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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Monday, February 26, 2024 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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

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

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

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

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

*That the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 7**

1. Minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on February 12, 2024, be adopted, as presented.

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

1. **Five Year Financial Plan Q&A Summary - Page 15**  
Summary of questions and responses as it relates to the 2024-2028 Financial Planning process.

**E. STAFF REPORTS**

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

1. **Accounts**  
*THAT the certification of the Director of Finance dated February 26, 2024, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$ \_\_\_\_\_, be approved.*

## **F. BYLAWS**

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

1. **Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024**  
- Page 20
  - a. *THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be now introduced and read a first time.*
  - b. *THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be read a second time.*
  - c. *THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be read a third time.*
2. **Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024** - Page 23  
*THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5100.*
3. **City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024** - Page 30  
*THAT "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" be read a second time.*
4. **OCP and Zoning Bylaw Amendments | 2856 4<sup>th</sup> Avenue** - Page 66  
Report dated February 19, 2024 from the Development Services Planner requesting Council consideration for three readings of the proposed bylaws.
  - a. *THAT "Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098" be now introduced and read a first time.*
  - b. *THAT "Zoning Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099" be now introduced and read a first time.*
  - c. *THAT "Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098 be read a second time.*
  - d. *THAT "Zoning Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099" be read a second time.*
  - e. *THAT amending Bylaws No. 5098 and 5099 be advanced to a Public Hearing on Monday, March 25, 2024 at 6:00 pm in City Hall, Council Chambers.*

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**G. CORRESPONDENCE FOR ACTION**

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

1. **Falun Dafa Association of Vancouver** - Page 82

Letter received February 15, 2024 from the Falun Dafa Association of Vancouver requesting a letter of greeting to the performers of Shen Yun Performing Arts.

*THAT Council direct staff to provide a letter of greeting to the performers of Shen Yun Performing Arts in recognition of the cultural event's return to Vancouver for the 2024 season.*

**H. PROCLAMATIONS**

**I. CORRESPONDENCE FOR INFORMATION**

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

1. **Correspondence Summary** - Page 84

- a. Telus | Copper Retirement Program
- b. BC Restaurant and Foodservices Association and Restaurants Canada | Save BC Restaurants campaign
- c. Pacific Rim School District | Proposed sale of vacant land on Craig Road
- d. Office of the Premier / Ministry of Housing | BC Builds Initiative
- e. Tseshaht First Nation, Hupacasath First Nation and City of Port Alberni | Copy of Letter to Island Health Re: Community Stabilization Beds Program
- f. Alberni Valley Museum and Heritage Commission Minutes | January 3, 2024

**J. REPORT FROM IN-CAMERA**

1. Council releases for public consumption the intent to participate in a BC Builds project with Tseshaht First Nation.
2. Council releases for public consumption Notice of its Intent to lease Unit 7 to the Community Arts Council of the Alberni Valley for the purpose of displaying art, art events and classes, and a gift shop.
3. Council releases for public consumption amendment of the City of Port Alberni "Personnel Standing Committee Duties" policy by deleting the words 'Provide support and input through the interview process to the CAO in hiring for Director-level exempt staff positions' under Duties & Responsibilities.
4. Council releases for public consumption, the appointment of James Lee to the Board of Variance for a three-year term commencing February 12, 2024 – December 31, 2026.
5. Council releases for public consumption Notice of its Intent to lease a portion of City owned property situated at 4751 Tebo Avenue and legally described as that

portion of Lot A, District Lot 137, Alberni District, Plan 38945, to North Island College to operate a campus for vocational studies, at a lease rate in 2024 of \$141,314.10 plus GST, for a term of three (3) years, with an option to renew for a further three years at fair market value.

6. Council releases for public consumption the receipt of payouts for Judgements CB198884, CB 198885, CB198886 and CB198887 in the favour of the City of Port Alberni from R. Brown, totalling \$134,120.76.

## **K. COUNCIL REPORTS**

1. **Council and Regional District Reports** - Page 118  
*THAT the Council reports outlining recent meetings and events related to the City's business, be received.*

## **L. NEW BUSINESS**

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

1. **Toxic Drug Strategies | Tseshaht First Nation and Community Action Team | Recommendation from the February 20<sup>th</sup> Committee of the Whole**
  - a) **Port Alberni CAT Blueprint Strategies** - Page 123  
*THAT Council endorse the Port Alberni Community Action Team document entitled Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe for the Alberni Valley and British Columbia dated February 20, 2024.*
  - b) **Tseshaht First Nation | Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy** - Page 186
    - i. *THAT Council support next steps with respect to implementation and advocacy for resourcing the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy through a smaller political working group/action team.*
    - ii. *THAT Council direct staff to prepare a letter of support and authorize the Mayor in signing the Declaration of Commitment with respect to the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy, as circulated.*
2. **Policy 3002-5 | Requests for Letters of Support | Recommendation from the February 20<sup>th</sup> Committee of the Whole** - Page 190  
*THAT Council approve Policy 3002-5 'Requests for Letters of Support'.*
3. **Travel Policy 3009-2 | Amendment** - Page 192  
Report dated February 20, 2024 from the Deputy Director of Corporate Services for Council consideration of an amendment to Travel Policy 3009-2.  
*THAT Council approve the amendment to Travel Policy 3009-2 to permit Council to consider authorization of any Councillors expressing interest in attending the Federation of Canadian Municipalities annual conference and trade show.*



4. **FCM | 2024 Annual Conference and Trade Show | Authorize Council Registration -**  
Page 198

Report dated January 19, 2024 from the Deputy Director of Corporate Services requesting Council authorization for member attendance at the Federation of Canadian Municipalities Conference.

*THAT Council authorize [name to be inserted] to participate with the Mayor in the Federation of Canadian Municipalities 2024 'Redefining our Future' Annual Conference and Trade Show taking place June 6 – 9, 2024 in Calgary, AB with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.*

5. **UBCM Local Government Development Approval Program | Grant Application -**  
Page 200

Report dated February 13, 2024 from the Manager of Planning requesting Council consideration of a grant application.

*THAT Council for the City of Port Alberni direct staff to prepare and apply to the UBCM Local Government Development Approvals Program for funding to engage an employee and/or consultant to undertake the activities identified in the staff report dated February 13, 2024 to support the improvement of development approval processes.*

6. **Municipal Campground | Cllr. Patola - Page 203**

\*Background Document Included

*WHEREAS, the City of Port Alberni is a modern urban community nestled within and integrated with the natural beauty of Vancouver Island; and*

*WHEREAS, the City of Port Alberni budgets over \$100,000 per annum for tourist promotion services; and*

*WHEREAS, tourism studies indicate an average tourist stay of 3 days; and*

*WHEREAS, tourism studies indicate an average tourist spending of \$400 over the entire stay; and*

*WHEREAS, it is logical to conclude that tourists require some form of habitation during the period of their stay; and*

*WHEREAS, the City of Port Alberni contains less than the desired per capita number of hospitality beds; and*

*WHEREAS, the City of Port Alberni does not have a municipal campground to facilitate the extended stay of tourists who travel with self-accommodation;*

*THEREFORE, BE IT RESOLVED THAT Council direct City administration to research and report on the feasibility of constructing a campground facility located on the City owned lands at 4356 and 4340 Gertrude street or such alternate location as suggested as suitable.*

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**M. QUESTION PERIOD**

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

**N. ADJOURNMENT**

*That the meeting adjourn at      PM.*

**MINUTES OF THE IN-CAMERA MEETING OF COUNCIL**  
**MONDAY, February 12, 2024 @ 9:30 AM**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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

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

Call to order: @ 9:30 a.m.

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

- Section 90 (1)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90 (1)(b)** personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- 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)(g)** litigation or potential litigation affecting the municipality;
- Section 90 (1)(i)** the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

**CARRIED**

The meeting was adjourned at 1:52 p.m.

CERTIFIED CORRECT

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Mayor

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Corporate Officer

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

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

**Staff:** M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services/Deputy CAO  
D. Monteith, Director of Corporate Services  
A. McGifford, Director of Finance  
R. Macauley, Deputy Director of Finance  
S. Darling, Deputy Director of Corporate Services | Recording Secretary  
Jeff Pelech, Manager of Information Services

**Gallery:** 5

**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 an item under 'Correspondence for Information' I.m | Vancouver Island Economic Alliance 'State of the Island Economic Report'. The agenda was then adopted, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 12:00 pm and Regular Council meeting held at 2:00 pm on January 22, 2024 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**1. Five Year Financial Plan Q&A Summary**

The Director of Finance presented a summary of questions and responses as it relates to the 2024-2028 Financial Planning process.

**E. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated February 12, 2024, be received and the cheques numbered 154287 to 154403 inclusive, in payment of accounts totalling \$1,843,880.85, be approved.*

**CARRIED | Res. No. 24-52**

**F. BYLAWS**

1. **Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024**  
*MOVED AND SECONDED, THAT "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No. 5086-1, 2024", be postponed to the February 26<sup>th</sup> Regular meeting of Council to permit additional information to be brought forward related to Development Cost Charges.*  
**CARRIED | Res. No. 24-53**
2. **Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024**  
*MOVED AND SECONDED, THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be now introduced and read a first time.*  
**CARRIED | Res. No. 24-54**  
  
*MOVED AND SECONDED, THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be read a second time.*  
**CARRIED | Res. No. 24-55**  
  
*MOVED AND SECONDED, THAT "Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024", be read a third time.*  
**CARRIED | Res. No. 24-56**
3. **City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024**  
*MOVED AND SECONDED, THAT "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" be now introduced and read a first time.*  
**CARRIED | Res. No. 24-57**
4. **Zoning Bylaw Amendment | 3045, 3053, 3063 Kingsway Avenue**  
*MOVED AND SECONDED, THAT first reading of "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096", be rescinded.*  
**CARRIED | Res. No. 24-58**
5. **OCP and Zoning Bylaw Amendments | 2780 Burde Street**  
*MOVED AND SECONDED, THAT "Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5084.*  
**CARRIED | Res. No. 24-59**  
  
*MOVED AND SECONDED, THAT "Zoning Amendment (2780 Burde Street) Bylaw No. 5085" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5085.*  
**CARRIED | Res. No. 24-60**

**G. CORRESPONDENCE FOR ACTION**

1. **Alberni Athletics Soccer Club | Upper Island Soccer Association Mini World Cup**  
*MOVED AND SECONDED, THAT Council direct staff to prepare a letter of welcome addressed to the athletes of the Upper Island Soccer Association Mini World Cup taking place April 27 and 28, 2024, and that staff work with the Alberni Athletics Soccer Club to ensure fields are in tournament ready condition; and*  
*FURTHER, THAT Council appoints Councillor Haggard to participate in the Upper Island Soccer Association Mini World Cup opening ceremony taking place April 27, 2024.*  
**CARRIED | Res. No. 24-61**
2. **Coastline Endurance Running | Trail Running Series**  
*MOVED AND SECONDED, THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, June 1, 2024 from 8:00 am to 4:00 pm for the purpose of a trail running event starting at the EJ Dunn Elementary School and following the route as outlined in the attached map subject to:*
  - *the notification of emergency services and BC Transit*
  - *consultation with all affected businesses/residents*
  - *implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required*
  - *provision of standard liability insurance in the amount of \$5M [minimum]*
  - *event organizers responsible for removal of all flagging tape and stakes*
  - *event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly*
  - *event organizers acknowledge trails will be enjoyed as-is***CARRIED | Res. No. 24-62**
3. **Wounded Warrior Run BC**  
*MOVED AND SECONDED, THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, February 29, 2024 for the purpose of a Wounded Warrior Run from Hwy 4 [Johnston Rd.] to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293 subject to:*
  - *the notification of emergency services and BC Transit*
  - *consultation with all affected businesses/residents*
  - *implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required*
  - *provision of standard liability insurance in the amount of \$5M [minimum]***CARRIED | Res. No. 24-63**

4. **Ridge View Health & Performance | McLean Mill 10K**

*MOVED AND SECONDED, THAT Council authorize Ridge View Health & Performance access to McLean Mill National Historic Site on Sunday, April 7, 2024 from 8:00 am to 5:00 pm for the purpose of a 10K running event starting at the McLean Mill and following the route as outlined in the attached map subject to:*

- *the notification of emergency services*
- *consultation with all affected businesses/residents*
- *implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required*
- *provision of standard liability insurance in the amount of \$5M [minimum]*

**CARRIED | Res. No. 24-64**

5. **Tseshaht First Nation | Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni support the draft Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy as prepared by the Tseshaht First Nation in collaboration with many partners in the Alberni Valley.*

**CARRIED | Res. No. 24-65**

*MOVED AND SECONDED, THAT Council postpone consideration of next steps with respect to implementation and advocacy for resourcing the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy through a smaller political working group/action team and provision of a letter of support and declaration of commitment to the February 26<sup>th</sup> Regular meeting of Council to permit additional time to review the Strategy.*

**CARRIED | Res. No. 24-66**

**H. PROCLAMATIONS**

1. **BC Epilepsy Society**

*MOVED AND SECONDED, THAT Council, on behalf of BC Epilepsy Society, proclaim March 26, 2024 as 'International PURPLE DAY®' in Port Alberni.*

**CARRIED | Res. No. 24-67**

2. **Parkinson Society British Columbia**

*MOVED AND SECONDED, THAT Council, on behalf of Parkinson Society of BC, proclaim the month of April 2024 as 'Parkinson's Awareness Month' in Port Alberni.*

**CARRIED | Res. No. 24-68**



**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Ministry of Post Secondary Education and Future Skills | Follow up letter Re: 2023 UBCM Convention Meeting
- b. Pacific Rim School District | Appointment of City Representatives
- c. Regional District of Nanaimo | Legislative Reform Initiative Update
- d. Okanagan Basin Water Board | B.C.'s Invasive Mussel Defence Program
- e. Ministry of Social Development and Poverty Reduction | Follow up letter Re: 2023 UBCM Convention Meeting and Local Community Accessibility Grant Program
- f. Forest Enhancement Society of BC | 2023 Accomplishments Report [www.fesbc.ca](http://www.fesbc.ca)
- g. Prime Minister | Responding to Council's January 2, 2024 letter calling for a ceasefire in Gaza
- h. District of Sicamous | Support for Bill-34
- i. City of Abbotsford | Seeking support for proposed UBCM Resolution Re: Detox Centres
- j. Ministry of Municipal Affairs | Condolences for former Councillor Helen Poon
- k. Alberni Valley Community Forest Corporation | 2024 – 2029 Forest Stewardship Plan
- l. Wildsafe BC Alberni Valley | Annual Report 2023
- m. Advisory Planning Committee | Minutes of December 21, 2023
- n. Vancouver Island Economic Alliance | State of the Island Economic Report 'Focus on the Alberni Valley'

**J. REPORT FROM IN-CAMERA**

1. Council released for public consumption authorization for the Mayor and Corporate Officer to execute an agreement between Libberock Holdings Inc. and the City of Port Alberni to lease a portion of the upper floor of 4835 Argyle Street, in the amount of \$4,222 per month inclusive of utilities & taxes for one year, with the option to either renew at \$5,000 per month for a further five-year term [2025-2028] or alternatively, purchase the building.
2. Council released for public consumption Notice of its Intent to lease City owned property at 3100 Kingsway Avenue, Port Alberni to Twin City Brewing Company Ltd. for the operation of a year-round craft brew pub and restaurant for a ten-year term at a rate of \$2,200 per month plus GST, in consideration of a maximum of \$184,440 contributed by the tenant in capital improvements, for a term of 10 years with the option to renew the lease for a further 5 years, subject to the advertised Notice of Intent to lease receiving no objections.

**K. COUNCIL REPORTS**

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

**L. NEW BUSINESS**

1. **Justice for Dontay [Lucas]**  
*MOVED AND SECONDED, THAT Council begin the process of engaging with Dontay's family to find a space dedicated to celebrating Dontay Lucas' life.*  
**CARRIED | Res. No. 24-69**
2. **School District 70 Social Justice 12**  
*MOVED AND SECONDED, THAT Council, pending the blessing of Indigenous elders, support the painting of an Indigenous crosswalk, and further, include the necessary funding in the Financial Plan.*  
**CARRIED | Res. No. 24-70**
3. **Asset Retirement Obligations Policy**  
*MOVED AND SECONDED, THAT Council approve Policy 3009-4 'Asset Retirement Obligations'.*  
**CARRIED | Res. No. 24-71**
4. **Broombusters Invasive Plant Society**  
*MOVED AND SECONDED, THAT Council direct staff to bring back a proposal to coordinate a joint City-wide Broombusting event with Broombusters Invasive Plant Society.*  
**CARRIED | Res. No. 24-72**
5. **Service Fees and Development Cost Charges**  
*MOVED AND SECONDED, THAT Council direct staff to review all user fees ensuring cost recovery, review Development Cost Charges and work towards ensuring that all residents of the Alberni Valley pay appropriately for services.*  
**CARRIED | Res. No. 24-73**
6. **FCM | 2024 Annual Conference and Trade Show**  
*MOVED AND SECONDED, THAT Council direct administration to amend Travel Policy 3009-2 with regards to the Federation of Canadian Municipalities annual conference to permit Council to consider authorization of any Councillors expressing interest in attending.*  
**CARRIED | Res. No. 24-74**
7. **Port Alberni CAT Blueprint Strategies | Toxic Drugs**  
*MOVED AND SECONDED, THAT Council postpone consideration to endorse the Port Alberni Community Action Team document entitled 'Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe for the Alberni Valley and British Columbia' to a future Committee of the Whole meeting to permit additional time to review the document.*  
**CARRIED | Res. No. 24-75**

8. **Motorized Vehicles on Municipal Lands | Parks and the Log Train Trail**

*MOVED AND SECONDED, THAT Council direct administration to review all current signage and barriers on the Log Train Trail in order to ensure that the trail remains free of motorized vehicles;*

*AND FURTHER, THAT Council direct administration to prepare a letter to the Ministry of Transportation and Infrastructure and Mosaic Forest Management stating that the City does not support motorized vehicles on the Log Train Trail and that the City portion of the trail will remain for hikers/bikers only.*

**CARRIED | Res. No. 24-76**

**M. QUESTION PERIOD**

**E. Frood**

Requested Council consider the crosswalk in front of the Overdose Prevention Site at 3699 3<sup>rd</sup> Avenue for the Indigenous painting project to honour the life of the woman involved in the pedestrian accident at that location.

**N. Anderson**

Inquired about language used in describing tax impacts, Quay to Quay costs to date and clarification on eligible projects within the Growing Communities Fund.

**R. Smith**

Requested clarification on the proposed tax rate as it relates to previous Quay to Quay funding and intent of the City's lease for 4835 Argyle Street.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:47 pm.*

**CARRIED**

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

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



## 2024 - 2028 Financial Plan Questions & Responses

*The following is an active document reflecting questions and responses in relation to the 2024-2028 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the Financial Planning process. Citizens are encouraged to engage throughout the process by submitting comments/questions to [council@portalberni.ca](mailto:council@portalberni.ca).*

Date	Q or C	QUESTION/COMMENT	RESPONSE
February 5 CoW			
Question Period	1	Need to identify areas for cost recovery i.e. development fees, water, sewer, equitable fees for service across the Alberni Valley.	Staff are reviewing the fees and charges for all service delivery. As the Financial Plan process continues, Council may request specific information to inform and amend revenue projections in the 2024-2028 Financial Plan.
	2	Is the proposed 16.86% tax increase for 2024 or all years in the 5-year Financial Plan?	The proposed 16.86 % tax increase is for the 2024 year.
	3	Request for more information related to the 0.63% increase for Contingency Funds.	The increase relates to returning the contingency funding to previous levels. This was reduced in 2023 to \$100,000, down from \$200,000. This is increasing to \$275,000 in 2024 year of the Financial Plan.
	4	Is the Rollin Art Centre (revenue?) back in the budget and where will it be utilized?	Rollin Art Centre did not receive revenue in prior years given the lease rate of \$1 per annum. Any lease moving forward will consider the operations and asset management contribution to ensure the building is allocating the revenues received toward the future renewal costs of this asset. Council will consider this when presented with the lease and recommended allocation to reserves.
	5	Will the Financial Plan include funding for Harbour Quay clean up?	Cost estimates for maintenance upgrades at the Harbour Quay will be included in the Financial Plan for 2025. Regular maintenance will continue on an annual basis.
	6	Will Alberni Pacific Division Sawmill continue to pay taxes?	Alberni Pacific Division Sawmill continues to pay major industry & light industry tax rates.
	7	What is the approximate percentage of taxation required to return the contingency fund reserve back to a sufficient position?	This is operational contingency, not a reserve. The increase is \$175,000 (increase from \$100,000 to \$275,000 in draft Financial Plan) or an increase of 0.63% of the taxation increase. This was lowered in 2023 to achieve a lower taxation.
	8	What does the proposed 2.74% increase for Police Services include?	Of the proposed 2.74% increase, 2.01% is attributed to the RCMP contract increase with the remainder attributed to administration costs.
	9	Request for clarity in relation to the proposed Carbon Offset 0.02% increase?	With the ceasing of the Climate Action Revenue Incentive Program (CARIP), the Local Government Climate Action Program (LGCAP) was established to provide predictable, stable funding for municipalities, regional districts, and Modern Treaty Nations to accelerate local climate action and implement projects. Contributions received are placed in a reserve. Recommendations on how to use funding will be forthcoming to Council.
	10	Support increasing of Equipment Replacement Reserve Fund (ERRF).	The proposed Plan reflects a contribution of \$400,000 in 2024 which is \$50,000 under previous annual contributions of \$450,000. 2025 proposes a return to the full amount.
Correspondence			
	11	When will the 2023 'Actuals' be available to Council and the Public?	March 4, 2024 Committee of the Whole agenda will include actuals.
	12	When will additional information on the status of each capital project in 2023 be available to Council and the Public?	March 4, 2024 Committee of the Whole agenda will include the status.

	13	The 'Actuals' are missing for: General Fund – Revenue/Expense, Sewer - Revenue/Expense and Water-Revenue/Expense.	<i>Actuals' are not missing. Information will be provided in the same time frame as prior years. The general ledger and accounts payable have a cut-off at the end of January. Reviewing and reconciliations occur over the first few weeks of February, finalizing GL balances towards the end of the February.</i>
	14	Please clarify the budget differences between the November 2023 Audit meeting information and the draft Financial Plan information as follows: Replace 2007 Dodge Caliber #721. 28,000 [Audit Committee] Replace 2007 Dodge Caliber #721 50,600 [Financial Plan] Child Care Spaces – Grant 4,644,989 [Audit Committee] Child Care Spaces – Grant 5,183,103 [Financial Plan]	<i>Replace Dodge Caliber - The Audit Committee report reflected ERRF funding only and did not include the Carbon Fund allocation to electrify the vehicle. The amount of \$50,600 reflects the correct approved funding for the purchase of this vehicle. Child Care Spaces now reflects a grant increase of \$538,114 received in December 2023.</i>
	15	PAVING: Account 485685 – Project number is missing for Capital Project: Intersection Safety #1a Gertrude/Roger for a budget of \$230,000 PAVING: Account & Project numbers are missing for Capital Project: Burde & Anderson Development for a Budget of \$1,170,000 STORM: Account & Project numbers are missing for Capital Project CSO Project aligned with sewer project for a budget of \$380,000 PRC: Account 485720 - Project number missing for Capital Project: Kitsuksis Path Paving for a budget of \$55,000 PRC: Account & Project numbers missing for Capital Project: Echo Park Field upgrade for a budget of \$140,000	<i>Project numbers are for internal use only and are applied as required.</i>
	16	Expenditure overview: City Legislative & Administration Functions: o 0.5 FTE Asset Management position increase Early this year, January 17, 2024 edition, the AV News published an advertisement for City positions including: Mgr. of Asset Management Initiatives \$86,189-\$98,904 Please advise if this is a new position in place of the .5 FTE position that was funded in the 2023 Financial Plan or is it the .5 FTE Asset Management position?	<i>This is not a new position. This position was included in the 2023 year and is now funded in the 2024 year with an anticipated start of April 2024.</i>
	17	For the current 2024 Financial Plan, would it be possible for the Human Resources and Financial Department to provide a year-end snapshot of the City's personnel in an easy-to-read document for Council and the public. The information could be provided in a chart format spanning the past 7 years (pre and post COVID) for the RCMP, Fire Fighters, City Management, City Unionized positions, Contractors, etc.	<i>Administration will bring back information at a future Committee of the Whole.</i>
	18	As you start the annual budgeting process, I ask again that monies be assigned to carrying out actual physical work on Fire Smart recommendations. That being dealing with the fuel load in the interface zone.	<i>The City Alberni Valley Emergency Planning service is delivered through the ACRD which includes Fire Smart activities. Administration has been looking to grants that would allow some more work on City owned lands to mitigate the full loads. Current grants from the Province are for only crown and provincial lands. Administration continues to work with the Province and other private land owners to address the interface zones around the City.</i>
<b>February 12 RCM</b>			
	19	The Parks and Recreation Capital Reserve reflects no profit. How is this reserve populated?	<i>The reserve is populated by 10% on admissions in Parks and Rec and 100% of Log sales collected from parks. 2024 reflects an anticipated revenue of \$77, 536.</i>
	20	Suggest RCMP Reserve be separate from the major crime funding.	<i>Council may direct administration to create any type of reserve for specific purposes.</i>

21	Line 12910 - University of Victoria Grant \$200. No increase?	<i>Reflects grant in lieu of taxes from the University based on prior year amount and at a reduction of \$25. Rates are set as per University Act, R.S.B.C. 1979, c.419</i>
22	Line 14718 - What attributed to the increase in Multiplex Revenue of 148%?	<i>The utilization of the Multiplex has returned to pre 2020 [COVID] levels. Plan reflects anticipated revenue for 2024.</i>
23	Line 14738 - Revenue Leisure Programs reflects increase for kids and adults and a decrease for youth?	<i>The changes are based on anticipated programming planned for 2024. Programming overall has increased. Amounts may reflect changes in programming needs based on demographic or other administrative functions such as coding and classification.</i>
24	Line 15190 - Vacant Building \$1,000?	<i>Based on previous 5 year amount.</i>
25	Line 15930 - Please explain Miscellaneous Revenue for public.	<i>PST commission, Port Alberni Port Authority Payment in Lieu of Taxes, WCB Core audit refund, School tax admin revenue, photocopying, other small revenue items.</i>
26	Line 21259 - Other Common Services - Increase 33.45% 2024?	<i>Utility costs for intra office connectivity &amp; lease of a portion of 4835 Argyle Street.</i>
27	Line 22480 - Fire vehicle repair and maintenance up 143.043%	<i>\$250,000 of the \$300,000 planned ERRF contribution.</i>
28	Line 22121 - 8 % RCMP Increase?	<i>RCMP contract services.</i>
29	Building & Plumbing Inspection down 9.58%?	<i>Actual cost - budgeting to expected costs.</i>
30	Line 23129 - Public Works - Clerical & Reception up 30.33%	<i>Added the relief provision of 0.14 Full Time Employee.</i>
31	Line 23130 - Supervisor Operations down 14.30%	<i>Reflects allocation of management roles across all three funds (General, Water, and Sewer).</i>
32	Line 23134 - Small tools 27.98% increase?	<i>Reflects the allocation of wages to maintaining small tools.</i>
33	Line 23210 - Customer Service Request Streets 201.43% increase?	<i>Reflects past costs, some revenue would offset.</i>
34	Line 26234 - Business Development down 23.49 - up 5% in 2025	<i>Reflects the efforts to reduce the overall budget from 26% to 16.86%.</i>
35	Economic Development Costs 2024 - 4.65% - up 5.10% in 2025	<i>Reflects increased costs.</i>
36	Line 27170 - Youth Services Programs down 62.21%	<i>The changes are based on anticipated programming planned for 2024. Programming overall has increased. Amounts may reflect changes in programming needs based on demographic or other administrative functions such as coding and classification.</i>
37	Line 27510 - Museum Services - up 42.28%	<i>New role - Manager of Culture added to the Plan &amp; Software costs allocated to the Museum.</i>
38	Line 27515 - Museum Programs - up 57.25%	<i>Increase in the number of programs provided and additional staff scheduling related to working alone procedures.</i>
39	Line 28115 - Interest on Prepaid Taxes - up 455.56%	<i>The statutory interest rates set by province have increased and prepaid taxes are earning a higher rate of interest.</i>
40	Line 29911 - Contingency Fund - \$275,000 175% increase?	<i>This is returning to prior years funding levels reflecting an additional \$75,000.</i>
41	How much more might the average home owner pay with the proposed tax increase?	<i>Once BC Assessment provides the revised role and the Committee/Council provides direction, this value can be confirmed.</i>
42	Request to summarize services attributing to the tax impact that are non-discretionary.	<i>A report will be required to provide this breakdown and will be included in the March 4 Committee of the Whole agenda.</i>
43	\$1M of the \$5.5M Growing Communities Fund was allocated to establish the Master Plans. How will the remaining funds be allocated?	<i>Council can direct allocation to specific projects but the intent was to populate the capital plan with those dollars once the Master Plans are complete to inform priorities.</i>
44	How much has administration already worked to reduce the tax impact?	<i>The financial plan is based on the required community service levels, many of which are non-discretionary. At the inception of the Plan, this reflected a 25-26% percent increase. Administration then worked to bring it to the 16.86% reflected in the draft Financial Plan.</i>
45	Request for context related to the projected 2024 tax rate of 7.69% as reflected in the 2023-2027 Financial Plan compared to the current 16.86% proposed increase?	<i>The difference in the projected 7.69% 2024 tax rate outlined in the 2023-2027 Financial Plan and the 16.86% proposed rate at present is attributed to a variety of factors including actual realization of expenditures, capital costs that were not anticipated and equipment replacement costs. Staff will include additional information at a future Committee of the Whole.</i>
46	Request for a full listing of the projects related to the \$650,000 outlined for capital facility upgrades in 2024.	<i>Provided in February 20, 2024 agenda.</i>
47	Building Permit fees increased last year. How was the estimated revenue calculated?	<i>In the 2023 year, it was based on the anticipation of the fees increasing and large projects anticipated.</i>



Question Period	48	Can the reserves be replenished over a longer period to assist in reducing the taxation impact?	<i>Administration considered this option. 2023 saw a reduction in the Equipment Replacement Reserve of \$300,000 and a reduction of \$50,000 in solid waste to reduce the tax impact to 8%. Considering the levy of those reductions and Equipment Replacement cost escalations, replenishing the reserves in 2024 is recommended.</i>
	49	How are vehicle replacements identified?	<i>Each year administration reviews equipment replacement requirements based on the recommended life cycle and evaluates whether the life of the asset can be extended. The projections brought forward are based on that evaluation.</i>
	50	Request for details of Quay to Quay costing to date and remaining costing allocated.	<i>March 4, 2024 Committee of the Whole agenda will include actuals and provide the overall funding detail to address this question.</i>
Correspondence			
	51	Is the revenue received for “Curbside Collections” separated from the Water & Sewer Revenues?	<i>Solid Waste revenues are captured within the General Fund.</i>
	52	What is the opening/closing balance for “Curbside Collection” in 2023?	<i>Each year the balance is rolled up into the General Fund surplus. Solid Waste is not a separate fund.</i>
	53	Does “Curbside Collection” generate any revenues from recycled products or compostable materials and if so, what would the City typically receive on an annual basis?	<i>Approximately \$300,000 per year from Recycle BC.</i>
	54	What is the Revenue from the Utility Bill for “Curbside Collection” used for?	<i>Revenue is used to offset the costs of providing the solid waste service.</i>
	55	Why are “Curbside Collection” garbage trucks and carts funded through General Taxation and ERRF, when residents are paying for this service through their Utility Bill, a service that has been removed from Property Taxes years ago?	<i>Solid waste revenue has been separated for many years. The fee was not reflective of full cost recovery before September of 2021. Contributions to ERRF were under the required funding allocation required for the trucks, the trucks then require funding from taxation for the upcoming purchase in 2025.</i>
February 20 CoW			
	56	Please provide clarity for operations out of gaming in the amount of \$204,015?	<i>These are gaming funds that offset the cost of McLean Mill - not an expense.</i>
	57	Please provide clarity for Line 27700   Operators Agreement in the amount of \$130,000?	<i>This is the contract costs of the agreement between the City of Port Alberni and the Alberni Valley Chamber of Commerce for the operation of the non-historic portion of the McLean Mill.</i>
	58	Please provide clarity for Line 27110   City Operations in the amount of \$76,079?	<i>Costing for operational costs of the historic portion of McLean Mill.</i>
	59	Please provide clarity for Line 48577   Site Upgrades in the amount of \$279,500?	<i>McLean Mill septic field project from 2021 capital funding. The funding was held and work is currently underway to be completed in the next couple of months.</i>
	60	Please provide clarity for Line 48568   Capital Upgrades in the amount of \$154,758?	<i>Funding unspent from prior years - Alberni Clayoquot Regional District and City contributions.</i>
	61	Please provide clarity for Historic Site Building Work in the amount of \$25,000?	<i>To review with the Manager of Facilities. May use the \$30,000 already assigned under Capital projects for historic site upgrades and repairs [Alberni-Clayoquot Regional District matches funding]</i>
	62	What are the McLean Mill insurance costs?	<i>Insurance is in one line item in each fund (General/Water/Sewer), not directly assigned to the McLean Mill. If prorated 2023 is used across all asset values, it be approximately \$6,540 – this includes Dam and Hatchery, which is approximately \$2,390. Liability insurance is just in the general fund.</i>
	63	Development Services vacant planner role decreased in budget 0.74% or \$205,825. Looking further along we need a long range planner. Why take it off the budget if we need the position?	<i>The decrease within the Development Services budget is reflective of what was actually incurred based on various factors such as the date of hire. The long range planner position was brought forward to reflect approximate estimates on potential future needs.</i>



Question Period	64	Economic Development department reflects a decrease. With so many businesses needing assistance, why is there a decrease?	<i>Department managers were tasked with identifying budget reductions. In this particular case, while a variety of factors were taken into consideration to achieve the present allocation, one item that is representative of the decrease is the pause of the Façade Improvement Program in order to permit administration to review and refresh the program. Other factors that may contribute is the staffing <u>departmental changes and adjustments to the budgeting practices.</u></i>
	65	When will Class 4, Major Industrial tax rate increase to previous levels?	<i>The Major Industry rate is brought forward each year at the previous year's rate for Council to consider and provide direction as to whether to maintain or change. Light Industry has grown in recent years which assists in providing some balance with respect to the lower major industry rates.</i>
	66	Vacant Building revenue of \$1,000. Need to start working on vacant buildings in the community and charging appropriately.	<i>The \$1,000 reflects one self reported vacant building in past five years.</i>
	67	New versus used replacement vehicles?	<i>Historically the City has purchased new vehicles. Administration is currently examining the potential of purchasing used vehicles. Once determined, an administrative policy will be established.</i>
	68	What is the annual costing of McLean Mill?	<i>The City holds an operating agreement with the Alberni Valley Chamber of Commerce for the non-historic portion of the site at \$130,000 per year. There is a costing of \$75,000 for operation of the historic site related to various factors such as hydro, elevators, etc. Annual contribution of \$30,000. There are various historic projects that have been funded in the past including the sewer system which is presently <u>underway. Property insurance at \$6,500.</u></i>
	69	Is there an opportunity to review current user fees for opportunities of increased revenue while the Master Planning process is underway?	<i>Directors are currently reviewing fees for services in comparison to like sized communities. A report will be brought forward for Council consideration prior to the completion of the Financial Plan process.</i>
	70	Why are youth programs reflecting a reduction?	<i>The present allocation reflects changing in allocation rather than a reduction in service based on a variety of factors such as programming based on needs and demographic, capacity and software changes that <u>present the data differently.</u></i>
	71	Does the suspension of the Night's Alive program contribute to the noted reduction in youth programming?	<i>No, the Night's Alive Program is reflected within a different line item in the Financial Plan.</i>
	72	How are the Alberni-Clayoquot Regional District [ACRD] services allocated?	<i>The City appoints two representatives of Council to sit on the ACRD Board of Directors. On matters related to the Financial Plan, decisions on determined by weighted votes. The number of votes per Director is based on the contributions of the area to the Regional District. The City of Port Alberni is allocated 5 votes for each of the 2 City appointed Directors totalling 10 votes total.</i>
Question Period	73	How many capital projects as outlined in the Financial Plan could be funded through Growing Communities Fund?	<i>Administration will bring back information at a future Committee of the Whole.</i>
	74	Request for clarity on the allocation for the Chief Administrative Officer	<i>The number reflects all expenses related to the Chief Administrative department.</i>
Correspondence			
	75	What dollar value is a 1% change in the budgetary process?	<i>\$277,588.05</i>
	76	The proposed taxation from 2024-2028 reflects a noticeable drop in year-over-year increases in 2027 [5.62%] and 2028 [4.83%]. What are major causes for that dip?	<i>This reflects the current capital and operational plans. Master planning will support improved long term financial plans and this value may change depending on the outcomes and approvals of Council.</i>

# CITY OF PORT ALBERNI

## BYLAW NO. 5086-1

### A BYLAW TO AMEND "RESERVE FUND ESTABLISHMENT BYLAW NO. 5086, 2023"

**WHEREAS** Section 188 (2) of the *Community Charter*, S.B.C. 2003, c. 26, as amended, authorizes a local government to establish by bylaw reserve funds for a specified purpose and direct that money be placed to the credit of the reserve fund; and

**WHEREAS** Section 189 (1) of the *Community Charter* authorizes the local government to provide for the expenditure of money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund;

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

**AND WHEREAS** the Council of the City of Port Alberni wishes to amend Bylaw No. 5086 for the purpose of adding Schedule "A";

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

**1. Title**

1.1 This Bylaw may be known and cited for all purposes as "Reserve Fund Establishment Bylaw, Amendment No. 1, Bylaw No 5086-1, 2024".

