneration to which the member of Council would otherwise be entitled shall be reduced by 10% from January 1 to June 30 of that year, by 25% from July 1 to December 31 of that year, by 15% from January 1 to June 30 of the following year, and thereafter be fully reinstated).

(7.2) Section 7.1 does not apply if, pursuant to section 4.1.11(b) of the Code of Conduct Bylaw, as amended from time to time, the Investigator has determined that:

- (a) the member of Council took all reasonable steps to prevent the breach;
- (b) the breach was trivial or inadvertent; or
- (c) the breach was because of an error in judgment made in good faith.

(Amended as per Amendment Bylaw No. 2918, 2022)

(8) ABSENCE BY MEMBER OF COUNCIL DUE TO MATERNITY LEAVE OR PARENTAL LEAVE (As amended by Bylaw No. 2858, 2021)

- (a) When a member of Council is on Maternity Leave or Parental Leave (pursuant to Council Maternity and Parental Leave Policy), absence of an elected official will be deemed to be absent with the leave of Council for the purposes of Section 125(7) of the Community Charter, for whichever of the following is the shorter time period:

- (i) Up to six months; or

- (ii) Until the end of the elected official's term of office.

- (b) The District of Squamish shall continue payment of the following for the applicable time period as set out in Section 7(a) of this bylaw:

- (i) Full remuneration pursuant to Section (1) of this bylaw;

- (ii) Benefits pursuant to Section (3) of this bylaw.

(9) REPEAL

"District of Squamish Remuneration and Expenses Bylaw No. 1418, 1996" is hereby repealed.

(10) CITATION

This bylaw may be cited as "District of Squamish Remuneration And Expenses Bylaw No. 1503, 1997".

READ A FIRST, SECOND AND THIRD TIME, this 16th day of December, 1997.



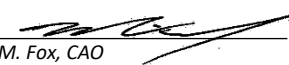
RECONSIDERED AND FINALLY ADOPTED, this 6th day of January, 1998.

C. LONSDALE, MAYOR

J.E. BARRY, CLERK

Date: November 28, 2024
File No: 4320-20-FX

To: Mayor and Council
From: M. Fox, CAO
Subject: **Council Resolution – Application LIQ24-04 (FX Nite Club) - Change to Hours of Liquor Service (outside Service Hours)**
 3131 3rd Avenue, Port Alberni
 Applicant: B. Narang dba FX Nite Club

Prepared by:  H. Stevenson Planner I	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT Council make a resolution not supporting the Change to Hours of Liquor Service application for the FX Nite Club operating at 3131 3rd Avenue and endorse the comments in the report from staff dated November 28, 2024.

PURPOSE

To consider the FX Nite Club's application for a Change to Hours of Liquor Service at 3131 3rd Avenue, and provide comments to the Liquor and Cannabis Regulation Branch (LCRB).

BACKGROUND

The FX Nite Club is an existing nightclub operating at 3131 3rd Avenue. The business owner has applied to the LCRB for a Change to Hours of Liquor Service for their liquor primary license. The applicant is requesting to extend their service hours to help generate more business and to give patrons the option of waiting indoors for their end-of-night transportation. See the applicant's attached Letter of Intent for further detail.

