
AGENDA - REGULAR MEETING OF COUNCIL

Tuesday, April 11, 2023 @ 2:00 PM

In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact the Director of Corporate Services at 250.720.2823 or by email danielle.leurebourg@portalberni.ca or the Deputy Director of Corporate Services at 250.720.2822 or by email sara.darling@portalberni.ca

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

1. Recognition of unceded Traditional Territories.
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 5

1. Special meeting held March 27, 2023 at 12:00 pm, and Regular Council meeting held at 2:00 pm, as presented.

C. **PUBLIC INPUT PERIOD**

An opportunity for the public to address Council on topics relevant to City Council. A maximum of four [4] speakers for no more than three [3] minutes each will be accommodated.

D. **DELEGATIONS**

E. **UNFINISHED BUSINESS**

Includes items carried forward from previous Council meetings.

1. **Financial Plan Q&A Summary** - Page 15
Summary of questions and responses as it relates to the 2023-2027 Financial Planning process.
2. **Water Meter Replacement Program** - Page 22
Report dated March 31, 2023 from the Director of Engineering and Public Works providing Council with an update on the water meter replacement program.

THAT Council receive the staff report dated March 31, 2023 providing an update on the Water Meter Replacement Program.

F. 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.

1. Accounts

THAT the certification of the Director of Finance dated April 11, 2023, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Quarterly Report - Page 24

1st Quarter report from the Development Services Department.

THAT Council receive the 1st Quarter Report from the Development Services Department.

G. 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. 2023 – 2027 Financial Plan Bylaw No. 5075, 2023 | Amendments and 3rd Reading - Page 28

a. THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” as follows for the Capital Plan in progress:

- i. Linking Roger Creek Trails funding be moved from Growing Communities Fund to the General Fund [prior years surplus] in the amount of \$290,000;*
- ii. Add \$35,000 coming from taxation to the Capital Plan for 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment; and*
- iii. Add \$20,000 to the Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 from the Equipment Replacement Reserve Fund.*

b. THAT Council provide early approval and authorize staff to proceed with the following as allocated in the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”:

- i. 2023 Capital Plan – 10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements in the amount of \$410,000;*
- ii. 2023 Capital Plan - Phase 6 – Cowichan Water Main upgrades - \$2.1 Million – tender closed and award within 60 days;*
- iii. 2023 Capital Plan - Solid Waste truck replacement - #401 – \$443,060; and*
- iv. 2021 Capital Plan - Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 - \$140,532.*

c. THAT “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” be read a third time as amended.

2. **Zoning Bylaw Amendment | 5450 Greenard Street** - Page 70
THAT “Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056” be finally adopted, signed by Mayor and Corporate Officer and numbered 5056.
3. **Officers and Indemnification Bylaw No. 5061, 2023** - Page 78
Report dated April 4, 2023 from the Director of Corporate Services requesting Council consideration for three readings of the proposed bylaw.
 - a. *THAT “Officers and Indemnification Bylaw, No. 5061, 2023” be now introduced and read a first time.*
 - b. *THAT “Officers and Indemnification Bylaw, No. 5061, 2023” be read a second time.*
 - c. *THAT “Officers and Indemnification Bylaw, No. 5061, 2023” be read a third time.*

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

1. **ADSS 2023 Parent Prom Committee** - Page 85
Letter dated March 26, 2023 from the Prom Parade Committee Chairs requesting access to City streets for the ADSS graduating class of 2023.

THAT Council authorize the ADSS 2023 Parent Prom Committee access to City streets on Saturday, June 24, 2023 from 5:00 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. to Roger St., ending at the Athletic Hall [3727 Roger St] subject to:
 - *the notification of emergency services and BC Transit;*
 - *consultation with all affected businesses/residents;*
 - *implementation of a Traffic Plan; and*
 - *provision of standard liability insurance in the amount of \$5M [minimum].*

I. PROCLAMATIONS

1. **United Steelworkers, Local 1-1937 | National Day of Mourning** - Page 86
Letter dated March 23, 2023 from the United Steelworkers, Local 1-1937, requesting that April 28, 2023 be proclaimed as the “National Day of Mourning”.

THAT Council proclaim April 28, 2023 as the “National Day of Mourning” in Port Alberni and authorize that the Mourning flag be flown at City Hall at half mast April 28th through to May 5th in recognition.
2. **MS Canada | MS Awareness Month** - Page 88
Email dated April 2, 2023 from Gabrielle Veto, MS Ambassador, requesting that the month of May 2023 be proclaimed as “MS Awareness Month”.

THAT Council proclaim the month of May 2023 as “MS Awareness Month” in Port Alberni and authorize that the MS flag be flown at City Hall from May 5th to May 12th in recognition.

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. It may also include correspondence that may not be relevant to City services and responsibilities. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

1. **Correspondence Summary** - Page 93
 - a. Ministry of Municipal Affairs | Growing Communities Fund [GCF]

K. REPORT FROM IN-CAMERA

L. 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.

M. 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. **Growing Communities Fund Grant** - Page 97
Report dated April 3, 2023 from the Director of Finance providing Council with an overview of the 'Growing Communities Fund' grant.

THAT Council support the intent of the provincial funding with a fulsome report that will address City priorities for allocation of the Growing Communities Fund Grant of \$5,269,000 to be considered at a future Committee of the Whole meeting.

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, March 27, 2023 @ 12:00 PM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Staff: M. Fox, CAO
S. Smith, Director of Development Services/Deputy CAO
D. Leurebourg, Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation & Heritage
S. Darling, Deputy Director of Corporate Services

Call to order: @ 12:00 PM

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)(e) the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Section 90 (1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

Section 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Section 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

CARRIED

The meeting was adjourned at 1:49 pm.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL

Monday, March 27, 2023 @ 2:00 PM

In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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

Staff: M. Fox, Chief Administrative Officer
D. Leurebourg, Director of Corporate Services
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation & Heritage
M. Wade, Manager of Planning
S. Darling, Deputy Director of Corporate Services | Recording Secretary

Gallery: 9

Introductory Remarks from Mayor Minions

Mayor Minions introduced the City's new Chief Administrative Officer, Michael Fox.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include items under Correspondence for Information J.L | Mobius Books [J. Toso] Parking Enforcement and J.M | M. Youd 6th Avenue Capital Funding Petition. The agenda was then adopted as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Special meeting held March 13, 2023 at 9:30 am, and Regular Council meeting held at 2:00 pm, be adopted, as presented.

CARRIED

C. PUBLIC INPUT PERIOD

M. Youd

Spoke to a petition submitted to Council by residents of 6th Avenue [Melrose Street to Bruce Street] requesting that capital infrastructure funding previously allocated for the area not be deferred.

J. Leskosek

Corrected an item of public input provided by himself during a previous Council meeting.

D. DELEGATIONS

1. **Rotary Club of Port Alberni | Community Clean-up Day**
MOVED AND SECONDED, THAT Council support the Rotary Club of Port Alberni community wide clean-up day scheduled Saturday, April 22, 2023 by providing a donation of gloves, trash bags, and litter grabbers from the Public Works department.
CARRIED | Res. No. 23-74

E. UNFINISHED BUSINESS

1. **Five Year Financial Plan 2023 – 2027, Bylaw No. 5075, 2023 | Amendments & 2nd Reading**
MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” as follows for the Capital Plan in progress:
 - i. *Administration - GIS Projects – [Housekeeping] - to have Council combine the two GIS projects into one project 19001 & 22003 for \$58,010.*
 - ii. *Administration - Asset Management implementation – 21003 – moving to a staff position instead of contract services. Relinquish \$43,024 back to reserves.*
 - iii. *Paving - Harbour Rd Argyle to Dunbar – 17415 – Work to be completed within the Connect the Quays project or redevelopment of Somass Lands project funding of \$41,211 to be relinquished to reserves, expense spending to date.*
 - iv. *Paving - 6th Ave-Melrose to Bruce – 18415 – Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
 - v. *Paving - Rail Crossing - Strathern & Dunbar – 21031 repair work completed on Lathom crossing. Relinquished \$135,225 back to reserves.*
 - vi. *Paving - 15th Ave-Montrose to Bruce (westside half road reconstruction) – 22018 – Future development along this road will occur in the near future and works will be completed at that time, relinquish \$120,000 back to reserves, expense any amount to date.*
 - vii. *Storm - 6th Ave-Melrose St to Bruce St – 18417 - Work deferred beyond current five-year plan, relinquish \$400,000 back to reserves, expense any amount to date.*
 - viii. *Cultural Services – [Housekeeping] - McLean Mill Capital Projects – Heritage - Projects 20019, 21021, and 22027 “McLean Mill Capital Projects - Heritage” combine for carry forward \$94,858 with 2023 McLean Mill Capital Projects – Heritage.*
 - ix. *Cultural Services - reallocate McLean Mill – UGST – Project 21019 – in the amount of \$30,000 to McLean Mill Septic site upgrades bringing the total budget to \$279,500.*
 - x. *Parks – [Housekeeping] – Combine Projects 20020, 20026, 21022, 21067, and 2022 Facilities – Asset Renewal projects totalling \$139,196 with the 2023 Facilities Upgrade.*



- xi. Sewer - 6th Ave-Melrose to Bruce 240m – 18603 - Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.*
 - xii. Sewer - Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K – 21039 – required works completed. Relinquish \$92,789 to reserves.*
 - xiii. Sewer - Harbour Road Trunk Sewer Replacement – Maintenance work provided improvements and currently no need to replace main. Relinquish \$300,000 back to reserves.*
 - xiv. Sewer - Small Capital Main Replacements – 22068 – close project, no expenditures. Relinquish \$100,000 back to reserves.*
 - xv. Water - New Twin Main Ph 4 (Church St./16th Ave to Montrose St./15th Ave) – 20096 – Phase 4 completed. Relinquish \$519,856 back to reserves.*
 - xvi. Awaiting Development completion – Burde Street – Anderson to 17th Avenue – [Housekeeping] Combine Projects 20022, 19018, 19021, 19029 – totalling \$370,000.*
 - xvii. Paused Project - Replace 1998 Jordair Compressor - moved to 2023 – 18410 – Moved to 2024 Capital Plan - \$59,700.*
 - xviii. Paused Projects - Electronic Filing System - Records Management – 19000 – Relinquish \$53,230 to reserve.*
 - xix. Review approach – Water Meter Replacement Program 6 years – Project 17506, 20084, and 21048 – capitalize works complete, relinquish \$816,153 to reserve and add \$300,000 in 2023 Capital Fund from Water Reserve to complete works in capital work associated with Meter replacement in 2023.*
- CARRIED | Res. No. 23-75**

MOVED AND SECONDED, THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” to add in the 2023 Capital Plan – “10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements” in the amount of \$410,000 coming from the Capital Works Reserve.

CARRIED | Res. No. 23-76

MOVED AND SECONDED, THAT “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” be read a second time as amended.

CARRIED | Res. No. 23-77

2. Financial Plan Q&A Summary

Council received the summary of questions and responses as it relates to the 2023-2027 Financial Planning process.

3. **Financial Reserves and Development Cost Charges | Recommendations from March 6th CoW**

MOVED AND SECONDED, THAT Council direct staff to prepare a report regarding the establishment of reserves based on the proposed reserves outlined in the staff report titled 'Current and Proposed Financial Reserves' and dated February 10, 2023.

CARRIED | Res. No. 23-78

MOVED AND SECONDED, THAT Council direct staff to prepare a report regarding the increase of Development Cost Charges.

CARRIED | Res. No. 23-79

4. **Softball Fields and Growing Communities Fund | Recommendations from March 20th CoW**

MOVED AND SECONDED, THAT Council direct staff to prepare a report regarding the feasibility of considering additional funding for softball field repair and maintenance in the 2023-2027 Financial Plan.

CARRIED | Res. No. 23-80

MOVED AND SECONDED, THAT Council direct Growing Communities Fund requests be brought forward with provincial criteria as staff are made aware of them.

CARRIED | Res. No. 23-81

F. STAFF REPORTS

1. **Accounts**

MOVED AND SECONDED, THAT the certification of the Director of Finance dated March 27, 2023, be received and the cheques numbered 152421 to 152501 inclusive, in payment of accounts totalling \$1,142,216.88, be approved.

CARRIED | Res. No. 23-82

2. **Quarterly Reports**

MOVED AND SECONDED, THAT Council receive the 1st Quarter Reports from the Corporate Services Department, Finance and Information Technology Department and Parks, Recreation & Heritage Department.

CARRIED | Res. No. 23-83

G. BYLAWS

1. OCP and Zoning Bylaw Amendments | 2601 Burde Street

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be now introduced and read a first time.

CARRIED | Res. No. 23-84

MOVED AND SECONDED, THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now introduced and read a first time.

CARRIED | Res. No. 23-85

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be read a second time.

CARRIED | Res. No. 23-86

MOVED AND SECONDED, THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a second time.

CARRIED | Res. No. 23-87

MOVED AND SECONDED, THAT the amending bylaws No. 5070 and 5071 be advanced to a Public Hearing on Monday April 24, 2023 at 6:00 pm.

CARRIED | Res. No. 23-88

H. CORRESPONDENCE FOR ACTION

Councillor Patola left the meeting at 2:57 pm, declaring a conflict of interest as it relates to the nature of his relationship to the organizations referenced within the following correspondence.

1. BC Farmers' Markets | Nutrition Coupon Program

MOVED AND SECONDED, THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.

CARRIED | Res. No. 23-89

Councillor Patola returned to the meeting at 2:58 pm.

I. PROCLAMATIONS

1. Guillain-Barré Syndrome (GBS)/Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Foundation of Canada

MOVED AND SECONDED, THAT Council proclaim May 2023 as 'GBS and CIDP Awareness Month' in Port Alberni.

CARRIED | Res. No. 23-90

J. CORRESPONDENCE FOR INFORMATION

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

- a. Union of BC Municipalities | Response to Council Resolution Re: Safe and Clean Affordable Housing
- b. C. & B. Yeo | Rex Road City Boulevard
- c. O. Brown | Echo Pool Closures
- d. D. Isbister | Pool Facility Closures
- e. Alberni Valley Ringette Association | Ice Time Bookings

- f. Ministry of Forests | Spongy Moth Eradication Pesticide Use Permit Issued for Aerial Spraying
- g. Ministry of Forests | Interfor Corporation's Tenure Dispositions in Coastal BC
- h. Union of BC Municipalities | Strategic Priorities Fund Application for Integrated Asset Management and GIS Strategy (22-0912-SPF)
- i. Union of BC Municipalities | Strategic Priorities Fund Application for Sustainable Environmental Infrastructure Upgrade – Phase 1 [Argyle – 1st to 3rd] (22-0571-SPF)
- j. R. Brandon, D. Piatka, D. & L. Brown, and M. Forcier, | Falls Street Hedge Enforcement Complaints

MOVED AND SECONDED, THAT Council resolves to temporarily defer strict enforcement of provision 6.7.3 and 6.7.4 of Zoning Bylaw 4832:

6.7.3 Fences, hedges and walls not greater than 1.25 m (4.1 ft) in height are permitted in the front yard.

6.7.4 Fences, hedges and walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the property to the front yard setback.

Until a report is brought to Council at the May 15, 2023 Committee of the Whole to outline alternatives for the Committee's consideration and referral to Council;

AND FURTHER, THAT Council resolve to hold in abeyance any further enforcement action on notices issued during the week of March 13, 2023 for violations of provision 6.7.3 and 6.7.4 of Zoning Bylaw 4832 until after such a time as Council has had the opportunity to review the recommendations of the Committee of the Whole on the matter.

CARRIED | Res. No. 23-91

- k. Mosaic Forest Management | Watershed Fact Sheets
- l. Mobius Books [R. Toso] | Commercial Parking Enforcement
- m. M. Youd | 6th Avenue Capital Funding Petition

K. REPORT FROM IN-CAMERA

1. Release from In-Camera | Rail Trail Agreement

Council released execution of a Rail Trail Agreement between the City and the Island Corridor Foundation, for the purpose of enabling construction of a public use pathway within the Island Corridor Foundation's rail corridor.

2. Release from In-Camera | Alberni Harbour Quay

Council released Notice of its Intent to lease the following units at the Alberni Harbour Quay for a five-year term:

- Unit 9 to M. Clark and D. Jones | Ideal Me
- Unit 13 to K. Smith | Sea Dragon Studios
- Unit 16 to L. Gover | Sassy Woodpecker

3. **Release from In-Camera | 2023 – 2027 Five Year Financial Plan, Bylaw No. 5075, 2023 Amendment**

Council released an amendment to the Five Year Financial Plan to include \$35,000 in 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment Final Report and to consider including additional budget to undertake similar work at other City facilities.

L. COUNCIL REPORTS

1. **Council and Regional District Reports**

MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.

CARRIED | Res. No. 23-92

Councillor Douglas left the meeting at 3:21 pm and returned at 3:23 pm.

M. NEW BUSINESS

1. **ALC Non-Farm Use Permit on ALR Land**

MOVED AND SECONDED, THAT Council support the Tseshah First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission, noting that the campground use would be low impact and that the land is within Tseshah territory.

CARRIED | Res. No. 23-93

MOVED AND SECONDED, THAT Council inform the Agricultural Land Commission that an application for a Zoning and Official Community Plan amendment may be required if the ALC approves the non-farm use along with an easement for the City to access utilities.

CARRIED | Res. No. 23-94

Councillor Dame left the meeting at 3:28 pm and returned at 3:31 pm.

2. **Temporary Expanded Service Areas**

MOVED AND SECONDED, THAT Council extend the Temporary Expanded Service Areas (TESA's) from March 31, 2023 to December 31, 2024 to align with LCRB Bulletin 23-01 which replaces policy directive 22-05.

CARRIED | Res. No. 23-95

MOVED AND SECONDED, THAT the Director of Corporate Services be delegated to execute the Licence of Occupation for the Temporary Expanded Service Areas (TESA's) on City owned lands.

CARRIED | Res. No. 23-96

MOVED AND SECONDED, THAT Council authorize a fee of \$300 dollars for the patio use of City owned lands for the Temporary Expanded Service Areas (TESA's).

CARRIED | Res. No. 23-97

MOVED AND SECONDED, THAT Council direct Staff to prepare a Bylaw to permit encroachment on City streets and sidewalks for the purpose of operating a patio.

CARRIED | Res. No. 23-98

3. **Shaw Cablesystems Limited | Municipal Access Agreement**

MOVED AND SECONDED, THAT Council authorize the Mayor and Corporate Officer to execute a Municipal Access Agreement between Shaw Cablesystems Limited and the City of Port Alberni.

CARRIED | Res. No. 23-99

N. QUESTION PERIOD

R. Fraser

Inquired regarding financial plan amendments and other budget related items.

J. Leskosek

Inquired regarding public access and safety guidelines as it would relate to sidewalk patios.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:44 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



2023 - 2027 Financial Plan Questions & Responses

The following is an active document reflecting questions and responses in relation to the 2023-2027 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the Financial Planning process. Citizens are encouraged to engage throughout the process by submitting comments/questions to council@portalberni.ca.

Date	Q or C	QUESTION/COMMENT	RESPONSE
February 6 CoW			
Public Input/Question Period	1	Request for placeholder within financial plan for proposed Youth Comprehensive Strategy project.	<i>Will be brought forward with available options to fund at a future Financial Plan meeting.</i>
	2	Not comfortable with decrease to contingency fund from 200,000 to 100,000.	<i>Council may increase or decrease any line item in the Financial Plan and staff can provide options for Council to source the funding or to reallocate funds.</i>
	3	Merchants of Johnston Road would like to see decorative lighting added to the corridor.	<i>In order to populate the Financial Plan, additional details and quotes may need to be provided.</i>
	4	Park space in Westport Place needs to be addressed.	<i>The Westcoast Native Healthcare Society will be attending the February 13th Regular meeting as a delegation and will address park space in relation to their ongoing developments. A Parks Master Plan will be established in alignment with the Official Community Plan review and update that is presently underway.</i>
	5	Consideration of funding for ball fields repair and maintenance.	<i>In 2022, Council directed \$240,000 of funding within the 2023 Financial Plan, specifically for Lon Miles And Recreation Park ball fields. Regular maintenance of all other fields will be sourced from line items 27210 through 27230 [based on expenditure criteria] of the Financial Plan.</i>
	6	Consideration of funding for trail maintenance.	<i>Regular maintenance of trails will be sourced from the line items 27210 through 27230 [based on expenditure criteria] of the Financial Plan.</i>
	7	Status of Water Meter Replacement project and future funding available to complete?	<i>Director of Engineering and Public Works to prepare staff report for future meeting.</i>
	8	Clarity regarding the return to pre-Covid service levels at Museum?	<i>Hours of operations and staffing levels returned to pre 2019 levels.</i>
	9	Have gaming funds been restored to pre-Covid levels?	<i>Host Community Gaming funding returned to pre-COVID levels in 2022. The 2023 Financial Plan reflects this revenue expectation.</i>
	10	How much contingency funding was used in 2022? [Committee member acknowledged this question and requested contingency funding used in previous 5 years be brought forward].	<i>Contingency over the past five years (2018 to 2022) - Line 29911: 2022 - \$200,000 2021 - \$ 11,896 2020 - \$ 16,163 2019 - \$ 20,752 2018 - \$200,000</i>
	11	Request for additional funding to be committed to ball fields repair and ongoing maintenance.	<i>Council may increase or decrease any line item in the Financial Plan and staff can provide options for Council to source the funding or reallocate funds.</i>

	12	City website updates: Procurement and Asset Management Policy, Audit Committee meeting agendas and minutes from previous years.	<i>We are working to rectify the outdated policy manual and ensuring an up-to-date copy is available on the website. The issue noted with regards to the Audit Committee agendas and minutes missing from previous years was due to a security update recently performed and has since been addressed and rectified.</i> <i>We have been actively recruiting for the communications manager position for some time, which is responsible for upkeep and maintenance of the website. We understand the importance of the website and the access to City content it provides the public. Staff are doing their best to update and manage the website content within the department's current limited capacity.</i>
	13	Roger Creek map signage faded.	<i>Regular maintenance of trails, including trail signage will be sourced from the line items 27210 through 27230 [based on expenditure criteria] of the Financial Plan and dependent upon project priorities and staff capacity.</i>
	14	How is the funding allocated for Tree Planting Program?	<i>As a strategic priority of Council, the budget was populated with an additional \$75,000 of funding in 2021 in the Parks Maintenance operational budget. In 2022 and moving forward, the tree planting budget is a specific line item in the City's Capital Plan. In 2023, the proposed amount is \$76,500. The City utilized a contractor in the first years allocations and in 2022 the approach changed to using City staff to plant the trees. When City staff are used the hours, equipment and supplies are all charged against the project. Areas that trees were plant included Williamson Park and Rex Road.</i>
	15	Request for action plan to address expenditures within the budget and plans for increasing revenue.	<i>Revenue sources are outlined with the Financial Plan. Council may direct staff should they wish to address opportunities for additional revenue sources.</i>
	16	Will City senior management be present at future Financial Plan meetings to address public inquiries where possible?	<i>Senior management staff will be in attendance and if and where possible will address inquiries. Questions that require follow-up will be included on the Q&A document and addressed at a future meeting.</i>
February 27 RCM			
Public Input/Question Period	17	Questions related to City agreement with FortisBC: What is the operating fee revenue received by the City from FortisBC on March 1 for the years 2018 through 2022 inclusive? Will the March 1, 2023 operating fee revenue be made available during this year's budget deliberations once that fee has been received by the City? Where is this revenue captured [line number, category, and schedule] on the City's financial documents? For the revenue that is derived from this operating fee, where is this revenue typically directed for use in the City budget?	<i>2018 - \$77,896.52 - received March 1, 2019 2019 - \$85,440.81 - received March 1, 2020 2020 - \$98,631.48 - received March 1, 2021 2021 - \$122,002.58 - received March 1, 2022 2022 - \$162,129.75 - to be received March 1, 2023 Revenue is captured within the line item 011910 - Utility Tax 1%. The funding is used in the General Revenue Fund.</i>
	18	Questions related to Agreements [2] between the City and the Alberni Valley Chamber of Commerce [expired December 31, 2022]: Have either, or both of these Agreements been renewed? What are the time lengths for each Agreement? What is the total contracted amount for the life of each agreement?	
	19	What is the procedure for funding received by the City from senior governments/grant funds, etc.?	<i>When senior government provides grant funding, a local government must then ensure the funding requirements are met, each instance is specific on how the funds are used. The recently announced \$1-billion Growing Communities Fund funding program noted "will be going to local governments in B.C. to help build community infrastructure and amenities to meet the demands of unprecedented population growth." Further details on requirements will be provided and that will be shared once received.</i>

	20	Cost allocation within Financial Plan for 2023 related to Somass Lands [security, insurance, etc.]?	<i>The Financial Plan includes \$650,000 funded from the Land Sale Reserve in 2023 to fund all costs associated with managing the property, including, site security, project management, risk management as required, development contracts, etc. These costs will be separated moving forward under a specific project number.</i>
March 6 CoW			
Public Input/Question Period	21	Explanation of Solid Waste decrease?	<i>Two items contribute to the decrease, the ERRF contribution for 2023 was reduced by \$125,000 (one time) to enable a lower tax rate in 2023. Cost in the first year reflects the start of a new program and a higher level of effort by staff, that is lessened in following years.</i>
	22	Line 21229: Other Financial Management. Up 40%. Could you please provide justification for increase?	<i>Software costs are now allocated to each department, no longer rolled up within 21261 - Information Technology. That accounts for approximately 75% of the increase year over year. Asset Retirement Obligation – Public Sector Accounting Standard is also budgeted in this line item for 2023.</i>
	23	Line 21259: Other Common Services. Up 8.79% to \$503,000. Could you please provide justification for increase?	<i>City phone lines, internet, cable costs, recycling, shredding, office supplies. reconciliation, postage, advertising, etc. all have been seeing inflationary increases.</i>
	24	Line 21925 - Council Travel and Development Increase. Could you please provide justification for increase?	•Estimated cost to provide the budget capacity to allow council to attend the UBCM, AVICC, FCM. •Additional training for new Council. •Estimated based on full return of normal travel.
	25	Line 21660 - Police Building Maintenance. Could you please provide justification?	•Floors, duct cleaning, pressure washing, electrical work, overhead doors. •Hydro, Fortis makes up about 25%.
	26	Line 22926 - Building Inspector Vehicle. Could you please provide justification for increase?	<i>2nd vehicle purchased for 2nd Building Inspector staff position & increased fuel costs.</i>
	27	Line 23138 - Shop Overhead. Could you please provide justification for increase?	<i>Regulatory requirements of inspections, coveralls, time allocated outside of general training and maintenance.</i>
	28	Line 23264 - Traffic and Roadway Signs. Could you please provide justification for increase?	<i>Hydro, maintenance, staff wages.</i>
	29	Line 23264 - Budgeted \$10,000 actual was \$26,000. Is the overage out of the norm or will that be the new annual budgeted amount?	<i>Not anticipated to be one time - this is likely ongoing given:</i> •Operations cost – 45% to hydro costs •Maintenance – contractors – flagging & electrical 45% •10% is staff time
	30	Line 23333 - Storm Sewer Lift Station. Could you please provide justification for increase?	<i>Pump repairs and maintenance and associated staff time.</i>
	31	Line 27225 - Parks Vehicles, Equip. Repairs. Could you please provide justification for increase?	<i>Fuel costs have increased, regular maintenance.</i>
	32	Line 28220 - Transfers to General Capital Reserves. Could you please explain this?	<i>Fund accounting utilized. General fund operational transfer to Capital from taxation in the current year to perform capital works.</i>
	33	Replacement of 2008 Ford Ranger \$83,000. What vehicle is being considered for the replacement?	<i>Staff review and assess the needs for the replacement asset and bring forward a recommendation based on what could be available in the market to provide the city a solution to our need. The market dictates what could be provided given certain criteria and based on the best value for tax payer dollars.</i>
	34	Road surfacing surplus? Why weren't works completed?	<i>Staffing capacity as it relates to operations versus capital project requirements.</i>
	35	Grant for Roger Creek Trail just received. Would we be better to use grant for infrastructure such as storm sewer lift station?	<i>Grant funding is received based on specific application criteria related to the proposed project that the City must meet in order to receive funds.</i>
	36	Is there a policy to review facility rental fees?	<i>Fees and services are captured by bylaw and could be amended as per Council direction.</i>
	37	Would the facility audit review support fees and services review?	<i>Line items and project accounting track expenditures by facility. Raw data could be provided to Council if requested. A Facilities Master Plan Audit and Review could be presented to Council for lifespan and value.</i>