**2. Amendments**

2.1 "Reserve Fund Establishment Bylaw No. 5086, 2023" is hereby amended by adding Schedule "A" attached to and forming part of this Bylaw.

READ A FIRST TIME this      day of      , 2024.

READ A SECOND TIME this      day of      , 2024.

READ A THIRD TIME this      day of      , 2024.

ADOPTED this      day of      , 2024.

\_\_\_\_\_  
Mayor

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

**SCHEDULE “A” to Bylaw 5086**

<b>Reserve Fund</b>	<b>Purpose</b>
	<b>Statutory Reserves</b>
Park Acquisition Reserve	Funded by the sale of park land or receipt of monies from amounts paid in lieu of provision of park land on subdivision with the intent to acquire park land.
Land Sale Reserve Fund	Funded by revenue generated from the sale of City owned lands. To provide funding for the assembly and marketing of land and related development costs; to purchase lands required for the City's use and, for servicing or upgrading of City owned parcels and facilities.
	<b>Non - Statutory Reserves</b>
Capital Works Reserve	Funded by Taxation. Funding for General Capital projects from taxation are set aside in this reserve. The reserved funds will be used for new capital and the extension or renewal of existing capital infrastructure.
Canada Community - Building Fund Reserve	Funded by reoccurring senior government grants. The reserved funds will be used on projects eligible for the Canada Community - Building Fund Agreement. Projects are limited to the scope set out in the agreement with the Union of British Columbia Municipalities and the Federal Government. Canada Community - Building funds are to be deposited and tracked within the Reserve, inclusive of any interest earned.
Equipment Replacement Reserve Fund	Funded by Taxation and proceeds from the sale of old equipment. Annual contributions are made to offset the cost to replace equipment identified within the equipment replacement renewal program. The intent is to set sufficient funding aside to provide for depreciation and obsolescence of machinery and equipment after useful life.
Parks & Recreation Capital Reserve	Funded by 10% of Parks and Recreation revenues and by 100% of revenues collected from the sale of logs from parks. Expenditures from this reserve are limited to the City's Parks & Recreation properties and facilities.
Alberni Valley Community Forest Reserve	Funded by dividends received from Alberni Valley Community Forest Corporation. The Reserve was established for the purpose of holding dividends received. Use of funds will be at the discretion of Council, following consultation with the AVCF board. Annually, \$10,000 to be distributed to support a special community project(s) identified by the Alberni Valley Community Forest Corporation Board.

Carbon Fund Reserve	Funded by taxation and carbon grant revenues provided by senior government. Used to fund eligible projects that are in scope of grant agreements and intended to reduce the City's greenhouse gas emissions.
Loss on Taxation Reserve	Funded by taxation or allocation of surplus. Funds are used to mitigate the risk of significant taxable assessment in the event of loss of major industry tax revenues or assessment appeals of material value. Further funds could be utilized to support purchase of property where a strategic need to act has been identified.
RCMP Surplus Reserve	Funded by RCMP annual contract surplus. Purpose to use as contingency in the event of any major crime investigations. To fund public safety programs and any retroactive RCMP costs that are approved within the Financial Plan.
Sewer Infrastructure Capital Reserve	Funded by Sewer fees and charges. Purpose to fund capital projects proposed through the annual financial plan process in conjunction with the City's Asset Management Plans that provide constructing, altering, repairing new and aging sewer equipment and infrastructure including linear assets, and buildings.
Water Infrastructure Capital Reserve	Funded by Water fees and charges. Purpose to fund capital projects proposed through the annual financial plan process in conjunction with the City's Asset Management Plans that provide constructing, altering, repairing new and aging water equipment and infrastructure including linear assets, and buildings.
Aquatic Centre Replacement Reserve	Funded by taxation or surplus allocation. Purpose is to fund replacement of the aquatic centre facilities, pool facilities and future costs of repairing, altering, and expanding the future aquatic centre over time.
Asset Management – General Infrastructure Replacement Reserve	Funded by taxation or surplus allocation. To fund capital projects proposed through the annual financial plan process in conjunction with the City's Asset Management Plans that repair, alter, upgrade or replace aging infrastructure in the City including Technological infrastructure (Not including water and sewer service infrastructure).
Strategic Priorities Reserve	Funded by taxation or surplus allocation. Purpose to support strategic priorities and initiatives, including operating initiatives, social issues and/or Council contingency funding.
McLean Mill Projects Reserve	Funded by Taxation, Surplus allocation, and Grant funding. Purpose to fund McLean Mill historic and non-historic infrastructure projects at the McLean Mill National Historic Site.
Museum Reserve	Purpose to fund Museum projects from monies contributed by community donations.

**CITY OF PORT ALBERNI**

**BYLAW NO. 5100**

**A BYLAW TO AMEND FEES AND CHARGES BYLAW, 2007, BYLAW NO. 4665**

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 **"Fees and Charges Bylaw, Amendment No. 5, Bylaw No. 5100, 2024"**.

**2. Amendments**

Fees and Charges Bylaw, 2007, Bylaw No. 4665 is hereby amended as follows:

Schedule "A" attached to Fees and Charges Bylaw, 2007, Bylaw No. 4665 is hereby deleted and the Schedule "A" attached hereto is substituted therefore.

**3. Repeal**

"Fees and Charges Bylaw, 2007, Amendment No. 3, Bylaw No. 4831" and "Fees and Charges Bylaw, 2007, Amendment No. 4, Bylaw No. 4880" are hereby repealed.

**READ A FIRST TIME** this 12<sup>th</sup> day of February, 2024.

**READ A SECOND TIME** this 12<sup>th</sup> day of February, 2024.

**READ A THIRD TIME** this 12<sup>th</sup> day of February, 2024.

**FINALLY ADOPTED** this       day of       , 2024.

\_\_\_\_\_  
Mayor

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

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
<b>A.</b>	<b>RECORDS AND COPYING</b>	
1.	For locating and retrieving a record	\$ 10.00 per ¼ hour or portion thereof
2.	For producing a record manually	\$ 10.00 per ¼ hour or portion thereof
3.	For preparing a record for disclosure	\$ 10.00 per ¼ hour or portion thereof
4.	For shipping copies	actual cost of shipping method chosen by applicant plus \$10.00 per ¼ hour or portion thereof of staff time to arrange shipping
5.	For copying records a) photocopies & computer printouts d) CD burning	\$ 0.50/page – black and white - \$0.75 colour \$ 25.00/disc
6.	Oversized copying	\$10.00 per sheet up to 3'; \$3.00 per foot thereafter
7.	Copies of List of Electors	\$15.00
8.	Tax Demand Notice Copy	\$15.00
9.	Certificate of Outstanding Taxes/Utilities (to other than owner)	\$20.00 searched electronically; \$30.00 searched manually
10.	Provision of Tax Information to Mortgage Companies	\$ 4.00 per folio – electronic \$ 5.00 per folio - paper
11.	BC Online searches	\$25.00
<b>B.</b>	<b>GENERAL ADMINISTRATIVE COSTS</b>	
1.	Returned cheques	\$40.00
2.	Interest on past due accounts receivable (terms net 30 days)	2% per month compounded
3.	Administrative Cost Recovery Fee based on gross invoice total before taxes – exceptions include pre-established or set fee billings determined by bylaw, policy or agreement	10%
4.	Penalty on past due utility billings	5%
5.	Credit card processing fee	3.00%

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
<b>C.</b>	<b>ENGINEERING AND PLANNING SERVICES</b>	
1.	Curb/Sidewalk Crossing Installation a) Sidewalk and Curb Crossing b) Concrete Curb Crossing c) Asphalt Curb Crossing	\$390.00/metre \$82.00/metre \$40.00/metre
	Where there is an application to relocate a sidewalk or curb crossing, the land owner must pay in addition to the above fees, for the removal and repair of the existing crossing (measured distance to include transition).  These fees do not include installation of the driveway surface required between the sidewalk or curb and the property line which is the responsibility of the land owner.	
2.	Sanitary/Storm Sewer Connection Charge	
	a) 150 mm or less - Single Storm or Sanitary - Both sewers in same trench - Sewers in separate trench	\$3,500.00 \$5,500.00 \$6,000.00
	b) 200 mm and above	The cost of installing the connection as estimated by the City Engineer.
	c) Additional charge for work on arterial roads or excavations over 2m	\$1,000.00
3.	Water Connection Charges	
	a) City Residents - 25 mm - larger than 25 mm	\$2,600.00 the cost of installing the connection as estimated by the City Engineer.
	b) Non-City Residents - 25 mm - larger than 25 mm	\$2,600.00 or the cost of installing the connection as estimated by the City Engineer, whichever is greater. the cost of installing the connection as estimated by the City Engineer.
4.	Utilities Investigation Charge	
	a) Sanitary/Storm Sewer, Water Service Certification or Decommissioning b) Utility Callout	\$1,000.00 \$80.00



SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
5.	Planning and Land Development Application Fees a) OCP and/or Zoning Bylaw Amendment 1. residential under 1-hectare total area 2. residential over 1-hectare total area 3. multi-family; commercial; guest house; industrial and institutional b) Development Variance Permit (DVP) c) Development Permit (DP) d) Combined DVP and DP e) Temporary Use Permit f) Amendment to Land Use Contract g) Application to Board of Variance h) Application for Subdivision and Preliminary Approval i) Subdivision Administration and Final Approval Fee j) Extension of Preliminary Layout Approval Period k) Building Strata Conversion Approval Fee l) Public Hearing (application for bylaw amendment or any matter that a public hearing is required)	\$450.00 + Public Hearing fee \$600.00 + Public Hearing fee \$700.00 + Public Hearing fee \$600.00 \$600.00 \$700.00 \$700.00 \$800.00 \$400.00 \$700.00 \$300 per lot created \$300.00 \$700.00 + \$150.00 per unit \$500.00 (refundable if no public hearing held)
6.	Planning/Zoning Documents a) Copy of Zoning Bylaw, including Zoning District Map (or draft of Zoning Bylaw, including Zoning District Map) b) Zoning District Map (only) c) Official Community Plan Bylaw (including Map) d) Official Community Plan Map (only) e) Development Permit Area Map (only) f) Subdivision Bylaw (excluding Schedule "B" Specifications) g) Vacant Building Registration Permit	\$100.00 \$60.00 \$100.00 \$60.00 \$60.00 \$20.00 \$1,000.00
7.	Liquor Licence Applications a) Application requiring public input meeting b) Application not requiring public input meeting	\$500.00 \$250.00
8.	Miscellaneous Works Permits a) Permit to Perform Work on City Streets b) Permit to Use City Fire Hydrant c) Permit for Temporary Closure of a City Street d) Permit for Extraordinary Traffic e) Permit for Use of Blasting Explosives f) Permit for Removal or Deposit of Soil g) Waste Discharge Permit	\$50.00 See Waterworks bylaw \$50.00 \$50.00 \$50.00 \$50.00 \$50.00

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
9.	Miscellaneous City Maps a) A1 Size Map Plot b) A0 Size Map Plot c) Map Set (Colour Drawings) d) 11 x 17 photocopies: colour black & white e) 8 ½ x 11 photocopies: colour black & white f) Copy Legal/Plot Plans g) Orthophoto Plots	\$20.00/sheet \$30.00/sheet \$350.00/mapbook \$4.00/sheet \$2.00/sheet \$2.00/sheet \$1.00/sheet \$13.00/each \$10.00/sq.ft.
10.	Miscellaneous Administrative Services a) Property Record Search b) Letters of "Comfort" regarding encroachments or legal non-conformities. c) Letters from Fire Prevention Office regarding status of outstanding Fire Commissioners Orders and Inspection Reports with Deficiencies. d) Information from Fire Department or Engineering Department hydrant testing records regarding water pressures and flows.	\$75.00 \$50.00 \$40.00 \$35.00
<b>D.</b>	<b>LAW ENFORCEMENT SERVICES</b>	
1.	Criminal Record Search a) Any volunteer, non-profit organization operating within the City of Port Alberni b) All other persons not eligible for the \$0 fee pursuant to a) above c) fingerprint fee that may be required for criminal record search d) check required for Chauffeur Permit	\$ 0 \$30.00 \$30.00 \$30.00
2.	Visa Applications/Police Certificates	\$35.00
3.	Special Occasion Licenses a) Liquor permits/private Functions (admittance by pre-sold ticket or invitation only) b) Beer Gardens/Public Functions (non-ticketed, free admittance)	\$20.00 per day \$90.00 total
4.	Traffic Accident Report	\$25.00
5.	Investigational Report	\$25.00
6.	Certificate of Analysis	\$10.00
7.	a) VHS Tapes/Audio Cassettes b) CD/DVD burning	\$40.00 \$25.00
8.	Photograph	\$1.00 each

SCHEDULE "A" TO BYLAW NO. 4665		
SERVICE OR COMMODITY		AMOUNT OF FEE
9.	Diagram (sketch, not to scale measurements)	\$10.00
10.	Plan Drawing (ident service, scaled drawing)	\$100.00
11.	Vehicle Identification Report	\$50.00
<b>E.</b>	<b>MUSEUM SERVICES</b>	
1.	Historic Photograph Reproduction Fees a) Computer Scan and laser print	\$20.00/ each
2.	Photocopy historic documents	\$0.50/ page - \$0.75 Colour
3.	Research Fee/special orders (plus materials)	\$10.00 per ¼ hour or portion thereof
4.	Shipping	\$12.00 + actual cost
<b>F.</b>	<b>FIRE PROTECTION SERVICES (Fire Control Bylaw, 2015, Bylaw No. 4876)</b>	
1.	Work done to effect compliance with an order to maintain hydrant area in default of owner (s. 17(g))	Actual cost
2.	Fire Department standby – contact person not arriving within 30 minutes after alarm (s. 18(d)(ii))	Actual cost
3.	Fire Safety Plan review (s.20(a)(iii))	\$100.00
4.	Vacant building – securing premises (s. 23(d))	Actual cost
5.	Damaged building – securing premises (s. 24(a))	Actual cost
6.	Nuisance investigation, response and abatement (s. 27(a))	Actual cost
7.	Mitigation, clean-up, transport, disposal of dangerous goods (s. 27(b))	Actual cost
8.	False Alarm attendance – 4th alarm and subsequent alarms (s. 28(a))	\$200.00
9.	Work done to effect compliance with an order in default of owner (s. 29(f))	Actual cost
10.	Re-inspection or follow up to an order (s. 31(a))	\$100.00

	<b>(Solid-Fuel Burning Appliance Emissions Bylaw 2012, Bylaw No. 4802)</b>	
11.	Inspection Fee – solid fuel burning devices (i.e. wood stove, pellet stoves)	\$100.00 upon completion of Inspection Report
	<b>(Building Bylaw No. 5077)</b>	
12.	Inspection of Storage Tanks: For each litre of liquid capacity	½ cent per litre with a minimum of \$20 for any one permit
	<b>(Misc.)</b>	
13.	Testing of Private Fire Hose – Pass or Fail	\$15.00 per length

COPY AVAILABLE FOR PUBLIC INSPECTION

**CITY OF PORT ALBERNI  
BYLAW NO. 5097**

**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, 2024 to December 31, 2028.
2. This Bylaw may be cited for all purposes as "*City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024*" and shall become effective upon adoption.

**READ A FIRST TIME** this 12<sup>th</sup> day of February, 2024.

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

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

**FINALLY ADOPTED** this     day of     , 2024.

\_\_\_\_\_  
Mayor

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



**SCHEDULE A TO BYLAW NO. 5097  
CITY OF PORT ALBERNI  
CONSOLIDATED FINANCIAL PLAN 2024 - 2028**

	2024	2025	2026	2027	2028
<b>Revenue</b>					
<b>Taxes</b>					
Property Taxes	32,440,323	35,630,330	38,895,453	41,081,179	43,066,313
Other Taxes	835,453	860,702	886,716	913,518	941,131
Grants in Lieu of Taxes	231,750	231,761	231,772	231,787	231,795
<b>Fees and Charges</b>					
Sales of Service	4,904,967	5,031,949	5,177,557	5,345,730	5,502,267
Sales of Service/Utilities	7,613,843	7,871,234	8,272,581	8,624,247	8,750,340
Service to other Government	72,100	72,100	74,263	76,491	78,786
User Fees/Fines	622,135	636,171	650,588	665,396	680,608
<b>Rentals</b>	180,993	186,422	192,015	197,776	203,709
Interest/Penalties/Miscellaneous	1,263,372	1,275,063	1,291,888	1,309,232	1,327,110
Grants/Other Governments	1,125,000	1,156,650	1,189,250	1,222,828	1,257,412
Other Contributions	139,900	89,900	89,900	89,900	89,900
	<b>49,429,836</b>	<b>53,042,282</b>	<b>56,951,983</b>	<b>59,758,084</b>	<b>62,129,371</b>
<b>Expenses</b>					
Debt Interest	647,335	647,335	647,335	647,335	647,335
Capital Expenses	7,010,089	9,033,411	7,295,181	5,783,074	5,556,133
<b>Other Municipal Purposes</b>					
General Municipal	5,811,126	6,076,220	6,209,808	6,320,465	6,521,001
Police Services	9,582,621	10,008,072	10,327,465	10,678,813	10,991,970
Fire Services	4,827,053	4,986,543	5,112,752	5,242,415	5,375,643
Other Protective Services	449,040	458,622	470,896	513,538	496,556
Transportation Services	6,497,624	6,661,009	6,848,261	7,040,583	7,240,224
Environmental Health and Development	3,303,434	3,672,107	3,638,305	3,680,860	3,802,633
Parks and Recreation	7,049,166	7,346,121	7,559,122	7,779,337	8,004,679
Cultural	1,873,847	2,094,699	2,167,288	2,244,589	2,325,290
Water	2,146,469	2,215,509	2,279,676	2,345,644	2,413,645
Sewer	1,849,760	1,908,458	1,964,827	2,022,768	2,082,493
Contingency	275,000	300,000	300,000	300,000	300,000
	<b>51,322,564</b>	<b>55,408,106</b>	<b>54,820,916</b>	<b>54,599,421</b>	<b>55,757,602</b>
<b>Revenue Over (Under) Expenses Before Other</b>	<b>(1,892,728)</b>	<b>(2,365,824)</b>	<b>2,131,067</b>	<b>5,158,663</b>	<b>6,371,769</b>
<b>Other</b>					
Debt Proceeds	-	-	-	-	-
Debt Principal	(363,788)	(363,788)	(363,788)	(363,788)	(363,788)
Transfer from Equipment Replacement Reserve	520,914	2,949,311	1,206,674	520,192	607,551
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	1,733,602	(221,699)	(2,975,953)	(5,317,067)	(6,617,532)
	<b>1,892,728</b>	<b>2,365,824</b>	<b>(2,131,067)</b>	<b>(5,158,663)</b>	<b>(6,371,769)</b>
<b>Balanced Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## SCHEDULE B TO BYLAW NO. 5097 REVENUE POLICY DISCLOSURE

### Objectives and Policies

The City of Port Alberni's 2023 – 2027 Corporate Strategic Plan [Strategic Plan] provides municipal objectives and policy direction. The "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" [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 68% in the Financial Plan.

The Financial Plan proposes an 16.86% increase in property taxes collected for 2024, with increases in subsequent years decreasing from 9.83% to 4.83%. Property tax increases over the previous five years were lower than those projected for the next five years. 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.

**2024-2028 Annual Tax Rates**

2024	2025	2026	2027	2028
16.86%	9.83%	9.16%	5.62%	4.83%

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

**Fees and Charges** – In 2024, approximately 25% 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.

**Other Sources** – Other revenue sources are rentals of City-owned property, interest/penalties, payments in lieu of taxes and grants from senior governments. In 2024, approximately 2% 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 3% to 5% 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 16.86% for this class [share to be confirmed by Council]. Between 2005 and 2023 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 2023.

**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 2023.

**Class 6 – Business** In committing to successful implementation of Council's *Strategic Plan* business rates will be reviewed to allocate the increase of 16.86%. Business property tax rates had a taxation share of 17.60% in 2023.

**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 2024 to allocate the tax increase of 16.86%.

#### **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. Council approved the "Permissive Tax Exemption Bylaw No. 5090, 2023" in effect for the years 2024 to 2027.

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 2023, 56 organizations were approved, with a total annual property tax exemption value of approximately \$313,111.39.



### **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 2023, one application was received and approved. This approved application experienced the first tax exemption in 2024 and is in effect for a period of ten years [expires December 31, 2033].

### **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.

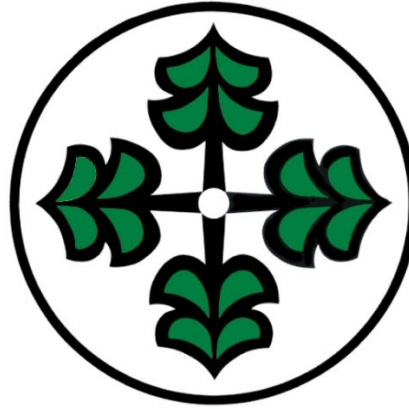
The City is expecting to receive approximately \$550,000 in 2024. Performance targets are not expected to change from 2023 to 2024. SCI and TFRS funds are allocated to general revenue to support local government service delivery.

### **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.”

2023 Funding Allocation	Funds (\$) Allocated
McLean Mill National Historic Site Operations	\$204,015
Visitor Centre Funding	103,000
Offset Economic Development	140,000
Community Investment Plan/Grants in Aid	33,200
<b>Total commitments</b>	<b>\$480,215</b>



CITY OF PORT ALBERNI

FINANCIAL PLAN

2024-2028

February 20, 2024



**CITY OF PORT ALBERNI  
CONSOLIDATED FINANCIAL PLAN 2024 - 2028**

	2024	2025	2026	2027	2028
<b>Revenue</b>					
Taxes					
Property Taxes	32,440,323	35,630,330	38,895,453	41,081,179	43,066,313
Other Taxes	835,453	860,702	886,716	913,518	941,131
Grants in Lieu of Taxes	231,750	231,761	231,772	231,787	231,795
Fees and Charges					
Sales of Service	4,904,967	5,031,949	5,177,557	5,345,730	5,502,267
Sales of Service/Utilities	7,613,843	7,871,234	8,272,581	8,624,247	8,750,340
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Other Contributions	139,900	89,900	89,900	89,900	89,900
	<u>49,429,836</u>	<u>53,042,282</u>	<u>56,951,983</u>	<u>59,758,084</u>	<u>62,129,371</u>
<b>Expenses</b>					
Debt Interest	647,335	647,335	647,335	647,335	647,335
Capital Expenses	7,010,089	9,033,411	7,295,181	5,783,074	5,556,133
Other Municipal Purposes					
General Municipal	5,811,126	6,076,220	6,209,808	6,320,465	6,521,001
Police Services	9,582,621	10,008,072	10,327,465	10,678,813	10,991,970
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Water	2,146,469	2,215,509	2,279,676	2,345,644	2,413,645
Sewer	1,849,760	1,908,458	1,964,827	2,022,768	2,082,493
Contingency	275,000	300,000	300,000	300,000	300,000
	<u>51,322,564</u>	<u>55,408,106</u>	<u>54,820,916</u>	<u>54,599,421</u>	<u>55,757,602</u>
<b>Revenue Over (Under) Expenses Before Other</b>	<u>(1,892,728)</u>	<u>(2,365,824)</u>	<u>2,131,067</u>	<u>5,158,663</u>	<u>6,371,769</u>
<b>Other</b>					
Debt Proceeds	-	-	-	-	-
Debt Principal	(363,788)	(363,788)	(363,788)	(363,788)	(363,788)
Transfer from Equipment Replacement Reserve	520,914	2,949,311	1,206,674	520,192	607,551
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	1,733,602	(221,699)	(2,975,953)	(5,317,067)	(6,617,532)
	<u>1,892,728</u>	<u>2,365,824</u>	<u>(2,131,067)</u>	<u>(5,158,663)</u>	<u>(6,371,769)</u>
<b>Balanced Budget</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



**CITY OF PORT ALBERNI  
GENERAL FUND - REVENUE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase \$	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
<b>REAL PROPERTY TAXES</b>												
11111 General Purposes - Taxes	27,547,134	32,228,652	4,681,518	16.99%	35,418,659	9.90%	38,683,782	9.22%	40,869,508	5.65%	42,854,642	4.86%
11112 Debt Purposes - Taxes	211,671	211,671	-	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%
<i>TAX LEVY</i>	27,758,805	32,440,323	4,681,518	16.86%	35,630,330	9.83%	38,895,453	9.16%	41,081,179	5.62%	43,066,313	4.83%
11211 Special Area Levy	18,000	18,540	540	3.00%	19,282	4.00%	20,053	4.00%	20,855	4.00%	21,689	4.00%
<i>SPECIAL ASSESSMENTS</i>	18,000	18,540	540	3.00%	19,282	4.00%	20,053	4.00%	20,855	4.00%	21,689	4.00%
11910 Utility Tax 1%	786,028	816,913	30,885	3.93%	841,420	3.00%	866,663	3.00%	892,663	3.00%	919,442	3.00%
<i>TAXES</i>	28,562,833	33,275,776	4,712,943	16.50%	36,491,032	9.66%	39,782,169	9.02%	41,994,697	5.56%	44,007,444	4.79%
<b>FEDERAL GOVERNMENT</b>												
12110 Federal Building Grant	520	550	30	5.77%	561	2.00%	572	1.96%	587	2.62%	595	1.36%
12210 CBC Grant	3,500	6,000	2,500	71.43%	6,000	0.00%	6,000	0.00%	6,000	0.00%	6,000	0.00%
<b>PROVINCIAL GOVERNMENT</b>												
12310 Provincial Government Grant	54,000	54,000	-	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%
12410 BC Hydro	106,000	106,000	-	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%
12411 Public Housing Grant (in lieu of taxes)	65,000	65,000	-	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%
<b>OTHER ENTITIES</b>												
12910 University of Victoria	225	200	(25)	-11.11%	200	0.00%	200	0.00%	200	0.00%	200	0.00%
<i>GRANTS IN LIEU OF TAXES</i>	229,245	231,750	2,505	1.09%	231,761	0.00%	231,772	0.00%	231,787	0.01%	231,795	0.00%
<b>SERVICES PROVIDED TO GOVERNMENT</b>												
13121 PRISONER EXPENSE RECOVERY	50,000	70,000	20,000	40.00%	72,100	3.00%	74,263	3.00%	76,491	3.00%	78,786	3.00%
<b>SALES OF SERVICES</b>												
14120 ADMINISTRATION SERVICE CHARGE	25,500	25,500	-	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%
14221 Law Enforcement Service Charge	191,500	192,500	1,000	0.52%	198,275	3.00%	204,223	3.00%	210,350	3.00%	216,660	3.00%
14241 Fire Department Service Charge	198,490	279,333	80,843	40.73%	296,449	6.13%	296,484	0.01%	313,979	5.90%	314,540	0.18%
<i>PROTECTIVE SERVICES</i>	389,990	471,833	81,843	20.99%	494,724	4.85%	500,707	1.21%	524,329	4.72%	531,200	1.31%
14310 Public Works Service Charge	77,800	77,800	-	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%
14400 Public Transit Revenue	288,349	301,845	13,496	4.68%	310,900	3.00%	320,227	3.00%	329,834	3.00%	339,729	3.00%
<i>TRANSPORTATION SERVICES</i>	366,149	379,645	13,496	3.69%	388,700	2.39%	398,027	2.40%	407,634	2.41%	417,529	2.43%
14433 Commercial Solid Waste Collection	-	15,000	15,000		15,450	3.00%	15,914	3.00%	16,391	3.00%	16,883	3.00%
14434 Residential Solid Waste Collection	1,409,780	1,519,211	109,431	7.76%	1,561,387	2.78%	1,623,843	4.00%	1,688,797	4.00%	1,756,349	4.00%
14434 Recycle BC Collection Incentive	293,183	296,115	2,932	1.00%	299,076	1.00%	311,039	4.00%	323,480	4.00%	336,419	4.00%
<i>CURBSIDE WASTE COLLECTION</i>	1,702,963	1,830,326	127,363	7.48%	1,875,913	2.49%	1,950,796	3.99%	2,028,668	3.99%	2,109,651	3.99%
14516 PUBLIC HEALTH-CEMETERIES	86,000	58,700	(27,300)	-31.74%	60,461	3.00%	62,275	3.00%	64,143	3.00%	66,067	3.00%
14550 PLANNING ADMINISTRATION	66,712	45,000	(21,712)	-32.55%	45,000	0.00%	45,000	0.00%	45,000	0.00%	45,000	0.00%
14560 ECONOMIC DEVELOPMENT	8,500	65,000	56,500	664.71%	10,000	-84.62%	10,000	0.00%	10,000	0.00%	10,000	0.00%
14600 Marine Commercial Building	63,000	90,000	27,000	42.86%	92,700	3.00%	95,481	3.00%	98,345	3.00%	101,296	3.00%
14601 Port Building	27,560	50,000	22,440	81.42%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
14602 Market Square	30,600	25,000	(5,600)	-18.30%	25,750	3.00%	26,523	3.00%	27,318	3.00%	28,138	3.00%
14690 A. H. Q. Miscellaneous Revenue	500	250	(250)	-50.00%	250	0.00%	250	0.00%	250	0.00%	250	0.00%



**CITY OF PORT ALBERNI  
GENERAL FUND - REVENUE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase \$	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
ALBERNI HARBOUR QUAY	121,660	165,250	43,590	35.83%	170,200	3.00%	175,299	3.00%	180,549	2.99%	185,959	3.00%
<b>RECREATION SERVICES</b>												
<b>RECREATION FACILITIES</b>												
14710 Gyro Youth Centre	6,000	6,500	500	8.33%	6,695	3.00%	6,896	3.00%	7,103	3.00%	7,316	3.00%
14712 Echo '67 Centre	200,520	206,786	6,266	3.12%	212,989	3.00%	219,379	3.00%	225,960	3.00%	232,739	3.00%
14714 Glenwood Centre	27,950	39,050	11,100	39.71%	40,222	3.00%	41,428	3.00%	42,671	3.00%	43,951	3.00%
14716 Echo Aquatic Centre	39,000	32,000	(7,000)	-17.95%	32,960	3.00%	33,949	3.00%	34,967	3.00%	36,016	3.00%
14718 AV Multiplex	499,000	647,000	148,000	29.66%	726,410	12.27%	746,402	2.75%	766,994	2.76%	788,204	2.77%
14720 Stadium & Athletic Fields	18,000	19,500	1,500	8.33%	20,085	3.00%	20,688	3.00%	21,308	3.00%	21,947	3.00%
<b>RECREATION PROGRAMS</b>												
<b>SPORT PROGRAMS</b>												
14730 Glenwood Centre	1,500	1,500	-	0.00%	1,530	2.00%	1,561	2.03%	1,592	1.99%	1,624	2.01%
14732 Echo Aquatic Centre	182,000	203,500	21,500	11.81%	209,605	3.00%	215,893	3.00%	222,370	3.00%	229,041	3.00%
14734 AV Multiplex	38,500	34,100	(4,400)	-11.43%	35,123	3.00%	36,177	3.00%	37,262	3.00%	38,380	3.00%
<b>LEISURE PROGRAMS</b>												
14738 Children's Programs	229,500	275,000	45,500	19.83%	283,250	3.00%	291,748	3.00%	300,500	3.00%	309,515	3.00%
14740 Youth Programs & Services	10,000	10,180	180	1.80%	10,485	3.00%	10,800	3.00%	11,124	3.00%	11,458	3.00%
14742 Adult Programs	68,400	85,000	16,600	24.27%	87,550	3.00%	90,176	3.00%	92,882	3.00%	95,668	3.00%
14750 Special Events	1,000	1,000	-	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
			20.2%									
<b>COMMUNITY SERVICES</b>												
14760 Community Services Misc. Revenue	5,500	19,350	13,850	251.82%	10,300	-46.77%	10,609	3.00%	10,927	3.00%	11,255	3.00%
14770 Contributions & Grants	140,447	140,447	-	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%
<b>RECREATION SERVICES</b>	1,467,317	1,720,913	253,596	17.28%	1,818,651	5.68%	1,867,153	2.67%	1,917,107	2.68%	1,968,561	2.68%
<b>CULTURAL SERVICES</b>												
<b>MUSEUM SERVICES</b>												
14810 Museum-Sales & Service	35,800	39,400	3,600	10.06%	39,400	0.00%	39,400	0.00%	39,400	0.00%	39,400	0.00%
14820 Museum-Federal Grants	3,400	3,400	-	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%
14830 Museum-Provincial Grants	68,000	100,000	32,000	47.06%	100,000	0.00%	100,000	0.00%	100,000	0.00%	100,000	0.00%
<b>CULTURAL SERVICES</b>	107,200	142,800	35,600	33.21%	142,800	0.00%	142,800	0.00%	142,800	0.00%	142,800	0.00%
<b>SALES OF SERVICES</b>	4,341,991	4,904,967	562,976	12.97%	5,031,949	2.59%	5,177,557	2.89%	5,345,730	3.25%	5,502,267	2.93%
<b>OTHER REVENUE OWN SOURCES</b>												
15110 Business License Fees	170,000	190,000	20,000	11.76%	191,900	1.00%	193,819	1.00%	195,757	1.00%	197,715	1.00%
15160 Dog License Fees	13,500	13,635	135	1.00%	13,771	1.00%	13,909	1.00%	14,048	1.00%	14,189	1.00%
15170 Building & Plumbing Permit Fees	400,000	400,000	-	0.00%	412,000	3.00%	424,360	3.00%	437,091	3.00%	450,204	3.00%
15181 Other Const/Demolition Permit Fees	500	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	-	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
<b>LICENCES &amp; PERMITS</b>	585,000	605,135	20,135	3.44%	619,171	2.32%	633,588	2.33%	648,396	2.34%	663,608	2.35%
15210 FINES & PARKING TICKETS	17,000	17,000	-	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%
15320 RENTALS	186,090	180,993	(5,097)	-2.74%	186,422	3.00%	192,015	3.00%	197,776	3.00%	203,709	3.00%
15510 Interest On Investments	300,000	400,000	100,000	33.33%	400,000	0.00%	400,000	0.00%	400,000	0.00%	400,000	0.00%
15590 Other Interest	146,000	306,000	160,000	109.59%	306,000	0.00%	306,000	0.00%	306,000	0.00%	306,000	0.00%
<b>RETURN ON INVESTMENTS</b>	446,000	706,000	260,000	58.30%	706,000	0.00%	706,000	0.00%	706,000	0.00%	706,000	0.00%