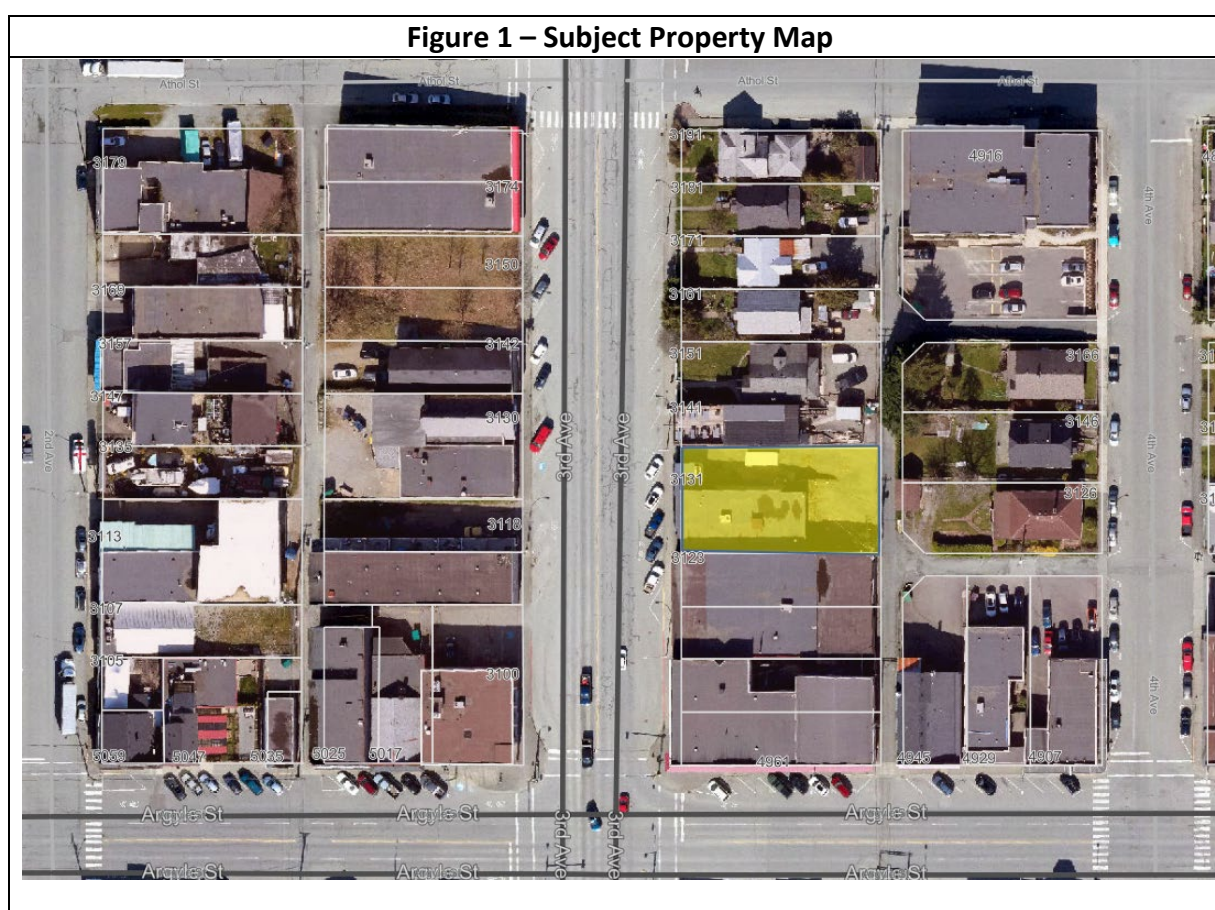
Liquor Control and Licencing Act

Under the *Liquor Control and Licencing Act*, local governments are provided an opportunity to comment on applications for permanent Changes to Hours of Liquor Service. When a Council "opts-in" to providing comment, they must consider the establishment's location, person capacity, and proposed hours of liquor service. The LCRB must receive a resolution from Council within 90 days of the City accepting the application in the ministry's referral portal.

Location

The subject property is zoned *C7 Core Business* in *Zoning Bylaw No. 5105* and is located in the Uptown commercial area, approximately 50 metres north of the Argyle Street and 3rd Avenue intersection. The property is surrounded by a mix of *C7 Core Business*, *C5 Transitional Office*, *R Primary Residential*, and *RM3 High-Density Residential* properties.

Location	Commercial building at 3131 3 rd Avenue, approximately 50 m north of Argyle Street.
Current Land Use	<i>GCO General Commercial</i>
Current Zoning	<i>C7 Core Business</i>



Person Capacity and Hours of Liquor Service

The application would not alter the establishment's indoor service area or its current capacity (175 persons). The applicant proposes to extend the hours of liquor service by an hour on Friday and Saturday, and by two hours on Sunday. Changes to hours of liquor service are proposed as follows:

Table 2 – Current Hours of Liquor Service							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00p.m.
End	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	12:00a.m.

Table 3 – Proposed Hours of Liquor Service							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00p.m.
End	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	3:00 a.m.	3:00 a.m.	2:00a.m.

OPTIONS

1. *THAT Council make a resolution not supporting the Change to Hours of Liquor Service application for the FX Nite Club operating at 3131 3rd Avenue and endorse the comments in the report from staff dated November 28, 2024.*
2. *THAT Council support the Change to Hours of Liquor Service application for the FX Nite Club operating at 3131 3rd Avenue and provide rationale based on the regulatory criteria of the LCRB (noise and/or general impact on the community).*

THAT Council require the owner of the FX Nite Club operating at 3131 3rd Avenue to enter into a Good Neighbour Agreement with the City of Port Alberni prior to renewal of a business license.

3. *THAT Council support the Liquor Primary License application for the Next Level operating at B-4963 Angus Street with conditions and provide rationale based on the regulatory criteria of the LCRB (noise or general impact on the community).*

Staff recommend Option 1.

ANALYSIS

Council's resolution on the application must consider the following¹:

- The impact of noise on the community in the immediate vicinity of the establishment or service area;
- The general impact on the community if the application is approved;
- The views of local residents.

¹ Liquor Policy Manual. (2024). Liquor and Cannabis Regulation Branch. Province of BC. https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/liquor_policy_manual.pdf

1. *The impact of noise on the community in the immediate vicinity of the establishment or service area*

The subject property is located in a portion of the Uptown commercial area where there is a mix of commercial, transitional, and residential zoning. There are several properties with residential uses located nearby, including mixed-use buildings (within ~ 25 metres), single-detached residences (within ~ 5 metres), and multi-residential buildings (within ~ 30 metres). There is a dwelling unit located on the establishment's second storey.

Although the establishment may generate additional noise to the immediate vicinity, staff do not anticipate that the change of hours would significantly alter the establishment's existing noise levels. However, proposed hours of liquor service would extend beyond hours for amplified noise permitted by the "Noise Control Bylaw 2009, No. 4718" (8 am – 11pm). A search of the Community Safety and Social Development records found that the City has not received a noise complaint for the establishment since 2006.

Since the liquor service area is inside the building, it is expected there will be limited disturbance outside the establishment except at closing time when up to 175 patrons exit the building. Extending the hours of liquor service would likely result in this disturbance occurring later in the evening.