38	Roger Creek Connector Trail Project grant funding received. When will work start? Anticipated project completion and is there contingency funding?	<i>The project envisioned using consultants, i.e. fisheries, engineering, biology, etc. City crews are not anticipated to complete work. Grant funding expectations are that the project be completed by March 2024. Consultants were advised to take inflation into consideration during application process (October 2022).</i>
39	City facilities that are rented to community organizations for minimal costs, will these be included in the Facility Audit?	<i>Intent with audit is to include all City facilities regardless of tenant or occupant.</i>
40	Is there a Recreation Services user fee review planned?	<i>Should Council direct, the fees and charges bylaw could be reviewed.</i>
41	Is there a plan to raise building permit fees and development cost charges?	<i>Development Services is working on a draft building bylaw which includes permit fees that will be brought forward to Council in April or May. Development Cost Charge amendments are a much larger project and requires in-depth engineering studies. Staff are looking at the possibility of a minor modification in the interim to enable a small increase.</i>
42	Is Somass funding coming from land reserve and not affecting taxation?	<i>Yes, the funding is coming from the Land Reserve.</i>
43	Tree planting, \$76,500 what does that include?	<i>In the Capital Plan - there is a Project [line] number includes staff time, equipment, contract costs if used, advertisements, all aspects related to the cost of doing the work.</i>
44	Will the replacement of the Dakota Fire Services truck be a larger model?	<i>The replacement will be a half ton-truck in order to tow the trailer currently used and to enable more equipment to be transported.</i>
45	Solid waste collection trucks have experienced some recent mechanical issues. Are these fixable/ongoing? Replacement?	<i>There are presently three trucks [2018 model]. New trucks will be purchased in a staggered manner to assist in the timing of mechanical services requirements.</i>
46	Does the Alberni Clayoquot Regional District contribute to the Parks, Recreation and Heritage Reserve?	<i>The ACRD does not contribute funds directly to the PRH reserve. As the fund is replenished through a percentage of recreation user fees, some of these fees would include that of ACRD users.</i>
47	What is the surplus amount for 2022?	<i>The amount has not yet been finalized as reconciliations are still underway.</i>
48	Are facility hot water tanks electric and is there the ability to move to on demand gas to allow for rebates and longer warranty.	<i>The majority of City facilities require large industrial/commercial units. Staff evaluate and consider all options for each facility as required for the best solution and outcome.</i>
49	Will there be road improvements made to Burde Street from 11th Avenue to Estevan Street when ongoing developments are completed?	<i>The developments are scheduled to be completed by end of year. The City will then perform curb, sidewalk, and paving work in the area.</i>
50	Will a traffic light be installed in the Burde Street area due to increased density?	<i>A recent engineering study determined it is not warranted for another 10 years. General intersection improvements are being reviewed.</i>
51	Roadway lifespan and replacement costs – Master plan? \$150,000 Potentially use building grant for budget to complete that work earlier.	<i>Staff will seek Council direction to populate this asset management work.</i>
52	RCMP Emergency Reserve balance depleted. Will the RCMP Emergency Reserve Fund continue to be used for Community Policing?	<i>Reserve will continue to be repopulated over time and it is Council's discretion as to how the funds are used. It is anticipated that repayment options will be provided for the \$1.2M in retro pay.</i>
53	Would like to increase the contingency fund from \$100,000 back to \$200,000.	<i>Council may make the recommendation to add this back to the Financial Plan and set the amount at \$200,000.</i>
54	\$800,000 for Public Works boiler and roof repair – what is the breakdown for the two items and is it feasible to fund future replacement?	<i>Intention is to determine whether to relocate Public Works facility or replace roof and boiler. Potential to spend \$90,000 to repair in interim. Estimates are that the roof[s] are in the \$450K range whereas the boiler is in the \$350K range.</i>
55	In relation to the Sunday Aquatic Centre closure, are staff working to train/hire Lifeguards?	<i>Staff are offering lifeguard leadership programming. There is a substantial commitment required for training/hiring lifeguards. Staff are working to reduce potential barriers to that process including a decreased fee for programming. Individuals interested in the leadership programs are encouraged to visit www.playinpa.ca. Those who are certified and interested in applying can visit Employment Opportunities City of Port Alberni.</i>
56	\$650,000 Somass Redevelopment is noted as coming from PRH Reserve, is that correct?	<i>Formatting error. Heading should be 'Other Reserves'.</i>

57	Paving and Road Construction budget does not include the \$150,000. Would it not be prudent to include in order to continue required works?	<i>Council may make a recommendation to add this in and staff can provide options to fund that item.</i>
58	Explanation of fluctuation of investment interest rates from year to year?	<i>The information used to compare comes from the unaudited YTD that are a work in progress depending on the status of our financial statements. The annual audited statements should be the reference point for the actual interest.</i>
59	McLean Mill operating agreement – what was the amount of the 10% heritage fee for 2020/2021?	<i>Heritage Fees received are as follows: 2020 - \$4,178.12 2021 - \$5,781.36</i>
60	McLean Mill operating agreement states the City will maintain effective signage related to 10% fee usage for the public – where is that info?	<i>Haven't used funds for any projects at this time, funds are held separately.</i>
61	How will delaying the funding for the Connect the Quays Pathway assist given inflation.	<i>Council deferred the costs until such time that project plans are determined.</i>
62	Update on Sanitary and Storm – Combined Sewer Overflow work completed for 2020, 2021, 2022 with approximately 57 kilometres remaining to be separated.	<i>A report on capital project status including CSO work to be brought forward for Council's consideration.</i>
63	Water meter replacement program status?	<i>Staff report scheduled for March 27th Regular Council meeting.</i>
64	Reserve balance amounts?	<i>Will be updated once the Tangible Capital Asset Schedule is completed towards the end of March.</i>
65	Debt servicing capacity clarification?	<i>Defined as Principle and Interest to service the debt annually.</i>
66	RCMP Reserve – Capital expense for Public Safety Building outside reserve scope?	<i>There are no restrictions on these funds, Council allocated the funds through the Financial Plan bylaws.</i>
67	Number of RCMP officers funded as per contract versus budgeted amount?	<i>The City commits to 34 municipal funded Officers annually, the budget reflects 32 Officers.</i>
68	Internal borrowing repayment scheduled for pumper truck and ladder truck – being repaid not suspended?	<i>In 2023 lower the ERRF contribution by \$300,000 and spread that reduction over the next 20 years.</i>
69	In 2017 Council direction was to increase major industrial taxation to provide for infrastructure renewal but this has not occurred. Does Council plan to increase taxes moving forward to support the required renewal?	

	70	Fire Smart Funding not included in 2023 budget. Is this handled by the City or through the ACRD?	<i>The ACRD provides service through the Alberni Valley Emergency Planning Service area and Fire Smart funding is done through the ACRD (grants and Regional District taxation).</i>
	71	Page 23, 27215 - Parks maintenance & 27230 - Parks upgrading were under spent by approximately \$315,000.	<i>The unspent funding would become part of the annual surplus for 2022, then allocated to reserves. Council may provide direction to use surplus in the current or future financial plans.</i>
	72	When do we anticipate to have the Surplus balance for 2022?	<i>It is anticipated that the surplus will come forward at the April 11th RCM.</i>
	73	When will we expect the Parks master plan and Westporte Park report coming to Council?	<i>Within the Parks masterplan and with the OCP, it is a great time to look at the entire need in the community for our park infrastructure and set the City wide plan moving forward. The specific date of the report remains to be determined with Parks, Recreation and Heritage.</i>
	74	When will we see the eligible projects for the \$5.2 million, Growing Communities Fund grant?	<i>Letter from the Province providing project criteria has been received. Staff will further clarify with regards to stacking (use with other grant awards) and report back to Council. There is a great opportunity to plan for the use of these funds and be strategic with the use to realize the greatest benefit to the community on the capital renewal and expansion for our growing community.</i>
	75	Walkway was locked on the weekend (Somass frontage), install a few benches and ensure it is open to access.	<i>The intent is to have walkway open during daylight hours. Further improvements of the site are forthcoming.</i>
	76	Park at the Corner of Redford and 10th Ave - would like to see finished - I would be happy with the works. Suggested a sculpture.	<i>Statement from a member of the gallery.</i>

Public Input/Question Period	77	Blue Economy - Visiting Navy ships were unable to have a third at the Port. Would like to see the City work with the Port Authority to upgrade the port to allow this in the future.	<i>Statement from a member of the gallery.</i>
	78	Would like to see the dry dock progressing,	<i>Statement from a member of the gallery.</i>
	79	Would like to see the roads paved when undersurface work is undertaken.	<i>Statement from a member of the gallery.</i>
	80	Why has there been a decrease of 71% in the youth activities programming in this current financial plan	<i>While the one item has decreased there is increased programming in other areas. The City is also looking to work with all levels of government to seek funds to have a comprehensive youth strategy in a regional approach.</i>
	81	Softball field conditions require improvements, there is water damage. City fields are not fully functional compared to other communities.	<i>Youth softball fields are being reviewed in future year budgets with the focus on the two baseball fields in 2023.</i>
	82	\$650,000 in the Financial Plan for the Somass site, what are the planned works within that budget?	<i>There will be the security, grant remediation (our share of grant work) to seek Certificate of Compliance with the Province, consulting fees for development partner process work, cleanup and project management to allow the salvage of items at the site.</i>
	83	Project management at the Somass Mill site, was this awarded, if so to who and how much?	<i>Bowerman Construction was the successful proponent of the RFP 024-22 - Project Management Services for the Demolition and Salvage of the Somass Mill Site, the RFP was awarded based criteria with the RFP, work is done on an as needed basis. This is included in the \$650,000 funding allocated to the Somass site.</i>
	84	Why are we not putting banners up on Johnston Road? Nothing has been put up since 2017.	<i>Follow up on this item is required by the Director of Parks, Recreation and Heritage.</i>
	85	What is the process for stating names and address when approaching Council with questions?	<i>The procedures bylaw requires the Name and address, as the City makes updates this will be considered. Council and Committees do not prevent members of the public from speaking if they do not state their address.</i>
	86	Statement: Many have missed ball over the past few years because of COVID and the ball field work should be funded this year.	<i>Response: Council could direct or look at the Growing Communities Fund. Council needs additional information in order to add to the FP if it is to be done in 2023. Surplus, is another option available.</i>
	87	Will there be a full and comprehensive report to plan the allocation of the Growing Communities Grant Fund?	<i>A staff report will be coming forward to support this request of Council to best use the funds received.</i>
	88	Our registration is increasing. The local fields are not usable and teams are playing out of Ladysmith and not able to host provincial this year given the state of the fields.	<i>A staff report will be brought forward to address this statement.</i>
	89	Is there planned work to be done on the water tower at the Train Station?	<i>At this time no specific work has been identified for the water tower, if work has been identified that would be brought to Council for consideration.</i>
	90	Why has the trail report been brought forward by the Engineering Department and not PRH?	<i>Capital Projects of this nature are often undertaken by the Engineering Department, the work planned was best suited to be performed within Engineering Services to support PRH on this file. Parks will own the maintenance in the end.</i>
	91	It was stated that all Directors would be present at the Budget meetings, that is not the case tonight	<i>With the rescheduling of the E-Town Hall, some Directors were unable to make the March 20, 2023 meeting.</i>
	92	Tree damage from City trees, is this being looked at? Future Claims funding? City should look at the whole street with recommendation.	<i>The City follows best practices and recommendations from our insurers and has insurance to address any liabilities in our service delivery.</i>
	93	Can we have a pie chart as seen in the annual tax notice during budget presentations?	<i>Staff will look at adding this into the materials presented.</i>
	94	Who would be undertaking the report to Council (related to the Softball fields)?	<i>Director of PRH</i>
	95	Will the budget from Connect the Quays, Linking Roger Creek Trail and Victoria Quay foot bridge, also have a trail along Roger Park to Roger Street along Train tracks?	<i>Yes, that is correct.</i>

96	Will there be directional signage along the trail to direct pedestrians along the path?	<i>Yes, that is within the project design.</i>
97	Is there a project in the 2023 or beyond to connect Harbour Quay and Tyee Landing?	<i>This is in the current plan for 2023.</i>
98	With the additional trail network, is there additional budget allocated in the annual financial plan?	<i>Yes there is and is included in the line item 27215</i>
99	Where in the Financial Plan is the PILT [Payment in Lieu of Taxes] with the PAPA referenced?	<i>Line 15930 – Miscellaneous revenue.</i>
100	Are any taxes included in 2023 from the Somass mill site for Major or light industry?	<i>The Somass Lands are not in the taxable values in the assessment roll. Eligibility for statutory tax exemptions is directly set through legislation and not at the discretion of a municipal council. These exemptions are directly applied to eligible properties by BC Assessment. This Includes Municipal properties.</i>
101	What is the purpose of the upgrades at the Train Station? What type of business is going in the building?	<i>To enable a lease of the space that draws more into the area, the City is working with the preferred submission for the Train Station and can't speak to the details of the situation at this time.</i>

Updated April 6, 2023

Date: March 31, 2023
File No: 5600-03-01
To: Mayor & Council
From: M. Fox, CAO
Subject: Water Meter Replacement Program

Prepared by: <i>R. DICKINSON</i> DIRECTOR OF ENGINEERING AND PUBLIC WORKS	Supervisor: <i>MICHAEL FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

That Council receive the staff report dated March 31, 2023 providing an update on the Water Meter Replacement Program.

PURPOSE

To provide Council with an update to the Water Meter Replacement Program.

BACKGROUND

The City commenced a Universal Metering Program in 1995 intended to provide water meters to all properties. The benefits of metering are conservation, equity of use (you pay for what you use) and to reduce costs by reducing the amount of water we treat, store and pump. The benefit of conservation is not only environmental but also increases the capacity of our existing water sources to accommodate growth, industry and delay the very significant costs to connect to other water sources such as Sproat Lake or Great Central Lake. The program was completed in 1997 at a cost of \$2.9M.

The life expectancy of water meters is 20 years. The meters installed during the 3-year Universal Monitoring Program are now as old as 28 years and well past their life expectancy.

In each of 2017, 2020 and 2021 the City budgeted \$400,000 a year for a total of \$1,200,000 to commence replacing the aging water meters. Whilst replacing the meters the City are also updating the readers to radio readers instead of wand. This means a City vehicle can drive down a street and automatically collect the data rather than individual staff walking up to each house to pass the wand over a "puck" that reads the meter. The additional benefit to the radio reading, aside from being more efficient, is staff now don't have to worry about entering gated back yards, carports, etc.

To date the City has replaced 1,649 meters of a total of 7,142 meters or approximately 23%. Of the \$1.2 million budgeted we have spent \$383,847. However due to other factors such as some properties paying for a new meter due to development the amount spent does not indicate the per unit cost. The new meters themselves with the radio module (ERT or Encoder Receiver Transmitter) costs approximately \$435 each not including

installation costs. Installation costs vary on location (some are in houses / garages / crawl spaces), and some need to be installed in meter boxes at the property line. Therefore, the installation cost including purchase of meter can vary from \$500 to \$1,500 each, with some larger commercial industrial meters costing significantly more. With 5,493 meters remaining to be replaced the budget is expected to be approximately \$4 million.

The City hired a plumber in 2020 to continue the water meter replacements. His duties however also include lengthy discussions with home owners regarding meters, fixing service/meter repairs in houses, coordinating/performing meter reading as well as emergency duties that arise such as water breaks. This results in him spending approximately 1/3 of his time replacing meters.

ANALYSIS

At the current rate of 275 meters being replaced per year all meters won't be replaced for another 20 years. With the age of the meters and benefits of completing this program the City will reinvigorate the replacement program in 2023 by providing existing clerical support, as available, to our dedicated plumber. This will enable us to continue to utilise the existing budgeted funds with no budget request in 2023. By determining how many meters we can currently install in a year, and by more accurately tracking costs we will be better placed to bring a report to Council for the 2024 budget considerations providing a recommendation on how to complete this program in a timely fashion.

IMPLICATIONS

The City currently has \$816,153 dollars remaining in the water meter replacement budget. This will be adequate to install meters in 2023/2024. During the year as we increase meter installs we will amend our strategy as needed, and bring a report back to Council during the 2024 Five-year Financial Plan process with an update on costs and a budget proposal for the final years of the program.

COMMUNICATIONS

The City will build upon the communication strategies used in the past. We will need to especially focus on properties where the meters are in the house or inside garages, and backyards to ensure residents are advised of the proposed work and have adequate time to schedule the work and ask any questions. This would require support from a communications person.

BYLAWS/PLANS/POLICIES

The water meter replacement program aligns with the following Council Strategic Priorities:

3.4.2 Align the people paying for services with the people receiving the services.

SUMMARY

This report is provided for Council's information as a result of inquiries during the Five-year Financial Plan process, and to provide an update and strategy to complete the Water Meter Replacement Program.

ATTACHMENTS/REFERENCE MATERIALS

N/A

C: C. Wright, Manager of Operations
A. McGifford, Director of Finance

Development Services Department

PURPOSE

To provide Council with an overview of departmental operations of the Development Services department.

Planning Services

Somass Lands

The City has taken the next step in redevelopment of the Somass Lands. A Request for Qualifications (RFQ) process has been launched. A qualified list of potential development partners has been invited to engage with the City through a structured and detailed RFQ process.

Official Community Plan

An Official Community Plan (OCP) provides a long-term plan (20-year timeframe) to guide development, land use and other area of interest to a community. An OCP must provide direction on growth, land use, Green House Gas reduction targets, housing needs, infrastructure, public facilities, restrictions on use of lands (hazard or environmentally sensitive). An OCP may also address the natural environment, social well-being and development that is important to the community. The Vision and Touchstones for the OCP have been developed with the community and approved by Council. An engagement strategy was prepared and endorsed by Council for the policy development phase of the OCP review and update. The draft policy work and engagement will occur over the next several months. The community can continue to find information and ways to participate at <https://www.letsconnectpa.ca/ocp>.

Zoning Modernization Bylaw

A draft Zoning Bylaw to modernize the bylaw was presented at the January 31, 2023 Committee of the Whole meeting. The changes provide clarity to interpretation and application of the bylaw and also address major topics such as secondary suites, accessory dwelling units, day care, density, definitions and height. Public engagement has begun through the City's Lets Connect platform [<https://www.letsconnectpa.ca/zoning-bylaw-modernization>]. The new Zoning Bylaw will be presented to a future meeting of City Council for consideration of readings and formal public hearing process.

Development Procedures Bylaw

A draft Development Procedures Bylaw was presented at the January 31, 2023 Committee of the Whole meeting. This bylaw is to provide the land development application process for the public and staff. The bylaw also proposes to delegate authority to approve and issue development permits and minor development variance permits. This will decrease the processing time for both the applicant and staff creating better customer service and creating greater staff efficiency in workload. The Development Procedures Bylaw will be presented to a future meeting of City Council for consideration.

Building Bylaw

A draft Building Bylaw and fee update is being finalized and will be presented to a future Committee of the Whole meeting for discussion.

8th Avenue Childcare Centre

The City of Port Alberni received grant funding under the Childcare BC New Spaces Fund to construct a new 88 space childcare centre. The project is on 8th Avenue connected to the existing City owned Rollin Arts Centre. The construction is well underway as shown in the photos. Completion date is estimated for October/November of 2023.





COMMUNICATION

An engagement strategy has been prepared and endorsed by Council providing early consultation to the development of the OCP. A formal public hearing process will be required later in the process.

Public engagement has begun through the City's Lets Connect platform on draft new Zoning Bylaw. The repealing and replacement of the Zoning Bylaw will require a formal process of readings of the bylaw, a public hearing, MOTI approval and final adoption.

The new Development Procedures Bylaw is an administrative bylaw and does not require public notice or a public hearing. Readings of the bylaw will be presented at a future regular meeting of City Council for consideration.

The new Building Bylaw is an administrative bylaw and does not require public notice or a public hearing. Readings of the bylaw will be presented at a future regular meeting of City Council for consideration.

LINKAGE TO CORPORATE STRATEGIC PLAN

The Development Services Department work supports many of the Goals in the *2019-2023 Corporate Strategic Plan* including:

- 1.3 The City adapts in response to ongoing demographic change and community development.
- 1.4 The public has access to and the use of the City's waterfront while marine-based industries thrive and contribute to a strong economy.
- 2.4 The community has a strategy that effectively encourages investment and sustainable growth.
- 2.5 The City takes an active and innovative role in the redevelopment of brownfield sites.
- 5.1 The community is tidy. Neighbourhoods are celebrated for their uniqueness. There are locally authentic public spaces. Citizens are proud of their community.

SUMMARY

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

Date: April 4, 2023
File No: 1700-20-2023
To: Mayor & Council
From: M. Fox, CAO
Subject: **"City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" | Amendment & 3rd Reading**

Prepared by: <i>ANDREW MCGIFFORD</i> Director of Finance	Supervisor: <i>MICHAEL FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- a. THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" as follows for the Capital Plan in progress:
 - i. Linking Roger Creek Trails funding be moved from Growing Communities Fund to the General Fund [prior years surplus] in the amount of \$290,000;
 - ii. Add \$35,000 coming from taxation to the Capital Plan for 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment; and
 - iii. Add \$20,000 to the Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 from the Equipment Replacement Reserve Fund.
- b. THAT Council provide early approval and authorize staff to proceed with the following as allocated in the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023":
 - i. 2023 Capital Plan – 10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements in the amount of \$410,000;
 - ii. 2023 Capital Plan - Phase 6 – Cowichan Water Main upgrades - \$2.1 Million – tender closed and award within 60 days;
 - iii. 2023 Capital Plan - Solid Waste truck replacement - #401- \$443,060; and
 - iv. 2021 Capital Plan - Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 - \$140,532.
- c. THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be read a third time as amended.

PURPOSE

That Council consider the recommended amendments, provide any additional direction to staff, and provide third reading as it relates to the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023".

BACKGROUND

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

ALTERNATIVES/OPTIONS

1. *THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" as follows for the Capital Plan in progress:*
 - i. *Linking Roger Creek Trails funding be moved from Growing Communities Fund to the General Fund [prior years surplus] in the amount of \$290,000;*
 - ii. *Add \$35,000 coming from taxation to the Capital Plan for 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment; and*
 - iii. *Add \$20,000 to the Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 from the Equipment Replacement Reserve Fund.*

THAT Council provide early approval and authorize staff to proceed with the following as allocated in the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023":

 - iv. *2023 Capital Plan – 10th Avenue and Dunbar Street | 10th Avenue and Redford Street traffic improvements in the amount of \$410,000;*
 - v. *2023 Capital Plan - Phase 6 – Cowichan Water Main upgrades - \$2.1 Million – tender closed and award within 60 days;*
 - vi. *2023 Capital Plan - Solid Waste truck replacement - #401- \$443,060; and*
 - vii. *2021 Capital Plan - Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 - \$140,532.*

THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be read a third time as amended.
2. *Make additional amendments to the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023".*
3. *Do not amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023".*

ANALYSIS

After reviewing the Growing Communities Fund grant criteria, it was deemed that the funding could not be used for the City's approved infrastructure grant projects as the City's as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share. Given this information, an amendment is required for the purposes of the City's contribution of the Linking Roger Creek Trails project in the amount of \$290,000 from the Growing Communities Fund to the General Fund [prior years surplus] in the amount of \$290,000.

The City initial surplus calculation in 2022 is in the range of \$700,000, with \$320,000 already assigned to the Train Station – Phase II upgrades in 2023. The recommendation to fund the Linking Roger Creek Trails in the amount of \$290,000 from the prior year's surplus is provided for Council's consideration. That would utilize the 2022 surplus in 2023 without an increase taxation or utilization of other reserves. Remaining surplus will be assigned to the General Reserve for future capital projects or operational needs through Council direction.

The City undertook an address City Hall Violence Risk Assessment and the result was a recommendation from Council to amend the financial plan as follows:

THAT Council direct that the Draft 2023 – 2027 Five Year Financial Plan include \$35,000 in 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment Final Report and consider including additional budget to undertake similar work at other City facilities.

The third item for amendment is to increase the budget by \$20,000 to the Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 from the Equipment Replacement Reserve Fund. This truck was tendered and awarded in 2021. After long delays due to supply chain issues, the supplier was not provided the chassis resulting in Ford cancelling the order. Prices have since increased and the truck now requires an additional \$20,000.

The Revised Roll from BC Assessment has been released and reflects a slight decrease within the City tax roll. The overall increase in the Completed Roll was 10.96%.

Table 1: Summary of 2023 Revised roll | for Taxation in 2023

Class	2023 Completed Roll - Assessed Values	Overall % Change
01 - Residential	3,868,631,400	11.62%
02 - Utilities	2,724,555	4.65%
03 - Supportive Housing	2	0.00%
04 - Major Industry	87,615,800	0.26%
05 - Light Industry	19,746,200	6.25%
06 - Business & Other	370,546,500	4.05%
07 – Managed Forest	-	0.00%
08 - Rec/Non-Profit	4,711,100	3.13%
09 - Farm	85,853	0.52%
Totals	4,354,061,410	10.76%

Should the recommendation be supported by Council the impact on the average single-family residential property would be:

Table 2: City of Port Alberni proposed Average Single-Family Residence increase

2022		2023		Change	
Value	Amount	Value	Amount	Difference	% Change
\$479,598	\$2,158.55	\$530,609	\$2,312.46	\$153.91	7.13%

IMPLICATIONS

The proposed Financial Plan amendments do impact the current proposed 7.13% taxation increase to the Average Single-Family Residential [ASFR] household. The amendment as presented will have an impact on the current taxation, if supported and see an increase of 0.13% or approximately \$3.00 for the ASFR household. The Plan amendments will return funding release funds back to reserves from where sourced. If sourced from taxation, funds would be placed in the Capital Works Reserve and would fund future Capital Projects.

The targeted date to adopt the Plan is April 24th. The province requires adoption of the Financial Plan and associated bylaws before May 15th.

COMMUNICATIONS

The table below outlines the current schedule of the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”

Table 3: City of Port Alberni financial plan timeline

Date	Meeting	Purpose
February 6, 2023	CoW	Director of Finance to provide an overview and summarize the City’s proposed Five-Year Financial Plan
February 13, 2023	RCM	Council to consider First Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
February 27, 2023	RCM	Staff to formally respond to comments and/or questions from previous CoWs and RCMs.
March 6, 2023	CoW	Opportunity for an informal exchange between Council, staff and members of the public.
March 13, 2023	RCM	Staff to formally respond to comments and/or questions from previous CoWs and RCMs.
March 20, 2023	CoW	E-Town Hall Expanding on public engagement – providing an electronic platform
March 27, 2023	RCM	Council to consider Second Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
April 11, 2023	RCM	Address any follow up Council to consider Third Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
April 24, 2023	RCM	Address any follow up Council to consider Final Adoption “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”

Council has the ability to schedule additional meetings should they be required.

BYLAWS/PLANS/POLICIES

“City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”

SUMMARY

- The 2023–2027 Financial Plan currently identifies a proposed tax increase of 7.13% for the Average Single-Family Residential Household in the 2023 year;
- The Plan will be reviewed and confirmed by Council throughout the financial planning process and a tentative schedule is outlined above, that is subject to change if required;

-
- Council can balance the need to fund improvements in the community and continue current levels of service, while understanding the need to balance the impact of taxation to all taxpayers in the community;
 - Adoption must occur prior to May 15, 2023.

ATTACHMENTS/REFERENCE MATERIALS

- *"City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023"*
- *Proposed" Financial Plan 2023-2027" dated April 11, 2023*

c: *D. Leurebourg, Director of Corporate Services*
 R. Macauley, Deputy Director of Finance

**CITY OF PORT ALBERNI
BYLAW NO. 5075**

A BYLAW TO ESTABLISH A FIVE-YEAR FINANCIAL PLAN

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

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

1. Schedules 'A' & 'B' attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan of the City of Port Alberni for the five-year period from January 1, 2023 to December 31, 2027.
2. This Bylaw may be cited for all purposes as "*City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023*" and shall become effective upon adoption.

READ A FIRST TIME this 13th day of February, 2023.

READ A SECOND TIME this 27th day of March, 2023.

READ A THIRD TIME this day of , 2023.

FINALLY ADOPTED this day of 2023.