**CITY OF PORT ALBERNI  
GENERAL FUND - REVENUE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase \$	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
15611 Current Tax Penalties	190,000	210,000	20,000	10.53%	216,300	3.00%	222,789	3.00%	229,473	3.00%	236,357	3.00%
15621 Arrears & Delinquent Tax Interest	53,600	53,600	-	0.00%	55,208	3.00%	56,864	3.00%	58,570	3.00%	60,327	3.00%
15625 Residential Garbage Penalties	20,000	20,000	-	0.00%	20,000	0.00%	20,000	0.00%	20,000	0.00%	20,000	0.00%
<b>PENALTIES &amp; INTEREST</b>	<b>263,600</b>	<b>283,600</b>	<b>20,000</b>	<b>7.59%</b>	<b>291,508</b>	<b>2.79%</b>	<b>299,653</b>	<b>2.79%</b>	<b>308,043</b>	<b>2.80%</b>	<b>316,684</b>	<b>2.81%</b>
15930 Miscellaneous Revenue	230,500	239,782	9,282	4.03%	242,205	1.01%	249,471	3.00%	256,955	3.00%	264,663	3.00%
15940 Miscellaneous Revenue-IT Services	33,000	33,990	990	3.00%	35,350	4.00%	36,764	4.00%	38,234	4.00%	39,763	4.00%
<b>MISCELLANEOUS REVENUE</b>	<b>263,500</b>	<b>273,772</b>	<b>10,272</b>	<b>3.90%</b>	<b>277,555</b>	<b>1.38%</b>	<b>286,235</b>	<b>3.13%</b>	<b>295,189</b>	<b>3.13%</b>	<b>304,426</b>	<b>3.13%</b>
<b>OTHER REVENUE OWN SOURCES</b>	<b>1,761,190</b>	<b>2,066,500</b>	<b>305,310</b>	<b>17.34%</b>	<b>2,097,656</b>	<b>1.51%</b>	<b>2,134,491</b>	<b>1.76%</b>	<b>2,172,404</b>	<b>1.78%</b>	<b>2,211,427</b>	<b>1.80%</b>
<b>UNCONDITIONAL TRANSFERS OTHER GOV'T</b>												
<b>PROVINCIAL GOVERNMENT</b>												
16212 Small Community Protection Grant	255,000	210,000	(45,000)	-17.65%	216,300	3.00%	222,789	3.00%	229,473	3.00%	236,357	3.00%
16214 Revenue Sharing - Traffic Fines	345,000	345,000	-	0.00%	355,350	3.00%	366,011	3.00%	376,991	3.00%	388,301	3.00%
16215 Community Gaming Revenue	520,000	500,000	(20,000)	-3.85%	515,000	3.00%	530,450	3.00%	546,364	3.00%	562,754	3.00%
<b>UNCOND TFRS OTHER GOV'T</b>	<b>1,120,000</b>	<b>1,055,000</b>	<b>(65,000)</b>	<b>-5.80%</b>	<b>1,086,650</b>	<b>3.00%</b>	<b>1,119,250</b>	<b>3.00%</b>	<b>1,152,828</b>	<b>3.00%</b>	<b>1,187,412</b>	<b>3.00%</b>
<b>CONDITIONAL TRANSFERS OTHER</b>												
18120 Grants/Contributions UBCM/FCM	-	-	-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
18121 Grants/Contributions Other	70,000	70,000	-	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
<b>CONDITIONAL TRANSFERS - OTHER</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>	<b>0.00%</b>	<b>70,000</b>	<b>0.00%</b>	<b>70,000</b>	<b>0.00%</b>	<b>70,000</b>	<b>0.00%</b>	<b>70,000</b>	<b>0.00%</b>
<b>OTHER TRANSFERS &amp; COLLECTIONS</b>												
19110 Cemetery Trust Fund	2,000	2,000	-	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
19114 Operating Funds From Prior Years	532,253	-	(532,253)	-100.00%	400,000	-	400,000	0.00%	400,000	0.00%	400,000	0.00%
19115 Transfer from RCMP Surplus Reserve	204,490	193,116	(11,374)	-5.56%	-	-	-	-	-	-	-	-
<b>TRANSFERS FROM OWN RESERVES</b>	<b>738,743</b>	<b>195,116</b>	<b>(543,627)</b>	<b>-73.59%</b>	<b>402,000</b>	<b>106.03%</b>	<b>402,000</b>	<b>0.00%</b>	<b>402,000</b>	<b>0.00%</b>	<b>402,000</b>	<b>0.00%</b>
<b>COLLECTIONS FOR OTHER GOV'T</b>												
19811 Non-Residential School Tax	1,783,987	1,875,000	91,013	5.10%	1,931,250	3.00%	1,989,188	3.00%	2,048,863	3.00%	2,110,329	3.00%
19812 Residential School Tax	4,467,708	5,200,000	732,292	16.39%	5,356,000	3.00%	5,516,680	3.00%	5,682,180	3.00%	5,852,646	3.00%
<b>COLLECTIONS FOR OTHER GOV'T</b>	<b>6,251,695</b>	<b>7,075,000</b>	<b>823,305</b>	<b>13.17%</b>	<b>7,287,250</b>	<b>3.00%</b>	<b>7,505,868</b>	<b>3.00%</b>	<b>7,731,043</b>	<b>3.00%</b>	<b>7,962,975</b>	<b>3.00%</b>
<b>REGIONAL GOVERNMENT</b>												
19820 Alberni-Clayoquot Regional Hosp Dist.	682,652	685,000	2,348	0.34%	685,000	0.00%	685,000	0.00%	685,000	0.00%	685,000	0.00%
19821 Alberni-Clayoquot Regional District	1,770,580	2,033,571	262,991	14.85%	2,094,578	3.00%	2,157,415	3.00%	2,222,138	3.00%	2,288,802	3.00%
<b>REGIONAL GOVERNMENT</b>	<b>2,453,232</b>	<b>2,718,571</b>	<b>265,339</b>	<b>10.82%</b>	<b>2,779,578</b>	<b>2.24%</b>	<b>2,842,415</b>	<b>2.26%</b>	<b>2,907,138</b>	<b>2.28%</b>	<b>2,973,802</b>	<b>2.29%</b>
<b>JOINT BOARDS AND COMMISSIONS</b>												
19830 Municipal Finance Authority	700	1,200	500	71.43%	1,236	3.00%	1,273	2.99%	1,311	2.99%	1,351	3.05%
19831 BC Assessment	190,000	220,000	30,000	15.79%	226,600	3.00%	233,398	3.00%	240,400	3.00%	247,612	3.00%
<b>JOINT BOARDS AND COMMISSIONS</b>	<b>190,700</b>	<b>221,200</b>	<b>30,500</b>	<b>15.99%</b>	<b>227,836</b>	<b>3.00%</b>	<b>234,671</b>	<b>3.00%</b>	<b>241,711</b>	<b>3.00%</b>	<b>248,963</b>	<b>3.00%</b>
<b>OTHER TRANSFERS, COLLECTIONS</b>	<b>8,895,627</b>	<b>10,014,771</b>	<b>1,119,144</b>	<b>12.58%</b>	<b>10,294,664</b>	<b>2.79%</b>	<b>10,582,954</b>	<b>2.80%</b>	<b>10,879,892</b>	<b>2.81%</b>	<b>11,185,740</b>	<b>2.81%</b>
<b>GENERAL FUND REVENUE</b>	<b>45,769,629</b>	<b>51,883,880</b>	<b>6,114,251</b>	<b>13.36%</b>	<b>55,777,812</b>	<b>7.51%</b>	<b>59,574,456</b>	<b>6.81%</b>	<b>62,325,829</b>	<b>4.62%</b>	<b>64,876,871</b>	<b>4.09%</b>





**CITY OF PORT ALBERNI  
GENERAL FUND - EXPENSE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
<b>GENERAL GOVERNMENT SERVICE</b>											
<b>LEGISLATIVE</b>											
21110 Mayor	72,070	74,724	3.68%	78,265	4.74%	81,983	4.75%	85,887	4.76%	89,985	4.77%
21130 Council	193,052	201,961	4.61%	211,280	4.61%	221,046	4.62%	231,280	4.63%	242,003	4.64%
21190 Receptions and Other Services	34,260	46,880	36.84%	45,592	-2.75%	57,105	25.25%	51,670	-9.52%	50,290	-2.67%
<i>LEGISLATIVE</i>	299,382	323,565	8.08%	335,137	3.58%	360,134	7.46%	368,837	2.42%	382,278	3.64%
<b>GENERAL ADMINISTRATION</b>											
<b>ADMINISTRATIVE</b>											
21211 Chief Administrative Officer	235,020	338,984	44.24%	378,172	11.56%	391,401	3.50%	402,879	2.93%	414,706	2.94%
21212 Corporate Services	678,929	812,438	19.66%	782,694	-3.66%	753,475	-3.73%	774,475	2.79%	796,537	2.85%
21215 Legal Services	25,000	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21216 Bylaw Enforcement	449,373	474,853	5.67%	489,418	3.07%	500,407	2.25%	513,235	2.56%	526,394	2.56%
22140 Parking Enforcement	-	-	-	25,000	-	25,000	0.00%	25,000	0.00%	25,000	0.00%
21217 Bylaw Enforcement Vehicles	20,769	21,362	2.86%	21,973	2.86%	22,602	2.86%	23,250	2.87%	23,914	2.86%
21218 Public Safety Building	48,000	59,727	24.43%	60,522	1.33%	62,080	2.57%	63,673	2.57%	65,312	2.57%
<b>FINANCIAL MANAGEMENT</b>											
21221 Financial Management Administration	999,412	1,034,184	3.48%	1,103,581	6.71%	1,133,965	2.75%	1,165,261	2.76%	1,197,445	2.76%
21225 External Audit	32,000	32,960	3.00%	33,949	3.00%	34,967	3.00%	36,016	3.00%	37,097	3.00%
21226 Purchasing Administration	147,350	134,015	-9.05%	138,093	3.04%	141,274	2.30%	144,550	2.32%	147,925	2.33%
21229 Other Financial Management	66,812	79,290	18.68%	60,791	-23.33%	62,348	2.56%	63,975	2.61%	65,677	2.66%
<b>COMMON SERVICES</b>											
21222 Administration Vehicle	12,271	12,639	3.00%	13,018	3.00%	13,409	3.00%	13,811	3.00%	14,225	3.00%
21252 City Hall	119,776	140,832	17.58%	145,465	3.29%	149,587	2.83%	153,826	2.83%	158,172	2.83%
21253 Other City Buildings	2,100	2,185	4.05%	2,270	3.89%	2,334	2.82%	2,406	3.08%	2,481	3.12%
21259 Other Common Services	503,140	671,462	33.45%	719,456	7.15%	734,308	2.06%	749,590	2.08%	765,315	2.10%
21260 Carbon Offsets	45,000	51,500	14.44%	53,045	3.00%	54,636	3.00%	56,275	3.00%	57,964	3.00%
<b>INFORMATION SERVICES</b>											
21261 Information Services	854,216	968,488	13.38%	1,012,369	4.53%	1,055,504	4.26%	1,100,571	4.27%	1,147,564	4.27%
<b>OTHER ADMINISTRATIVE SERVICES</b>											
21282 Appraisals	-	-	-	27,500	-	-	-	-	-	-	-
21283 Personnel (Human Resources)	385,823	435,976	13.00%	452,181	3.72%	421,448	-6.80%	430,986	2.26%	455,776	5.75%
21285 Employee Wellness (EFAP)	16,599	17,812	7.31%	18,477	3.73%	19,146	3.62%	19,841	3.63%	20,561	3.63%
<b>RECOVERIES</b>											
21290 Administration Services Recovered	(503,000)	(530,000)	5.37%	(545,900)	3.00%	(562,277)	3.00%	(579,145)	3.00%	(596,520)	3.00%
<i>GENERAL ADMINISTRATION</i>	4,138,590	4,783,707	15.59%	5,017,074	4.88%	5,040,614	0.47%	5,185,475	2.87%	5,350,545	3.18%
21911 Election Expense	-	-	-	-	-	64,290	-	-	-	-	-
21920 Training and Development	150,427	191,212	27.11%	196,948	3.00%	202,857	3.00%	208,943	3.00%	215,211	3.00%
21925 Council Travel and Development	71,100	76,000	6.89%	78,280	3.00%	80,628	3.00%	83,047	3.00%	85,539	3.00%
21930 Insurance	392,878	404,642	2.99%	416,781	3.00%	429,285	3.00%	442,163	3.00%	455,428	3.00%
21931 Damage Claims	21,000	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	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%	11,000	0.00%
<i>OTHER GENERAL GOV'T SERVICES</i>	646,405	703,854	8.89%	724,009	2.86%	809,060	11.75%	766,153	-5.30%	788,178	2.87%
<b>GENERAL GOVERNMENT SERVICE</b>	<b>5,084,377</b>	<b>5,811,126</b>	<b>14.29%</b>	<b>6,076,220</b>	<b>4.56%</b>	<b>6,209,808</b>	<b>2.20%</b>	<b>6,320,465</b>	<b>1.78%</b>	<b>6,521,001</b>	<b>3.17%</b>



**CITY OF PORT ALBERNI  
GENERAL FUND - EXPENSE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
<b>PROTECTIVE SERVICES</b>											
22121 Police Services Contract	6,730,009	7,287,407	8.28%	7,622,452	4.60%	7,875,460	3.32%	8,141,534	3.38%	8,401,662	3.20%
22122 Police Services Administration	1,184,096	1,331,508	12.45%	1,379,480	3.60%	1,417,654	2.77%	1,456,947	2.77%	1,497,427	2.78%
22123 Police Services Consulting	33,000	36,000	9.09%	38,750	7.64%	38,750	0.00%	41,000	5.81%	41,000	0.00%
22130 Community Policing	154,490	159,292	3.11%	163,285	2.51%	168,703	3.32%	172,995	2.54%	177,499	2.60%
22160 Police Building Maintenance	195,886	196,663	0.40%	211,151	7.37%	217,406	2.96%	239,811	10.31%	230,311	-3.96%
22180 Detention & Custody of Prisoners	525,933	571,751	8.71%	592,954	3.71%	609,492	2.79%	626,526	2.79%	644,071	2.80%
<b>POLICE PROTECTION</b>	<b>8,823,414</b>	<b>9,582,621</b>	<b>8.60%</b>	<b>10,008,072</b>	<b>4.44%</b>	<b>10,327,465</b>	<b>3.19%</b>	<b>10,678,813</b>	<b>3.40%</b>	<b>10,991,970</b>	<b>2.93%</b>
22411 Fire Protection Administration	399,819	415,283	3.87%	427,502	2.94%	439,562	2.82%	451,984	2.83%	464,778	2.83%
22421 Fire Crew	3,397,501	3,488,594	2.68%	3,571,786	2.38%	3,657,126	2.39%	3,744,705	2.39%	3,834,583	2.40%
22422 Personnel Expense	52,597	58,127	10.51%	59,973	3.18%	61,773	3.00%	63,626	3.00%	65,535	3.00%
22431 Communication System	8,560	8,901	3.98%	9,257	4.00%	9,535	3.00%	9,821	3.00%	10,115	2.99%
22440 Fire Investigation	2,000	2,080	4.00%	2,163	3.99%	2,228	3.01%	2,295	3.01%	2,364	3.01%
22441 Fire Prevention	172,095	183,927	6.88%	188,301	2.38%	192,733	2.35%	197,276	2.36%	201,934	2.36%
22471 Fire Building Maintenance	90,182	93,915	4.14%	97,612	3.94%	100,494	2.95%	103,448	2.94%	106,491	2.94%
22480 Vehicle Repair & Maintenance	203,066	494,043	143.29%	544,234	10.16%	560,500	2.99%	577,254	2.99%	594,510	2.99%
22481 Sundry Equipment Repair & Mtce	27,269	28,359	4.00%	29,493	4.00%	30,378	3.00%	31,290	3.00%	32,228	3.00%
22482 Fire Fighting Tools/Supplies Purchases	41,209	53,824	30.61%	56,222	4.46%	58,423	3.91%	60,716	3.92%	63,105	3.93%
<b>FIRE PROTECTION</b>	<b>4,394,298</b>	<b>4,827,053</b>	<b>9.85%</b>	<b>4,986,543</b>	<b>3.30%</b>	<b>5,112,752</b>	<b>2.53%</b>	<b>5,242,415</b>	<b>2.54%</b>	<b>5,375,643</b>	<b>2.54%</b>
22510 Emergency Program (Tsunami Warning)	585	6,401	994.19%	2,027	-68.33%	2,088	3.01%	2,151	3.02%	2,215	2.98%
22921 Building & Plumbing Inspection	308,321	278,481	-9.68%	287,557	3.26%	294,744	2.50%	332,146	12.69%	309,770	-6.74%
22926 Building Inspector Vehicle	10,892	10,395	-4.56%	10,707	3.00%	11,028	3.00%	11,359	3.00%	11,699	2.99%
22931 Animal Control Services Contract	149,328	153,763	2.97%	158,331	2.97%	163,036	2.97%	167,882	2.97%	172,872	2.97%
<b>OTHER PROTECTION</b>	<b>468,541</b>	<b>442,639</b>	<b>-5.53%</b>	<b>456,595</b>	<b>3.15%</b>	<b>468,808</b>	<b>2.67%</b>	<b>511,387</b>	<b>9.08%</b>	<b>494,341</b>	<b>-3.33%</b>
<b>PROTECTIVE SERVICES</b>	<b>13,686,838</b>	<b>14,858,714</b>	<b>8.56%</b>	<b>15,453,237</b>	<b>4.00%</b>	<b>15,911,113</b>	<b>2.96%</b>	<b>16,434,766</b>	<b>3.29%</b>	<b>16,864,169</b>	<b>2.61%</b>
<b>TRANSPORTATION SERVICE COMMON SERVICES</b>											
23110 Engineering Administration	971,113	881,031	-9.28%	857,871	-2.63%	877,093	2.24%	896,773	2.24%	916,946	2.25%
23121 Engineering Consulting Services	50,000	50,000	0.00%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
<b>PUBLIC WORKS ADMINISTRATION</b>											
23129 Clerical & Reception-Operation	132,007	172,045	30.33%	178,098	3.52%	183,157	2.84%	188,368	2.85%	193,735	2.85%
23130 Supervision Operations	455,616	390,448	-14.30%	401,154	2.74%	412,181	2.75%	423,539	2.76%	435,238	2.76%
23134 Small Tools/Equipment/Supplies	43,212	55,303	27.98%	56,981	3.03%	58,681	2.98%	60,429	2.98%	62,230	2.98%
23136 Works Yard Maintenance	122,607	125,481	2.34%	132,845	5.87%	137,158	3.25%	141,582	3.23%	147,910	4.47%
23137 Main Building Maintenance	148,894	178,159	19.65%	183,985	3.27%	189,240	2.86%	194,648	2.86%	200,203	2.85%
23138 Shop Overhead	102,897	101,771	-1.09%	105,139	3.31%	108,119	2.83%	111,171	2.82%	114,315	2.83%
23160 General Equipment Maintenance	731,816	759,351	3.76%	783,654	3.20%	806,440	2.91%	829,777	2.89%	853,813	2.90%
23161 Vehicle Maintenance & Replacement	33,113	34,107	3.00%	35,471	4.00%	36,890	4.00%	38,365	4.00%	39,900	4.00%
23162 Supv Vehicle Mtce & Replacement	36,471	28,000	-23.23%	28,840	3.00%	29,705	3.00%	30,596	3.00%	31,514	3.00%
<b>COMMON SERVICES</b>	<b>2,827,746</b>	<b>2,775,696</b>	<b>-1.84%</b>	<b>2,815,538</b>	<b>1.44%</b>	<b>2,891,709</b>	<b>2.71%</b>	<b>2,969,884</b>	<b>2.70%</b>	<b>3,052,079</b>	<b>2.77%</b>
<b>ROAD TRANSPORTATION ROADS AND STREETS</b>											
23205 Customer Service Requests-Streets	28,816	86,859	201.43%	89,897	3.50%	92,352	2.73%	94,881	2.74%	97,486	2.75%
23210 Small Tools/Supplies-Streets	2,286	2,354	2.97%	2,454	4.25%	2,498	1.79%	2,573	3.00%	2,650	2.99%





**CITY OF PORT ALBERNI  
GENERAL FUND - EXPENSE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
23220 Streets Inspections	42,775	45,033	5.28%	46,638	3.56%	47,894	2.69%	49,187	2.70%	50,520	2.71%
23231 Roadway Surfaces Maintenance	569,800	626,170	9.89%	646,562	3.26%	665,170	2.88%	684,335	2.88%	704,076	2.88%
23233 Road Allowance Maintenance	343,249	466,370	35.87%	482,271	3.41%	496,135	2.87%	510,398	2.87%	525,089	2.88%
23234 New Driveway Crossings	14,475	12,819	-11.44%	13,236	3.25%	13,617	2.88%	14,005	2.85%	14,405	2.86%
23236 Street Sweeping	198,933	201,522	1.30%	208,282	3.35%	214,144	2.81%	220,183	2.82%	226,402	2.82%
23237 Snow & Ice Removal	205,347	211,751	3.12%	219,785	3.79%	227,010	3.29%	234,464	3.28%	242,184	3.29%
<b>BRIDGES AND RETAINING WALLS</b>											
23241 Bridges & Engineered Structures	27,938	26,681	-4.50%	27,482	3.00%	28,306	3.00%	29,155	3.00%	30,030	3.00%
<b>STREET LIGHTING</b>											
23250 Overhead & Decorative Lighting	384,024	408,759	6.44%	421,665	3.16%	434,273	2.99%	447,259	2.99%	460,634	2.99%
23261 Signs & Traffic Marking	256,656	267,028	4.04%	275,683	3.24%	283,626	2.88%	291,804	2.88%	300,227	2.89%
23264 Traffic & Railroad Signals	24,831	25,218	1.56%	25,975	3.00%	26,754	3.00%	27,557	3.00%	28,384	3.00%
<b>PARKING</b>											
23272 Off-Street Parking	18,000	17,946	-0.30%	18,563	3.44%	19,110	2.95%	19,674	2.95%	20,256	2.96%
<b>OTHER</b>											
23291 Gravel	116,676	119,706	2.60%	123,526	3.19%	127,114	2.90%	130,809	2.91%	134,616	2.91%
<b>ROADS &amp; STREETS</b>	<b>2,233,806</b>	<b>2,518,216</b>	<b>12.73%</b>	<b>2,602,019</b>	<b>3.33%</b>	<b>2,678,003</b>	<b>2.92%</b>	<b>2,756,284</b>	<b>2.92%</b>	<b>2,836,959</b>	<b>2.93%</b>
<b>STORM DRAINAGE OPEN DRAINAGE</b>											
23311 Ditch, Creek & Dyke Maintenance	89,294	108,312	21.30%	112,149	3.54%	115,325	2.83%	118,567	2.81%	121,905	2.82%
<b>STORM SEWERS</b>											
23331 Storm Sewer Maintenance	109,757	138,304	26.01%	142,998	3.39%	146,986	2.79%	151,062	2.77%	155,261	2.78%
23333 Storm Sewer Lift Station	78,720	52,657	-33.11%	54,572	3.64%	56,059	2.72%	57,573	2.70%	59,133	2.71%
23335 Storm Sewer Connections	144,237	114,062	-20.92%	117,852	3.32%	121,202	2.84%	124,630	2.83%	128,162	2.83%
<b>STORM DRAINAGE</b>	<b>422,008</b>	<b>413,335</b>	<b>-2.06%</b>	<b>427,571</b>	<b>3.44%</b>	<b>439,572</b>	<b>2.81%</b>	<b>451,832</b>	<b>2.79%</b>	<b>464,461</b>	<b>2.80%</b>
<b>OTHER COMMON SERVICES</b>											
23881 Training Program	69,458	125,634	80.88%	129,786	3.30%	133,488	2.85%	137,287	2.85%	141,199	2.85%
23882 Safety	22,010	41,642	89.20%	42,891	3.00%	44,178	3.00%	45,503	3.00%	46,868	3.00%
23884 Special Streets Work Orders	2,950	2,964	0.47%	3,053	3.00%	3,145	3.01%	3,239	2.99%	3,336	2.99%
<b>OTHER COMMON SERVICES</b>	<b>94,418</b>	<b>170,240</b>	<b>80.30%</b>	<b>175,730</b>	<b>3.22%</b>	<b>180,811</b>	<b>2.89%</b>	<b>186,029</b>	<b>2.89%</b>	<b>191,403</b>	<b>2.89%</b>
<b>OTHER</b>											
23510 PUBLIC TRANSIT	1,077,555	1,119,137	3.86%	1,155,151	3.22%	1,189,806	3.00%	1,225,500	3.00%	1,262,265	3.00%
<b>RECOVERIES</b>											
23951 General Overhead Recovery	(893,000)	-	-100.00%	-	0.00%	-	0.00%	-	0.00%	-	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%
23953 Shop Overhead Recovery	(107,800)	-	-100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
23958 Equipment Charges Recovery	(587,800)	(400,000)	-31.95%	(416,000)	4.00%	(432,640)	4.00%	(449,946)	4.00%	(467,943)	4.00%
23959 Gravel Cost Recovery	(112,000)	(75,000)	-33.04%	(75,000)	0.00%	(75,000)	0.00%	(75,000)	0.00%	(75,000)	0.00%
<b>RECOVERIES</b>	<b>(1,724,600)</b>	<b>(499,000)</b>	<b>-71.07%</b>	<b>(515,000)</b>	<b>3.21%</b>	<b>(531,640)</b>	<b>3.23%</b>	<b>(548,946)</b>	<b>3.26%</b>	<b>(566,943)</b>	<b>3.28%</b>
<b>TRANSPORTATION SERVICE</b>	<b>4,930,933</b>	<b>6,497,624</b>	<b>31.77%</b>	<b>6,661,009</b>	<b>2.51%</b>	<b>6,848,261</b>	<b>2.81%</b>	<b>7,040,583</b>	<b>2.81%</b>	<b>7,240,224</b>	<b>2.84%</b>
<b>ENVIRONMENTAL HEALTH SERVICES SOLID WASTE COLLECTION</b>											



**CITY OF PORT ALBERNI  
GENERAL FUND - EXPENSE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
24320 Residential Waste Collection	762,527	880,573	15.48%	1,007,822	14.45%	990,507	-1.72%	1,019,022	2.88%	1,048,392	2.88%
24322 Solid Waste Containers Purchase & Mtce	15,500	51,088	229.60%	52,701	3.16%	65,331	23.97%	67,254	2.94%	69,235	2.95%
24323 Solid Waste Disposal Fees	525,000	550,000	4.76%	566,500	3.00%	583,485	3.00%	601,000	3.00%	619,030	3.00%
24324 City Facility Solid Waste Collection	12,240	6,203	-49.32%	6,423	3.55%	6,597	2.71%	6,778	2.74%	6,963	2.73%
<b>ENVIRONMENTAL HEALTH</b>	<b>1,315,267</b>	<b>1,487,864</b>	<b>13.12%</b>	<b>1,633,446</b>	<b>9.78%</b>	<b>1,645,920</b>	<b>0.76%</b>	<b>1,694,054</b>	<b>2.92%</b>	<b>1,743,620</b>	<b>2.93%</b>
<b>PUBLIC HEALTH</b>											
25161 Cemetery Maintenance	14,855	14,510	-2.32%	15,037	3.63%	15,488	3.00%	15,953	3.00%	16,431	3.00%
25162 Interments	74,049	47,936	-35.26%	49,692	3.66%	51,094	2.82%	52,538	2.83%	54,026	2.83%
25163 Memorial Marker Installation	19,762	23,077	16.77%	23,897	3.55%	24,553	2.75%	25,220	2.72%	25,908	2.73%
<b>CEMETERIES</b>	<b>108,666</b>	<b>85,523</b>	<b>-21.30%</b>	<b>88,626</b>	<b>3.63%</b>	<b>91,135</b>	<b>2.83%</b>	<b>93,711</b>	<b>2.83%</b>	<b>96,365</b>	<b>2.83%</b>
<b>PUBLIC HEALTH</b>	<b>108,666</b>	<b>85,523</b>	<b>-21.30%</b>	<b>88,626</b>	<b>3.63%</b>	<b>91,135</b>	<b>2.83%</b>	<b>93,711</b>	<b>2.83%</b>	<b>96,365</b>	<b>2.83%</b>
<b>DEVELOPMENT SERVICES</b>											
26129 Planning Administration	815,352	796,927	-2.26%	850,312	6.70%	980,017	15.25%	1,005,390	2.59%	1,031,535	2.60%
26132 Consulting Services - OCP	428,000	240,600	-43.79%	361,218	50.13%	166,855	-53.81%	117,510	-29.57%	145,000	23.39%
<b>RESEARCH AND PLANNING</b>	<b>1,243,352</b>	<b>1,037,527</b>	<b>-16.55%</b>	<b>1,211,530</b>	<b>16.77%</b>	<b>1,146,872</b>	<b>-5.34%</b>	<b>1,122,900</b>	<b>-2.09%</b>	<b>1,176,535</b>	<b>4.78%</b>
26234 Business Development	86,000	65,800	-23.49%	69,156	5.10%	70,539	2.00%	71,950	2.00%	73,389	2.00%
26235 Economic Development	350,179	333,906	-4.65%	367,032	9.92%	375,478	2.30%	384,134	2.31%	393,005	2.31%
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%
26238 Community Serv-Community Engagement	500	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
<b>COMMUNITY DEVELOPMENT</b>	<b>469,879</b>	<b>433,406</b>	<b>-7.76%</b>	<b>469,888</b>	<b>8.42%</b>	<b>479,717</b>	<b>2.09%</b>	<b>489,784</b>	<b>2.10%</b>	<b>500,094</b>	<b>2.11%</b>
26701 Alberni Harbour Quay Overhead	18,727	19,289	3.00%	19,868	3.00%	20,464	3.00%	21,078	3.00%	21,078	0.00%
26770 Harbour Quay - Buildings Maintenance	138,328	136,825	-1.09%	144,719	5.77%	149,127	3.05%	153,212	2.74%	157,759	2.97%
<b>ALBERNI HARBOUR QUAY</b>	<b>157,055</b>	<b>156,114</b>	<b>-0.60%</b>	<b>164,587</b>	<b>5.43%</b>	<b>169,591</b>	<b>3.04%</b>	<b>174,290</b>	<b>2.77%</b>	<b>178,837</b>	<b>2.61%</b>
<b>OTHER ENVIRONMENTAL DEVELOPMENT</b>											
26911 Chamber of Commerce Visitor Centre	100,000	103,000	3.00%	104,030	1.00%	105,070	1.00%	106,121	1.00%	107,182	1.00%
<b>OTHER</b>	<b>100,000</b>	<b>103,000</b>	<b>3.00%</b>	<b>104,030</b>	<b>1.00%</b>	<b>105,070</b>	<b>1.00%</b>	<b>106,121</b>	<b>1.00%</b>	<b>107,182</b>	<b>1.00%</b>
<b>ENVIRONMENTAL DEVELOPMENT</b>	<b>1,970,286</b>	<b>1,730,047</b>	<b>-12.19%</b>	<b>1,950,035</b>	<b>12.72%</b>	<b>1,901,250</b>	<b>-2.50%</b>	<b>1,893,095</b>	<b>-0.43%</b>	<b>1,962,648</b>	<b>3.67%</b>
<b>PARKS, RECREATION &amp; HERITAGE RECREATION FACILITIES ADMINISTRATION</b>											
27110 Parks, Recreation & Heritage Mgmt Serv	585,207	603,077	3.05%	622,313	3.19%	639,646	2.79%	657,402	2.78%	675,688	2.78%
<b>COMMUNITY CENTRES AND HALLS</b>											
27120 Gyro Youth Centre Maintenance	52,753	53,832	2.05%	58,625	8.90%	60,159	2.62%	61,730	2.61%	63,345	2.62%
27126 Glenwood Skate Shop	1,590	2,979	87.36%	3,081	3.42%	3,174	3.02%	3,269	2.99%	3,324	1.68%
27128 Glenwood Centre Maintenance	82,594	81,661	-1.13%	89,192	9.22%	91,427	2.51%	93,706	2.49%	96,045	2.50%
27129 Bob Dailey Stadium	10,233	16,880	64.96%	17,369	2.90%	17,777	2.35%	18,190	2.32%	18,615	2.34%
27130 Echo Activity Centre Maintenance	290,631	309,660	6.55%	316,267	2.13%	326,087	3.10%	336,664	3.24%	347,432	3.20%
27134 Echo Aquatic Maintenance	497,259	512,687	3.10%	538,742	5.08%	554,677	2.96%	571,328	3.00%	588,418	2.99%
27140 AV Multiplex Concessions	190,306	228,461	20.05%	236,392	3.47%	243,483	3.00%	250,788	3.00%	258,311	3.00%
27142 AV Multiplex Skate Shop	12,806	29,545	130.71%	30,687	3.87%	31,577	2.90%	32,494	2.90%	33,439	2.91%
27144 AV Multiplex Maintenance	969,610	1,001,017	3.24%	1,048,297	4.72%	1,079,848	3.01%	1,112,383	3.01%	1,145,456	2.97%
27146 Parks Building & Fieldhouses	130,665	140,710	7.69%	148,964	5.87%	153,148	2.81%	157,719	2.98%	162,475	3.02%
27148 Echo Park Complex	71,453	65,285	-8.63%	71,331	9.26%	73,639	3.24%	76,101	3.34%	78,657	3.36%