2. *The general impact on the community if the application is approved*

The business supports economic development in the Uptown commercial area as a social space and entertainment venue for locals and visitors. Extending the service hours may help generate additional business for the FX Nite Club, however, the City should also consider the potential impacts of extended hours on disturbances, community safety, and policing services.

Proposed changes may promote disturbances in the surrounding neighbourhood as studies suggest that extended hours of liquor service can be associated with higher rates of alcohol-associated disturbances and violence ^{2,3}. Limiting availability of alcohol in the late evening/early morning is a recommended strategy for reducing alcohol-related harm⁴. A summary of R.C.M.P. referral comments is summarized below:

² Rossow, I. et al. (2012). The Impact of Small Changes in Bar Closing Hours on Violence. The Norwegian Experience from 18 Cities. *Addiction*. <https://pmc.ncbi.nlm.nih.gov/articles/PMC3380552/#:~:text=Another%20possible%20explanation%20is%20that,bars%20and%20pubs%20%5B27%5D>.

³ Giesbrecht, N. et al. (2013). Strategies to Reduce Alcohol-Related Harms and Costs In Canada: A Review of Provincial Policies. Centre for Addiction and Mental Health. <https://www.uvic.ca/research/centres/cisur/assets/docs/report-strategies-to-reduce-alcohol.pdf>.

⁴ Thompson, K. et al. (2013). Reducing alcohol-related harms and costs in British Columbia: A provincial summary report CARBC bulletin #10. Centre for Addiction and Mental Health, University of Victoria. https://www.camh.ca/-/media/files/pdfs---reports-and-books---research/provincial-summary_bc-pdf.pdf

- Anticipate that an extension of service hours would not solve the cab shortage/patrons waiting outside issue raised by the applicant, and would rather delay the issue by an hour.
- R.C.M.P. is often operating at or below minimum resource levels on night shifts. Bar closing time has historically presented issues for policing as intoxicated patrons exit into streets, generating calls for service.
- The R.C.M.P has had reports of disturbances and assaults at the subject property within the last year.
- Although not strictly opposed to the application, R.C.M.P. would like to be assured that measures are put in place to mitigate potential issues if the application is supported.

The Community Safety and Social Development department submitted a letter that includes both positive and negative outcomes and potential mitigation measures:

- Support for a liquor establishment that brings patrons to the area, which may help discourage negative behaviour and reduce mistreatment of property (eg. camping and dumping).
- Concern for surrounding area including Bread of Life, which already faces challenges with frequent calls to BCEHS and Fire Department from toxic drug overdoses and overdose deaths. Activities that may arise from extending the hours warrant careful consideration.
- Business owner is encouraged to participate in RCMP 'Bar Watch' program once established.
- Recommend establishing a 'Good Neighbour Agreement' with business owner.

The City's Fire Department provided no further comment on the application.

3. The views of local residents

Notice of the application was advertised in the Alberni Valley News in papers issued on November 20th and November 27th and posted to the City's website and public posting place. As of the date of this report, the City received no responses.

Staff arranged for notices to be mailed to all owners and occupants of property within 100 metres of the subject property. Notices were picked up by Canada Post on Thursday, November 14th however Canada Post staff began striking on Friday, November 15th and notices were not delivered as of the date of this report. See attached Notices for Public Comment.

Recommendation

Staff recommend that the application for a Change to Hours of Liquor Service at 3131 3rd Avenue (FX Nite Club) not be supported by Council.

While staff do not anticipate increased noise from the establishment, extending liquor service to 3:00 a.m. on Fridays and Saturdays may increase disturbances in the surrounding neighbourhood at an hour when police, BCEHS, and Fire Department resources are limited. It also has potential to impact adjacent residential properties in close proximity (5 – 30 metres).

IMPLICATIONS

If Council makes a motion that changes to the liquor license not be supported, the LCRB will not issue the license unless they determine the recommendation is inconsistent with the public interest, or if the LCRB has evidence of bias.

If Council makes a resolution supporting the application, with or without conditions, the LCRB will consider this when determining the terms and conditions of the establishment's liquor license.

COMMUNICATIONS

Notice of the application was posted to the City's website and public posting place, and was advertised in the Alberni Valley News for two consecutive weeks, in papers issued on Wednesday, November 20th and Wednesday, November 27th. Due to the on-going Canada Post strike, mailed notices for owners and occupants of property within 100 metres of the site had not been delivered as of the date of this report.

The application was referred to the Community Safety and Social Development Department, Fire Department, and the R.C.M.P.

BYLAWS/PLANS/POLICIES

Liquor Licence Application Policy No. 3006-1

Public notice was issued in accordance with policy procedures under section 3.9.

"Noise Control Bylaw 2009, No. 4718"

If noise complaints are received bylaw enforcement may be required. The following excerpt is from *Section 4: Specific Prohibitions* on noise disturbance:

Without limiting the generality of Section 3, no person shall undertake the following activities which by their nature cause noise that is considered to be objectionable and likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the public:

Operate or play any radio, stereophonic equipment, television, musical instrument or any other amplified apparatus before 8:00 AM or after 11:00 PM at a volume that may be heard inside a neighboring dwelling;

SUMMARY

The LCRB has notified the City of an application for a Change to Hours of Liquor Service at 3131 3rd Avenue (FX Nite Club). The owner intends to extend liquor service until 2:00 a.m. on Sundays and until 3:00 a.m. on Fridays and Saturdays. While staff do not anticipate increased noise from the establishment, extending liquor service hours may increase disturbances in the surrounding neighbourhood that impact nearby residential properties (5 – 30 metres). Disturbances may also occur at an hour when police, BCEHS, and Fire Department resources are limited.