Mayor

Corporate Officer

SCHEDULE A TO BYLAW NO. 5075



CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2023-2027

	2023	2024	2025	2026	2027
Revenue					
Taxes					
Property Taxes	27,723,805	29,892,921	32,347,103	34,756,937	36,821,484
Other Taxes	804,028	822,077	840,667	859,816	879,538
Grants in Lieu of Taxes	229,245	229,245	229,245	229,245	229,245
Fees and Charges					
Sales of Service	4,341,991	4,535,835	4,620,129	4,742,742	4,831,717
Sales of Service/Utilities	7,220,988	7,563,559	7,858,375	8,300,580	8,696,772
Service to other Government	50,000	53,045	53,045	54,636	56,275
User Fees/Fines	602,000	613,535	625,299	637,297	649,534
Rentals	186,090	191,673	197,423	203,346	209,446
Interest/Penalties/Miscellaneous	973,100	979,340	985,716	992,231	998,887
Grants/Other Governments	1,190,000	1,195,100	1,200,302	1,205,608	1,211,020
Other Contributions	4,670,867	89,900	89,900	89,900	89,900
	47,992,114	46,166,230	49,047,204	52,072,338	54,673,818
Expenses					
Debt Interest	580,082	580,082	580,082	580,082	580,082
Capital Expenses	16,537,386	9,677,510	5,716,011	5,687,756	5,054,274
Other Municipal Purposes					
General Municipal	5,084,377	5,320,490	5,401,468	5,540,768	5,653,432
Police Services	8,823,414	9,205,661	9,459,677	9,722,586	10,001,032
Fire Services	4,394,298	4,851,944	4,991,248	5,130,532	5,273,873
Other Protective Services	469,126	456,147	467,384	478,930	520,789
Transportation Services	4,930,933	5,644,672	5,825,927	6,009,683	6,208,309
Environmental Health and Development	3,394,219	3,483,010	3,485,303	3,491,569	3,612,604
Parks and Recreation	6,426,140	6,812,709	6,990,396	7,156,467	7,339,762
Cultural	1,598,099	1,654,051	1,674,031	1,705,147	1,737,610
Water	1,937,328	1,989,928	2,044,037	2,099,666	2,156,870
Sewer	1,673,974	1,713,007	1,753,333	1,794,372	1,841,024
Contingency	100,000	300,000	300,000	300,000	300,000
	55,949,376	51,689,211	48,688,897	49,697,558	50,279,661
Revenue Over (Under) Expenses Before Other	(7,957,262)	(5,522,981)	358,307	2,374,780	4,394,157
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	4,098,419	2,250,404	919,521	1,206,674	520,192
Transfer from Land Sale Reserve	650,000	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	3,578,269	3,843,447	(706,958)	(3,010,584)	(4,343,479)
	7,957,262	5,522,981	(358,307)	(2,374,780)	(4,394,157)
Balanced Budget	-	-	-	-	-

SCHEDULE B TO BYLAW NO. 5075 REVENUE POLICY DISCLOSURE

Objectives and Policies

The City of Port Alberni's 2019 – 2023 Corporate Strategic Plan [Strategic Plan] provides municipal objectives and policy direction. The "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" [Financial Plan] will continue with initiatives arising from these stated priorities related directly to revenue generation, property taxation, and permissive tax exemptions until alternate direction has been made for an updated Corporate Strategic Plan.

The Financial Plan seeks continued levels of service that are currently provided for the community, and where required, additional resources to support that level of service have been added.

Proportion of Revenue from Funding Sources

Property Taxes – The majority of the City of Port Alberni's revenue arises from property taxation; in 2023, approximately 67% in the Financial Plan.

The Financial Plan proposes an 8.08% increase in property taxes collected for 2023, with increases in subsequent years ranging from 6.00% to 8.00%. Property tax increases over the previous five years were lower than those projected for the next five years. Property tax collected in 2022 was 14.09% higher than property tax collected in 2018. The projected annual tax increases will allow for successful implementation of corporate strategic priorities set out by Council in the Strategic Plan, as well commitments to capital projects, collective bargaining agreements, and projects that require debt service.

2023-2027 Annual Tax Rates

2023	2024	2025	2026	2027
8.08%	7.82%	8.21%	7.45%	5.94%

Parcel Taxes – No new parcel tax levies are proposed in the Financial Plan.

Fees and Charges – In 2023, approximately 23% of the City of Port Alberni's revenues will be derived from fees and charges. Services funded through fees and charges include water and sewer utilities, solid waste collection and disposal, building inspection, cemetery operations and a portion of the parks, recreation, heritage and cultural services. City Council has directed that, where possible, it is preferable to charge a user fee for services that are identifiable to specific users instead of levying a general tax to all property owners.

Borrowing Proceeds – The City borrows as needed to finance significant capital projects, with more routine capital work funded through general revenue and Community Building Funding taxes. In 2022, a borrowing request was submitted to the Municipal Finance Authority of BC in the amount of \$8.5 Million. These funds will be received in Spring of 2023.

Other Sources – Other revenue sources are rentals of City-owned property, interest/penalties, payments in lieu of taxes and grants from senior governments. In 2023, approximately 1-3% of the City of Port Alberni's revenues will be derived from these other sources.

Revenue from some rentals and interest are increasing based on CPI and prescribed interest rates now in the 5% to 7% range. Grants from senior governments vary significantly from year to year depending on successful application for conditional funding.

Distribution of Property Taxes among Property Classes

Council will provide the policy direction which will be incorporated in the *Financial Plan*. The previous year tax shares were allocated as follows:

Class 1 – Residential - Tax increases will reflect the 8.08% for this class [share to be confirmed by Council]. Between 2005 and 2022 the share of property taxation paid by Class 1 increased from 40.00% to 60.81%.

Class 4 – Major Industry - In 2006, Council directed that significant tax reductions be provided for Class 4 taxpayers over a five-year period in response to continued market weakness in the coastal forest industry and higher than average municipal tax rates for Major Industry in Port Alberni. These reductions were implemented in 2006. The City subsequently further committed that through 2013 to 2017 there would be no increase in taxes for Major Industry as part of the agreement to purchase Catalyst's sewage lagoon infrastructure. The above noted reductions and freezes resulted in the Major Industry share of taxation decreasing from 41.80% in 2005 to 18.71% in 2022.

Class 5 - Light Industry – Growth has occurred in the Class 5 property classification since 2019. Historically the rate of Class 4 and 5 were the same. These classes were delinked in 2021. The tax share of Class 5 was 2.54% in 2022.

Class 6 – Business In committing to successful implementation of our *Strategic Plan* business rates will be reviewed to allocate the increase of 8.08%. Business property tax rates had a taxation share of 17.60% in 2022.

Other Classes Approximately 0.35% of total taxation arises from the other property classes in Port Alberni. Council will consider the share of taxation paid by other classes for 2022 to allocate the tax increase of 8.08%.

Permissive Tax Exemptions

Permissive tax exemptions are provided by the City of Port Alberni as permitted under the *Community Charter* and in compliance with Council policy. Permissive tax exemptions must also fall within the budget constraints identified by Council to be considered for approval. December 31, 2023 will signal the end of the current permissive tax exemption bylaw period. Council may wish to consider a review and update of the Permissive Tax Exemption policy prior to establishment of the bylaw for 2024.

Generally, permissive tax exemptions are a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically. Specifically, the policy allows for annual application by eligible organizations for permissive tax exemptions on the lands or buildings they occupy, and who provide for:

- athletic or recreational programs or facilities for youth;
- services and facilities for persons requiring additional supports; mental wellness and addictions;
- programming for youth and seniors;
- protection and maintenance of important community heritage;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;

- preservation of an environmentally or ecologically sensitive area designated within the Official Community Plan;

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of duration equal to or greater than the period of tax exemption.

In 2021, 54 organizations were approved, with a total annual property tax exemption value of approximately \$226,197.64.

Revitalization Tax Exemptions

Council adopted "City of Port Alberni Revitalization Tax Exemption Program, Bylaw No.4824" in 2013, an aggressive bylaw designed to encourage revitalization of the uptown area. Council amended the Bylaw in March 2016 to include Harbour Quay and City owned properties to the Schedule of eligible properties. Also, in 2016, Council adopted a new Revitalization Tax Exemption Bylaw covering all other commercial areas. Council's objective is to stimulate growth and development in the City's commercial areas by encouraging investment in new commercial space and improvements to existing commercial buildings. In 2020, one application was received and approved. This approved application experienced the first tax exemption in 2021 and is in effect for a period of five years [expires December 31, 2025].

Strategic Community Investment (SCI) and Traffic Fine Revenue Sharing (TFRS) Funds

The Strategic Community Investment Fund Plan is an unconditional grant from the Province to municipalities to assist in provision of basic services. The Traffic Fine Revenue Sharing Fund returns net revenues from traffic violations to municipalities responsible for policing costs.

The City is expecting to receive approximately \$600,000 in 2023. Performance targets are not expected to change from 2022 to 2023. SCI and TFRS funds are allocated to general revenue to support local government service delivery.

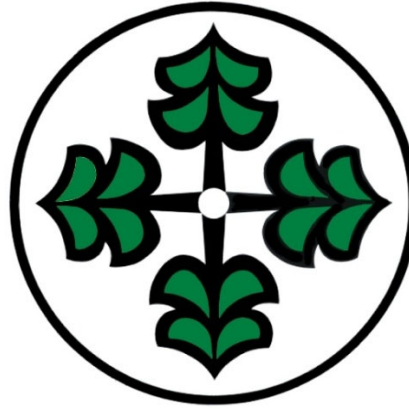
Community Gaming Funding

On October 23, 2007 the City of Port Alberni and the Province of BC signed the Host Financial Assistance Agreement providing for the transfer to the City (Host) of ten (10%) percent of net gaming revenue from the casino located within the City's boundaries. The budget assumes that the City of Port Alberni will continue to receive a share of gaming revenue through the five years of this Financial Plan. It should be noted that there is no long-term agreement in place with the Province.

Community gaming funds must be applied to Eligible Costs only. Eligible Costs are defined by the Province as "the costs and expenses incurred by the Host for any purpose that is of public benefit to the Host and within the lawful authority of the Host."

Through 2020 to 2022, COVID-19 impacted the revenue received to support the annual funding to eligible costs. The draft Plan continues the support of the eligible costs in 2023 with an expectation of normal funding through the entire year from the Host Financial Assistance Agreement.

2023 Funding Allocation	Funds (\$) Allocated
McLean Mill National Historic Site Operations	\$216,079
Visitor Centre Funding	100,000
Offset Economic Development	159,721
Community Investment Plan/Grants in Aid	44,200
Total commitments	\$520,000



CITY OF PORT ALBERNI

FINANCIAL PLAN

2023-2027

April 11, 2023



CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2023-2027

	2023	2024	2025	2026	2027
Revenue					
Taxes					
Property Taxes	27,723,805	29,892,921	32,347,103	34,756,937	36,821,484
Other Taxes	804,028	822,077	840,667	859,816	879,538
Grants in Lieu of Taxes	229,245	229,245	229,245	229,245	229,245
Fees and Charges					
Sales of Service	4,341,991	4,535,835	4,620,129	4,742,742	4,831,717
Sales of Service/Utilities	7,220,988	7,563,559	7,858,375	8,300,580	8,696,772
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Rentals	186,090	191,673	197,423	203,346	209,446
Interest/Penalties/Miscellaneous	973,100	979,340	985,716	992,231	998,887
Grants/Other Governments	1,190,000	1,195,100	1,200,302	1,205,608	1,211,020
Other Contributions	4,670,867	89,900	89,900	89,900	89,900
	47,992,114	46,166,230	49,047,204	52,072,338	54,673,818
Expenses					
Debt Interest	580,082	580,082	580,082	580,082	580,082
Capital Expenses	16,537,386	9,677,510	5,716,011	5,687,756	5,054,274
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Contingency	100,000	300,000	300,000	300,000	300,000
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Revenue Over (Under) Expenses Before Other	(7,957,262)	(5,522,981)	358,307	2,374,780	4,394,157
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	4,098,419	2,250,404	919,521	1,206,674	520,192
Transfer from Land Sale Reserve	650,000	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	3,578,269	3,843,447	(706,958)	(3,010,584)	(4,343,479)
	7,957,262	5,522,981	(358,307)	(2,374,780)	(4,394,157)
Balanced Budget	-	-	-	-	-



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
REAL PROPERTY TAXES														
		(unaudited)	(unaudited)	(unaudited)										
11111 General Purposes - Taxes	25,440,000	25,418,147	(21,853)	-0.09%	27,512,134	8.15%	29,681,250	7.88%	32,135,432	8.27%	34,545,266	7.50%	36,609,813	5.98%
11112 Debt Purposes - Taxes	211,671	211,361	(310)	-0.15%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%
<i>TAX LEVY</i>	25,651,671	25,629,508	(22,163)	-0.09%	27,723,805	8.08%	29,892,921	7.82%	32,347,103	8.21%	34,756,937	7.45%	36,821,484	5.94%
11211 Special Area Levy	14,650	12,882	(1,768)	-12.07%	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
<i>SPECIAL ASSESSMENTS</i>	14,650	12,882	(1,768)	-12.07%	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
11910 Utility Tax 1%	746,741	775,362	28,621	3.83%	786,028	5.26%	803,537	2.23%	821,571	2.24%	840,147	2.26%	859,279	2.28%
<i>TAXES</i>	26,413,062	26,417,752	4,690	0.02%	28,527,833	8.01%	30,714,998	7.67%	33,187,770	8.05%	35,616,753	7.32%	37,701,022	5.85%
FEDERAL GOVERNMENT														
12110 Federal Building Grant	575	522	(53)	-9.22%	520	-9.57%	520	0.00%	520	0.00%	520	0.00%	520	0.00%
12210 CBC Grant	3,200	3,502	302	9.44%	3,500	9.38%	3,500	0.00%	3,500	0.00%	3,500	0.00%	3,500	0.00%
PROVINCIAL GOVERNMENT														
12310 Provincial Government Grant	50,000	54,003	4,003	8.01%	54,000	8.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%
12410 BC Hydro	100,000	106,065	6,065	6.07%	106,000	6.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%
12411 Public Housing Grant (in lieu of taxes)	80,000	60,513	(19,487)	-24.36%	65,000	-18.75%	65,000	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%
OTHER ENTITIES														
12910 University of Victoria	180	225	45	25.00%	225	25.00%	225	0.00%	225	0.00%	225	0.00%	225	0.00%
<i>GRANTS IN LIEU OF TAXES</i>	233,955	224,830	(9,125)	-3.90%	229,245	-2.01%	229,245	0.00%	229,245	0.00%	229,245	0.00%	229,245	0.00%
SERVICES PROVIDED TO GOVERNMENT														
13121 PRISONER EXPENSE RECOVERY	100,000	83,969	(16,031)	-16.03%	50,000	-50.00%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
SALES OF SERVICES														
14120 ADMINISTRATION SERVICE CHARGE	45,000	49,052	4,052	9.00%	25,500	-43.33%	25,500	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%
14221 Law Enforcement Service Charge	141,500	157,426	15,926	11.26%	191,500	35.34%	192,500	0.52%	193,500	0.52%	194,520	0.53%	195,550	0.53%
14241 Fire Department Service Charge	198,338	187,232	(11,106)	-5.60%	198,490	0.08%	203,797	2.67%	209,263	2.68%	214,893	2.69%	220,691	2.70%
<i>PROTECTIVE SERVICES</i>	339,838	344,658	4,820	1.42%	389,990	14.76%	396,297	1.62%	402,763	1.63%	409,413	1.65%	416,241	1.67%
14310 Public Works Service Charge	77,600	108,069	30,469	39.26%	77,800	0.26%	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%
14400 Public Transit Revenue	288,230	313,954	25,724	8.92%	288,349	0.04%	293,503	1.79%	298,769	1.79%	304,152	1.80%	309,652	1.81%
<i>TRANSPORTATION SERVICES</i>	365,830	422,023	56,193	15.36%	366,149	0.09%	371,303	1.41%	376,569	1.42%	381,952	1.43%	387,452	1.44%
14433 Commercial Solid Waste Collection	10,000	8,753	(1,247)	-12.47%	-	-100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
14434 Residential Solid Waste Collection	1,381,260	1,211,968	(169,292)	-12.26%	1,409,780	2.06%	1,519,211	7.76%	1,561,388	2.78%	1,626,023	4.14%	1,671,053	2.77%
14434 Recycle BC Collection Incentive	287,239	272,243	(14,996)	-5.22%	293,183	2.07%	296,115	1.00%	299,076	1.00%	302,066	1.00%	305,087	1.00%
<i>CURBSIDE WASTE COLLECTION</i>	1,678,499	1,492,964	(185,535)	-11.05%	1,702,963	1.46%	1,815,326	6.60%	1,860,464	2.49%	1,928,089	3.63%	1,976,140	2.49%
14516 PUBLIC HEALTH-CEMETERIES	66,600	93,558	26,958	40.48%	86,000	29.13%	87,720	2.00%	89,474	2.00%	91,264	2.00%	93,089	2.00%
14550 PLANNING ADMINISTRATION	46,100	218,130	172,030	373.17%	66,712	44.71%	68,303	2.38%	69,941	2.40%	71,627	2.41%	73,363	2.42%
14560 ECONOMIC DEVELOPMENT	8,500	254,580	246,080	2895.06%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%
14600 Marine Commercial Building	87,000	68,625	(18,375)	-21.12%	63,000	-27.59%	90,000	42.86%	92,700	3.00%	95,481	3.00%	98,345	3.00%
14601 Port Building	26,000	25,023	(977)	-3.76%	27,560	6.00%	28,387	3.00%	29,238	3.00%	30,116	3.00%	31,019	3.00%
14602 Market Square	30,000	26,381	(3,619)	-12.06%	30,600	2.00%	31,518	3.00%	32,464	3.00%	33,437	3.00%	34,441	3.00%
14690 A. H. Q. Miscellaneous Revenue	2,500	-	(2,500)	-100.00%	500	-80.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
<i>ALBERNI HARBOUR QUAY</i>	145,500	120,029	(25,471)	-17.51%	121,660	-16.38%	150,405	23.63%	154,902	2.99%	159,534	2.99%	164,305	2.99%
RECREATION SERVICES														
RECREATION FACILITIES														
14710 Gyro Youth Centre	6,000	5,822	(178)	-2.97%	6,000	0.00%	6,180	3.00%	6,365	2.99%	6,556	3.00%	6,753	3.00%
14712 Echo '67 Centre	206,121	189,729	(16,392)	-7.95%	200,520	-2.72%	206,786	3.12%	213,209	3.11%	219,795	3.09%	226,549	3.07%
14714 Glenwood Centre	39,600	39,398	(202)	-0.51%	27,950	-29.42%	29,050	3.94%	30,150	3.79%	31,250	3.65%	32,350	3.52%
14716 Echo Aquatic Centre	42,344	34,424	(7,920)	-18.70%	39,000	-7.90%	40,200	3.08%	41,404	3.00%	42,612	2.92%	43,824	2.84%
14718 AV Multiplex	388,356	582,101	193,745	49.89%	499,000	28.49%	510,000	2.20%	520,000	1.96%	527,000	1.35%	534,000	1.33%
14720 Stadium & Athletic Fields	29,683	14,468	(15,215)	-51.26%	18,000	-39.36%	19,500	8.33%	21,000	7.69%	22,500	7.14%	24,000	6.67%
RECREATION PROGRAMS														
SPORT PROGRAMS														



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
14730 Glenwood Centre	3,090	177	(2,913)	-94.27%	1,500	-51.46%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%
14732 Echo Aquatic Centre	89,000	191,374	102,374	115.03%	182,000	104.49%	182,000	0.00%	182,000	0.00%	182,000	0.00%	182,000	0.00%
14734 AV Multiplex	10,800	19,494	8,694	80.50%	38,500	256.48%	38,890	1.01%	39,470	1.49%	39,969	1.26%	40,478	1.27%
LEISURE PROGRAMS														
14738 Children's Programs	92,000	205,991	113,991	123.90%	229,500	149.46%	234,750	2.29%	240,158	2.30%	245,727	2.32%	251,464	2.33%
14740 Youth Programs & Services	30,500	15,476	(15,024)	-49.26%	10,000	-67.21%	10,180	1.80%	10,363	1.80%	10,550	1.80%	10,741	1.81%
14742 Adult Programs	49,000	59,240	10,240	20.90%	68,400	39.59%	70,298	2.77%	72,250	2.78%	74,257	2.78%	76,321	2.78%
14750 Special Events	1,000	1,627	627	62.70%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
COMMUNITY SERVICES														
14760 Community Services Misc. Revenue	4,101	21,012	16,911	412.37%	5,500	34.11%	5,500	0.00%	5,500	0.00%	5,500	0.00%	5,500	0.00%
14770 Contributions & Grants	128,447	212,035	83,588	65.08%	140,447	9.34%	140,447	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%
RECREATION SERVICES	1,120,042	1,592,368	472,326	42.17%	1,467,317	31.01%	1,496,281	1.97%	1,524,816	1.91%	1,550,663	1.70%	1,576,927	1.69%
CULTURAL SERVICES														
MUSEUM SERVICES														
14810 Museum-Sales & Service	38,600	101,625	63,025	163.28%	35,800	-7.25%	44,800	25.14%	35,800	-20.09%	44,800	25.14%	38,800	-13.39%
14820 Museum-Federal Grants	3,400	-	(3,400)	-100.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%
14830 Museum-Provincial Grants	65,000	68,750	3,750	5.77%	68,000	4.62%	68,000	0.00%	68,000	0.00%	68,000	0.00%	68,000	0.00%
CULTURAL SERVICES	107,000	170,375	63,375	59.23%	107,200	0.19%	116,200	8.40%	107,200	-7.75%	116,200	8.40%	110,200	-5.16%
SALES OF SERVICES	3,922,909	4,757,737	834,828	21.28%	4,341,991	10.68%	4,535,835	4.46%	4,620,129	1.86%	4,742,742	2.65%	4,831,717	1.88%
OTHER REVENUE OWN SOURCES														
15110 Business License Fees	165,000	186,409	21,409	12.98%	170,000	3.03%	173,400	2.00%	176,868	2.00%	180,405	2.00%	184,013	2.00%
15160 Dog License Fees	11,000	16,146	5,146	46.78%	13,500	22.73%	13,635	1.00%	13,771	1.00%	13,909	1.00%	14,048	1.00%
15170 Building & Plumbing Permit Fees	300,000	310,278	10,278	3.43%	400,000	33.33%	408,000	2.00%	416,160	2.00%	424,483	2.00%	432,973	2.00%
15181 Other Const/Demolition Permit Fees	500	280	(220)	-44.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
15190 Vacant Bldg. Registration Permit Fees	1,000	-	(1,000)	-100.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
LICENCES & PERMITS	477,500	513,113	35,613	7.46%	585,000	22.51%	596,535	1.97%	608,299	1.97%	620,297	1.97%	632,534	1.97%
15210 FINES & PARKING TICKETS	17,000	13,297	(3,703)	-21.78%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%
15320 RENTALS	153,500	153,874	374	0.24%	186,090	21.23%	191,673	3.00%	197,423	3.00%	203,346	3.00%	209,446	3.00%
15510 Interest On Investments	240,000	238,337	(1,663)	-0.69%	300,000	25.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%
15590 Other Interest	36,000	113,099	77,099	214.16%	146,000	305.56%	146,000	0.00%	146,000	0.00%	146,000	0.00%	146,000	0.00%
RETURN ON INVESTMENTS	276,000	351,436	75,436	27.33%	446,000	61.59%	446,000	0.00%	446,000	0.00%	446,000	0.00%	446,000	0.00%
15611 Current Tax Penalties	145,000	175,556	30,556	21.07%	190,000	31.03%	190,000	0.00%	190,000	0.00%	190,000	0.00%	190,000	0.00%
15621 Arrears & Delinquent Tax Interest	48,600	48,179	(421)	-0.87%	53,600	10.29%	53,600	0.00%	53,600	0.00%	53,600	0.00%	53,600	0.00%
15625 Residential Garbage Penalties	16,500	14,349	(2,151)	-13.04%	20,000	21.21%	20,600	3.00%	21,218	3.00%	21,855	3.00%	22,510	3.00%
PENALTIES & INTEREST	210,100	238,084	27,984	13.32%	263,600	25.46%	264,200	0.23%	264,818	0.23%	265,455	0.24%	266,110	0.25%
15930 Miscellaneous Revenue	203,500	221,679	18,179	8.93%	230,500	13.27%	235,150	2.02%	239,888	2.01%	244,716	2.01%	249,635	2.01%
15940 Miscellaneous Revenue-IT Services	28,275	33,488	5,213	18.44%	33,000	16.71%	33,990	3.00%	35,010	3.00%	36,060	3.00%	37,142	3.00%
MISCELLANEOUS REVENUE	231,775	255,167	23,392	10.09%	263,500	13.69%	269,140	2.14%	274,898	2.14%	280,776	2.14%	286,777	2.14%
OTHER REVENUE OWN SOURCES	1,365,875	1,524,971	159,096	11.65%	1,761,190	28.94%	1,784,548	1.33%	1,808,438	1.34%	1,832,874	1.35%	1,857,867	1.36%
UNCONDITIONAL TRANSFERS OTHER GOV'T PROVINCIAL GOVERNMENT														
16212 Small Community Protection Grant	235,000	226,000	(9,000)	-3.83%	255,000	8.51%	260,100	2.00%	265,302	2.00%	270,608	2.00%	276,020	2.00%
16214 Revenue Sharing - Traffic Fines	345,000	353,165	8,165	2.37%	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%
16215 Community Gaming Revenue	445,840	448,675	2,835	0.64%	520,000	16.63%	520,000	0.00%	520,000	0.00%	520,000	0.00%	520,000	0.00%
UNCOND TFRS OTHER GOV'T	1,025,840	1,027,840	2,000	0.19%	1,120,000	9.18%	1,125,100	0.46%	1,130,302	0.46%	1,135,608	0.47%	1,141,020	0.48%
CONDITIONAL TRANSFERS OTHER														
18120 Grants/Contributions UBCM/FCM	-	-	-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
18121 Grants/Contributions Other	70,000	581,856	511,856	731.22%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
CONDITIONAL TRANSFERS - OTHER	70,000	581,856	511,856	731.22%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
OTHER TRANSFERS & COLLECTIONS														
19110 Cemetery Trust Fund	2,000	-	(2,000)	-100.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
19114 Operating Funds From Prior Years	922,000	922,000	-	0.00%	532,253	-42.27%	400,000	-24.85%	400,000	0.00%	400,000	0.00%	400,000	0.00%
19115 Transfer from RCMP Surplus Reserve	191,462	191,462	-	0.00%	204,490	6.80%	209,981	2.69%	215,636	2.69%	221,459	2.70%	227,457	2.71%
TRANSFERS FROM OWN RESERVES	1,115,462	1,113,462	(2,000)	-0.18%	738,743	-33.77%	611,981	-17.16%	617,636	0.92%	623,459	0.94%	629,457	0.96%
COLLECTIONS FOR OTHER GOV'T														
19811 Non-Residential School Tax	1,749,007	2,048,655	299,648	17.13%	1,783,987	2.00%	1,819,667	2.00%	1,856,060	2.00%	1,893,181	2.00%	1,931,045	2.00%
19812 Residential School Tax	4,380,106	4,591,169	211,063	4.82%	4,467,708	2.00%	4,557,062	2.00%	4,648,203	2.00%	4,741,167	2.00%	4,835,991	2.00%
COLLECTIONS FOR OTHER GOV'T	6,129,113	6,639,824	510,711	8.33%	6,251,695	2.00%	6,376,729	2.00%	6,504,263	2.00%	6,634,348	2.00%	6,767,036	2.00%
REGIONAL GOVERNMENT														
19820 Alberni-Clayoquot Regional Hosp Dist.	680,000	695,350	15,350	2.26%	682,652	0.39%	684,504	0.27%	684,504	0.00%	684,504	0.00%	684,504	0.00%
19821 Alberni-Clayoquot Regional District	1,491,725	1,594,758	103,033	6.91%	1,770,580	18.69%	2,033,571	14.85%	2,151,347	5.79%	2,293,679	6.62%	2,378,553	3.70%
REGIONAL GOVERNMENT	2,171,725	2,290,108	118,383	5.45%	2,453,232	12.96%	2,718,075	10.80%	2,835,851	4.33%	2,978,183	5.02%	3,063,057	2.85%
JOINT BOARDS AND COMMISSIONS														
19830 Municipal Finance Authority	700	959	259	37.00%	700	0.00%	714	2.00%	728	1.96%	743	2.06%	758	2.02%
19831 BC Assessment	182,810	208,577	25,767	14.09%	190,000	3.93%	195,700	3.00%	201,571	3.00%	207,618	3.00%	213,847	3.00%
JOINT BOARDS AND COMMISSIONS	183,510	209,536	26,026	14.18%	190,700	3.92%	196,414	3.00%	202,299	3.00%	208,361	3.00%	214,605	3.00%
OTHER TRANSFERS, COLLECTIONS	8,484,348	9,139,468	655,120	7.72%	8,895,627	4.85%	9,291,218	4.45%	9,542,413	2.70%	9,820,892	2.92%	10,044,698	2.28%
GENERAL FUND REVENUE	43,231,451	44,871,885	1,640,434	3.79%	45,734,629	5.79%	48,414,425	5.86%	51,258,978	5.88%	54,126,209	5.59%	56,561,301	4.50%