**CITY OF PORT ALBERNI  
GENERAL FUND - EXPENSE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
<b>RECREATION PROGRAMS</b>											
<b>SPORT PROGRAMS</b>											
27156 Glenwood Centre Programs	49,393	68,927	39.55%	71,619	3.91%	73,768	3.00%	75,981	3.00%	78,260	3.00%
27160 Echo Aquatic Programs	729,724	847,498	16.14%	857,642	1.20%	883,124	2.97%	909,172	2.95%	935,920	2.94%
27163 AV Multiplex Programs	240,857	274,681	14.04%	283,743	3.30%	291,742	2.82%	299,930	2.81%	308,363	2.81%
<b>LEISURE PROGRAMS</b>											
27166 Leisure Service Programs	274,136	287,255	4.79%	297,815	3.68%	306,069	2.77%	314,570	2.78%	323,327	2.78%
27170 Youth Services and Programs	16,000	6,046	-62.21%	6,273	3.75%	6,461	3.00%	6,655	3.00%	6,855	3.01%
27173 Children's Programs	266,676	321,721	20.64%	331,626	3.08%	340,645	2.72%	349,938	2.73%	359,512	2.74%
27180 Adult Programs	54,316	88,755	63.40%	89,124	0.42%	89,503	0.43%	89,893	0.44%	90,296	0.45%
<b>SPECIAL EVENTS</b>											
27190 Special Events	13,250	13,250	0.00%	13,647	3.00%	14,057	3.00%	14,479	3.00%	14,913	3.00%
27198 Vehicle Maintenance & Repair	13,936	14,354	3.00%	14,785	3.00%	15,228	3.00%	15,685	3.00%	16,156	3.00%
<b>RECREATION FACILITIES &amp; PROGRAMS</b>	<b>4,553,395</b>	<b>4,968,281</b>	<b>9.11%</b>	<b>5,147,534</b>	<b>3.61%</b>	<b>5,295,239</b>	<b>2.87%</b>	<b>5,448,077</b>	<b>2.89%</b>	<b>5,604,807</b>	<b>2.88%</b>
<b>PARKS AND PLAYGROUNDS</b>											
27210 Parks & Facility Management Services	219,765	351,065	59.75%	361,057	2.85%	371,203	2.81%	381,639	2.81%	392,388	2.82%
27215 Parks Maintenance	1,097,103	1,122,923	2.35%	1,161,925	3.47%	1,195,179	2.86%	1,229,318	2.86%	1,264,480	2.86%
27220 Horticultural Services	357,036	379,143	6.19%	439,793	16.00%	454,020	3.23%	468,951	3.29%	483,511	3.10%
27225 Vehicles & Equipment Mtce & Repair	218,746	233,802	6.88%	241,988	3.50%	249,867	3.26%	257,961	3.24%	266,333	3.25%
27230 Parks Upgrading	53,095	69,952	31.75%	72,104	3.08%	74,242	2.97%	76,438	2.96%	78,699	2.96%
27499 Equipment Recovery	(73,000)	(76,000)	4.11%	(78,280)	3.00%	(80,628)	3.00%	(83,047)	3.00%	(85,539)	3.00%
<b>PARKS &amp; PLAYGROUNDS</b>	<b>1,872,745</b>	<b>2,080,885</b>	<b>11.11%</b>	<b>2,198,587</b>	<b>5.66%</b>	<b>2,263,883</b>	<b>2.97%</b>	<b>2,331,260</b>	<b>2.98%</b>	<b>2,399,872</b>	<b>2.94%</b>
<b>CULTURAL SERVICES</b>											
27510 Museum Services	228,588	325,234	42.28%	346,925	6.67%	355,903	2.59%	365,149	2.60%	374,673	2.61%
27515 Museum Programs-Curatorial	76,500	120,297	57.25%	124,902	3.83%	128,493	2.88%	132,193	2.88%	136,003	2.88%
27516 Museum Programs-Permanent Exhibits	3,060	1,000	-67.32%	1,030	3.00%	1,061	3.01%	1,093	3.02%	1,126	3.02%
27517 Museum Programs-Temporary Exhibits	28,200	20,200	-28.37%	20,806	3.00%	21,430	3.00%	22,073	3.00%	22,735	3.00%
27530 Industrial Collections	39,125	40,657	3.92%	42,303	4.05%	43,521	2.88%	44,882	3.13%	46,240	3.03%
27550 Museum Maintenance	92,886	89,742	-3.38%	90,749	1.12%	93,368	2.89%	96,445	3.30%	99,432	3.10%
27600 Vancouver Island Regional Library	913,661	1,072,702	17.41%	1,265,788	18.00%	1,329,078	5.00%	1,395,532	5.00%	1,465,308	5.00%
27700 McLean Mill Operator Agreement	140,000	130,000	-7.14%	120,000	-7.69%	110,000	-8.33%	100,000	-9.09%	90,000	-10.00%
27710 McLean Mill City operations	76,079	74,015	-2.71%	82,196	11.05%	84,434	2.72%	87,222	3.30%	89,773	2.92%
<b>CULTURAL SERVICES</b>	<b>1,598,099</b>	<b>1,873,847</b>	<b>17.25%</b>	<b>2,094,699</b>	<b>11.79%</b>	<b>2,167,288</b>	<b>3.47%</b>	<b>2,244,589</b>	<b>3.57%</b>	<b>2,325,290</b>	<b>3.60%</b>
<b>RECREATION &amp; CULTURAL</b>	<b>8,024,239</b>	<b>8,923,013</b>	<b>11.20%</b>	<b>9,440,820</b>	<b>5.80%</b>	<b>9,726,410</b>	<b>3.03%</b>	<b>10,023,926</b>	<b>3.06%</b>	<b>10,329,969</b>	<b>3.05%</b>
<b>TOTAL OPERATIONS EXPENSES</b>	<b>35,120,606</b>	<b>39,393,911</b>	<b>12.17%</b>	<b>41,303,393</b>	<b>4.85%</b>	<b>42,333,897</b>	<b>2.49%</b>	<b>43,500,600</b>	<b>2.76%</b>	<b>44,757,996</b>	<b>2.89%</b>
<b>INTEREST &amp; DEBT SERVICING</b>											
28115 Interest on Prepaid Taxes	9,000	50,000	455.56%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
28121 Interest Payments on Debentures	83,777	83,777	0.00%	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%
28193 Banking Service Charges	8,100	8,200	1.23%	8,300	1.22%	8,400	1.20%	8,400	0.00%	8,400	0.00%
<b>FINANCING &amp; BANK FEES</b>	<b>221,345</b>	<b>262,445</b>	<b>18.57%</b>	<b>262,545</b>	<b>0.04%</b>	<b>262,645</b>	<b>0.04%</b>	<b>262,645</b>	<b>0.00%</b>	<b>262,645</b>	<b>0.00%</b>
<b>TOTAL OPERATIONS AND DEBT SERVICING</b>	<b>35,341,951</b>	<b>39,656,356</b>	<b>12.21%</b>	<b>41,565,938</b>	<b>4.82%</b>	<b>42,596,542</b>	<b>2.48%</b>	<b>43,763,245</b>	<b>2.74%</b>	<b>45,020,641</b>	<b>2.87%</b>
<b>TRANSFERS TO RESERVES</b>											
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%



**CITY OF PORT ALBERNI  
GENERAL FUND - EXPENSE  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
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%
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%
<b>RESERVE TRANSFERS</b>	<b>119,000</b>	<b>119,000</b>	<b>0.00%</b>	<b>119,000</b>	<b>0.00%</b>	<b>119,000</b>	<b>0.00%</b>	<b>119,000</b>	<b>0.00%</b>	<b>119,000</b>	<b>0.00%</b>
<b>TRANSFERS TO GENERAL CAPITAL RES.</b>											
28220 Projects TBD Council Direction	-	-		(205,990)		2,017,353	-1079.3%	3,670,710	82.0%	4,591,373	25.1%
Administration	500,000	130,000	-74.0%	-	-100.0%	-	-	250,000		595,325	138.1%
Fire Department	-	45,000		117,000	160.0%	110,000	-6.0%	240,000	118.2%	-	-100.0%
Transportation Services	-	272,078		290,880	6.9%	-	-100.0%	-		-	
Paving and Road Construction	-	-		1,050,000		1,050,000	0.0%	1,050,000	0.0%	1,050,000	0.0%
Traffic Upgrades	-	150,000		150,000	0.0%	50,000	-66.7%	33,000	-34.0%	33,000	0.0%
Storm Drains	-	380,000		380,000	0.0%	380,000	0.0%	380,000	0.0%	461,892	21.6%
Other Public Works Projects	-	15,000		-	-100.0%	-		-		-	
Parks	76,500	197,225	157.8%	135,940	-31.1%	103,607	-23.8%	209,982	102.7%	-	-100.0%
Cultural Services	30,000	30,000	0.0%	30,000	0.0%	30,000	0.0%	30,000	0.0%	119,900	299.7%
Parks, Recreation and Heritage	335,000	599,450	78.9%	1,150,380	91.9%	1,835,000	59.5%	1,000,000	-45.5%	1,000,000	0.0%
<b>TOTAL GENERAL CAPITAL TRANSFERS</b>	<b>941,500</b>	<b>1,818,753</b>	<b>93.2%</b>	<b>3,098,210</b>	<b>70.3%</b>	<b>5,575,960</b>	<b>80.0%</b>	<b>6,863,692</b>	<b>23.1%</b>	<b>7,851,490</b>	<b>14.4%</b>
<b>OTHER SERVICES</b>											
<b>OTHER BUDGET CONSIDERATIONS</b>											
29911 Contingency Funds	100,000	275,000	175.00%	300,000	9.09%	300,000	0.00%	300,000	0.00%	300,000	0.00%
<b>OTHER BUDGET CONSIDERATIONS</b>	<b>100,000</b>	<b>275,000</b>	<b>175.00%</b>	<b>300,000</b>	<b>200.00%</b>	<b>300,000</b>	<b>9.09%</b>	<b>300,000</b>	<b>0.00%</b>	<b>300,000</b>	<b>0.00%</b>
<b>TOTAL OPERATIONS, DEBT SERVICING, RESERVE AND CAPITAL TRANSFERS, CONTINGENCY</b>											
	<b>36,502,451</b>	<b>41,869,109</b>	<b>24.10%</b>	<b>45,083,148</b>	<b>23.51%</b>	<b>48,591,502</b>	<b>16.06%</b>	<b>51,045,937</b>	<b>13.23%</b>	<b>53,291,131</b>	<b>9.67%</b>
<b>TRANSFERS TO RESERVE ALLOWANCES</b>											
28211 Transfers to Reserve Allowances	371,551	-	-100.00%	400,000		400,000	0.00%	400,000	0.00%	400,000	0.00%
<b>TAXES COLLECTED FOR OTHERS</b>											
<b>REGIONAL DISTRICT</b>											
28410 Alberni-Clayoquot Regional District	1,770,580	2,033,571	14.85%	2,094,578	3.00%	2,157,415	3.00%	2,222,138	3.00%	2,288,802	3.00%
<b>SCHOOL DISTRICTS</b>											
28811 Non-Residential School Tax	1,783,987	1,875,000	5.10%	1,931,250	3.00%	1,989,188	3.00%	2,048,863	3.00%	2,110,329	3.00%
28812 Residential School Tax	4,467,708	5,200,000	16.39%	5,356,000	3.00%	5,516,680	3.00%	5,682,180	3.00%	5,852,646	3.00%
<b>REGIONAL GOVERNMENTS</b>											
28820 Alberni-Clayoquot Regional Hosp District	682,652	685,000	0.34%	685,000	0.00%	685,000	0.00%	685,000	0.00%	685,000	0.00%
<b>JOINT BOARDS AND COMMISSIONS</b>											
28830 Municipal Finance Authority	700	1,200	71.43%	1,236	3.00%	1,273	2.99%	1,311	2.99%	1,351	3.05%
28831 BC Assessment	190,000	220,000	15.79%	226,600	3.00%	233,398	3.00%	240,400	3.00%	247,612	3.00%
<b>TAXES COLLECTED FOR OTHERS</b>	<b>8,895,627</b>	<b>10,014,771</b>	<b>12.58%</b>	<b>10,294,664</b>	<b>2.79%</b>	<b>10,582,954</b>	<b>2.80%</b>	<b>10,879,892</b>	<b>2.81%</b>	<b>11,185,740</b>	<b>2.81%</b>
<b>GENERAL FUND EXPENDITURE</b>	<b>45,769,629</b>	<b>51,883,880</b>	<b>13.36%</b>	<b>55,777,812</b>	<b>7.51%</b>	<b>59,574,456</b>	<b>6.81%</b>	<b>62,325,829</b>	<b>4.62%</b>	<b>64,876,871</b>	<b>4.09%</b>



**CITY OF PORT ALBERNI  
SEWER FUND - REVENUE & EXPENSES  
2024-2028 FINANCIAL PLAN**

	Budget 2023	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %	Budget 2028	Increase %
<b>SALES OF SERVICE</b>											
94421 Sewer Fees	3,076,894	3,230,739	5.00%	3,392,276	5.00%	3,561,889	5.00%	3,739,984	5.00%	3,889,583	4.00%
94431 Sewer Connections	83,600	85,272	2.00%	86,977	2.00%	88,717	2.00%	90,491	2.00%	93,206	3.00%
94432 Service Charges Sundry	5,225	40,000	665.55%	41,200	3.00%	42,436	3.00%	43,709	3.00%	45,020	3.00%
94433 User Charges	20,900	21,318	2.00%	21,744	2.00%	22,179	2.00%	22,623	2.00%	23,302	3.00%
<b>OTHER SERVICES</b>											
94441 Sewage Disposal Fees	73,150	74,613	2.00%	76,105	2.00%	77,627	2.00%	79,180	2.00%	81,555	3.00%
<b>SALES OF SERVICE</b>	<b>3,259,769</b>	<b>3,451,942</b>	<b>5.90%</b>	<b>3,618,302</b>	<b>4.82%</b>	<b>3,792,848</b>	<b>4.82%</b>	<b>3,975,987</b>	<b>4.83%</b>	<b>4,132,666</b>	<b>3.94%</b>
<b>OTHER REVENUE FROM OWN SOURCE</b>											
95590 Interest Income	24,000	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%
95611 Sewer Penalty	36,400	38,045	4.52%	39,765	4.52%	41,562	4.52%	43,441	4.52%	45,000	3.59%
91210 Sewer Local Improvement Charges	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
<b>OTHER REVENUE</b>	<b>61,400</b>	<b>63,045</b>	<b>2.68%</b>	<b>64,765</b>	<b>2.73%</b>	<b>66,562</b>	<b>2.77%</b>	<b>68,441</b>	<b>2.82%</b>	<b>70,000</b>	<b>2.28%</b>
<b>SEWER FUND REVENUE</b>	<b>3,321,169</b>	<b>3,514,987</b>	<b>5.84%</b>	<b>3,683,067</b>	<b>4.78%</b>	<b>3,859,410</b>	<b>4.79%</b>	<b>4,044,428</b>	<b>4.79%</b>	<b>4,202,666</b>	<b>3.91%</b>
<b>ADMINISTRATION</b>											
104210 Sewer Administration & Other	597,582	891,584	49.20%	919,317	3.11%	947,336	3.05%	976,255	3.05%	1,006,121	3.06%
<b>ENGINEERING SERVICES</b>											
104221 Consulting Services	35,035	36,086	3.00%	37,169	3.00%	38,284	3.00%	39,432	3.00%	40,615	3.00%
<b>SEWER SYSTEM ADMINISTRATION</b>											
104233 Customer Service Requests	75,496	32,704	-56.68%	33,765	3.24%	34,663	2.66%	35,588	2.67%	36,541	2.68%
104236 Small Tools/Equipment/Supplies	9,494	4,472	-52.90%	4,606	3.00%	4,745	3.02%	4,887	2.99%	5,034	3.01%
<b>SEWER COLLECTION SYSTEM</b>											
104240 Sewage Collection System Main	90,690	100,198	10.48%	103,512	3.31%	106,438	2.83%	109,428	2.81%	112,501	2.81%
104241 Sewer Service Connections	177,124	206,830	16.77%	213,574	3.26%	219,714	2.87%	226,019	2.87%	232,500	2.87%
<b>SEWER LIFT STATIONS</b>											
104260 Sewage Lift Stations	330,099	305,642	-7.41%	315,577	3.25%	324,632	2.87%	333,892	2.85%	343,416	2.85%
<b>SEWER TREATMENT AND DISPOSAL</b>											
104280 Sewage Treatment	357,454	271,244	-24.12%	279,938	3.21%	288,015	2.89%	296,267	2.87%	304,765	2.87%
<b>OTHER COMMON SERVICES</b>											
104294 Special Work Orders	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
<b>SEWER SYSTEM</b>	<b>1,673,974</b>	<b>1,849,760</b>	<b>10.50%</b>	<b>1,908,458</b>	<b>3.17%</b>	<b>1,964,827</b>	<b>2.95%</b>	<b>2,022,768</b>	<b>2.95%</b>	<b>2,082,493</b>	<b>2.95%</b>
<b>FISCAL SERVICES</b>											
<b>DEBT</b>											
108120 Interest Payments On Debentures	452,305	519,558	14.87%	519,558	0.00%	519,558	0.00%	519,558	0.00%	519,558	0.00%
108130 Principal Payments On Debentures	212,215	204,577	-3.60%	204,577	0.00%	204,577	0.00%	204,577	0.00%	204,577	0.00%
<b>TOTAL DEBT</b>	<b>664,520</b>	<b>724,135</b>	<b>8.97%</b>	<b>724,135</b>	<b>0.00%</b>	<b>724,135</b>	<b>0.00%</b>	<b>724,135</b>	<b>0.00%</b>	<b>724,135</b>	<b>0.00%</b>
<b>TRANSFER TO FUNDS AND RESERVES</b>											
108220 Transfer To Sewer Capital Fund	980,675	939,092	-4.24%	1,048,473	11.65%	1,168,448	11.44%	1,295,525	10.88%	1,394,038	7.60%
108910 Debt Reserve Fund Transfer	2,000	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	-	-	-	-	-	-	-	-	-	-	-
<b>TRANSFERS</b>	<b>982,675</b>	<b>941,092</b>	<b>-4.23%</b>	<b>1,050,473</b>	<b>11.62%</b>	<b>1,170,448</b>	<b>11.42%</b>	<b>1,297,525</b>	<b>10.86%</b>	<b>1,396,038</b>	<b>7.59%</b>
<b>FISCAL SERVICES</b>	<b>1,647,195</b>	<b>1,665,227</b>	<b>1.09%</b>	<b>1,774,609</b>	<b>6.57%</b>	<b>1,894,583</b>	<b>6.76%</b>	<b>2,021,660</b>	<b>6.71%</b>	<b>2,120,173</b>	<b>4.87%</b>
<b>EXCESS OF REVENUE OVER EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SEWER FUND EXPENSES</b>	<b>3,321,169</b>	<b>3,514,987</b>	<b>5.84%</b>	<b>3,683,067</b>	<b>4.78%</b>	<b>3,859,410</b>	<b>4.79%</b>	<b>4,044,428</b>	<b>4.79%</b>	<b>4,202,666</b>	<b>3.91%</b>



**CITY OF PORT ALBERNI**  
**WATER FUND - REVENUE & EXPENSES**  
**2024-2028 FINANCIAL PLAN**

**SALES OF SERVICE**

54421 Metered Sales	3,668,473	3,851,896	5.00%	4,005,972	4.00%	4,166,211	4.00%	4,332,859	4.00%	4,506,174	4.00%
54431 Connections	54,386	60,000	10.32%	60,000	0.00%	60,000	0.00%	60,000	0.00%	60,000	0.00%
54432 Turn-On Charges	1,500	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	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
<b>SALES OF SERVICE</b>	<b>3,774,359</b>	<b>3,963,396</b>	<b>5.01%</b>	<b>4,117,472</b>	<b>3.89%</b>	<b>4,277,711</b>	<b>3.89%</b>	<b>4,444,359</b>	<b>3.90%</b>	<b>4,617,674</b>	<b>3.90%</b>

**OTHER REVENUE FROM OWN SOURCE**

55590 Other Interest	90,460	100,460	11.05%	100,460	0.00%	100,460	0.00%	100,460	0.00%	100,460	0.00%
55611 Water Penalty	35,000	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%
<b>OTHER REVENUE</b>	<b>125,460</b>	<b>135,460</b>	<b>7.97%</b>	<b>135,460</b>	<b>0.00%</b>	<b>135,460</b>	<b>0.00%</b>	<b>135,460</b>	<b>0.00%</b>	<b>135,460</b>	<b>0.00%</b>

**WATER FUND REVENUE**

<b>3,899,819</b>	<b>4,098,856</b>	<b>5.10%</b>	<b>4,252,932</b>	<b>3.76%</b>	<b>4,413,171</b>	<b>3.77%</b>	<b>4,579,819</b>	<b>3.78%</b>	<b>4,753,134</b>	<b>3.78%</b>
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**WATER SUPPLY SYSTEM  
ADMINISTRATION**

64110 Water Administration & Other	494,316	895,089	81.08%	923,583	3.18%	951,728	3.05%	980,776	3.05%	1,010,790	3.06%
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**ENGINEERING SERVICES**

64121 Engineering Consulting Services	30,000	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
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**WATER SYSTEM ADMINISTRATION**

64133 Customer Service Requests	106,589	20,756	-80.53%	21,448	3.33%	22,056	2.83%	22,679	2.82%	23,320	2.83%
64136 Small Tools/Equipment/Supplies	9,750	10,523	7.93%	10,866	3.26%	11,178	2.87%	11,499	2.87%	11,830	2.88%

**SERVICE OF SUPPLY**

64141 Supply Inspection & Operation	109,947	106,996	-2.68%	110,696	3.46%	113,780	2.79%	116,922	2.76%	120,158	2.77%
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**PUMPING**

64161 Pumping Inspection & Operation	252,529	271,388	7.47%	280,218	3.25%	288,290	2.88%	296,558	2.87%	305,069	2.87%
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**TRANSMISSION & DISTRIBUTION**

64181 Transmission/Distribution System	332,336	380,556	14.51%	393,578	3.42%	404,670	2.82%	416,014	2.80%	427,682	2.80%
64183 Connections	267,918	86,841	-67.59%	89,479	3.04%	92,154	2.99%	94,909	2.99%	97,748	2.99%
64185 Meters	265,049	282,746	6.68%	291,950	3.26%	300,345	2.88%	308,983	2.88%	317,873	2.88%
64187 Hydrants	68,894	61,574	-10.63%	63,691	3.44%	65,475	2.80%	67,304	2.79%	69,175	2.78%
<b>WATER SUPPLY SYSTEM</b>	<b>1,937,328</b>	<b>2,146,469</b>	<b>10.80%</b>	<b>2,215,509</b>	<b>3.22%</b>	<b>2,279,676</b>	<b>2.90%</b>	<b>2,345,644</b>	<b>2.89%</b>	<b>2,413,645</b>	<b>2.90%</b>

**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%
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%
<b>DEBT</b>	<b>82,743</b>	<b>82,743</b>	<b>0.00%</b>	<b>82,743</b>	<b>0.00%</b>	<b>82,743</b>	<b>0.00%</b>	<b>82,743</b>	<b>0.00%</b>	<b>82,743</b>	<b>0.00%</b>

**TRANSFERS TO FUNDS AND RESERVES**

68220 Transfers To Water Capital Fund	1,879,288	1,869,184	-0.54%	1,954,220	4.55%	2,050,292	4.92%	2,150,972	4.91%	2,256,286	4.90%
68910 Debt Reserve Fund Transfer	460	460	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%
<b>FISCAL SERVICES</b>	<b>1,962,491</b>	<b>1,952,387</b>	<b>-0.51%</b>	<b>2,037,423</b>	<b>4.36%</b>	<b>2,133,495</b>	<b>4.72%</b>	<b>2,234,175</b>	<b>4.72%</b>	<b>2,339,489</b>	<b>4.71%</b>

**EXCESS OF REVENUE OVER EXPENSE**

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**WATER FUND EXPENSE**

<b>3,899,819</b>	<b>4,098,856</b>	<b>5.10%</b>	<b>4,252,932</b>	<b>3.76%</b>	<b>4,413,171</b>	<b>3.77%</b>	<b>4,579,819</b>	<b>3.78%</b>	<b>4,753,134</b>	<b>3.78%</b>
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## Capital Project listing

2023 & Prior Year project in Progress

Unaudited - December 31, 2023

ACCT	PROJ	CAPITAL PROJECT	BUDGET
<b>Administration</b>			
485554	21004	Printer renewal - city wide	80,000
485532	20017	Welcome Sign	25,000
485620	22001	Council Chambers - A/V upgrades	75,000
485623	22003	GIS - Software upgrades - connectivity	45,000
485624	22004	Tempest - upgrades for E-com/e-apply, mobile	86,385
485625	22005	ERP Upgrades - accounting and payroll systems	50,000
485666	23001	Server Upgrade/Refresh - ERRF Cycle	325,000
485670	23006	Computer Equipment Replacement	86,000
<b>Fire</b>			
485351	19003	19 - Firehall - Structural Prep	88,000
485626	22006	Confined Space Equipment Replacement	30,000
485627	22007	Replace Garage Door Openers (7)	50,000
<b>Transportation</b>			
485560	21011	Replace 2007 Volvo Tandem Dump Truck #265	196,707
485561	21012	Replace 2005 Ford F350 W/Comp Body #520	120,532
485628	22008	Replace 2007 GMC 5500 W/SERVICE BOX #140	134,000
485629	22009	Replace 2009 DODGE 5500 SERVICE TRUCK #141	112,000
485630	22010	Replace 2007 GMC C5500 Utility Dump Trk #240	140,000
485633	22013	Replace 2007 JOHN DEERE TRACTOR 5625 #624	110,000
485634	22014	Replace 2010 KUBOTA F3680 MOWER #625	53,000
485671	23007	Replace 2007 Dodge Dakota	70,000
485672	23008	Replace Ladder Truck 2 (Aerial Platform Apparatus)	1,994,358
485673	23009	Replace 1998 GMC 4.5M3 Dump Truck #259	288,000
485674	23010	Replace 1999 GMC 4.5M3 Dump Truck #260	288,000
485675	23011	Replace 2004 Ford F450 w/Utility Dump Box #263	145,000
485676	23012	Replace 1997 Big 40 Diesel Miller Welder #393	10,000
485677	23013	Replace 2018 Freightliner Garbage Truck #401 - moved from 2024*	523,940
485678	23014	Replace 2005 Ford F250 4X4 Pickup #610	47,501



ACCT	PROJ	CAPITAL PROJECT	BUDGET
485679	23015	Replace 2005 GMC TC5500 152" WB (Hort) #614	145,000
485680	23016	Replace 2005 GMC TC5500 128" WB (Util) #615	145,000
485681	23017	Replace 2008 Ford Ranger 4X4 Pickup #627	83,500
485682	23018	Replace 2007 Dodge Caliber #721	50,600
<b>Paving</b>			
485567	21032	Redford & 10th Ave intersection - associated w/ signal repairs	35,000
485635	22015	7th Ave - Redford St to Bute St 180m (ptp, st, sani, wtr)	420,000
485636	22016	Argyle / 10th Roundabout (ptp, w, st, s) Design only	135,000
485637	22017	Argyle 1st to 3rd Avenue - CSO	100,000
485640	22019	Wallace - 4th to 6th Ave - Paving	60,000
485691	23027	Paving - Ship Creek Road	300,000
485683	23019	Road Network Survey	150,000
485684	23020	Anderson at North Park reconstruction	150,000
485685	23021	Intersection Safety #1a Gertrude/Roger	230,000
485567	21032	10th Ave/Dunbar & 10th/Redford intersections	410,000
		Burde & Anderson Development	1,170,000
<b>Traffic Upgrades</b>			
485568	21033	Redford & 10th Ave intersection - signals & looping	20,000
485642	22023	3rd Ave/Argyle Street - Signal Controller Replacement	27,000
485685	23021	Intersection Safety #1a Gertrude/Roger	60,000
485686	23022	Traffic Signal Controller Replacement - 3rd Ave and Redford	96,000
<b>Storm</b>			
485524	20009	Relining program Multiple 6th Ave-Montrose to Melrose	300,000
485571	21035	Margaret St Storm Pump Upgrade	225,000
485639	22021	Wallace - 4th to 6th Ave - Storm	60,000
485641	22022	Anderson Road - Wallace to Maitland St	40,000
485643	22024	Re-lining Project (Coal Creek - 3rd Ave Xing/ South St - 2nd to 3rd/ 6th Ave - Mont to Mel)	300,000
485644	22025	CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	95,000
		CSO Project aligned with sewer project	380,000
<b>PW Other</b>			
485573	21014	City Hall Window replacement	80,000
485586	21024	Child Care Spaces - Grant	5,183,103



ACCT	PROJ	CAPITAL PROJECT	BUDGET
<b>Cultural Services</b>			
485577	21018	McLean Mill Septic site upgrades	279,500
485689	23025	McLean Mill Capital Projects - Heritage	154,758
<b>PRH</b>	<b>(Parks)</b>		
485310	15482	Clock Tower Repair/Removal Plan	706,171
485542	20029	Connect The Quays	5,841,411
485549	21020	Train Station Seismic upgrades	860,000
485690	23026	Train Station - Phase II	320,000
485645	22026	Victoria Quay Millstone Park Connector Foot Bridge	115,000
485660	22040	22 - Tree planting	75,000
485669	23004	23- Tree planting	76,500
485687	23024	Linking Roger Creek Trails	725,978
485720	23100	Kitsuksis Path Paving	55,000
485721	23099	Echo Park Field upgrade	140,000
485688	23023	Lon Miles & Recreation Park field upgrades	100,000
<b>Facilities Upgrade</b>			
485667	23002	Curling Rink ice plant contribution	40,000
485668	23003	Somass Mill - redevelopment funding	2,200,000
<b>Sewer Capital</b>			
565438	20088	Johnston Rd Elizabeth to Gertrude 120m 300mm Reline	95,000
565439	20089	Harbour Rd/Bruce St Outfall Reline	100,000
565445	20095	SCADA upgrade	75,000
565448	21041	CSO consulting	80,000
565450	22061	Argyle Forcemain Somass River Crossing project	3,660,000
565451	22062	Argyle 1st to 3rd Avenue - CSO - design	15,000
565452	22063	2023 Capital project design	60,000
565453	22064	Anderson Road - Wallace to Maitland St	4,000
565454	22065	Argyle / 10th Roundabout (ptp, w, st, s) Design only	15,000
565455	22066	CSO - 7th Ave-Redford to Bute 180m (\$79K in 2022 & \$270K in 2023)	349,000
565457	22067	Sewer Crawler	115,000
565458	23071	Josephine Forcemain Detailed Design & Geotech	250,000
565459	23072	Small Capital Main Replacements	100,000

ACCT	PROJ	CAPITAL PROJECT	BUDGET
<b>Water Capital</b>			
525435	20085	SCADA Software Upgrade	75,000
525446	22051	Argyle / 10th Roundabout (ptp, w, st, s) Design only	15,000
525447	22052	Wallace - 4th to 6th Ave	10,000
525448	22053	Anderson Road - Wallace to Maitland St	40,000
525449	22054	Cowichan Reservoir to Burde St. New Twin Main Ph 6 - design	95,000
525451	22055	CSO - 7th Ave-Redford to Bute 180m (203K 2022)	203,000
525542	23050	Small Capital Water projects	100,000
525543	23051	Dunbar St-10th Ave to 11th Ave loop 200mm PVC	100,000
525544	23053	Bainbridge Plant to Cowichan Reservoir Supply Main Replacement	150,000
525545	23054	Cowichan Reservoir to Burde St. New Twin Main Ph 6	2,100,000
525546	23055	Burde St-11th Ave to Estevan 650m - Development	160,000
525547	23056	CSO - Argyle (1st-3rd) (240m st,w, CSO)	115,000
525548	23057	CSO - 6th Ave Bruce -Melrose	48,000
525550	23059	2023 Water meter replacements	300,000
525549	23058	CSO - Wallace 4th - 6th (120m)	25,000