Staff recommend Council make a resolution not in support of the extension to service hours. The resolution will be submitted to the LCRB for consideration.

ATTACHMENTS/REFERENCE MATERIALS

1. Letter of Intent – FX Nite Club
2. Letter dated December 2, 2024 from the Community Safety & Social Development Department
3. Notices for Public Comment (Newspaper and Mailed)
4. Example Good Neighbour Agreement – City of Nanaimo

C: *S. Darling, Director of Corporate Services*
 M. Massicotte, Manager of Community Safety and Social Development
 M. Owens, Fire Chief
 D. Fines, Chief Fire Prevention Officer
 R. Gaudreault, Building and Plumbing Official
 J. Hamlyn, R.C.M.P. Referral Contact

J:\Engineering\Planning\Development Applications\Liquor Licencing\Applications\LIQ-2024\LIQ24-04 The FX Nite Club_3131 3rd Avenue\Hours Extension\Council

FX NITECLUB (667580 BC LTD)
3131 3RD AVENUE
PORT ALBERNI BC

OCTOBER 24, 2024

RE: LETTER OF INTENT FOR SERVICE HOURS CHANGES TO CURRENT LIQUOR LICENCE HOURS.

I, Bhupinder Narang, owner of FX NITECLUB, was advised to send in a letter of intent along with an application to extend our service hours at the FX Niteclub.

Our current hours of operation end nightly at 2 am and at midnight on Sundays. I would like to extend my closing service times on Fridays and Saturdays to be 3 am instead of 2 am and for Sundays end times to be 2 am instead of midnight just like my competitors are operating.

I am hoping to extend the hours for a couple of key reasons. Firstly, customers are waiting for cabs until 3am or later to get cabs thus loitering on the street until cabs arrive to get them home safely. Extending the hours to 3 am will allow our customers a place to stay inside until cabs arrive ensuring their safety. Right now we stay out on the road until the last person is gone home safely.

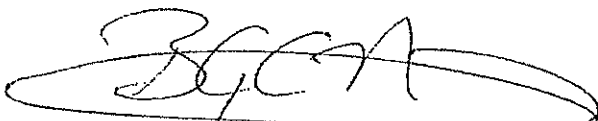
Secondly, we are finding that people are coming out later and later ever since Covid ended. Most of our patrons are coming in between 12:30 - 1am. The extra hour could benefit us tremendously financially as well. Right now we are barely getting by if we didn't have our main business at Granny's Chicken I would definitely be worried to make ends meet. Other places in the province are open until 4 am even.

I have been running the Niteclub since 1999 and owning it since 2004. We have not had any mandatory shutdowns or faced violations that contravened the liquor branch or have violated any rules. We have a great working relationship with the police and we take care of our neighbourhood. When we are open there is little to no problems in the area. We clean up the block nightly by sweeping and picking up any garbage left on the road. Our firm belief is to not have people in the morning have to put up with any garbage left from the night before. We take care of our customers and our neighbourhood above and beyond what is required to ensure safety, peace and harmony.

For any questions or concerns please feel free to contact Bob at 250-720-5165 or my email is bhupnarang@hotmail.com.

Thank you for taking the time to review our requests and I hope that our requests will be approved.

Sincerely,



BHUPINDER (BOB) NARANG, PRESIDENT & MANAGER,
GRANNY'S FRIED CHICKEN (2000) LTD
667580 BC LTD DBA FX NITECLUB



CITY OF PORT ALBERNI

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

December 2, 2024

Re: **Extension to their hours of liquor service– The FX Nite Club (3131 3RD Avenue)**

This letter is written regarding Extension to their hours of liquor service– The FX Nite Club.

There is support for liquor establishments that enhance the business landscape in the Uptown area. We recognize that an establishment that brings patrons to the area may help discourage negative behaviour and reduce mistreatment of neighbouring properties (camping and dumping).

However, the surrounding area, especially the Bread of Life and other businesses, already face challenges with the people who use their services. There are frequent calls for BCEHS and the Fire Department to respond to overdoses from toxic drugs, and overdose deaths have been reported around the Bread of Life. The types of activities that may arise from extending the hours warrant careful consideration.

To mitigate the above, it would be well advised to encourage the property owner, and the bar operator, to participate in the RCMP bar watch/inadmissible patron program, when the program is implemented. Additionally, to create a Good Neighbour Agreement to include the disruption to the surrounding community, and congregation after the bar closes. The City of Nanaimo has done both, an example is attached to this document as reference.

Sincerely,

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



CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

The FX Nite Club has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Change to Hours of Liquor Service (outside Service Hours) for the establishment located at **3131 3rd Avenue**. The application does not propose any changes to the establishment's person capacity. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby owners or occupants of property.

Current Hours of Liquor Service: Monday – Saturday (7:00 p.m. – 2:00 a.m.)
 Sunday (7:00 p.m. – 12:00 a.m.)