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
REAL PROPERTY TAXES														
		(unaudited)	(unaudited)	(unaudited)										
11111 General Purposes - Taxes	25,440,000	25,418,147	(21,853)	-0.09%	27,512,134	8.15%	29,681,250	7.88%	32,135,432	8.27%	34,545,266	7.50%	36,609,813	5.98%
11112 Debt Purposes - Taxes	211,671	211,361	(310)	-0.15%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%
<i>TAX LEVY</i>	25,651,671	25,629,508	(22,163)	-0.09%	27,723,805	8.08%	29,892,921	7.82%	32,347,103	8.21%	34,756,937	7.45%	36,821,484	5.94%
11211 Special Area Levy	14,650	12,882	(1,768)	-12.07%	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
<i>SPECIAL ASSESSMENTS</i>	14,650	12,882	(1,768)	-12.07%	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
11910 Utility Tax 1%	746,741	775,362	28,621	3.83%	786,028	5.26%	803,537	2.23%	821,571	2.24%	840,147	2.26%	859,279	2.28%
<i>TAXES</i>	26,413,062	26,417,752	4,690	0.02%	28,527,833	8.01%	30,714,998	7.67%	33,187,770	8.05%	35,616,753	7.32%	37,701,022	5.85%
FEDERAL GOVERNMENT														
12110 Federal Building Grant	575	522	(53)	-9.22%	520	-9.57%	520	0.00%	520	0.00%	520	0.00%	520	0.00%
12210 CBC Grant	3,200	3,502	302	9.44%	3,500	9.38%	3,500	0.00%	3,500	0.00%	3,500	0.00%	3,500	0.00%
PROVINCIAL GOVERNMENT														
12310 Provincial Government Grant	50,000	54,003	4,003	8.01%	54,000	8.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%
12410 BC Hydro	100,000	106,065	6,065	6.07%	106,000	6.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%
12411 Public Housing Grant (in lieu of taxes)	80,000	60,513	(19,487)	-24.36%	65,000	-18.75%	65,000	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%
OTHER ENTITIES														
12910 University of Victoria	180	225	45	25.00%	225	25.00%	225	0.00%	225	0.00%	225	0.00%	225	0.00%
<i>GRANTS IN LIEU OF TAXES</i>	233,955	224,830	(9,125)	-3.90%	229,245	-2.01%	229,245	0.00%	229,245	0.00%	229,245	0.00%	229,245	0.00%
SERVICES PROVIDED TO GOVERNMENT														
13121 PRISONER EXPENSE RECOVERY	100,000	83,969	(16,031)	-16.03%	50,000	-50.00%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
SALES OF SERVICES														
14120 ADMINISTRATION SERVICE CHARGE	45,000	49,052	4,052	9.00%	25,500	-43.33%	25,500	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%
14221 Law Enforcement Service Charge	141,500	157,426	15,926	11.26%	191,500	35.34%	192,500	0.52%	193,500	0.52%	194,520	0.53%	195,550	0.53%
14241 Fire Department Service Charge	198,338	187,232	(11,106)	-5.60%	198,490	0.08%	203,797	2.67%	209,263	2.68%	214,893	2.69%	220,691	2.70%
<i>PROTECTIVE SERVICES</i>	339,838	344,658	4,820	1.42%	389,990	14.76%	396,297	1.62%	402,763	1.63%	409,413	1.65%	416,241	1.67%
14310 Public Works Service Charge	77,600	108,069	30,469	39.26%	77,800	0.26%	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%
14400 Public Transit Revenue	288,230	313,954	25,724	8.92%	288,349	0.04%	293,503	1.79%	298,769	1.79%	304,152	1.80%	309,652	1.81%
<i>TRANSPORTATION SERVICES</i>	365,830	422,023	56,193	15.36%	366,149	0.09%	371,303	1.41%	376,569	1.42%	381,952	1.43%	387,452	1.44%
14433 Commercial Solid Waste Collection	10,000	8,753	(1,247)	-12.47%	-	-100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
14434 Residential Solid Waste Collection	1,381,260	1,211,968	(169,292)	-12.26%	1,409,780	2.06%	1,519,211	7.76%	1,561,388	2.78%	1,626,023	4.14%	1,671,053	2.77%
14434 Recycle BC Collection Incentive	287,239	272,243	(14,996)	-5.22%	293,183	2.07%	296,115	1.00%	299,076	1.00%	302,066	1.00%	305,087	1.00%
<i>CURBSIDE WASTE COLLECTION</i>	1,678,499	1,492,964	(185,535)	-11.05%	1,702,963	1.46%	1,815,326	6.60%	1,860,464	2.49%	1,928,089	3.63%	1,976,140	2.49%
14516 PUBLIC HEALTH-CEMETERIES	66,600	93,558	26,958	40.48%	86,000	29.13%	87,720	2.00%	89,474	2.00%	91,264	2.00%	93,089	2.00%
14550 PLANNING ADMINISTRATION	46,100	218,130	172,030	373.17%	66,712	44.71%	68,303	2.38%	69,941	2.40%	71,627	2.41%	73,363	2.42%
14560 ECONOMIC DEVELOPMENT	8,500	254,580	246,080	2895.06%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%
14600 Marine Commercial Building	87,000	68,625	(18,375)	-21.12%	63,000	-27.59%	90,000	42.86%	92,700	3.00%	95,481	3.00%	98,345	3.00%
14601 Port Building	26,000	25,023	(977)	-3.76%	27,560	6.00%	28,387	3.00%	29,238	3.00%	30,116	3.00%	31,019	3.00%
14602 Market Square	30,000	26,381	(3,619)	-12.06%	30,600	2.00%	31,518	3.00%	32,464	3.00%	33,437	3.00%	34,441	3.00%
14690 A. H. Q. Miscellaneous Revenue	2,500	-	(2,500)	-100.00%	500	-80.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
<i>ALBERNI HARBOUR QUAY</i>	145,500	120,029	(25,471)	-17.51%	121,660	-16.38%	150,405	23.63%	154,902	2.99%	159,534	2.99%	164,305	2.99%
RECREATION SERVICES														
RECREATION FACILITIES														
14710 Gyro Youth Centre	6,000	5,822	(178)	-2.97%	6,000	0.00%	6,180	3.00%	6,365	2.99%	6,556	3.00%	6,753	3.00%
14712 Echo '67 Centre	206,121	189,729	(16,392)	-7.95%	200,520	-2.72%	206,786	3.12%	213,209	3.11%	219,795	3.09%	226,549	3.07%
14714 Glenwood Centre	39,600	39,398	(202)	-0.51%	27,950	-29.42%	29,050	3.94%	30,150	3.79%	31,250	3.65%	32,350	3.52%
14716 Echo Aquatic Centre	42,344	34,424	(7,920)	-18.70%	39,000	-7.90%	40,200	3.08%	41,404	3.00%	42,612	2.92%	43,824	2.84%
14718 AV Multiplex	388,356	582,101	193,745	49.89%	499,000	28.49%	510,000	2.20%	520,000	1.96%	527,000	1.35%	534,000	1.33%
14720 Stadium & Athletic Fields	29,683	14,468	(15,215)	-51.26%	18,000	-39.36%	19,500	8.33%	21,000	7.69%	22,500	7.14%	24,000	6.67%
RECREATION PROGRAMS														
SPORT PROGRAMS														



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
14730 Glenwood Centre	3,090	177	(2,913)	-94.27%	1,500	-51.46%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%
14732 Echo Aquatic Centre	89,000	191,374	102,374	115.03%	182,000	104.49%	182,000	0.00%	182,000	0.00%	182,000	0.00%	182,000	0.00%
14734 AV Multiplex	10,800	19,494	8,694	80.50%	38,500	256.48%	38,890	1.01%	39,470	1.49%	39,969	1.26%	40,478	1.27%
LEISURE PROGRAMS														
14738 Children's Programs	92,000	205,991	113,991	123.90%	229,500	149.46%	234,750	2.29%	240,158	2.30%	245,727	2.32%	251,464	2.33%
14740 Youth Programs & Services	30,500	15,476	(15,024)	-49.26%	10,000	-67.21%	10,180	1.80%	10,363	1.80%	10,550	1.80%	10,741	1.81%
14742 Adult Programs	49,000	59,240	10,240	20.90%	68,400	39.59%	70,298	2.77%	72,250	2.78%	74,257	2.78%	76,321	2.78%
14750 Special Events	1,000	1,627	627	62.70%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
COMMUNITY SERVICES														
14760 Community Services Misc. Revenue	4,101	21,012	16,911	412.37%	5,500	34.11%	5,500	0.00%	5,500	0.00%	5,500	0.00%	5,500	0.00%
14770 Contributions & Grants	128,447	212,035	83,588	65.08%	140,447	9.34%	140,447	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%
RECREATION SERVICES	1,120,042	1,592,368	472,326	42.17%	1,467,317	31.01%	1,496,281	1.97%	1,524,816	1.91%	1,550,663	1.70%	1,576,927	1.69%
CULTURAL SERVICES														
MUSEUM SERVICES														
14810 Museum-Sales & Service	38,600	101,625	63,025	163.28%	35,800	-7.25%	44,800	25.14%	35,800	-20.09%	44,800	25.14%	38,800	-13.39%
14820 Museum-Federal Grants	3,400	-	(3,400)	-100.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%
14830 Museum-Provincial Grants	65,000	68,750	3,750	5.77%	68,000	4.62%	68,000	0.00%	68,000	0.00%	68,000	0.00%	68,000	0.00%
CULTURAL SERVICES	107,000	170,375	63,375	59.23%	107,200	0.19%	116,200	8.40%	107,200	-7.75%	116,200	8.40%	110,200	-5.16%
SALES OF SERVICES	3,922,909	4,757,737	834,828	21.28%	4,341,991	10.68%	4,535,835	4.46%	4,620,129	1.86%	4,742,742	2.65%	4,831,717	1.88%
OTHER REVENUE OWN SOURCES														
15110 Business License Fees	165,000	186,409	21,409	12.98%	170,000	3.03%	173,400	2.00%	176,868	2.00%	180,405	2.00%	184,013	2.00%
15160 Dog License Fees	11,000	16,146	5,146	46.78%	13,500	22.73%	13,635	1.00%	13,771	1.00%	13,909	1.00%	14,048	1.00%
15170 Building & Plumbing Permit Fees	300,000	310,278	10,278	3.43%	400,000	33.33%	408,000	2.00%	416,160	2.00%	424,483	2.00%	432,973	2.00%
15181 Other Const/Demolition Permit Fees	500	280	(220)	-44.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
15190 Vacant Bldg. Registration Permit Fees	1,000	-	(1,000)	-100.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
LICENCES & PERMITS	477,500	513,113	35,613	7.46%	585,000	22.51%	596,535	1.97%	608,299	1.97%	620,297	1.97%	632,534	1.97%
15210 FINES & PARKING TICKETS	17,000	13,297	(3,703)	-21.78%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%
15320 RENTALS	153,500	153,874	374	0.24%	186,090	21.23%	191,673	3.00%	197,423	3.00%	203,346	3.00%	209,446	3.00%
15510 Interest On Investments	240,000	238,337	(1,663)	-0.69%	300,000	25.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%
15590 Other Interest	36,000	113,099	77,099	214.16%	146,000	305.56%	146,000	0.00%	146,000	0.00%	146,000	0.00%	146,000	0.00%
RETURN ON INVESTMENTS	276,000	351,436	75,436	27.33%	446,000	61.59%	446,000	0.00%	446,000	0.00%	446,000	0.00%	446,000	0.00%
15611 Current Tax Penalties	145,000	175,556	30,556	21.07%	190,000	31.03%	190,000	0.00%	190,000	0.00%	190,000	0.00%	190,000	0.00%
15621 Arrears & Delinquent Tax Interest	48,600	48,179	(421)	-0.87%	53,600	10.29%	53,600	0.00%	53,600	0.00%	53,600	0.00%	53,600	0.00%
15625 Residential Garbage Penalties	16,500	14,349	(2,151)	-13.04%	20,000	21.21%	20,600	3.00%	21,218	3.00%	21,855	3.00%	22,510	3.00%
PENALTIES & INTEREST	210,100	238,084	27,984	13.32%	263,600	25.46%	264,200	0.23%	264,818	0.23%	265,455	0.24%	266,110	0.25%
15930 Miscellaneous Revenue	203,500	221,679	18,179	8.93%	230,500	13.27%	235,150	2.02%	239,888	2.01%	244,716	2.01%	249,635	2.01%
15940 Miscellaneous Revenue-IT Services	28,275	33,488	5,213	18.44%	33,000	16.71%	33,990	3.00%	35,010	3.00%	36,060	3.00%	37,142	3.00%
MISCELLANEOUS REVENUE	231,775	255,167	23,392	10.09%	263,500	13.69%	269,140	2.14%	274,898	2.14%	280,776	2.14%	286,777	2.14%
OTHER REVENUE OWN SOURCES	1,365,875	1,524,971	159,096	11.65%	1,761,190	28.94%	1,784,548	1.33%	1,808,438	1.34%	1,832,874	1.35%	1,857,867	1.36%
UNCONDITIONAL TRANSFERS OTHER GOV'T PROVINCIAL GOVERNMENT														
16212 Small Community Protection Grant	235,000	226,000	(9,000)	-3.83%	255,000	8.51%	260,100	2.00%	265,302	2.00%	270,608	2.00%	276,020	2.00%
16214 Revenue Sharing - Traffic Fines	345,000	353,165	8,165	2.37%	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%
16215 Community Gaming Revenue	445,840	448,675	2,835	0.64%	520,000	16.63%	520,000	0.00%	520,000	0.00%	520,000	0.00%	520,000	0.00%
UNCOND TFRS OTHER GOV'T	1,025,840	1,027,840	2,000	0.19%	1,120,000	9.18%	1,125,100	0.46%	1,130,302	0.46%	1,135,608	0.47%	1,141,020	0.48%
CONDITIONAL TRANSFERS OTHER														
18120 Grants/Contributions UBCM/FCM	-	-	-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
18121 Grants/Contributions Other	70,000	581,856	511,856	731.22%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
CONDITIONAL TRANSFERS - OTHER	70,000	581,856	511,856	731.22%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
OTHER TRANSFERS & COLLECTIONS														
19110 Cemetery Trust Fund	2,000	-	(2,000)	-100.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
19114 Operating Funds From Prior Years	922,000	922,000	-	0.00%	532,253	-42.27%	400,000	-24.85%	400,000	0.00%	400,000	0.00%	400,000	0.00%
19115 Transfer from RCMP Surplus Reserve	191,462	191,462	-	0.00%	204,490	6.80%	209,981	2.69%	215,636	2.69%	221,459	2.70%	227,457	2.71%
TRANSFERS FROM OWN RESERVES	1,115,462	1,113,462	(2,000)	-0.18%	738,743	-33.77%	611,981	-17.16%	617,636	0.92%	623,459	0.94%	629,457	0.96%
COLLECTIONS FOR OTHER GOV'T														
19811 Non-Residential School Tax	1,749,007	2,048,655	299,648	17.13%	1,783,987	2.00%	1,819,667	2.00%	1,856,060	2.00%	1,893,181	2.00%	1,931,045	2.00%
19812 Residential School Tax	4,380,106	4,591,169	211,063	4.82%	4,467,708	2.00%	4,557,062	2.00%	4,648,203	2.00%	4,741,167	2.00%	4,835,991	2.00%
COLLECTIONS FOR OTHER GOV'T	6,129,113	6,639,824	510,711	8.33%	6,251,695	2.00%	6,376,729	2.00%	6,504,263	2.00%	6,634,348	2.00%	6,767,036	2.00%
REGIONAL GOVERNMENT														
19820 Alberni-Clayoquot Regional Hosp Dist.	680,000	695,350	15,350	2.26%	682,652	0.39%	684,504	0.27%	684,504	0.00%	684,504	0.00%	684,504	0.00%
19821 Alberni-Clayoquot Regional District	1,491,725	1,594,758	103,033	6.91%	1,770,580	18.69%	2,033,571	14.85%	2,151,347	5.79%	2,293,679	6.62%	2,378,553	3.70%
REGIONAL GOVERNMENT	2,171,725	2,290,108	118,383	5.45%	2,453,232	12.96%	2,718,075	10.80%	2,835,851	4.33%	2,978,183	5.02%	3,063,057	2.85%
JOINT BOARDS AND COMMISSIONS														
19830 Municipal Finance Authority	700	959	259	37.00%	700	0.00%	714	2.00%	728	1.96%	743	2.06%	758	2.02%
19831 BC Assessment	182,810	208,577	25,767	14.09%	190,000	3.93%	195,700	3.00%	201,571	3.00%	207,618	3.00%	213,847	3.00%
JOINT BOARDS AND COMMISSIONS	183,510	209,536	26,026	14.18%	190,700	3.92%	196,414	3.00%	202,299	3.00%	208,361	3.00%	214,605	3.00%
OTHER TRANSFERS, COLLECTIONS	8,484,348	9,139,468	655,120	7.72%	8,895,627	4.85%	9,291,218	4.45%	9,542,413	2.70%	9,820,892	2.92%	10,044,698	2.28%
GENERAL FUND REVENUE	43,231,451	44,871,885	1,640,434	3.79%	45,734,629	5.79%	48,414,425	5.86%	51,258,978	5.88%	54,126,209	5.59%	56,561,301	4.50%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
GENERAL GOVERNMENT SERVICE														
LEGISLATIVE														
		(unaudited)	(unaudited)	(unaudited)										
21110 Mayor	49,183	50,664	(1,481)	-3.01%	72,070	46.53%	74,117	2.84%	76,225	2.84%	78,397	2.85%	80,633	2.85%
21130 Council	139,263	136,842	2,421	1.74%	193,052	38.62%	198,827	2.99%	204,775	2.99%	210,901	2.99%	217,211	2.99%
21190 Receptions and Other Services	34,000	31,966	2,034	5.98%	34,260	0.76%	34,520	0.76%	34,785	0.77%	35,045	0.75%	36,200	3.30%
LEGISLATIVE	222,446	219,472	2,974	1.34%	299,382	34.59%	307,464	2.70%	315,785	2.71%	324,343	2.71%	334,044	2.99%
GENERAL ADMINISTRATION														
ADMINISTRATIVE														
21211 Chief Administrative Officer	185,751	183,924	1,827	0.98%	235,020	26.52%	238,657	1.55%	245,421	2.83%	252,389	2.84%	259,608	2.86%
21212 Corporate Services	599,424	695,293	(95,869)	-15.99%	678,929	13.26%	620,694	-8.58%	637,187	2.66%	654,038	2.64%	671,329	2.64%
21215 Legal Services	25,000	23,628	1,372	5.49%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21216 Bylaw Enforcement	503,370	642,432	(139,062)	-27.63%	449,373	-10.73%	458,916	2.12%	470,263	2.47%	481,864	2.47%	493,738	2.46%
22140 Parking Enforcement	25,000	-	25,000	100.00%	-	-100.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21217 Bylaw Enforcement Vehicles	14,820	16,689	(1,869)	-12.61%	20,769	40.14%	21,362	2.86%	21,973	2.86%	22,602	2.86%	23,250	2.87%
21218 Public Safety Building	-	-	-	-	48,000	0.00%	59,495	23.95%	61,030	2.58%	62,606	2.58%	64,223	2.58%
FINANCIAL MANAGEMENT														
21221 Financial Management Administration	898,099	853,843	44,256	4.93%	999,412	11.28%	1,041,605	4.22%	1,067,496	2.49%	1,094,117	2.49%	1,121,430	2.50%
21225 External Audit	34,500	27,650	6,850	19.86%	32,000	-7.25%	32,960	3.00%	33,949	3.00%	34,967	3.00%	36,016	3.00%
21226 Purchasing Administration	137,845	148,844	(10,999)	-7.98%	147,350	6.90%	150,283	1.99%	153,287	2.00%	156,386	2.02%	159,525	2.01%
21229 Other Financial Management	47,500	42,677	4,823	10.15%	66,812	40.66%	71,602	7.17%	46,960	-34.42%	47,326	0.78%	47,701	0.79%
COMMON SERVICES														
21222 Administration Vehicle	10,100	18,067	(7,967)	-78.88%	12,271	21.50%	12,639	3.00%	13,018	3.00%	13,409	3.00%	13,811	3.00%
21252 City Hall	116,727	127,204	(10,477)	-8.98%	119,776	2.61%	122,599	2.36%	125,465	2.34%	128,373	2.32%	131,353	2.32%
21253 Other City Buildings	2,100	1,707	393	18.71%	2,100	0.00%	2,163	3.00%	2,228	3.01%	2,295	3.01%	2,364	3.01%
21259 Other Common Services	462,500	478,537	(16,037)	-3.47%	503,140	8.79%	514,599	2.28%	526,407	2.29%	538,575	2.31%	551,533	2.41%
21260 Carbon Offsets	45,000	45,000	-	0.00%	45,000	0.00%	51,500	14.44%	53,045	3.00%	54,636	3.00%	56,275	3.00%
INFORMATION SERVICES														
21261 Information Services	751,625	744,439	7,186	0.96%	854,216	13.65%	960,743	12.47%	986,052	2.63%	975,121	-1.11%	1,001,913	2.75%
OTHER ADMINISTRATIVE SERVICES														
21282 Appraisals	25,000	23,000	2,000	8.00%	-	-	-	-	27,500	-	-	-	-	-
21283 Personnel (Human Resources)	379,686	382,393	(2,707)	-0.71%	385,823	1.62%	434,297	12.56%	386,015	-11.12%	394,984	2.32%	436,212	10.44%
21285 Employee Wellness (EFAP)	15,372	12,242	3,130	20.36%	16,599	7.98%	17,097	3.00%	17,610	3.00%	18,139	3.00%	18,683	3.00%
RECOVERIES														
21290 Administration Services Recovered	(493,000)	(517,200)	24,200	-4.91%	(503,000)	2.03%	(513,000)	1.99%	(523,000)	1.95%	(533,000)	1.91%	(543,000)	1.88%
GENERAL ADMINISTRATION	3,786,419	3,950,369	(163,950)	-4.33%	4,138,590	9.30%	4,348,211	5.07%	4,401,906	1.23%	4,448,827	1.07%	4,595,964	3.31%
21911 Election Expense	25,240	56,578	(31,338)	-124.16%	-	-	-	-	-	-	64,290	-	-	-
21920 Training and Development	148,937	136,139	12,798	8.59%	150,427	1.00%	154,940	3.00%	159,588	3.00%	164,376	3.00%	169,307	3.00%
21925 Council Travel and Development	55,000	45,363	9,637	17.52%	71,100	29.27%	73,233	3.00%	75,430	3.00%	77,693	3.00%	80,024	3.00%
21930 Insurance	376,750	393,708	(16,958)	-4.50%	392,878	4.28%	404,642	2.99%	416,759	2.99%	429,239	2.99%	442,093	2.99%
21931 Damage Claims	21,000	9,091	11,909	56.71%	21,000	0.00%	21,000	0.00%	21,000	0.00%	21,000	0.00%	21,000	0.00%
21950 Grants In Aid	11,000	21,000	(10,000)	-90.91%	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%
OTHER GENERAL GOV'T SERVICES	637,927	661,879	(23,952)	-3.75%	646,405	1.33%	664,815	2.85%	683,777	2.85%	767,598	12.26%	723,424	-5.75%
GENERAL GOVERNMENT SERVICE	4,646,792	4,831,720	(184,928)	-3.98%	5,084,377	9.42%	5,320,490	4.64%	5,401,468	1.52%	5,540,768	2.58%	5,653,432	2.03%
PROTECTIVE SERVICES														
22121 Police Services Contract	6,053,092	6,043,880	9,212	0.15%	6,730,009	11.18%	7,037,988	4.58%	7,254,656	3.08%	7,464,781	2.90%	7,673,138	2.79%
22122 Police Services Administration	1,139,285	1,109,096	30,189	2.65%	1,184,096	3.93%	1,224,518	3.41%	1,253,449	2.36%	1,283,217	2.37%	1,313,635	2.37%
22123 Police Services Consulting	32,000	32,827	(827)	-2.59%	33,000	3.13%	33,990	3.00%	35,010	3.00%	36,060	3.00%	37,142	3.00%
22130 Community Policing	191,462	155,760	35,702	18.65%	154,490	-19.31%	158,481	2.58%	162,591	2.59%	166,823	2.60%	171,182	2.61%
22160 Police Building Maintenance	145,283	236,765	(91,482)	-62.97%	195,886	34.83%	212,730	8.60%	203,689	-4.25%	208,781	2.50%	230,046	10.19%
22180 Detention & Custody of Prisoners	512,040	517,458	(5,418)	-1.06%	525,933	2.71%	537,954	2.29%	550,282	2.29%	562,924	2.30%	575,889	2.30%
POLICE PROTECTION	8,073,162	8,095,786	(22,624)	-0.28%	8,823,414	9.29%	9,205,661	4.33%	9,459,677	2.76%	9,722,586	2.78%	10,001,032	2.86%
22411 Fire Protection Administration	382,873	397,567	(14,694)	-3.84%	399,819	4.43%	410,874	2.77%	422,499	2.83%	434,006	2.72%	445,848	2.73%
22421 Fire Crew	2,906,820	3,150,509	(243,689)	-8.38%	3,397,501	16.88%	3,499,426	3.00%	3,604,409	3.00%	3,712,541	3.00%	3,823,917	3.00%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
22422 Personnel Expense	52,077	35,816	16,261	31.22%	52,597	1.00%	53,649	2.00%	54,722	2.00%	55,816	2.00%	56,932	2.00%
22431 Communication System	8,500	7,270	1,230	14.47%	8,560	0.71%	8,731	2.00%	8,906	2.00%	9,084	2.00%	9,266	2.00%
22440 Fire Investigation	2,000	-	2,000	100.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
22441 Fire Prevention	177,279	166,420	10,859	6.13%	172,095	-2.92%	186,220	8.21%	190,448	2.27%	194,767	2.27%	199,159	2.26%
22471 Fire Building Maintenance	102,713	87,476	15,237	14.83%	90,182	-12.20%	90,715	0.59%	92,285	1.73%	93,893	1.74%	95,540	1.75%
22480 Vehicle Repair & Maintenance	386,778	432,333	(45,555)	-11.78%	203,066	-47.50%	530,354	161.17%	544,968	2.76%	555,827	1.99%	566,989	2.01%
22481 Sundry Equipment Repair & Mtce	26,999	10,885	16,114	59.68%	27,269	1.00%	27,814	2.00%	28,457	2.31%	29,193	2.59%	29,949	2.59%
22482 Fire Fighting Tools/Supplies Purchases	40,557	31,060	9,497	23.42%	41,209	1.61%	42,161	2.31%	42,554	0.93%	43,405	2.00%	44,273	2.00%
FIRE PROTECTION	4,086,596	4,319,336	(232,740)	-5.70%	4,394,298	7.53%	4,851,944	10.41%	4,991,248	2.87%	5,130,532	2.79%	5,273,873	2.79%
22510 Emergency Program (Tsunami Warning)	570	1,885	(1,315)	-230.70%	585	2.63%	1,941	231.79%	1,988	2.42%	2,035	2.36%	2,076	2.01%
22921 Building & Plumbing Inspection	207,250	159,574	47,676	23.00%	308,321	48.77%	288,448	-6.45%	294,726	2.18%	301,167	2.19%	337,774	12.16%
22926 Building Inspector Vehicle	3,946	6,945	(2,999)	-76.00%	10,892	176.03%	11,995	10.13%	12,339	2.87%	12,692	2.86%	13,057	2.88%
22931 Animal Control Services Contract	149,264	147,757	1,507	1.01%	149,328	0.04%	153,763	2.97%	158,331	2.97%	163,036	2.97%	167,882	2.97%
OTHER PROTECTION	360,460	314,276	46,184	12.81%	468,541	29.98%	454,206	-3.06%	465,396	2.46%	476,895	2.47%	518,713	8.77%
PROTECTIVE SERVICES	12,520,788	12,731,284	(210,496)	-1.68%	13,686,838	9.31%	14,513,752	6.04%	14,918,309	2.79%	15,332,048	2.77%	15,795,694	3.02%
TRANSPORTATION SERVICE														
COMMON SERVICES														
23110 Engineering Administration	744,065	775,101	(31,036)	-4.17%	971,113	30.51%	1,076,338	10.84%	1,099,382	2.14%	1,123,056	2.15%	1,147,300	2.16%
23121 Engineering Consulting Services	50,000	75,322	(25,322)	-50.64%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
PUBLIC WORKS ADMINISTRATION														
23129 Clerical & Reception-Operation	126,145	124,459	1,686	1.34%	132,007	4.65%	134,693	2.03%	137,416	2.02%	140,220	2.04%	143,603	2.41%
23130 Supervision Operations	456,660	399,760	56,900	12.46%	455,616	-0.23%	467,971	2.71%	480,605	2.70%	493,518	2.69%	506,764	2.68%
23134 Small Tools/Equipment/Supplies	41,819	42,052	(233)	-0.56%	43,212	3.33%	44,117	2.09%	45,041	2.09%	45,985	2.10%	47,247	2.74%
23136 Works Yard Maintenance	114,299	117,659	(3,360)	-2.94%	122,607	7.27%	125,246	2.15%	127,946	2.16%	130,708	2.16%	133,533	2.16%
23137 Main Building Maintenance	166,773	145,252	21,521	12.90%	148,894	-10.72%	151,950	2.05%	155,044	2.04%	158,178	2.02%	162,172	2.53%
23138 Shop Overhead	76,955	93,206	(16,251)	-21.12%	102,897	33.71%	103,861	0.94%	106,389	2.43%	108,983	2.44%	111,649	2.45%
23160 General Equipment Maintenance	666,224	878,576	(212,352)	-31.87%	731,816	9.85%	738,353	0.89%	749,634	1.53%	761,126	1.53%	777,102	2.10%
23161 Vehicle Maintenance & Replacement	11,987	39,343	(27,356)	-228.21%	33,113	176.24%	34,107	3.00%	35,130	3.00%	36,184	3.00%	37,269	3.00%
23162 Supv Vehicle Mtce & Replacement	35,756	19,533	16,223	45.37%	36,471	2.00%	37,201	2.00%	37,945	2.00%	38,703	2.00%	39,865	3.00%
COMMON SERVICES	2,490,683	2,710,263	(219,580)	-8.82%	2,827,746	13.53%	2,963,837	4.81%	3,024,532	2.05%	3,086,661	2.05%	3,156,504	2.26%
ROAD TRANSPORTATION														
ROADS AND STREETS														
23205 Customer Service Requests-Streets	18,198	32,289	(14,091)	-77.43%	28,816	58.35%	29,491	2.34%	30,184	2.35%	30,894	2.35%	31,623	2.36%
23210 Small Tools/Supplies-Streets	12,226	210	12,016	98.28%	2,286	-81.30%	2,354	2.97%	2,425	3.02%	2,498	3.01%	2,573	3.00%
23220 Streets Inspections	42,006	40,736	1,270	3.02%	42,775	1.83%	43,678	2.11%	44,603	2.12%	45,551	2.13%	46,624	2.36%
23231 Roadway Surfaces Maintenance	782,640	292,831	489,809	62.58%	569,800	-27.20%	676,779	18.77%	693,693	2.50%	711,069	2.50%	730,395	2.72%
23233 Road Allowance Maintenance	341,067	306,746	34,321	10.06%	343,249	0.64%	676,264	97.02%	693,162	2.50%	710,524	2.50%	729,832	2.72%
23234 New Driveway Crossings	14,341	394	13,947	97.25%	14,475	0.93%	14,633	1.09%	14,795	1.11%	14,961	1.12%	15,356	2.64%
23236 Street Sweeping	244,174	198,407	45,767	18.74%	198,933	-18.53%	214,961	8.06%	220,749	2.69%	226,701	2.70%	232,820	2.70%
23237 Snow & Ice Removal	198,088	370,452	(172,364)	-87.01%	205,347	3.66%	208,899	1.73%	216,173	3.48%	223,744	3.50%	231,628	3.52%
BRIDGES AND RETAINING WALLS														
23241 Bridges & Engineered Structures	80,400	8,257	72,143	89.73%	27,938	-65.25%	28,757	2.93%	29,600	2.93%	30,468	2.93%	31,367	2.95%
STREET LIGHTING														
23250 Overhead & Decorative Lighting	314,181	401,828	(87,647)	-27.90%	384,024	22.23%	395,525	2.99%	407,372	3.00%	419,573	3.00%	432,140	3.00%
23261 Signs & Traffic Marking	242,875	249,315	(6,440)	-2.65%	256,656	5.67%	263,622	2.71%	270,761	2.71%	278,115	2.72%	285,677	2.72%
23264 Traffic & Railroad Signals	10,060	26,391	(16,331)	-162.34%	24,831	146.83%	25,553	2.91%	26,296	2.91%	27,062	2.91%	27,850	2.91%
PARKING														
23272 Off-Street Parking	14,500	18,094	(3,594)	-24.79%	18,000	24.14%	21,227	17.93%	21,667	2.07%	22,117	2.08%	22,577	2.08%
OTHER														
23291 Gravel	188,940	95,616	93,324	49.39%	116,676	-38.25%	119,121	2.10%	121,619	2.10%	124,172	2.10%	126,780	2.10%
ROADS & STREETS	2,503,696	2,041,566	462,130	18.46%	2,233,806	-10.78%	2,720,864	21.80%	2,793,099	2.65%	2,867,449	2.66%	2,947,242	2.78%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
STORM DRAINAGE														
OPEN DRAINAGE														
23311 Ditch, Creek & Dyke Maintenance	68,543	82,017	(13,474)	-19.66%	89,294	30.27%	91,225	2.16%	93,202	2.17%	95,225	2.17%	97,296	2.17%
STORM SEWERS														
23331 Storm Sewer Maintenance	130,436	106,644	23,792	18.24%	109,757	-15.85%	112,561	2.55%	115,441	2.56%	118,400	2.56%	121,441	2.57%
23333 Storm Sewer Lift Station	9,240	27,126	(17,886)	-193.57%	78,720	751.95%	80,444	2.19%	82,211	2.20%	84,021	2.20%	85,876	2.21%
23335 Storm Sewer Connections	121,795	146,974	(25,179)	-20.67%	144,237	18.43%	147,292	2.12%	150,416	2.12%	153,611	2.12%	156,878	2.13%
STORM DRAINAGE	330,014	362,761	(32,747)	-9.92%	422,008	27.88%	431,522	2.25%	441,270	2.26%	451,257	2.26%	461,491	2.27%
OTHER COMMON SERVICES														
23881 Training Program	39,371	129,910	(90,539)	-229.96%	69,458	76.42%	71,498	2.94%	73,597	2.94%	75,759	2.94%	78,031	3.00%
23882 Safety	29,766	39,076	(9,310)	-31.28%	22,010	-26.06%	22,450	2.00%	22,899	2.00%	23,357	2.00%	24,057	3.00%
23884 Special Streets Work Orders	2,935	843	2,092	71.28%	2,950	0.51%	2,964	0.47%	2,979	0.51%	2,994	0.50%	3,084	3.01%
OTHER COMMON SERVICES	72,072	169,829	(97,757)	-135.64%	94,418	31.01%	96,912	2.64%	99,475	2.64%	102,110	2.65%	105,172	3.00%
OTHER														
23510 PUBLIC TRANSIT	1,016,832	997,974	18,858	1.85%	1,077,555	5.97%	1,119,137	3.86%	1,155,151	3.22%	1,189,806	3.00%	1,225,500	3.00%
RECOVERIES														
23951 General Overhead Recovery	(893,000)	(788,815)	(104,185)	11.67%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%
23952 Main Building Expense Recovery	(24,000)	(24,000)	-	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%
23953 Shop Overhead Recovery	(107,800)	(63,334)	(44,466)	41.25%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%
23958 Equipment Charges Recovery	(587,800)	(397,049)	(190,751)	32.45%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%
23959 Gravel Cost Recovery	(112,000)	(60,464)	(51,536)	46.01%	(112,000)	0.00%	(75,000)	-33.04%	(75,000)	0.00%	(75,000)	0.00%	(75,000)	0.00%
RECOVERIES	(1,724,600)	(1,333,662)	(286,753)	16.63%	(1,724,600)	0.00%	(1,687,600)	-2.15%	(1,687,600)	0.00%	(1,687,600)	0.00%	(1,687,600)	0.00%
TRANSPORTATION SERVICE	4,688,697	4,948,731	(155,849)	-3.32%	4,930,933	5.17%	5,644,672	14.47%	5,825,927	3.21%	6,009,683	3.15%	6,208,309	3.31%
ENVIRONMENTAL HEALTH SERVICES														
SOLID WASTE COLLECTION														
24320 Residential Waste Collection	928,988	792,527	136,461	14.69%	762,527	-17.92%	937,148	22.90%	962,464	2.70%	988,495	2.70%	1,015,262	2.71%
24322 Solid Waste Containers Purchase & Mtce	15,500	337	15,163	97.83%	15,500	0.00%	15,965	3.00%	16,444	3.00%	16,937	3.00%	17,445	3.00%
24323 Solid Waste Disposal Fees	525,000	520,438	4,562	0.87%	525,000	0.00%	535,500	2.00%	546,210	2.00%	557,134	2.00%	568,277	2.00%
24324 City Facility Solid Waste Collection	12,000	964	11,036	91.97%	12,240	2.00%	12,485	2.00%	12,734	1.99%	12,989	2.00%	13,249	2.00%
ENVIRONMENTAL HEALTH	1,481,488	1,314,266	167,222	11.29%	1,315,267	-11.22%	1,501,098	14.13%	1,537,852	2.45%	1,575,555	2.45%	1,614,233	2.45%
PUBLIC HEALTH														
25161 Cemetery Maintenance	16,239	21,261	(5,022)	-30.93%	14,855	-8.52%	15,200	2.32%	15,553	2.32%	15,915	2.33%	16,284	2.32%
25162 Interments	39,274	80,837	(41,563)	-105.83%	74,049	88.54%	75,731	2.27%	77,454	2.28%	79,220	2.28%	81,029	2.28%
25163 Memorial Marker Installation	24,353	261	24,092	98.93%	19,762	-18.85%	20,170	2.06%	20,588	2.07%	21,014	2.07%	21,449	2.07%
CEMETERIES	79,866	102,359	(22,493)	-28.16%	108,666	36.06%	111,101	2.24%	113,595	2.24%	116,149	2.25%	118,762	2.25%
PUBLIC HEALTH	79,866	102,359	(22,493)	-28.16%	108,666	36.06%	111,101	2.24%	113,595	2.24%	116,149	2.25%	118,762	2.25%
DEVELOPMENT SERVICES														
26129 Planning Administration	662,860	672,706	(9,846)	-1.49%	815,352	23.01%	829,982	1.79%	849,115	2.31%	868,788	2.32%	889,010	2.33%
26132 Consulting Services - OCP - Somass	350,000	418,116	(68,116)	-19.46%	428,000	22.29%	295,600	-30.93%	236,218	-20.09%	166,855	-29.36%	217,510	30.36%
RESEARCH AND PLANNING	1,012,860	1,090,822	(77,962)	-7.70%	1,243,352	22.76%	1,125,582	-9.47%	1,085,333	-3.58%	1,035,643	-4.58%	1,106,520	6.84%
26234 Business Development	80,000	58,132	21,868	27.34%	86,000	7.50%	87,000	1.16%	89,000	2.30%	90,000	1.12%	91,000	1.11%
26235 Economic Development	404,138	473,459	(69,321)	-17.15%	350,179	-13.35%	350,144	-0.01%	344,427	-1.63%	351,929	2.18%	352,409	0.14%
26237 Community Serv-Community Inv Program	33,200	33,200	-	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%
26238 Community Serv-Community Engagement	500	-	500	100.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
COMMUNITY DEVELOPMENT	517,838	564,791	(46,953)	-9.07%	469,879	-9.26%	470,844	0.21%	467,127	-0.79%	475,629	1.82%	477,109	0.31%
26701 Alberni Harbour Quay Overhead	18,360	31,495	(13,135)	-71.54%	18,727	2.00%	19,289	3.00%	19,868	3.00%	20,464	3.00%	21,078	3.00%
26770 Harbour Quay - Buildings Maintenance	143,727	99,595	44,132	30.71%	138,328	-3.76%	152,096	9.95%	155,438	2.20%	158,856	2.20%	162,351	2.20%
ALBERNI HARBOUR QUAY	162,087	131,090	30,997	19.12%	157,055	-3.10%	171,385	9.12%	175,306	2.29%	179,320	2.29%	183,429	2.29%
OTHER ENVIRONMENTAL DEVELOPMENT														
26810 Security Lighting Incentive Program	25,000	-	25,000	100.00%	-	-100.00%	-	-	-	-	-	-	-	-



