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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Monday, May 12, 2025 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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

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

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

*THAT the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 4**

1. *THAT the Minutes of the Special and Regular meetings of Council on April 28, 2025 be adopted, as presented.*

**C. DELEGATIONS**

1. **MNP Chartered Accountants | 2024 Financial Statements** - Page 10  
Cory Vanderhorst, CPA, CA presenting the draft Audited Financial Statements (for discussion purposes) for the year 2024.

*THAT the Auditor's Report and the 2024 Audited Financial Statements prepared by MNP Chartered Accountants be received and approved as presented.*

**D. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**E. STAFF REPORTS**

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

**F. BYLAWS**

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

1. **“Bylaw Notice Enforcement Bylaw No. 5128, 2025” - Page 61**  
*THAT “Bylaw Notice Enforcement Bylaw No. 5128, 2025” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5128.*
2. **“Respectful Behaviour Bylaw No. 5129, 2025” - Page 97**  
Report dated May 1, 2025 from the Director of Corporate Services requesting Council consideration for three readings of the proposed bylaw.
  - a. *THAT “Respectful Behaviour Bylaw No. 5129, 2025” be now introduced and read a first time.*
  - b. *THAT “Respectful Behaviour Bylaw No. 5129, 2025” be read a second time.*
  - c. *THAT “Respectful Behaviour Bylaw No. 5129, 2025” be read a third time.*

**G. CORRESPONDENCE FOR ACTION**

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

1. **PA Picklers | Pickleball Facility Expansion - Page 111**  
Letter received April 30, 2025 from the Port Alberni Picklers seeking a commitment from Council to allocate their fundraising efforts to the conversion of existing tennis courts into pickleball and multi-use courts.
2. **Royal Canadian Legion Alberni Valley Branch 293 | Commemorative Crosswalks - Page 113**  
Letter dated April 25, 2025 from the Royal Canadian Legion Alberni Valley Branch 293 requesting the Council install and maintain three commemorative crosswalks at the intersection of Johnston Road, River Road and Victoria Quay.

**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 116**
  - a. Ministry of Public Safety and Solicitor General | Police Services Sustainable Funding
  - b. Ministry of Housing and Municipal Affairs | 2024 UBCM Convention Follow Up
  - c. UBCM | 2025 AVICC Resolutions
  - d. City of Enderby | Bill 7 – 2025: Economic Stabilization (Tariff Response) Act
  - e. Community Action Team | Horsepower for Healing Event

**J. REPORT FROM IN-CAMERA**

1. Council released for public consumption notice of its intent to enter into a lease agreement with Derek and Lisa Dovale for Unit #9 in Spirit Square at Harbour Quay for a five-year term for 'Munch Gelato', an artisanal gelato business.

**K. COUNCIL REPORTS**

1. **Council and Regional District Reports**  
*THAT the Council reports outlining recent meetings and events related to the City's business be received as information.*

**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. **Corporate Strategic Plan Review - Page 130**  
Report dated May 2, 2025 from the Director of Corporate Services providing Council with a summary of the *Corporate Strategic Plan* review session held on April 29, 2025.  
*THAT Council receive the report 'Corporate Strategic Plan Review' dated May 2, 2025 as information.*
2. **BC Transit Annual Operating Agreement - Page 132**  
Report dated May 6, 2025 from the Director of Finance requesting Council authorization to execute the BC Transit Annual Operating Agreement.  
*THAT the Mayor and Corporate Officer be authorized to execute the BC Transit 2025 - 2026 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit effective April 1, 2025 to March 31, 2026.*

**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, April 28, 2025 @ 12:30 p.m.**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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**PRESENT:**

Council: Mayor S. Minions\*  
Councillor D. Dame  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor T. Verbrugge  
Councillor T. Patola

Regrets: Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance  
W. Thorpe, Director of Parks, Recreation and Culture  
S. Darling, Director of Corporate Services

(\*) Denotes electronic meeting participation as authorized by Part 10 of "City of Port Alberni Procedures Bylaw No. 4830".

Call to order: @ 12:30 p.m.

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

**Section 90 (1)(c)** labour relations or other employee relations;

**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.

***CARRIED***

The meeting adjourned at 1:11 p.m.

CERTIFIED CORRECT

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Mayor

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Corporate Officer

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, April 28, 2025 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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**Present:** Mayor S. Minions \*  
Councillor D. Dame  
Councillor D. Haggard (Chair)  
Councillor C. Mealey  
Councillor T. Patola  
Councillor C. Solda  
Councillor T. Verbrugge

**Staff:** M. Fox, Chief Administrative Officer  
S. Darling, Director of Corporate Services  
S. Smith, Director of Development Services/Deputy CAO  
A. McGifford, Director of Finance  
K. Bodin, Director of Human Resources  
W. Thorpe, Director of Parks, Recreation & Culture  
S. Bourgoïn, Manager of Recreation Services  
W. Mihalicz, Manager of Parks  
R. Kraneveldt, Manager of Facilities  
S. Perry, Manager of Culture  
P. Deakin, Manager of Economic Development  
M.C. Massicotte, Manager of Community Safety and Social Development  
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]  
P. Datta, PC Support/LAN Technician

**Gallery:** 5

(\*) Denotes electronic meeting participation as authorized by Part 10 of "City of Port Alberni Procedures Bylaw No. 4830".

**Introductory Remarks**

Council held a moment of silence in recognition of the National Day of Mourning.

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

The meeting was called to order at 2:01 P.M.

*MOVED AND SECONDED, THAT the agenda be adopted with the following additions:*

- *D.1 – 5170 Argyle Street [Port Pub] Update*
- *L.4 - Tseshaht Lightning Open Basketball Tournament 2025*
- *L.5 - Short Term Rental Requirements*
- *L.6 - Tree Protection and Regulation Bylaw*
- *L.7 - Volunteer Policy and Handbook*
- *L.8 - Cathedral Grove*
- *L.9 - Vancouver Filipino Community*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special and Regular meetings of April 14, 2025 and the Special meeting of Council of April 22, 2025 be adopted, as circulated.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**1. 5170 Argyle Street [Port Pub] Update**

Administration provided Council with an update on the status of the remediation work at 5170 Argyle Street [Port Pub].

**E. STAFF REPORTS**

**1. Quarterly Departmental Reports**

*MOVED AND SECONDED, THAT Council receive the Quarterly Reports from the Development Services, Economic Development, Finance, Human Resources, and Parks, Recreation and Culture departments for the period January 1, 2025 – March 31, 2025 as information.*

**CARRIED | Res. No. 25-211**

**2. Q1 Nuisance Abatement Working Group Report**

*MOVED AND SECONDED, THAT Council receive the report 'Nuisance Abatement Working Group – Quarterly Report' for the period January 1, 2025 – March 31, 2025 as information.*

**CARRIED | Res. No. 25-212**

**F. BYLAWS**

**1. "Animal Control and Pound Bylaw No. 5126, 2025"**

*MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5126, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5126.*

**CARRIED | Res. No. 25-213**

**2. "Cemetery Management Bylaw No. 5127, 2025"**

*MOVED AND SECONDED, THAT "Cemetery Management Bylaw No. 5127, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5127.*

**CARRIED | Res. No. 25-214**

**3. "Fees & Charges Bylaw No. 5125, 2025"**

*MOVED AND SECONDED, THAT "Fees & Charges Bylaw No. 5125, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5125.*

**CARRIED | Res. No. 25-215**

**4. "Tax Rates Bylaw No. 5124, 2025"**

*MOVED AND SECONDED, THAT "Tax Rates Bylaw No. 5124, 2025" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5124.*

**CARRIED | Res. No. 25-216**

5. **“Bylaw Notice Enforcement Bylaw No. 5128, 2025”**

*MOVED AND SECONDED, THAT “Bylaw Notice Enforcement Bylaw No. 5128, 2025” be now introduced and read a first time.*

**CARRIED | Res. No. 25-217**

*MOVED AND SECONDED, THAT “Bylaw Notice Enforcement Bylaw No. 5128, 2025” be read a second time.*

**CARRIED | Res. No. 25-218**

*MOVED AND SECONDED, THAT “Bylaw Notice Enforcement Bylaw No. 5128, 2025” be read a third time.*

**CARRIED | Res. No. 25-219**

**G. CORRESPONDENCE FOR ACTION**

1. **2025 ADSS Prom Committee | Use of City Streets**

*MOVED AND SECONDED, THAT Council authorize the 2025 ADSS Prom Committee access to City streets on Saturday, June 21, 2025 from 5:15 to 6:45 pm for the purpose of a prom parade from Burde St. to 10<sup>th</sup> Ave. through to Roger St., ending at the Athletic Hall [3727 Roger St.] subject to:*

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

**CARRIED | Res. No. 25-220**

**H. PROCLAMATIONS**

1. **MS Canada | MS Awareness Month**

*MOVED AND SECONDED, THAT Council on behalf of MS Canada declare the month of May 2025 as ‘MS Awareness Month’ in Port Alberni.*

**CARRIED | Res. No. 25-221**

2. **Falun Dafa Association of Canada | Falun Dafa Day**

*MOVED AND SECONDED, THAT Council receive the letter from the Falun Dafa Association of Canada as information.*

**CARRIED | Res. No. 25-222**

3. **Vancouver Island Economic Alliance (VIEA) | Island Good Days**

*MOVED AND SECONDED, THAT Council on behalf of the Vancouver Island Economic Alliance proclaim May 30, 2025 to June 6, 2025 as ‘Island Good Days’ in Port Alberni.*

**CARRIED | Res. No. 25-223**

4. **Pacific Salmon Foundation | Wild Salmon Day**

*MOVED AND SECONDED, THAT Council on behalf of the Pacific Salmon Foundation proclaim June 1, 2025 as ‘Wild Salmon Day’ in Port Alberni.*

**CARRIED | Res. No. 25-224**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. AVICC | 2025 AVICC AGM & Convention - Resolutions Disposition & Draft Minutes
- b. ACRD | Emergency Support Services Receive Provincial Funding
- c. Canadian Union of Public Employees (CUPE) 118 | National Day of Mourning

*MOVED AND SECONDED, THAT Council receive the Council Correspondence Summary as information.*

**CARRIED | Res. No. 25-225**

**J. REPORT FROM IN-CAMERA**

1. That Council release for public consumption notice of its intent to extend the Railway Operation and Maintenance Agreement with the Western Vancouver Island Industrial Heritage Society for a period of 5 years to include an annual City grant of \$60,000 + CPI for the duration of the agreement for the cost of operating insurance and miscellaneous operating expenses.

**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 as information.*

**CARRIED | Res. No. 25-226**

**L. NEW BUSINESS**

1. **Alberni Valley Community Forest Corporation | Resolutions of Shareholder**

*MOVED AND SECONDED, THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in writing as presented.*

**CARRIED | Res. No. 25-227**

2. **Multiplex Chiller Failure**

*MOVED AND SECONDED, THAT Council direct Administration to proceed with renting a plate and frame chiller and installing ice at the Multiplex for the period of June 2025 – May 2026 at the cost of \$285,000.*

**CARRIED | Res. No. 25-228**

*MOVED AND SECONDED, THAT Council direct Administration to begin the process of replacing the current shell and tube chiller with a plate and frame chiller, with installation of the unit to occur in spring 2026 in time for summer 2026 ice operations.*

**CARRIED | Res. No. 25-229**

Councillor Dame left the meeting at 3:48 p.m. and returned to the meeting at 3:51 p.m.

3. **BCCFA 2025 Conference & AGM | Authorize Council Registration**

*MOVED AND SECONDED, THAT Council authorize Councillor Verbrugge to participate in the BC Community Forest Association (BCCFA) 2025 Conference and AGM, taking place May 26-28, 2025 in Nanaimo, BC, with authorization to include reimbursement of travel and accommodation expenses incurred as per Travel Policy No. 3009-2.*

**CARRIED | Res. No. 25-230**



4. **Tseshaht Lightning Open Basketball Tournament 2025**  
*MOVED AND SECONDED, THAT Council contribute a combination of \$5,000 in kind or in cash from the Reconciliation Fund to the 2025 Tseshaht Lightning Open Basketball Tournament taking place May 16 – 19, 2025, and direct Administration to work with Tseshaht Lightning representatives to determine the best use of funds.*  
**CARRIED | Res. No. 25-231**
5. **Short Term Rental Requirements**  
*MOVED AND SECONDED, THAT Council direct Administration to provide an overview of short-term rental requirements in the City.*  
**CARRIED | Res. No. 25-232**
6. **Tree Protection and Regulation Bylaw**  
*MOVED AND SECONDED, THAT Council direct Administration to research, draft and introduce a Tree Protection and Regulation Bylaw.*  
**CARRIED | Res. No. 25-233**
7. **Volunteer Policy and Handbook**  
*MOVED AND SECONDED, THAT Council approve Volunteer Policy No. 3002-8 and the associated Volunteer Handbook.*  
**CARRIED | Res. No. 25-234**
8. **Cathedral Grove**  
*MOVED AND SECONDED, THAT Council direct Administration to prepare a letter to the Ministry of Transportation and Transit requesting their attendance at a Regular meeting to provide a delegation regarding traffic safety plans in Cathedral Grove.*  
**CARRIED | Res. No. 25-235**
9. **Vancouver Filipino Community**  
*MOVED AND SECONDED, THAT Council direct Administration to prepare a letter to the City of Vancouver offering condolences regarding the recent tragedy in the Vancouver Filipino community.*  
**CARRIED | Res. No. 25-236**

**M. QUESTION PERIOD**

**J. Leskosek**

Inquired about the purchase of a chiller for the Multiplex ice production.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 4:06 P.M.*

**CARRIED**

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Mayor

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Corporate Officer



# The City of Port Alberni

Presentation to Mayor and Council

Presented by Cory Vanderhorst

May 12, 2025



Wherever business takes you

MNP.ca



# Topics

- Financial statement highlights
- Draft audit report
- Audit findings report
- Auditor independence
- Financial analysis

# Financial Statement Highlights

The following figures are presented on a consolidated basis and include:

- Operating funds
- Capital funds
- Reserve funds

# Financial Statement Highlights

## Statement of Financial Position

		2024		2023
Cash and investments	\$	32,940,697	\$	36,070,640
Total financial assets	\$	47,664,721	\$	48,459,037
Debt	\$	20,327,655	\$	21,003,293
Total liabilities	\$	61,611,039	\$	82,541,142
Net debt	\$	(13,946,318)	\$	(34,082,105)
Tangible capital assets	\$	185,183,547	\$	200,747,291
Accumulated surplus	\$	172,558,134	\$	167,846,964

# Financial Statement Highlights

Statement of Operations						
		2024		2023		2024 Budget
Total revenue	\$	58,988,795	\$	59,020,391	\$	47,274,385
Total expenses	\$	54,277,629	\$	51,403,571	\$	42,964,773
Annual surplus	\$	4,711,168	\$	7,616,820	\$	4,309,613

# Financial Statement Highlights

## Statement of Cash Flows

		2024		2023
Provided by operations	\$	9,989,229	\$	13,551,745
Capital purchases (net of proceeds on disposal)	\$	(12,892,957)	\$	(16,432,538)
Dividend from Community Forest	\$	300,000	\$	300,000
Cash (to)/from investments	\$	5,992,149	\$	(11,859,852)
Debt repayment	\$	(526,214)	\$	(364,249)
Debt proceeds	\$	-	\$	8,500,000
Net cash inflow (outflow)	\$	2,862,207	\$	(6,304,894)

# Financial Statement Highlights

## Composition of accumulated surplus

		2024		2023
Operating fund	\$	(5,876,436)	\$	955,532
Capital fund	\$	(1,590,834)	\$	(6,800,722)
Equity in tangible capital assets	\$	144,053,875	\$	137,162,046
Reserves	\$	35,971,528	\$	36,566,108
Total accumulated surplus	\$	172,558,134	\$	167,846,964



# Draft audit report

- Unmodified opinion
- We will sign the report after:
  - Mayor and Council approval

# Auditor Findings Report

## Auditor responsibilities

- Examining controls in place to ensure accurate reporting of financial results
- Sampling transactions throughout the year to form an audit opinion
- Auditors do NOT look at every transaction to form an audit opinion
- Materiality \$2,650,000
- Engagement status:
  - We did not find:
    - Irregularities materially impacting the statements
    - Evidence of conflicts of interest, unusual related party transactions, or illegal or questionable payments

# Auditor Findings Report

We would like to formally acknowledge the excellent cooperation and assistance from management and staff

# Auditor Independence

We confirm that MNP LLP is independent with respect to the City of Port Alberni within the meaning of the Code of Professional Conduct of CPA British Columbia as of May 12, 2025

# Conclusion

Thank you

We would like to take this opportunity to answer any questions you have regarding the matters presented.

Presenter: Cory Vanderhorst









Consolidated Financial Statements of

# **CITY OF PORT ALBERNI**

Year Ended December 31, 2024

## Independent Auditor's Report

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To Mayor and Council of the City of Port Alberni:

### Opinion

We have audited the consolidated financial statements of the City of Port Alberni (the "City"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, financial position, change in net debt and cash flows and related schedules 1 to 4 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2024, and the results of its consolidated operations, changes in its net debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Matter

Our audit was performed for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information, including schedules 5 to 11, have been presented for purposes of additional analysis. We do not express an audit opinion on schedules 5 to 11 because our examination did not extend to the detailed information therein.

### Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the City as a basis for forming an opinion on the consolidated financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

May 12, 2025

Chartered Professional Accountants

**CITY OF PORT ALBERNI  
CONSOLIDATED FINANCIAL STATEMENTS  
For the Year Ended December 31, 2024**

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Independent Auditor's Report	
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**CITY OF PORT ALBERNI  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
As at December 31, 2024**

	2024	2023
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 4,669,223	\$ 1,807,017
Investments (Note 2)	28,271,474	34,263,623
Accounts receivable (Note 3)	12,745,092	9,933,228
Inventory for resale	44,575	50,570
Investment in government business enterprise (Note 4)	1,934,357	2,404,599
	<b>47,664,721</b>	<b>48,459,037</b>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 5)	11,696,300	9,792,923
Deferred revenue (Note 7)	7,504,424	7,155,985
Refundable deposits	1,280,652	1,970,988
Long-term debt (Note 11, Schedule 3)	20,327,655	21,003,293
Asset Retirement Obligations (Note 12)	20,802,008	42,617,953
	<b>61,611,039</b>	<b>82,541,142</b>
<b>NET DEBT</b>	<b>(13,946,318)</b>	<b>(34,082,105)</b>
<b>Commitments and Contingencies (Note 18)</b>		
<b>NON-FINANCIAL ASSETS</b>		
Inventory of supplies	962,060	883,822
Prepaid expenses	358,845	297,956
Tangible capital assets (Note 15, Schedule 1)	185,183,547	200,747,291
	<b>186,504,452</b>	<b>201,929,069</b>
<b>ACCUMULATED SURPLUS (NOTE 16)</b>	<b>\$ 172,558,134</b>	<b>\$ 167,846,964</b>

Approved on behalf of the City

\_\_\_\_\_  
Andrew McGifford  
Director of Finance

The accompanying notes are an integral part of these consolidated financial statements

**CITY OF PORT ALBERNI**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**For the Year Ended December 31, 2024**

	Budget (Note 20)	2024	2023
<b>REVENUE</b>			
Taxation (Schedule 4)	\$ 31,218,075	\$ 30,936,748	\$ 27,873,962
Sale of services	12,107,858	14,345,968	13,889,841
Other revenue from own sources	1,692,005	1,960,921	1,261,637
Investment income	710,000	1,915,921	1,782,059
Grants and transfers (Note 17)	1,546,447	7,069,153	14,346,216
Recognition of developer contributions	-	632,716	-
Gain (loss) on disposal of tangible capital assets	-	2,247,610	(96,709)
Loss from investment in government business (Note 4)	-	(170,242)	(36,615)
	47,274,385	58,988,795	59,020,391
<b>EXPENSES</b>			
General government services	\$ 6,458,461	\$ 5,212,901	\$ 4,722,610
Protective services	14,858,714	16,580,784	15,073,926
Transportation services	6,497,624	8,087,985	8,012,334
Environmental health services	1,573,387	1,558,797	1,337,703
Environmental and economic development	1,730,047	2,026,603	1,589,825
Recreation and cultural services	7,850,310	9,888,300	9,167,954
Water utility	2,146,469	2,769,291	2,843,718
Sewer utility	1,849,760	8,134,714	8,655,501
Other	-	18,254	-
	42,964,773	54,277,629	51,403,571
<b>ANNUAL SURPLUS</b>	4,309,613	4,711,168	7,616,820
Accumulated surplus, beginning of year	167,846,964	167,846,964	160,230,144
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	\$ 172,156,577	\$ 172,558,134	\$ 167,846,964

The accompanying notes are an integral part of these consolidated financial statements

**CITY OF PORT ALBERNI  
CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT  
As at December 31, 2024**

	<b>Budget (Note 19)</b>	<b>2024</b>	<b>2023</b>
<b>ANNUAL SURPLUS</b>	\$ 4,309,613	\$ 4,711,168	\$ 7,616,820
Aquisition of Tangible Capital Assets	(8,479,289)	(12,939,457)	(16,432,538)
Developer Contributed Assets	-	(682,716)	-
Amortization	-	8,979,023	9,082,957
Accretion	-	592,061	1,520,017
Gain disposal of tangible capital assets	-	(2,247,610)	96,709
Loss (Gain) from sale of tangible capital assets	-	46,500	-
Change in Tangible Capital Assets due to Asset Retirement Obligations	-	21,815,945	(42,617,953)
	(4,169,676)	20,274,914	(40,733,988)
Acquisition of supply inventory	-	(962,060)	(883,822)
Acquisition of prepaid expenses	-	(358,845)	(297,956)
Consumption of inventory of supplies	-	883,822	648,291
Use of prepaid expenses	-	297,956	237,277
	-	(139,127)	(296,210)
<b>CHANGE IN NET DEBT</b>	(4,169,676)	20,135,787	(41,030,198)
Net financial assets, (net debt) beginning of year	(34,082,105)	(34,082,105)	6,948,091
<b>NET DEBT - END OF YEAR</b>	\$ (38,251,781)	\$ (13,946,318)	\$ (34,082,105)

*The accompanying notes are an integral part of these consolidated financial statements*

**CITY OF PORT ALBERNI**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**As at December 31, 2024**

	2024	2023
Cash provided by (used in):		
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 4,711,168	\$ 7,616,821
Non-cash items		
Developer Contributed Assets	(682,716)	-
Amortization	8,979,023	9,082,957
Accretion	592,051	1,520,017
(Loss) gain on disposal of tangible capital assets	(2,247,610)	96,709
Income (loss) from investment in government business enterprise	170,242	36,615
Actuarial adjustment	(149,424)	(132,296)
Inventory of supplies	(78,238)	(235,531)
Prepaid expenses	(60,889)	(60,679)
Changes in working capital balances		
Accounts receivable	(2,811,864)	(3,403,897)
Inventory for resale	5,995	(2,506)
Accounts payable and accrued liabilities	1,903,377	(1,915,172)
Deferred revenue	348,439	228,471
Refundable deposits	(690,336)	720,236
	<b>9,989,229</b>	<b>13,551,745</b>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(12,939,457)	(16,432,538)
Proceeds from sale of tangible capital assets	46,500	-
	<b>(12,892,957)</b>	<b>(16,432,538)</b>
<b>INVESTING ACTIVITIES</b>		
Dividend from government business enterprise	300,000	300,000
Change in Investments	5,992,149	(11,859,852)
	<b>6,292,149</b>	<b>(11,559,852)</b>
<b>FINANCING ACTIVITIES</b>		
Repayment of long-term debt	(526,214)	(364,249)
Proceeds from long-term debt	-	8,500,000
	<b>(526,214)</b>	<b>8,135,751</b>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>2,862,207</b>	<b>(6,304,894)</b>
Cash and Cash Equivalents - Beginning of Year	1,807,017	8,111,910
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 4,669,223</b>	<b>\$ 1,807,017</b>

The accompanying notes are an integral part of these consolidated financial statements

## **1. Significant Accounting Policies**

The City of Port Alberni (the "City") is a municipality in the Province of British Columbia and operates under the provisions of the Community Charter. The activities of the City are carried out through the following funds: General Revenue Fund, General Capital Fund, Reserve Funds, Water Revenue Fund, Water Capital Fund, Sewer Revenue Fund, and Sewer Capital Fund.

The consolidated financial statements of the City are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies are as follows:

### **a) Reporting entity**

The consolidated financial statements reflect the assets, liabilities, revenues, expenses, and accumulated surplus of the City. Inter-departmental balances and transactions have been eliminated.

The City's business partnership, the Alberni Valley Community Forest Corporation, which is owned and controlled by the City but not dependent on the City for their continuing operations, are included in the consolidated financial statements using the modified equity method.

Under the modified equity method, the accounting policies for the wholly owned subsidiary are not adjusted to conform to those of the City. The Alberni Valley Community Forest Corporation reports under International Financial Reporting Standards. The City's investment in this entity is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post acquisition losses and distributions received.

The City administers certain trusts on behalf of external parties which are excluded from the financial statements.

### **b) Basis of presentation**

The City practices fund accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds currently in use are:

#### ***General Revenue Fund***

Account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the City's operating fund including collection of taxation, administering operations, roads, policing, fire protection etc.

#### ***Capital Funds***

Account for all capital assets and unfunded work-in-progress of the City and offset by long-term debt and investment in capital assets.

**1. Significant Accounting Policies (continued)**

***Basis of presentation (continued)***

*Reserve Funds*

Account for activities within designated funds established for specific purposes with the approval of the Ministry of Housing and Municipal Affairs. The funds are governed by bylaws defining their purpose and are funded primarily by budgetary contributions from the General Revenue Fund plus interest earned on the fund balances.

*Water and Sewer Funds*

Account for operations that are financed and operated in a manner similar to private business operations, where the intent is that costs of providing the services on a continuing basis be financed through user charges.

**c) Basis of accounting**

The City follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

**d) Revenue recognition**

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated. Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for tangible capital assets acquisitions are recorded as deferred capital revenue and amortized over the useful life of the related assets when recognized.

Donated and contributed tangible capital assets are recorded at fair market value and amortized over the useful life of the assets. Revenue from transactions with performance obligations is recognized when (or as) the performance obligation is satisfied (by providing the promised goods or services to a payor). Revenue from transactions with no performance obligations is recognized when:

- (i) has the authority to claim or retain an inflow of economic resources; and
- (ii) identifies a past transaction or event that gives rise to an asset.

Income from investments in government business enterprises is recorded using the modified equity method based on the annual earnings from the government business enterprise for the year.



**1. Significant Accounting Policies (continued)**

**e) Government transfers**

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**f) Deferred revenue**

Deferred revenue includes non-government grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services obligations are performed, or the tangible capital assets are acquired. Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

**g) Investment income**

Investment income is reported as revenue in the period earned. When required by the funding government or related act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance. Investment income is allocated to various reserves and operating funds on a proportionate basis.

**h) Financial Instruments**

The City recognizes its financial instruments when the City becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value. At initial recognition, the City may irrevocably elect to subsequently measure any financial instrument at fair value. The City has not made such an election during the year.

The City subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. The City has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses).

Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method. Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

**1. Significant Accounting Policies (continued)**

**i) Cash equivalents**

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

**j) Debt**

Debt is recorded net of principal repayments and actuarial adjustments.

**k) Employee future benefits**

The City and its employees participate in a Municipal Pension Plan. The Plan is a multi-employer contributory defined benefit pension plan. Payments in the year are expensed. Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefit costs as employees earn the future benefits.

**l) Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

**m) Use of estimates**

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accounts receivable, inventory, accrued liabilities, performing calculations of employee future benefits, estimating the useful lives of tangible capital assets, and estimating asset retirement obligations. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the City is responsible for. Developer contributions of tangible capital assets are recorded at the City's best estimate of fair value on the date of contribution, calculated using engineering plans and standardized item cost estimates. Actual results could differ from these estimates.

**n) Refundable deposits**

Receipts restricted by third parties are deferred and reported as refundable deposits under certain circumstances. Refundable deposits are returned when the third party meets their obligations, or the deposits are recognized as revenue when qualifying expenditures are incurred.

**1. Significant Accounting Policies (continued)**

**o) *Liability for contaminated sites***

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to re-mediate the contaminated site when contamination exceeding an environmental standard exists, the City is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2024.

At each financial reporting date, the City reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The City continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

**p) *Inventory of Supplies***

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost, using the first in, first out method.

**q) *Reserve accounts***

Reserves for future expenditures are non-statutory reserves, which represent an allocation of revenue for specific purposes.

**r) *Asset retirement obligation***

An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset that the City will be required to settle. The City recognizes asset retirement obligations when there is a legal obligation to incur retirements costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

Asset retirement obligations are initially measured at the best estimate of the amount required to retire a tangible capital asset at the financial statement date. The estimate of a liability includes costs directly attributable to asset retirement activities.

Asset retirement obligations are recorded as liabilities with a corresponding increase to the carrying amount of the related tangible capital asset. Subsequently, the asset retirement costs are allocated to expenses over the useful life of the tangible capital asset. The obligation is adjusted to reflect period-to-period changes in the liability resulting from the passage of time and for revisions to either the timing or the amount of the original estimate of the undiscounted cash flows or the discount rate.

**s) Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition, construction, or interest from financing of the tangible capital asset. Contributed tangible capital assets are recorded as revenue at fair value at the time of contribution.

The useful life is applied straight line to calculate amortization at the following estimated useful lives:

Asset	Useful life - years
Land improvements	10 to 20 years
Buildings, including building components	25 to 40 years
Machinery and equipment	5 to 30 years
Engineering structures	30 to 75 years
Storm systems	45 to 75 years
Transportation systems	15 to 60 years
Water systems	8 to 75 years
Sewer systems	8 to 75 years

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue. The City has capitalized interest costs associated with the construction of tangible capital assets, during the period of construction only. Natural resources that have not been purchased are not recognized as assets in the financial statements. Works of art and cultural and historic assets are not recorded as assets in these financial statements.

**2. Investments**

Investments include funds invested in Guaranteed Investment Certificates and Money Market Funds with Raymond James, The Municipal Finance Authority of B.C., and Canaccord Genuity. The investments are carried at market value which is equal to the carrying value. The investments have various maturity dates between 90 and 365 days with a range of interest rates between 2.90% and 4.95%.

**3. Accounts Receivable**

	2024	2023
Property taxes	\$ 2,196,970	\$ 1,412,629
Federal government	160,034	311,974
General	10,388,088	8,208,625
	<b>\$ 12,745,092</b>	<b>\$ 9,933,228</b>

#### 4. Investment in government business enterprise

The investment in the Alberni Valley Community Forest Corporation (AVCFC) is reported as a government business enterprise (GBE) and accounted for using the modified equity method. Under this method, the government business' accounting principles are not adjusted to conform with those of the City and inter-corporate transactions are not eliminated. The City owns 100% of the issued and outstanding shares.

In the prior and current year, the AVCFC financial statements were prepared under International Financial Reporting Standards (IFRS). The following table provides condensed supplementary financial information for the corporation at December 31, 2024.

	2024	2023
<b>Investment in Government Business Enterprise</b>		
Financial Assets	\$ 2,268,907	\$ 3,057,742
Liabilities	325,807	644,399
Equity	1,943,100	2,413,343
	<b>2,268,907</b>	<b>3,057,742</b>
<b>Operations</b>		
Revenue	265,735	1,423,792
Expenses	435,977	1,460,407
Net loss	\$ (170,242)	\$ (36,615)
	2024	2023
AVCFC shares	\$ 1	\$ 1
Accumulated earnings to date	1,934,356	2,404,598
	<b>\$ 1,934,357</b>	<b>\$ 2,404,599</b>

During the year the City received a dividend from AVCFC of \$300,000 ( 2023 - \$300,000)

**5. Accounts payable and accrued liabilities**

	2024	2023
Other local governments	\$ 882	\$ 53,070
Trade accounts	7,794,205	6,691,718
Salaries and wages	1,546,552	780,869
Accrued debenture interest	120,715	107,199
Accrued employee benefits (Note 7)	2,233,946	2,160,066
	<b>\$ 11,696,300</b>	<b>\$ 9,792,923</b>

**6. Employee future benefits**

The City provides benefits for sick leave, vacation pay and certain retirement benefit arrangements to its employees.

**a) Retirement benefit payments**

The City provides retirement benefits to qualifying employees who cease employment with the City after a specified length of service. Retirement benefits are estimated for individual employees as per the appropriate collective agreement, based on estimated salary costs at the time of anticipated retirements, and discounting expected pay-outs over estimated years of service.

	2024	2023
Benefit liability – beginning of year	\$ 912,500	\$ 881,200
Add: current service costs	94,300	100,000
Interest on accrued benefit obligations	37,500	26,300
Amortization of actuarial loss	5,100	14,100
Adjustment for Change in discount rates	-	26,400
Less: Benefits paid	(134,900)	(135,500)
Benefit liability – end of year	914,500	912,500
Unamortized actuarial loss	(8,000)	(2,900)
Accrued benefit obligation – end of year	<b>\$ 906,500</b>	<b>\$ 909,600</b>

The retirement liability requires no contribution from the employees.

**b) Accrued vacation liability**

	2024	2023
Accrued vacation payable - end of year	<b>\$ 1,250,466</b>	<b>\$ 1,110,198</b>

## 6. Employee future benefits (continued)

### c) **Accumulated sick leave liability**

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by the appropriate collective agreement. Sick leave for management employees does not accumulate. At December 31, 2024, this liability is estimated at \$139,790 (2023 - \$140,268).

### d) **Employee benefit obligations**

Accrued Benefit Obligation assumptions were reviewed for the 2024 year end and updated based on current market conditions. Accumulated sick leave liability is segregated from the accrued benefit obligation liability for statement presentation.

	2024	2023
Accrued benefit obligation	\$ 906,500	\$ 909,600
Accrued vacation payable	1,187,656	1,110,198
Accumulated sick leave liability	139,790	140,268
<b>Total employee benefit obligations</b>	<b>\$ 2,233,946</b>	<b>\$ 2,160,066</b>

## 7. Deferred revenue

Capital grants are restricted to spending on capital project expenses. Other deferred revenue is not restricted.

	2024	2023
Opening Balance	\$ 681,353	\$ 837,477
Capital grants, receipts	860,822	5,791,771
Capital projects recognized into revenue	(1,524,004)	(5,947,895)
<b>Capital grants, ending balance</b>	<b>18,171</b>	<b>681,353</b>
Property taxes	2,327,885	2,126,976
Other	1,522,470	1,101,061
Development cost charges	3,635,898	3,246,595
	<b>\$ 7,504,424</b>	<b>\$ 7,155,985</b>

### **Development cost charges (DCCs)**

Opening Balances	\$ 3,246,595	\$ 3,177,801
Add: DCCs received during the year	322,508	(16,429)
Add: Interest	66,796	85,222
	<b>\$ 3,635,898</b>	<b>\$ 3,246,595</b>

## 8. Community Building Fund

Canada's Community Building funding is provided by the Federal government. The use of funding is established by a funding agreement between the City and the Union of British Columbia Municipalities (UBCM). These funds may be used towards designated infrastructure projects that help communities build and revitalize public infrastructure supporting economic growth and a clean environment. These funds are held in the Community Building Fund Reserve (see Note 16).

	2024	2023
<b>Canada's Community Building Fund</b>		
Opening Balance	\$ 3,237,726	\$ 3,115,328
Add: Funding received during the year	894,814	872,264
Less: Amount recognized as revenue	(376,514)	(852,924)
Add: Interest	126,862	103,058
	<b>\$ 3,882,888</b>	<b>\$ 3,237,726</b>

## 9. Local Housing Initiatives Grant

The Local Government Housing Initiatives program provides grant based funding to help facilitate implementation and support local governments to meet new legislative requirements for residential development, transit-oriented areas, and to adopt new authorities for development financing.

The grant funding will support local governments in creating Local Government Housing Initiative requirements for small-scale multi-unit housing. These funds are being held in Projects & Purchases Reserve (see Note 16).

	2024
<b>Local Government Housing Initiative Grant</b>	
Received	\$ 237,804
Interim Housing Needs Report	(18,133)
Official Community Plan Framework & Engagement	(176,207)
Zoning Bylaw Consolidation Planning	(7,686)
Closing balance of unspent funds	<b>\$ 35,778</b>

## 10. Financial Instruments

The City as part of its operations carries a number of financial instruments. It is management's position that the City is not exposed to significant interest, currency, or credit risks arising from these financial instruments unless otherwise disclosed.



## 11. Debt

### Debt Reserve Fund

The Alberni-Clayoquot Regional District (ACRD) obtains long-term debt, on behalf of the City, through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under the authority of the Local Government Act, to finance certain capital expenditures.

The MFA is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of a debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts.

It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund. The loan agreements with the ACRD and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the City.

As a condition of the loan agreements, the City is obligated to provide security by way of demand notes and interest-bearing cash deposits (sinking fund balances) based on the amount of the debt. If the debt is repaid without default, the deposits are refunded to the City. The demand notes are held by the MFA and upon maturity of the debt, the demand notes are released. As of December 31, 2024, there are contingent demand notes of \$430,810 (2023 - \$430,810) that are not recorded in the City's financial statements.

### Long-term Debt

All debenture debt is owed to the MFA and is reported at gross amount. The City has no debt assumed by others on its behalf and has assumed no debt for others. MFA Debenture debt by Bylaw is detailed on Schedule 3. Principal payments on long-term debt as of December 31, 2024, for the next 5 years are as follows:

Long Term Debt	
2025	526,214
2026	526,214
2027	526,214
2028	526,214
2029	526,214
<b>Total \$</b>	<b>2,631,070</b>

Scheduled long-term debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was \$526,214 (2023 - \$364,249). Total interest expense during the year was \$729,507 (2023 - \$553,132). Included in revenue is \$149,424 (2023 - \$132,296) of actuarial adjustments on the City's annual debt principal repayments invested by MFA. This annual investment income results in a reduction in the overall cost of borrowing.

## 12. Asset Retirement Obligations

The City owns and operates tangible capital assets that are known to have asbestos and lead paint, which represent a health hazard upon demolition or renovation of the assets. There is a legal obligation to remove and dispose of the hazardous materials. The City is also obligated under the Environmental Management Act to decommission and restore waste water lagoons. Following the adoption of Public Accounting Standard PS 3280 Asset Retirement Obligations, the City recognized an obligation relating to the removal of the hazardous materials in assets and decommissioning and restoration of waste water lagoons as estimated at January 1, 2023. The transition and recognition of asset retirement obligations involved an accompanying increase to the buildings and waste water infrastructure tangible capital assets. The increase in tangible capital assets is amortized on a straight-line basis over the remaining expected useful life of the related assets.

Estimated costs totaling \$21,591,613 have been discounted using a present value calculation with a discount rate of 3.7%. The timing of these expenditures is estimated to occur between 2025 and 2053 with the regular replacement, renovation, or disposal of assets. No recoveries are expected at this time.

	2024	2023
Opening Asset Retirement Obligation	\$ 42,617,953	\$ -
Initial Recognition of Expected Discounted Cashflows	-	41,097,936
Increase due to accretion	592,061	1,520,017
Disposal of Assets	(149,566)	-
Decrease due to Revision of Estimates - Sewer Lagoons	(22,258,440)	-
Closing Asset Retirement Obligation	\$ 20,802,008	\$ 42,617,953

## 13. Trust Funds

The City operates a cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Internment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. As at December 31, 2024, the balance of funds held in trust was \$163,228 (2023 - \$153,915).

## 14. Municipal Pension Plan

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

#### 14. Municipal Pension Plan (continued)

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3.761 million funding surplus for basic pension benefits on a going concern basis.

The City of Port Alberni paid \$1,533,232 (2023 - \$1,405,041) for employer contributions while employees contributed \$1,581,339 (2023 - \$1,228,428) to the plan in fiscal 2024.