Proposed Hours of Liquor Service: **Sunday – Thursday (7:00 p.m. – 2:00 a.m.)**
 Friday – Saturday (7:00 p.m. – 3:00 a.m.)

Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to the attention of:

Director of Corporate Services
4850 Argyle Street
Port Alberni BC, V9Y 1V8
email: corp_serv@portalberni.ca

Written submissions must be received by 12:00 p.m. on Monday December 9, 2024.

All questions should be directed to the Development Services department upstairs at 4835 Argyle Street or via email at developmentservices@portalberni.ca.



WE WANT TO HEAR FROM YOU



4850 Argyle St.,
Port Alberni, BC V9Y 1V8



corp_serv@portalberni.ca

Liquor License Application

Council Meeting

Property: 3131 3rd Avenue

Notice of application to the *Liquor and Cannabis Regulation Branch (LCRB)* for a *Change to Hours of Liquor Service* :

The application proposes the following:

- Extend the hours of liquor service for 'The FX Nite Club' operating at the subject property.

Details

- Current hours of liquor service:
Monday - Saturday (7:00 P.M. - 2:00 A.M.)
Sunday (7:00 P.M. - 12:00 A.M.)
- Proposed hours of liquor service:
Sunday - Thursday (7:00 P.M. - 2:00 A.M.)
Friday - Saturday (7:00 P.M. - 3:00 A.M.)

December 9, 2024 2:00 PM

City Hall Council Chambers
4850 Argyle Street
Port Alberni

Map of subject
property on
reverse:



Questions?

Please direct questions to the
Development Services Department:

- By phone 250-720-2830
- By email
developmentservices@portalberni.ca
- In-person at the Planning,
Engineering, and Building Department
building (4835 Argyle Street) from
8:30 A.M. - 4:00 P.M. Monday through
Friday (except Statutory Holidays) up
to and including the date of the
meeting.

We're listening. Please provide feedback.

The LCRB is seeking a resolution from City Council. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby owners or occupants of property. Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to City Council.

To send written feedback by mail or e-mail:

- Written correspondence must be received before noon on December 9, 2024
- Address to Mayor and Council, 4850 Argyle St., Port Alberni, BC V9Y 1V8.
- Identify the application in the subject line: The FX Nite Club Change to Hours of Liquor Service Application
- Include the name and address of the person making the submission.
- Alternative options are:
 - » Hand deliver to drop-box located left of the main entrance to City Hall.
 - » Email: corp_serv@portalberni.ca