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
26911 Chamber of Commerce Visitor Centre	89,167	85,688	3,479	3.90%	100,000	12.15%	103,000	3.00%	106,090	3.00%	109,273	3.00%	112,551	3.00%
OTHER	114,167	85,688	28,479	24.95%	100,000	-12.41%	103,000	3.00%	106,090	3.00%	109,273	3.00%	112,551	3.00%
ENVIRONMENTAL DEVELOPMENT	1,806,952	1,872,391	(65,439)	-3.62%	1,970,286	9.04%	1,870,811	-5.05%	1,833,856	-1.98%	1,799,865	-1.85%	1,879,609	4.43%
PARKS, RECREATION & HERITAGE RECREATION FACILITIES ADMINISTRATION														
27110 Parks, Recreation & Heritage Mgmt Serv	630,826	541,367	89,459	14.18%	585,207	-7.23%	600,586	2.63%	616,398	2.63%	632,655	2.64%	649,372	2.64%
COMMUNITY CENTRES AND HALLS														
27120 Gyro Youth Centre Maintenance	59,349	88,045	(28,696)	-48.35%	52,753	-11.11%	53,981	2.33%	55,239	2.33%	56,529	2.34%	57,881	2.39%
27126 Glenwood Skate Shop	1,560	618	942	60.38%	1,590	1.92%	1,638	3.02%	1,687	2.99%	1,737	2.96%	1,790	3.05%
27128 Glenwood Centre Maintenance	74,695	72,227	2,468	3.30%	82,594	10.58%	84,455	2.25%	86,356	2.25%	88,302	2.25%	90,294	2.26%
27129 Bob Dailey Stadium	19,397	8,762	10,635	54.83%	10,233	-47.24%	10,337	1.02%	10,440	1.00%	10,542	0.98%	10,644	0.97%
27130 Echo Activity Centre Maintenance	258,986	282,291	(23,305)	-9.00%	290,631	12.22%	297,559	2.38%	304,621	2.37%	311,820	2.36%	319,169	2.36%
27134 Echo Aquatic Maintenance	456,698	489,373	(32,675)	-7.15%	497,259	8.88%	519,732	4.52%	532,505	2.46%	545,655	2.47%	559,150	2.47%
27140 AV Multiplex Concessions	160,607	219,311	(58,704)	-36.55%	190,306	18.49%	226,400	18.97%	232,600	2.74%	238,908	2.71%	245,393	2.71%
27142 AV Multiplex Skate Shop	4,000	3,017	983	24.58%	12,806	220.15%	13,101	2.30%	13,404	2.31%	13,714	2.31%	14,031	2.31%
27144 AV Multiplex Maintenance	911,714	961,046	(49,332)	-5.41%	969,610	6.35%	998,279	2.96%	1,027,905	2.97%	1,058,523	2.98%	1,090,182	2.99%
27146 Parks Building & Fieldhouses	109,834	133,145	(23,311)	-21.22%	130,665	18.97%	133,407	2.10%	136,435	2.27%	139,024	1.90%	141,969	2.12%
27148 Echo Park Complex	64,622	46,368	18,254	28.25%	71,453	10.57%	72,615	1.63%	73,870	1.73%	75,146	1.73%	76,443	1.73%
RECREATION PROGRAMS SPORT PROGRAMS														
27156 Glenwood Centre Programs	10,000	29,294	(19,294)	-192.94%	49,393	393.93%	86,416	74.96%	89,434	3.49%	92,448	3.37%	95,458	3.26%
27160 Echo Aquatic Programs	619,377	688,591	(69,214)	-11.17%	729,724	17.82%	765,373	4.89%	763,430	-0.25%	780,906	2.29%	798,811	2.29%
27163 AV Multiplex Programs	223,899	231,777	(7,878)	-3.52%	240,857	7.57%	277,728	15.31%	284,788	2.54%	292,055	2.55%	298,042	2.05%
LEISURE PROGRAMS														
27166 Leisure Service Programs	171,892	131,024	40,868	23.78%	274,136	59.48%	280,417	2.29%	286,857	2.30%	293,480	2.31%	297,813	1.48%
27170 Youth Services and Programs	56,995	29,835	27,160	47.65%	16,000	-71.93%	16,000	0.00%	16,000	0.00%	16,000	0.00%	16,000	0.00%
27173 Children's Programs	61,354	224,465	(163,111)	-265.85%	266,676	334.65%	286,872	7.57%	298,619	4.09%	306,918	2.78%	319,270	4.02%
27180 Adult Programs	15,000	45,862	(30,862)	-205.75%	54,316	262.11%	55,166	1.56%	56,011	1.53%	56,852	1.50%	57,688	1.47%
SPECIAL EVENTS														
27190 Special Events	21,000	4,021	16,979	80.85%	13,250	-36.90%	13,250	0.00%	13,250	0.00%	13,250	0.00%	13,250	0.00%
27198 Vehicle Maintenance & Repair	13,564	13,860	(296)	-2.18%	13,936	2.74%	14,354	3.00%	14,785	3.00%	15,228	3.00%	15,685	3.00%
RECREATION FACILITIES & PROGRAMS	3,945,369	4,244,299	(298,930)	-7.58%	4,553,395	15.41%	4,807,666	5.58%	4,914,634	2.22%	5,039,692	2.54%	5,168,335	2.55%
PARKS AND PLAYGROUNDS														
27210 Parks & Facility Management Services	282,398	311,549	(29,151)	-10.32%	219,765	-22.18%	303,279	38.00%	312,043	2.89%	321,063	2.89%	330,640	2.98%
27215 Parks Maintenance	1,149,863	877,504	272,359	23.69%	1,097,103	-4.59%	1,116,055	1.73%	1,169,068	4.75%	1,191,521	1.92%	1,224,038	2.73%
27220 Horticultural Services	416,916	423,790	(6,874)	-1.65%	357,036	-14.36%	364,873	2.20%	372,891	2.20%	381,094	2.20%	390,657	2.51%
27225 Vehicles & Equipment Mtce & Repair	152,261	208,741	(56,480)	-37.09%	218,746	43.67%	225,022	2.87%	228,911	1.73%	232,700	1.66%	236,599	1.68%
27230 Parks Upgrading	52,942	31,128	21,814	41.20%	53,095	0.29%	71,814	35.26%	71,849	0.05%	72,397	0.76%	74,493	2.90%
27499 Equipment Recovery	(91,895)	(69,513)	(22,382)	24.36%	(73,000)	-20.56%	(76,000)	4.11%	(79,000)	3.95%	(82,000)	3.80%	(85,000)	3.66%
PARKS & PLAYGROUNDS	1,962,485	1,783,199	179,286	9.14%	1,872,745	-4.57%	2,005,043	7.06%	2,075,762	3.53%	2,116,775	1.98%	2,171,427	2.58%
CULTURAL SERVICES														
27510 Museum Services	222,159	204,342	17,817	8.02%	228,588	2.89%	243,313	6.44%	238,156	-2.12%	243,121	2.08%	248,208	2.09%
27515 Museum Programs-Curatorial	54,500	73,013	(18,513)	-33.97%	76,500	40.37%	78,780	2.98%	81,128	2.98%	83,547	2.98%	86,039	2.98%
27516 Museum Programs-Permanent Exhibits	3,000	199	2,801	93.37%	3,060	2.00%	3,121	1.99%	3,184	2.02%	3,247	1.98%	3,295	1.48%
27517 Museum Programs-Temporary Exhibits	28,200	19,702	8,498	30.13%	28,200	0.00%	28,200	0.00%	28,200	0.00%	28,200	0.00%	28,200	0.00%
27530 Industrial Collections	39,188	48,507	(9,319)	-23.78%	39,125	-0.16%	39,591	1.19%	39,873	0.71%	40,160	0.72%	40,454	0.73%
27550 Museum Maintenance	89,581	61,657	27,924	31.17%	92,886	3.69%	95,095	2.38%	97,353	2.37%	99,661	2.37%	102,026	2.37%
27600 Vancouver Island Regional Library	839,444	839,444	-	0.00%	913,661	8.84%	941,071	3.00%	969,303	3.00%	998,382	3.00%	1,028,334	3.00%
27700 McLean Mill Operator Agreement	150,000	150,000	-	0.00%	140,000	-6.67%	130,000	-7.14%	120,000	-7.69%	110,000	-8.33%	100,000	-9.09%
27710 McLean Mill City operations	74,274	65,012	9,262	12.47%	76,079	2.43%	77,234	1.52%	78,835	2.07%	80,470	2.07%	82,328	2.31%
CULTURAL SERVICES	1,500,346	1,461,876	38,470	2.56%	1,598,099	6.52%	1,654,051	3.50%	1,674,031	1.21%	1,705,147	1.86%	1,737,610	1.90%
RECREATION & CULTURAL	7,408,200	7,489,374	(81,174)	-1.10%	8,024,239	8.32%	8,466,760	5.51%	8,664,427	2.33%	8,861,614	2.28%	9,077,372	2.43%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
TOTAL OPERATIONS EXPENSES	32,632,783	33,290,124	(553,156)	-1.70%	35,120,606	7.62%	37,428,684	6.57%	38,295,434	2.32%	39,235,682	2.46%	40,347,411	2.83%
INTEREST & DEBT SERVICING														
28115 Interest on Prepaid Taxes	9,000	14,062	(5,062)	-56.24%	9,000	0.00%	9,000	0.00%	9,000	0.00%	9,000	0.00%	9,000	0.00%
28121 Interest Payments on Debentures	87,490	79,802	7,688	8.79%	83,777	-4.24%	83,777	0.00%	83,777	0.00%	83,777	0.00%	83,777	0.00%
28131 Principal Payments on Debentures	120,468	120,468	-	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%	120,468	0.00%
28193 Banking Service Charges	8,000	6,642	1,358	16.98%	8,100	1.25%	8,200	1.23%	8,300	1.22%	8,400	1.20%	8,400	0.00%
FINANCING & BANK FEES	224,958	220,974	3,984	1.77%	221,345	-1.61%	221,445	0.05%	221,545	0.05%	221,645	0.05%	221,645	0.00%
TOTAL OPERATIONS AND DEBT SERVICING	32,857,741	33,511,098	(549,172)	-1.67%	35,341,951	7.56%	37,650,129	6.53%	38,516,979	2.30%	39,457,327	2.44%	40,569,056	2.82%
TRANSFERS TO RESERVES														
28910 Debt Reserve Fund Transfer	15,000	15,000	-	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%
28222 Transfer to Equipment Replacement	34,000	34,000	-	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%	34,000	0.00%
28230 Transfer to Capital Works Reserve	70,000	70,000	-	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
RESERVE TRANSFERS	119,000	119,000	-	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%
TRANSFERS TO GENERAL CAPITAL RES.														
28220 Projects TBD Council Direction	-	-	-	-	-		(1,623,128)		323,998	-119.96%	3,237,807	899.33%	3,864,365	19.35%
Administration	-	-	-	-	500,000		1,432,206	186.44%	-	-100.00%	-	-	250,000	
Fire Department	80,000	80,000	-	0.00%	-	-100.00%	35,000		117,000	234.29%	-	-100.00%	240,000	
Transportation Services	-	-	-	-	-	-	-		-	-	-	-	-	
Paving and Road Construction	-	-	-	-	-	-	-		1,050,000		-	-100.00%	-	
Traffic Upgrades	27,000	27,000	-	0.00%	-	-100.00%	150,000		150,000	0.00%	50,000	-66.67%	33,000	-34.00%
Storm Drains	150,000	150,000	-	0.00%	-	-100.00%	380,000		380,000	0.00%	380,000	0.00%	380,000	0.00%
Other Public Works Projects	-	-	-	-	-	-	-		-	-	-	-	-	
Parks	47,167	47,167	-	0.00%	76,500	62.19%	-	-100.00%	79,590		81,182	2.00%	81,182	0.00%
Cultural Services	30,000	30,000	-	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
Parks, Recreation and Heritage	427,000	427,000	-	0.00%	300,000	-29.74%	250,000	-16.67%	250,000	0.00%	250,000	0.00%	250,000	0.00%
TOTAL GENERAL CAPITAL TRANSFERS	761,167	761,167	-	0.00%	906,500	19.09%	654,078	-27.85%	2,380,588	263.96%	4,028,989	69.24%	5,128,547	27.29%
OTHER SERVICES														
OTHER BUDGET CONSIDERATIONS														
29911 Contingency Funds	-	-	-	-	100,000		300,000	200.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%
OTHER BUDGET CONSIDERATIONS	-	-	-	-	100,000		300,000	200.00%	300,000	200.00%	300,000	0.00%	300,000	0.00%
TOTAL OPERATIONS, DEBT SERVICING, RESERVE AND CAPITAL TRANSFERS, CONTINGENCY	33,737,908	34,391,265	(549,172)	-1.63%	36,467,451	8.09%	38,723,207	14.78%	41,316,567	13.30%	43,905,316	13.38%	46,116,603	11.62%
TRANSFERS TO RESERVE ALLOWANCES														
28211 Transfers to Reserve Allowances	1,009,195	-	1,009,195	100.00%	371,551	-63.18%	400,000	7.66%	400,000	0.00%	400,000	0.00%	400,000	0.00%
TAXES COLLECTED FOR OTHERS														
REGIONAL DISTRICT														
28410 Alberni-Clayoquot Regional District	1,491,725	1,595,707	(103,982)	-6.97%	1,770,580	18.69%	2,033,571	14.85%	2,151,347	5.79%	2,293,679	6.62%	2,378,553	3.70%
SCHOOL DISTRICTS														
28811 Non-Residential School Tax	1,749,007	2,048,655	(299,648)	-17.13%	1,783,987	2.00%	1,819,667	2.00%	1,856,060	2.00%	1,893,181	2.00%	1,931,045	2.00%
28812 Residential School Tax	4,380,106	4,591,169	(211,063)	-4.82%	4,467,708	2.00%	4,557,062	2.00%	4,648,204	2.00%	4,741,168	2.00%	4,835,991	2.00%
REGIONAL GOVERNMENTS														
28820 Alberni-Clayoquot Regional Hosp District	680,000	695,873	(15,873)	-2.33%	682,652	0.39%	684,504	0.27%	684,504	0.00%	684,504	0.00%	684,504	0.00%
JOINT BOARDS AND COMMISSIONS														
28830 Municipal Finance Authority	700	959	(259)	-37.00%	700	0.00%	714	2.00%	725	1.54%	743	2.48%	758	2.02%
28831 BC Assessment	182,810	210,693	(27,883)	-15.25%	190,000	3.93%	195,700	3.00%	201,571	3.00%	207,618	3.00%	213,847	3.00%
TAXES COLLECTED FOR OTHERS	8,484,348	9,143,056	(658,708)	-7.76%	8,895,627	4.85%	9,291,218	4.45%	9,542,411	2.70%	9,820,893	2.92%	10,044,698	2.28%
GENERAL FUND EXPENDITURE	43,231,451	43,534,321	(198,685)	-0.46%	45,734,629	5.79%	48,414,425	5.86%	51,258,978	5.88%	54,126,209	5.59%	56,561,301	4.50%