The next valuation will be as at December 31, 2024, with results available in 2025. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

#### 15. Tangible capital assets

Tangible Capital Assets are stated at their net book value.

	2024	2023
Land	\$ 10,133,430	\$ 10,282,996
Land improvements	11,286,499	4,194,702
Buildings	24,230,036	18,192,201
Machinery and equipment	9,465,365	7,032,128
Engineering structures	2,856,622	2,897,147
Storm Drains	17,049,079	16,551,437
Transportation	8,096,122	8,084,425
Wate	25,094,945	25,585,483
Sewe	71,857,659	96,002,396
Leased asset	68,889	68,889
	<b>180,138,646</b>	<b>188,891,804</b>
Work-in-progress: Assets under construction not being amortized	5,044,901	11,855,487
	<b>\$ 185,183,547</b>	<b>\$ 200,747,291</b>

For more information on additions, disposals, and amortization, refer to Schedule of Tangible Capital Assets (Schedule 1). No Interest was capitalized in 2024 or the prior year (2023). No amortization has been recorded on work in progress assets not in use in 2024.

**16. Accumulated surplus**

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2024	2023
<b>Operations</b>		
General	\$ 8,412,277	\$ 9,466,863
Water	(565,160)	224,039
Sewer	(13,723,553)	(8,735,370)
	<b>\$ (5,876,436)</b>	<b>\$ 955,532</b>
<b>Capital</b>		
General	23,792,164	20,769,750
Water	3,404,580	3,352,967
Sewer	(28,787,578)	(30,923,439)
	<b>(1,590,834)</b>	<b>(6,800,722)</b>
<b>Equity in tangible capital assets</b>		
General	\$ 82,917,646	\$ 74,384,988
Water	24,019,677	23,908,241
Sewer	37,116,552	38,832,817
	<b>\$ 144,053,875</b>	<b>\$ 137,126,046</b>
<b>Reserves</b>		
<b>Reserve funds – statutory</b>		
Parkland acquisition	\$ 362,757	\$ 314,284
Land Sale	1,514,743	991,722
	<b>1,877,500</b>	<b>1,306,006</b>
<b>Reserve funds – restricted</b>		
Equipment replacement	5,157,800	6,622,669
Carbon fund	878,576	549,410
Parks and recreation capital	895,110	2,650,919
Capital works	55,673	289,505
Community Building Fund Reserve (Note 9)	3,882,888	3,237,726
Growing Communities Fund	4,060,617	5,396,338
Aquatic Centre Reserve Fund	61,688	61,688
Alberni Valley Community Forest Corporation reserve	1,051,441	906,152
	<b>16,043,793</b>	<b>19,714,407</b>
<b>Reserve funds – unrestricted</b>		
General fund - project and purchases	2,439,380	2,357,710
Asset Management Reserve	240,751	-
Museum purchases	64,777	61,631
RCMP - contract surplus	1,064,416	1,040,231
McLean Mill project	37,780	334,300
Water fund - projects and purchases	7,413,891	5,402,014
Sewer fund - projects and purchases	6,789,240	6,349,809
	<b>18,050,235</b>	<b>15,545,695</b>

**16. Accumulated surplus (continued)**

	2024	2023
<b>Total reserves</b>	<b>35,971,528</b>	<b>36,566,108</b>
	<b>\$ 172,558,134</b>	<b>\$ 167,846,964</b>

**a) Growing Communities Fund**

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The City of Port Alberni received \$5,269,000 of GCF funding in March 2023. In 2024 \$1,581,339 of grant proceeds were spent, in 2023 no funds were spent.

	2024	2023
Growing Communities opening balance	<b>\$ 5,396,338</b>	\$ -
Funds received	-	5,269,000
Interest Earned	<b>245,618</b>	127,338
Eligible expenses	<b>(1,581,339)</b>	-
Closing balance of unspent funds	<b>\$ 4,060,617</b>	<b>\$ 5,396,338</b>

**17. Grants and Transfers**

	2024	2023
<b>Operating Grants</b>		
Federal	\$ -	\$ 83,290
Provincial	<b>1,896,547</b>	1,662,388
<b>Total Government Operating Grants</b>	<b>1,896,547</b>	1,745,678
Local	<b>296,940</b>	10,500
<b>Capital</b>		
Federal	<b>4,092,991</b>	10,891,508
Federal/Provincial	<b>326,420</b>	1,690,000
	<b>4,419,411</b>	12,581,508
<b>Total Government Grants and Transfers</b>	<b>6,612,898</b>	14,337,686
Other Grants - Non Governmental	<b>456,254</b>	8,530
<b>Total Grants and Transfers</b>	<b>\$ 7,069,153</b>	<b>\$ 14,346,216</b>

## 18. Commitments and Contingencies

### a.) Regional District Debt

Debt issued by the Regional District of Alberni Clayoquot is a direct joint and several liability of the District and each member municipality including the City.

### b) Claims for damages

In the normal course of a year, the City is faced with lawsuits and other claims for damages of a diverse nature. At year end, the City's estimated exposure for such liabilities is not considered to be significant. The City carried general liability insurance with a private insurance carrier in the amount of \$5 million, plus an umbrella policy in the amount of \$45 million. When claims are paid the expense is charge to the General Government expense category.

### c) Commitments

The City entered into a long-term contract with the Royal Canadian Mounted Police for the provision of police services effective April 1, 2012. Under the terms of this contract, the City is responsible for 90% of policing costs. The 2025 estimated cost of this contract is \$7,968,738 (2026 - \$8,310,565)

## 19. Budget

The budget data presented in these consolidated financial statements includes both operating and capital budgets. The City of Port Alberni budget was approved by Council on April 08, 2024, with the adoption of the Five-Year Financial Plan (2024-2028) Bylaw No 5097, 2024. The chart below reconciles the approved budget per the Financial Plan to the budget reported in these consolidated financial statements.

	<b>2024 Budget</b>
Consolidated Budgeted Surplus, per City of Port Alberni Financial Plan Bylaw No. 5075	\$ -
Add	
Acquisition of TCA	8,479,289
Contingency	275,000
Debt repayments	(363,788)
Less	
Transfers to reserves	4,080,888
<b>Consolidated Budgeted Surplus, per City of Port Alberni Statement of Operations</b>	<b>\$ 4,309,613</b>

## **20. Segmented information**

The City of Port Alberni provides a wide range of services to its citizens including police, fire, recreation, roads, sewer and water. For reporting purposes, the City's operations and activities are organized and reported by Fund as described in Note 1. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide are as follows:

### ***General government services***

General government provides internal support services to Council and other departments who provide direct services to its citizens. General government consists of governance, corporate management and program support. Internal departments include Legislative (Council), Chief Administrator's Office, Corporate Services Department, Financial Services, Information Technology, and Human Resources.

### ***Protective services - Police, Fire, and Building Inspection***

The Royal Canadian Mounted Police is Canada's national police service. They are committed to preserving the peace, upholding the law and providing quality service in partnership with Canadian communities and for all Canadian citizens. The mandate of the Port Alberni Fire Department is to provide fire suppression services; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders. Building inspection services are provided in order to assist residents and builders in constructing projects which meet minimum construction standards.

### ***Transportation services***

The Public Works Department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, traffic control and street lighting.

### ***Environmental health services***

The function of environmental health services is to provide for the collection and disposal of solid waste as well as providing cemetery services to the citizens of Port Alberni.

### ***Environmental and economic development***

Environmental development provides services relating to planning, economic development and tourism. The Planning Department develops and administers land use regulations to ensure an orderly and well-planned community. Economic Development includes responsibilities for diversification of the economy through business retention, business attraction and marketing key properties owned by the City.

**20. Segmented information (continued)**

***Recreation and cultural services***

The mission of the Parks, Recreation and Heritage Department is to enrich the quality of life of residents and visitors. The parks, facilities, programs and services are designed and delivered to provide the greatest benefit to the community as a whole. The Museum Department works with the community to collect, document, preserve and present all aspects of the cultural heritage of the Alberni Valley and West Coast of Vancouver Island. Cultural services also contribute towards the information needs of citizens through the provision of library services in partnership with the Vancouver Island Regional Library.

***Water utility***

The Water Department provides for the supply and treatment of safe drinking water to the citizens of Port Alberni.

***Sewer utility***

The Sewer Department provides for the collection and treatment of wastewater. The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in (Note 1). For additional information see Segmented Information (Schedule 2).



**CITY OF PORT ALBERNI**  
**SCHEDULE 1: TANGIBLE CAPITAL ASSETS**  
**As at December 31, 2024**

	ASSETS				ACCUMULATED AMORTIZATION					
	Balance December 31, 2023	Additions 2024	Disposals 2024	Balance December 31, 2024	Balance December 31, 2023	Additions 2024	Disposals 2024	Balance December 31, 2024	NET BOOK VALUE 2024	NET BOOK VALUE 2023
Land	\$ 10,282,997	\$ -	\$ (149,566)	\$ 10,133,430	\$ -	\$ -	\$ -	\$ -	\$ 10,133,430	\$ 10,282,996
Land Improvements	13,139,186	7,482,900	-	20,622,086	8,944,486	391,103	-	9,335,589	11,286,499	4,194,702
Buildings	41,133,311	7,233,072	(17,501)	48,348,882	22,940,721	1,188,625	10,501	24,118,845	24,230,036	18,192,201
Machinery & Equipment	18,534,147	3,615,714	(687,053)	21,462,808	11,502,017	876,476	(381,054)	11,997,442	9,465,368	7,032,129
Engineered Structures	4,271,879	-	-	4,271,879	1,374,732	40,525	-	1,415,257	2,856,622	2,897,147
Storm Drains	26,295,811	873,783	(9,554)	27,160,040	9,744,374	372,702	(6,114)	10,110,962	17,049,078	16,551,437
Transportation	46,292,790	655,184	(287)	46,947,687	38,208,365	643,487	(287)	38,851,565	8,096,122	8,084,425
Water	44,857,250	303,463	(158,269)	45,002,444	19,271,769	794,001	(158,269)	19,907,500	25,094,945	25,585,481
Sewer	113,388,759	238,257	(21,610,075)	92,016,941	17,386,363	4,672,105	(1,899,186)	20,159,282	71,857,659	96,002,397
Lease Assets	1,425,000	-	-	1,425,000	1,356,111	-	-	1,356,111	68,889	68,889
Work in progress	11,855,486	5,044,901	(11,855,486)	5,044,901	-	-	-	-	5,044,901	11,855,487
	<u>\$ 331,476,616</u>	<u>\$ 25,447,274</u>	<u>\$ (34,487,791)</u>	<u>\$ 322,436,099</u>	<u>\$ 130,728,938</u>	<u>\$ 8,979,023</u>	<u>\$ (2,434,409)</u>	<u>\$ 137,252,553</u>	<u>\$ 185,183,548</u>	<u>\$ 200,747,291</u>

CITY OF PORT ALBERNI  
SCHEDULE 2: SEGMENTED INFORMATION  
For the Year Ended December 31, 2024

	General government services	Protective services	Transportation services	Environmental health services	Environmental and economic development	Recreation and cultural services	Water utility	Sewer utility	Other	Consolidated 2024	Budget (Note 20)	Consolidated 2023
<b>Revenues</b>												
Taxation	\$30,936,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$30,936,748	\$31,218,075	\$27,873,962
Sale of services	73,173	589,806	358,582	1,802,856	734,095	1,930,055	3,996,406	3,400,501	1,460,495	14,345,968	12,107,858	13,889,841
Other revenue from own sources	703,187	782,161	-	19,112	223,649	-	44,278	39,110	149,424	1,960,921	1,692,005	1,261,637
Investment income	1,006,531	-	12,094	-	-	-	228,731	250,351	418,213	1,915,921	710,000	1,782,059
Grants and transfers	5,687,740	-	71,400	-	742,504	165,255	-	-	402,253	7,069,153	1,546,447	14,346,216
Recognition of developer contributions	-	-	-	-	-	-	-	-	682,716	682,716	-	-
Gain (loss) on disposal of tangible capital assets	-	-	-	-	-	-	-	-	2,247,610	2,247,610	-	(96,709)
Loss from investment in government business	(170,242)	-	-	-	-	-	-	-	-	(170,242)	-	(36,615)
<b>Total Revenues</b>	<b>38,237,137</b>	<b>1,371,967</b>	<b>442,076</b>	<b>1,821,968</b>	<b>1,700,248</b>	<b>2,095,310</b>	<b>4,269,415</b>	<b>3,689,962</b>	<b>5,360,711</b>	<b>58,988,795</b>	<b>47,274,385</b>	<b>59,020,391</b>
<b>Expenses</b>												
Salaries, wages and benefits	3,233,353	7,277,884	2,859,834	427,901	950,467	5,524,321	972,428	438,858	-	21,685,046	21,768,690	19,508,602
Debt Servicing	69,943	83,777	-	-	-	23,746	44,851	654,954	-	877,271	(168,512)	867,266
RCMP Contract	-	7,118,292	-	-	-	-	-	-	-	7,118,292	7,287,407	7,035,396
Grants	10,000	-	-	-	383,314	100,972	-	-	-	494,286	173,500	333,358
Other Contracts	59,869	-	1,126,317	-	13,913	-	-	-	4,118	1,204,217	1,430,165	1,213,073
Goods and services	1,701,368	1,731,458	2,536,665	1,128,713	610,178	2,941,408	957,027	1,706,481	14,135	13,327,433	12,473,521	11,937,258
	5,074,533	16,211,411	6,522,816	1,556,614	1,957,872	8,590,447	1,974,306	2,800,293	18,253	44,706,545	42,964,771	40,800,596
Amortization	271,337	361,516	1,564,142	2,183	68,289	1,245,450	794,001	4,672,105	-	8,979,023	-	9,082,957
Accretion	(132,967)	7,856	1,027	-	443	52,403	984	662,316	-	592,062	-	1,520,017
<b>Total expenses</b>	<b>5,212,901</b>	<b>16,580,784</b>	<b>8,087,985</b>	<b>1,558,797</b>	<b>2,026,603</b>	<b>9,888,300</b>	<b>2,769,291</b>	<b>8,134,714</b>	<b>18,254</b>	<b>54,277,629</b>	<b>42,964,773</b>	<b>51,403,571</b>
<b>Annual surplus (deficit)</b>	<b>\$33,024,234</b>	<b>\$(15,208,816)</b>	<b>\$(7,645,909)</b>	<b>\$ 263,171</b>	<b>\$ (326,356)</b>	<b>\$ (7,792,990)</b>	<b>\$ 1,500,124</b>	<b>\$ (4,444,752)</b>	<b>\$ 5,342,458</b>	<b>\$ 4,711,168</b>	<b>\$ 4,309,613</b>	<b>\$ 7,616,820</b>

CITY OF PORT ALBERNI  
SCHEDULE 2: SEGMENTED INFORMATION  
For the Year Ended December 31, 2024

	General government services	Protective services	Transportation services	Environmental health services	Environmental and economic development	Recreation and cultural services	Water utility	Sewer utility	Other	Consolidated 2023	Budget	Consolidated 2022
<b>Revenues</b>												
Taxation	\$ 27,873,962	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,873,962	\$ 28,792,070	\$ 25,801,595
Sale of services	59,918	374,418	415,227	1,748,651	874,933	1,971,980	4,150,373	3,287,104	,007,237	13,889,841	11,217,673	12,702,238
Other revenue from own sources	533,983	344,647	-	16,729	163,230	-	38,089	32,662	132,296	1,261,637	1,498,057	1,325,297
Investment income	1,007,677	-	7,018	-	-	-	208,696	231,387	327,281	1,782,059	450,000	623,066
Grants and transfers	11,354,201	-	8,530	-	263,489	1,029,995	-	1,680,000	10,000	14,346,216	6,069,314	3,989,808
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	(96,709)	(96,709)	-	(121,662)
(Loss) income from investment in government business	-	-	-	-	(36,615)	-	-	-	-	(36,615)	-	1,840,840
<b>Total Revenues</b>	<b>40,829,741</b>	<b>719,065</b>	<b>430,775</b>	<b>1,765,380</b>	<b>1,265,037</b>	<b>3,001,975</b>	<b>4,397,158</b>	<b>5,231,153</b>	<b>,380,105</b>	<b>59,020,391</b>	<b>48,027,114</b>	<b>46,161,182</b>
<b>Expenses</b>												
Salaries, wages and benefits	2,727,180	6,585,916	2,735,788	402,563	853,828	4,975,747	779,880	447,701	-	19,414,245	19,763,554	17,187,875
Debt Servicing	81,988	83,777	-	-	-	21,372	44,737	541,035	-	772,909	1,309,057	217,453
RCMP Contract	-	7,035,396	-	-	-	-	-	-	-	7,035,396	6,730,009	6,043,880
Grants	-	5,833	-	-	253,163	74,362	-	-	-	333,358	203,500	539,612
Other Contracts	98,889	-	1,078,530	-	35,654	-	-	-	-	1,213,073	2,294,826	1,220,073
Goods and services	1,505,717	999,499	2,589,875	932,957	390,162	2,845,137	1,231,547	1,442,364	-	11,937,258	9,840,019	11,692,369
	4,413,774	14,710,421	6,404,193	1,335,520	1,532,807	7,916,618	2,056,164	2,431,100	-	40,800,596	39,411,990	36,901,261
Amortization	287,493	355,928	1,607,151	2,183	56,591	1,200,802	786,606	4,786,202	-	9,082,956	-	5,615,586
Accretion	21,343	7,576	991	-	427	50,533	949	1,438,198	-	1,520,017	-	-
<b>Total expenses</b>	<b>4,722,610</b>	<b>15,073,926</b>	<b>8,012,334</b>	<b>1,337,703</b>	<b>1,589,825</b>	<b>9,167,954</b>	<b>2,843,718</b>	<b>8,655,501</b>	<b>-</b>	<b>51,403,571</b>	<b>39,411,990</b>	<b>42,516,845</b>
<b>Annual surplus (deficit)</b>	<b>\$ 36,070,516</b>	<b>\$ 14,354,860</b>	<b>\$ (7,581,560)</b>	<b>\$ 427,677</b>	<b>\$ (288,173)</b>	<b>\$ (6,165,978)</b>	<b>\$ 1,553,440</b>	<b>\$ (3,424,347)</b>	<b>\$ 380,105</b>	<b>\$ 7,616,820</b>	<b>\$ 8,615,124</b>	<b>\$ 3,644,337</b>

**CITY OF PORT ALBERNI**  
**SCHEDULE 3: DEBT**  
**As at December 31, 2024**

Security Issuing Bylaw	Purpose	Term in Years	Annual Interest Rate	Maturity Date	Original Issue	Balance Dec 31, 2023	Principal Paid	Actuarial Recognized	Balance Dec 31, 2024	Debt Reserve Cash Dec 31, 2023	Debt Reserve Income & Expenses	Debt Reserve Cash Balance Dec 31, 2024
4575	General	25	1.53%	19-Apr-31	\$ 3,375,064	\$ 1,454,572	\$ 81,042	\$ 76,820	\$ 1,296,710	\$ 56,938	\$ 1,983	\$ 58,921
4807	General	30	3.00%	14-Oct-44	428,300	135,408	7,638	3,233	124,537	5,461	185	5,646
4846	General	20	2.20%	08-Apr-35	912,000	620,091	32,249	10,217	577,625	10,970	388	11,358
					4,715,364	2,210,071	120,929	90,270	1,998,872	73,369	2,556	75,925
4848	Water	30	2.20%	08-Apr-45	2,000,000	1,649,314	38,743	12,274	1,598,297	24,442	851	25,293
4807	Waste Water	30	3.00%	14-Oct-44	5,321,700	4,529,610	94,885	40,166	4,394,559	65,905	2,294	68,199
4939	Waste Water	30	1.99%	09-Apr-50	4,450,000	4,114,298	109,692	6,714	3,997,892	48,400	1,685	50,085
5038	Waste Water	30	4.15%	05-Jun-53	8,500,000	8,500,000	161,965	-	8,338,035	86,646	3,017	89,663
					18,271,700	17,143,908	366,542	46,880	16,730,486	200,951	6,996	207,947
					\$ 24,987,064	\$ 21,003,293	\$ 526,214	\$ 149,424	\$ 20,327,655	\$ 298,761	\$ 10,403	\$ 309,165