WE WANT TO HEAR FROM YOU

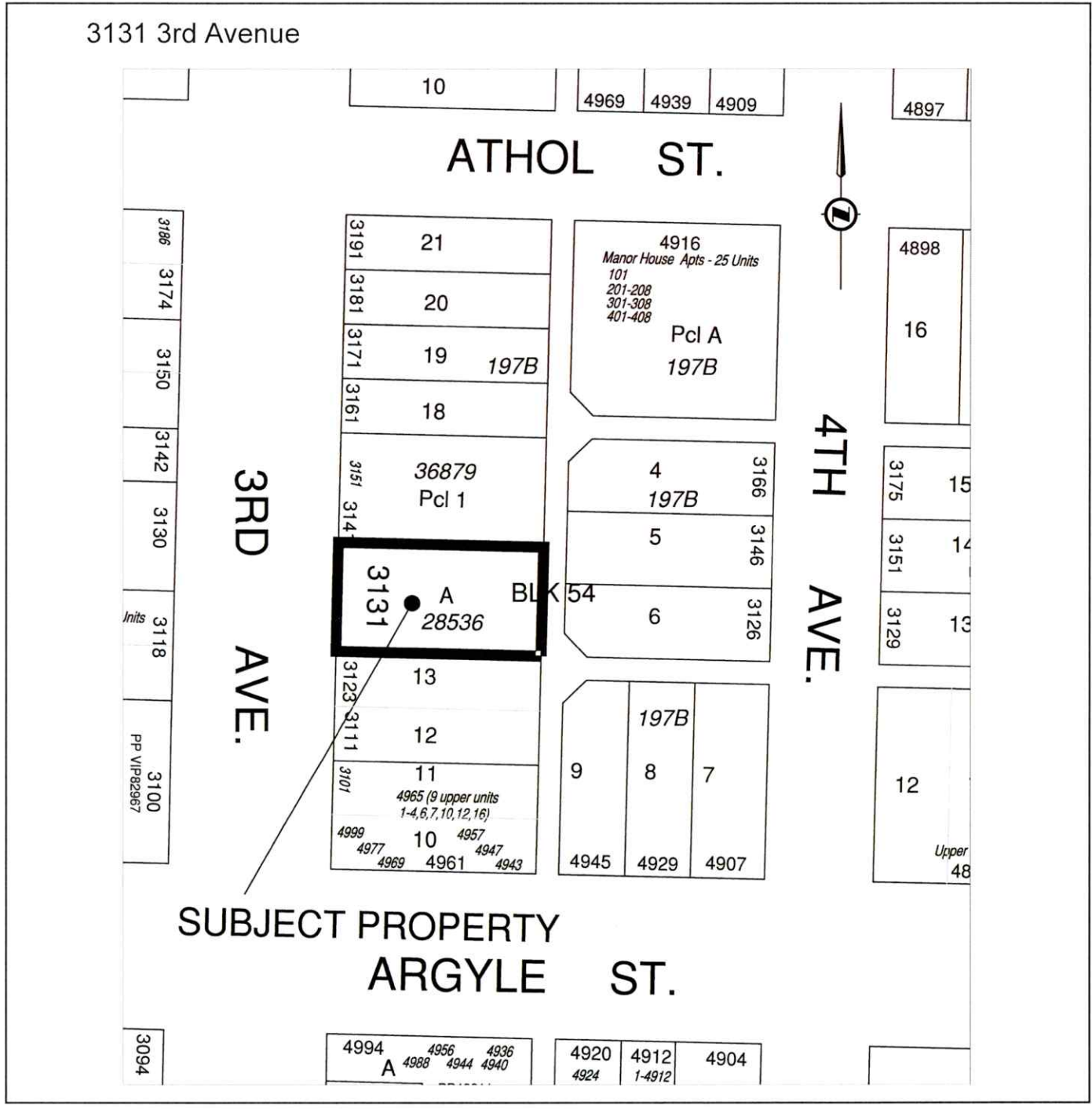


4850 Argyle St.,
Port Alberni, BC V9Y 1V8



corp_serv@portalberni.ca

Subject Property Map





CITY OF NANAIMO

GOOD NEIGHBOUR AGREEMENT

WHEREAS the City of Nanaimo ("the City"), the RCMP Nanaimo Detachment ("the RCMP") and the Owners of _____ ("the Licensed Establishment") (collectively "the Parties") recognize that liquor licensed establishments have a civic responsibility, beyond the requirements of the *Liquor Control and Licensing Act*, to control the conduct of their patrons; and

WHEREAS the Licensed Establishment wishes to demonstrate to the citizens of Nanaimo its desire to be a responsible corporate citizen; and

WHEREAS the Parties wish to promote Nanaimo as a vibrant, safe and attractive community for the enjoyment of everyone, including residents, visitors, businesses and their workers;

NOW THEREFORE the Licensed Establishment agrees with the City and the RCMP to enter into this Good Neighbour Agreement, the terms and conditions of which follow:

Noise and Disorder

1. The Licensed Establishment shall undertake to ensure that noise emissions from the Establishment do not disturb surrounding residential developments, businesses and neighbourhoods, as provided by the City of Nanaimo *Noise Bylaw*.
2. The Licensed Establishment shall undertake to monitor and promote the orderly conduct of patrons immediately outside of the Establishment, particularly those congregating outside during open hours as well as at closing time, and to discourage patrons from engaging in behaviour that may disturb the peace, quiet and enjoyment of the neighbourhood.
 - 2.1 In cases where the presence of employees does not facilitate the orderly conduct of patrons, staff shall contact the RCMP to request assistance in dealing with any persons or crowds.

Criminal Activity

3. The Licensed Establishment shall not tolerate any criminal activity within the Establishment.

- 3.1 The Establishment shall make every reasonable effort to scrutinize patrons as they enter the building to ensure that no items of contraband, including weapons and controlled substances, are brought onto the premises.

Minors

4. The Licensed Establishment shall not allow any person under the age of 19 into the Establishment.
 - 4.1 The Establishment shall check two pieces of identification for any person who appears to be under the age of 25; one piece must be picture identification and may be a driver's licence, a government identification card or a passport.

Sale and Consumption of Alcohol

5. While it is recognized that there may be occasional price reductions or promotions for specific alcoholic beverages, the Licensed Establishment shall offer no deep discounts (i.e., "cheap drinks") or across-the-board discounts.
 - 5.1 When offering price reductions and promotions, the Establishment shall be particularly mindful of its legal and moral obligation to refuse service to persons who may, based on appearance or amount of alcohol consumed, be intoxicated.
6. The Licensed Establishment shall not allow patrons to carry or consume open beverages in areas that are not licensed for such purposes, including areas outside of the Establishment.

Entertainment

7. Stripping and exotic dancing shall only be permitted as forms of entertainment in the Licensed Establishment if the Establishment's zoning allows for such forms.
8. If stripping and exotic dancing are permitted, as per the Establishment's zoning, the Establishment shall ensure that advertisements are not offensive to the community.

On-Duty Employees

9. Each on-duty employee of the Licensed Establishment shall wear a clearly visible nameplate showing his or her first name and/or employee number.
10. The Licensed Establishment shall maintain a work schedule showing each on-duty employee and shall make the work schedule available to the RCMP, upon request.

Cleanliness

11. The Licensed Establishment shall assign staff to inspect the outside of the premises each night after closing to ensure that there is no litter, garbage, broken glass or other foreign objects associated with the Establishment left within the general area of the Establishment.