**CITY OF PORT ALBERNI
SEWER FUND - REVENUE & EXPENSES
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
SALES OF SERVICE		(unaudited)	(unaudited)	(unaudited)										
94421 Sewer Fees	3,184,543	2,878,349	(306,194)	-9.61%	3,076,894	-3.38%	3,230,739	5.00%	3,392,276	5.00%	3,561,889	5.00%	3,739,984	5.00%
94431 Sewer Connections	80,000	206,290	126,290	157.86%	83,600	4.50%	85,272	2.00%	86,977	2.00%	88,717	2.00%	90,491	2.00%
94432 Service Charges Sundry	5,000	-	(5,000)	-100.00%	5,225	4.50%	5,330	2.01%	5,436	1.99%	5,545	2.01%	5,656	2.00%
94433 User Charges	20,000	-	(20,000)	-100.00%	20,900	4.50%	21,318	2.00%	21,744	2.00%	22,179	2.00%	22,623	2.00%
OTHER SERVICES														
94441 Sewage Disposal Fees	70,000	68,160	(1,840)	-2.63%	73,150	4.50%	74,613	2.00%	76,105	2.00%	77,627	2.00%	79,180	2.00%
SALES OF SERVICE	3,359,543	3,152,799	(206,744)	-6.15%	3,259,769	-2.97%	3,417,272	4.83%	3,582,538	4.84%	3,755,957	4.84%	3,937,934	4.85%
OTHER REVENUE FROM OWN SOURCE														
95590 Interest Income	24,000	18,089	(5,911)	-24.63%	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%
95611 Sewer Penalty	35,000	32,442	(2,558)	-7.31%	36,400	4.00%	38,045	4.52%	39,765	4.52%	41,562	4.52%	43,441	4.52%
91210 Sewer Local Improvement Charges	1,000	-	(1,000)	-100.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
OTHER REVENUE	60,000	50,531	(9,469)	-15.78%	61,400	2.33%	63,045	2.68%	64,765	2.73%	66,562	2.78%	68,441	2.82%
OTHER TRANSFERS														
99110 Transfer from Capital Reserve-Gas Tax	46,000	46,000	-	0.00%	-	-100.00%	-	-	-	-	-	-	-	-
99111 Transfers from Reserves & Allowances	-	8,030	8,030	-	-	-	-	-	-	-	-	-	-	-
99114 Operating Funds from Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
99211 Contribution (To) From General Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEWER FUND REVENUE	3,465,543	3,257,360	(208,183)	-6.01%	3,321,169	-4.17%	3,480,317	4.79%	3,647,303	4.80%	3,822,519	4.80%	4,006,375	4.81%
ADMINISTRATION														
104210 Sewer Administration & Other	457,418	656,687	(199,269)	-43.56%	597,582	30.64%	612,587	2.51%	627,989	2.51%	643,767	2.51%	659,941	2.51%
ENGINEERING SERVICES														
104221 Consulting Services	34,500	22,490	12,010	34.81%	35,035	1.55%	36,086	3.00%	37,169	3.00%	38,284	3.00%	39,432	3.00%
SEWER SYSTEM ADMINISTRATION														
104233 Customer Service Requests	68,132	83,886	(15,754)	-23.12%	75,496	10.81%	77,188	2.24%	78,862	2.17%	80,576	2.17%	82,431	2.30%
104236 Small Tools/Equipment/Supplies	9,318	10,340	(1,022)	-10.97%	9,494	1.89%	9,674	1.90%	9,858	1.90%	10,045	1.90%	10,346	3.00%
SEWER COLLECTION SYSTEM														
104240 Sewage Collection System Main	118,952	90,781	28,171	23.68%	90,690	-23.76%	92,613	2.12%	94,681	2.23%	96,189	1.59%	98,716	2.63%
104241 Sewer Service Connections	179,509	129,459	50,050	27.88%	177,124	-1.33%	180,773	2.06%	184,507	2.07%	188,328	2.07%	193,113	2.54%
SEWER LIFT STATIONS														
104260 Sewage Lift Stations	270,077	475,546	(205,469)	-76.08%	330,099	22.22%	339,735	2.92%	349,655	2.92%	359,869	2.92%	370,384	2.92%
SEWER TREATMENT AND DISPOSAL														
104280 Sewage Treatment	351,615	292,976	58,639	16.68%	357,454	1.66%	363,351	1.65%	369,612	1.72%	376,314	1.81%	385,661	2.48%
OTHER COMMON SERVICES														
104294 Special Work Orders	1,000	-	1,000	100.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
SEWER SYSTEM	1,490,521	1,762,165	271,644	18.22%	1,673,974	12.31%	1,713,007	2.33%	1,753,333	2.35%	1,794,372	2.34%	1,841,024	2.60%
FISCAL SERVICES														
DEBT														
108120 Interest Payments On Debentures	356,680	89,053	(267,627)	-75.03%	452,305	26.81%	452,305	0.00%	452,305	0.00%	452,305	0.00%	452,305	0.00%
108130 Principal Payments On Debentures	212,215	44,739	(167,476)	-78.92%	212,215	0.00%	413,659	94.92%	413,659	0.00%	413,659	0.00%	413,659	0.00%
TOTAL DEBT	568,895	133,792	(435,103)	-76.48%	664,520	16.81%	865,964	30.31%	865,964	0.00%	865,964	0.00%	865,964	0.00%
TRANSFER TO FUNDS AND RESERVES														
108220 Transfer To Sewer Capital Fund	1,404,127	1,358,981	(45,146)	-3.22%	980,675	-30.16%	899,346	-8.29%	1,026,006	14.08%	1,160,183	13.08%	1,297,387	11.83%
108910 Debt Reserve Fund Transfer	2,000	2,422	422	21.10%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
108211 Transfer to Reserves & Allowances	-	-	-	-	-	-	-	-	-	-	-	-	-	-
108920 Transfer to Infrastructure Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS	1,406,127	1,361,403	(44,724)	-3.18%	982,675	-30.11%	901,346	-8.28%	1,028,006	14.05%	1,162,183	13.05%	1,299,387	11.81%
FISCAL SERVICES	1,975,022	1,495,195	(479,827)	-24.29%	1,647,195	-16.60%	1,767,310	7.29%	1,893,970	7.17%	2,028,147	7.08%	2,165,351	6.76%
EXCESS OF REVENUE OVER EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEWER FUND EXPENSES	3,465,543	3,257,360	(208,183)	-6.01%	3,321,169	-4.17%	3,480,317	4.79%	3,647,303	4.80%	3,822,519	4.80%	4,006,375	4.81%



**CITY OF PORT ALBERNI
WATER FUND - REVENUE & EXPENSES
2023-2027 FINANCIAL PLAN**

	Budget 2022	Actual 2022	Variance \$	Variance %	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
SALES OF SERVICE														
		(unaudited)	(unaudited)	(unaudited)										
54421 Metered Sales	3,493,783	3,540,662	46,879	1.34%	3,668,473	5.00%	3,851,896	5.00%	4,044,491	5.00%	4,246,715	5.00%	4,459,051	5.00%
54431 Connections	54,386	356,412	302,026	555.34%	54,386	0.00%	54,386	0.00%	54,386	0.00%	54,386	0.00%	54,386	0.00%
54432 Turn-On Charges	1,500	1,781	281	18.73%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%
54433 Service Charges Sundry	50,000	1,894	(48,106)	-96.21%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
SALES OF SERVICE	3,599,669	3,900,749	301,080	8.36%	3,774,359	4.85%	3,957,782	4.86%	4,150,377	4.87%	4,352,601	4.87%	4,564,937	4.88%
OTHER REVENUE FROM OWN SOURCE														
55590 Other Interest	31,930	89,721	57,791	180.99%	90,460	183.31%	90,460	0.00%	90,460	0.00%	90,460	0.00%	90,460	0.00%
55611 Water Penalty	35,000	37,038	2,038	5.82%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%
OTHER REVENUE	66,930	126,759	59,829	89.39%	125,460	87.45%	125,460	0.00%	125,460	0.00%	125,460	0.00%	125,460	0.00%
WATER FUND REVENUE	3,666,599	4,027,508	360,909	9.84%	3,899,819	6.36%	4,083,242	4.70%	4,275,837	4.72%	4,478,061	4.73%	4,690,397	4.74%
WATER SUPPLY SYSTEM														
ADMINISTRATION														
64110 Water Administration & Other	451,872	473,390	(21,518)	-4.76%	494,316	9.39%	508,763	2.92%	523,641	2.92%	538,932	2.92%	554,657	2.92%
ENGINEERING SERVICES														
64121 Engineering Consulting Services	120,000	82,104	37,896	31.58%	30,000	-75.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
WATER SYSTEM ADMINISTRATION														
64133 Customer Service Requests	104,484	90,379	14,105	13.50%	106,589	2.01%	109,084	2.34%	111,643	2.35%	114,267	2.35%	116,958	2.36%
64136 Small Tools/Equipment/Supplies	9,750	7,395	2,355	24.15%	9,750	0.00%	9,945	2.00%	10,144	2.00%	10,347	2.00%	10,554	2.00%
SERVICE OF SUPPLY														
64141 Supply Inspection & Operation	127,740	88,787	38,953	30.49%	109,947	-13.93%	112,986	2.76%	116,111	2.77%	119,326	2.77%	122,634	2.77%
PUMPING														
64161 Pumping Inspection & Operation	249,045	280,639	(31,594)	-12.69%	252,529	1.40%	259,740	2.86%	267,162	2.86%	274,800	2.86%	282,662	2.86%
TRANSMISSION & DISTRIBUTION														
64181 Transmission/Distribution System	317,799	335,077	(17,278)	-5.44%	332,336	4.57%	341,412	2.73%	350,746	2.73%	360,345	2.74%	370,217	2.74%
64183 Connections	265,565	313,940	(48,375)	-18.22%	267,918	0.89%	274,570	2.48%	281,401	2.49%	288,415	2.49%	295,617	2.50%
64185 Meters	144,272	247,122	(102,850)	-71.29%	265,049	83.71%	272,647	2.87%	280,468	2.87%	288,518	2.87%	296,803	2.87%
64187 Hydrants	91,644	65,218	26,426	28.84%	68,894	-24.82%	70,781	2.74%	72,721	2.74%	74,716	2.74%	76,768	2.75%
WATER SUPPLY SYSTEM	1,882,171	1,984,051	(101,880)	-5.41%	1,937,328	2.93%	1,989,928	2.72%	2,044,037	2.72%	2,099,666	2.72%	2,156,870	2.72%
FISCAL SERVICES														
DEBT														
68120 Interest Payments On Debentures	44,000	44,000	-	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%
68130 Principal Payments On Debentures	38,743	38,743	-	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%
DEBT	82,743	82,743	-	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%
TRANSFERS TO FUNDS AND RESERVES														
68220 Transfers To Water Capital Fund	473,000	473,000	-	0.00%	1,879,288	297.31%	2,010,111	6.96%	2,148,597	6.89%	2,295,192	6.82%	2,450,324	6.76%
68230 Transfer to(from) Infrastructure Capital Reserve	1,228,225	1,487,254	(259,029)	-21.09%	-	-100.00%	-	-	-	-	-	-	-	-
68910 Debt Reserve Fund Transfer	460	460	-	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%
FISCAL SERVICES	1,784,428	2,043,457	(259,029)	-14.52%	1,962,491	9.98%	2,093,314	6.67%	2,231,800	6.62%	2,378,395	6.57%	2,533,527	6.52%
EXCESS OF REVENUE OVER EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WATER FUND EXPENSE	3,666,599	4,027,508	(360,909)	-9.84%	3,899,819	6.36%	4,083,242	4.70%	4,275,837	4.72%	4,478,061	4.73%	4,690,397	4.74%

Prior years capital projects with approved budgets

Legend		Complete at December 31, 2022
		Completed or planned for completion in 2023
		Planning in 2023 - completion in 2023/24
		Recommendation to Council - March 27, 2023

Unaudited - Actuals at March 20, 2023

ACCT	PROJ	CAPITAL PROJECT	WIP ACTUAL	BUDGET	AVAILABLE	% of project	STATUS/COMMENT
Administration							
485554	21004	Printer renewal - city wide	66,357	80,000	13,643	82.95%	Completed in March 2023
485532	20017	Welcome Sign	1,806	25,000	23,194	7.23%	Work in progress
485620	22001	Council Chambers - A/V upgrades	34,564	75,000	40,436	46.09%	Completed in March 2023
485623	22003	GIS - Software upgrades - connectivity	3,257	58,010	54,753	5.61%	WIP - recommendation to combined funding from 19001
485624	22004	Tempest - upgrades for E-com/e-apply, mobile	44,035	86,385	42,350	50.98%	In progress with Tempest and IT
485625	22005	ERP Upgrades - accounting and payroll systems	11,588	50,000	38,412	23.18%	In progress with software company and IT
Fire							
485351	19003	19 - Firehall - Structural Prep	4,411	88,000	83,589	5.01%	To be completed in 2023 before new Platform arrives
485626	22006	Confined Space Equipment Replacement	16,129	30,000	13,871	53.76%	Completion planned in 2023
485627	22007	Replace Garage Door Openers (7)	972	50,000	49,028	1.94%	Completion planned in 2023
Transportation							
485560	21011	Replace 2007 Volvo Tandem Dump Truck #265	-	196,707	196,707	0.00%	Completion planned in 2023
485561	21012	Replace 2005 Ford F350 W/Comp Body #520	-	120,532	120,532	0.00%	Completion planned in 2023
485628	22008	Replace 2007 GMC 5500 W/SERVICE BOX #140	-	134,000	134,000	0.00%	Completion planned in 2023
485629	22009	Replace 2009 DODGE 5500 SERVICE TRUCK #141	-	112,000	112,000	0.00%	Completion planned in 2023
485630	22010	Replace 2007 GMC C5500 Utility Dump Trk #240	191	140,000	139,809	0.14%	Completion planned in 2023
485633	22013	Replace 2007 JOHN DEERE TRACTOR 5625 #624	-	110,000	110,000	0.00%	Completion planned in 2023
485634	22014	Replace 2010 KUBOTA F3680 MOWER #625	-	53,000	53,000	0.00%	Completion planned in 2023
Paving							
485567	21032	Redford & 10th Ave intersection - associated w/ signal repairs	40,648	35,000	(5,648)	116.14%	Consulting for Dunbar/10th and Redford/10th - 2023 Project
485635	22015	7th Ave - Redford St to Bute St 180m (ptp, st, sani, wtr)	-	420,000	420,000	0.00%	Work to be completed in 2023
485636	22016	Argyle / 10th Roundabout (ptp, w, st, s) Design only	13,162	135,000	121,838	9.75%	Initial Design in 2022, to be continued in 2023
485637	22017	Argyle 1st to 3rd Avenue - CSO	26,718	100,000	73,282	26.72%	Dependent upon grant funding
485640	22019	Wallace - 4th to 6th Ave - Paving	-	60,000	60,000	0.00%	2023-2024 completion plan
Traffic Upgrades							
485568	21033	Redford & 10th Ave intersection - signals & looping	-	20,000	20,000	0.00%	Work to be completed in 2023
485642	22023	3rd Ave/Argyle Street - Signal Controller Replacement	-	27,000	27,000	0.00%	2023-2024 completion plan
Storm							
485524	20009	Relining program Multiple 6th Ave-Montrose to Melrose	79	300,000	299,921	0.03%	Work to be completed in 2023
485571	21036	Margaret St Storm Pump Upgrade	-	225,000	225,000	0.00%	Work to be completed in 2023
485639	22021	Wallace - 4th to 6th Ave - Storm	-	60,000	60,000	0.00%	2023-2024 completion plan
485641	22022	Anderson Road - Wallace to Maitland St	-	40,000	40,000	0.00%	2023-2024 completion plan
485643	22024	Re-lining Project (Coal Creek - 3rd Ave Xing/ South St - 2nd to 3rd/ 6th Ave - Mont to Mel)	-	300,000	300,000	0.00%	2023-2024 completion plan
485644	22025	CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	6,937	95,000	88,063	7.30%	Work to be completed in 2023
PW Other							
485573	21014	City Hall Window replacement	45,665	80,000	34,335	57.08%	Work to be completed in 2023
485586	21024	Child Care Spaces - Grant	1,106,525	4,644,989	3,538,464	23.82%	Work to be completed in 2023
Cultural Services							

ACCT	PROJ	CAPITAL PROJECT	WIP ACTUAL	BUDGET	AVAILABLE	% of project	STATUS/COMMENT
485577	21018	McLean Mill Septic site upgrades	5,000	279,500	274,500	1.79%	Work to be completed in 2023 - bring in Project funding 21019
PRH	(Parks)						
485310	15482	Clock Tower Repair/Removal Plan	541,889	706,171	164,282	76.74%	Work to be completed in 2023 - Lighting and interpretive signage
485542	20029	Connect The Quays	727,924	5,841,411	5,113,487	12.46%	Construction begins in 2023 through 2024
485549	21020	Train Station Seismic upgrades	766,513	860,000	93,487	89.13%	Work to be completed in 2023 - Phase II separate budget
485645	22026	Victoria Quay Millstone Park Connector Foot Bridge	-	115,000	115,000	0.00%	Combine with Connect the Quays - 2023 through 2024
485660	22040	22 - Tree planting	-	75,000	75,000	0.00%	Complete in 2023
Facilities Upgrade			-	-	-		
485667	23002	Curling Rink ice plant contribution	-	40,000	40,000	0.00%	Curling Club to source additional funding to complete 2023/24
Sewer Capital			-	-	-		
565438	20088	Johnston Rd Elizabeth to Gertrude 120m 300mm Reline	7,531	95,000	87,469	7.93%	Complete in 2023
565439	20089	Harbour Rd/Bruce St Outfall Reline	140	100,000	99,860	0.14%	Complete in 2023
565445	20095	SCADA upgrade	37,180	75,000	37,820	49.57%	Work to be completed in 2023 - Phase II separate budget
565448	21041	CSO consulting	56,065	80,000	23,935	70.08%	Complete in 2023
565450	22061	Argyle Forcemain Somass River Crossing project	2,476,267	3,660,000	1,183,733	67.66%	Complete in 2023
565451	22062	Argyle 1st to 3rd Avenue - CSO - design	11,386	15,000	3,614	75.90%	Dependent upon grant funding
565452	22063	2023 Capital project design - to be identified	3,215	60,000	56,785	5.36%	2023-2024 completion plan
565453	22064	Argyle / 10th Roundabout (ptp, w, st, s) Design only	-	4,000	4,000	0.00%	2023-2024 completion plan
565454	22065	CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	-	79,000	79,000	0.00%	2023-2024 completion plan
565455	22066	Sewer Crawler	-	80,000	80,000	0.00%	2023-2024 completion plan
565457	22067	CSO - Wallace 4th - 6th (300m)	-	45,000	45,000	0.00%	2023-2024 completion plan
Water Capital			-	-	-		
525435	20085	SCADA Software Upgrade	25,277	75,000	49,723	33.70%	Work to be completed in 2023 - Phase II separate budget
525446	22051	Argyle / 10th Roundabout (ptp, w, st, s) Design only	-	15,000	15,000	0.00%	2023-2024 completion plan
525447	22052	Wallace - 4th to 6th Ave	-	10,000	10,000	0.00%	2023-2024 completion plan
525448	22053	Anderson Road - Wallace to Maitland St	2,833	40,000	37,167	7.08%	2023-2024 completion plan
525449	22054	Cowichan Reservoir to Burde St. New Twin Main Ph 6 - design	-	95,000	95,000	0.00%	Work to be completed in 2023
525451	22055	CSO - 7th Ave-Redford to Bute 180m	-	203,000	203,000	0.00%	Work to be completed in 2023
Awaiting development completion - combine in one project number in 2023							Council Direction
485519	20022	Burde Street Anderson to 17th Watermain replacement	-	100,000	100,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
485435	19018	16th Ave-Burde St	-	150,000	150,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
485454	19021	Portview Landing/4000 Burde St	-	60,000	60,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
485454	19029	Portview Landing/4000 Burde St (st, san, paving)	-	60,000	60,000	0.00%	Combine into one Project for Burde - Anderson to 17th development
					370,000		Total to carry forward in 2023
Combined and carry froward under 2023 project number							Council Direction
485535	20020	20 - Aquatic Centre pool - PRH - supplies	84,337	100,000	15,663	84.34%	Combine into one Project number for Facilities - Minor Capital
485539	20026	Multiplex sum equipment	7,585	19,640	12,055	38.62%	Combine into one Project number for Facilities - Minor Capital
485580	21022	Aquatic Centre Pool Repairs	12,644	25,000	12,356	50.58%	Combine into one Project number for Facilities - Minor Capital
485588	21067	Bear proof waste storage	7,646	25,800	18,154	29.64%	Combine into one Project number for Facilities - Minor Capital
		Facilities - Asset renewal projects	146,032	227,000	80,968	64.33%	New - various small capital facility projects
					139,196		Total to carry forward in 2023
Combined and carry froward under 2023 project number							Council Direction
485534	20019	McLean Mill Capital Projects - Heritage	23,152	60,000	36,848	38.59%	Combine into one Project for Annual Historical zone upgrades
485579	21021	McLean Mill Capital Projects - Heritage	21,291	60,000	38,709	35.49%	Combine into one Project for Annual Historical zone upgrades
485647	22027	McLean Mill Capital Projects - Heritage	40,599	59,900	19,301	67.78%	Combine into one Project for Annual Historical zone upgrades
					94,858		Total to carry forward in 2023

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
STRATEGIC CAPITAL PROJECTS 2023													
Rollin Art Centre - Childcare project	500,000		-		4,144,989								4,644,989
Somass Mill - redevelopment funding						650,000							650,000
Tree Planting	76,500												76,500
	576,500	-	-	-	4,144,989	650,000	-	-	-	-	-	-	5,371,489
ADMINISTRATION													
Server Upgrade/Refresh - ERRF Cycle			325,000										325,000
Computer Equipment Replacement			86,000										86,000
	-	-	411,000	-	-	-	-	-	-	-	-	-	411,000
FIRE DEPARTMENT													
2007 Dodge Dakota			70,000										70,000
Replace Ladder Truck 2 (Aerial Platform Appartus)			1,994,358										1,994,358
	-	-	2,064,358	-	-	-	-	-	-	-	-	-	2,064,358
TRANSPORTATION SERVICES													
Replace 1998 GMC 4.5M3 Dump Truck #259			288,000										288,000
Replace 1999 GMC 4.5M3 Dump Truck #260			288,000										288,000
Replace 2004 Ford F450 w/Utility Dump Box #263			145,000										145,000
Replace 1997 Big 40 Diesel Miller Welder #393			10,000										10,000
Replace 2018 Freightliner Garbage Truck #401 - moved from 2024*			443,060										443,060
Replace 2005 Ford F250 4X4 Pickup #610			47,501										47,501
Replace 2005 GMC TC5500 152" WB (Hort) #614			145,000										145,000
Replace 2005 GMC TC5500 128" WB (Util) #615			145,000										145,000
Replace 2008 Ford Ranger 4X4 Pickup #627			83,500										83,500
Replace 2007 Dodge Caliber #721			28,000					22,600					50,600
	-	-	1,623,061	-	-	-	-	22,600	-	-	-	-	1,645,661
PAVING & ROAD CONSTRUCTION													
Paving and Storm - list of priority projects:													-
Ship Creek - 3rd Ave to Anderson Ave													-
Anderson - Ship Creek to Ravenhill Ave													-
Argyle 1st-3rd - CSO grant application													
3rd Ave - Napier to Bute				300,000									300,000
Road Network Survey													150,000
Anderson at North Park reconstruction				150,000		150,000							150,000
CSO - Wallace 4th - 6th (ptp, st, w, s)				230,000									230,000
10th Ave/Dunbar & 10th/Redford intersections - (March 27)							410,000						410,000
	-	-	-	680,000	-	150,000	410,000		-	-	-	-	1,240,000
TRAFFIC UPGRADES													
Intersection Safety #1a Gertrude/Roger				60,000									60,000
Traffic Signal Controller Replacement - 3rd Ave and Redford				96,000									96,000
	-	-	-	156,000	-	-	-	-	-	-	-	-	156,000
STORM													
CSO Project aligned with sewer project				380,000									380,000
	-	-	-	380,000	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER													
PARKS													
Linking Roger Creek Trails					435,978	290,000							725,978
Lon Miles & Recreation Park field upgrades						240,000							240,000
	-	-	-	-	435,978	530,000	-	-	-	-	-	-	965,978
CULTURAL SERVICES													
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & HERITAGE													
Train Station-Phase II		320,000											320,000
Facilities Upgrade	300,000												300,000
	300,000	320,000	-	-	-	-	-	-	-	-	-	-	620,000
WATER WORKS													
Small Capital Water projects									100,000				100,000
Dunbar St-10th Ave to 11th Ave loop 200mm PVC									100,000				100,000

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
Bainbridge Plant to Cowichan Reservoir Supply Main Replacement DESIGN ONLY									150,000				150,000
Cowichan Reservoir to Burde St. New Twin Main Ph 6 (15th Ave, Fowlie Cres to Cowichan Res- 580m of 500mm HDPE; 16th Ave, Argyle St to Church St/17th Ave - 220m of 300mm PVC)									2,100,000				2,100,000
Burde St-11th Ave to Estevan 650m - Development									160,000				160,000
CSO - Argyle (1st-3rd) (240m st,w, CSO)									115,000				115,000
CSO - 6th Ave Bruce -Melrose									48,000				48,000
CSO - Wallace 4th - 6th (120m)									25,000				25,000
	-	-	-	-	-	-	-	-	2,798,000	-	-	-	2,798,000
SEWER SYSTEM													-
Sewer Main Video Program											100,000		100,000
CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr) - Increase budget											270,000		270,000
Josephine Forcemain Detailed Design & Geotech											250,000		250,000
CSO - Wallace 4th - 6th (300m) Detailed Design & Geotech											45,000		45,000
Small Capital Main Replacements											100,000		100,000
	-	-	-	-	-	-	-	-	-	-	765,000	-	765,000
TOTAL CAPITAL 2023	906,500	320,000	4,098,419	1,216,000	4,670,867	1,330,000	410,000	22,600	2,798,000	-	765,000	-	16,537,386
OPERATING CAPITAL PROJECTS 2024	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
FUNDING SOURCES	Operating	Reserves							Operating	Reserves	Operating	Reserves	
STRATEGIC CAPITAL PROJECTS 2024													
Connect the Quays pathway (defer to 2024)	1,253,411												1,253,411
Tree Planting	78,795												78,795
	1,332,206												1,332,206
													-
ADMINISTRATION													-
Newtwork Switch replacement	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000
Computer Equipment Replacement		-	86,400	-	-	-	-	-	-	-	-	-	86,400
	100,000	-	86,400	-	-	-	-	-	-	-	-	-	186,400
													-
FIRE DEPARTMENT													-
Replace 2011 CHEV SILVERADO 4X4 #13			60,564										60,564
Fueling Station	35,000												35,000
Replace 1998 Jordair Compressor - delay - still operational			59,700										59,700
Replace 2006 Ford F550 Rescue Truck #8 (from 2021)			128,961										128,961
Replace Exhaust Extraction Equipment			43,068										43,068
	35,000	-	292,293	-	-	-	-	-	-	-	-	-	327,293
													-
TRANSPORTATION SERVICES													-
Replace 2008 Dodge Ram 3500 Flatdeck (shop) #150			46,182										46,182
Replace 2008 Dodge Ram 2500 PU (Carpenter) #151			34,834										34,834
Replace 2011 Freightliner Asphalt Patch Truck #266			415,000										415,000
Replace 2006 LANGFAB DUMP PUP TRAILER - #367			45,657										45,657
Replace 1990 Britco Office Trailer #369			26,258										26,258
Replace 1992 Ingersoll Rand Compressor/Trailer #377			29,600										29,600
Replace 1996 TRIPLE AXLE TILT TRAILER - #388			47,501										47,501
Replace 1996 Wells Cargo Trailer (Swr) #389			14,118										14,118
Replace 2004 CHEV 3500 CUBE VAN (used) #616			51,724										51,724
Replace 1995 BOMAG ROLLER #395			60,696										60,696
Replace 2006 FORD E350 15 PASSENGER VAN #619			62,016										62,016
Replace 2018 Freightliner Garbage Truck #402			443,060										443,060
Replace 2018 Freightliner Garbage Truck #403			443,060										443,060
Replace 2012 Chev 3500 Service Truck #521			77,681										77,681
Replace 2014 Toyota Tacoma #522			50,470										50,470
Replace 2007 FORD F350 PICKUP (CARPENTER) #622			39,030										39,030
Replace 2013 TORO MOWER #633			122,147										122,147
		-	2,009,034	-	-	-	-	-	-	-	-	-	2,009,034
													-
PAVING & ROAD CONSTRUCTION													-
Design for future Capital projects				250,000									250,000
Capital plan designed in prior years on priority listing				800,000									800,000
	-	-	-	1,050,000	-	-	-	-	-	-	-	-	1,050,000
													-
TRAFFIC UPGRADES													-
Intersection safety	150,000												150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
													-
STORM													-
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	380,000

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
<u>WORKS-OTHER</u>													
Total Station Survey Instrument - ERRF			53,835										53,835
	-	-	53,835	-	-	-	-		-	-	-	-	53,835
<u>PARKS</u>													-
	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>CULTURAL SERVICES</u>													
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000		-	-	89,900	-	-		-	-	-	-	119,900
<u>PARKS, RECREATION & HERITAGE</u>													
Replace 1997 CLARKE FLOOR SCRUBBER - ERRF			18,842										18,842
Facilities Upgrade	250,000												250,000
	250,000	-	18,842	-	-	-	-		-	-	-	-	268,842
<u>WATER WORKS</u>													
Design for future Capital projects									-	100,000			100,000
Capital plan designed in prior years on priority listing									-	1,200,000			1,200,000
	-	-	-	-	-	-	-	-	-	1,300,000	-	-	1,300,000
<u>SEWER SYSTEM</u>													
CSO - Wallace 4th - 6th (300m)											1,300,000		1,300,000
Decommission old lagoon additional costs											800,000		800,000
Small Capital Sewer projects											100,000		100,000
South Street raised sewer culvert replacement											300,000		300,000
	-	-	-	-	-	-	-	-	-	-	2,500,000	-	2,500,000
													-
TOTAL GENERAL CAPITAL 2024	2,277,206	-	2,460,404	1,050,000	89,900	-	-	-	-	1,300,000	2,500,000	-	9,677,510
OPERATING CAPITAL PROJECTS 2025 FUNDING SOURCES	General Revenue Operating	Reserves	ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue Operating	Reserves	Sewer Revenue Operating	Reserves	Total Project Expenditure
<u>ADMINISTRATION</u>													-
Computer Equipment Replacement			88,848										88,848
	-	-	88,848	-	-	-	-		-	-	-	-	88,848
<u>FIRE DEPARTMENT</u>													-
Turnout Gear	25,000												25,000
Parking lot upgrade	92,000												92,000
	117,000	-	-	-	-	-	-	-	-	-	-	-	117,000
<u>TRANSPORTATION SERVICES</u>													
Replace 2013 Volvo Dump Tandem Axle #267			194,386										194,386
2005 John Deere Loader #350			288,285										288,285
Replace 2005 Volvo Grader #355			306,818										306,818
Replace 2015 Ventrac Mower			41,184										41,184
		-	830,673	-	-	-	-		-	-	-	-	830,673
<u>PAVING & ROAD CONSTRUCTION</u>													-
Design for future Capital projects	250,000												250,000
Capital plan designed in prior years on priority listing	800,000												800,000
													-
	1,050,000	-	-	-	-	-	-		-	-	-	-	1,050,000
<u>TRAFFIC UPGRADES</u>													-
Intersection safety	150,000												150,000
	150,000	-	-	-	-	-	-		-	-	-	-	150,000
<u>STORM</u>													-
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-		-	-	-	-	380,000
													-
<u>WORKS-OTHER</u>													-
	-	-	-	-	-	-	-		-	-	-	-	-
<u>PARKS</u>													-
Tree Planting	79,590												79,590
	79,590	-	-	-	-	-	-		-	-	-	-	79,590
<u>CULTURAL SERVICES</u>													-
													-