**CITY OF PORT ALBERNI**  
**SCHEDULE 4: TAX LEVIES AND GRANTS IN LIEU OF TAXES**  
**For the Year Ended December 31, 2024**

	Budget (Note 20)	2024	2023
<b>Tax Levies</b>			
General Purpose	\$ 30,150,872	\$ 29,831,273	\$ 26,745,407
Off-Street Parking	18,540	18,540	18,000
Utility	816,913	797,087	852,834
	30,986,325	30,646,900	27,616,241
<b>Grants in lieu of taxes</b>	231,750	289,847	257,721
	31,218,075	30,936,748	27,873,962
<b>Total Municipal Taxes</b>			
<b>Collections For Other Governments</b>			
School Districts	7,075,000	7,342,972	7,017,775
Alberni Clayoquot Regional Hospital District	679,233	679,292	682,652
Alberni Clayoquot Regional District	1,807,199	1,853,099	1,770,580
B.C. Assessment	220,000	215,900	214,261
Vancouver Island Regional Library	1,072,702	1,072,702	913,661
Municipal Finance Authority	1,200	1,067	-
	10,855,334	11,165,032	10,598,929
<b>Total Taxes Collected</b>	\$ 42,073,409	\$ 42,101,779	\$ 38,472,891

**CITY OF PORT ALBERNI**  
**SCHEDULE 5: GENERAL GOVERNMENT SERVICES EXPENSES**  
**For the Year Ended December 31, 2024**  
**(UNAUDITED)**

	<b>Budget (Note 20)</b>	<b>2024</b>	<b>2023</b>
Legislative	\$ 323,565	\$ 395,972	\$ 303,893
Cheif Administration Officer	338,984	287,267	263,905
Municipal clerk's office	812,438	753,666	682,093
Legal fees	25,000	49,224	22,796
Financial management	1,112,184	1,159,067	1,011,952
Administration vehicle	12,639	20,749	17,204
External audit	32,960	32,369	39,500
Purchasing	134,015	138,553	142,933
Buildings	143,017	299,599	255,884
Information services	968,488	1,007,805	764,727
Appraisals	-	-	3,661
Personnel	453,789	480,685	367,916
Training and development	267,212	215,659	222,854
Damage claims	21,000	20,028	4,986
Grants and grant funded programs	11,000	10,000	-
Office equipment supplies and printing	671,462	408,216	674,729
Public liability insurance	404,642	414,410	371,126
Other general services	1,197,866	68	87
Administration recoveries	(530,000)	(554,004)	(527,004)
Reconciliation Committee	-	3,623	-
Asset Management Plan	-	-	16,976
Debt servicing	58,200	69,946	82,394
<b>Total</b>	<b>\$ 6,458,461</b>	<b>\$ 5,212,901</b>	<b>\$ 4,722,610</b>

**CITY OF PORT ALBERNI**  
**SCHEDULE 6: PROTECTIVE SERVICES EXPENSES**  
*For the Year Ended December 31, 2024*  
 (UNAUDITED)

	<b>Budget (Note 20)</b>	<b>2024</b>	<b>2023</b>
Police protection	\$ 9,002,628	\$ <b>9,712,157</b>	\$ 9,510,952
Fire protection	4,827,053	<b>5,467,083</b>	4,579,843
Emergency measures	6,401	<b>15,684</b>	7,134
Building and plumbing inspections	288,876	<b>304,074</b>	249,745
Animal pound operations	153,763	<b>169,577</b>	137,778
Bylaw enforcement	496,215	<b>828,331</b>	504,697
Debt servicing	83,777	<b>83,777</b>	83,777
<b>Total</b>	<b>\$ 14,858,714</b>	<b>\$ 16,580,784</b>	<b>\$ 15,073,926</b>

**CITY OF PORT ALBERNI**  
**SCHEDULE 7: TRANSPORTATION SERVICES EXPENSES**  
**For the Year Ended December 31, 2024**  
**(UNAUDITED)**

	<b>Budget (Note 20)</b>	<b>2024</b>	<b>2023</b>
<b>Common Services</b>			
Engineering administration	\$ 841,031	\$ 766,184	\$ 760,357
Engineering consulting services	172,045	515,771	511,348
Public works supervision	390,448	428,091	534,152
Equipment and supplies	55,303	129,469	116,497
Building and yard maintenance	495,411	264,310	263,879
Equipment maintenance	821,458	1,291,245	1,272,217
	2,775,696	3,395,070	3,458,450
<b>Road and Street Maintenance</b>			
Roadway surfaces maintenance	1,441,127	1,908,019	1,826,908
Snow and ice removal	211,751	182,011	194,737
Parking	17,946	19,036	14,055
Gravel	119,706	77,384	130,062
Bridges and retaining walls	26,681	48,707	47,538
Street lighting	408,759	526,572	467,138
Traffic control	292,246	289,794	297,879
	2,518,216	3,051,523	2,978,317
<b>Other</b>			
Ditch and dyke maintenance	108,312	116,272	125,628
Storm sewers	305,024	708,303	652,060
Public transit	1,119,137	1,126,072	1,078,198
Other	170,240	124,837	183,535
Recoveries	(499,000)	(434,092)	(463,854)
	1,203,713	1,641,392	1,575,567
	\$ 6,497,624	\$ 8,087,985	\$ 8,012,334



**CITY OF PORT ALBERNI**  
**SCHEDULE 8: RECREATION AND CULTURAL SERVICES**  
**For the Year Ended December 31, 2024**  
**(UNAUDITED)**

	2024				2023		
	Budget Revenue	Actual Revenue	Budget Expense	Actual Expense	Budget Operating Deficit	Actual Operating Deficit	Actual Operating Deficit
<b>Recreation Services</b>							
Administration	\$ -	\$ -	\$ 603,077	\$ 821,214	\$ (603,077)	\$ (821,214)	(615,537)
Leisure Centre	253,836	289,299	465,011	689,759	(211,175)	(400,460)	(430,164)
Swimming pool	235,500	223,079	512,687	632,005	(277,187)	(408,926)	(352,533)
Arena	681,100	826,003	1,259,022	2,104,411	(577,922)	(1,278,408)	(1,146,027)
Parks, Playgrounds, and other	19,500	17,670	2,286,880	2,560,720	(2,267,380)	(2,543,050)	(2,373,811)
Programs	371,180	502,400	1,922,487	2,054,870	(1,551,307)	(1,552,470)	(1,426,572)
	1,561,116	1,858,451	7,049,164	8,862,979	(5,488,048)	(7,004,528)	(6,344,644)
<b>Cultural Services</b>							
Museum services	42,800	40,220	597,129	721,361	(554,329)	(681,141)	(571,268)
McLean Mill	-	31,386	204,015	303,959	(204,015)	(272,573)	(280,349)
	42,800	71,606	801,144	1,025,320	(758,344)	(953,714)	(851,617)
	\$ 1,603,916	\$ 1,930,055	\$ 7,850,309	\$ 9,888,300	\$ (6,246,393)	\$ (7,958,246)	(7,196,261)

**CITY OF PORT ALBERNI**  
**SCHEDULE 9: SALES OF SERVICES**  
**For the Year Ended December 31, 2024**  
**(UNAUDITED)**

	<b>Budget (Note 20)</b>	<b>2024</b>	<b>2023</b>
<b>General Revenue</b>			
General services	\$ 3,025,604	\$ 3,468,242	\$ 3,399,465
Arena	681,100	826,003	859,618
Leisure Center	253,836	305,865	272,095
Parks, playgrounds and other	19,500	17,670	15,080
Swimming Pool	235,500	223,079	233,601
Programs	371,180	502,400	514,698
Museum	35,800	40,220	48,160
McLean Mill	-	31,386	29,900
	4,622,520	5,414,862	5,372,617
<b>Miscellaneous Revenue</b>	-	1,460,495	1,007,237
<b>Services Provided to Other Governments</b>	70,000	73,703	72,509
<b>Water Revenue</b>			
Sale of water	3,851,896	3,991,049	4,010,229
Connections and sundry charges	111,500	5,357	140,144
	3,963,396	3,996,406	4,150,373
<b>Sewer Revenue</b>			
Sale of sewer services	3,230,739	3,242,552	3,167,634
Connections and sundry charges	221,203	157,949	119,470
	3,451,942	3,400,501	3,287,104
	<b>\$ 12,107,858</b>	<b>\$ 14,345,968</b>	<b>\$ 13,889,841</b>

**CITY OF PORT ALBERNI**  
**SCHEDULE 10: OTHER REVENUE FROM OWN SOURCES**  
**For the Year Ended December 31, 2024**  
**(UNAUDITED)**

	<b>Budget (Note 20)</b>	<b>2024</b>	<b>2023</b>
Licenses and permits	\$ 604,135	\$ <b>376,609</b>	\$ 333,327
Fines and costs	151,000	<b>405,552</b>	11,321
Land and building rentals	180,993	<b>223,649</b>	163,230
Penalties and interest	481,105	<b>495,209</b>	379,770
Miscellaneous revenue	274,772	<b>310,478</b>	241,693
Other revenue from own sources - Capital Fund	-	<b>149,424</b>	132,296
	<b>\$ 1,692,005</b>	<b>\$ 1,960,921</b>	<b>\$ 1,261,637</b>

**CITY OF PORT ALBERNI**  
**SCHEDULE 11: SEWER AND WATER UTILITIES**  
**For the Year Ended December 31, 2024**  
**(UNAUDITED)**

	<b>Budget (Note 20)</b>	<b>2024</b>	<b>2023</b>
<b>Water Utility</b>			
Administration	\$ 956,368	\$ 1,042,552	\$ 901,468
Service of supply	106,996	332,191	369,165
Pumping	271,388	322,577	330,376
Transmission and distribution	811,716	1,027,121	1,197,971
Debt servicing	-	44,851	44,737
	<b>\$ 2,146,469</b>	<b>\$ 2,769,293</b>	<b>\$ 2,843,718</b>
<b>Sewer Utility</b>			
Administration	964,846	1,183,767	1,012,999
Sewage treatment and disposal	271,244	5,502,453	6,087,341
Sewage collection system	307,028	503,878	729,795
Sewage pump stations	305,642	289,662	284,332
Other	1,000	-	-
Debt servicing	-	654,954	541,035
	<b>\$ 1,849,760</b>	<b>\$ 8,134,714</b>	<b>\$ 8,655,501</b>

## CITY OF PORT ALBERNI

### BYLAW NO. 5128

#### A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW OFFENCE NOTICES

The Council of the City of Port Alberni in open meeting assembled hereby ENACTS AS FOLLOWS:

1. **Citation**

This bylaw may be cited as "**Bylaw Notice Enforcement Bylaw No. 5128, 2025**".

2. **Definitions**

"**Act**" means the *Local Government Bylaw Notice Enforcement Act*;

"**City**" means the City of Port Alberni;

"**Registry**" means the City of Port Alberni Bylaw Notice Dispute Adjudication Registry.

3. **Terms**

The terms in this bylaw have the same meaning as the terms defined in the *Act*.

4. **Bylaw Contraventions**

The bylaw contraventions designated in "Schedule A" may be dealt with by bylaw notice.

5. **Offence and Penalty**

The penalty for a contravention referred to in Part 4 is as follows:

- 5.1 Subject to subsection 5.2 and 5.3, is the Penalty Amount set out in "Schedule A", as attached to and forming part of this bylaw.
- 5.2 If received by the Registry within 14 days of the person receiving or being presumed to have received the notice, is the Early Payment Discount Penalty set out in "Schedule A", as attached to and forming part of this bylaw.
- 5.3 If more than 28 days after the person received or is presumed to have received the bylaw notice, is subject to a late payment surcharge in addition to the penalty under subsection 5.1, and is the Late Payment Penalty set out in "Schedule A", as attached to and forming part of this bylaw.

6. **Period for Paying a Disputed Notice**

A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice:

- 6.1 Pay the penalty in any manner prescribed on the reverse side of the bylaw notice, or;
- 6.2 Request dispute adjudication by completing the form on the reverse side of the bylaw notice and delivering it to the Registry Office.

A person may pay the indicated penalty after 14 days of receiving the bylaw notice, subject to the applicable surcharge for late payment in accordance with subsection 5.3, but no person may dispute the bylaw notice after 14 days of receiving the bylaw notice.

Where a person was not served personally with a bylaw notice and advises the City, in accordance with the requirements of Section 25 of the *Act*, that they did not receive a copy of the original bylaw notice, the time limits for responding to a bylaw notice under Part 5 and Section 6.1 of this bylaw do not begin until a copy of the bylaw notice is re-delivered to them in accordance with the *Act*.

## **7. Bylaw Notice Dispute Adjudication Registry**

The Registry, located at 3075 3rd Avenue, Port Alberni, BC V9Y 2A4, is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.

Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay the City an additional fee of \$25 for the purpose of the City recovering the costs of the adjudication system.

The City of Port Alberni is authorized to enter into, and the Mayor and Corporate Officer are authorized to execute, a Bylaw Dispute Adjudication Agreement in accordance with the authority set out in Section 2(4) of the *Act*.

## **8. Screening Officers**

The position of Screening Officer is hereby established. Officers and Employees of the City of Port Alberni may be appointed as screening officers and Council may appoint screening officers by name of office or otherwise.

The positions designated as Screening Officers are listed in "Schedule B", attached to and forming part of this bylaw.

## **9. Powers, Duties and Functions of Screening Officers**

The powers, duties and functions of Screening Officers are as set out in the *Act* and include the following powers:

- 9.1 Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute

adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;

9.2 To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the *Act*:

- (a) the person against whom a contravention is alleged or their representative;
- (b) the officer issuing the notice;
- (c) the complainant or their representative;
- (d) City staff and records regarding the disputant's history of bylaw compliance.

9.3 To cancel bylaw notices in accordance with the *Act* or City of Port Alberni policies and guidelines.

## 10. **Bylaw Enforcement Officers**

Persons acting as any of the following are hereby designated as Bylaw Enforcement Officers for the purposes of this bylaw and the *Act*:

10.1 Special constables, officers, members or constables of:

- (a) The provincial police force as defined in Section 1 of the *Police Act*, or
- (b) A municipal police force;

10.2 Members of the Royal Canadian Mounted Police;

10.3 Bylaw enforcement officers, building inspectors, animal control officers, BC Conservation Officers or other persons acting in another capacity on behalf of the City for the purpose of enforcement of one or more of its bylaws.

## 11. **Form of Bylaw Notice**

The City may from time to time provide for the form or forms of the bylaw notice, provided the bylaw notice complies with Section 4 of the *Act*.



**12. Severability**

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

**13. Repeal**

“Bylaw Offence Notice Enforcement Bylaw, 2016 Bylaw No. 4929” and all amendments thereto are hereby repealed.

**READ A FIRST TIME** this 28<sup>th</sup> day of April, 2025.

**READ A SECOND TIME** this 28<sup>th</sup> day of April, 2025.

**READ A THIRD TIME** this 28<sup>th</sup> day of April, 2025.

**FINALLY ADOPTED** this       day of       , 2025.

\_\_\_\_\_  
Mayor

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

**SCHEDULE A****DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**

<b>Schedule</b>	<b>Bylaw</b>
A-1	Anti-Littering Bylaw No. 4874, 2015
A-2	Animal Control & Pound Enforcement Bylaw No. 5126, 2025
A-3	Boulevard and Tree Maintenance, Bylaw No. 3869
A-4	Building Bylaw No. 5077, 2023
A-5	Building Standards Bylaw No. 4975, 2018
A-6	Business Licence Regulation Bylaw No. 4951, 2017
A-7	Chauffeur Regulation and Licensing 2008, Bylaw No. 4701
A-8	Driveway Access Bylaw No. 4268
A-9	Firearms Bylaw No. 3608
A-10	Fire Control Bylaw No. 5122, 2024
A-11	Fireworks Regulation Bylaw, 2013 No. 4819
A-12	Goat Vegetation Management Bylaw, Bylaw No. 4941
A-13	House Numbering Bylaw No. 3297
A-14	Port Alberni Land Fill Prohibition Bylaw No. 3911
A-15	Noise Control Bylaw 2009, Bylaw No. 4718
A-16	City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705
A-17	Parks and Public Places Bylaw No. 5121 2024
A-18	Property Maintenance Bylaw 2009, Bylaw No. 4712
A-19	Regulate the Feeding of Pigeons Bylaw No. 3506
A-20	Sewer Connection and Regulation Bylaw No. 3224
A-21	City of Port Alberni Sign Bylaw 2014, Bylaw No. 4843
A-22	Soil Removal and Deposit Regulation Bylaw No. 3947
A-23	Solid Waste Collection and Disposal Bylaw No. 5120, 2025
A-24	Traffic Regulation Bylaw, 2009 Bylaw No. 4670
A-25	Waterworks Bylaw, 2001 Bylaw No. 4494
A-26	Zoning Bylaw No. 5105, 2024

The penalties shown in the 'Early Payment Discount' column include a twenty five percent (25%) discount off of the Penalty Fee for early payment in accordance with Section 5.2 of this bylaw.

The penalties shown in the 'Late Payment' column include a twenty five percent (25%) additional surcharge for late payment on the Penalty Fee in accordance with Section 5.3 of this bylaw.