12. The Licensed Establishment shall undertake to remove, as soon as is practicable, any graffiti from the building's exterior.
13. The Licensed Establishment agrees to work with the City and its departments, including the RCMP, to resolve any concerns that arise with respect to the operation of the Establishment.
 - 13.1 The Licensed Establishment agrees to attend a formal meeting, as required, with the City and the RCMP to discuss issues and concerns.
14. The Licensed Establishment shall demonstrate complete support for the RCMP and its members.
 - 14.1 When incidents occur which require RCMP involvement, all staff of the Licensed Establishment shall cooperate fully with RCMP members, and shall not impede or obstruct members in performing their duties.
15. The Licensed Establishment shall participate as an active member in the local Hospitality Industry Liquor Licensing Advisory Committee (HILLAC).
16. If the Licensed Establishment is a nightclub located within the downtown core, the Establishment will be strongly encouraged to participate in the Nanaimo Bar Watch Program.
17. The Licensed Establishment shall support programs which aim to eliminate occurrences of drinking and driving.
 - 17.1 A free telephone shall be available to patrons for the purpose of contacting a taxi or arranging other transportation from the Establishment.
 - 17.2 Non-alcoholic beverages shall be provided at prices which are below those set for alcoholic beverages.

Amendment and Transferability

18. Any proposed changes to the terms of the Good Neighbour Agreement shall be discussed and resolved among the Parties.

Enforcement

19. Obtaining a business license is contingent upon accepting and signing this Agreement; notwithstanding this fact, the parties recognize that the success in reaching the objectives of the Good Neighbour Agreement is largely dependent upon each establishment's willingness to make a concerted effort to support and adhere to the principles outlined in the Agreement.
 - 19.1 Any failure on the part of the Licensed Establishment to comply with the terms outlined herein will result in the following:
 - (a) the City will attempt to resolve the matter by requesting a meeting with the licensee.

- (b) If the matter is not satisfactorily resolved during a meeting, the City will provide a written warning. The letter will clarify what action is needed in order for the licensee to comply with the terms of the agreement. The letter will also specify how much time will be provided for the licensee to comply. The length of time will depend on the nature of the infraction.
- (c) Continued non-compliance may be brought to the attention of City Council, which may in turn require the owners of the Establishment to attend a "show cause" hearing related to the suspension of their Business Licence.

It should be noted that a "show cause" hearing would only be used when all other reasonable attempts to gain compliance have failed.

20. Nothing contained or implied in this Good Neighbour Agreement shall prejudice or affect the City's rights and authorities in the exercise of its functions pursuant to the *Community Charter* and *Local Government Act*, as amended, and the rights and powers of the City and the RCMP under provincial and federal statutes and regulations, and City bylaws.

Signed this _____ day of _____, 2012, in Nanaimo, British Columbia.

[name of Principal]

[name of Licensed Establishment]

Mayor John R Ruttan

City of Nanaimo

[rank and name of OIC]
Nanaimo Detachment, RCMP

G:\Liquor Licensing\Guidelines and Procedures\Good Neighbour Agreement

A MOTION TO REDUCE EXPENDITURES FOR THE 2025 PORT ALBERNI BUDGET

Submitted by: Councillor Patola

WHEREAS, The City of Port Alberni is subject to the common economic pressures of demand and supply, and

WHEREAS, The City of Port Alberni is continuing to experience increasing costs of labour and materials, in order to provide current service levels in all departments, and

WHEREAS, increases in service levels also contribute to increases in budget demands, and

WHEREAS, The City of Port Alberni budget is funded primarily through the collection of property taxes, and

WHEREAS, there are minimum service levels required for the healthy social and economic functioning of the city, and

WHEREAS, The City of Port Alberni provides optional services that contribute to the social and economic health of the city, and

WHEREAS, the budget process is an imprecise process of balancing minimum service levels and optional service levels to maintain the social and economic health of the city including healthy growth, and

WHEREAS, The City of Port Alberni priorities as stated in the strategic plan evolve over time, and

WHEREAS, The City of Port Alberni service levels should evolve and correspond to the strategic plan, and

WHEREAS, the following areas may be considered to adjust service levels to be inline with the strategic plan and a manageable tax burden:

- (a) Park Maintenance savings of \$116,00
- (b) Horticulture savings of \$439,000
- (c) Visitor Centre savings of \$104,000
- (d) Alberni Pacific Railway savings of \$60,000
- (e) IHS collections savings of \$42,000
- (f) McLean Mill savings of \$202,000
- (g) ACRD contributions to city benefits
 - a. Recreation facilities \$503,461
 - b. Economic Development \$15,000
 - c. Marine Access \$10,000
 - d. Parks Spaces \$10,000
- (h) Fire Department savings of \$357,000
- (i) Community Policing savings of \$163,000
- (j) Bylaw Department savings of \$60,522
- (k) Multiplex Arena savings of \$227,000
- (l) And
{total savings of \$2,309,169}

WHEREAS, reduction in optional service levels may also produce a net benefit in capital resources, and

WHEREAS, The City of Port Alberni has opportunities to increase revenues through non-tax sources including but not limited to:

- (a) Civic campground \$400,000
- (b) Pay per use fees at market rates for all facilities \$XXXXX
- (c) Enforcement and collection of industrial and commercial bylaw violations \$10,000
- (d) Cost recovery sale of utilities (water/sewer/etc.) \$XXXXX
- (e) Alternate power generation \$XXXXX
- (f) And
{total increased revenues \$500,000 APPROX.}

{total effect on financial plan approximately \$2.8 million}

I HEREBY MOVE THAT CITY ADMINISTRATION

- (1) Verify and provide reasonable approximations of the aforesaid amounts, and
- (2) Prepare a 2025 budget and accompanying 5 year financial plan which includes the aforesaid alterations with relevant comments from department directors as to feasibility, efficiency alternatives and effect of the alterations.