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000		-	-	89,900	-	-		-	-	-	-	119,900
<u>PARKS, RECREATION & HERITAGE</u>													-
Facilities Upgrade	250,000												250,000
	250,000		-	-	-	-	-	-	-	-	-	-	250,000
<u>WATER WORKS</u>													-
Design for future Capital projects	-								100,000				-
Capital plan designed in prior years on priority listing	-								1,250,000				1,250,000
	-	-	-	-	-	-	-	-	1,350,000	-	-	-	1,350,000
<u>SEWER</u>													-
Design for future Capital projects											100,000		100,000
Capital plan designed in prior years on priority listing											1,200,000		1,200,000
	-	-	-	-	-	-	-	-	-	-	1,300,000	-	1,300,000
													-
TOTAL CAPITAL 2025	2,056,590		919,521	-	89,900	-	-	-	1,350,000		1,300,000	-	5,716,011
OPERATING CAPITAL PROJECTS 2026	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
FUNDING SOURCES	Operating	Reserves							Operating	Reserves	Operating	Reserves	
<u>ADMINISTRATION</u>													-
Computer Equipment Replacement			90,325										90,325
	-	-	90,325	-	-	-	-		-	-	-	-	90,325
<u>TRANSPORTATION SERVICES</u>													-
Replace 2014 TYMCO SWEEPER #411			367,220										367,220
Replace 2011 GMC SIERRA P/U #629			49,008										49,008
Replace 2013 TOYOTA TACOMA #630			35,006										35,006
Rreplace 2013 TOYOTA TACOMA #632			35,006										35,006
		-	486,240	-	-	-	-		-	-	-	-	486,240
<u>PAVING & ROAD CONSTRUCTION</u>													-
Design for future Capital projects				250,000									250,000
Capital plan designed in prior years on priority listing				800,000									800,000
	-	-	-	1,050,000	-	-	-		-	-	-	-	1,050,000
<u>TRAFFIC UPGRADES</u>													-
Traffic Signal Controller Replacement	50,000												50,000
	50,000												50,000
<u>STORM</u>													-
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-		-	-	-	-	380,000
<u>WORKS-OTHER</u>													-
Garbage Carts			630,109										630,109
	-	-	630,109	-	-	-	-	-	-	-	-	-	630,109
<u>PARKS</u>													-
Tree Planting	81,182												81,182
	81,182	-	-	-	-	-	-	-	-	-	-	-	81,182
<u>CULTURAL SERVICES</u>													-
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	119,900
<u>PARKS, RECREATION & HERITAGE</u>													-
Facilities Upgrade	250,000												250,000
	250,000	-	-	-	-	-	-		-	-	-	-	250,000
<u>WATER WORKS</u>													-
Design for future Capital projects									100,000				100,000
Capital plan designed in prior years on priority listing									1,200,000				1,200,000
													-
									1,350,000				1,350,000
<u>SEWER SYSTEM</u>													-
Capital plan designed in prior years on priority listing											900,000		900,000

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
LWMP Update per regulatory requirements											200,000		200,000
Small Capital Main Replacements											100,000		100,000
	-	-	-	-	-	-	-	-	-	-	1,200,000	-	1,200,000
TOTAL CAPITAL 2026	791,182	-	1,206,674	1,050,000	89,900	-	-	-	1,350,000	-	1,200,000	-	5,687,756
OPERATING CAPITAL PROJECTS 2027 FUNDING SOURCES	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
ADMINISTRATION													-
ERP Replacement	250,000		250,000										500,000
Computer Equipment Replacement			95,325										95,325
	250,000	-	345,325	-	-	-	-	-	-	-	-	-	595,325
TRANSPORTATION SERVICES													-
Replace 1992 HIWAY STREET SANDER #378			21,852										21,852
Replace 2014 NISSAN NV VAN 2500 SERIES (water) #523			57,130										57,130
Replace TYCROP TOP DRESSER #626			42,847										42,847
Replace 2015 Dodge Durango - BEO #130			53,038										53,038
		-	174,867	-	-	-	-	-	-	-	-	-	174,867
FIRE DEPARTMENT													-
Replace thermal Cameras	55,000												55,000
Fire Pump Test Pit	50,000												50,000
Replace portable Radios	85,000												85,000
Replace High Angle Rope Equipment	50,000												50,000
	240,000												240,000
TRAFFIC UPGRADES													-
Traffic Signal Controller Replacement	33,000												33,000
	33,000	-	-	-	-	-	-	-	-	-	-	-	33,000
STORM													-
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	380,000
WORKS-OTHER													-
													-
	-	-	-	-	-	-	-	-	-	-	-	-	-
PARKS													-
Tree Planting	81,182												81,182
	81,182	-	-	-	-	-	-	-	-	-	-	-	81,182
CULTURAL SERVICES													-
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	119,900
PARKS, RECREATION & HERITAGE													-
Facilities Upgrade	250,000												250,000
	250,000	-	-	-	-	-	-	-	-	-	-	-	250,000
WATER WORKS													-
Design for future Capital projects									100,000				100,000
Capital plan designed in prior years on priority listing									1,200,000				1,200,000
													-
									1,350,000				1,350,000
SEWER SYSTEM													-
Design for future Capital projects											1,200,000		1,200,000
Harbour Road Trunk Sewer Replacement (2022 project delayed - June 13, 2022) - Further investigation - maint. Work completed											300,000		300,000
CSO - 6th Ave Bruce - Melrose (Ptp stm, sewer, water) moved from 2023											230,000		230,000
CSO - 6th Ave Bruce - Melrose											-		-
Small Capital Main Replacements											100,000		100,000
	-	-	-	-	-	-	-	-	-	-	1,830,000	-	1,830,000
TOTAL CAPITAL 2027	1,264,182	-	520,192	-	89,900	-	-	-	1,350,000	-	1,830,000	-	5,054,274



**CITY OF PORT ALBERNI
PARKS AND RECREATION CAPITAL RESERVE**

21-Aug-2000

Updated

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Balance forward	2,373,963	856,352	741,997	869,533	999,008	1,130,469
Investment Income	25,000	25,000	25,000	25,000	25,000	25,000
Recreation Services Surcharge	73,800	75,645	77,536	79,475	81,461	83,498
Other Deposits	25,000	25,000	25,000	25,000	25,000	25,000
Transfers	-	-	-	-	-	-
Sale of Property	-	-	-	-	-	-
	2,497,763	981,997	869,533	999,008	1,130,469	1,263,967
EXPENSES						
Parks & Recreation Properties and Facilities	1,641,411	240,000	-	-	-	-
	1,641,411	240,000	-	-	-	-
REVENUE OVER (UNDER) EXPENSES	856,352	741,997	869,533	999,008	1,130,469	1,263,967
FUND EQUITY - ENDING	856,352	741,997	869,533	999,008	1,130,469	1,263,967



CITY OF PORT ALBERNI

EQUIPMENT REPLACEMENT RESERVE FUND - 5 YEAR PLAN

Established: 31-Dec-1973

	2022	2023	2024	2025	2026	2027
Sale of Equipment	-	-	-			
Investment Income	40,000	30,000	30,000	30,000	30,000	30,000
Transfers from General Revenue	70,000	70,000	70,000	70,000	70,000	70,000
Contributions - ERRF Schedule	1,003,756	704,297	1,053,944	1,106,641	1,161,973	1,220,072
	1,113,756	804,297	1,153,944	1,206,641	1,261,973	1,320,072
EXPENSES						
Transfer to Capital Works Bylaw	-	-				
ERRF funding borrowed (Train Station) - returned in 2024	210,000		(210,000)			
Equipment Purchases	1,023,600	4,098,419	2,460,404	919,521	1,206,674	520,192
	1,233,600	4,098,419	2,250,404	919,521	1,206,674	520,192
REVENUE OVER EXPENSES	(119,844)	(3,294,122)	(1,096,460)	287,120	55,299	799,880
FUND EQUITY - ENDING	5,603,019	2,308,897	1,212,437	1,499,557	1,554,856	2,354,735



CITY OF PORT ALBERNI
CAPITAL WORKS RESERVE FUND - 5 YEAR PLAN

8-Aug-1994

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Investment Income	35,000	35,000	35,000	35,000	35,000	35,000
New Deal Gas Tax Funds	835,923	835,923	872,264	-	-	-
Miscellaneous	80,000	80,000	80,001	80,001	80,001	80,001
	<u>950,923</u>	<u>950,923</u>	<u>987,265</u>	<u>115,001</u>	<u>115,001</u>	<u>115,001</u>
EXPENSES						
Gas Tax - capital projects	1,040,000	1,216,000	1,050,000	-	1,050,000	-
Gas Tax - operating (capacity bldg)	-	-	-	-	-	-
Capital Expenditures - Special						
Capital Expenditures- Capital works	380,000	-	-			
	<u>1,420,000</u>	<u>(265,077)</u>	<u>1,050,000</u>	<u>-</u>	<u>1,050,000</u>	<u>-</u>
REVENUE OVER EXPENSES	<u>(469,077)</u>	<u>(265,077)</u>	<u>(62,735)</u>	<u>115,001</u>	<u>(934,999)</u>	<u>115,001</u>
FUND EQUITY - ENDING	<u>\$ 2,835,338</u>	<u>\$ 2,570,261</u>	<u>\$ 2,507,526</u>	<u>\$ 2,622,527</u>	<u>\$ 1,687,528</u>	<u>\$ 1,802,529</u>



CITY OF PORT ALBERNI
LAND SALE RESERVE FUND - 5 YEAR PLAN

pre 1970

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Sale of Property	1,000	1,200,000	-	-	-	-
Investment Income	2,700	26,000	20,000	18,000	18,000	18,000
Transfer from RCMP Surplus	-	-	-	-	-	-
Transfer from Off Street Parking Res	-	-	-	-	-	-
	3,700	1,226,000	20,000	18,000	18,000	18,000
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Acquisitions and Expenses	-	650,000	-	-	-	-
	-	650,000	-	-	-	-
REVENUE OVER EXPENSES	3,700	576,000	20,000	18,000	18,000	18,000
FUND EQUITY - ENDING	94,100	670,100	690,100	708,100	726,100	744,100



CITY OF PORT ALBERNI
DEVELOPMENT COST CHARGES RESERVE FUND - 5 YEAR PLAN

22-Mar-2010

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Contributions	30,000	30,000	30,000	30,000	30,000	30,000
Investment Income	55,000	75,000	60,000	3,500	3,500	3,500
	85,000	105,000	90,000	33,500	33,500	33,500
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Acquisitions and Expenses	-	-	-	-	-	-
	-	-	-	-	-	-
REVENUE OVER EXPENSES	85,000	105,000	90,000	33,500	33,500	33,500
FUND EQUITY - ENDING	1,974,119	2,079,119	2,169,119	2,202,619	2,236,119	2,269,619



**CITY OF PORT ALBERNI
CEMETERY TRUST FUND - 5 YEAR PLAN**

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Sale Proceeds	3,000	3,000	3,000	3,000	3,000	3,000
Investment Income	4,000	7,500	4,000	3,000	3,000	3,000
	<u>7,000</u>	<u>10,500</u>	<u>7,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
EXPENSES						
Transfer to General Revenue	<u>2,000</u>	<u>2,000</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>
REVENUE OVER EXPENDITURE	<u>5,000</u>	<u>8,500</u>	<u>4,999</u>	<u>3,999</u>	<u>3,999</u>	<u>3,999</u>
FUND EQUITY - ENDING	<u>188,327</u>	<u>196,827</u>	<u>201,826</u>	<u>205,825</u>	<u>209,824</u>	<u>213,823</u>



CITY OF PORT ALBERNI
CARBON TRUST RESERVE FUND - 5 YEAR PLAN

Established: 13-May-2013

	2022	2023	2024	2025	2026	2027
Beginning Balance	305,119	337,119	516,519	718,519	920,519	1,122,519
Contributions	200,000	200,000	200,000	200,000	200,000	200,000
Investment Income	2,000	2,000	2,000	2,000	2,000	2,000
	202,000	202,000	202,000	202,000	202,000	202,000
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses						
City Hall - Window replacement - project delayed	80,000					
Connect the Quays - use in future year	90,000					
Replace 2007 Dodge Caliber #721		22,600				
	-	-	-	-	-	-
	170,000	22,600	-			
REVENUE OVER EXPENSES	32,000	179,400	202,000	202,000	202,000	202,000
FUND BALANCE	337,119	516,519	718,519	920,519	1,122,519	1,324,519



CITY OF PORT ALBERNI

ALBERNI VALLEY COMMUNITY FOREST RESERVE - Established: 14-Oct-2014

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Begininnig Balance	297,868	297,868	297,868	297,868	297,868	297,868
Dividends Received	-	-	-	-	-	-
Donations Received	-	-	-	-	-	-
Investment Income	10,000	10,000	10,000	10,000	10,000	10,000
	10,000	10,000	10,000	10,000	10,000	10,000
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses	10,000	10,000	10,000	10,000	10,000	10,000
	10,000	10,000	10,000	10,000	10,000	10,000
REVENUE OVER EXPENSES						
	-	-	-	-	-	-
FUND EQUITY - ENDING						
	1,200,373	1,200,373	1,200,373	1,200,373	1,200,373	1,200,373
	-	-	-	-	-	-



CITY OF PORT ALBERNI
PARKLAND ACQUISITION RESERVE - 2022 - 2026

Established: 12-Jun-2006

	2022	2023	2024	2025	2026	2027
RECEIPTS						
Investment Income	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Sale of Parkland	-	-	-	-	-	-
Parkland Dedication Deposits	-	-	-	-	-	-
Historical correction	-	-	-	-	-	-
	10,000	10,000	10,000	10,000	10,000	10,000
EXPENSES						
Acquisition of Parkland	-	-	-	-	-	-
	-	-	-	-	-	-
REVENUE OVER (UNDER) EXPENSES	10,000	10,000	10,000	10,000	10,000	10,000
FUND EQUITY - ENDING	\$ 303,368	\$ 313,368	\$ 323,368	\$ 333,368	\$ 343,368	\$ 353,368

CITY OF PORT ALBERNI - 2023 Proposed taxation share

NET TAXABLE VALUE		TAX SHARE		TAX INCREASE IN CLASS	TAX % INCREASE	PERCENT TAX SHARE		EFFECTIVE TAX RATE PER THOUSAND		CLASS MULTIPLE	
2022	2023	2022	2023	2022 est.	2023 est.	2022	2023	2022	2023	2022	2023

Class	\$	\$	\$	\$	\$	%	%	%	\$	\$	rate	rate
RESIDENTIAL	3,465,710,100	3,868,631,400	15,598,315	16,860,030	1,261,715	8.09%	60.81%	60.81%	4.5008	4.3581	1.00	1.00
UTILITIES	2,603,420	2,724,555	68,398	73,923	5,525	8.08%	0.27%	0.27%	26.2722	27.1320	5.84	6.23
SUPP. HOUSING	2	2	-	0	-	-	0.00%	0.00%	4.5008	4.3581	1.00	1.00
MAJOR IND.	87,386,100	87,615,800	4,798,308	5,185,914	387,606	8.08%	18.71%	18.71%	54.9093	59.1893	12.20	13.58
LIGHT IND.	19,101,800	19,746,200	651,371	703,989	52,618	8.08%	2.54%	2.54%	34.1000	35.6518	7.58	8.18
BUSINESS	356,532,349	370,546,500	4,514,374	4,879,044	364,670	8.08%	17.60%	17.60%	12.6619	13.1672	2.81	3.02
NON-PROFIT	4,568,100	4,711,100	20,521	20,532	11	0.05%	0.08%	0.07%	4.5008	4.3581	1.00	1.00
FARM	85,405	85,853	384	374	(10)	-2.56%	0.00%	0.00%	4.5008	4.3581	1.00	1.00
TOTALS	3,935,987,276	4,354,061,410	25,651,671	27,723,805	2,072,134	8.08%	100.00%	100.00%				

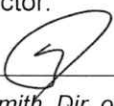
AVERAGE SINGLE FAMILY RESIDENCE

2022		2023		CHANGE	
VALUE	AMOUNT	VALUE	AMOUNT	DIFFERENCE	% CHANGE
\$479,598	\$2,158.55	\$530,609	\$2,312.47	\$153.91	7.13%

SINGLE FAMILY RESIDENCES - BC Assessment

2022	2023
6,462	6,486
3,099,161,200	3,441,528,100

Date: April 3, 2023
File No: 3360-20-5450 Greenard
To: Mayor & Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendments**
5450 Greenard Street
LOT A (DD EG63433) DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300
LOT 7 DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300
PID: 018-262-317; 000-838-161
Applicant: Dion Hopkins

Supervisor: M. Wade Marianne Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATIONS

THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be finally adopted, signed by Mayor and Corporate Officer and numbered 5056.

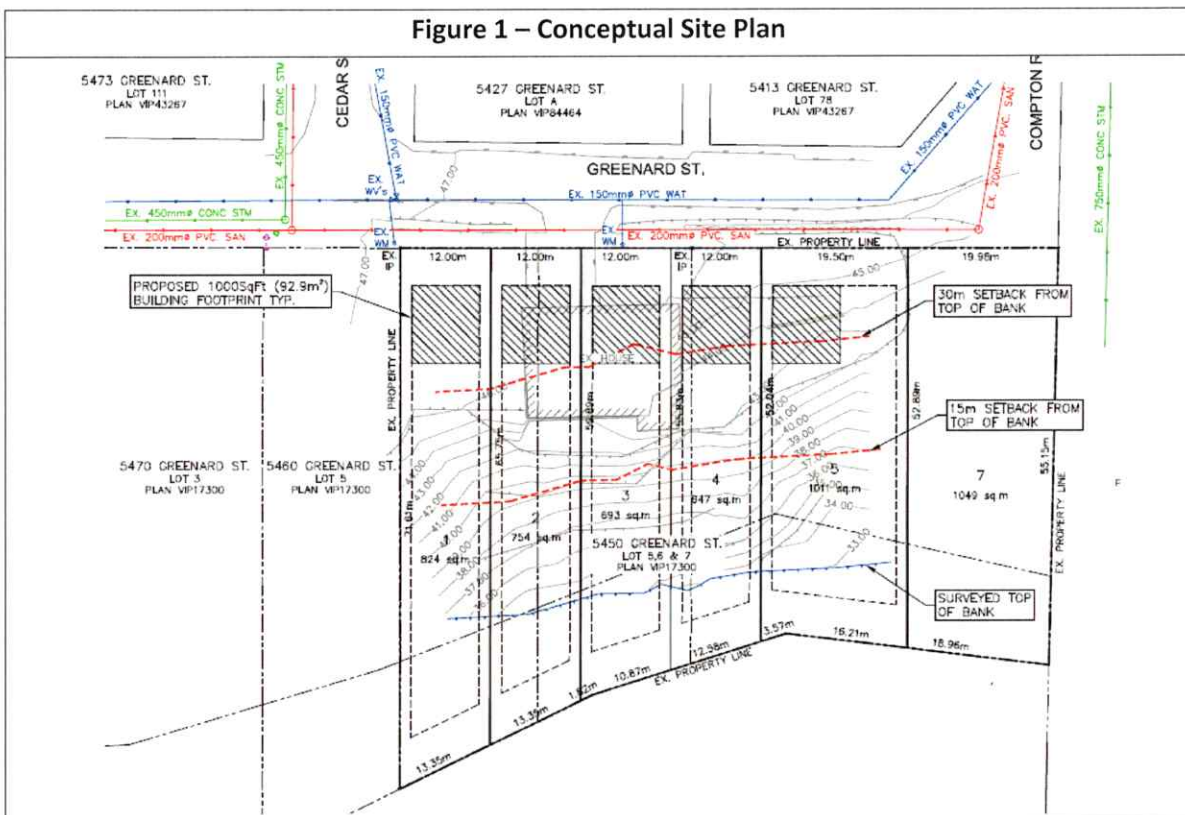
PURPOSE

For Council to consider adoption of Zoning Map Amendment Bylaw No. 5056 to rezone a portion of two properties at 5450 Greenard Street that are zoned *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. The applicant intends to consolidate, rezone, then subdivide the lots to create 5 new R3 small lots for the construction of single-family homes.

BACKGROUND

Council gave 1st and 2nd reading to the amending bylaws at the meeting on June 13, 2022. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) since the application aligns with the OCP land use designation. Council gave third reading to the bylaw at its Regular Council meeting held on August 8, 2022. The report from August 8, 2022 is attached to this report.

At 3rd reading the bylaw was sent to BC Ministry of Transportation and Infrastructure (MOTI) for their approval which has now been received and the preliminary layout review (PLR) has been issued by the Approving Officer.



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be adopted.
2. That Council provide alternative direction.
3. That Council not proceed.

Staff support Option #1.

IMPLICATIONS

If the bylaw is not adopted Council would have to provide a resolution indicating its reasons for not moving forward.

BYLAWS/PLANS/POLICIES

The application is to amend *Zoning Bylaw 2014 No. 4832*. The following amendment is proposed:

1. A portion of the subject properties is currently zoned *R1 Single Family Residential* on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to *R3 Small Lot Single Family Residential*.

SUMMARY

Staff support the adoption of Zoning Map Amendment Bylaw No. 5056 as it aligns with the OCP and would create additional 'small lot' single family residential properties.

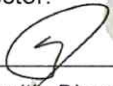
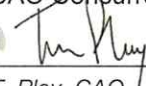
ATTACHMENTS/REFERENCE MATERIALS

- *Council report August 8, 2022*
- *"Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056"*

*Copy: D. Leurebourg, Director of Corporate Services
R. Dickinson, Director of Engineering and Public Works*

*J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2021\ZON2021-09-5450-GreenardSt-Hopkins\Council\5450-GreenardSt-Hopkins-Council
Memo_adoption.docx*

Date: July 20, 2022
File No: 3360-20-5450 Greenard
To: Mayor & Council
From: T.Pley CAO
Subject: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendments**
5450 Greenard Street
LOT A (DD EG63433) DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300
LOT 7 DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300
PID: 018-262-317; 000-838-161
Applicant: Dion Hopkins

Supervisor: M. Wade Marianne Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

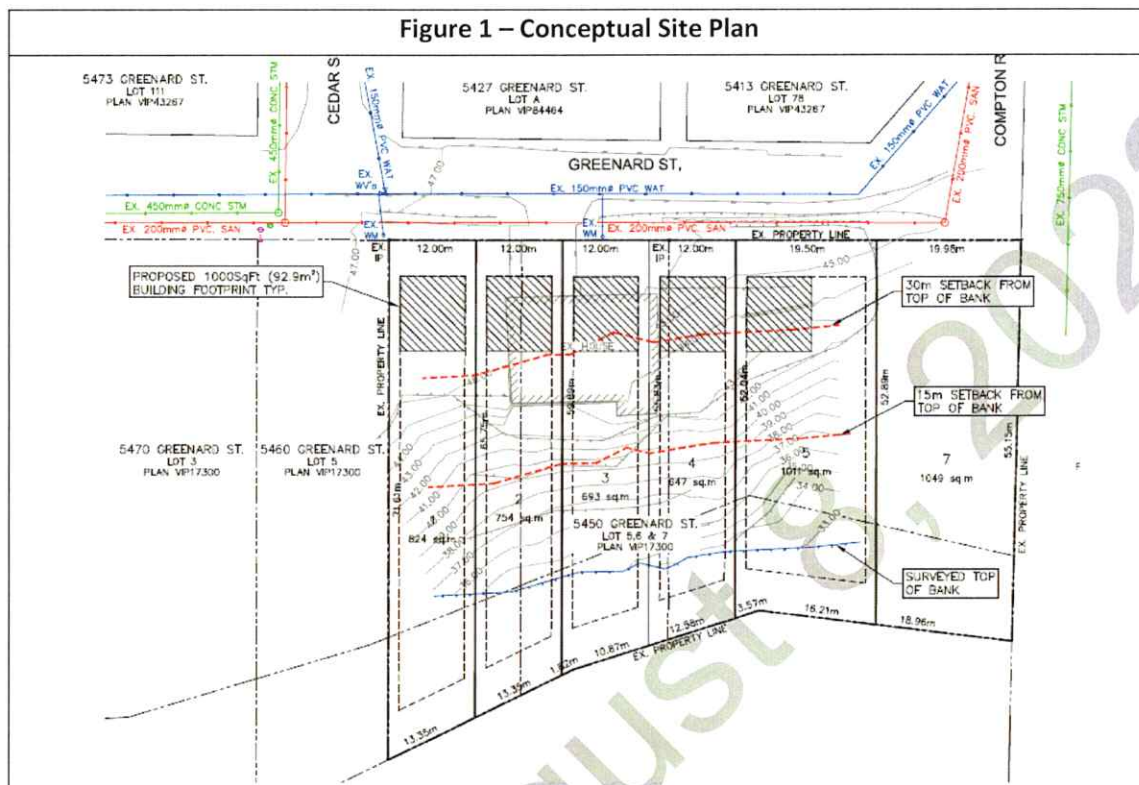
- a. THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be read for third time.

PURPOSE

To consider third reading of Zoning Map Amendment No.51 to rezone a portion of two properties at 5450 Greenard Street that are zoned *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. The applicant intends to consolidate, rezone, then subdivide the lots to create 5 new R3 small lots for the construction of single-family homes.

BACKGROUND

Council gave 1st and 2nd reading to the amending bylaws at the meeting on June 13, 2022. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) since the application aligns with the OCP land use designation. Council report from June 13, 2022 is attached to this report.



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be read for a Third time.
2. That Council provide alternative direction.
3. That Council not proceed.

Staff support Option #1.

IMPLICATIONS

As part of the development approval process for 5450 Greenard Street, the applicant will be required to receive a Preliminary Layout Review letter issued by the City's Approving Officer prior to consideration of final adoption of the amending bylaw.

Additionally, the BC Ministry of Transportation and Infrastructure (MOTI) will be required to sign-off on the bylaw amendment as the property is located within 800m of a provincial highway. After Third reading of the proposed Zoning Map Amendment No.51, the bylaw will be sent to MOTI for consideration and signing. To date, MOTI has provided no objection to the application

COMMUNICATIONS

At the June 13, 2022 meeting, Council passed a resolution to waive the Public Hearing. Accordingly, staff issued 23 public notices to properties within 70 metre of the property as per section 467 of the *Local Government Act*. The applicant also updated their property sign to state the Public Hearing had been waived as per council resolution under section 467 of the *Local Government Act*. Notices were placed in the newspaper according to the requirements *Local Government Act* sections 465 and 466. The notices provide an opportunity for the public to provide written feedback to Council. As of the date of this report, no items of correspondence have been received. If any correspondences are received, they will be brought forward by staff at the Council meeting.

BYLAWS/PLANS/POLICIES

The application is to amend *Zoning Bylaw 2014 No. 4832*. The following amendment is proposed:

1. A portion of the subject properties is currently zoned *R1 Single Family Residential* on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to *R3 Small Lot Single Family Residential*.

SUMMARY

In considering the Third Reading of Zoning Map Amendment No. 51, City Council should consider if and how the proposed changes in use align with the Official Community Plan objectives. The proposed change in zoning from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* is consistent with adjacent land uses, and the overall proposal aligns with the OCP land use destinations. Staff support proceeding with the Third Reading of the bylaw as it aligns with the OCP and would create additional 'small lot' single family residential properties.