**SCHEDULE 'A-1'****Anti-Littering Bylaw No. 4874, 2015**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
3(a)	Deposit litter on private property	\$200.00	\$150.00	\$250.00
3(b)	Deposit litter on highway	\$200.00	\$150.00	\$250.00
3(c)	Deposit litter on public property	\$200.00	\$150.00	\$250.00
5	Obstruction	\$500.00	\$375.00	\$500.00

**SCHEDULE 'A-2'****Animal Control & Pound Bylaw No. 5126, 2025**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
3	Unlicensed dog	\$100.00	\$75.00	\$125.00
8	Fail to display dog licence	\$50.00	\$37.50	\$62.50
12(a)	Unspayed or unneutered cat	\$100.00	\$75.00	\$125.00
12(b)	Unlicensed cat	\$100.00	\$75.00	\$125.00
16	Fail to display cat information	\$100.00	\$75.00	\$125.00
17(a)	Dog barking	\$100.00	\$75.00	\$125.00
17(b)	Dog at large	\$100.00	\$75.00	\$125.00
17(c)	Dog off-leash	\$100.00	\$75.00	\$125.00
18	Cat at large	\$100.00	\$75.00	\$125.00
19	Dog in heat at large	\$120.00	\$90.00	\$150.00
20	Fail to remove excrement	\$100.00	\$75.00	\$125.00
23(a)	Fail to confine vicious dog	\$500.00	\$375.00	\$500.00
23(b)	Fail to enclose vicious dog	\$500.00	\$375.00	\$500.00
23(c)	Fail to muzzle vicious dog	\$500.00	\$375.00	\$500.00
24(a)-(b)	Failure to provide clean and sufficient food and water	\$200.00	\$150.00	\$250.00
24(c)	Failure to provide sufficient exercise	\$200.00	\$150.00	\$250.00
24(d)	Failure to provide necessary veterinary care	\$200.00	\$150.00	\$250.00
24(e)	Failure to provide clean and sanitary shelter	\$200.00	\$150.00	\$250.00
37	Break into pound	\$200.00	\$150.00	\$250.00
38	Remove animal from pound	\$200.00	\$150.00	\$250.00
40	Obstruct an Animal Control Officer	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-3'****Boulevard and Tree Maintenance, Bylaw No. 3869**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
6	Damage trees	\$200.00	\$150.00	\$250.00
8	Plant or remove trees	\$200.00	\$150.00	\$250.00
12(a)	Fail to trim trees above roadway	\$100.00	\$75.00	\$125.00
12(b)	Fail to trim trees above sidewalk	\$100.00	\$75.00	\$125.00

**SCHEDULE 'A-4'****Building Bylaw No. 5077, 2023**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
4.1	Construct without a permit	\$300.00	\$225.00	\$375.00
4.2	Occupy building without permit	\$500.00	\$375.00	\$500.00
4.3	False information on permit application	\$300.00	\$225.00	\$375.00
4.4	Erase, alter or modify plans and supporting documents after a permit has been issued	\$300.00	\$225.00	\$375.00
4.5	Tamper with posted notice	\$500.00	\$375.00	\$500.00
4.6	Work in variance of planation	\$300.00	\$225.00	\$375.00
4.7	Obstruct building official	\$500.00	\$375.00	\$500.00
4.8	Failure to conspicuously post a civic address on a parcel	\$150.00	\$112.50	\$187.50
4.9	Contravene an administrative requirement made under section 6.6 or any other provision of this bylaw	\$500.00	\$375.00	\$500.00
4.10	Change use or occupancy of building without permit	\$500.00	\$375.00	\$500.00
6.8	Disobey cessation order	\$200.00	\$150.00	\$250.00
10.38	Fail to comply with Stop Work Order	\$500.00	\$375.00	\$500.00
10.45	Violation of Do Not Occupy Notice	\$500.00	\$375.00	\$500.00

**SCHEDULE 'A-5'****Building Standards Bylaw No. 4975, 2018**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
3(1)	Fail to maintain	\$200.00	\$150.00	\$250.00
3(4)	Obstruction	\$500.00	\$375.00	\$500.00
4(1)(a)	Fail to maintain Vacant Premises	\$200.00	\$150.00	\$250.00
4(1)(b)	Fail to secure Vacant Premises	\$200.00	\$150.00	\$250.00
5(1)(a)	Fail to obtain VBR permit	\$200.00	\$150.00	\$250.00
5(1)(b)	Fail to comply	\$200.00	\$150.00	\$250.00
5(1)(c)	Fail to secure	\$200.00	\$150.00	\$250.00
5(2)(a-b)	Unauthorized Vacant Building	\$200.00	\$150.00	\$250.00
5(3)	Failure to maintain facilities	\$200.00	\$150.00	\$250.00
5(4)(a-c)	Failure to meet conditions	\$200.00	\$150.00	\$250.00
8(3)	Failure to display permit	\$200.00	\$150.00	\$250.00



**SCHEDULE 'A-6'****Business Licence Regulation Bylaw No. 4951, 2017**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Penalty</b>
3.1	Carry on a business without a licence	\$200.00	\$150.00	\$250.00
7.5	Failure to post business licence	\$100.00	\$75.00	\$125.00
9.2	Failure to renew business licence	\$200.00	\$150.00	\$250.00
13.2	Obstruct a Bylaw Enforcement Officer	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-7'****Chauffeur Regulation and Licencing 2008, Bylaw No. 4701**

Section	Description	Penalty	Early Payment Discount	Late Payment
2	Fail to obtain chauffeur's permit	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-8'****Driveway Access Bylaw No. 4268**

Section	Description	Penalty	Early Payment Discount	Late Payment
3	Cross curb	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-9'****Firearms Bylaw No. 3608**

Section	Description	Penalty	Early Payment Penalty Discount	Late Payment Penalty
3	Discharge of a firearm	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-10'****Fire Control Bylaw No. 5122, 2024**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
12.1	Obstruction of entry	\$500.00	\$375.00	\$500.00
12.2	Interference with member entry	\$500.00	\$375.00	\$500.00
12.3	Obstruction of access	\$500.00	\$375.00	\$500.00
13.1	Unauthorized entry	\$500.00	\$375.00	\$500.00
14.1	Obstruction at assistance response	\$500.00	\$375.00	\$500.00
15.1	False representation	\$250.00	\$187.50	\$312.50
16.1(a)	Outdoor fire without authorization	\$250.00	\$187.50	\$312.50
16.1(b)	Campfire larger than 0.5 metre in diameter	\$250.00	\$187.50	\$312.50
16.1(c)	Outdoor fire location	\$250.00	\$187.50	\$312.50
16.1(d)	Outdoor fire failure to provide a competent adult	\$250.00	\$187.50	\$312.50
16.1(e)	Outdoor fire escape from point of origin	\$500.00	\$375.00	\$500.00
16.1(f)	Outdoor fire burning of unauthorized material	\$250.00	\$187.50	\$312.50
16.1(g)	Outdoor fire of unauthorized appliance	\$250.00	\$187.50	\$312.50
16.1(h)	Prohibited burning	\$500.00	\$375.00	\$500.00
16.3	Outdoor burning during suspension	\$500.00	\$375.00	\$500.00
17.1	Failure to maintain fire protection equipment	\$250.00	\$187.50	\$312.50
17.2	Improper location of pumper connections	\$250.00	\$187.50	\$312.50
17.3	Pumper connections and protective caps	\$250.00	\$187.50	\$312.50
17.4	Obstruction to access	\$500.00	\$375.00	\$500.00
17.5	Failure to display identifying signs	\$250.00	\$187.50	\$312.50
17.6	Improper sprinkler system	\$250.00	\$187.50	\$312.50
17.7	Failure to maintain sprinkler system during building demolition	\$250.00	\$187.50	\$312.50
17.8	Improper smoke alarms	\$250.00	\$187.50	\$312.50
18.1	Improper hydrant	\$250.00	\$187.50	\$312.50
18.2	Unauthorized use of hydrant	\$250.00	\$187.50	\$312.50
18.3	Tampering with hydrant	\$250.00	\$187.50	\$312.50
18.4	Unauthorized removal of hydrant	\$500.00	\$375.00	\$500.00
18.5	Hydrant on private property	\$250.00	\$187.50	\$312.50

Section	Description	Penalty	Early Payment Discount	Late Payment
18.8	Hydrant maintenance	\$250.00	\$187.50	\$312.50
19.1	Improper fire alarm system	\$250.00	\$187.50	\$312.50
22.1	Material on roof or balcony	\$250.00	\$187.50	\$312.50
22.2	Obstruction on roof	\$250.00	\$187.50	\$312.50
22.3	Obstruction of exits	\$250.00	\$187.50	\$312.50
23.1	Accumulation of combustible materials	\$250.00	\$187.50	\$312.50
23.3	Depositing of ashes	\$250.00	\$187.50	\$312.50
23.4	Depositing of substances likely to ignite	\$500.00	\$375.00	\$500.00
23.5	Storage of material that might cause a fire	\$250.00	\$187.50	\$312.50
23.6	Allowing flammable or toxic liquid into drainage system	\$250.00	\$187.50	\$312.50
24.2	Failure to keep vacant premises in safe condition	\$250.00	\$187.50	\$312.50
25.1	Failure to keep damaged buildings in safe condition	\$250.00	\$187.50	\$312.50
26.3	Obstruction of Inspection	\$500.00	\$375.00	\$500.00
26.4	Information required for inspections	\$250.00	\$187.50	\$312.50
26.5	Withholding or falsifying information	\$500.00	\$375.00	\$500.00
30.3	Removing or destroying order	\$250.00	\$187.50	\$312.50

**SCHEDULE 'A-11'****Fireworks Regulation Bylaw, 2013 No. 4819**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
3.1	Sell fireworks	\$200.00	\$150.00	\$250.00
3.2	Buy, hold, or discharge prohibited fireworks	\$200.00	\$150.00	\$250.00
3.3	Buy, hold, or discharge firecrackers	\$100.00	\$75.00	\$125.00
3.4	Buy, hold or discharge consumer fireworks	\$100.00	\$75.00	\$125.00
3.8	Fail to obtain fireworks permit	\$200.00	\$150.00	\$250.00
3.9	Display fireworks contrary to permit	\$200.00	\$150.00	\$250.00
3.10	Buy, hold, or discharge pyrotechnic special effects fireworks	\$200.00	\$150.00	\$250.00



**SCHEDULE 'A-12'****Goat Vegetation Management Bylaw, Bylaw No. 4941**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
3.1	Exceed 30 days	\$100.00	\$75.00	\$125.00
3.4	Exceed 15 goats	\$100.00	\$75.00	\$125.00
3.5	Inadequate fencing	\$150.00	\$112.50	\$187.50
4.2	Obstruction	\$500.00	\$375.00	\$500.00

**SCHEDULE 'A-13'****House Numbering Bylaw No. 3297**

Section	Description	Penalty	Early Payment Discount	Late Payment
3	Fail to number a house	\$100.00	\$75.00	\$125.00

**SCHEDULE 'A-14'****Port Alberni Land Fill Prohibition Bylaw No. 3911**

Section	Description	Penalty	Early Payment Discount	Late Payment
3	Deposit soil	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-15'****Noise Control Bylaw 2009, Bylaw No. 4718**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty Discount</b>	<b>Late Payment Penalty</b>
3	Causing disturbing noise	\$150.00	\$112.50	\$187.50
3	Permit disturbing noise	\$150.00	\$112.50	\$187.50
4(a)	Amplified noise outside permitted hours	\$150.00	\$112.50	\$187.50
4(b)	Noise from animal	\$150.00	\$112.50	\$187.50
4(c)	Inoperative muffler	\$150.00	\$112.50	\$187.50
4(d)	Yard equipment outside permitted hours	\$150.00	\$112.50	\$187.50
4(e)	Idle vehicle	\$150.00	\$112.50	\$187.50
4(f)	Construction outside permitted hours	\$150.00	\$112.50	\$187.50
4(g)	Loading outside permitted hours	\$150.00	\$112.50	\$187.50
4(h)	Unmonitored alarm	\$150.00	\$112.50	\$187.50
4(i)	Use engine brake	\$150.00	\$112.50	\$187.50
4(j)	Use amplified device	\$150.00	\$112.50	\$187.50
4(k)	Vocal noise	\$150.00	\$112.50	\$187.50

**SCHEDULE 'A-16'****City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705-3. 2025**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
3(1) & 3(3)	Cause/permit nuisance on real property	\$500.00	\$375.00	\$500.00
3(2) & 3(3)	Cause/permit nuisance in public	\$175.00	\$135.25	\$218.75

**SCHEDULE 'A-17'****Parks and Public Places Bylaw No. 5121 2024**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
5.1	Damage to environment or structure	\$200.00	\$150.00	\$250.00
6.1	Occupy park after closing	\$200.00	\$150.00	\$250.00
7.1	Deposit waste	\$200.00	\$150.00	\$250.00
8.1(b)	Conduct business within a park	\$200.00	\$150.00	\$250.00
8.1(c)	Advertising in a park	\$200.00	\$150.00	\$250.00
9.1	Cause a fire contrary to fire restriction	\$200.00	\$150.00	\$250.00
9.5	Smoke in prohibited area	\$200.00	\$150.00	\$250.00
10.6	Animal or fowl at large	\$200.00	\$150.00	\$250.00
11.1(b)	Drive or propel a vehicle contrary to sign	\$200.00	\$150.00	\$250.00
11.1(c)	Operate a motor vehicle in a pedestrian only area	\$200.00	\$150.00	\$250.00
11.2(a)	Park vehicle in a park contrary to sign	\$200.00	\$150.00	\$250.00
11.5	Use vehicle to advertise in park	\$200.00	\$150.00	\$250.00
11.4	Clean vehicle in a park	\$200.00	\$150.00	\$250.00
12.1	Camping in a park without permission	\$200.00	\$150.00	\$250.00
13.1(b)	Discharge or carry any weapon	\$500.00	\$375.00	\$500.00

**SCHEDULE 'A-18'****Property Maintenance Bylaw 2009, Bylaw No. 4712**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
4(b)	Accumulate refuse	\$200.00	\$150.00	\$250.00
4(c)	Store derelict vehicle	\$200.00	\$150.00	\$250.00
4(d)	Store construction material	\$200.00	\$150.00	\$250.00
4(e)	Noxious weeds	\$200.00	\$150.00	\$250.00
4(f)	Unsightly growth	\$200.00	\$150.00	\$250.00
4(g)	Water accumulation	\$200.00	\$150.00	\$250.00
4(h)	Ground opening	\$200.00	\$150.00	\$250.00
4(i)	Insect infestation	\$200.00	\$150.00	\$250.00
4(j)	Rat infestation	\$200.00	\$150.00	\$250.00
4(k)	Permit graffiti	\$200.00	\$150.00	\$250.00
4(l)	Deposit refuse	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-19'****Regulate the Feeding of Pigeons Bylaw No. 3506**

Section	Description	Penalty	Early Payment Discount	Late Payment
1	Feeding pigeons	\$100.00	\$75.00	\$125.00



**SCHEDULE 'A-20'****Sewer Connection and Regulation Bylaw No. 5108**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
401	Place waste on property	\$200.00	\$150.00	\$250.00
402	Construct sewage disposal	\$200.00	\$150.00	\$250.00
405	Fail to connect to a sewer	\$200.00	\$150.00	\$250.00
501	Fail to connect to private sewage processing	\$200.00	\$150.00	\$250.00
601	Construct connection on road allowance	\$200.00	\$150.00	\$250.00
602	Disturb public sewer	\$200.00	\$150.00	\$250.00
701	Permit water discharge into sewer	\$200.00	\$150.00	\$250.00
704	Permit discharge of listed items into sewers	\$200.00	\$150.00	\$250.00
705	Permit discharge of listed items into sewers	\$200.00	\$150.00	\$250.00
707	Fail to use interceptor	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-21'****City of Port Alberni Sign Bylaw 2014, Bylaw No. 4843**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
6.1	Sign in contravention of zoning	\$200.00	\$150.00	\$250.00
7.1	Fail to obtain permit	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-22'****Soil Removal and Deposit Regulation Bylaw No. 3947**

Section	Description	Penalty	Early Payment Discount	Late Payment
4	Fail to obtain a permit for deposit	\$200.00	\$150.00	\$250.00
5	Fail to obtain a permit for removal	\$200.00	\$150.00	\$250.00

**SCHEDULE 'A-23'****Solid Waste Collection and Disposal Bylaw No. 5120**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
10.2	Excess waste	\$150.00	\$112.50	\$187.50
11.1(d)(e)	Failure to maintain container	\$150.00	\$112.50	\$187.50
11.2	Failure to use animal resistant hardware	\$150.00	\$112.50	\$187.50
12.1(a)	Accumulation of liquids in container	\$150.00	\$112.50	\$187.50
12.1(b)	Wet garbage not enclosed in bag or sealed container	\$150.00	\$112.50	\$187.50
12.1(d)	Ashes in combustible container	\$150.00	\$112.50	\$187.50
12.1(e)	Obnoxious matter in garbage	\$150.00	\$112.50	\$187.50
12.1(f)	Non-permitted materials in garbage container	\$150.00	\$112.50	\$187.50
12.1(g)	Non-permitted container	\$150.00	\$112.50	\$187.50
12.1(h)	Uncovered container	\$150.00	\$112.50	\$187.50
12.1(i)	Contravention of guideline or directive	\$150.00	\$112.50	\$187.50
12.1(j)	Improper set out location of container	\$150.00	\$112.50	\$187.50
12.1(k)	Non-permitted materials in recyclable materials container or organics container	\$150.00	\$112.50	\$187.50

**SCHEDULE 'A-24'****Traffic Regulation Bylaw, 2009 Bylaw No. 4670**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
2.1	Fail to comply with a Peace Officer	\$200.00	\$150.00	\$250.00
2.3	Follow Fire Dept. vehicle too closely	\$200.00	\$150.00	\$250.00
2.4	Remove notice placed by a Peace Officer	\$100.00	\$75.00	\$125.00
3.3(a)	Fail to comply with a traffic control device	\$100.00	\$75.00	\$125.00
3.4	Unauthorized sign	\$100.00	\$75.00	\$125.00
3.5	Interfere with traffic control device	\$200.00	\$150.00	\$250.00
3.8	Fail to comply with closure area	\$200.00	\$150.00	\$250.00
3.11(a)	Obstruct pedestrians or vehicles	\$200.00	\$150.00	\$250.00
3.11(b)	Distract pedestrians or vehicles	200.00	150.00	250.00
3.12(b)	Parade without a permit	\$200.00	\$150.00	\$250.00
3.14(b)	Fail to comply with traffic control person	\$200.00	\$150.00	\$250.00
4.1(a)	Park within 10ft of intersection	\$48.00	\$36.00	\$60.00
4.1(b)	Park within intersection	\$48.00	\$36.00	\$60.00
4.1(c)	Park within 20ft of fire hydrant	\$48.00	\$36.00	\$60.00
4.1(d)	Park in front of lane or driveway	\$48.00	\$36.00	\$60.00
4.1(e)	Obstruct traffic	\$48.00	\$36.00	\$60.00
4.1(f)	Park on sidewalk, crosswalk or boulevard	\$48.00	\$36.00	\$60.00
4.1(g)	Park upon or within 20ft of crosswalk	\$48.00	\$36.00	\$60.00
4.1(h)	Double park	\$48.00	\$36.00	\$60.00
4.1(i)	Park with 20' of fire hall exits or entrance	\$48.00	\$36.00	\$60.00
4.1(j)	Park on or within 20' of a bridge	\$48.00	\$36.00	\$60.00
4.1(k)	Park contrary to sign	\$48.00	\$36.00	\$60.00
4.1(l)	Park within 50ft of railway crossing	\$48.00	\$36.00	\$60.00
4.1(m)	Park for the purpose of advertising	\$48.00	\$36.00	\$60.00
4.1(m)	Park for the purpose of washing	\$48.00	\$36.00	\$60.00
4.1(m)	Park for the purpose of greasing	\$48.00	\$36.00	\$60.00
4.1(m)	Park for the purpose of repairing	\$48.00	\$36.00	\$60.00
4.1(m)	Park for the purpose of wrecking	\$48.00	\$36.00	\$60.00
4.1(m)	Park for the purpose of storing	\$48.00	\$36.00	\$60.00
4.1(m)	Park for the purpose of selling vehicle	\$48.00	\$36.00	\$60.00

4.1(o)	Park obstructing traffic	\$48.00	\$36.00	\$60.00
4.1(q)	Park in a yellow zone	\$48.00	\$36.00	\$60.00
4.1(r)	Park in a red zone	\$48.00	\$36.00	\$60.00
4.1(s)	Park on wrong side of street	\$48.00	\$36.00	\$60.00
4.1(t)	Park other than facing traffic on one-way street	\$48.00	\$36.00	\$60.00
4.1(v)	Camping	\$48.00	\$36.00	\$60.00
4.2(a)	Block lane	\$40.00	\$30.00	\$50.00
4.2(b)	Exceed posted time limits	\$40.00	\$30.00	\$50.00
4.2(d)	Exceed 96 hours	\$40.00	\$30.00	\$50.00
4.2(e)	Park contrary to no parking sign	\$48.00	\$36.00	\$60.00
4.3(a)	Park other than angle in an angle zone	\$48.00	\$36.00	\$60.00
4.3(c)	Park between 01:00 and 06:00 and exceed 12,700 kg GVW	\$48.00	\$36.00	\$60.00
4.3(d)	Park unattended and idling	\$48.00	\$36.00	\$60.00
4.4(c)	Park in loading zone	\$48.00	\$36.00	\$60.00
4.5(c)	Use unauthorized parking pass	\$48.00	\$36.00	\$60.00
5.3	Drive on wrong side of street	\$200.00	\$150.00	\$250.00
5.4	Drive on sidewalk	\$200.00	\$150.00	\$250.00
5.5	Fail to stop exiting from lane	\$200.00	\$150.00	\$250.00
5.7	Operate noise making device	\$100.00	\$75.00	\$125.00
5.8	Cling to a motor vehicle	\$100.00	\$75.00	\$125.00
5.9	Obstruct drivers view	\$200.00	\$150.00	\$250.00
5.10(a)	Pass vehicle in "no passing" zone	\$100.00	\$75.00	125.00
5.12	Noise in a hospital zone	\$100.00	\$75.00	\$125.00
5.13	Backing into an intersection	\$100.00	\$75.00	\$125.00
5.13	Backing over a crosswalk	\$100.00	\$75.00	\$125.00
5.14(a)	Interfere with driver	\$100.00	\$75.00	\$125.00
5.14(b)	Too many passengers in front seat	\$100.00	\$75.00	\$125.00
5.15	Overtake vehicle at crosswalk	\$100.00	\$75.00	\$125.00
5.16	Fail to yield to pedestrians	\$100.00	\$75.00	\$125.00
5.17	Operate a vehicle in pedestrian safety zone	\$100.00	\$75.00	\$125.00
5.18	Fail to yield to pedestrian in crosswalk	\$100.00	\$75.00	\$125.00
5.20(a)	U turn at controlled intersection	\$100.00	\$75.00	\$125.00
5.20(b)	Unsafe U turn	\$100.00	\$75.00	\$125.00
5.20(c)	U turn on a street between intersections	\$100.00	\$75.00	\$125.00
5.20(d)	U turn at any lane intersection	\$100.00	\$75.00	\$125.00