Notes:

NOBODY WANTS TO BUY YOUR COW IF YOU GIVE AWAY THE MILK FOR FREE

(a) Park Maintenance savings of \$116,000

Maintenance budget 1,161,929

City owns 4 parks outside of city limits, which can be disposed of, placed under ACRD parks service, or simply stop maintenance.

$\$1,161,929 \times 10\% = \$116,000$

(b) Horticulture savings of \$439,000

Budget \$439,793

What activities are included in Horticulture is not clear. The City does maintain a number of gardens and planters. Reductions can be seen by changing the nature of plantings to be perennial, decreasing service levels, or determining the priority of gardens in relation to other core services.

(c) Visitor Centre savings of \$104,000

The Visitor Centre is funded by contract with the Chamber of Commerce. The ACRD does not contribute to this facility except through a grant in aid. This service is a regional benefit which the City should not be providing for the entire region. It is also a service which directly benefits members of the chamber and thus the members should be making a contribution to the service. Further, studies suggest that a strong online presence is a more effective manner for conveying tourist information. Options would be to establish a fair cost sharing with all beneficiaries, move the service to a city location, redefine the level of service, or discontinue the service entirely.

(d) Alberni Pacific Railway savings of \$60,000

The financial viability of this service has not been verified. The City can continue to support this service through aid in kind, but financial payments should be reassigned to higher priority items.

(e) IHS collections savings of \$42,000

These costs reflect utilities costs for the current location of the IHS. The IHS is not a service of the City.

(f) McLean Mill savings of \$202,000

$\$120,000$ (management fee) + $82,196$ (City operations)

The McLean Mill has a historical cost of approximately \$25million. Options for disposal have not been fully explored. Currently, the City pays for an independent organization to run their own business in a portion of the mill. This produces no benefit to the City. The site can continue to operate as a public park without the management cost being incurred.

(g) ACRD contributions to city benefits

a. Recreation facilities \$503,461

Revenue from recreation facilities $\$1,678,204 \times 30\%$ (ratio of local ACRD residents to total valley residents and city)

b. Economic Development \$15,000

This program benefits the entire region and all beneficiaries should contribute to the cost. The ACRD has no economic Development service but provides a Grant in Aid to the City. The ACRD should contribute an equitable amount to the joint benefits they receive.

c. Marine Access \$10,000

The ACRD does not operate a boat launch. ACRD residents benefit from marine access provided by the City.

d. Parks Spaces \$10,000

The ACRD does not include City parks, within or without the City boundaries in its parks service. ACRD residents benefit from access to City Parks.

(h) Fire Department savings of \$357,186

Schedule A to the proposed Fire Control Bylaw includes itemization of services provided by the fire department, including;

Marine Fire Suppression Land-based and/or fire boat-based marine firefighting.

Marine Rescue Land-based and/or fire boat-based marine rescue provided in support of Royal Canadian Marine Search and Rescue, and/or Port Alberni Port Authority.

Shipboard Firefighting Land-based, shipboard above deck and/or fire boat-based shipboard firefighting under direction of Port Alberni Port Authority Harbour Master.

Confined Space Rescue Confined space rescue services within City of Port Alberni and contract service areas.

Technical Rope Rescue Technical rope rescue services within City of Port Alberni and contract service areas.

Slope Rescue Slope rescue services within City of Port Alberni and contract service areas, in support of Alberni Valley Rescue Squad.

Automobile Extrication Rescue 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 services conducted from near, over, but not in moving water.

Open Water 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 emergency or non-emergency public service(s) as authorized by the Fire Chief.

Focusing the fire department services on fire prevention and suppression will decrease the training requirements, call volumes, and equipment costs for the additional services listed above.

The Listed items are not central to the service of Fire suppression. While the Fire department may be the logical service to provide these functions, they are primarily for the benefit of other government jurisdictions.

Where the jurisdictions with legislative responsibility for these functions wishes to contract at a fair and equitable, FULL COST RECOVERY basis, it may be appropriate to include these functions in those authorized to be performed by the fire department.

Fire Crew expense \$3,571,786 x 10% (estimate of overtime reduced with reduced call volume)
=\$357,186

- (i) Community Policing savings of \$163,000
Creation of a Crisis Response Service may result in duplication of this service. Funding for a CRS may be provided through Provincial funding resulting in a saving. The Community Policing program is a volunteer program with the exception of a paid city administration. As with all community volunteer organizations the City should provide equitable support through Aid in kind, but not financially resource particular organizations.
- (j) Bylaw Department savings of \$60,522
Bylaw building overhead is \$60,522
- (k) Multiplex Arena savings of \$227,000
Facility shut down for 4 months would result in
\$1,410,000 (yearly expense) - \$500,000 (Yearly Revenue) x ¼ year = \$227,000
- (l) And
{total savings of \$2,309,169}

Plus, potential incomes

- (g) Civic campground \$400,000
- (h) Pay per use fees at market rates for all facilities \$XXXXX
- (i) Enforcement and collection of industrial and commercial bylaw violations \$10,000
- (j) Cost recovery sale of utilities (water/sewer/etc.) \$XXXXX
- (k) Alternate power generation \$XXXXX
- (l) And
{total increased revenues \$500,000 APPROX.}

{total effect on financial plan approximately \$2.8 million}