ATTACHMENTS/REFERENCE MATERIALS

- Attachment 1 Council report June 13, 2022.
- "Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056"

Copy: T. Slonski, Director of Corporate Services
R. Dickinson, Director of Engineering and Public Works

J:\Engineering\Planning\Development Applications\Zoning Amend\ZON-2021\ZON2021-09-5450-GreenardSt-Hopkins\Council\5450-GreenardSt-Hopkins-Council Memo_3rd_bm.docx

CITY OF PORT ALBERNI

BYLAW NO. 5056

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No.51 (5450 Greenard Street – Hopkins), Bylaw No. 5056**"

2. Zoning Amendment

2.1 A portion of Lot A (DD EG63433), District Lot 112, Alberni District, Plan VIP17300 and a portion of Lot 7, District Lot 112, Alberni District, Plan VIP17300, located at **5450 Greenard Street** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, is hereby rezoned from 'R1 Single Family Residential' to '**R3 Small Lot Single Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this 13th day of June, 2022.

READ A SECOND TIME this 13th day of June, 2022.

A PUBLIC HEARING WAS WAIVED this 13th day of June, 2022.

READ A THIRD TIME this 8th day of August, 2022.

RECEIVED the approval by the Ministry of Transportation this 7th day of December, 2022.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

[illegible]

Date: April 4, 2023
File No: 3900-20-5061
To: Mayor & Council
From: M. Fox, CAO
Subject: Officers and Indemnification Bylaw, No. 5061, 2023

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

1. THAT "Officers and Indemnification Bylaw, No. 5061, 2023" be now introduced and read a first time.
2. THAT "Officers and Indemnification Bylaw, No. 5061, 2023" be read a second time.
3. THAT "Officers and Indemnification Bylaw, No. 5061, 2023" be read a third time.

PURPOSE

For Council to consider giving three readings to "Officers and Indemnification Bylaw, No. 5061, 2023."

BACKGROUND

Under Section 187 of the *Community Charter* and Section 470 of the *Local Government Act*, a Council may provide for the indemnification of municipal officials by bylaw, or on a case by case basis by resolution. Indemnification refers to the payment of amounts incurred to a) defend legal action brought against a person in the exercise of their duties, b) to satisfy a judgement award or penalty imposed in an action or prosecution, or c) in relation to an inquiry under the *Public Inquiry Act*, that involves the administration of a municipality or the conduct of municipal business.

Municipal officials include:

- a) Current or former Councillors
- b) Current or former municipal official or employees
- c) A person who is or local public officers under Section 738(1) of the *Local Government Act*, but only in relation to the exercise of powers or the performance of duties on behalf of the municipality.

According to the *Local Government Act*, a Council must not pay a fine that is imposed as a result of a municipal official being convicted of an offence that is not a strict or absolute liability offence. A Council must also not seek indemnity against a municipal official in respect of any conduct of the person that results in a claim for damages against the municipality. This does not apply if the Court finds that the municipal official is guilty of dishonesty, gross negligence, or malicious or wilful misconduct.

This bylaw repeals “City of Port Alberni Officers Bylaw, 4428, 2000.” The new bylaw alters the officer positions appointed by the municipality. In the previous bylaw, officer positions were established for the CAO, Director of Corporate Services, Director of Finance, Director of Engineering, Director of Parks and Recreation and Fire Chief. Under the *Community Charter*, only the officer positions of CAO, Corporate Officer and Financial Officer are identified. Only the officer positions of Financial Officer and Corporate Officer are required to be established by bylaw. The updated bylaw reflects this, and captures the duties and functions as set out in the Act.

ALTERNATIVES/OPTIONS

1. That Council proceed to introduce and give first, second and third readings to “*Officers and Indemnification Bylaw, No. 5061, 2023*”
2. That Council provide alternate direction.
3. That Council take no action.

ANALYSIS

A Council may not seek indemnity from a municipal official in respect of conduct resulting in a claim of damages against the City, unless that municipal official is found guilty of dishonesty, gross negligence or malicious or wilful misconduct. If the municipal official is found guilty, Council may seek to recover the costs of any defense taken in a claim against a municipal official. In enacting an indemnification bylaw, Council will have to indemnify all municipal officials in accordance with the bylaw. This takes away the pressure of Council making this determination on a case by case basis.

A Council may establish other officer positions and assign duties and powers to those positions. With regard to the additional officer positions being removed from the updated bylaw, the officer positions of Parks and Recreation, Engineering, and Fire Chief do not identify any unique duties or functions justifying an officer designation. Officers may be suspended or terminated by Council. The officer must also be provided with an opportunity to be heard by Council before Council makes its final determination.

IMPLICATIONS

The financial implications include the payments incurred to defend an action or prosecution in connection with the exercise of a municipal official’s duties or functions, to satisfy judgement, award or penalty imposed as a result of legal action, or in relation to an inquiry under the *Public Inquiry Act*, that involves the administration of the municipality. If the municipal official is found guilty of dishonesty, gross negligence or malicious or wilful misconduct, the City can recover their costs from the municipal official.

COMMUNICATIONS

There are no formal communications required. Staff will ensure a copy of the bylaw is available on the website.

BYLAWS/PLANS/POLICIES

Bylaw 4428 “City of Port Alberni Officers Bylaw”

Community Charter Section 187

Local Government Act Section 470

SUMMARY

The proposed bylaw repeals bylaw 4428 “City of Port Alberni Officers Bylaw” and updates the bylaw to reflect the language and officer positions identified in the Community Charter. The proposed bylaw further outlines the indemnification of municipal officials. This establishes a fair framework for the protection of civil servants from personal financial loss through indemnities. An indemnification bylaw is suggested to protect the City from liabilities, allow the City to oversee and monitor costs in civil actions, and motivate municipal officials to fully cooperate in investigations. In the event a municipal official is found guilty of dishonesty, gross negligence or malicious or wilful misconduct, the City may seek to recover its legal costs.

ATTACHMENTS/REFERENCE MATERIALS

- Draft Bylaw 5061 “*Officers and Indemnification Bylaw, 5061, 2023*”

C: *M. Fox, CAO*
 S. Smith, Director of Development Services | Deputy CAO
 A. McGifford, Director of Finance
 W. Tharpe, Director of Parks, Recreation and Heritage
 R. Dickinson, Director of Engineering
 M. Owens, Fire Chief

CITY OF PORT ALBERNI BYLAW NO. 5061

A BYLAW TO ESTABLISH OFFICER POSITIONS AND PROVIDE INDEMNIFICATION FOR MEMBERS OF COUNCIL, OFFICERS AND EMPLOYEES

WHEREAS the City of Port Alberni must by bylaw, under section 146 of the *Community Charter*, establish Officer positions in relation to the duties under sections 148 and 149 of the *Community Charter*,

AND WHEREAS the City of Port Alberni may by bylaw, under section 146 of the *Community Charter*, establish an Officer position in relation to the duties under section 147 of the *Community Charter*,

AND WHEREAS Council may, by bylaw, pursuant to section 187 of the *Community Charter* and Section 740 of the *Local Government Act*, provide that the City of Port Alberni will indemnify its municipal officials;

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

Part 1 | INTERPRETATION

Citation

- 1.1 This Bylaw may be cited for all purposes as "Officers and Indemnification Bylaw No. 5061, 2023".

Repeal

- 1.2 "City of Port Alberni Officers Bylaw No. 4428, 2000" is hereby repealed.

Part 2 | OFFICER POSITIONS

- 2.1 The following positions are hereby established as officer positions of the Municipality:

- a. Chief Administrative Officer
- b. Director of Corporate Services
- c. Director of Finance

- 2.2 Nothing in this bylaw shall prevent the appointment of the same person to two or more offices.

Part 3 | OFFICER DUTIES AND RESPONSIBILITIES

- 3.1 The powers, duties and responsibilities of the Chief Administrative Officer are as set in section 147 of the *Community Charter* and as assigned in the Chief Administrative Officer job description.

- 3.2 The powers, duties and responsibilities of the Director of Corporate Services are as set in section 148 of the *Community Charter* and as assigned in the Director of Corporate Services job description.
- 3.3 The powers, duties and responsibilities of the Director of Finance are as set in section 149 of the *Community Charter* and as assigned in the Director of Financial Services job description.

Part 4 | INDEMNIFICATION

- 4.1 "Municipal Official" means:
- a. a current or former council member of the Municipality;
 - b. a current or former officer or employee of the Municipality; and
 - c. a person who is, or was, a person referred to in section 738(1) of the *Local Government Act*, acting for or on behalf of the Municipality.
- 4.2 The Municipality will indemnify its Municipal Officials in respect of all amounts required or incurred:
- a. to defend an action or prosecution brought against a Municipal Official in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions,
 - b. to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in paragraph a., or
 - c. in relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the Municipality or the conduct of the Municipality's business.
- 4.3 The provisions of section 4.2 above do not apply in any case where a court of competent jurisdiction finds a Municipal Official guilty of:
- a. gross negligence;
 - b. dishonesty; or
 - c. willful misconduct.
- 4.4 The provisions of section 4.2.c. above do not apply to workplace investigations or proceedings under any Council code of conduct.
- 4.5 The Municipality will not seek recovery of costs against a Municipal Official where the actions of those Municipal Officials result in a judgment for damages against the Municipality, provided a court has not found the Municipal Official guilty of dishonesty, gross negligence or malicious or willful misconduct.

- 4.5 Where indemnity under this bylaw is or may be claimed by any Municipal Official, they shall immediately, upon receipt thereof, forward to the Chief Administrative Officer of the Municipality every statement of claim, writ, letter, document or complaint.
- 4.6 Where indemnity under this bylaw is or may be claimed by a Municipal Official, they shall not:
- a. voluntarily admit or assume liability, enter a guilty plea or settle any action, prosecution, or proceeding except with the approval of Council; or,
 - b. interfere with the Municipality in any negotiation, settlement or any legal proceedings with respect to an action, prosecution or proceeding;

And that whenever requested by the Municipality such Municipal Officials shall:

- c. aid in securing of information, evidence, and witnesses and shall themselves, where required by the Municipality give evidence;
 - d. consent in writing to the Municipality having sole discretion to appoint and instruct legal counsel and to conduct all necessary investigations and to negotiate and settle an action, prosecution or proceeding; and
 - e. cooperate with the Municipality and appointed legal counsel in the defense of any action, prosecution or proceeding.
- 4.7 Compliance by Municipal Officials with the provisions of section 4.6 above constitutes a condition precedent to the Municipality's obligation to indemnify Municipal Officials as provided in this bylaw.

Part 5 | OATH OF OFFICE

- 5.1 The oath office as set out in Schedule 'A' attached hereto and forming part of this Bylaw, is hereby adopted as the oath of office for officers of the City of Port Alberni.

READ A FIRST TIME this day of, 2023.

READ A SECOND TIME this day of, 2023.

READ A THIRD TIME this day of, 2023.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

SCHEDULE 'A'
OATH OF OFFICE

I, [insert name], having been appointed to the Office of [insert name of Office] for the City of Port Alberni do hereby promise and affirm:

- a. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- b. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- c. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality.
- d. I will not allow my personal interest to conflict with the duties of my Office; and
- e. I will comply with all policies and directives of the Municipality and comply with all laws.

COPY AVAILABLE FOR PUBLIC INSPECTION

ADSS 2023 Parent Prom Committee

4000 Roger Street Port Alberni, BC V9Y 0B1

March 26, 2023

City Hall

4850 Argyle Street

Port Alberni BC, V9Y 1V8

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Comm Action*
RCM- April 11/23
File # *8100-01*

Dear Mayor and City Council:

RE:2023 Prom Parade Request for Use of City Streets

This letter is to request approval for the use of city streets for the prom parade for the graduation class of 2023.

This celebration has become a tradition in our community, and we'd like to see it continue. The parade will take place June 24, 2023 with a marshalling time of 5:00 at the 3600 block of Anderson and 12th Avenue. The parade will begin at 5:30. We will be requesting the use of city streets between the times of 5:00-6:30. The parade route will be Burde Street to 10th Avenue to Roger Street ending at the athletic hall 3727 Roger Street.

We will meet the legal requirements of traffic control and will communicate the parade details with the RCMP, Fire Department, BC Ambulance services, BC Transit and any effected businesses and residents.

We will have liability insurance in the amount of \$5 000 000 and prior to the event we will provide a certificate of liability insurance naming the city as an additional insured.

If you have any questions or require any additional information please feel free to contact us.

Sincerely

[Redacted Signature]

S [Redacted] Bill

[Redacted Signature]

P [Redacted] Souther

[Redacted]

[Redacted]

ADSS graduation committee members- parade chairs

ENTERED



March 23, 2023

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

RECEIVED

MAR 28 2023

CITY OF PORT ALBERNI

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

RCM Apr. 11, 2023
0630-01

RE: National Day of Mourning, April 28, 2023

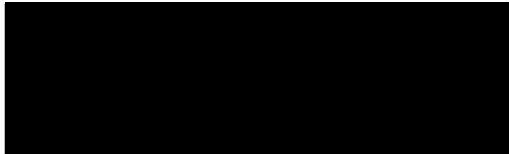
Dear Mayor Minions:

The United Steelworkers Local 1-1937 will be hosting the Day of Mourning Ceremony this year and we request that the City of Port Alberni fly the National Day of Mourning Flag at half-mast on April 28th and throughout the following week out of respect for our fellow workers who have died on the job.

We also request that the City of Port Alberni proclaim April 28th as the National Day of Mourning in recognition of workers who were either killed or injured while at work.

Your thoughtfulness for these workers and their families is greatly appreciated.

Sincerely,



G Cheetham, 4th Vice-President
United Steelworkers, Local 1-1937

Port Alberni Office – 4904 Montrose Street, Port Alberni, BC V9Y 1M3

Phone: 250-724-0171 Fax: 250-724-2800

Email: gcheetham@usw1-1937.ca Local Union Website: www.usw1-1937.ca

GC/lm

Usw local 1-1937

ENTERED



RECEIVED

March 22, 2023

MAR 28 2023

CITY OF PORT ALBERNI

We invite you to attend our Day of Mourning Ceremony;

On April 28, 2023, the United Steelworkers Local 1-1937 will host a Day of Mourning Ceremony at the United Steelworkers Hall at 4904 Montrose Street, Port Alberni. Doors will be open at 10:00 am and the ceremony will start at 10:30 am.

Day of Mourning Ceremonies have been held across the country ever since the Canadian Labour Congress initiated a National Day of Mourning Ceremony on April 28, 1984. The National Day of Mourning offers an opportunity for us to honour co-workers, friends, and family who've lost their lives to workplace injury and disease, and to collectively renew the commitment to create safer workplaces in our province.

We invite you to join us in showing support for the Day of Mourning at our Ceremony. This year we have chosen The Ty Watson House as the local charity we would like to support, so in lieu of flowers or a wreath we would ask that you make a donation to The Ty Watson House. There will be individual carnations at the ceremony to be laid at the cenotaph upon the completion of the ceremony.

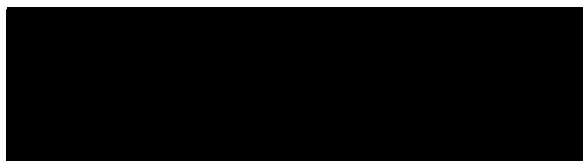
Date: April 28, 2023 (Friday)

Time: 10:00 am Doors Open

10:30 am Ceremony Starts

Location: 4904 Montrose Street, Port Alberni

Yours Truly,



G. Cheetham, 4th Vice-President

United Steelworkers, Local 1-1937

Port Alberni Office – 4904 Montrose Street, Port Alberni, BC V9Y 1M3

Phone: 250-724-0171 Fax: 250-724-2800

Email: gcheetham@usw1-1937.ca Local Union Website: www.usw1-1937.ca

GC/lm

USW Local 1-1937

(Day of Mourning – 2023 invitation)

RECEIVED

APR 03 2023

CITY OF PORT ALBERNI

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☐ Development Services
☒ Corporate Services	☐ Community Safety
☒ Agenda	☒ Other <i>RCM</i>
File # <i>0630-01</i>	<i>RCM Apr 11/23</i>

From: G [REDACTED] Veto [REDACTED]

Sent: April 2, 2023 1:56 PM

To: Corporate Services Department <corp_serv@portalberni.ca>; Danielle Leurebourg
<danielle_leurebourg@portalberni.ca>

Subject: MS Canada Awareness Month Request

Dear:

Mayor and Council Members

Danielle Leurebourg, Director Corporate Services

As a resident of mid-Vancouver Island, I encourage the Port Alberni City Mayor and Council to support MS Canada (formerly the MS Society of Canada) by participating in May as MS Awareness Month.

Our request is three fold:

1. I have **attached** a Proclamation request, to declare the month of May 2023 to be MS Awareness Month for MS Canada.
2. I have **attached** a Light Up Port Alberni request, to light up any civic building or landmark in red on World MS Day, Tuesday, May 30, 2023. (I'm sorry, I could not find any specific availability on your website)
3. Additionally, MS Flags are available, that can be flown outside your offices during the month of May.

I am just one of the people living in our community whose life has been touched by MS. Since my diagnosis more than 25 years ago, I have had to adjust to a "new normal" as a person living with multiple sclerosis. Unfortunately, estimates are that 12 more Canadians are diagnosed everyday. Canada has one of the highest rates in the world of this unpredictable and chronic neurological condition.

Public awareness is a crucial piece of the fight to end MS. If desired, I'm happy to attend a council meeting in person to present our request directly to council and staff and answer any questions.

Thank you so much for your consideration to support MS Awareness Month!

Sincerely,

G. [REDACTED] Veto, MS Ambassador



Gabrielle Veto, MS Ambassador
647 Soriel Road
Parksville, BC V9P 1B7
250-947-9209
cell 604-809-5377

Toll-Free : 1-800-268-7582
mssociety.ca

April 2, 2023

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

Dear:
Mayor and Council
Danielle Leurebourg, Director Corporate Services

MS Canada (formerly MS Society of Canada) is asking the **City of Port Alberni** to officially declare the month of May as *MS Awareness Month*. This declaration will significantly raise public awareness of the disease and its effects on 90,000 Canadians living with MS, plus the work of MS Canada to connect and empower the MS community to create positive change.

MS Canada serves people affected by multiple sclerosis. MS is unpredictable and may cause symptoms such as extreme fatigue, lack of coordination, weakness, tingling, impaired sensation, vision problems, bladder problems, cognitive impairment and mood changes. Its effects can be physical, emotional and financial. Currently there is no cure, but each day researchers are learning more about what causes MS and are zeroing in on ways to prevent it.

We are here to help. No one needs to face MS alone. In communities across Canada, MS Canada provides information, support, education and other resources for people living with MS and their families. Approximately 1 in every 400 Canadians live with MS and on average, 12 Canadians are diagnosed with MS every day. Canada has one of the highest incidence rates of MS in the world and most of us know somebody who is affected by the disease.

Attached is the Proclamation document for your consideration and we thank you in advance for helping to recognize May 2023 as *MS Awareness Month*. We look forward to hearing from you.

Sincerely,
G [REDACTED] Veto, Volunteer MS Ambassador

Enclosure

PROCLAMATION

WHEREAS, multiple sclerosis is a chronic, often disabling neurological disease affecting an estimated 1 in 400 Canadians and approximately 90,000 across the country; and

WHEREAS, multiple sclerosis symptoms vary widely and may lead to problems with numbness, coordination, vision and speech, as well as extreme fatigue and even paralysis; and

WHEREAS, there is no known cause of, prevention of, or cure for multiple sclerosis; and

WHEREAS, MS Canada is the only national organization in Canada that supports both MS research and services for people with MS and their families; and

WHEREAS, annual fundraising events such as the MS Walk, MS Bike, and A & W Canada's *Burgers to Beat MS* campaign support programs to enhance the lives of people affected by multiple sclerosis and their families and support MS research in Canada; and

WHEREAS, since 1948, MS Canada has contributed over \$200 million towards MS research; and is grateful for the dedication and commitment of its supporters and volunteers that has made this possible; and

WHEREAS, together we will find ways to connect and empower the MS community to create positive change and see a world free of multiple sclerosis

NOW, THEREFORE, I (name here), Mayor of the City of (name of city here) of the Province of [insert province] Canada, do hereby proclaim this month of May 2023 to be MS Awareness Month for MS Canada.

(signature)

To: Danielle Leurebourg, Director Corporate Services
From: G [REDACTED] Veto, Volunteer, MS Ambassador
Re: LIGHT UP PORT ALBERNI

I am writing to put in a request on behalf of MS Canada to have the **PORT ALBERNI CITY HALL** to be lit up red on May 30, 2023 for World MS Day.

Name of organization: MS Canada (MS Society of Canada)
B.C. Office
Suite 306-3301 Douglas Street, Victoria, BC, V8Z 3L2
1-800-268-7582
website: mssociety.ca

Contact name: G [REDACTED] Veto, MS Ambassador

Email: [REDACTED]
Home Phone: [REDACTED]
Cell: [REDACTED]

Date(s) of event: May 30, 2023

Date requested for lighting: May 30, 2023

Description of cause/event:

Every year on May 30th, we celebrate global solidarity and hope for the future of people living and affected by MS through World MS Day. This year's theme is #MSConnections
<https://worldmsday.org/>

Canada has one of the highest rates of multiple sclerosis (MS) in the world. 90,000 Canadians live with MS and on average, 12 Canadians are diagnosed with the disease every day. For more information about MS and the MS Society of Canada visit: mssociety.ca

Have you made the same request to other iconic facilities in Canada? If yes, which ones?

Yes. Each year we typically reach out to major landmarks in cities across Canada, which often include: Science World, Canada Place, BC Place, Calgary Tower, Provincial City Halls, CN Tower, Niagara Falls and Edmonton High Level Bridge

Is this an annual or one-time event? Annual

What colour(s) are you requesting for lighting? Red

Please provide your social media handles. We do our best to promote each cause on social media.

Our name recently changed to MS Canada – as such, we will be updating our social media handles prior to World MS Day. We would love the opportunity to reach out and update this information.

Hashtags: #WorldMSDay #MSConnections

Please provide details of how you will promote your event, and where mention will be made of the lighting this landmark/facility:

Post-event we typically share a round up post featuring landmark illumination pictures, to inform our audiences of the many landmarks who participated in World MS Day. This is shared via our primary social media channels (Facebook, Twitter and Instagram).

Please note we will be updating our social media handles prior to World MS Day.

If you require additional information, please contact me. Many thanks for your consideration and support!

RECEIVED

MAR 28 2023

CITY OF PORT ALBERNI



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

File # *RCM Apr. 11, 2023*
040-20-MMA

March 16, 2023

Ref: 271994

Their Worship Mayor Sharie Minions
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Minions:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

Ministry of Municipal Affairs

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4
<http://www.gov.bc.ca/muni>

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the City of Port Alberni is the recipient of a \$5,269,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

.../3

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: LGIF@gov.bc.ca. Further information on the program will be available on the following webpage: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang
Minister

pc: Tim Pley, Chief Administrative Officer, City of Port Alberni
Andrew McGifford, Director of Finance, City of Port Alberni

Attachment with Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

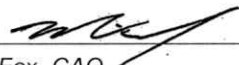
- For this first 2,000 residents, adjustment of 100% = $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% = $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% = $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% = $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ($=2,000 + 2,400 + 3,000 + 2,000$).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000

Date: April 3, 2023
File No: 1855-20-GCF
To: Mayor & Council
From: M. Fox, CAO
Subject: Growing Communities Fund Grant

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

RECOMMENDATION

THAT Council support the intent of the provincial funding with a fulsome report that will address City priorities for allocation of the Growing Communities Fund Grant of \$5,269,000 to be considered at a future Committee of the Whole meeting.

PURPOSE

To provide Council with an overview of the 'Growing Communities Fund' [GCF] grant, including parameters for grant utilization within the specified timeline set by the province.

BACKGROUND

As a one-time grant, the Government of BC will provide up to \$1 billion in grant funding to local governments with a focus on communities that need to increase the pace and scale of housing supply. The City was recently advised of its award contribution of \$5,236,000.

The formula-based model used to allocate funding for all municipalities in BC was as follows:

- Allocations are the sum of \$500,000;
- Plus, a pro-rated funding amount based on an "adjusted population" basis; and
- a growth-based funding amount determined by total population increase between 2016-2021.

The GCF supports the delivery of infrastructure projects necessary to enable community growth. Grant funding is incremental to currently planned infrastructure and amenity projects and may include related project costs such as early-stage development work. The province encourages projects that align with provincial priorities such as CleanBC and childcare; as well with the province's Environmental, Social and Governance framework for capital projects.

ALTERNATIVES/OPTIONS

1. That Council support the intent of the provincial funding with a fulsome report that will address City priorities for allocation of the Growing Communities Fund Grant of \$5,269,000 to be considered at a future Committee of the Whole meeting.
2. That Council direct staff to allocate funding within the 2023 Financial Plan.
3. That Council defer to another Council meeting or Committee of the Whole for discussion.

ANALYSIS

Council must use the funds as intended and ensure the requirements of the grant are met. The GCF is a one-time grant to all of B.C.'s municipalities and regional districts, which can be used to address the City's unique infrastructure and amenity demands. Eligible infrastructure projects are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCC's or subdivision servicing charges payable or similar costs;
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation related amenities.

The intent of the grant is not to reduce 2023 taxes, or keep taxes artificially low in future years. GCF grant funds cannot be used for approved provincial grant projects as the City's match as an incremental spend. Although the GCF grant funding could be used to offset cost overruns that exceed the grant amount for the local share. Therefore, the recommendation in the Financial Plan bylaw came forward to change from GCF funding to an alternate funding source.

Given 2023 capital infrastructure projects have been allocated with, the works undertaken to prepare and complete started a year or two prior to construction as is typical with large projects, staff are recommending a fulsome report be brought forward to a Committee of Whole meeting outlining the City's priorities and future opportunities for Council to allocate the funding accordingly. Presently, the only planned expenditure for the GCF grant is a road network prioritization plan in 2023 as noted in *Table 1*.

Table 1: Growing Communities Fund | Funding and current allocations

Item	Description/Project	Amount
2023 Growing Communities Fund	Grant award total	5,269,000
Road Network – prioritization for growth	Prepare a plan for the City’s road infrastructure for future capital project prioritization in coming years	(150,000)
	Total funding unallocated	\$5,119,000

There are various options available to use the GCF grant in an effective manner to speed up the infrastructure needs of the community. The capital funding needs are still greater than the funding that has been received, but a plan with a fulsome review is recommended to not only achieve the intended results by the province, but address the highest growth needs of the community.

IMPLICATIONS

Council will need to approve a new reserve, by bylaw, to establish a reserve fund for the purposes of the GCF and direct that money be placed to the credit of the reserve fund. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. The Provincial government requests that the funds will be expended within approximately five years of receipt.

The City can use the grant funding to address unique City infrastructure and amenity needs as long as it meets requirements set by the Province. The municipality must annually report on:

- the amounts and uses of money expended from the GCF reserve fund over the calendar year;
- the balance of the reserve fund at the end of the calendar year;
- the reporting will be in a separate report from our annual audited financial statements; and,
- will be required until the GCF funding is fully expended [drawn down to zero, including interest].

In addition to the financial reporting, there is an annual report requirement that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable. Also, highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province’s Environmental, Social and Governance framework for capital projects.

Staff have reviewed the attached letter and [Frequently Asked Questions - Municipalities](#) to prepare this report to Council.

COMMUNICATIONS

Projects that utilize the GCF grant funding will need to be approved by Council within the Financial Planning processes.

BYLAWS/PLANS/POLICIES

- “Five Year Financial Plan 2023-2027, Bylaw No. 5075, 2023”

SUMMARY

- The City of Port Alberni received a \$5.269 million grant from the *Growing Communities Fund*;
- Council must use the funds as intended and ensure the requirements of the grant are met:
 - There is an annual report requirement that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable;
 - Highlighting projects that align with provincial priorities such as CleanBC and childcare;
 - As well as those that align with the province's Environmental, Social and Governance framework for capital projects;
 - This grant is which they can use to address their Community's unique infrastructure and amenity demands;
- Council will need to approve a new reserve for the GCF and direct that money be placed to the credit of the reserve fund, with interest;
- Council has the ability to utilize the funding over the next five years and make plans in the annual Financial Plan process.

ATTACHMENTS/REFERENCE MATERIALS

- *Letter Dated March 16, 2023 | 'Growing Communities Fund'*



March 16, 2023

Ref: 271994

Their Worship Mayor Sharie Minions
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Minions:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

Ministry of Municipal Affairs

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4
<http://www.gov.bc.ca/muni>

- Childcare facilities;
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- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the City of Port Alberni is the recipient of a \$5,269,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

.../3

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

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If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: LGIF@gov.bc.ca. Further information on the program will be available on the following webpage:
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang
Minister

pc: Tim Pley, Chief Administrative Officer, City of Port Alberni
Andrew McGifford, Director of Finance, City of Port Alberni

Attachment with Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
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To illustrate, for a city of 15,000 people, the adjusted population is:

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- For the next 3,000 (up to 5,000), adjustment of 80% = $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% = $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% = $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ($=2,000 + 2,400 + 3,000 + 2,000$).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000