5.21	Drive wrong way on a one way	\$100.00	\$75.00	\$125.00
5.22(a)	Exceed 8'6" width	\$100.00	\$75.00	\$125.00
5.22(a)	Exceed 10' load width	\$100.00	\$75.00	\$125.00
5.22(b)	Exceed vehicle height of 13'6"	\$100.00	\$75.00	\$125.00
5.22(h)	Load exceeds 3' beyond front bumper	\$100.00	\$75.00	\$125.00
5.22(j)	Vehicle load exceeds width	\$100.00	\$75.00	\$125.00
5.23(c)	Non-compliant traction device	\$200.00	\$150.00	\$250.00
5.23(d)	Use studded tires between May 01 and September 30	\$100.00	\$75.00	\$125.00
5.23(e)	Permit load to leak or spill onto highway	\$100.00	\$75.00	\$125.00
5.23(f)	Permit unsecured load	\$100.00	\$75.00	\$125.00
5.24(e)	Exceed posted weight limit while crossing a bridge	\$200.00	\$150.00	\$250.00
5.25(b)	Operate vehicle contrary to permit	\$500.00	\$375.00	\$500.00
5.26(a)	Operate vehicle between vehicles comprising a funeral procession	\$100.00	\$75.00	\$125.00
6.1(a)	Fail to cross in marked crosswalk	\$100.00	\$75.00	\$125.00
6.1(b)	Pedestrian fails to yield to traffic	\$100.00	\$75.00	\$125.00
6.1(c)	Crossing outside of crosswalk	\$100.00	\$75.00	\$125.00
6.1(e)	Solicit ride	\$100.00	\$75.00	\$125.00
7.1(a)	Ride bicycle on sidewalk or path	\$100.00	\$75.00	\$125.00
7.1(b)	Ride bicycle with obstructed vision	\$100.00	\$75.00	\$125.00
7.1(c)	Acrobatic riding	\$50.00	\$37.50	\$62.50
7.1(d)	Ride without lights	\$50.00	\$37.50	\$62.50
7.3	Bicycle without brakes	\$50.00	\$37.50	\$62.50
7.4	Use skateboard on street or sidewalk	\$50.00	\$37.50	\$62.50
8.1	Deposit refuse on street	\$200.00	\$150.00	\$250.00
8.2	Unsecure cover	\$200.00	\$150.00	\$250.00
8.3	Deposit materials on street	\$200.00	\$150.00	\$250.00
8.4	Create water nuisance on street	\$200.00	\$150.00	\$250.00
8.5	Impeded traffic	\$200.00	\$150.00	\$250.00
8.6(a)	Permit projection on street or sidewalk	\$200.00	\$150.00	\$250.00
8.7	Fail to remove snow from sidewalk	\$200.00	\$150.00	\$250.00
8.8	Sledding on street	\$100.00	\$75.00	\$125.00
8.9	Crossing curb	\$200.00	\$150.00	\$250.00
9.1(a)	Fail to comply with traffic control	\$100.00	\$75.00	\$125.00
9.1(b)	Fail to comply with flashing red	\$100.00	\$75.00	\$125.00
9.1(c)	Fail to comply with amber light	\$100.00	\$75.00	\$125.00

9.1(d)	Fail to comply with flashing amber	\$100.00	\$75.00	\$125.00
9.1(e)	Pedestrian cross against light	\$100.00	\$75.00	\$125.00
9.2	Angle parked vehicle exceeds 25 ft	\$100.00	\$75.00	\$125.00
9.3(a)	Park vehicle for the purpose of selling	\$100.00	\$75.00	\$125.00
9.3(b)	Place sign on highway	\$200.00	\$150.00	\$250.00
9.3(c)	Use street for noncompliant activity	\$100.00	\$75.00	\$125.00
9.3(d)	Selling goods or services from a vehicle	\$200.00	\$150.00	\$250.00
9.4	Erect on highway	\$100.00	\$75.00	\$125.00
9.5	Fail to remove damaged vehicle debris	\$100.00	\$75.00	\$125.00
9.6	Using street as a recreational area	\$100.00	\$75.00	\$125.00



**SCHEDULE 'A-25'****Waterworks Bylaw, 2001 Bylaw No. 4494**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
5(3)	Tampering with or willfully damaging Meters and any component of the waterworks	\$200.00	\$150.00	\$250.00
5(4)	Selling or conveying water beyond the premise	\$100.00	\$75.00	\$125.00
5(2)	Obtaining or using water without permission	\$200.00	\$150.00	\$250.00
5(10)	Use of water contrary to water restrictions	\$25.00	\$18.75	\$31.25
5(14)	Use of fire line for a use other than firefighting	\$500.00	\$375.00	\$500.00
16(1)	No meter (refusal)	\$200.00	\$150.00	\$250.00
16(4)	No meter at time of construction	\$100.00	\$75.00	\$125.00
16(6)	Failing to provide access to meter	\$50.00	\$37.50	\$62.50

**SCHEDULE 'A-26'****Zoning Bylaw No. 5105**

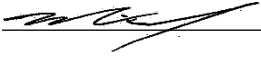
<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Discount</b>	<b>Late Payment</b>
3.4	Obstruction	\$500.00	\$375.00	\$500.00
3.5	Contravene Uses Permitted	\$200.00	\$150.00	\$250.00

**SCHEDULE 'B'**

The following positions are designated classes of persons that are appointed as Screening Officers in accordance with this bylaw:

1. CAO
2. Director of Development Services
3. Director of Corporate Service
4. Deputy Director of Corporate Services
5. Manager of Community Safety & Social Development
6. Bylaw Enforcement Officers

Date: May 1, 2025  
File No: 0640-30-May 12, 2025  
To: Mayor & Council  
From: M. Fox, Chief Administrative Officer  
Subject: Respectful Behaviour Bylaw No. 5129, 2025

Prepared by: <b>K. MOTIUK</b>  K. MOTIUK DEP. DIR. CORPORATE SERVICES	Supervisor: <b>S. DARLING</b>  S. DARLING DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:    M. Fox CAO
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#### RECOMMENDATION[S]

1. THAT "Respectful Behaviour Bylaw No. 5129, 2025" be now introduced and read a first time.
2. THAT "Respectful Behaviour Bylaw No. 5129, 2025" be read a second time.
3. THAT "Respectful Behaviour Bylaw No. 5129, 2025" be read a third time.

#### PURPOSE

To introduce a new bylaw intended to define and regulate inappropriate behaviours in City facilities and at City-hosted events and programs, thereby promoting a safe, respectful and inclusive environment for all.

#### BACKGROUND

The City has an obligation under WorkSafeBC regulations and the BC *Occupational Health and Safety Act* to provide a safe workplace for its employees. Similarly, residents and visitors to City facilities should be able to participate in civic life without experiencing violence, harassment, or discrimination. Instances of inappropriate behaviour toward City staff and within City facilities have underscored the need for a formalized behavioural framework.

#### ALTERNATIVES/OPTIONS

1. That Council introduce and provide first, second, and third readings to "Respectful Behaviour Bylaw No. 5129, 2025".
2. That Council refer the bylaw back to staff for further amendment.
3. That Council take no action at this time.

#### ANALYSIS

**Option 1:** Proceeding with the proposed bylaw would enable City staff to respond consistently and equitably to incidents of harassment, violence, and other inappropriate behaviour. It also provides a clear, transparent process for incident investigation, enforcement, and appeal.

**Option 2:** Referring the bylaw back to staff may allow for refinements but could delay implementation, potentially leaving gaps in protection for staff and the public.

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**Option 3:** Taking no action would result in continued reliance on informal or inconsistent practices, with limited legal authority to respond to serious incidents.

### IMPLICATIONS

Legislative: The bylaw supports compliance with WorkSafeBC and the BC *Occupational Health and Safety Act*. It also aligns with the *Community Charter* regarding maintenance of public order in Council meetings.

Financial: There may be minimal administrative costs associated with enforcement and training, but no significant budget impact.

Personnel: Adoption will require training of staff to ensure fair and consistent implementation.

Social: A positive and respectful environment promotes community participation and equitable access to services.

### COMMUNICATIONS

Following adoption, the bylaw will be posted on the City's website. Staff will also develop clear signage for City facilities and deliver internal training to ensure staff are informed of enforcement procedures.

### BYLAWS/PLANS/POLICIES

The *Respectful Behaviour Bylaw No. 5129, 2025* will replace *Policy No. 4004-1 Conduct at Municipal Venues*.

Supports the City's commitment to reconciliation, inclusivity, and a respectful workplace as outlined in the *Corporate Strategic Plan*.

### SUMMARY

The *"Respectful Behaviour Bylaw No. 5129, 2025"* establishes clear expectations for conduct in City facilities and at City events, with appropriate procedures for managing and responding to incidents. Adoption of the bylaw will reinforce the City's commitment to maintaining a safe, inclusive and respectful civic environment.

### ATTACHMENTS/REFERENCE MATERIALS

- *Draft "Respectful Behaviour Bylaw No. 5129, 2025"*
- *Policy No. 4004-1 Conduct at Municipal Venues*
- *WorkSafeBC General Safety Regulations (ref)*
- *Community Charter, section 133 (ref)*

## CITY OF PORT ALBERNI

### RESPECTFUL BEHAVIOUR BYLAW NO. 5129

**A bylaw to promote a safe, healthy, respectful and positive environment for members of the public, volunteers and staff.**

The Council of the City of Port Alberni in open meeting assembled ENACTS AS FOLLOWS:

#### 1. CITATION

This bylaw may be cited as Respectful Behaviour Bylaw No. 5129, 2025.

#### 2. SEVERABILITY

If any provision of this Bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the Bylaw left valid and enforceable.

#### 3. DEFINITIONS

**“Abusive Language”** includes:

- a) profane, obscene, abusive, threatening, derogatory, or discriminatory language,
- b) language that may be perceived as inciting violence, or
- c) words that are intended to or may be perceived to abuse or do violence towards another party's integrity;

**“Charter of Rights and Freedoms”** means the *Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act*, 1982, being Schedule B to the *Canada Act* 1982 (UK), 1982, c 11;

**“Chief Administrative Officer”** means the municipal officer appointed by Council under section 147 [Chief administrative officer] of the *Community Charter*, SBC 2003 c. 26;

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

**“City Facility”** means facilities owned, leased, rented, allocated, programmed, operated or managed by the City, intended for public or City Staff use. This includes, but is not limited to, parks and trails, recreation facilities, staff offices and workspaces, meeting rooms, community meeting spaces, City Hall, and spaces where City Services are provided, but does not include facilities or portions thereof that are occupied by the RCMP or police department;

**“City Services”** means all services provided by the City. This includes but is not limited to, utility services, waste collection, bylaw enforcement, building inspections, front counter services and volunteer events;

**“City Staff”** means a person employed by the City and includes volunteers and contractors authorized to act on behalf of the City, appointed representatives (committees appointed by Council), and the Mayor and Council members;

**“Code of Conduct”** means a document that outlines the roles, rights and responsibilities of City Staff, participants and guests;

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

**“Director”** means the director of the department of the City involved in the Incident;

**“Harassment”** means conduct, actions or behaviour that a person knew or reasonably ought to have known would cause another person to be humiliated or intimidated or would be objectionable and unwelcome;

**“Human Rights Code”** means the Human Rights Code, RSBC 1996 c. 210;

**“Inappropriate Behaviour”** refers to conduct that obstructs or interferes with the lawful free use and enjoyment of City Facilities or participation in City Services, programs, or events, as well as behavior that compromises the safety and well-being of others, including City Staff, volunteers, and members of the public. This Bylaw also applies to interactions within city online forums, social media sites, and engagement platforms.

For the purposes of this Bylaw, Inappropriate Behaviour includes, but is not limited to:

- a) abusive language,
- b) vandalism,
- c) violence,
- d) harassment,
- e) possession of weapons,
- f) theft of property, and
- g) contravention of Codes of Conduct or posted rules.

Inappropriate Behaviour does not include decisions made by Bylaw enforcement staff made in the course of their duties;

**“Incident”** means any occurrence involving one or more individuals engaging in Inappropriate Behaviour;

**“Manager”** means the general manager who has functional responsibility and accountability for operations of a specific City Department.

**“Supervisor”** means the person employed by the Municipality as a supervisor in the relevant department of the Municipality involved in the Incident;

**“Suspension”** means the prohibition of an individual from entering all or specified City Facilities for a specified duration of time;

**“Vandalism”** means the malicious, willful or deliberate destruction, damaging or defacing of City Facilities or other City-owned property, including equipment, vehicles, materials and furniture; and

**“Violence”** includes:

- a) the use of profane, obscene, abusive or discriminatory language,
- b) throwing articles or objects in a deliberate or aggressive manner that may endanger or cause injury or damage to any persons or property,
- c) physically aggressive or threatening behaviour,
- d) threats or attempts to intimidate, and,
- e) attempts to goad or incite violence.

#### 4. INTERPRETATION

In this Bylaw, a reference to the Chief Administrative Officer, Director, and Manager includes a reference to the person appointed as deputy or appointed to act in the place of that person from time to time.

#### 5. SCOPE

This Bylaw applies to all persons, including members of the public and City Staff. This Bylaw also applies within City Facilities and any space in which City Services are provided and where City programs or events are being held.

This Bylaw applies to Incidents that either originate from the public or from City Staff in their dealings with the public.

This Bylaw does not apply to Incidents between City Staff, Members of Council, or Members of Council and City Staff. Allegations of Inappropriate Behaviour originating from Mayor and Council shall be dealt with in accordance with the Council Code of Conduct Policy.

#### 6. TERMS OF RESPECTFUL BEHAVIOUR

##### 6.1 Respectful Behaviour

All persons using City Facilities have a duty to:

- a) treat others with respect, courtesy, fairness, and equality;
- b) use City Facilities and equipment in a safe and respectful manner; and
- c) comply with all posted policies and rules regarding the use of City Facilities and equipment.



Inappropriate Behaviour in a City Facility or in any space in which City Services are provided is prohibited.

## 6.2 Responding to Incidents

When a member of the public witnesses an Incident and wishes to bring the Incident to the attention of the City, they must follow the procedures set out in Appendix A of this Bylaw.

When City Staff witness or receive a report regarding Inappropriate Behaviour originating from a member(s) of the public, they must follow the procedures set out in Appendix A of this Bylaw.

When a member of the public witnesses or is subject to Inappropriate Behaviour originating from City Staff and wishes to make a complaint, they must follow the procedures set out in Appendix A.1 of this Bylaw.

The Director of Corporate Services is authorized to issue a Suspension to any person who is not in compliance with this Bylaw for a period of up to eighteen (18) months or issue a fine of up to \$500 per Incident, or issue both a suspension and fine. In exercising their discretion under this section, the Director of Corporate Services must consider the factors set out in Appendix B of this Bylaw.

A person that is subject to a Suspension under this Bylaw must not access, enter or use any City Facility included in the Suspension, subject to the terms and conditions of the Suspension.

All City Staff will exercise their power and authority under this Bylaw fairly and equitably and in accordance with the *Human Rights Code*, the *Canadian Charter of Rights and Freedoms*, and all other applicable enactments.

The City is responsible for providing a safe work environment for City Staff, in accordance with the General Safety Regulations of WorkSafeBC and the *British Columbia Occupational Health and Safety Act*, this includes providing a safe work environment within Council meetings. If the Chief Administrative Officer or the Corporate Officer believes the health or safety of City Staff is at risk in a Council meeting due to Inappropriate Behaviour, either of those senior officials may direct City Staff to leave a Council meeting.

For clarity, the response to an Incident may also include expulsion of the person or persons engaging in Inappropriate Behaviour from the Council meeting, pursuant to section 133 of the *Community Charter*.

## 6.3 Appeal Process

A person subject to a Suspension under this Bylaw may request a review of the decision by the Chief Administrative Officer. Requests for review of a Suspension must be made in writing and must be delivered to the office of the Chief Administrative Officer within ten (10) business days of the date the notice of Suspension was issued.

In exercising their discretion under this section, the Chief Administrative Officer must consider the factors set out in Appendix B of this Bylaw.

Appeal hearings will be held by the Chief Administrative Officer in accordance with Appendix C of this Bylaw.

The decision of the Chief Administrative Officer with regards to a Suspension is final.

#### 6.4 Probationary Period and Subsequent Suspensions

Once a Suspension has been completed, regardless of the duration, the person subject to the Suspension will be subject to a six (6) month probationary period with the following conditions:

- a) if an Incident occurs during the probationary period, the Director of Corporate Services will impose a subsequent Suspension of equal or greater duration than the initial Suspension;
- b) a subsequent Suspension issued under this section may be for a duration of up to three (3) years;
- c) a subsequent Suspension under this section must be issued by the Director of Corporate Services or the City's Legal Counsel in writing; and,
- d) a person subject to a subsequent Suspension under this section is not entitled to appeal that Suspension, regardless of whether the person requested an appeal of the initial Suspension.

### 7. OFFENCE AND PENALTY

Every person who violates a provision of this Bylaw or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw is guilty of an offence and is liable to the penalties imposed under this Bylaw, and is guilty of a separate offence each day that a violation continues to exist.

Every person who commits an offence is liable on summary conviction to a fine or imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the *Offence Act*.

### 8. SCHEDULES

Appendix A – Incident Procedure – Incidents Originating from the Public  
Appendix A.1 – Incident Procedure – Incidents Originating from City Staff  
Appendix B – Inappropriate Behaviour Enforcement Guidelines  
Appendix C – Appeal Procedure

**READ A FIRST TIME** this     day of     , 2025.

**READ A SECOND TIME** this     day of     , 2025.

**READ A THIRD TIME** this     day of     , 2025.

**ADOPTED** this     day of     , 2025.

---

MAYOR

---

CORPORATE OFFICER

DRAFT

## Appendix A

### Incident Procedure – Incidents Originating from the Public

1. This procedure is to be followed by members of the public who observe an Incident or by City Staff when City Staff observe an Incident, have reason to believe that an Incident has occurred in a City Facility, or receive a complaint of an Incident by a member or members of the public.
2. The City's primary concern is the safety of members of the public and City Staff. If at any time City Staff feel that the safety of any person is at risk, they will request police assistance. City Staff are not expected to jeopardize their safety or that of others in responding to an Incident.
3. City Staff are expected to act in accordance with this Bylaw fairly and equitably and in accordance with the *Human Rights Code*, the *Charter of Rights and Freedoms*, and all other applicable enactments.
4. Where possible, City Staff will attempt to explain to the person or persons engaging in the Inappropriate Behaviour that their behaviour is unacceptable and ask that the behaviour cease. City Staff may also attempt to de-escalate the situation, where appropriate.
5. If the Inappropriate Behaviour continues, and depending on the severity of the Inappropriate Behaviour, City Staff may require the person to leave the City Facility immediately and the Supervisor may issue the person a temporary suspension of up to ten (10) days. If the person refuses to leave the City Facility, City Staff may request police assistance.
6. If the Incident involves alleged Inappropriate Behaviour by a minor, City Staff will make reasonable attempts to notify the parent(s) or guardian of the minor as soon as reasonably possible following the Incident.
7. As soon as is reasonably possible following the Incident, City Staff will complete an Incident Report which will include the following:
  - a. details of the Incident;
  - b. the names and contact information of the person(s) who engaged in the Inappropriate Behaviour;
  - c. the names and contact information of any witnesses; and,
  - d. any written statement provided by any witnesses.

City Staff will submit the completed Incident Report to their Supervisor who will provide a copy to their Manager and Director.

8. If the complainant of Inappropriate Behaviour is a member of the public, the complainant must contact a Manager and explain the Incident in as much detail as possible. The details should include, but are not limited to, the time and location of the Incident. The complainant must also provide as many details of the Inappropriate Behaviour as well as sufficient details for the City to identify the individual(s) engaged in the Inappropriate Behaviour.