OPERATING CAPITAL PROJECTS 2024	Taxation	Land Sale	ERRF	Growing Communities Fund	Gas Tax	Grant Funding	RCMP Surplus	Capital Works	Carbon Reserve	Parks & Rec Reserve	Aquatic Centre Replacement	DCC (Combined)	AV Community Forest	Parkland Acquisition	Water Capital	Sewer Capital	Total Project Expenditure
FUNDING SOURCES																	
STRATEGIC CAPITAL PROJECTS 2024																	
Connect the Quays pathway	-	-	-	1,253,411	-	-	-	-	-	-	-	-	-	-	-	-	1,253,411
Master Plan funding - combined	-	-	-	1,053,800	-	-	-	-	-	-	-	-	-	-	-	-	1,053,800
Tree funding - paused in 2024	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	2,307,211	-	-	-	-	-	-	-	-	-	-	-	-	2,307,211
<b>ADMINISTRATION</b>																	
Network Switch replacement	130,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	130,000
Computer Equipment Replacement	-	-	86,400	-	-	-	-	-	-	-	-	-	-	-	-	-	86,400
	130,000	-	86,400	-	-	-	-	-	-	-	-	-	-	-	-	-	216,400
<b>FIRE DEPARTMENT</b>																	
Fuelling Station	40,000																40,000
Replace Exhaust Extraction Equipment	5,000		43,068														48,068
	45,000	-	43,068	-	-	-	-	-	-	-	-	-	-	-	-	-	88,068
<b>TRANSPORTATION SERVICES</b>																	
Prior year - Replace 2007 GMC 5500 W/SERVICE BOX #140 - cost escalation	67,000																67,000
Prior year - Replace 2009 DODGE 5500 SERVICE TRUCK #141	60,000																60,000
Replace 2008 Dodge Ram 2500 PU (Carpenter) #151	25,466		34,834														60,300
Replace 2006 LANGFAB DUMP PUP TRAILER - #367	28,143		45,657														73,800
Replace 1992 Ingersoll Rand Compressor/Trailer #377			29,600														29,600
Replace 1996 TRIPLE AXLE TILT TRAILER - #388	42,499		47,501														90,000
Replace 2007 FORD F350 PICKUP (CARPENTER) #622	35,970		39,030														75,000
Replace 2013 TORO MOWER #633	13,000		122,147														135,147
New - Manager of Operations - Compact SUV									43,000								43,000
New - Superintendent Roads and Drainage - Compact SUV									43,000								43,000
New - Facilities - Compact SUV									43,000								43,000
	272,078	-	318,769	-	-	-	-	-	129,000	-	-	-	-	-	-	-	719,847
<b>PAVING &amp; ROAD CONSTRUCTION</b>																	
Design for future Capital projects																	-
Capital plan designed in prior years on priority listing																	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TRAFFIC UPGRADES</b>																	
Intersection safety	150,000																150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000
<b>STORM</b>																	
CSO - 3rd Avenue Storm	380,000																380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
<b>WORKS - OTHER</b>																	
Crane replacement	15,000																15,000
Total Station Survey Instrument - ERRF			53,835														53,835
	15,000	-	53,835	-	-	-	-	-	-	-	-	-	-	-	-	-	68,835
<b>PARKS</b>																	
John Deer overseeder	16,675																16,675
Bob Dailey Track - Line repainting	23,000																23,000
Sports field upgrading	157,550																157,550
	197,225	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	197,225
<b>CULTURAL SERVICES</b>																	
McLean Mill Capital Projects (heritage)	30,000					89,900											119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	119,900
<b>PARKS, RECREATION &amp; CULTURE</b>																	
Replace 1997 CLARKE FLOOR SCRUBBER - ERRF			18,842														18,842
<b>Facilities Upgrades</b>																	
Echo Centre - Tables and Chairs	14,850																14,850
Multiplex - Stereo System	33,600																33,600
City Hall - Front & Council Chamber entrance reconfiguration	100,000																100,000
Public Works - Boiler replacement	402,500																402,500
Harbour Quay - Rot repair and window replacement	23,000																23,000
Train Station - Water Tower Structure	15,000																15,000
Fire Hall - design - Renovate Upper Shower Facilities	10,500																10,500
Multiplex - Dehumidifier replacement study (grant)						50,000											50,000
	599,450	-	18,842	-	-	50,000	-	-	-	-	-	-	-	-	-	-	668,292
<b>WATER WORKS</b>																	
Watershed Masterplan																	
Franklin River Rd-Supply Main Replace.- Design - Ph 1															50,000		50,000
Light Plant															35,000		35,000
Water Masterplan															30,000		30,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000		150,000
															265,000		265,000
<b>SEWER SYSTEM</b>																	
Sewer Flow monitoring																30,000	30,000
Josephine Sewer Forcemain Replacement - design																105,000	105,000
CSO - 3rd Avenue Storm																72,311	72,311
CSO - Burde St - 9th to North Park																1,242,000	1,242,000
Decommission old lagoon - consulting/ARO																30,000	30,000
South Street raised sewer culvert replacement																150,000	150,000
Sewer Masterplan																200,000	200,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,829,311	1,829,311
																	-
<b>TOTAL GENERAL CAPITAL 2024</b>	<b>1,818,753</b>	<b>-</b>	<b>520,914</b>	<b>2,307,211</b>	<b>-</b>	<b>139,900</b>	<b>-</b>	<b>-</b>	<b>129,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>265,000</b>	<b>1,829,311</b>	<b>7,010,089</b>
<b>OPERATING CAPITAL PROJECTS 2025</b>																	
<b>FUNDING SOURCES</b>	<b>Taxation</b>	<b>Land Sale</b>	<b>ERRF</b>	<b>Growing Communities Fund</b>	<b>Gas Tax</b>	<b>Grant Funding</b>	<b>RCMP Surplus</b>	<b>Capital Works</b>	<b>Carbon Reserve</b>	<b>Parks &amp; Rec Reserve</b>	<b>Aquatic Centre Replacement</b>	<b>DCC (Combined)</b>	<b>AV Community Forest</b>	<b>Parkland Acquisition</b>	<b>Water Capital</b>	<b>Sewer Capital</b>	<b>Total Project Expenditure</b>
<b>ADMINISTRATION</b>																	
Computer Equipment Replacement			88,848														88,848
	-	-	88,848	-	-	-	-	-	-	-	-	-	-	-	-	-	88,848

<b><u>FIRE DEPARTMENT</u></b>																	-
Turnout Gear	25,000																25,000
Replace 1998 Jordair Compressor			65,000														65,000
Replace 2011 CHEV SILVERADO 4X4 #13 (from 2024)			60,564														60,564
Replace 2006 Ford F550 Rescue Truck #8 (from 2021 & 24)			128,961														128,961
Reno - Showers to downstairs, separating /hot/warm/cold zones	TBD - study 2024																-
Parking lot upgrade	92,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92,000
	117,000	-	254,525	-	-	-	-	-	-	-	-	-	-	-	-	-	371,525
<b><u>TRANSPORTATION SERVICES</u></b>																	
Replace 2008 Dodge Ram 3500 Flatdeck (shop) #150			46,182														46,182
Replace 2011 Freightliner Asphalt Patch Truck #266			415,000														415,000
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 1990 Britco Office Trailer #369			26,258														26,258
Replace 1996 Wells Cargo Trailer (Swr) #389			14,118														14,118
Replace 1995 BOMAG ROLLER #395			60,696														60,696
Replace 2004 CHEV 3500 CUBE VAN (used) #616			51,724														51,724
Replace 2006 FORD E350 15 PASSENGER VAN #619			62,016														62,016
Replace 2018 Freightliner Garbage Truck #402 - 2024	145,440		443,060														588,500
Replace 2018 Freightliner Garbage Truck #403	145,440		443,060														588,500
Replace 2012 Chev 3500 Service Truck #521			77,681														77,681
Solid Waste Pickup Truck - new			85,000														85,000
Replace 2014 Toyota Tacoma #522			50,470														50,470
Replace 2015 Ventrac Mower			41,184														41,184
	290,880	-	2,605,938	-	-	-	-	-	-	-	-	-	-	-	-	-	2,896,818
<b><u>PAVING &amp; ROAD CONSTRUCTION</u></b>																	-
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
<b><u>TRAFFIC UPGRADES</u></b>																	-
Intersection safety	150,000																150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000
<b><u>STORM</u></b>																	-
CSO projects	380,000																380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
<b><u>WORKS-OTHER</u></b>																	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b><u>PARKS</u></b>																	-
Bob Dailey Stadium - Paint	21,850																21,850
Roger Creek Park - Zipline installation	34,500																34,500
Tree Planting	79,590																79,590
	135,940	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	135,940
<b><u>CULTURAL SERVICES</u></b>																	-
McLean Mill Capital Projects	30,000						89,900										119,900
	30,000	-	-	-	-		89,900	-	-					-	-	-	119,900
<b><u>PARKS, RECREATION &amp; CULTURE</u></b>																	-
Facilities Upgrade																	-
Parks Yard - Roof Replacement	100,000																100,000
Aquatic Centre - UV replacement, LED pool lights & Lobby	53,100																53,100
Multiplex - Handrailing	50,000																50,000
Multiplex - Replacement Propane Zamboni	137,500																137,500
Multiplex - Replace Rink Boards on Weyerhaeuser	500,000																500,000
Museum - Security and washroom flooring	10,000																10,000
City Hall - Committee room updates	30,000																30,000
City Hall - Westside door replacement	15,000																15,000
Public Safety Building - Safety Assessment	20,000																20,000
Echo Centre - Cedar room dividers	40,000																40,000
Echo Centre - Flooring - Fir room, furniture and offices	10,000																10,000
Echo Centre - Blinds andf furniture	11,500																11,500
Echo Centre - Safety upgrades	45,000																45,000
Glenwood - tables and chairs	10,000																10,000
Echo Park Field House - East side gutters	35,000																35,000
Rec Park - Concession - roof and gutter	10,280																10,280
All Caretaker facilities, public washrooms and out buildings	10,000																10,000
Public Works Yard - Windows	5,000																5,000
McLean Mill - historic site building work	25,000																25,000
RCMP - Boardroom officie reno	17,000																17,000
RCMP - Cabinets	16,000																16,000
	1,150,380	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,150,380
<b><u>WATER WORKS</u></b>																	-
Design for future Capital projects	-														100,000		100,000
Capital plan designed in prior years on priority listing	-														1,250,000		1,250,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,350,000	-	1,350,000
<b><u>SEWER</u></b>																	-
Design for future Capital projects																100,000	100,000
Sewer Flow monitoring																40,000	40,000
Capital plan designed in prior years on priority listing																1,200,000	1,200,000
	-	-	-	-	-	-	-	-	-					-	-	-	1,340,000
																	-
<b>TOTAL CAPITAL 2025</b>	<b>3,304,200</b>		<b>2,949,311</b>	<b>-</b>	<b>-</b>	<b>89,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,350,000</b>	<b>1,340,000</b>	<b>9,033,411</b>
<b>OPERATING CAPITAL PROJECTS 2026</b>																	
<b>FUNDING SOURCES</b>	<b>Taxation</b>	<b>Land Sale</b>	<b>ERRF</b>	<b>Growing Communities Fund</b>	<b>Gas Tax</b>	<b>Grant Funding</b>	<b>RCMP Surplus</b>	<b>Capital Works</b>	<b>Carbon Reserve</b>	<b>Parks &amp; Rec Reserve</b>	<b>Aquatic Centre Replacement</b>	<b>DCC (Combined)</b>	<b>AV Community Forest</b>	<b>Parkland Acquisition</b>	<b>Water Capital</b>	<b>Sewer Capital</b>	<b>Total Project Expenditure</b>
<b><u>ADMINISTRATION</u></b>																	-
Computer Equipment Replacement			90,325														90,325

	-	-	90,325	-	-	-	-	-	-	-	-	-	-	-	-	-	90,325
<b><u>FIRE DEPARTMENT</u></b>																	-
Parking lot renewal	110,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110,000
	110,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110,000
<b><u>TRANSPORTATION SERVICES</u></b>																	-
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
Replace 2013 TOYOTA TACOMA #632			35,006														35,006
		-	486,240	-	-	-	-	-	-	-	-	-	-	-	-	-	486,240
<b><u>PAVING &amp; ROAD CONSTRUCTION</u></b>																	-
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
<b><u>TRAFFIC UPGRADES</u></b>																	-
Traffic Signal Controller Replacement	50,000																50,000
	50,000																50,000
<b><u>STORM</u></b>																	-
CSO projects	380,000																380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
<b><u>WORKS-OTHER</u></b>																	-
Garbage Carts			630,109														630,109
	-	-	630,109	-	-	-	-	-	-	-	-	-	-	-	-	-	630,109
<b><u>PARKS</u></b>																	-
Maquinna trail - Bridge replacement	22,425																22,425
Tree Planting	81,182																81,182
	103,607	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	103,607
<b><u>CULTURAL SERVICES</u></b>																	-
McLean Mill Capital Projects	30,000					89,900											119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	119,900
<b><u>PARKS, RECREATION &amp; CULTURE</u></b>																	-
Facilities Upgrade	1,835,000																1,835,000
	1,835,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,835,000
<b><u>WATER WORKS</u></b>																	-
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
<b>SEWER SYSTEM</b>																	-
Capital plan designed in prior years on priority listing																900,000	900,000
Sewer Flow monitoring																40,000	40,000
LWMP Update per regulatory requirements																200,000	200,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300,000	1,140,000	1,140,000
<b>TOTAL CAPITAL 2026</b>	<b>3,558,607</b>	<b>-</b>	<b>1,206,674</b>	<b>-</b>	<b>-</b>	<b>89,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,300,000</b>	<b>1,140,000</b>	<b>7,295,181</b>
<b>OPERATING CAPITAL PROJECTS 2027</b>	<b>Taxation</b>	<b>Land Sale</b>	<b>ERRF</b>	<b>Communities Fund</b>	<b>Gas Tax</b>	<b>Grant Funding</b>	<b>RCMP Surplus</b>	<b>Capital Works</b>	<b>Carbon Reserve</b>	<b>Parks &amp; Rec Reserve</b>	<b>Aquatic Centre Replacement</b>	<b>DCC (Combined)</b>	<b>AV Community Forest</b>	<b>Parkland Acquisition</b>	<b>Water Capital</b>	<b>Sewer Capital</b>	<b>Total Project Expenditure</b>
<b><u>FUNDING SOURCES</u></b>																	-
<b><u>ADMINISTRATION</u></b>																	-
ERP Replacement	250,000		250,000														500,000
Computer Equipment Replacement			95,325														95,325
	250,000	-	345,325	-	-	-	-	-	-	-	-	-	-	-	-	-	595,325
<b><u>TRANSPORTATION SERVICES</u></b>																	-
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
<b><u>FIRE DEPARTMENT</u></b>																	-
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
<b><u>PAVING &amp; ROAD CONSTRUCTION</u></b>																	-
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
<b><u>TRAFFIC UPGRADES</u></b>																	-
Traffic Signal Controller Replacement	33,000																33,000
	33,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,000
<b><u>STORM</u></b>																	-
CSO projects	380,000																380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
<b><u>WORKS-OTHER</u></b>																	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b><u>PARKS</u></b>																	-
Quonset hut replacement	128,800																128,800
Tree Planting	81,182																81,182
	209,982	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	209,982
<b><u>CULTURAL SERVICES</u></b>																	-
McLean Mill Capital Projects	30,000					89,900											119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	119,900
<b><u>PARKS, RECREATION &amp; CULTURE</u></b>																	-
Facilities Upgrade	1,000,000																1,000,000
	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000,000

<b><u>WATER WORKS</u></b>																	
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
<b><u>SEWER SYSTEM</u></b>																	
Design for future Capital projects																	
Harbour Road Trunk Sewer Replacement (2022 project delayed - June 13, 2022) - Further investigation - maint. Work completed																1,200,000	1,200,000
CSO - Masterplan																300,000	300,000
																230,000	230,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,730,000	1,730,000
<b>TOTAL CAPITAL 2027</b>	<b>2,142,982</b>	<b>-</b>	<b>520,192</b>	<b>-</b>	<b>-</b>	<b>89,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,300,000</b>	<b>1,730,000</b>
<b>OPERATING CAPITAL PROJECTS 2028</b>	<b>Taxation</b>	<b>Land Sale</b>	<b>ERRF</b>	<b>Communities Fund</b>	<b>Gas Tax</b>	<b>Grant Funding</b>	<b>RCMP Surplus</b>	<b>Capital Works</b>	<b>Carbon Reserve</b>	<b>Parks &amp; Rec Reserve</b>	<b>Aquatic Centre Replacement</b>	<b>DCC (Combined)</b>	<b>AV Community Forest</b>	<b>Parkland Acquisition</b>	<b>Water Capital</b>	<b>Sewer Capital</b>	<b>Total Project Expenditure</b>
<b><u>ADMINISTRATION</u></b>																	-
ERP Replacement	250,000		250,000														500,000
Computer Equipment Replacement			95,325														95,325
	250,000	-	345,325	-	-	-	-	-	-	-	-	-	-	-	-	-	595,325
<b><u>TRANSPORTATION SERVICES</u></b>																	-
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b><u>FIRE DEPARTMENT</u></b>																	-
SCBA Changeout			262,226														262,226
	-		262,226														262,226
<b><u>PAVING &amp; ROAD CONSTRUCTION</u></b>																	-
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
<b><u>TRAFFIC UPGRADES</u></b>																	-
Traffic Signal Controller Replacement	33,000																33,000
	33,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,000
<b><u>STORM</u></b>																	-
CSO projects	380,000																380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	380,000
<b><u>WORKS-OTHER</u></b>																	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b><u>PARKS</u></b>																	-
Russell Field - Basketball surface and backboard up	34,500																34,500
Tree Planting	81,182																81,182
	115,682	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	115,682
<b><u>CULTURAL SERVICES</u></b>																	-
McLean Mill Capital Projects	30,000					89,900											119,900
	30,000	-	-	-	-	89,900	-	-	-	-	-	-	-	-	-	-	119,900
<b><u>PARKS, RECREATION &amp; CULTURE</u></b>																	-
Facilities Upgrade	500,000																500,000
	500,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500,000
<b><u>WATER WORKS</u></b>																	-
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
<b><u>SEWER SYSTEM</u></b>																	-
Design/construction for future Capital projects																1,200,000	1,200,000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200,000	1,200,000
<b>TOTAL CAPITAL 2028</b>	<b>2,358,682</b>	<b>-</b>	<b>607,551</b>	<b>-</b>	<b>-</b>	<b>89,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,300,000</b>	<b>1,200,000</b>	<b>5,556,133</b>



**CITY OF PORT ALBERNI**  
**ALBERNI VALLEY COMMUNITY FOREST RESERVE**  
*Unaudited*

	2023	2024	2025	2026	2027	2028
<b>RECEIPTS</b>						
Beginnig Balance	598,452	598,452	850,421	1,107,429	1,369,578	1,636,970
Dividends Received	-	250,000	250,000	250,000	250,000	250,000
Donations Received	-	-	-	-	-	-
Investment Income	10,000	11,969	17,008	22,149	27,392	32,739
	<u>10,000</u>	<u>261,969</u>	<u>267,008</u>	<u>272,149</u>	<u>277,392</u>	<u>282,739</u>
<b>EXPENSES</b>						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses	10,000	10,000	10,000	10,000	10,000	10,000
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<b>REVENUE OVER EXPENSES</b>	<u>-</u>	<u>251,969</u>	<u>257,008</u>	<u>262,149</u>	<u>267,392</u>	<u>272,739</u>
<b>FUND EQUITY - ENDING</b>	<u>2,749,958</u>	<u>3,001,927</u>	<u>3,258,935</u>	<u>3,521,084</u>	<u>3,788,476</u>	<u>4,061,215</u>
Reserve balance	<u>598,452</u>	<u>850,421</u>	<u>1,107,429</u>	<u>1,369,578</u>	<u>1,636,970</u>	<u>1,909,709</u>



**CITY OF PORT ALBERNI**  
**Canada Community-Building Fund /Capital Works**  
*Unaudited*

	2023	2024	2025	2026	2027	2028
<b>RECEIPTS</b>						
Investment Income	35,000	55,233	0	0	0	0
New Deal Gas Tax Funds	835,923	872,264	-	-	-	-
Miscellaneous	-	-	-	-	-	-
	870,923	927,497	0	0	0	0
<b>EXPENSES</b>						
Gas Tax - capital projects - prior years		2,897,843	-	-		-
Gas Tax - operating to allocate in 2024	-	791,304	-	-		-
	(265,077)	3,689,147	-	-		-
<b>REVENUE OVER EXPENSES</b>	(265,077)	(2,761,650)	0	0	0	0
<b>FUND EQUITY - ENDING</b>	\$ 2,761,650	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0





**CITY OF PORT ALBERNI**  
**CARBON TRUST RESERVE FUND**  
*Unaudited*

	2023	2024	2025	2026	2027	2028
Beginning Balance	305,119	504,409	389,809	496,809	698,809	900,809
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
<b>EXPENSES</b>						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses						
Vehicle purchase		129,000				
Connect the Quays - use in future year		90,000				
Replace 2007 Dodge Caliber #721		22,600				
Operational - Climate Action planning resource	-	75,000	95,000	-	-	-
	-	316,600	95,000	-	-	-
<b>REVENUE OVER EXPENSES</b>	202,000	(114,600)	107,000	202,000	202,000	202,000
<b>FUND BALANCE</b>	<u>504,409</u>	<u>389,809</u>	<u>496,809</u>	<u>698,809</u>	<u>900,809</u>	<u>1,102,809</u>



**CITY OF PORT ALBERNI**  
**CEMETERY TRUST FUND**  
*Unaudited*

	2023	2024	2025	2026	2027	2028
RECEIPTS						
Sale Proceeds	3,000	3,000	3,000	3,000	3,000	3,000
Investment Income	7,500	2,952	3,012	3,072	3,133	3,195
	<u>10,500</u>	<u>5,952</u>	<u>6,012</u>	<u>6,072</u>	<u>6,133</u>	<u>6,195</u>
EXPENSES						
Transfer to General Revenue	<u>2,000</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>	<u>2,001</u>
REVENUE OVER EXPENDITURE	<u>8,500</u>	<u>3,951</u>	<u>4,011</u>	<u>4,071</u>	<u>4,132</u>	<u>4,194</u>
FUND EQUITY - ENDING	<u>196,827</u>	<u>200,778</u>	<u>204,789</u>	<u>208,860</u>	<u>212,992</u>	<u>217,186</u>



**CITY OF PORT ALBERNI**  
**DEVELOPMENT COST CHARGES RESERVE FUND**  
*Unaudited*

	2023	2024	2025	2026	2027	
RECEIPTS						
Contributions	200,000	200,000	200,000	200,000	200,000	200,000
Investment Income	75,000	63,556	68,827	74,204	79,688	85,282
	275,000	263,556	268,827	274,204	279,688	285,282
EXPENSES						
Transfer to Other Funds	-	-	-	-		-
Acquisitions and Expenses	-	-	-	-		-
	-	-				
REVENUE OVER EXPENSES	275,000	263,556	268,827	274,204	279,688	285,282
FUND EQUITY - ENDING	3,177,801	3,441,357	3,710,184	3,984,388	4,264,076	4,549,357



**CITY OF PORT ALBERNI**  
**EQUIPMENT REPLACEMENT RESERVE FUND**  
*Unaudited*

	2023	2024	2025	2026	2027	2028
Sale of Equipment	-	45,000				
Investment Income	104,523	104,523	70,913	34,179	28,125	36,479
Transfers from General Revenue	70,000	70,000	70,000	70,000	70,000	70,000
Contributions - ERRF Schedule	704,297	725,426	761,697	799,782	839,771	881,760
	878,820	944,948	902,610	903,961	937,896	988,239
<b>EXPENSES</b>						
Prior year ERRF planned exp.	-	2,104,515				
ERRF funding borrowed (Train Station) - returned in 2025	-	-	(210,000)			
Equipment Purchases	-	520,914	2,949,311	1,206,674	520,192	345,325
	-	2,625,429	2,739,311	1,206,674	520,192	345,325
<b>REVENUE OVER EXPENSES</b>	878,820	(1,680,481)	(1,836,700)	(302,713)	417,704	642,914
<b>FUND EQUITY - ENDING</b>	5,226,129	3,545,648	1,708,948	1,406,235	1,823,939	2,049,149



**CITY OF PORT ALBERNI**  
**GROWING COMMUNITIES FUND**  
*Unaudited*

	2023	2024	2025	2026	2027	2028
<b>RECEIPTS</b>						
Balance forward	5,389,562	3,244,038	3,308,919	3,358,552	3,408,931	3,460,065
Investment Income	161,687	64,881	49,634	50,378	51,134	51,901
	5,551,249	3,308,919	3,358,552	3,408,931	3,460,065	3,511,966
<b>EXPENSES</b> (Future projects will be identified after MP)						
General Fund - Masterplans	1,053,800	-	-	-	-	-
Connect the Quays - Phase 3	1,253,411			-	-	-
	2,307,211	-	-	-	-	-
<b>REVENUE OVER (UNDER) EXPENSES</b>	3,244,038	3,308,919	3,358,552	3,408,931	3,460,065	3,511,966
<b>Reserve Fund - Year end balance</b>	3,244,038	3,308,919	3,358,552	3,408,931	3,460,065	3,511,966



**CITY OF PORT ALBERNI  
LAND SALE RESERVE FUND**

*Unaudited*

	2023	2024	2025	2026	2027	2028
<b>RECEIPTS</b>						
Sale of Property	96,564	96,564	200,000	203,000	206,045	209,136
Investment Income	-	1,200,000	3,000	3,045	3,091	3,137
Transfer from RCMP Surplus	-	-	-	-	-	-
Transfer from Off Street Parking Res	-	-	-	-	-	-
	<u>96,564</u>	<u>1,296,564</u>	<u>203,000</u>	<u>206,045</u>	<u>209,136</u>	<u>212,273</u>
<b>EXPENSES</b>						
Transfer to Other Funds	-	-	-	-	-	-
Somass Funding - 2023	-	1,200,000	-	-	-	-
	<u>-</u>	<u>1,200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>REVENUE OVER EXPENSES</b>	<u>96,564</u>	<u>96,564</u>	<u>203,000</u>	<u>206,045</u>	<u>209,136</u>	<u>212,273</u>
<b>FUND EQUITY - ENDING</b>	<u>96,564</u>	<u>96,564</u>	<u>203,000</u>	<u>206,045</u>	<u>209,136</u>	<u>212,273</u>



**CITY OF PORT ALBERNI**  
**PARKLAND ACQUISITION RESERVE**

*Unaudited*

	2023	2024	2025	2026	2027	2028
<b>RECEIPTS</b>						
Investment Income	\$ 10,000	\$ 9,396	\$ 6,452	\$ 6,581	\$ 6,713	\$ 6,847
Sale of Parkland	-	-	-	-	-	-
Parkland Dedication Deposits	-	-	-	-	-	-
Historical correction	-	-	-	-	-	-
	10,000	9,396	6,452	6,581	6,713	6,847
<b>EXPENSES</b>						
Acquisition of Parkland	-	-	-	-	-	-
	-	-	-	-	-	-
<b>REVENUE OVER (UNDER) EXPENSES</b>	10,000	9,396	6,452	6,581	6,713	6,847
<b>FUND EQUITY - ENDING</b>	\$ 313,210	\$ 322,606	\$ 329,058	\$ 335,640	\$ 342,352	\$ 349,199





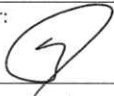

**CITY OF PORT ALBERNI**  
**PARKS AND RECREATION CAPITAL RESERVE**  
*Unaudited*

	2023	2024	2025	2026	2027	2028
<b>RECEIPTS</b>						
Balance forward	2,497,763	2,218,472	568,967	671,759	780,678	896,049
Investment Income	25,000	44,369	11,379	13,435	15,614	17,921
Recreation Services Surcharge	75,645	77,536	81,413	85,484	89,758	94,246
Other Deposits	25,000	10,000	10,000	10,000	10,000	10,000
Transfers	-	-	-	-	-	-
Sale of Property	-	-	-	-	-	-
	2,623,408	2,350,378	671,759	780,678	896,049	1,018,216
<b>EXPENSES</b>						
Parks & Recreation - committed 2023 & prior	-	1,781,411	-	-	-	-
New expenditures	-	-	-	-	-	-
	-	1,781,411	-	-	-	-
<b>REVENUE OVER (UNDER) EXPENSES</b>	2,623,408	568,967	671,759	780,678	896,049	1,018,216
<b>FUND EQUITY - ENDING</b>	2,218,472	568,967	671,759	780,678	896,049	1,018,216



Date: February 19, 2024  
File No: 3360-20-2856 4<sup>th</sup> Avenue

To: Mayor and Council  
From: M. Fox, CAO  
Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments at 2856 4<sup>th</sup> Avenue, Port Alberni**  
LOT 5, BLOCK 57, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197-B, (PID: 000-845-710)  
Applicant: L. Baker dba LeFevre & Co.

Prepared by:  H. Stevenson Planner I	Supervisor:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services   Deputy CAO	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATIONS(S)

- THAT "Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098" be now introduced and read a first time.
- THAT "Zoning Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099" be now introduced and read a first time.
- THAT "Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098" be read a second time.
- THAT "Zoning Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099" be read a second time.
- THAT amending Bylaws No. 5098 and 5099 be advanced to a Public Hearing on Monday, March 25, 2024 at 6:00 pm in City Hall, Council Chambers.

#### PURPOSE

To consider Official Community Plan (OCP) amendment bylaw 5098 and Zoning Bylaw amendment bylaw 5099 that would enable a four-unit townhouse development at 2856 4<sup>th</sup> Avenue.

#### BACKGROUND

The subject property is designated "General Commercial" in the OCP and is classified "C7 Core Business" in Zoning Bylaw No. 5074, 2023. The surrounding neighbourhood is a mix of commercial, low-density residential, higher-density residential, and parks and recreational zoning.

The lot is currently vacant and was formerly used as a commercial parking lot. The proposed development would be the second phase of a townhouse development at this location. Construction of the first phase recently began on the neighbouring property (2846 4<sup>th</sup> Avenue), which was rezoned to TH1 Multi-Family Residential in June of 2023.

#### Subject Property and Site Context

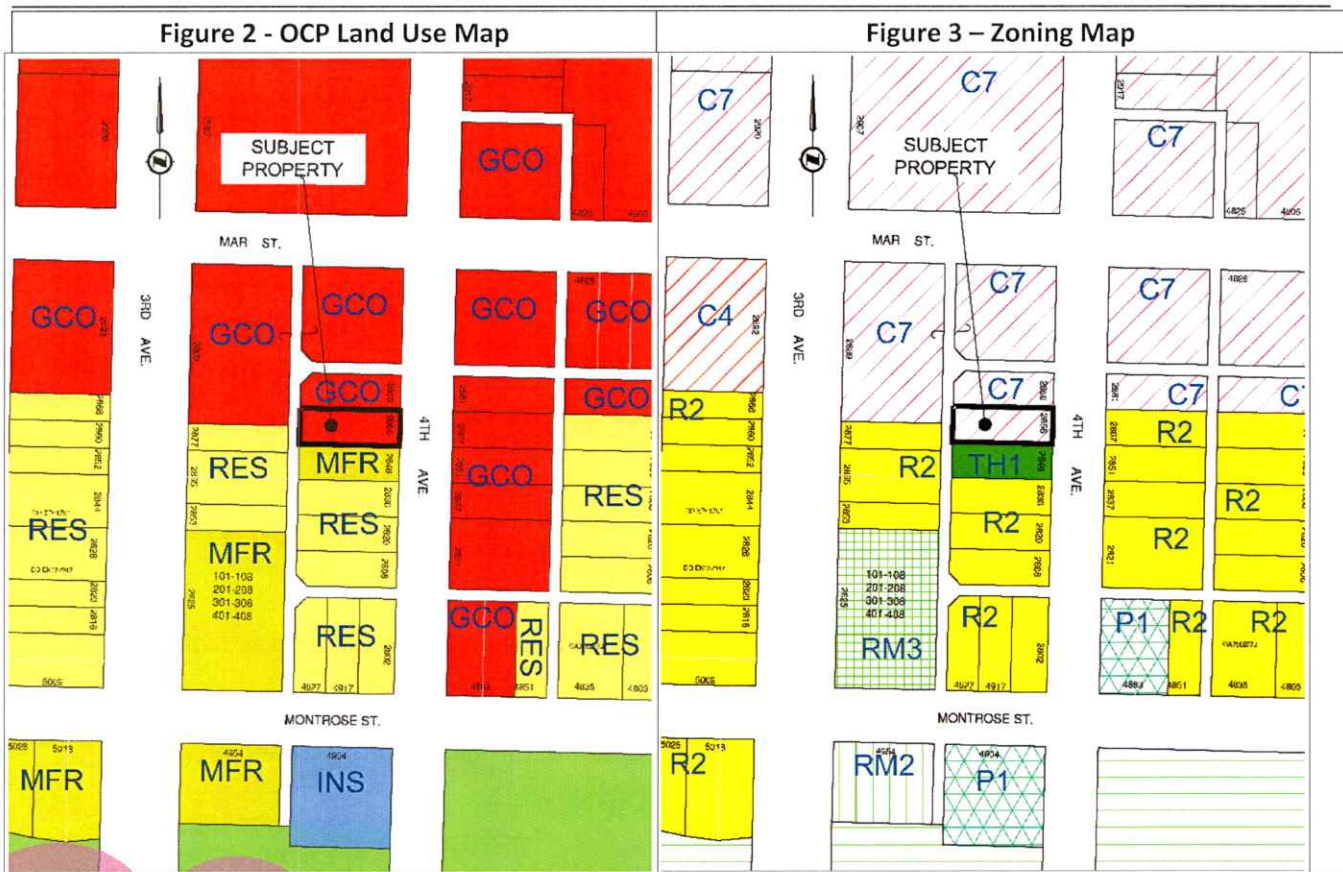
The subject property is located on the edge of the South Port Commercial Area where the land use transitions from commercial to residential.

<b>Location</b>	On the east side of 4 <sup>th</sup> Avenue mid-block between Mar Street and Morton Street.
<b>Current Land Use</b>	General Commercial
<b>Current Zoning</b>	C7 Core Business
<b>Proposed Land Use</b>	Multi-Family Residential
<b>Proposed Zoning</b>	TH1 Townhouse Multi-family
<b>Total Area</b>	511 m <sup>2</sup> (5,500 ft <sup>2</sup> )
<b>Official Community Plan (OCP)</b>	<ul style="list-style-type: none"> <li>• Schedule A – Land Use Map</li> <li>• Schedule B – Development Permit Areas Map</li> <li>• Section E Implementation – 1.0 Development Permit Areas</li> <li>• Section D Plan Policies – 4.0 Residential</li> <li>• Section D Plan Policies – 4.3 Multi-Family Residential (MFR)</li> </ul>
<b>Relevant Guidelines</b>	<ul style="list-style-type: none"> <li>• Uptown District Revitalization Strategy</li> </ul>

**Figure 1 – Subject Property Map**







## ALTERNATIVES/OPTIONS

1. THAT "Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098" be now introduced and read a first time.  
  
THAT "Zoning Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099" be now introduced and read a first time.  
  
THAT "Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098" be read a second time.  
  
THAT "Zoning Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099" be read a second time.  
  
THAT amending Bylaws No. 5098 and 5099 be advanced to a Public Hearing on Monday, March 25, 2024 at 6:00 pm in City Hall, Council Chambers.
2. Council may decline to give first reading.
3. Council may direct staff to provide additional information.

## ANALYSIS

The applicant proposes to build a four-unit townhouse sited perpendicular to 4<sup>th</sup> Avenue. The proposal is designed as the second phase of a two-phase development. Below is a summary of the proposed amendments to the OCP and Zoning Bylaw:

1. Change the land use designation from 'General Commercial' to 'Multi-Family Residential' in the OCP.

2. Change the Development Permit Area from ‘No. 2 Commercial Development’ to ‘No. 1 Multiple Family Residential’ in the OCP.
3. Change the zoning classification from ‘C7 Core Business’ to ‘TH1 Townhouse Multi-Family’ in the Zoning Bylaw.

Official Community Plan Bylaw No. 4602

The proposed development aligns with the *Multi-Family Residential* (MFR) land use definition and the subject property meets the OCP’s criteria for re-designation of land to MFR:

1. *Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks;*
2. *Should be located on or in proximity to major collectors or arterial roads in order to reduce traffic impacts on local roads;*
3. *An adequate transition between lower density housing, and compatibility with adjacent land uses must be provided.*

See the attached Policy Summary document for all policy relevant to the subject property and proposed amendments.

Staff Notes:

- The development is located on the edge of a single-detached residential neighbourhood, and within 150 metres walking distance of the Uptown commercial area.
- The property is located within convenient access to 3<sup>rd</sup> Avenue and Argyle Street which are arterial roads and public transportation routes.
- The property is located within 150 metres of Weaver Park.
- The Multi-Family Residential use is compatible with adjacent Residential uses to the south.
- The proposed development forms an adequate transition between the adjacent single-detached homes to the south and C7 commercial properties to the north.
- The proposed development would be reviewed against DPA No. 1 design guidelines at permitting stage to address access, open space, and landscaping to improve livability, and control how the site interacts with neighbouring properties (e.g. ensuring screening along property lines).

Figure 3 – Proposed Site Plan & Renderings



Zoning Bylaw No. 5074

The subject property meets the requirements of the TH1 zone and is well-situated for multi-family zoning as it is located within walking distance to services, public transportation routes, and parks and recreation space. Preliminary designs comply with all other regulations of the Zoning Bylaw.

Staff Notes:

- Parking is provided at 1.25 space/dwelling unit as required by the Zoning Bylaw. Use of street parking by residents and visitors should be anticipated. This is common of multi-residential development.
- The TH1 zone is intended for residential infill on lots matching the dimensions and characteristics of the subject property.
- Infill development in core neighbourhoods is more efficient to service compared to new neighbourhoods at the community boundary.