9. All Incidents will be reviewed and investigated. When a Manager receives an Incident Report, they will consult with their Director (and the Director of Human Resources as required). If the Director is aware of previous Incidents involving the person, the Director may consult with the City Staff who reported or were involved in the previous Incidents. After considering the Incident Report and other available information as well as the Guidelines set out in Appendix B of this Bylaw, the Director and Manager will jointly take such action as they consider appropriate in the circumstances, which may include:
  - a. determining that the Incident did not constitute a violation of this Bylaw and take no further action;
  - b. determining that the Incident constituted a violation of this Bylaw but decide that no further action is required in the circumstances;
  - c. determining that the Incident constituted a violation of this Bylaw and take further action, including:
    - i. issuing a written warning letter or letter of expectation;
    - ii. requiring that the person meet with the Manager or the Director, including that the person not enter or use any City Facility until they meet with the Manager or Director; and
    - iii. recommending that the Director of Corporate Services impose a fine, Suspension, or both a fine and a Suspension.
10. If the Director and Manager believe that a fine and/or a Suspension is appropriate, they will compile and forward all information gathered during their investigation to the Director of Corporate Services. The Director will make recommendations to the Director of Corporate Services regarding the proposed scope and duration of the Suspension and any terms and conditions.
11. The Director of Corporate Services will review the information and take such action as they consider appropriate after considering the factors set out in Appendix B of this Bylaw. The Director of Corporate Services may refuse to impose a fine and/or a Suspension or, if a Suspension is imposed, establish the scope and duration of the Suspension and any terms and conditions.
12. If a Suspension is issued, the Director of Corporate Services or the City's legal counsel must notify the person in writing of the terms and conditions of the Suspension and of their right to appeal under this Bylaw.
13. Once an investigation is completed, the complainant must be notified that a formal investigation has been carried out.
14. If a Suspension is issued, a confidential memorandum regarding the Suspension will also be sent from the Director to City Staff for whom the information is necessary for the performance of their duties. Further confidential memoranda may be issued to notify City Staff of changes to or extensions of the Suspension and upon completion of the Suspension.

15. Except where prohibited by law, the Director may, pursuant to any information sharing agreements between the City and other local governments, public bodies, RCMP and police, share the confidential memorandum and any information involved in the investigation.
16. The Director of Corporate Services may extend the duration of a Suspension where the person breaches the terms and conditions of the Suspension or where there are further Incidents involving the person.

DRAFT

## Appendix A.1

### Incident Procedure – Incidents Originating from City Staff

1. Inappropriate Behaviour originating from Mayor or Council will be deemed to be a contravention of Section 2 of the Council Code of Conduct Policy. Complaints that are raised by members of the public about Inappropriate Behaviour originating from Mayor or Council members must be brought forward by the Director of Human Resources and the complaint must be reviewed in accordance with Council Standards of Conduct Policy.
2. If a member of the public believes that they have been subject to Inappropriate Behaviour originating from City Staff other than the Mayor or Council members, they will follow the process set out below.
3. If a member of the public makes a verbal complaint to a Supervisor or Manager, the Supervisor or Manager must inform the complainant that they must make a written complaint to be delivered to their Director and the Director of Human Resources. The Supervisor or Manager must advise their Director immediately of any verbal complaint.
4. If a written complaint of Inappropriate Behaviour is made it must be delivered to the Director of Human Resources. The Director of Human Resources must review the complaint and decide whether it is appropriate to commence an investigation.
5. If it is determined that an investigation is required, this investigation will be conducted by City Human Resources, or by an external investigator.
6. Upon conclusion of the investigation, the investigator will document their findings and determine the appropriate response. Such response may include discipline, up to and including termination.
7. Once an investigation is completed, the complainant must be notified that a formal investigation has been carried out.
8. If a complaint is found to be filed for malicious or vexatious purposes, the Director of Human Resources may determine that the person making the complaint has engaged in Inappropriate Behaviour under this Bylaw.

## Appendix B

### Inappropriate Behaviour Enforcement Guidelines

In determining the appropriate measures to deal with a contravention of this Bylaw, City Staff will consider the following factors:

- a. the nature and severity of the Inappropriate Behaviour;
- b. whether the Inappropriate Behaviour was a single or repeated act;
- c. whether the person was told that the behaviour was inappropriate and nonetheless continued the behaviour;
- d. the impact of the Inappropriate Behaviour on members of the public and City Staff;
- e. the person's acknowledgement of wrongdoing; and
- f. the person's history of other contraventions.



## Appendix C

### Appeal Procedure

1. Requests for review of a Suspension under this Bylaw must be made in writing and must be delivered to the office of the Chief Administrative Officer within ten (10) business days.
2. Within ten (10) business days of receiving a request for review under section 8(a) of this Bylaw, the Chief Administrative Officer will notify the person subject to the Suspension of the date for their hearing.
3. The person appointed as the City of Port Alberni's Privacy Officer will provide the person subject to the Suspension with copies of all materials that will be considered by the Chief Administrative Officer a minimum of ten (10) business days prior to the hearing. The materials will be redacted as necessary to comply with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 and any other applicable enactments.
4. The person subject to the Suspension may attend the hearing and may be accompanied by a representative of their choice, including legal counsel.
5. The Director of Human Resources will attend the hearing on behalf of City Staff.
6. The Chief Administrative Officer may request the attendance of any other person at the hearing, including a member of City Staff or City legal counsel.
7. At the hearing, the person subject to the Suspension will have ten (10) minutes to address the Chief Administrative Officer. This time may be extended if deemed necessary by the Chief Administrative Officer due to the complexity of the issues or the severity of the allegations.
8. The Chief Administrative Officer will notify the person subject to the Suspension of their decision in writing within ten (10) business days of the hearing.
9. The decision of the Chief Administrative Officer with regards to a Suspension is final.
10. The Chief Administrative Officer will notify the Mayor and Council of appealed Suspensions.

**APR 30 2025**

**CITY OF PORT ALBERNI**

**Proposal to the 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 checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0230-20-PA Picklers

**Subject: Commitment to Fundraising Efforts for Expanding Pickleball Facilities and Enhancing Recreational Infrastructure**

**Date:** January 22, 2025

**From:** PA Picklers Grant Committee

**To:** City of Port Alberni Council and Parks, Recreation and Heritage Department

**Introduction**

The PA Picklers represents a growing and vibrant pickleball community in Port Alberni boasting a membership in excess of 130 members (2024). In addition, there is a large pickleball contingent sponsored by the Sunshine Club and several smaller independent groups throughout the district. Over the past several years, the popularity of pickleball has surged, reflecting both local and national trends. However, the current recreational infrastructure for pickleball in Port Alberni has not kept pace with the growing demand, limiting opportunities for residents to participate in this inclusive and accessible sport. To address this need, our organization is prepared to undertake significant fundraising efforts to support the development of additional pickleball facilities and equipment. We request the City of Port Alberni's commitment to allocate the funds raised specifically for the conversion and enhancement of existing tennis courts into pickleball and multi-use courts, while maintaining a balance for tennis players in our community.

**Proposed Plan**

1. **Conversion of Two Tennis Courts to Six Permanent Pickleball Courts:**
  - Convert two underutilized tennis courts into six permanent pickleball courts.
  - Install appropriate fencing, nets, court surfacing, and line markings to ensure safety and usability.
  - Include amenities such as seating and shade structures for players and spectators.
2. **Conversion of One Tennis Court into a Multi-Use Court:**
  - Transform one tennis court into a multi-use court that can accommodate both tennis and pickleball.
  - Utilize portable nets and adjustable line markings to allow flexibility for multiple sports.
3. **Preservation of Two Dedicated Tennis Courts:**
  - Maintain two tennis courts exclusively for tennis players to ensure their needs are met and recreational balance is preserved.
4. **Ongoing Maintenance and Upkeep:**
  - Establish a partnership between the City and our organization to share maintenance responsibilities and ensure the long-term viability of the upgraded facilities.

## Budget

Our organization has assembled a budget of \$150,000 for this project, based on quotes collected from trades and suppliers. The budget includes the following:

- Court conversions: \$100,000
  - Includes resurfacing, line markings, and installation of permanent nets and fencing.
- Amenities: \$30,000
  - Includes seating, shade structures, and other enhancements for players and spectators.
- Contingency and maintenance planning: \$20,000
  - Allocated for unforeseen expenses and initial maintenance requirements.

## Benefits of the Proposed Plan

- **Health and Wellness:** Pickleball is a low-impact sport suitable for all ages and skill levels, promoting physical activity and community engagement.
- **Inclusivity:** Expanding pickleball facilities provides more opportunities for residents to participate in affordable and accessible recreational activities.
- **Economic Growth:** Enhanced recreational facilities attract tournaments and visitors, benefiting local businesses and tourism.
- **Efficient Use of Space:** The conversion plan ensures that tennis players retain access to high-quality courts while optimizing underutilized space for pickleball.

## Funding Commitment Request

Our organization is committed to raising funds through community initiatives, grants, and donations. We respectfully request the City of Port Alberni's commitment to:

1. **Allocating Funds Raised:** Dedicate all funds raised by our organization to the proposed project, ensuring they are used exclusively for the development and enhancement of pickleball and multi-use facilities.
2. **Collaborative Planning:** Work with our organization to finalize designs, timelines, and cost estimates for the proposed conversions.
3. **Long-Term Partnership:** Establish a formal agreement outlining shared responsibilities for maintenance, scheduling, and future upgrades.

## Conclusion

By committing to this project, the City of Port Alberni will demonstrate its support for an active and healthy community while addressing the needs of both pickleball and tennis players. The collaboration between the City and our organization will serve as a model for future recreational development projects, enhancing the quality of life for residents and visitors alike.

We look forward to discussing this proposal further and working together to bring this vision to fruition.

Sincerely,

R [REDACTED] Crema – Delegate, PA Picklers Grant Committee

[REDACTED]



RECEIVED

APR 25 2025

CITY OF PORT ALBERNI



Royal Canadian Legion  
Alberni Valley Branch 293

4680 Victoria Quay  
Port Alberni BC V9Y 6G5  
Tel: 250-723-5042  
Fax: 778-721-1124  
email rclav293@shaw.ca

April 25, 2025

<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 type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	RCM May 12 0230-20-RCL

City of Port Alberni  
4850 Argyle Street,  
Port Alberni, BC  
V9Y 1V8

Subject: Legion Commemorative Crosswalks

Dear Mayor and Council:

The Royal Canadian Legion, National Headquarters has approved the design of Commemorative Crosswalks.

On behalf of the members of the Alberni Valley Branch # 293, Royal Canadian Legion and veterans, I respectfully request that the City of Port Alberni install and maintain three Commemorative Crosswalks at the intersection of Johnstone Rd., River Rd. and Victoria Quay.

Attached is a copy of the memo from National Headquarters which shows how the crosswalks would look. The link to the National Headquarters for staff to download the PDF templates is: <https://portal.legion.ca/branch-and-command-resources/poppy-and-remembrance/commemorative-crosswalk>

Thank you for considering this request.

Sincerely,

A black rectangular box redacting the signature of Roy C. W. Buchanan.

Roy C. W. Buchanan

President

Alberni Valley Branch # 293

Royal Canadian Legion

## IN THIS SECTION

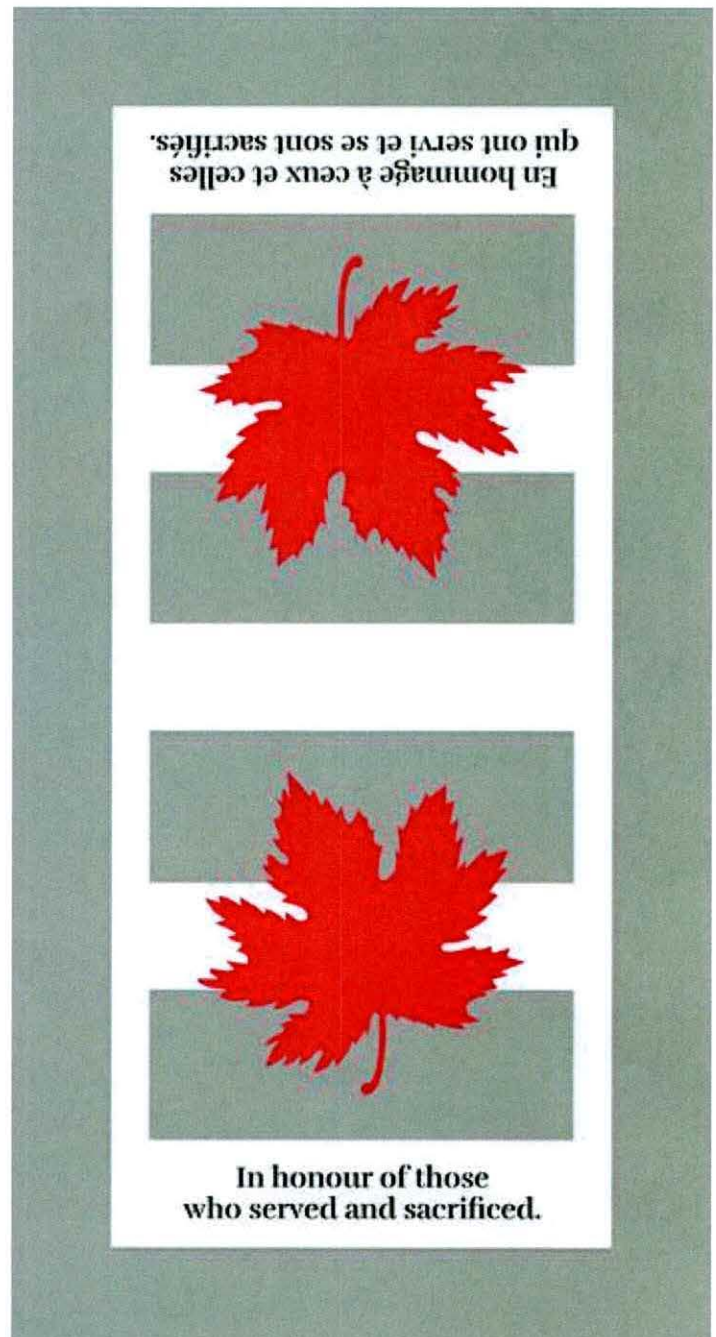
[All Branch Emails](#)[Dominion Executive Council](#)[Dominion Committees](#)[Bylaws and Branch Management](#)[Equity, Diversity and Inclusion](#)[Operational supports](#)[Membership](#)[Marketing and Public Relations](#)[Poppy and Remembrance](#)[Veterans Services](#)[Rituals, Awards and Protocol](#)[Member Sports](#)[National Legion Week](#)[Dominion Convention](#)[Leadership Development](#)[Supply Department](#)[Member Programs](#)

## Commemorative Crosswalk

**Note:** Community Commemorative Crosswalks are coordinated at the local level. Individuals wishing to honour Veterans through a commemorative crosswalk should contact their **local Legion Branch** or their City Hall to look at the feasibility.

During the Remembrance period and throughout the year, a growing number of Legion Branches and communities are developing commemorative crosswalks to honour Veterans. The Remembrance Poppy is a Legion **trademark** and may not be used in any situation where it may be trod upon. To support Branches and communities with their crosswalk initiatives, the Legion is providing an alternative commemorative

crosswalk stencil template to honour Veterans.





2. Download the template and instructions to provide to the municipality or local sign maker.

3. Follow the instructions to size and prepare your stencils and paint the Crosswalk.

### Commemorative Crosswalk Design Template

- Instructions ([PDF file](#))
- "In honour..." text stencil template-English ([PDF file](#)) ([InDesign file](#))
- "En hommage..." text stencil template-French ([PDF file](#)) ([InDesign file](#))
- Maple leaf image stencil template ([PDF file](#)) ([InDesign file](#))
- Image of Commemorative Crosswalk design ([jpg file](#))

This stylized maple leaf honours the service of all of who stood on guard for Canada and is supported by Canadian Heritage for community use. Communities are advised to not include red bands on either side of the maple leaf, to avoid being mistaken for the National Flag of Canada.

### Already have a Commemorative Crosswalk?

If your community already has a Commemorative Crosswalk, wonderful! Please note, the Poppy should never be used on a crosswalk or where the symbol of Remembrance can be trod upon. A Poppy Crosswalk must be replaced. There is no need to change other crosswalk symbols used to honour Veterans, however if, over time, it needs to be renewed, feel free to use the new template.

Need assistance? Contact Member Services and we will be pleased to assist.

Toll free: 1-855-330-3344 or [membership@legion.ca](mailto:membership@legion.ca)



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APR 29 2025

CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
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File # <u>0400-20-PS36</u>	

VIA EMAIL

Ref. 673801

April 29, 2025

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

Dear Mayor Minions:

Thank you for your letter of November 28, 2024, indicating your interest in a follow-up meeting to discuss a sustainable model for the funding of Police services and inequitable distribution of costs for services such as RCMP and Port Authority. I apologize for the delay in responding.

As you may know, one of the 11 recommendations from the all-party Special Committee on Reforming the Police Act's [April 2022 report](#), focused on creating a fair and equitable shared funding model for municipalities. Starting in 2023, my ministry began comprehensive and broad engagement with partners on policy that will form the foundation of new policing and oversight legislation. This includes engagement with local governments via the Local Government Policing Modernization Roundtable, which my ministry co-chairs with the Union of BC Municipalities. The engagement and policy development process will analyze and consider a number of reforms that are priorities to local governments. If you are interested in having someone from Port Alberni participate on this Roundtable, I encourage you to connect with UBCM Senior Policy Analyst, Bhar Sihota, by email at: [bsihota@ubcm.ca](mailto:bsihota@ubcm.ca).

The ministry continues to work on these *Police Act* reforms, including consideration of potential changes to create a more fair and equitable funding model for municipalities. Additional information about these efforts is available on the following webpage: <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-public-safety-modernization>. Alternatively, I welcome you to reach out to the Executive Director of Policing and Public Safety Modernization who is leading this work, Mark Fassina, at: [Mark.Fassina@gov.bc.ca](mailto:Mark.Fassina@gov.bc.ca) or by telephone at: 778-698-8833.

.../2

Ministry of  
Public Safety  
and Solicitor General

Office of the Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

Her Worship Sharie Minions  
Page 2

Thank you again for writing.

Sincerely,

A handwritten signature in cursive script that reads "Garry Begg". The ink is dark and the signature is fluid.

Garry Begg  
Minister of Public Safety and Solicitor General

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MAY 12 2025





## CITY OF PORT ALBERNI

*Office of the Mayor*

City Hall  
4850 Argyle Street  
Port Alberni, B.C. V9Y 1V8  
Tel. (250) 723-2146 Fax: (250) 723-1003  
portalberni.ca

November 28, 2024

The Honourable Garry Begg  
The Minister of Public Safety and Solicitor General  
Victoria, BC  
*By Email: PSSG.Minister@gov.bc.ca*

Dear Minister Begg,

**Re: 2024 UBCM Convention**

On behalf of Port Alberni, I am following up on the meeting your predecessor, Minister Farnworth, took with our councillors, Todd Patola and Debbie Haggard, and our Chief Administrative Officer Mike Fox during the 2024 UBCM Convention.

We took the time to discuss the following:

- A sustainable model for the funding of Police services.
- Inequitable distribution of costs for services such as RCMP and Port Authority.

We look forward to a follow up meeting to further discuss these issues and to working together closely with the Province to develop a way forward for our community.

Yours truly,  
CITY OF PORT ALBERNI

**Sharie Minions**  
**Mayor**

C: City Council  
M. Fox, Chief Administrative Officer  
S. Darling, Director of Corporate Services  
K. Bodin, Director of Human Resources  
K. Bruce, Officer-in-Charge, RCMP  
K. Ivezich, Police Support Services Manager

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APR 28 2025

CITY OF PORT ALBERNI



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File # _____	RCM May 12 0400-20 MMA

April 28, 2025

Reference: 70665

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

Dear Mayor Minions:

Thank you for your correspondence of November 28, 2024, regarding discussion items that arose during the 2024 UBCM Convention. As discussed at our meeting at the 2024 UBCM Convention, the Province continues to action initiatives from Belonging in BC, the provincial homelessness plan, and from Homes for People, the provincial housing plan.

In the appointment letters issued to incoming ministers following the 2024 provincial election, Premier Eby signalled that the Province will continue to take action on items discussed at UBCM, including actions to:

- reduce costs for families by helping people access affordable housing
- reduce street disorder by getting people access to the services and resources they need

These actions will continued to be elaborated in the coming months through the release of Budget 2025. I would be happy to follow up with you at a later date to answer any questions you may have as this information is released.

Your delegation also took the opportunity to advocate for increased annual provincial funding for libraries and discuss the impacts of the regional library model on the City. I understand that we heard that library services are valued by residents, but there are challenges with the budget structure and apportionment of costs that may limit what is available in your community in a regional library system. As a follow up, I understand that you met with ministry staff during the convention to discuss these issues more deeply. If there is more information you need on the matter of libraries, I encourage you to contact Mari Martin, Director, Public Libraries Branch, by telephone at 250-886-2584, or by email at [Mari.Martin@gov.bc.ca](mailto:Mari.Martin@gov.bc.ca).

Page 1 of 2

Office of the  
Minister of Housing  
and Municipal Affairs

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HMA.Minister@gov.bc.ca](mailto:HMA.Minister@gov.bc.ca)

I understand that on September 24, 2024, Assistant Deputy Minister Meghan Will wrote to your office providing a contact in the Residential Tenancy Branch's Compliance and Enforcement Unit. Your office may reach out to director Scott McGregor by email at [scott.1.mcgregor@gov.bc.ca](mailto:scott.1.mcgregor@gov.bc.ca) if there are any remaining questions or concerns relating to the *Residential Tenancy Act*, the *Manufactured Home Park Tenancy Act*, and concerns of violations of these acts.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written over a light blue horizontal line.

Ravi Kahlon  
Minister of Housing and Municipal Affairs



# CITY OF PORT ALBERNI

Office of the Mayor

City Hall  
4850 Argyle Street  
Port Alberni, B.C. V9Y 1V8  
Tel. (250) 723-2146 Fax: (250) 723-1003  
portalberni.ca

November 28, 2024

The Honourable Ravi Kahlon  
Minister of Housing and Municipal Affairs  
Victoria, BC  
By Email: [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

Dear Minister Kahlon,

On behalf of Port Alberni, thank you for taking the time to meet with our Councillors, Dustin Dame and Cindy Solda, and our Chief Administrative Officer Mike Fox, during the 2024 UBCM Convention.

We had the opportunity to discuss the following:

- How the Province can continue to support in providing affordable and safe housing for vulnerable residents in Port Alberni. To address the pressing challenges, we urged the Province to consider expanding funding for affordable housing initiatives, enhancing support for homelessness prevention programs, and investing in mental health and addiction services.
- The 2<sup>nd</sup> Street affordable housing development timeline has changed since our meeting. The City is grateful that the timeline has now been shifted up to 2025 from 2027. We are grateful to your team.
- Informing us that the Compliance and Enforcement division will be more engaged in Port Alberni in making sure that residents have suitable housing and landlords are meeting their requirements.

We look forward to a follow up meeting regarding these issues and to the continued partnership with the Province in addressing the full spectrum of housing needs of our most vulnerable residents.

Yours truly,  
CITY OF PORT ALBERNI

**Sharie Minions,**  
Mayor

C: City Council  
M. Fox, Chief Administrative Officer  
S. Darling, Director of Corporate Services  
M. Massicotte, Manager of Community Safety



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MAY - 1 2025

CITY OF PORT ALBERNI



April 23, 2025

Mayor Sharie Minions  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

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File #	0400-65

Dear Mayor Minions:

**Re: 2025 AVICC Resolution(s)**

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the 2025 AVICC Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2025 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca).

Sincerely,

Councillor Trish Mandewo  
UBCM President

*Enclosure*

## **Forestry Industry and Fibre Decline**

**Port Alberni**

Whereas hundreds of jobs have been lost in the forest industry in BC in 2024, and hundreds more are at risk due to the increasing cost and difficulty of accessing fibre and multiple other reasons;

And whereas this forest industry crisis has the potential for declines in population as well as declines in industrial property tax revenues in dozens of communities throughout British Columbia:

Therefore be it resolved that AVICC and UBCM call on the provincial government to accelerate efforts to make more fibre available to mills at risk and work with industry as well as other stakeholders to find ways to reduce the cost of fibre delivered to the mills.

### **Convention Decision:**

## **Forestry Industry and Sustainable Fibre**

**Port Alberni**

Whereas hundreds of jobs have been lost in the forest industry in BC in 2024 and hundreds more are at risk due to the increasing cost of accessing fibre and multiple other reasons;

And whereas the forest industry crisis has the potential for population declines as well as declines in industrial property tax revenues many communities throughout British Columbia:

Therefore be it resolved that AVICC and UBCM call on the provincial government to partner financially in localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.

### **Convention Decision:**

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CITY OF PORT ALBERNI

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<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0400-60

**From:** [aholmes@cityofenderby.com](mailto:aholmes@cityofenderby.com) <[aholmes@cityofenderby.com](mailto:aholmes@cityofenderby.com)>

**Sent:** May 5, 2025 11:33 AM

**To:** [david.williams.MLA@leg.bc.ca](mailto:david.williams.MLA@leg.bc.ca)

**Subject:** Bill 7 - 2025: Economic Stabilization (Tariff Response) Act

Dear MLA Williams, Local Governments and Political Parties of British Columbia,

Please find attached correspondence from Council for the City of Enderby with respect to Bill 7 – 2025: Economic Stabilization (Tariff Response) Act.

Sincerely,

Andraya Holmes  
Clerk Secretary

**The City of Enderby** | 619 Cliff Avenue, BC V0E 1V0

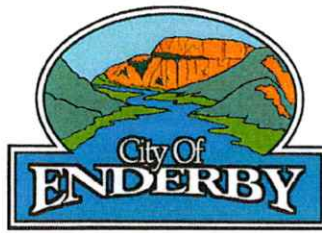
P 250.838.7230 | F 250.838.6007 | E [info@cityofenderby.com](mailto:info@cityofenderby.com) | W [www.cityofenderby.com](http://www.cityofenderby.com)



please consider the environment before printing this e-mail



619 Cliff Avenue  
P. O. Box 400  
Enderby, B. C. V0E 1V0



The Corporation of the City of Enderby  
*Where the Shuswap Meets the Okanagan*

Tel: (250) 838-7230  
Fax: (250) 838-6007  
Website: [www.cityofenderby.com](http://www.cityofenderby.com)

April 23, 2025

MLA David Williams  
Room 201 - Parliament Buildings  
Victoria, BC V8V 1X4

**Re: Bill 7 – 2025: Economic Stabilization (Tariff Response) Act**

Dear Mr. Williams:

Council has resolved to express its concerns regarding *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*.

Council for the City of Enderby recognizes that the economic challenge posed by tariffs requires an effective government response. However, that response must flow from our shared commitment to transparency, accountability, and public participation.

Council respectfully requests that the Government of British Columbia makes the following changes to *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*, before it becomes law:

1. Modify Part 2 [Procurement Directives] of the Act to ensure that there is adequate provision for oversight, accountability, and performance measurement in government purchasing programs and policies under this part;
2. Define the intent, scope and limits of Part 3 [Tolls, Fees and Charges] of the Act and include a requirement for regular and ongoing consultation with British Columbian citizens, including indigenous persons, and businesses to understand and adapt to the consequences of measures taken under this part; and
3. Add a requirement to Part 5 [General Provisions] of the Act requiring regular public reporting of regulations made under the Act, including the objectives, performance measures, and impacts of those regulations upon British Columbian citizens, including indigenous persons, and businesses.

Moreover, we urge the Government of British Columbia to:

4. Commit to not reintroducing Part 4 [Lieutenant Governor in Council's Response Powers] of the Act whatsoever, including as a separate enactment.

When the intentions of a law enacted by the Legislative Assembly are not clearly expressed, regulations risk defining the law rather than following from the law. In this time of crisis, we urge the Government of British Columbia to legislate in a manner that upholds the rule of law, not the rule of regulation.

Thank you for your attention to this important matter.

Sincerely,




Huck Galbraith  
Mayor

Cc: Local Governments of BC  
British Columbia New Democratic Party  
Conservative Party of BC  
Green Party of British Columbia

## HORSEPOWER FOR HEALING

### Community Car Show & Wellness Event

 Sunday May 25, 2025

 Alberni Valley Fall Fair Grounds

 10:00 AM – 2:00 PM

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other <u>EA</u>
File # <u>0230-20-CAT</u>	



### About the Event

Horsepower for Healing is a community car show focused on mental health and harm reduction. It creates safe, welcoming spaces for men aged 18–45—one of the highest-risk groups for toxic drug poisoning. This unique gathering brings together classic and performance cars, food, music, and local services — all in support of reducing stigma and fostering meaningful conversations around men's health and substance use.

By blending the excitement of a car show with access to local resources, our intention with this event is to create a relaxed, approachable environment where people can connect, learn, and feel supported. It's an opportunity to open up important conversations through shared interests, while increasing visibility of mental health and harm reduction supports.

This event celebrates the power of community in promoting healing, strength, and belonging. We are inviting local organizations, community groups, services, and businesses to host a booth at the event to promote wellness, harm reduction, mental health, family supports, First Nations cultural resources, recovery supports, trades training, or other services that support connection and well-being, particularly for men. Booth spots are free of charge, however space is limited and will be assigned on a first-come, first-served basis.

### About the Port Alberni Community Action Team (CAT)

The Port Alberni CAT is a multi-sector coalition dedicated to addressing the toxic drug crisis through local action. We bring together voices from public health, Indigenous communities, people with lived and living experience, emergency services, social service agencies, and grassroots organizations to create conversation, learn together, and take impactful action.

Our goal is to reduce the harms associated with substance use while building pathways to healing, dignity, and community inclusion. We do this through things like advocacy, peer support, education, and accessible community events like Horsepower for Healing.

For further information please contact our Coordinator, Alysia Maschak  
([coordinator@ptalbcats.org](mailto:coordinator@ptalbcats.org))

**Port Alberni Community Action Team | [info@ptalbcats.org](mailto:info@ptalbcats.org) | 250 730 2558**



THE PORT ALBERNI COMMUNITY ACTION TEAM PRESENTS

# HORSEPOWER

FOR *Healing*

MAY 25  
10AM-2PM  
FALL FAIR  
GROUNDS



**SHIFT GEARS.  
DRIVE TOWARD  
A BETTER FUTURE**

**MORE INFO/PRIZE  
DONATIONS**

[info@ptalbcacat.org](mailto:info@ptalbcacat.org)



## **CALLING ALL CAR ENTHUSIASTS!**

Gear up for change! Enjoy an exciting day of classic and performance vehicles while connecting with local resources that could save a life. Be part of a community-driven event about connection, awareness, and most of all, hope.

**REGISTRATION 9AM | \$20/VEHICLE**

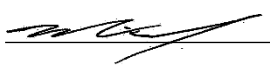
**PEOPLE'S CHOICE AWARDS (1ST/2ND/3RD)  
AND DOOR PRIZES!**

Funding support provided by the City of Port Alberni and the Alberni District Fall Fair Association.  
Thanks to all our supporters!



We acknowledge, with gratitude and respect, that this event takes place on the traditional, ancestral, and  
**REGULAR COUNCIL AGENDA MAY 12, 2025**

Date: May 2, 2025  
File No: 0640-30-Corporate Strategic Plan Review  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: Corporate Strategic Plan Review

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

#### RECOMMENDATION[S]

THAT Council receive the report 'Corporate Strategic Plan Review' dated May 2, 2025 as information.

#### PURPOSE

For Council to receive a summary of the April 29<sup>th</sup> Corporate Strategic Plan review session.

#### BACKGROUND

Adopted by Council on May 8, 2023, the City of Port Alberni *Corporate Strategic Plan: 2023-2027* is Council's leadership document that guides and aligns municipal work and spending.

During the development of the strategic plan, Council explored many possible paths to building a strong, successful Port Alberni. Through discussions, Council elected to focus on five strategic priorities:

- Responding to demographic change
- Enabling the new economy
- Provision and maintenance of quality services
- Environmental leadership
- Fostering a complete community (safe, healthy and inclusive).

The five strategic priorities are supported by 20 goals and 41 strategies.

Much of the work done and services provided by the City are not specifically mentioned in the Strategic Plan. For this, a separate Action Plan was developed in alignment with Council's Strategic Plan. The *Now, Next, Later Corporate Strategic Action Plan* serves as a roadmap tool which organizes work into three-time horizons, from immediate to long term, and from most urgent to least urgent.

On April 29, 2025 Council held a Strategic Plan review session to assess the progress of ongoing projects and initiatives, discuss upcoming developments, and ensure alignment with the overall strategic direction of the municipality.

By reviewing the Strategic Plan regularly, Council can track progress, identify areas for improvement, and ensure that priorities are being addressed in a timely and efficient manner. Ultimately, the Strategic Plan review session allows Council to ensure that the municipality is on track to achieve its long-term vision and objectives, and to make any necessary adjustments to stay on course.

#### **ALTERNATIVES/OPTIONS**

That Council receive the report 'Corporate Strategic Plan Review' dated May 2, 2025 as information.

#### **ANALYSIS**

Council's Strategic Plan review session held on April 29, 2025 covered a variety of key points and overview of action items for ongoing and upcoming projects and initiatives.

Main projects and initiatives for 2025 were reviewed including opportunities for infrastructure grants, community safety, service levels, opportunities for revenue generation and various other ongoing initiatives as outlined in the *Now, Next, Later Corporate Strategic Action Plan*.

Council will next review the Strategic Plan in fall of 2025.

#### **IMPLICATIONS**

N/A

#### **COMMUNICATIONS**

None at this time.

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

[City of PA Strat Plan 2023 Web.pdf \(portalberni.ca\)](#)

[Corporate Strategic Action Plan \(Now, Next, Later\) | City of Port Alberni](#)

#### **SUMMARY**


During the Strategic Plan review session held on April 29, 2025, Council discussed a range of ongoing projects and initiatives to ensure alignment with the overall strategic direction of the municipality in accordance with the objectives set out in the *2023-2027 Corporate Strategic Plan*.

#### **ATTACHMENTS**

None

Copy: S, Smith, Director of Development Services/Deputy CAO

Date: May 6, 2025  
File No: Legal File No. 757 [2240-20-757]  
To: Mayor & Council  
From: Mike Fox, CAO  
Subject: BC Transit 2025 - 2026 Annual Operating Agreement [AOA]

Prepared by: <i>ANDREW MCGIFFORD</i> Director of Finance	Supervisor: <i>MIKE FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Mike Fox, CAO
--	---	--

#### RECOMMENDATION

THAT the Mayor and Corporate Officer be authorized to execute the BC Transit 2025 - 2026 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit effective April 1, 2025 to March 31, 2026.

#### PURPOSE

To receive Council's authorization to execute the BC Transit 2025 - 2026 Annual Operating Agreement covering the period from April 1, 2025 to March 31, 2026.

#### BACKGROUND

The City of Port Alberni enters into the AOA with BC Transit to provide transit service within the City. The AOA provides a shared service funding model with the province. BC Transit assumptions for revenues related to farebox cash, tickets and passes are based on our most current information and trends. The service agreement with BC Transit is considered in our '2025-2029 Financial Plan' and is based on projections provided in late 2024.

#### ALTERNATIVES/OPTIONS

1. That the Mayor and the Director of Corporate Services be authorized to execute the BC Transit 2025 - 2026 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2025 to March 31, 2026.
2. That Council decline authorizing execution of the BC Transit 2025-2026 Annual Operating Agreement and seek to cease services.
3. That Council provide alternate direction, such as a change in the level of service.

#### ANALYSIS

The AOA costs have been considered in the '2025-2029 Financial Plan'. Should Council not concur with the recommendation, any changes would take time to implement. The City would continue with the current level of service until a new AOA is in place. Service level changes or cancellation require 180 days written notice.

### **IMPLICATIONS**

The City of Port Alberni's '2025-2029 Financial Plan' includes provisions for the BC Transit AOA for 2025-2026 therefore there are no additional financial implications related to execution of the agreement. Should Council elect not to execute the BC Transit AOA for 2025-2026 City public transit service would be affected.

### **COMMUNICATIONS**

Following Council authorization, the agreement will be signed and forwarded to BC Transit. The City continues the long-standing practice to support “free fare” on election days, local Grad bus passes for the month of June and the New Years Eve bus service as part of the annual operating costs of the system.

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

- *"City of Port Alberni 2025-2029 Financial Plan Bylaw No. 5123, 2025"*

### **SUMMARY**

- The AOA is an annual agreement with BC Transit and has been in place for many years to deliver transit service in the City of Port Alberni.
- The '2025-2029 Financial Plan' includes provisions to operate the transit service, the estimated financial implications associated with senior government funding support.

### **ATTACHMENTS/REFERENCE MATERIALS**

- BC Transit 2025-2026 Annual Operating Agreement

Copy: Sara Darling, Director of Corporate Services

J:\Common\A\_Items\_for\_Agenda\Reports for Approval\Regular Council\2025-05-12\BC Transit AOA\2025\_05\_06\_RCM\_BC\_Transit\_AOA\_2025-26.docx



ANNUAL OPERATING AGREEMENT

between

**City of Port Alberni**

and

**British Columbia Transit**

Effective  
**April 1, 2025**

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## ANNUAL OPERATING AGREEMENT

April 1, 2025 – March 31, 2026

BETWEEN: **City of Port Alberni**  
(the "Municipality")

AND: **British Columbia Transit**  
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

### SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) *"Annual Operating Agreement"* shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) *"Transit Service Agreement"* shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) *"Incurred"* means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

### SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

### SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

#### SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2025, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2026, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.

#### SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

#### SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

#### SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

## SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

### Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
  - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
  - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
  - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
  - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
  - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

### Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

### **Reserve Funds**

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    - 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - ii. The Local Transit Fund may be used towards lease fees.
  - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

### **SECTION 9: GOVERNING LAW**

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

### **SECTION 10: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

**SECTION 11: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit  
c/o Executive Assistant, Strategy, Planning and Public Affairs  
PO Box 9861  
520 Gorge Road East  
Victoria, BC V8W 9T5

and to the Municipality at:

City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**City of Port Alberni**

\_\_\_\_\_  
  
\_\_\_\_\_

**British Columbia Transit**

\_\_\_\_\_  
Vice President, Strategy, Planning and Public Affairs  
  
\_\_\_\_\_  
Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

Port Alberni Conventional Transit

Product	Audience	Price
Cash	All	\$2.00
Tickets (10)	All	\$18.00
dayPASS	All	\$4.00
30-day Pass	Adult	\$48.00
30-day Pass	Student/Senior	\$25.00
Semester Pass	College	\$100.00
	Child 12 and under	Free



**SCHEDULE B: SERVICE SPECIFICATIONS**

Effective April 1, 2019

**Port Alberni Conventional Service:**

The Local Transit Service Area for Port Alberni conventional service shall be the municipal boundaries of the Corporation of the City of Port Alberni.

The Annual Service Level for Port Alberni conventional service shall be **12,500** Revenue Service Hours

The Exception Days recognized annually for the Port Alberni conventional service are:

Exception Days	Service Level
Good Friday	Sunday
Easter Monday	Sunday
Victoria Day	Sunday
Canada Day	Sunday
BC Day	Sunday
Labour Day	Sunday
Truth and Reconciliation Day	Sunday
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	No Service
Boxing Day	Sunday
New Year's Day	Sunday
Family Day	Sunday

SCHEDULE C: BUDGET

PORT ALBERNI CONVENTIONAL

	OFFICIAL AOA 2025/26
TOTAL REVENUE	284,175
TOTAL OPERATING COSTS	2,025,797
TOTAL COSTS (including Local Government Share of Lease Fees)	2,190,883
NET LOCAL GOVERNMENT SHARE OF COSTS	929,844