Rezoning the property to the TH1 zone would help soften the land use transition between the neighbourhood’s low-density residential properties to the south and potentially high-density C7 properties to the north. A comparison of the TH1 zone and zoning is summarized in Table 1:

Table 1 – Zone Comparison			
<i>Site Regulations</i>	<i>C7 Core Commercial (north)</i>	<i>TH1 Zone (proposed)</i>	<i>R2 Single and Semi-Detached Residential (south)</i>
Max Lot Coverage	90%	55%	60%
Max Building Height	16 m	10 m	10 m
Min. Setback (front)	0 m	6 m	7.5 m
Min. Setback (rear)	3 m	6 m	9 m
Min. Setback (side)	0 m	2 m	1.5 m
Max. Density/Floor Area Ratio	3.0 FAR	1.0 FAR	Single detached: 27 units/hectare  Semi-detached: 46 units/hectare

**Uptown District Revitalization Strategy (UDRS)**

The proposed development would create additional “missing-middle” housing options in the Uptown area. Diversified housing helps create a more livable community as it provides options for residents with varied preferences and socioeconomic backgrounds. The proposal aligns with poverty reduction opportunities identified in the UDRS, which aim to increase housing availability and diversity, and encourage innovative affordable housing development.

The additional dwelling units would also bring more households to the Uptown neighbourhood, within walking distance of local businesses. This also aligns with economic development objectives in the *UDRS* which aim to increase investment in the neighbourhood and promote revitalization (see attached Relevant Policy Summary).

**Small-Scale Multi Unit Housing**

The proposed development aligns with the intent of new Provincial legislation which encourages development of small-scale multi unit housing (SSMUH). The Province requires that the City amend its zoning bylaw in 2024 to enable higher density (up to 4 dwelling units) on most low-density residential properties within the City, including the R2 properties surrounding 2856 4<sup>th</sup> Avenue.

**Infrastructure and Services**

The property would be connected to City services and the applicant is responsible for the cost of all necessary upgrades. Further review of civil plans will be done at time of Development Permit application.

**Referrals**

The application was referred to external agencies and internal departments. A summary of responses is attached to this report.

## IMPLICATIONS

Supporting the proposed bylaw amendments would enable a four-unit townhouse building at 2856 4<sup>th</sup> Avenue.

## COMMUNICATIONS

The Advisory Planning Commission (APC) passed a motion at their December 21, 2023 meeting recommending that Council support the application.

In accordance with Section 475 of the *Local Government Act* (LGA), the City provided an additional opportunity for input to those whose interests may be affected by the application. This is required for all OCP amendments. City staff mailed letters to all owners and occupants of property within 100 metres of the site. A total of 97 letters were sent and 1 response was received. The letter expressed support and stated that the development of multi-family units is needed.

A Public Hearing is required as the application includes a proposed OCP Bylaw amendment. If Council chooses to advance the application to a Public Hearing, staff will proceed with all required statutory notices. This includes notification to owners and occupants within 100 metres of the site and notice in the newspaper as required by sections 465 and 466 of the LGA.

## BYLAWS/PLANS/POLICIES

### 1. Official Community Plan Bylaw No. 4602

Below is a summary of proposed amending bylaw No. 5098:

- a) Change the OCP land use designation of 2856 4<sup>th</sup> Ave from '*General Commercial*' to '*Multi-Family Residential*'.
- b) Change the Development Permit Area of 2856 4<sup>th</sup> Ave from '*No. 2 Commercial Development*' to '*No.1 Multiple Family Residential*' in the OCP.

### 2. Zoning Bylaw No. 5074:

Below is a summary of proposed amending bylaw No. 5099:

- a) Change the classification of 2856 4<sup>th</sup> Ave from '*C7 Core Business*' to '*TH1 Townhouse Multi-Family*' on the Zoning Bylaw map.

### 3. Uptown District Revitalization Strategy (UDRS):

Proposed TH1 zone aligns with the following economic development strategy of the UDRS:

- a) *Strategy 1.12: "Prioritize density in new housing developments to promote walkability and local shopping."*

## SUMMARY

The City has received an application for amendments to the OCP and Zoning Bylaw that would enable a four-unit townhouse development at 2846 4<sup>th</sup> Avenue. The application proposed to change the subject property to *Multi-Family Residential* in the OCP and rezone it to *TH1 Townhouse Multi-Family* in the Zoning Bylaw.

Staff recommend Official Community Plan Amendment Bylaw No. 5098, and Zoning Amendment Bylaw No. 5099 be given first and second readings, and that Council advance the application to a Public Hearing on Monday, March 25, 2024 at 6:00 pm.

**ATTACHMENTS/REFERENCE MATERIALS**

- *Advisory Planning Commission December 21, 2023 Meeting Minutes*
- *OCP and UDRS Policy Summary*
- *Referrals Response Summary*
- *Draft “Official Community Plan Amendment (2856 4<sup>th</sup> Avenue), Bylaw No. 5098”*
- *Draft “Zoning Amendment (2856 4<sup>th</sup> Avenue), Bylaw No. 5099”*

C: *D. Monteith, Director of Corporate Services*  
*A. McGifford, Director of Finance*  
*J. MacDonald, Director of Infrastructure Services*  
*R. Gaudreault, Building Official*





**Summary Report / Minutes of the Advisory Planning Commission Meeting  
held on December 21, 2023 at 12:00 p.m.  
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

**Commission Members Present**

Stefanie Weber (Vice-Chair)  
Sandy McRuer  
Dan Holder  
Christine Washington, (SD70 Liaison)  
Harley Wylie (Alt. – Tseshah (č išaa?ath) F.N)  
Callan Noye  
Derrin Fines (P.A.F.D. Liaison)  
Councillor Dustin Dame (Council Liaison)

**Regrets**

Ed Francoeur (Chair)  
Serena Mayer, (Hupačasath F.N)  
Ken Watts (ECC, Tseshah (č išaa?ath) F.N)  
Joe McQuaid

**Staff**

Scott Smith, Director of Dev. Services/Deputy CAO  
Cara Foden, Planning Technician  
Haley Stevenson, Planner I

**Guests**

Applicant/s: None present

**Alternates and Staff not in attendance**

Larry Ransom (Alt.– S.D.70)  
TBD (Alt.– RCMP)  
Councillor Deb Haggard (Alt. Council Liaison)  
Brian McLoughlin, Manager of Planning  
S./Sgt. Mike Thompson, (R.C.M.P. Liaison)  
Wayne Mihalicz (Parks Liaison)



**1. Acknowledgements and Introductions**

- The Vice-Chair acknowledged that this meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the Tseshah (č išaa?ath) First Nation.

**2. Adoption of previous meeting minutes:**

- Summary Report / Minutes from the APC Meetings held on October 19, 2023

**(McRuer / Holder) CARRIED**

**3. DEVELOPMENT APPLICATION: Development Variance Permit**

**4821 Heath Rd. - Lot 2, Block 2, District Lot 11, Alberni District, Plan 618B (PID: 008-735-042)**

**APPLICANT: D. Sneddon**

- The Planner 1 presented a summary of the application. A full report dated December 14, 2023 was included in the Agenda package for this meeting.
- Attendees discussed the proposed Variance as follows:
  - o Site coverage was discussed and clarified with respect to what structures are/are not included in the site coverage calculation. It was also clarified that site coverage regulation is one factor that helps to determine the 'character' of a particular zone designation.

**Motions:**

1. *That the Advisory Planning Commission recommends to City Council that Council support the application.*

**(Washington / Holder) CARRIED**

**4. DEVELOPMENT APPLICATION: Proposed OCP & Zoning Bylaw Amendments**  
**2856 4th Avenue. - Lot 5, Block 57, District, Lot 1, Alberni District, Plan 197-B, (PID: 000-845-710)**  
**APPLICANT: Lindsay Baker dba Le Fevre Group**

- The Planner 1 presented a summary of the application. A full report dated December 14, 2023 was included in the Agenda package for this meeting.
- Attendees discussed the proposed amendments as follows:
  - APC members evaluated the proposed amendments with consideration to the adjacent site (2846 4<sup>th</sup> Ave.) being developed in the same manner and by the same developer. The Director of Development Services noted that the applicant had chosen to pursue the amendments for each site separately rather than in combination.
  - The APC members supported the application.

**Motions:**

1. *That the Advisory Planning Commission recommends to City Council that Council support the application.*

**(Washington / Noye) CARRIED**

**5. Updates from the Director of Development Services**

- Zoning Bylaw 5074 amendment applications:
  - Bylaw for Zoning amendment (Bylaw 5096) on Kingsway Ave. was given 1<sup>st</sup> reading by Council.
  - Application for Micro-Hotel on Johnston Rd. – a new Architect has been hired and a meeting with staff is scheduled to discuss next steps for the project.
  - New legislation from the Province has been passed that will require municipalities to incorporate new Zoning regulations by June 2024. The regulations will not permit Public Hearings where an application aligns with an Official Community Plan (OCP). The APC discussed the potential impact of these new regulations. Port Alberni public transit does not meet the 15-minute frequency set by the Province that could permit 6-Plex on nearby properties.
- DVP 117 – 4735/4715 Dunbar St. – approved by Council on December 11/23 with conditions.

6. **Other Business:** The Director of Development Services thanked C. Noye and S. Weber for their past service and their willingness to serve another term with the APC. E. Francoeur (Chair) was thanked for his past service on the APC although he was unable to attend this meeting.

7. **Adjournment** – The meeting adjourned at 12:50 pm. The next meeting is scheduled for 12:00 pm on Thursday, January 18, 2024.

  
(Chair)

## Attachment 1: OCP and UDRS Policy Summary

The following table contains relevant policy statements on housing found in the *Official Community Plan Bylaw* and strategies listed in the *Uptown District Revitalization Strategy*.

Document & Section	Text
<i>OCP Section 4.3 Multi-Family Residential (MFR) Council Policy</i>	<ul style="list-style-type: none"> <li>• <i>When considering re-designation of areas to Multi-Family Residential (MFR), the City shall consider the following criteria:</i> <ul style="list-style-type: none"> <li>○ <i>Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks;</i></li> <li>○ <i>Should be located on or in proximity to major collectors or arterial roads in order reduce traffic impacts on local roads;</i></li> <li>○ <i>An adequate transition between lower density housing, and compatibility with adjacent land uses must be provided;</i></li> </ul> </li> </ul>
<i>OCP Section 4.1 Housing - General Provisions Council Policy</i>	<ul style="list-style-type: none"> <li>• <i>The provision of a wide-range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged.</i></li> <li>• <i>The City will encourage greater residential density in locations near commercial nodes and near transit routes.</i></li> </ul>
<i>OCP Section C - 1.1 Growth Goals &amp; Objective</i>	<ul style="list-style-type: none"> <li>• <i>To encourage the efficient use of land and infrastructure, and development of compact built form by encouraging sensitive in-fill and intensive forms of development in key locations of the City.</i></li> </ul>
<i>OCP Plan Policies - 4.0 Residential – Affordable Housing</i>	<ul style="list-style-type: none"> <li>• <i>A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods.</i></li> </ul>
<i>UDRS Economic Development Strategies</i>	<ul style="list-style-type: none"> <li>• <i>1.12 “Prioritize density in new housing developments to promote walkability and local shopping” ... to help ... “Increase the number of people living in proximity to the commercial areas in Uptown”.</i></li> </ul>
<i>UDRS Poverty Reduction Opportunities</i>	<ul style="list-style-type: none"> <li>• <i>Opportunities to help reduce poverty in the Uptown area include:</i> <ul style="list-style-type: none"> <li>○ <i>Increase housing options.</i></li> <li>○ <i>More housing diversity.</i></li> <li>○ <i>City pursues innovative affordable housing development and protects existing affordable housing stock.</i></li> </ul> </li> </ul>

**Attachment 2: Referral Response Summary**

The following table contains comments received in response to referrals for OCP and Zoning amendments for the property at 2856 4<sup>th</sup> Avenue, Port Alberni.

Referrals Sent Date: Thursday, December 14, 2023

Legal Description(s): *Lot 5, Block 57, District Lot 1, Alberni District, Plan 197-B, PID: 000-845-710*

Agency/Dept	Date	Comments
<i>City Infrastructure Services</i>	12/4/2023	No concerns at this time.
<i>Can Post Reg</i>	12/4/2023	Request the developer to contact Canadas Post in advance to plan mail delivery. Depending on the approved plan, developer supplied mailboxes and/or Lock Box Assembly may be required along with safe access to CPC standards.
<i>Fortis</i>	12/4/2023	Please be advised FortisBC Energy Inc. (Gas) has no concerns as we have no gas in this area.
<i>Island Health (VIHA)</i>	12/13/2023	<p>Summary:</p> <p>Note that the proposed development would add needed housing units to the region and is located in a walkable neighborhood.</p> <p>Development must comply with the <i>Drinking Water Protection Act and Regulation</i> and the <i>Sewerage System Regulation</i> or <i>BC Municipal Wastewater Regulation</i>.</p> <p>Recommend that development plans consider heat-related health impacts in building designs, provide on-site bicycle storage, and design walkways to be accessible.</p> <p>Full letter on file dated 12/13/2023.</p>
<i>City Prks-Recreation-Heritage</i>	11/30/2023	No comments/concerns.
<i>City Fire</i>	12/4/2023	No comments/concerns.
<i>City Community Safety</i>	12/1/2021	No comment/concerns.
<i>City Operations</i>	12/14/2023	No comments/concerns.

No further responses were received from other referral agencies by the date of this report.

CITY OF PORT ALBERNI

BYLAW NO. 5098

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN  
FOR THE CITY OF PORT ALBERNI

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 **"Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098"**.

2. Official Community Plan Map Amendments

Respecting Lot 5, Block 57, District Lot 1, Alberni District, Plan VIP197B (PID: 000-845-710) located at **2856 4<sup>th</sup> Avenue**, and shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendments apply:

2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on the property from 'General Commercial' use to **'Multi-Family Residential'** use.

2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by removing the property from 'Development Permit Area No. 2 (General Commercial)' and by adding the property into **'Development Permit Area No. 1 (Multiple Family Residential)'**.

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

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

**A PUBLIC HEARING WAS HELD** this      day of      , 2024.

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

**ADOPTED** this      day of      , 2024.

\_\_\_\_\_  
Mayor

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

[illegible]

# CITY OF PORT ALBERNI

## BYLAW NO. 5099

### A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5074

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 Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099".

2. Zoning Map Amendment

- 2.1 The property legally described as Lot 5, Block 57, District Lot 1, Alberni District, Plan VIP197B PID: 000-845-710, and located at **2856 4<sup>th</sup> Avenue**, as shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, is hereby rezoned from 'C7 Core Business' to 'TH1 Townhouse Multi-Family' zone.
- 2.2 Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 5074 is hereby amended to denote the zoning outlined in Section 2 above.

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

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

**A PUBLIC HEARING WAS HELD** this      day of      , 2024.

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

**ADOPTED** this      day of      , 2024.

\_\_\_\_\_  
Mayor

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

16185  
1

PP1639

2907

SUBJECT  
PROPERTY

13  
PLAN 197B

2917

3  
16187

MAR ST.

1  
16187

2889

2866  
4

2866  
5

2846  
6

2836  
7

2820  
8

2808  
9

2866  
2866  
2860  
2852  
2844  
2828  
2820  
2816

2892

1839

2920  
2916  
2914

3RD AVE.

21  
20  
19  
18  
A

2881  
2867  
2851  
2837  
2821

4TH AVE.

12  
11  
10

4927  
4917

2802  
PP2059

15  
14  
13

4883  
4851

MONTROSE ST.

4954

4904

PLAN 64243

A LCP

V/S 4136

Montrose Place  
(32 Strata Units)

101-108  
201-208  
301-308  
401-408

2825



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FEB 15 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	81.00-01

Dear Mayor Sharie Minions,

As the Vancouver presenter of Shen Yun Performing Arts, Falun Dafa Association of Vancouver respectfully requests a greeting letter from your office in recognition of this cultural event's return to Vancouver for the 2024 season.

This world-class classical Chinese dance production is inspired by 5,000 years of traditional Chinese culture. The universal themes of compassion, courage, and hope are hallmarks of Shen Yun.

Shen Yun is an extraordinary performance that uplifts audiences and brings them new hope and inspiration, as attested by a host of theatregoers after seeing the show. Ancient Chinese wisdom—steeped in Buddhist and Taoist spirituality and values—flourished for millennia until communism seized control. Sadly, much of this treasured heritage has been destroyed or forgotten. But now, Shen Yun is reviving it and bringing it back to life. In fact, the name Shen Yun means “the beauty of divine beings dancing.” It's a cultural extravaganza that lets people experience the beauty and wonder of China before communism.

Shen Yun reflects and contributes to Canada's embrace of cultural diversity while showcasing universal values and timeless virtues that have existed across civilizations throughout history. It's a performance that inspires, raises spirits, and greatly benefits and resonates with Canadians.

*“They're very, very accomplished. This is a wonderful learning experience and I enjoyed it a lot. ... It's extremely well-done. ... It's wonderful to have Shen Yun in the building and really help us elevate the level of what has performed here.”*

— Alexander Neef, General Director, Canadian Opera Company

*“I'm leaving—inspired. ... Shen Yun will convey a very positive energy, a sense of hope.”*

— Hon. Irwin Cotler, former Minister of Justice and Attorney General of Canada

*“Presented the highest principles of human nature, of human culture and civilization.”*

— Hon. Peter Kent, former member of Parliament of Canada

These comments and those below are just a small sample reflecting the benefits of Shen Yun and how much it's cherished by theatregoers:

*“This is not only entertainment, but a valuable cross-over cultural event: a strong, gracious gesture toward international understanding.”*

— Donn B. Murphy, President, The National Theatre, Washington, D.C.

*"I come away with feeling like a better human being. ... I just felt it was a complete edifying experience of the human spirit."*

— Omega Medina, former senior manager of classical music for the Grammy Awards

*"The ancient Chinese wisdom it conveyed will not only benefit the Chinese people, but also the whole world. ... A remarkable achievement."*

— Ted Kavanau, founding senior producer of CNN

The acclaimed Shen Yun Performing Arts will tour in Vancouver from March 20 to March 25, 2024 as part of its annual global tour.

Falun Dafa Association of Vancouver, Shen Yun's Vancouver presenter, is a charitable organization in Canada. Falun Dafa, also called Falun Gong, is a spiritual practice that follows the principles of Truthfulness, Compassion, and Forbearance—traditional values of ancient Chinese culture and spirituality.

We are grateful for the many greeting letters from Canadian dignitaries since Shen Yun's inception in Canada in 2007, including past Governors General, Prime Ministers, and other officials at all levels of government. This season, we would very much appreciate receiving your greetings by March 4th, 2024.

We look forward to hearing from your office. For further information, please do not hesitate to contact me at [REDACTED] or by email at [REDACTED]

Yours truly,

S [REDACTED] Zhang

Falun Dafa Association of Vancouver  
[REDACTED]

P.S. For more information about Shen Yun, please visit <http://shenyun.com/vancouver>. Shen Yun's 2024 trailer and some global audience review videos are also available on the webpage.



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FEB 13 2024

CITY OF PORT ALBERNI

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

*RCM Feb 26/24*  
*5500-04*

From: S [REDACTED] Draper [REDACTED]

Sent: February 13, 2024 7:16 AM

To: Mike Fox <[mike\\_fox@portalberni.ca](mailto:mike_fox@portalberni.ca)>

Cc: D [REDACTED] Wong [REDACTED]; T [REDACTED] Mooi [REDACTED]; K [REDACTED] McClintock

Subject: TELUS | Copper Retirement in Your Community

**Let's make the future friendly.**

Dear Mr. Fox,

We are excited to share that we are completing the final upgrades to the TELUS network in Port Alberni to PureFibre and/or 5G wireless, and we will be retiring our legacy copper network.

**I would like to invite you to meet with members of the TELUS team to learn about the copper retirement process, and the many benefits that come with this infrastructure change, including:**

- Best-in-class infrastructure leading to elevated network reliability in extreme weather conditions for community members, local businesses, and emergency response services;
- Community beautification, with the removal of legacy copper-network cables and street cabinets;
- Seamless migration from the legacy copper network to the enhanced PureFibre or 5G networks;
- Community investment through copper reclamation initiatives in partnership with TELUS Future Friendly Foundation;
- Real estate opportunities associated with some of our central offices, by converting them into multi-purpose developments; and,
- A network evolution that will help TELUS meet our sustainability commitments, both locally and nationally, to becoming carbon-neutral by 2030.

While the copper retirement program is underway in your community, you can expect to see a more significant TELUS presence of field technicians in your neighbourhood. Please note, we are contacting TELUS customers impacted by copper retirement in your community to notify them when they are required to transfer their services.

For more information on the program, please visit [telus.com/CopperRetirement](https://telus.com/CopperRetirement). I have also attached a FAQ sheet that you are welcome to share with your community members.

We value the relationship between TELUS and the City of Port Alberni, and look forward to keeping you connected for generations to come.

Thank you for your support,

S [REDACTED] Draper

he/him/his General Manager, Customer Solutions Delivery

TELUS

M 1-250-886-2013

[TELUS.com](https://telus.com) [Facebook](#) [Twitter](#) [YouTube](#) [LinkedIn](#)

## FAQs for copper retirement communities

### Why is the copper network shutting down in my community or neighbourhood?

TELUS has completed network enhancements in your area to bring your community our more reliable and sustainable PureFibre Network. This includes the retirement of our legacy copper network. TELUS PureFibre provides a 100% fibre connection, directly to your home, or business, bringing faster upload and download speeds than traditional copper-based networks.

### Is there any cost to transfer my services to TELUS PureFibre?

For residential customers, there is no cost to transfer your services from copper to PureFibre.

For business customers, in most circumstances there will be no cost to transfer your services. However, it depends on specific products and use cases, which our migration specialists will be happy to discuss with you in more detail.

### Will the cost of my existing services change when I transfer them to PureFibre?

For residential customers, there will be no changes in the cost of your existing services unless you would like to change or order additional services. If you wish to change or order additional services, you can view the products, services and pricing at [telus.com/purefibre](https://telus.com/purefibre) or talk with a knowledgeable TELUS customer service member to find the services that will best suit your needs.

For business customers, where feasible, the cost of existing services will not change. However, this will depend on product offering and therefore TELUS Business Solutions will work directly with you to understand how this impacts the specific services you require.

### What if I don't want to transfer my home or business to PureFibre services? Will TELUS make me transfer?

If your home or business is within one of TELUS' copper-retirement boundaries, transferring your existing TELUS services to PureFibre or a wireless solution is mandatory. If this change impacts you, TELUS will contact you with information about how to easily transfer your TELUS services to the upgraded network. If you're already on PureFibre, congratulations – you're all set.

### I live in a rural area and rely on my landline home phone for emergencies and during power outages. What will happen to my landline phone when TELUS retires the copper network?

Upon request, a battery backup system is installed for TELUS PureFibre home services customers who have Home Phone. The battery backup unit is provided free of charge and is designed to work for 4 hours of talk time or 8 hours of standby time during a power outage. Please note, whether on copper or the more resilient TELUS PureFibre Network, TELUS Home Phone service during a power outage is provided on a best-effort basis, even with the battery backup system in place.

### Do I have to have a technician visit to transfer from copper to TELUS PureFibre?

Yes, because the transfer is not automatic. You'll receive information around how this can be organized through a letter, email, or phone call.

For residential customers, you must contact us to book an appointment for an in-house visit with a technician to transfer your services to PureFibre. **1-855-755-2822** or online at **TELUS.com/FibreUpgrade**

For business customers please email us at **C2F@telus.com** or call us at **1-888-809-2618** between 9am-5pm PST. Once you connect, please dial **1** and then **2** to make your appointment. We will return after restoration is completed to ensure all work was completed successfully and that all grass regrowth and hard surface restoration has settled as expected.

If there are questions or to report a safety hazard that has not been addressed:  
Call **1-855-595-5588**.

### Will there be any disruption to my services when I transfer to TELUS PureFibre?

On the day of your transfer appointment(s), there will be a disruption of service while the technician transfers your services to the TELUS PureFibre Network. The technician will ensure all your services are up and running on PureFibre prior to leaving your home or business.



### Will TELUS restore properties after PureFibre construction is complete?

Part of our commitment to our customers is ensuring that we restore their property to the same condition it was in prior to construction. Some restoration may have to wait as this work is weather dependent and will resume as soon as the ground conditions permit. Each spring, we revisit neighbourhoods between the months of March and June, which had construction the previous fall and winter. Snow and ice melt can create settling and can cause holes to appear. The frost in the ground must fully thaw before proper restoration can take place. Crews will return to perform the following:

1. Securing the area with boards and caution tape.
2. Backfilling all excavated areas once the ground thaws.
3. Applying topsoil and grass seeds or hydro-seed.
4. If applicable, any asphalt repairs will be performed at this time.

We will return after restoration is completed to ensure all work was completed successfully and that all grass regrowth and hard surface restoration has settled as expected.

If there are questions or to report a safety hazard that has not been addressed:

Call **1-855-595-5588**.

### Will copper be retired in apartment buildings?

Yes. In most TELUS PureFibre communities, residents of apartment buildings and condos will have the same opportunity to take advantage of all that the fibre-optic network can offer and TELUS will retire the legacy network if the building is within the boundary of a copper retirement scheduled community. But first the building owner, manager or strata will need to give approval to install TELUS PureFibre in the building and be aware of the risks of not approving the installation. To learn more, visit [telus.com/mdu](https://telus.com/mdu)

### What is the TELUS PureFibre Network?

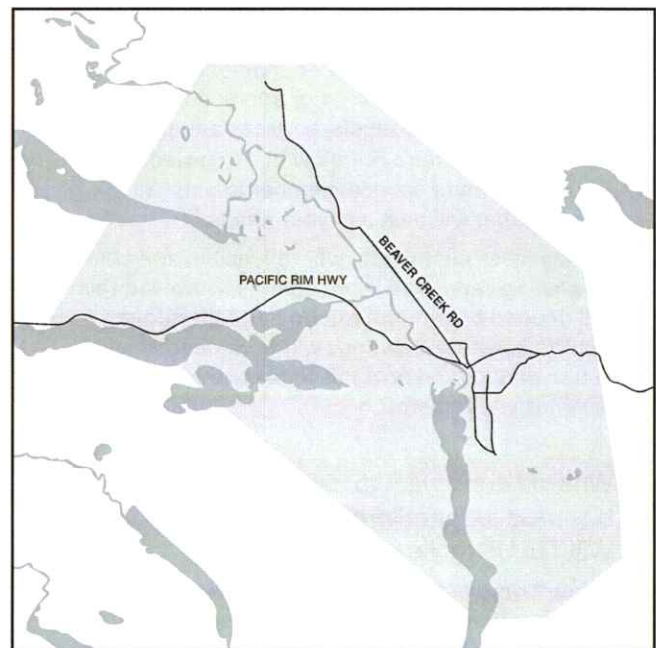
The TELUS PureFibre Network is a revolutionary new technology powered by flexible strands of transparent glass no thicker than human hair. These fibre-optic strands transmit information as pulses of light and carry huge amounts of information in the space of seconds.

TELUS PureFibre is the #1 internet technology for speed, reliability and sustainability. Lightning fast upload and download speeds mean buffer-free streaming, crystal-clear video calls and the power to share photos and videos faster than you can take them. Enjoy home entertainment at 4x the resolution of HD with Optik TV.

Connecting your home or business to the TELUS PureFibre Network occurs in 3 stages:

1. Connecting your community with TELUS PureFibre: we bring the network to your area
2. Connecting your home or business: we run a fibre-optic cable from the network to the outside of your home or business. The new fibre-optic cable can be above ground or buried and will usually be run along the same path as your existing copper line
3. Transferring your services via an in-home or in-business visit by a TELUS technician.

If you're a residential customer, learn about flexible install options for your home at [telus.com/VirtualInstall](https://telus.com/VirtualInstall).



Visit [telus.com/CopperRetirement](https://telus.com/CopperRetirement) or scan the QR code to learn more.

**TELUS®**  
let's make the  
future friendly™

☒ Council  
☒ Mayor  
☒ CAO  
☒ Finance  
☒ Corporate Services  
☒ Agenda  
File # \_\_\_\_\_

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

RCM Feb 26/24  
0236-01

RECEIVED

FEB 20 2024

CITY OF PORT ALBERNI

# Save BC Restaurants

We write to you on behalf of BC restaurants and ask that you read this letter and the attached menu carefully.

Last month, the BC Restaurant and Foodservices Association and Restaurants Canada launched the 'Save BC Restaurants' campaign. Many elected officials have already engaged with us, either by attending our January 24th town hall, or by sharing the campaign's 'Unhappy Hour' menu on social media.

If you aren't familiar with the campaign, **please keep reading.**

In British Columbia, restaurant bankruptcies have gone up by **48%** over the last ten months and as of today, **over 50%** of foodservice and hospitality businesses are currently unprofitable – a near five-fold increase compared to pre-pandemic.

The Save BC Restaurants campaign and Unhappy Hour menu seek to highlight these types of challenges while offering straightforward solutions that can be implemented today.

We want to be very clear about something: **This is not an attack on government.**

The Provincial Government has been a great friend to our sector; implementing wholesale liquor pricing, capping delivery fees, and providing grants to allow businesses to survive during the early days of the pandemic.

Likewise, we've seen municipalities across BC take big steps in the right direction by committing to timely licensing approvals, making it easier to build or adjust patios, and dedicating resources to engaging with the hospitality sector.

We believe that government can play a key role in delivering a better future for BC restaurants and those who depend on them.

We hope the enclosed menu can be a resource for you. In it, we've included statistics that can be used to guide your stakeholder conversations and policy ideas for you to bring to your Council and public service leadership.

Please take the time to read the Unhappy Hour menu and identify sections of the 'Takeaway Menu' that you believe could be implemented in your municipality.

We would love to discuss the campaign further with you. If you are interested in getting involved, please send an email to [info@bcrfa.com](mailto:info@bcrfa.com) and we can set up a meeting in the coming weeks.

Yours sincerely,

**I. Tostenson**  
President & CEO, BC Restaurants and Foodservices Association

**M. von Schellwitz**  
Vice President - Western Canada, Restaurants Canada

# Save BC Restaurants

---

British Columbia is home to over 15,000 restaurants and foodservice vendors. Those businesses employ over 185,000 workers across the province.

Restaurants are at the heart of every community in this province. Their \$18 billion in annual sales play a key role in supporting BC workers, families, and vital industries such as agriculture, transportation, and tourism.

---

Long-term impacts from the COVID-19 pandemic and out-of-control cost increases has meant that it is 'unhappy hour' for BC restaurants, leaving many businesses, and those relying on them, struggling to make ends meet.

We don't want this to be the last call for BC restaurants.

With fair and sensible policy change, government can play a key role in turning the tables. We've prepared this menu to outline the issues facing restaurants today and the steps that can be taken to address them.

---



# **Save BC Restaurants**



# Unhappy Hour

WHAT SORTS OF CHALLENGES ARE CURRENTLY IMPACTING BC'S RESTAURANT AND FOODSERVICE VENDORS?

## Today's Specials

THE LARGEST ISSUES FACING RESTAURANTS TODAY

*Acute, Continued Labour Shortages*

*Supply Chain Disruptions*

*Large Pandemic-Related Debt Levels*

*Skyrocketing Inflationary Cost Pressures*

*Restaurant Guest Traffic Below Pre-Pandemic Levels*

*Long-term Impacts From Floods and Wildfires*

## Quick Bites

SOME NOT-SO-TASTY FACTS

RISK OF CLOSURE  
& UNPROFITABILITY

**50%**

Over 50% of foodservice and hospitality businesses are unprofitable, a nearly five-fold increase since 2019.

**13%**

Restaurants have seen a 13% decline in on-premise sales compared to pre-pandemic.

**48%**

Restaurant bankruptcies have increased by 48% in the last ten months.

**17%**

17% of restaurants could close within the next 18 months due to pandemic-related debt.

DEBT  
CONCERNS

**81%**

81% of restaurants took on additional debt during the pandemic.

**20%**

20% of businesses are struggling to repay pandemic-era loans.

LABOUR  
SHORTAGES

**80%**

Restaurants are operating at an average of 80% capacity leading to longer service times.

**20,000**

There are currently 20,000 vacancies in the restaurant and foodservice sector, the highest rate in BC.

# Unappetizers

A CAREFULLY CURATED SELECTION OF CONCERNS FROM ACROSS BC.

## COST INCREASES

### **Supply Management Price Increases**

Increased prices on supply managed goods such as chicken make it harder to provide affordably priced, local food.

### **Commercial Landlord Rent Increases**

Unrestricted rent increases from landlords risk pricing restaurants out of long-established locations.

### **Ever-Increasing Property Taxes**

As commercial properties pass taxes on to tenants, establishments have to eat the cost of property tax increases.

### **Skyrocketing Transportation Costs**

Food and supply transportation costs have led to expensive bills for diners and slim margins for restaurants.

## PATRON & STAFF RETENTION

### **Availability of Affordable Housing**

A lack affordable housing in many communities has made it harder for businesses to find local workers.

### **Access To Ridesharing Services Across BC**

Rideshare services are vital for businesses that serve alcohol, yet these services are not yet allowed in many regions.

### **Parking Fees**

Increases in fees have disincentivized patrons from traveling to eat in neighbourhoods with paid parking.

### **Crime and Safety Challenges**

Theft, vandalism, and employee safety have become regular concerns for countless establishments around BC.

## COMPLIANCE & ENFORCEMENT

### **Long, Unclear Wait Times for Licenses and Permits**

Opaque, long, and costly waits for municipal licensing and permits for minor changes have become the norm.

### **Inconsistent Compliance Policies**

Confusion around jurisdiction and enforcement put strains on businesses looking to comply with rules and regulations.

### **Inspection Duplications**

Poor record keeping and overzealous enforcement has led to cases of duplicate inspections, wasting public resources.

### **Punitive, Overzealous Bylaw Enforcement**

Many establishments are hit with expensive fines for minor infractions despite a willingness to comply with bylaws.

### **Complex Approvals for Patios**

Despite their popularity and easy implementation many municipalities put up needless roadblocks to patios.

## RESTRICTIONS

### **Out-Of-Date Liquor Laws**

Many establishments need to put significant resources into compliance with strange, out-of-date policies.

### **Natural Gas Restrictions**

Municipal restrictions on natural gas limit the ability of restaurants to prepare dishes requiring an open flame.

### **Proposed Torch Bans**

Possible bans on butane torches could mean an end for dishes such as aburri or crème brûlée.

# Save BC Restaurants

## Entrées

THESE AREN'T DAILY SPECIALS, THESE ARE DAILY STRUGGLES FOR RESTAURANTS AROUND BRITISH COLUMBIA

### Struggling To Make Ends Meatloaf

**Cost:** 35% of restaurants are losing money

A one-time classic that's barely holding it together. Slices are becoming thinner and thinner with each passing day.

**Policy Pairing:** Provide rental assistance and offer rebates for energy, packaging, and municipal taxes.

### Labour Shortage Ribs

**Cost:** 20,000 job vacancies in the restaurant sector

A difficult dish to make, mostly thanks to the restaurant sector having the highest job vacancy rate in Canada.

**Policy Pairing:** Implement a 'Jobs Now' program and call for a dedicated stream for tourism and hospitality workers.

### Deep-Debt Pizza

**Cost:** 81% of restaurants took on pandemic-related debt

Layered with financial burdens, every piece is topped with loans and impossible repayment schedules.

**Policy Pairing:** Establish a Provincially-led, targeted debt relief program.

### Regulatory Jumble-aya

**Cost:** Months of delay and lost revenue

A veritable mess of permitting complexity, inconsistency, and uncertainty makes this a tough dish to stomach.

**Policy Pairing:** Appoint roundtables and work with industry to understand policy impacts prior to implementation.

## Desserts

NOTHING SWEET OR JUST ABOUT THESE

### Break-Even Crème Brûlée

**Cost:** 17% of restaurants are just breaking even

This dessert isn't the only thing cracking: there has been a five-fold increase in unprofitability compared to pre-COVID.

**Policy Pairing:** Appoint in-government hospitality experts to ensure the sector's needs meaningfully inform policy.

### Struggling To Stay A-Float

**Cost:** 48% increase in restaurant bankruptcies in 2023

An offering that looks sweet at first but one sip of this and you'll find yourself drowning.

**Policy Pairing:** Increase thresholds for the Small Business Tax and Employer Health Tax.

## Cocktails

BITTER AND TOUGH TO SWALLOW

### "Dude, Where's My Livelihood?"

**Cost:** Restaurants and suppliers impacted by disasters

Flooding and wildfires are dealing a blow to communities across BC, restaurants and workers are paying the price.

**Policy Pairing:** Invest in resiliency infrastructure and dedicate resources to support impacted establishments.

### The Closing Time

**Cost:** Liquor serving establishments are struggling

An unpleasant goodbye. This drink will leave you with a nasty hangover and with nowhere to go tomorrow night.

**Policy Pairing:** Actively find ways to celebrate BC's world-renowned culinary and beverage culture.

# Takeaway Menu

WE KNOW IT'S EASY TO POINT OUT PROBLEMS. THESE ARE STEPS THAT GOVERNMENTS CAN TAKE.

**M** MUNICIPAL

**P** PROVINCIAL

## APPROVALS & CULTURE SHIFT

### Clearly Define Approval Times **M**

Allow businesses to properly plan expansions and openings with clarity on approval times for licensing and permitting.

### Hire Experts & Appoint a Minister of Hospitality **M P**

Appoint individuals within government whose role is to engage with, and develop policies to support the hospitality sector.

### Streamline Permanent Patio Approvals **M**

Make it easier for establishments to transition temporary patios into permanent features, consider a '3 day approval' system.

### Collaborative Compliance Achievement **M P**

Direct enforcement agencies and staff to work with establishments to achieve compliance prior to issuing fines and penalties

## TAXES & PREMIUMS

### Sensible Changes to Employer Health Tax & Small Business Taxes **P**

Raise EHT payroll threshold for small businesses to \$1.5M and increase small business income tax threshold to \$750K.

### Freeze WorkSafeBC Premiums **P**

Offset increases in business costs by either freezing WorkSafeBC premiums or offering a rebate.

## COST RECOVERY

### Oppose Price Increases for Supply Managed Goods **M P**

Make it more affordable for BC restaurants to buy local by opposing increases on supply managed goods such as chicken.

### Natural Disaster Support Program **P**

Dedicate more resources to restaurants and foodservice vendors impacted by natural disasters such as flooding or wildfires.

### Rebates for Energy, Packaging, Rent, and Municipal Tax Hikes **P**

Consider rebates to assist with offsetting costs of some of the most quickly rising expenses.

### Offset Licensing and Permitting Costs **P**

Keep licensing and permitting costs sustainable for businesses, ensure costs are offset with faster approval times.

### Provincially-led Debt Relief **P**

Support businesses struggling with pandemic-era debt through a Provincially-led debt relief program.

## STAFFING

### Implement a Provincial 'Jobs Now' Program **P**

Offset the costs of hiring new staff with the development of a BC 'Jobs Now' program based off the Alberta model.

### Tourism & Hospitality Stream for Foreign Workers **P**

Start filling the 20,000 hospitality worker gap by implementing a dedicated stream for tourism and hospitality workers.

## LIQUOR

### Harmonize Liquor Licensing **M P**

Fix compliance issues by harmonizing liquor laws between levels of government or bringing licensing under one jurisdiction.

### Implement Ontario-Style Single Licensing System for Liquor **M P**

Tie licensing to individuals and businesses, not property. Implement a 'trusted owner' single license system.

### Initiatives to Celebrate BC's Culinary & Beverage Culture **M P**

Help BC's struggling producers of wine, beer, and spirits by celebrating our province's longstanding beverage culture.

# Save BC Restaurants

Save BC Restaurants is an initiative of the BC Restaurant & Foodservices Association and Restaurants Canada



## **BC Restaurant & Foodservices Association**

#130-10691 Shellbridge Way  
Richmond, BC V6X 2W8  
604-669-2239  
info@bcrfa.com



**Restaurants  
Canada**

The voice of foodservice | La voix des services alimentaires

**Restaurants Canada**  
1155 Queen Street West  
Toronto, ON M6J 1J4  
members@restaurantscanada.org

# Save BC Restaurants

Scan below for a digital version of this menu:





PACIFIC RIM SCHOOL DISTRICT

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

February 14, 2024

**RECEIVED**

**FEB 20 2024**

**CITY OF PORT ALBERNI**

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

*RCM Feb 26/24*  
*0400-80*

**Re: Public Consultation on the proposed sale of Lot 11, Plan VIP87124, District Lot 13, Alberni Land District – Craig Road (PID# 028-110-595)**

Dear City of Port Alberni,

The Pacific Rim School District is pleased to inform you that a public consultation is scheduled to take place in our community from February 16, 2024 until March 18, 2024, regarding the proposed sale of a vacant land property located on Craig Road (PID# 028-110-595).

We highly value the input of all stakeholders and feel that your feedback is crucial to our decision-making process. To ensure that your valuable feedback is considered, we kindly request that you provide input **by 4:00pm on March 20, 2024** to the following address:

**By Mail:**

Attn: P [REDACTED] Mason, Manager of Corporate Services  
4690 Roger Street,  
Port Alberni, BC  
V9Y 3Z4

**By Email:**

[REDACTED]

**By Anonymous Online Survey:**

<https://www.surveymonkey.com/r/5BN9CBQ>

If we do not receive any response from your organization by this date, we will assume that your organization is in support of the proposed sale of the property named above. If you have any questions or require additional information, please do not hesitate to contact Ms. Mason. If you are not the correct person in your organization to respond to this request, please forward it appropriately.

Thank you for your continued partnership in enhancing our community.

Sincerely,

Pacific Rim School District  
4690 Roger Street,  
Port Alberni, BC V9Y 3Z4  
[www.sd70.com](http://www.sd70.com)

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 Fax (250) 723-0318



FEB 15 2024



BRITISH  
COLUMBIA

CITY OF PORT ALBERNI

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☒ Development Services  
☐ Community Safety  
☐ Other  
 File # 0400-20 MoH

## NEWS RELEASE

For Immediate Release  
2024HOUS0006-000188  
Feb. 13, 2024

Office of the Premier  
Ministry of Housing

### BC Builds will deliver more lower-cost, middle-income rental homes faster

NORTH VANCOUVER – The Province has launched BC Builds to lower construction costs, speed up timelines, and deliver more homes that middle-income people who live and work in B.C. can afford.

BC Builds is a new initiative that leverages government, community and non-profit owned and underused land with \$2 billion in low-cost financing and a commitment of \$950 million for the overall program.

“Anyone looking for a place to live knows how hard it is – even if you make a decent salary there are not enough rental homes people can afford,” said Premier David Eby. “The private sector alone has not been able to deliver the homes middle-class people in B.C. need. That’s why we’re taking action through BC Builds to deliver lower-cost middle-income homes, faster, so the people who keep our communities working – like teachers, nurses, and construction workers – can find homes they can afford in the communities they love.”

Inflation, high interest rates, and the cost of land and construction have driven up costs and rent in B.C. and across the country, and not enough middle-income housing is being built as a result. Too many homes are out of reach for middle-income earners and people are spending more than half of their household income on housing, pushing people out of communities, and making labour shortages worse.

Supported by grant funding and financing from the B.C. government, through BC Housing, BC Builds is designed to deliver through challenging market conditions to bring down building costs, get more projects started, and build more homes that fit into middle-income budgets. The program will focus on rental housing first with rents reflecting local conditions and determined on a community-by-community basis. This means more households will find below-market rent and spend less than 30% of their income on rent.

“Too many middle-class families are struggling to find a place to live that they can afford, and that’s holding people and our economy back,” said Ravi Kahlon, Minister of Housing. “BC Builds is designed to meet this moment, overcome challenging market conditions, and deliver lower-cost rental homes for the people who deliver the services we rely on, and drive our economy forward – so they can build good lives here and thrive.”

BC Builds works in partnership with non-profits, local governments, First Nations and the development sector to identify available underused land, provide financing and funding, and deliver projects that create more homes and help bring costs more in line with what middle-income households earn.

BC Builds details include:



- At least 20% of all BC Builds homes will have rents that are at least 20% below market rate for projects in partnership with non-profits and First Nations.
- All BC Builds units have a target of middle-income households spending no more than approximately 30% of their income on rent.
- The rents for BC Builds will not exceed market rent for that community, and will in many cases be below.
- All households living in BC Builds homes are income tested at move-in.
- The income levels vary by community, so homes are within reach for that community's middle-income households.
- BC Builds projects aim to deliver more two-, three- and four-bedroom homes, as many as possible with below-market rents.
- Projects owned and operated by non-profit providers mean rents will remain low over time, creating more affordability.

BC Builds uses lower government borrowing rates to offer lower-cost financing and grants to bring down construction costs. The program also works with municipalities, landowners, residential builders and housing operators to move projects from concept to construction within 12 to 18 months, compared to the current of average of three to five years. This will be accomplished by streamlining municipal development processes and by working with landowners, municipalities and residential builders to remove barriers.

BC Builds is designed to grow. In addition to the sites detailed below, thousands of BC Builds homes will continue to move at an expedited pace as projects are approved over the next three years, with some estimated to be under construction as early as summer 2024. More than 20 initial BC Builds sites have been identified on government, First Nations, non-profit and community-owned land. BC Builds is seeking new partners and landowners who want to build housing on underused land or above new community buildings.

The following three projects are examples of BC Builds:

- A site owned by the City of North Vancouver, located at 225 East Second St., being developed by non-profit Catalyst, has development approvals for the following:
  - An 18-storey mass timber building that will include 180 units affordable for middle-income households in North Vancouver.
  - A minimum of 20% of units must rent at 20% below market, with a goal of delivering even more units at below-market rates.
  - The building will be located with the North Shore Neighbourhood House, which provides an extensive range of community services, including 37 child care spaces, child-development support programming for 250 children experiencing development delays, food programs, wellness and recreation activities, and youth and seniors' programs.
  - The project is located beside a new BC Housing project that will deliver 89 affordable homes, set to open in late 2025.
- A site owned by Cowichan Tribes, located at 222 Cowichan Way in Duncan on reserve land is being developed by Khowutzun Development LLP. It has development approvals for the following:
  - A four-to-six-storey wood-frame building, which will include 199 units for middle-income people and families living in the Cowichan Valley.

- A minimum of 20% of units must rent at 20% below market, with a goal of delivering even more units at below-market rates.
- New governance headquarters for the Cowichan Tribes.
- Space for Indigenous businesses.
- A site owned by the Town of Gibsons, located at 571 Shaw Rd., is being developed by non-profit New Commons and will be operated by the Sunshine Coast Affordable Housing Society. It has development approvals for the following:
  - A four-storey wood-frame building, which will contain 33 homes ranging from studios to three-bedroom homes.
  - A minimum of 20% of units must rent at 20% below market, with a goal of delivering more units at below-market rates.
  - The building will also include an early child care centre with 24 child care spaces, encompassing a pre-school daycare and before-and-after school care for eight children.

BC Builds is part of the Province's Homes for People action plan. Launched in spring 2023, the plan builds on historic action to deliver housing since 2017 and sets out further actions to deliver the homes people need faster, while creating more vibrant communities throughout B.C. Actions to speed up the delivery of housing in B.C. include reining in short-term rentals, turning land near transit hubs into housing, increasing small-scale-multi-unit homes, fixing restrictive zoning rules and cutting wait times at the Residential Tenancy Branch among other initiatives.

BC Builds is part of a \$19-billion housing investment by the B.C. government. Since 2017, the Province has nearly 78,000 homes that have been delivered or are underway throughout B.C., including more than 750 units in North Vancouver.

**Quick Fact:**

- The Province, through BC Housing, provides a range of affordable rental housing and rental subsidy programs that serve low-, moderate, and middle-income households.

**Learn More:**

To learn more about the BC Builds program, visit: <https://bcbuildshomes.ca>

To learn more about government's new Homes for People action plan, visit: <https://news.gov.bc.ca/releases/2023HOUS0019-000436>

A map showing the location of all announced provincially funded housing projects in B.C. is available online: <https://www.bchousing.org/homes-for-BC>

To learn about the steps the Province is taking to tackle the housing crisis and deliver affordable homes for British Columbians, visit: <https://strongerbc.gov.bc.ca/housing/>

Four backgrounders follow.

**Contacts:**

J [REDACTED] Smith  
Deputy Communications Director  
Office of the Premier  
[REDACTED]

Ministry of Housing  
Media Relations  
236 478-0251

BC Housing  
Media Relations  
media@bchousing.org

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](https://news.gov.bc.ca/connect)



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## BACKGROUND 1

For Immediate Release  
2024HOU0006-000188  
Feb. 13, 2024

Office of the Premier  
Ministry of Housing

### **What people are saying about BC Builds**

#### **Linda Buchanan, mayor of City of North Vancouver –**

“We have experienced significant job growth across the North Shore. But the people who keep our economy moving do not have housing options within their reach, forcing them to commute from far parts of the region. Thanks to this investment, the people who work here can become our neighbours.”

#### **Silas White, mayor of Gibsons –**

“The Town of Gibsons is thrilled and honoured to be part of the launch of BC Builds. Affordable housing is the most critical challenge in our community, so we appreciate the provincial government’s support and collaboration to add another 33 units, as well as a child care program, to the Sunshine Coast Affordable Housing Society’s first 40 units of housing at Christenson Village. The 73 units, plus child care, will go a long way to addressing our housing and workforce needs.”

#### **Xtli’li ye’ Lydia Hwitsum, Chief of the Cowichan Tribes –**

“Cowichan Tribes has been working hard to develop innovative partnerships to meet the substantial urgent housing needs in our community. One example is our current project to build two beautiful mixed-use buildings – designed to provide 199 apartment suites and ample green space for residents. I am pleased to see the provincial government stepping up with the BC Builds program and partnering with us to get these homes built.”

#### **Jodee Dick, CEO, Khowutzun Development Corporation –**

“Khowutzun Development Corporation is proud to be developing this exciting project with Cowichan Tribes and BC Builds, harmonizing the paths of industry, government, and our Nation into one true path of reconciliation is our goal at Khowutzun Development.”

#### **Jill Atkey, CEO, BC Non-Profit Housing Association –**

“BC Builds is another historic investment into much-needed workforce housing, with the Province leveraging community-held assets toward a supply solution. What’s more, we’re excited that there is a clearly defined role to for the community housing sector because the long-term affordability achieved by our sector simply can’t be matched.”

#### **Tim Heimpel, lead steward for the Health Sciences Association; respiratory therapist, Lions Gate Hospital –**

“I’ve seen the increasing cost of housing first-hand; our small, niche department has lost two

amazing respiratory therapists to other provinces in the last six months alone; many other departments have been affected similarly. Having affordable, stable housing close to your workplace not only helps with retention and recruitment; but those living close by are much more likely to pick up last-minute shifts, which eases the burden of staff hospital-wide, thereby creating an overall better work environment.”

**Carolyn Whitzman, adjunct professor and housing researcher, University of Ottawa –**

“It is great to see the B.C. government scaling up non-market and Indigenous affordable housing on government land. Based on previous successful programs in the 1970s and 1980s, we know these homes will maintain affordability over time.”

**Contacts:**

J [REDACTED] Smith  
Deputy Communications Director  
Office of the Premier  
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Media Relations  
236 478-0251

BC Housing  
Media Relations  
media@bchousing.org

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## BACKGROUNDER 2

For Immediate Release  
2024HOU50006-000188  
Feb. 13, 2024

Office of the Premier  
Ministry of Housing

### **Rents, income thresholds under BC Builds**

- At least 20% of all BC Builds homes will have rents that are at least 20% below market rate for projects in partnership with non-profits and First Nations.
- All BC Builds units have a target of middle-income households spending no more than approximately 30% of their income on rent.
- All households living in BC Builds homes are income tested at move-in.
- The income levels vary by community, so homes are within reach for that community's middle-income households.
- BC Builds projects aim to deliver more two-, three- and four-bedroom homes, as many as possible with below market rents.
- Projects owned and operated by non-profit providers mean rents will remain low over time, creating more affordability.
- As the private sector alone has not been able to build housing within reach for middle income households, BC Builds delivers housing for households at the top end of current BC Housing program income eligibility and beyond, to meet the growing need for more housing for people in these middle-income ranges.
- BC Builds picks up where existing BC Housing programs leave off. For example, current eligibility for the Community Housing Fund, which is at the top end of BC Housing programs, is for income ranges from \$84,780 for studio/one bedroom and \$134,140 for two-plus beds.
- BC Builds is designed to create housing that is affordable for household incomes from \$84,780 to \$131,950 for a studio or one-bedroom home, or \$134,410 to \$191,910 for a two-bedroom home or larger. This will vary by community, to reflect local incomes. The upper end of the income range will only be applicable in the highest-income communities for three- and four-bedroom units.
- Those with lower incomes will be prioritized for below-market units.
- People who earn less than their community middle-income range annually will be eligible to live in a BC Builds studio or one-bedroom home. However, they may be better served by BC Housing's affordable rental housing and rental subsidy programs that serve low- and moderate-income households.
- People with income levels above the local thresholds will be ineligible to live in BC Builds housing.
- The program will use a formula-based approach to determine the rental rates within communities using an appraisal of purpose-built rental units within the community and the average income range of people currently living in the community.

**Contacts:**

J [REDACTED] Smith  
Deputy Communications Director  
Office of the Premier  
[REDACTED]

Ministry of Housing  
Media Relations  
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BC Housing  
Media Relations  
media@bchousing.org

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## BACKGROUNDER 3

For Immediate Release  
2024HOUS0006-000188  
Feb. 13, 2024

Office of the Premier  
Ministry of Housing

### **Leveraging land through partnerships**

The Province, through BC Housing, has established partnership opportunities with 20 governments and organizations that are working with BC Builds to build homes for people faster:

- Church of the Nazarene, City of Langley
- City of Kamloops
- City of Kelowna
- City of Langley
- City of North Vancouver
- City of Port Alberni
- City of Vancouver
- District of Squamish
- Khowutzen Development Corporation (Cowichan Tribes)
- Nelson and District Chamber of Commerce
- Resort Municipality of Whistler
- Sacred Waters (and the respective Nations working closely together: Katzie, Kwantlen, Semiahmoo)
- Southside Community Church, Burnaby
- Town of Elkford
- Town of Gibsons
- Town of Ladysmith
- Township of Langley
- *cišaaʔath* (Tsehaht) Nation
- University of Victoria
- University of British Columbia

#### **Contacts:**

J [REDACTED] Smith  
Deputy Communications Director  
Office of the Premier  
[REDACTED]

Ministry of Housing  
Media Relations  
236 478-0251

BC Housing  
Media Relations  
[media@bchousing.org](mailto:media@bchousing.org)

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## BACKGROUND 4

For Immediate Release  
2024HOUS0006-000188  
Feb. 13, 2024

Office of the Premier  
Ministry of Housing

### **Connecting landowners, home builders**

The Province, through BC Housing, is working with government, non-profit, and community landowners to identify additional underused properties that can be developed or redeveloped into rental housing through BC Builds.

The Province acknowledges its commitment to the Declaration on the Rights of Indigenous Peoples Act, as well as the obligation to consult and co-operate with First Nations regarding the use and disposition of underutilized provincial land that may be identified as potential BC Builds projects. The Ministry of Housing and BC Housing will continue to ensure this obligation is met.

#### **Step 1 – Connect and support land partners and home builders**

Landowners can find a development partner on their own or source one through the BC Builds website. The BC Builds housing development opportunities page will be launched in the coming weeks, with sites already zoned for housing development. Property owners looking for a developer/builder and/or operating partner will be listed for residential homebuilders and housing operators to review and submit a proposal to develop and/or operate rental housing on the site.

BC Builds will facilitate partnership agreements and lease terms between landowners, builders and operators and support the evaluation of proposals.

#### **Step 2 – Streamline the approval process**

Once a partnership agreement has been established, BC Builds will work with municipal and provincial approvers to accelerate permitting, building and operation of housing.

The BC Builds team will work with landowners, municipalities and residential developers to remove barriers.

#### **Step 3 – Provide low-interest financing and grants**

BC Builds offers low-interest construction financing to reduce the cost of construction of eligible projects.

As needed, BC Builds will provide a maximum grant of \$225,000 per unit to non-profits and First Nations development corporations to achieve a minimum of 20% of units with rents 20% below market.

For eligible groups that own land and have an initial concept, but need additional financial support to advance their project, pre-development loans are available.

**Contacts:**

J [REDACTED] Smith  
Deputy Communications Director  
Office of the Premier  
[REDACTED]

Ministry of Housing  
Media Relations  
236 478-0251

BC Housing  
Media Relations  
media@bchousing.org

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Tseshah  
First Nation



File No. 0400-90

February 13, 2024

Island Health Executive

by email: [REDACTED]

**Attn:**

Dr. R. [REDACTED] Gustafson, VP and Chief MHO Population and Public Health

J. [REDACTED] Hanson, VP, Clinical Services, Acute Care North and Community Services

Dr. A. [REDACTED] Heaslip, Executive Medical Director, Addiction Medicine and Substance Use Services

J. [REDACTED] Lajeunesse, Executive Director, Addiction Medicine and Substance Use Services

**Re: Community Stabilization Beds Program**

On behalf of the City of Port Alberni, Tseshah and Hupačasath First Nation, we write to request a meeting to discuss the urgent need for stabilization beds in Port Alberni and to request the support of Island Health in the establishment of a community non-medical detox and stabilization program that is co-led by Island Health and a local service organization [not-for-profit].

Port Alberni has shown readiness for implementing a Community Stabilization (CDS) resource through various means.

The Port Alberni Community Action Team's five-year *Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe for the Alberni Valley and British Columbia*, has identified a major gap in services related to stabilization beds and recommends the establishment of community stabilization beds program. The Tseshah First Nation 'Alberni Valley Toxic Poisoned drugs (Opioid) Crisis Strategy' also calls for stabilization and non-medical detox services in the area to address immediate needs reflected in overdose rates.

Several convening and engagement events have been held in Port Alberni, bringing together service providers from multiple disciplines, Indigenous organizations, First Nations, and government representatives at various levels. All of these events have highlighted the severe gap in stabilization and community non-medical detox services in the area.

Multiple service organizations in Port Alberni have mission statements aligned with the servicing and operation of a stabilization program. They possess expertise in areas such as residential treatment and housing programs, working with peers with lived and living experience, co-case management of clients with multiple barriers to treatment and housing, and evaluating and scaling programming to respond to community and population needs. These organizations have the necessary resources, both capital and human, to implement the services.


There is support from all levels of government, healthcare, and community service providers for the establishment of stabilization services in Port Alberni. Council for the City of Port Alberni along with Tseshah and Hupačasath First Nations are ready to support this service in the community. Additionally, dynamic intensive outreach teams from various disciplines are available to support patients attached to the CSD program.

Thank you for your attention to this matter. We believe that the establishment of a stabilization service in Port Alberni is crucial to address the drug crisis and support the well-being of the community. We look forward to meeting to further this initiative.

Links:

- [Draft 'Alberni Valley Toxic Poisoned Drugs \(Opioid\) Crisis Strategy'](#)
- [Draft 'Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe for the Alberni Valley and British Columbia'](#)

Yours truly,

  
Ken Watts (Feb 16, 2024 11:22 PST)  
Wahmeesh [Ken Watts]  
Elected Chief Councillor  
Tseshah First Nation

  
Sharie Minions (Feb 16, 2024 08:56 PST)  
Sharie Minions  
Mayor  
City of Port Alberni

  
Brandy Lauder (Feb 16, 2024 11:47 PST)  
Brandy Lauder  
Elected Chief Councillor  
Hupačasath First Nation

c: MLA Josie Osborne  
MP, Gord Johns

J:\EFS\0100\_0699 Administration\0400 Cooperation\_Liaison\0400\_90 Health Authorities\2024\_02\_08\_Island Health.docx



FEB 13 2024

CITY OF PORT ALBERNI

Alberni Valley Museum  
and Heritage Commission



# Heritage Commission Meeting

January 3, 2024

## Minutes

Location:  
AV Museum

### Attendees:

Community at Large  
Historical Society  
Industrial Heritage  
Maritime Heritage  
School District 70  
Staff

Colin Schult  
Gareth Flostrand  
Richard Spencer  
Ken Watson, Don Jones  
Pam Craig  
Willa Thorpe

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

File # RCM Feb 26/24  
0540-20-AMHS

### Regrets:

ACRD  
Chamber of Commerce  
City Council  
Community Arts Council  
Hupačasath First Nation  
McLean Mill  
čišaaʔath (Tseshaht) First Nation

Called to order: 7:04pm

1. Moved by Pam, seconded by Colin, that the agenda of the January 3, 2023 meeting be approved as circulated.
2. Moved by Pam, seconded by Ken, that the minutes of the December 6, 2023 meeting be approved as amended.
3. Old Business
  - a. Heritage Week 2024
    - i. Local organizations are welcome to post their Heritage Week events for free on Heritage BC's website: <https://heritagebc.ca/events-activities/heritage-week/layer-by-layer/heritage-week-host/>
4. Correspondence
  - a. Commission Reappointment – Colin Schult
  - b. 2024 Meeting Schedule
5. New Business – none



Heritage Commission Meeting  
January 3, 2024  
Minutes

6. Reports

a. Maritime Heritage Society



**PAMHS Report to the Heritage Commission**  
**January 3, 2024**

The PAMHS recent activities as well as upcoming events are summarized below:

- **2024 Memberships** – In order to help boost membership and involvement in the PAMHS the membership fee for 2024 has been reduced to \$10. If you are a past member or would like to be a new member, please give us a call or stop by the Gallery to sign up.
- **Maritime Art Display** - A new temporary display of maritime related art created by local artists is currently in the planning stages. Art selected for display will also be available to purchase. Our display chair, Dave Cox is working on this exciting new display with input and assistance from our friends at the Community Arts Council. This new display is scheduled to open in Spring of 2024
- **Lighthouse Upgrade Fundraising** – We are fundraising for required exterior upgrades to our iconic waterfront lighthouse structure. We reached out to several of the leading businesses in the Alberni Valley before Christmas and have had some positive responses. So far, we have raised \$14,000 towards this project.
- **Space Rentals Available** – The Lighthouse and Gallery are available for special event rentals on a very affordable basis. For 2024 we already have one wedding booking in January. Check our Facebook page or contact our Facilities Coordinator for rates and availability.
- **Open Hours** – We have now resumed our normal "winter hours" schedule. We are open from 11am-4pm, Fridays to Monday. Closed Tuesdays to Thursday. In addition, groups can still make bookings to view our Gallery by contacting our Facilities Coordinator, Chris Johnson by telephone, email, or our FB page. Our contact information is:

Tel. 250 723-6164  
Web [portalbernimaritimeheritage.ca](http://portalbernimaritimeheritage.ca)  
FB [maritimediscoverycentre](https://www.facebook.com/maritimediscoverycentre)  
Email [portalbernimhs@gmail.com](mailto:portalbernimhs@gmail.com)

b. Historical Society

- i. Happy New Year and Best Wishes for a Healthy & Happy 2024!
- ii. A big thank you to all our very dedicated volunteers for putting in 226 3/4 volunteer hours in December.
- iii. The Archive volunteers took a much-needed break during the Holiday Season. We are now back at work, Tuesday – Thursday, 11 am – 3 pm.
- iv. 2024 Historical Society membership is now due. \$10 per calendar year. You can pay by cash, cheque or e-transfer.





Heritage Commission Meeting  
January 3, 2024  
Minutes

c. Regional District



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

# KEEPING YOU CONNECTED

### Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meeting - December 13, 2023

#### DECEMBER 13 COMMITTEE OF THE WHOLE MEETING

##### SWEARING IN NEW BOARD MEMBER



After serving Uchucklesaht Tribe on the ACRD Board for almost 10 years, Chief Wilfred Cootes handed over his Tribe's seat to Moriah Cootes. She was sworn in as a Director for the ACRD by General Manager of Administrative Services Wendy Thomson and welcomed by Vice-Chair Deb Haggard.

Later in the day, at the regular Board of Directors meeting, the Board of Directors wished Wendy Thomson good luck in her retirement, as her last day as the General Manager of Administrative Services was December 15. Wendy will be missed at the ACRD after working there for over 30 years in various positions. Good luck Wendy!

#### DECEMBER 13 BOARD OF DIRECTORS MEETING

##### INCLUSIVE REGIONAL GOVERNANCE

The Board of Directors awarded the Inclusive Regional Governance Consulting Services contract to ECOPLAN International. Phase 1 is for \$44,995, with additional phases at a cost of \$20,000, subject to grant funding. ECOPLAN will guide the ACRD's inclusive regional governance project. The ACRD worked with the ECOPLAN in the past when exploring the relationship between the Regional District and self-governing First Nations, prior to the Maa-nulth Nations joining the Board.

##### PAID PARKING AT LONG BEACH AIRPORT

Following a six-month pilot project exploring the feasibility of parking at Long Beach Airport, the Board approved a bylaw that would make paid parking permanent. The pilot has shown that revenues during the summer months generate positive revenue, whereas costs exceed revenue in the winter with an annual positive income of \$1,200 for the year. There are additional benefits that have resulted from the pilot including stall licensing and improved parking monitoring and reduced illegal camping problems.

##### PROVINCIAL GROWING COMMUNITIES FUND

The Board approved the allocation of the Provincial Growing Communities Fund grant of \$1.9 million. The funding is allocated to the following projects:

- Bamfield Volunteer Fire Department west side fire hall
- Beaver Creek Fire Department feasibility study for future of existing hall
- Sproat Lake Fire Department expansion of Hall #3 Harold Bishop
- Beaver Creek Water System capital upgrades
- West Coast Transit bus and shelter construction
- Alberni Valley Aquatics – Proposed Service feasibility study
- Long Beach Airport wastewater treatment plant upgrade
- ACRD Office feasibility study for future of building

## Have a safe and happy holiday season

### Alberni-Clayoquot Regional District Holiday Closures

<b>ACRD office</b> <small>3008 Fifth Avenue, Port Alberni</small> <b>December 23-January 1</b>	<b>Third Avenue Recycling Depot</b> <small>3630 Third Avenue, Port Alberni</small> <b>Christmas Day and New Year's Day</b> <b>Closing at noon on December 24 &amp; 31</b>
<b>Alberni Valley Sort'nGo Centre</b> <small>Formerly A/S Landfill 7000 Metcalf / Elder Road, Port Alberni</small> <b>Christmas Day and New Year's Day</b>	<b>West Coast Landfill</b> <small>1600 Nassa Plou Road, Tofino</small> <b>Christmas Day and New Year's Day</b>

The emergency line for Beaver Creek Water is 250-206-0021.  
The emergency line for Millstream Water is 250-726-6106.

250-720-2700    [www.acrd.bc.ca](http://www.acrd.bc.ca)    3008 Fifth Ave.    @ACRDgov



**Heritage Commission Meeting**  
**January 3, 2024**  
**Minutes**

- d. Community Arts Council
  - i. Gallery
    - 1. Mistletoe Market – was very successful this year. In fact, the final day we set a record for sales, at close to \$900.
    - 2. Next exhibit is “A Life’s Work”, a special exhibit featuring the works of the late E.J. Miller-Towle. It opens January 30. Meet and greet February 3rd, 1-3pm.
  - ii. Workshops, 2024
    - 1. Jim Sears, - intro to using coloured Pencils – Saturday, February 24, at the Grove Gallery.
    - 2. Susan Shaefer – Making Waves – acrylic painting – Sat., April 13 ,10 - 230pm
    - 3. Susan Shaefer – Limited Palette – acrylic painting – Sat., June 8, 10- 230pm
    - 4. Cheryl Frehlich – two-day beginner workshop on paverpol.
  - iii. Fundraisers
    - 1. Greater Victoria Police Chorus – Sunday April 14, 2:30pm
    - 2. Hilltop Nurseries – Mother’s Day
    - 3. Book Sale – Mother’s Day weekend, Athletic Hall
  - iv. Board Members – We are currently looking for more board members. We have one new board member, Angela Skaley, but we are also losing a member, Sue Thomas.
  - v. AGM – February 22, 2024 700pm at the Grove Gallery
- e. Chamber of Commerce – no report
- f. McLean Mill
  - i. We have finished 2023 with a sprint in December. After a restful November, the days leading up to the Holidays have been quite busy at McLean Mill.
  - ii. We kicked off the month on Dec 2 with a 28-person tour for Club Trofeo, an exotic Car Club from Vancouver, who were amazed at the insight into the hard reality of 1930’s working life. It was also fun to tour the parking lot full of high-end cars and have them share some of their adventures with us.
  - iii. We were also very honoured to host holiday gatherings for the Port Authority, Hertel’s Meats and NTC. While we chose not to completely deck out the courtyard with lights this year, we could not resist decorating the Hall to add to the festive ambiance for our rentals.
  - iv. The practical side of working on-site during the winter also took up a fair bit of time. Raking leaves, cleaning gutters, and ensuring that we are ready for the winter weather was a daily theme over the month. We have also





**Heritage Commission Meeting**  
**January 3, 2024**  
**Minutes**

completed cataloguing and packing up the office, cookhouse, bunkhouse, and any other artefacts that need to be store for the winter. This has been and ongoing project to ensure that we are properly tending the assets we have been entrusted to care for.


- v. We are also excited to see other projects onsite completed with the Arnold McLean house porch and siding repaired; we will once again be able to allow visitors to explore this building. Storage space for the pieces removed from the Barn is coming along and a complete upgrade of the fire system for the Courtyard buildings has been completed. We are grateful to the City and staff for their efforts to ensure that our local historical treasure is cared for.
- vi. On top of all this, we continued our reflections on the past season and planning for 2024. We are working hard on a new project for May that I hope to announce soon as well as putting together the pieces for next year's returning events.
- vii. We at McLean Mill wish you all the happiest of Holiday Seasons and a safe, prosperous, and hopefully "uneventful" 2024.

- g. City Council – no report



**Heritage Commission Meeting**  
**January 3, 2024**  
**Minutes**

h. Industrial Heritage Society



**Western Vancouver Island  
Industrial Heritage Society**

**January 3<sup>rd</sup>, 2024 Report to the Heritage Commission**

1. WVIHS Members held a well-attended Christmas social gathering on December 12<sup>th</sup>. After that, activity at the Industrial Heritage Center and APR Roundhouse started to slow for the holidays with volunteers getting a well-deserved break.
2. 'Tis the season to be planning. The crew at the Industrial Heritage Center have been project planning for 2024, which includes continued restoration work to the '58 Hayes. We are also beginning to plan activities and events for 2024, including the annual Antique Trucks & Machinery Show.
3. Railcar Inspector Mike Moy came to the APR in December to inspect our rolling stock and locomotives, to ensure that the equipment is in accordance with railway regulations. The inspection confirmed that no major repairs are needed to operate (other than the #8427 – orange diesel, which has needed a new axle for the last 5 years), and that only minor servicing is required. We plan to begin this work at the end of January.
4. As we continue to plan towards rail operations in 2024 our rail management committee has been hard at work ensuring the community is aware of our intentions for the operations of the Alberni Pacific Railway. We have published multiple campaigns on social media, as well as a story through the 'Scoop on Port Alberni' and are currently in discussion with the 'Alberni Valley News'. We have seen a lot of support over the last few months for a return to operations for the APR.
5. Mark your calendars! Our Annual General Meeting will be held on February 21<sup>st</sup>, 2024. Location and Guest Speaker to be announced.
6. Memberships can now be renewed for 2024. Anyone wanting to renew a membership or become a member of the WVIHS can do so by visiting the Industrial Heritage Center during open hours or going online to [www.ihsporalberni.ca/membership](http://www.ihsporalberni.ca/membership).

i. School District

- i. The next Public Meeting for Pacific Rim School District is January 23, 2024, at 5pm at Ecole Alberni Elementary.
- ii. Students return to class Jan 8, 2024, after Winter Break.
- iii. December was a month of winter celebrations in all schools in Pacific Rim, Band concerts, Winter Wonderland trips and much more.



**Heritage Commission Meeting**  
**January 3, 2024**  
**Minutes**

- iv. Totem Invitational Event Is Jan 11, 12 and 13 at ADSS. 2024 is the 68th Annual Totem Tournament. The event began in 1955 with 4 Boys Teams and now the event has evolved into – slogan of “It’s Kinda a Big Deal” with Boys and Girls teams, Cheerleaders, Dancers, Pep Band, and a Full house of spectators every game. The first game is ADSS Senior Girls at 5pm on Jan 11 followed by ADSS Senior Boys at 7pm. Tickets are \$10 for adults or \$25 weekend pass.
- v. The District has posted on the Pacific Rim Website an item for “Community Consultation on Disposal of Property”. The School Act requires School districts to conduct public consultation in preparation for disposal of district properties when the district no longer requires property for educational purposes. The ministry of Education and Child Care must approve prior to disposing of property. All the details are listed on the website.
- j. Community at Large
  - i. January Activities Around Town
    - 6 – Tree-cycling – bring your tress to Echo (back parking lot) to be chipped for use around the City, by donation to KidSport
    - 11-13 – TOTEM 68
    - 12 -Business Leaders breakfast – event by AVCOC @ Smitty’s Tix \$33.23-38.55 8am, speaker John Jack ACRD Chairperson
    - 13 – Kama’s Wellness Day – Argyle House 10-5 – celebrate Life and Health of Kama Dawn
    - 15 – Snowed in Comedy Tour @ Capitol Theatre 730pm
    - 19 – Winter Showcase 2024 – Capitol Theatre 730 and 20 2pm \$10 tix @ Door
    - 20 – A Mystical Wellness Fair at BW Barclay 10am – psychics, mediums, etc
    - 21 – Winter Film Fest – Paramount 5pm – Mr Dressup: The Magic of Make Believe
- k. Museum
  - i. We are thrilled that Dr. Jennifer Robinson, our Manager of Culture, will be starting on March 4. Jen has worked with the Museum for the past 10 years on a variety of projects with the Survivors of the Alberni Indian Residential School and George Clutesi exhibit.
  - ii. We are still in the process of interviewing for our Education Curator role.
  - iii. Travelling Exhibits: Eyes on the Skies finished today, and The Ones We Met will run February 8 – May 11.
  - iv. The biennial Art Show will run June 6 – August 31.



**Heritage Commission Meeting**  
**January 3, 2024**  
**Minutes**

- v. We have recently applied for two summer students through the Young Canada Works grant program.
- vi. We are in the midst of finalizing our spring and summer program, camp and event offerings.
- l. Hupačasath First Nation – no report
- m. čišaaʔath (Tseshah) First Nation – no report
- 7. Next Meeting
  - a. February 7 → 7pm (AV Museum)
- 8. Moved by Colin to adjourn at 7:41pm.





I had the pleasure of attending an LGLA (Local Government Leadership Academy) conference on Leadership Jan 31 to February 2nd.

An excellent address was given by former Mayor (Saanich) Frank Leonard. The emphasis was on governance and how to operate within that to achieve specific outcomes. The emphasis was staying focused on Goals and Outcomes. Frank's history has been very much involved with Business Management, transposed to a governance model for Community leadership, and methods for Councils to focus on outcomes while providing appropriate direction to their staff in order to achieve those outcomes. Also mentioned was the importance of knowing what specifically City staff require in order to move in the desired direction (ie appropriate wording in the Official Community Plan).

There was a great deal of emphasis on sustainability, particularly regarding asset management and incorporating operational costs into any capital projects (ie new aquatic facility). For example although it may cost \$30 million for one capital project, the ongoing operational cost over a period of several decades may be double that and heavily impact general taxation levels.

The former Mayor of Golden (Christina Benty) delivered a presentation on some of the pitfalls of political life and how to avoid them, one item being suggested was developing a narrative for the entire community and keeping them involved (for example in our case having our Communications constantly updating our citizens). Another item was the importance of "the Team" concept and keeping a cohesive sense of teamwork within the Council members.

Further to sustainable economics, a Nanaimo Regional District staff member discussed emergency events warranting at least a 9% budget level provision for the climate change related events which are projected to occur with increasing frequency. Also a long term emphasis on Water is now and even more in the future becoming of prime importance within a community profile. In some districts (ie Nanaimo) this points to the importance of protecting water aquifers, in others such as Port Alberni, it points to the importance of protecting our water system and our transportation corridors.

In addition to wildfire prevention and protection, integrating climate action into our mission statement and/or the OCP was re-emphasized. An excellent talk on this was given by Mr. Don Lidstone on Negligence, Foreseeability and how that should be interwoven with the effects of Climate Change.

Jan Enns finished up with a discussion on credibility in the community : by consistently informing our public on what we are doing, what we have accomplished and are the anticipated next steps. The Somass lands and waterfront improvements and the Quay to Quay serve as a good local example.

An additional offshoot of the event was meeting with the Mayor of Squamish and getting further positive feedback in regards to our new community development partner Matthews West.

Thank you,

John D.

*John Douglas, City Councillor*

*(He,Him,His)*

*I have the honour of living, playing and working on the unceded territories of the T'seshaht and Hupacasath First Nations.*

*"Best Place. Best Time. Ever."*

E: [john\\_douglas@portalberni.ca](mailto:john_douglas@portalberni.ca)

M: 250-735-7177

## **Councillor Report**

For February 26, 2024

### **Councillor Debbie Haggard**

#### **February 7, 2024 – Alberni Clayoquot Regional District Committee of the Whole meeting –**

This was the annual meeting in which the ACRD Board of Directors considers Grant-in-Aid Applications from local non-profit organizations that provides a benefit to one or more electoral areas in the region or the entire regional district. The total amount of grant-in-aid funds requested for 2024 was \$552,478, compared to 2023 which was \$276,642.

#### **February 8, 2024 – Community Action Team – Highlights include:**

- Peer workers are receiving ongoing training to help with their work in the community.
- Guest speaker from the Powell River Community Action Team. They received funding for a mobile van in order to test for toxic drugs. They have had very good success in reducing the number of deaths due to toxic drugs.
- Presentation from the Friendship Centre on some of the many services that this organization offers.

**February 9, 2024 –** I attended the meeting of the Transportation Advisory Committee meeting via zoom. The scope of the work of the committee has been expanded to include both an emergency route and a permanent second route. The concern was raised with the representative from the Ministry of Transportation for the need of an electronic signage posting up to date information.

#### **February 13 – 14, 2024 UBCM Housing Summit**

- ***Housing the Next Million British Columbians*** – A panel of elected officials discussed how their respective communities will strive to accommodate the current and anticipated population growth. Discussion centred around the challenges and implications of the recent provincial housing legislation.
- ***A Conversation with Housing Minister Ravi Kahlon*** – Minister Kahlon discussed the changes his ministry has introduced focusing on increasing BC's housing supply.
- ***Taking Stock of BC's Affordable Housing Needs*** – A panel gave an overview of new provincial government initiatives, such as the BC Builds and the Rental Protection Fund.

#### **February 14, 2024 – Alberni Clayoquot Regional District Committee of the Whole meeting –**

The various departments of the ACRD gave a brief presentation of the accomplishments in 2023 and their respective work plans for 2024.



**February 14, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:**

- Presentation from the Vancouver Island Regional Library Board
- Presentation from Broombusters Invasive Plant Society regarding Scotch Broom
- Letter of support to the Ministry of Indigenous Relations and Reconciliation to nominate their Ministry and the Huu-ay-aht First Nations for their partnership in the Anacla/Bamfield Road Improvement Project for a Premier's Award for Excellence in Public Service.

**February 20, 2024 – Community Action Team Blueprint of Transformative strategies to the Toxic Drug Catastrophe for the Alberni Valley and British Columbia –** The CAT issued the public release of the Blueprint document to community organizations, to the media and to the public. It was a year long process with lots of consultation with other community organizations and partners and many revisions in order to achieve the final document.

Council report for February 1 to 16, 2024

In addition to council meetings I attended 3 additional events during this period.

On Friday Feb 2<sup>nd</sup> I attended the opening of the Kuu-us café and gifts located on Gertrude street. It was an excellent opportunity to see how well supported this business is by the number of people in attendance. It offers an excellent and delicious opportunity to experience First Nations cuisine and crafts, and broaden the efforts for reconciliation to advance. In addition, this business is a social enterprise with the purpose of using the profits to support the programs of the Kuu-us society. Truly a win win for our community.

On Saturday Feb 17<sup>th</sup> I attended an information session for the Men's Sheds organization. This group is well established internationally but new to our community. Without oversimplifying, this is an informal group of guys who get together and share the benefits of building a supportive community. Often centered around woodworking skills and community projects it quickly became own as a meeting out in someone's shed. I wish this group success as they organize and provide a space for port Alberni men to connect.

Finally I attended the AGM of the Vancouver Island Regional Library. This is an amazing service offered across 38 communities on Vancouver Island and the coastal communities. It appears to me to offer the very best of services, although unfortunately not equally to each of its members. Each of its member communities (including Port Alberni and the ACRD) have a trustee on the board and pay a share of the library's annual budget. And while we have a seat on the board, it is difficult to influence policy with 37 others voting in an opposite direction. Not everyone agrees that fiscal restraint should be a part of the process.

This truly is a Cadillac of library services and it is touted as so by staff and members of the board. I have no criticism of the programs offered or the strategic plan being followed, except that I'm not sure we need a Cadillac. I think maybe something in the cheaper, but perfectly acceptable range of a Desoto, or a Hyundai would be appropriate.

Some of the things which Port Alberni tax payers are paying for include electric car charging stations in Masset, meeting rooms in facilities other than Port Alberni, overdose alarms in facilities other than Port Alberni, upgrades in facilities other than Port Alberni, free access to music downloads and streaming, free access to movie downloads and streaming and free access to video games.

I think all of these are good services. They are services that one would expect in a Cadillac. They are not the type of services fundamentally required to simply have a car to get groceries. In summary, Wow, that's a nice library. Now could you show me something in my price range.

Should Port Alberni Taxpayers be buying an electric car charger in another community? Are electric car chargers even properly part of the mandate of library. What does choice of fuel have to do with improvement of literacy. And when it comes to movies and video games, I cannot imagine the day when Port Alberni taxpayers would ask council to increase their taxes so that everyone in port Alberni could get a free Netflix account.

In my opinion Port Alberni is paying too much for the services that we receive, and we may not want all the services we are being provided.



# Resilience Unveiled:

## Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe for the Alberni Valley and British Columbia

*Inspiring Transformation Through Dialogue  
Port Alberni Community Action Team*

Feb 20, 2024

# Table of Contents

## Contents

1.0 Preface .....	3
1.1 Port Alberni Community Action Team Four Guiding Principles .....	3
• Harm Reduction	
• Stigma Reduction	
• Networking with The Community	
• Social Stabilisation	
2.0 Executive Summary.....	4
2.1 Overview – Key Causes and Drivers of the Catastrophe .....	6
2.2 British Columbia Government Key Guiding Committee Reports .....	7
• Ministry of Mental Health and Addiction – Pathway to Hope Plan .....	7
• BC Corner's Special Death Panel Review Toxic Drug Deaths – March 2022 .....	7
• BC Legislative Select Standing Committee on Health – Toxic Drug and Overdose Crisis Report Nov 2022 .....	7
• BC Corners Service Death Review, An Urgent Response – November 2023 .....	7
2.3 Stories from The Gap .....	7
2.4 Social Return On Investments (SROI) .....	7
3.0 Defining Key Drivers and Causes of the Catastrophe .....	8
3.1 Impact on First Nations/Indigenous People .....	9
3.2 Toxicity of the Unregulated Supply .....	10
3.3 Lack of Regulated Safer Supply .....	10
3.4 Mental Health .....	11
3.5 Housing .....	12
3.6 Poverty and Economic Factors.....	13
3.7 Government Resolve .....	13
3.8 Recovery Programs – In-Residence Abstinence-Based, and Opioid Agonist Treatment (OAT) Programs .....	15
3.9 Youth Challenges.....	15
3.10 Primary Care .....	16
3.11 Criminal Justice System, Decriminalization/Legalization, Public Safety Measures .....	16
3.11-1 Criminal Justice System .....	16
3.11-2 Decriminalization/Legalization .....	17
3.11-3 Public Safety Measures .....	18
3.12 Harm Reduction.....	19
3.13 Stigma .....	19
3.14 Recovery Treatment Time Frames .....	20
3.15 Treatment/Recovery Programs .....	21
3.16 Prevention Programs .....	22
4.0 Solution Recommendations .....	24
4.1 First Nations/Indigenous People Support Recommendations .....	24
4.2 Toxicity of the Unregulated Supply Recommendations .....	26
4.3 Regulated Safer Supply Recommendations .....	27
4.4 Mental Health Recommendations .....	28
4.5 Housing Recommendations .....	29
4.6 Poverty and Economic Recommendations .....	30
4.7 Government Resolve Recommendations .....	31
4.8 Recovery Programs – In-Residence Abstinence-Based, and Opioid Agonist Treatment (OAT) Recommendations .....	31
4.9 Youth Challenges Recommendations .....	33
4.10 Primary Care Recommendations .....	35
4.11 Criminal Justice System, Decriminalization/Legalization, Public Safety Measures Recommendations .....	35
4.11-1 Criminal Justice System Recommendations .....	35
4.11-2 Decriminalization/Legalization Recommendations .....	37
4.11-3 Public Safety Measures Recommendations .....	37
4.12 Harm Reduction Recommendations .....	39
4.13 Stigma Reduction Recommendations .....	42
4.14 Recovery Treatment Time Frames Recommendations .....	43
4.15 Comprehensive Treatment/Recovery Programs Recommendations .....	45
4.16 Comprehensive Prevention Programs Recommendations .....	46
Summary of Recommendations .....	48
References .....	62

**Dedication:**

*This report is dedicated to the memory of the 140 family members, friends and neighbours who have died from the Poisoned Drug Catastrophe in the Alberni - Clayoquot Region between 2016 and December 2023. Our hearts weep in grief.*

## 1.0 Preface

This Blueprint is born from the leadership of the Tseshaht First Nation, who provided community guidance in 2023 by holding a two-day workshop on the opioid crisis. Our Blueprint supports the release of their Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy Report on Jan 31st, 2024.

This is a living document. As such it will evolve, especially as new science-based information becomes available. It is also subject to edits and refinement from the input of our many members and friends of the Port Alberni Community Action Team.

This report focuses on opportunities to help the Port Alberni Community Action Team, community agencies that provide services, and all levels of government identify and embrace scalable initiatives, project solutions, and tactical actions needed to solve the poisoned drug catastrophe in British Columbia.

The year 2016 marked a critical juncture for British Columbia. That is the year the Province declared the poisoned drug catastrophe a health emergency. Since then, we have lost more than 14,000 family members, friends, and neighbours to this catastrophic health emergency. Some would say that much has been done, however, to date, the death rates have not lessened across our Province, nor has it in our community of Port Alberni. In fact, in the Alberni-Clayoquot Region last year, we experienced the worst death rate since the health emergency declaration. This catapulted our community into the position of the third-worst death rate in the Province.

After eight long years, an effective, composite resolution to the catastrophe continues to elude British Columbia.

The Port Alberni Community Action Team is a community-led initiative in response to the poisoned drug supply/overdose catastrophe in British Columbia.

### 1.1 Our Four Guiding Principles Are:

1. Harm Reduction, both in the distribution of material and education in the community.
2. Reducing Stigma associated with those who have mental health or substance disorders (concurrent disorders).
3. Networking in the community that supports treatment and recovery.
4. Social Stabilization, working to improve conditions to assist people with substance/ mental health disorders or both together (concurrent disorders).

Although the Port Alberni Community Action Team's terms of reference are primarily within the Alberni Valley, it is clear that sustainable solutions are not achievable for our community without addressing the cause and solution factors at the British Columbia

Provincial level and in some cases the Canadian Federal government level.

The poisoned drug catastrophe continues to change, as have the complexities of the causes and evolving proposed solutions. Recently, two opposing factions have appeared in the drug policy change movement. Both represent extreme opposites in addressing solutions:

1. One faction is lobbying for a return to more traditional policies, such as the “War on Drugs” position – the idea that harsh punishment prevents people from seeking out and using substances.
2. The other view is positioned on relaxing or ending all existing regulations on the control of substances.

Reconciling these two factions is a key driver in the creation of this document or our position between these extremes. — We look to define a forward-looking role for solution elements that the Port Alberni Community Action Team supports.

An overriding factor in defining our position on all aspects of the Poisoned Drug Catastrophe is that the main mandate of Community Action Teams in the Province is to drive change. For this reason, our position always favours innovative perspectives, especially in driving ground-breaking evidence-based solutions.

It also means that as change agents, our role is to create a dialogue with our citizens, all Government levels, Health Authorities, and other agencies that provide community services. By adhering to the defined intention of CAT Team roles, dialogue involves moving organizations and people from existing comfort zones into innovative thinking and action.

## **2.0 Executive Summary**

Since the establishment of the Port Alberni Community Action Team (2018), the complexities of the Poisoned Drug Catastrophe have multiplied significantly. Many more substances have entered the unregulated drug supply. Primarily, fentanyl opioid-based substances continue to be the category that contributes to most poisoned deaths from unregulated drugs. However, additives like Benzodiazepines and Xylazine in all unregulated drugs have considerably worsened the situation. Other main unregulated drug categories include methamphetamines, cocaine derivatives, MDMA (Ecstasy), etc. also contributed to the catastrophe.

Unregulated substances, by their very nature, can include just about anything and almost always do in our BC unregulated drug supply. The unregulated drug supply of any main illicit drug category always includes contamination of other unexpected substances.

Although the British Columbia Provincial Government has moved forward on depenalization/decriminalization initiatives and some small trials of treatment options



that include access to certain types of regulated supplies, these steps have not curtailed the rising death toll in the Province. Nor have the trials made a dent in solving the major challenges.

The Port Alberni Community Action Team acknowledges the complexity and wide-ranging contributing factors that drive the poisoned drug catastrophe. We recognize that because of the complexities of the causes of the catastrophe in our Province, any plan(s) that deliver real, effective solutions that significantly reduce the death rate from the catastrophe in BC also have to be extensive, comprehensive, and inclusive in addressing not only the catastrophe but also the underlying social factors that contribute to the catastrophe.

When the Port Alberni CAT was first established in 2018, our original focus was on harm-reduction programs. These included supporting the launch of the Overdose Prevention Site (OPS), distributing harm reduction material, supporting a variety of programs by client services-based organizations in the community, and providing educational opportunities to increase the general public's awareness of the advantages of harm reduction.

Furthermore, we led community activities to increase stigma reduction awareness and the effects stigma has on those who are actively involved in substances/concurrent disorders. This includes people who are most visibly impacted, such as the visually marginalised in our community, those with concurrent disorders, and the under-housed. It also includes First Nation/Indigenous People, who are significantly overrepresented in the poisoned drug catastrophe. People are often discouraged from seeking help because of stigma. It demoralizes them and actively increases the continuance of their substance or concurrent disorders.

No one pillar in our terms of reference is more important than any other. To be a successful change agent, we focus on Networking with people and organizations at our table. The diversity of people that sit at our table is a key component of understanding the impact on those who may be affected by substance or concurrent disorders and the work that community agencies providing services are doing to combat the catastrophe. All voices are heard, always with respect. Especially the inclusivity and equality of the peer voice. Their voices provide the lived experience so very necessary for client/service organizations to deliver people-focused solutions addressing the catastrophe.

Our fourth pillar is addressing any challenges that contribute to social factors that add barriers to people impacted by the poisoned drug catastrophe. This piece of our work includes support, education, and informing the decision-making processes of all levels of government including First Nations government, Regional, Municipal, Provincial, and Federal levels.

Although the majority of health policies reside in the jurisdiction of the Provincial Government, all levels of government have influence. Leveraging that influence is

crucial in persuading change provincially and for the Province to understand that community-level governments actively support solutions in our community. In addition, we advocate with professional colleges, health authorities and other service-providing organizations who all play a part in driving change in policy and procedures that impact everyone affected by the poisoned drug catastrophe.

Throughout the work our Community Action Team has engaged in since its inception, it has become more and more apparent that defining causes and solutions is crucial in the allocation of our resources. Hence the main reason for defining solutions and policies that we support in this document.

Frankly, we never expected to be in a position where we would need to put down in writing long-term plans. In 2018, most of us fighting this catastrophe thought the then-referred to, “drug crisis”, would end quickly. We now find it necessary to re-evaluate objectives with an eye to longer-term actions in resolving the challenges of the unregulated supply in BC. For all intent and purpose, this document can be viewed as a 5-Year Plan.

This document identifies critical drivers and causes of the Poisoned Drug Catastrophe and solutions with strategies we support to drive change in achieving those solutions. We believe our recommendations create comprehensive opportunities for scalable projects by the Province in collaboration with other levels of government and organizations to address the poisoned drug catastrophe. There is an opportunity here for the Province and all levels of government to be seen as world leaders, and best-in-class jurisdictions in addressing all aspects of substance and mental health disorders.

## **2.2 Overview – Key Causes and Drivers of the Catastrophe**

We believe that the following key drivers and causes have contributed to both the creation of the Poisoned Drug Catastrophe as well as the continuation and ensuing severity of the catastrophe.

The “War on Drugs” has driven decades of public safety policies with this perspective: — that punishment, in some way reduces substance disorders. In addition, social policy and procedure factors add to the problem, such as:

- Increasing toxicity of the unregulated illicit supply.
- Stigma
- Homelessness.
- Poverty.
- Mental health disorders and lack of treatment, (as much as 70 per cent of people with substance disorders also have mental health disorders).
- Funding and access to recovery/detox facilities.
- Intergenerational trauma of First Nations/Indigenous People.
- Failure to embrace meaningful reconciliation strategies.
- Identifying addiction as a moral choice rather than a health condition.

- Lack of access to doctors who can prescribe and treat opioids and other substance addictions.
- Failure of health authorities to actively change and embrace new treatment options.
- Failure to embrace change culture in the delivery of services and best-in-practice addiction treatment medicine.

The most important driver of the continuation of the catastrophe is the Provincial Government's slow implementation of recommendations or investing enough resources in the majority of recommendations from their own committees' solutions for tangible sustainable transformation. For convenience, here is the list and links to those reports:

## 2.3 British Columbia Government Key Guiding Committee Reports

- [Pathway to Hope Plan](#) MMHA (pages 12)
- [BC Corners Special Death Panel Review Toxic Drug Deaths – March 2022](#) (pages 33-36)
- [BC Legislative Select Standing Committee on Health – Toxic Drug and Overdose Crisis Report Nov 2022](#) (pages 10 – 13)
- [BC Corners Service Death Review, An Urgent Response – November 2023](#)

On the solution side, we believe that significant change in deaths from the poisoned drug catastrophe relies on increased decriminalization of substances for personal use, and broadly distributed a regulated (safer) supply.

Our recommendations enhance the opportunities found in the mandate letters to the [Minister of Mental Health and Addiction](#) and the [Minister of Health](#). In other words, we have provided a plan that will make these two important Government Ministries successful in achieving their mandate to the people of British Columbia.

These are only the first building blocks of a solution strategy. Best-in-class jurisdictions that enjoy far better statistics than British Columbia also allocated significant resources to social determinants including homelessness, poverty, health and well-being, enhancing life skills programs, and ongoing (long-term) support for people with substance and/or mental health disorders. We identify each of the major solutions in Section 4, Recommendations.

## 2.3 Stories from The Gap (*A Fissure, Crack, or Chasm in Our Systems That Hurts People*)

Throughout this document you will find (*Stories from The Gap*) – real-life stories given to us by people who have experienced what happens when we fail them. When the gaps in our system left them with no options and no help.

## 2.4 Social Return on Investments (SROI)

Metrics are crucial in understanding not only the reason to invest in social programs that address the poisoned drug catastrophe but also progress as we implement solutions.

The horrendous cost in lives is the quantifying measurement for most of us fighting on the front lines of the catastrophe. However, from a purely pragmatic level, we recognize that there are other ways of measuring the cost and the impact of the catastrophe and programs meant to address it. Other metrics may help the general public in coming to terms with newer, more innovative and evidence-based drug policy reform. The provincial government must embrace metric reporting to the general public regularly and transparently.

One methodology that can be used is Social Return on Investment (SROI). SROI is a way to measure the positive impacts of a project or organization in terms of money. It goes beyond just looking at profits and includes other good things like making people's lives better. SROI helps us see if we're getting good value for the money we're spending and how much extra social value we're getting in return. It's a tool that can help the general public, governments, organizations, and groups figure out if they're doing a lot of good for the investment they're putting in.

Of course, quantifying social costs, benefits or values can be sometimes difficult. However, we do have some excellent statistics available in Canada regarding substance use and the poisoned drug catastrophe.

The Canadian Centre on Substance Use and Addiction puts out a report on substance use and harms (2015-2017. The next report update is scheduled for 2024). [Their report](#) is an excellent starting point and reference for SROI on the impacts of the poisoned drug catastrophe and corresponding programs addressing the catastrophe.

Some highlights from the report are:

- Opioid use costs in Canada accounted for \$5.9 billion during the report period.
- The costs associated with the use of Opioids increased by 20.9% from the previous report period.
- Healthcare system costs alone amounted to \$439 million.
- The largest increase in per-person lost productivity costs was associated with opioid use. These costs increased 34.1% from \$87 per person in 2015 to \$116 per person in 2017.
- Over \$9.2 billion was spent on criminal justice costs associated with SU, which amounts to \$253 for every Canadian. (Includes alcohol and unregulated substances)
- 2017 – 11.7% of people in Canada used Opioids.

## 3.0 Defining Key Drivers and Causes of the Catastrophe

**Stories from The Gap** – Facebook Post. *“Stop giving out free Narcan and the problem will go away .....*” – This single comment defines the huge gap in public understanding and the work that has to be done to solve the poisoned drug catastrophe. It also points out a disturbing trend that the lives of people with substance disorders are seen as being worthless.

The poisoned drug catastrophe in our community has emerged as a complex and multifaceted challenge with far-reaching consequences for individuals, families, and communities across BC and the country. To understand this catastrophe, it is imperative to delve into its key drivers and causes.

One of the primary factors contributing to the drug catastrophe is the proliferation of highly concentrated synthetic opioids, that have replaced organic opioids like Heroin. These include fentanyl and its analogues, which have inundated the unregulated/illegal drug market. The increased availability and potency of these substances have led to a surge in opioid-related overdose deaths, making it one of the most pressing public health concerns we have ever faced.

Furthermore, the catastrophe is worsened by systemic issues such as stigma, social inequality, housing, poverty, and mental health challenges, which disproportionately affect vulnerable populations and can drive people towards substance use as a coping mechanism.

The interplay of these factors has created a dreadful situation that requires comprehensive analysis and innovative intervention strategies.

Organized crime networks and illegal drug manufacturing, distribution, and trafficking operations have taken advantage of the catastrophe. These criminal enterprises thrive on the lucrative drug market, making it difficult for public safety agencies to stem the tide of unregulated/illicit substances.

Additionally, the lack of timely access to addiction treatment and harm reduction services remains a critical cause of the catastrophe. People struggling with substance use disorders often face barriers to seeking help and recovery. The lack of funding and resources for these services further hampers the efforts to combat the catastrophe effectively.

To address the poisoned drug catastrophe in our communities, it is crucial to unravel these key drivers and causes while implementing a wrap-around holistic approach that combines harm reduction, safer supply, public safety, and improved access to mental health and addiction services. A best-in-class system requires a continuous or comprehensive care model from an initial referral to detox programs to recovery programs, and finally to an outpatient model that follows people defined by their healing journey needs. These models also have few barriers in the timely handoffs between programs.

### 3.1 Impact on First Nations/Indigenous People

Hupacasath, Nuuchah-nulth, Tseshaht First Nations and Metis People continue to be significantly over-represented in the Alberni Valley poisoned drug catastrophe. We acknowledge that the damage to First Nations/Indigenous People caused by residential schools, and deliberate strategies including residential schools to separate Indigenous People from their culture has caused intergenerational trauma. In addition, racism and poverty continue to factor into preventing First Nation People from taking their rightful places as equal partners in our community.

**Stories from The Gap** – First Nations, Homeless and Hurting. *“I went to the ER because I had terrible sores on my legs. She said all I wanted was a bed to sleep on because I was a druggie living on the streets. I didn’t even get to see a doctor. They made me leave. I felt less than human. She didn’t call me any racist names, but I saw the look. I’m never going back!”*

### 3.2 Toxicity of the Unregulated Supply

A huge element in the British Columbia poisoned drug catastrophe is the ever-evolving addition of synthetic substances and their corresponding toxicity. The landscape of street drugs in 2024 is completely different than even a decade ago. The proliferation of fentanyl has completely replaced organic opioids like heroin in the illicit market. Add-on substances like Benzodiazepines, Xylazine and other substances aggravate an already dire situation. The constant addition of other substances being introduced onto the street like Nitazenes complicates both the treatment response for overdose care and the discovery and application of long-term solutions.

An accelerated evolution of the unregulated supply will almost certainly continue to occur, making corresponding innovative timely solutions imperative in addressing the poisoned drug catastrophe.

As an example, we are already experiencing that regulated safe supply options do not have the same strength as unregulated substances, and are considered a sub-standard option by some people using substances. Some opponents of safer supply point to this dichotomy as a reason not to implement safe supply. However, our position is that any regulated safer supply is better than none. In the end, closing the gap between a regulated safer supply and unregulated supply potency will be a challenging obstacle for health professionals.

**Stories from The Gap** – I Believed and It Almost Killed Me. *“I always ask my dealer – I only want down. My dealer told me his stuff was the same as always. I don’t remember taking it – when I woke up, paramedics were working on me. They told me they gave me 4 doses of naloxone and that I stopped breathing 3 times. I told my dealer when I saw him again that he almost killed me. He smiled and shrugged his shoulders.”*

### 3.3 Lack of Regulated Safer Supply



In our view, the reluctance of the Provincial Government to act on evidenced-based research around the benefits of a regulated safer supply is difficult to understand. One very good recent science-based research article from the Ontario Drug Policy Research Network reviews twenty Canadian evidence-based [research papers on safe supply](#) (July 2023). The evidence on the benefits of a safer supply in these research papers is overwhelming. Even so, the Province continues to drag its feet on any meaningful implementation of safer supply. It has even rejected recommendations for increasing safer supply by its own BC Coroners Service.

Quote from the BC Coroners' Death Review Panel – [November 1<sup>st</sup>, 2023](#). "Providing people at risk of dying with access to quality-controlled, regulated alternatives is required to significantly impact the number of people dying."

You can have an unregulated supply that is known to contain poison and readily kills people or you can provide people with a regulated safe pharmaceutical-grade supply. Replacing a poisoned supply with a regulated safe supply is a simple concept and should be completely obvious in every sense of the idea.

British Columbia was one of the first Provinces to put in safe supply trials. However, the existing small safer supply trials are at best reaching around 5000 people. That is only 2% of the estimated 225,000 people currently at risk for using unregulated supply in some manner in the Province. (Data comes from page 13 [BC Death Review Panel Report 2023](#))

In addition, increasing the penetration of safer supply across the Province has been agonizingly slow. Scalability and reducing barriers to access, especially for marginalised and rural demographics, are massive obstacles in decreasing deaths from the poisoned drug catastrophe/supply.

In short, the lack of a regulated safer supply in any form is a major contributing factor in the ongoing deaths due to the poisoned drug catastrophe. Failure to rapidly expand/resolve the implementation barriers of safe supply will continue the catastrophe indefinitely.

Another excellent research article, ([Tackling the Overdose Crisis: The Role of Safe Supply](#)) takes an overall look at how Safe Supply can contribute to resolving the challenges we face.

### 3.4 Mental Health

**Stories from The Gap – The Nightmare Never Ends.** *"My 27-year-old son is in his bedroom in the basement, screaming at his walls. He is high on Meth again, which he thinks helps the voices in his head. I guess I'll call the police for the umpteenth time – they take him to the hospital, but he'll be back tomorrow and then we'll do another Groundhog Day. Maybe he'll burn the house down or kill us – that would end our suffering."*

The correlation between mental health and substance disorders is irrefutable. Statistics tell us that as many as 50% to 70% of people with substance disorders also have mental health disorder challenges. Concurrent disorders make treatment incredibly challenging.

Some of our health systems in BC continue to work under dated and obsolete policies that mental health disorders can not be defined or treated until patients are abstinent from unregulated substances. This delays or denies patients access to mental health treatment. It also sets up huge barriers, further isolating concurrent disorder patients and families.

Lack of mental health facilities and professionals (psychiatrists, counsellors, etc.) contributes to non-treatment or delayed treatment. Referral wait times to the Ministry of Mental Health and Addiction services are often measured in weeks, rather than hours.

For example, for some time in the Alberni Valley, we have only had one psychiatrist in our community. This results in patients having limited access to a qualified psychiatrist, and increasing wait times for referrals and treatment, including ongoing in-depth and timely case management. It also makes the response time greater and is less optimal for critical mental health events through our emergency department for concurrent disorder patients.

The [Canadian Psychiatric Association of Canada](#) recommends a ratio of 1 psychiatrist to 8,400 people. The Alberni Valley currently has a population of 27,771 (July 2022). At the recommended ratio, our community should have a minimum of three (3) psychiatrists.

The stigma of concurrent disorders continues to be a significant factor in barriers that patients experience. This stigma is not only evident in the general public but also within the primary care health system.

### 3.5 Housing

**Stories from The Gap** – Ridiculous – Female and Screwed Again *“I had nowhere else to go – our local slum lord offered me a bed in one of his rooms. I signed over my disability housing to him. What he didn’t tell me was the place came with three “men” roommates.! The first night was a living hell. I left at 4 AM. Later I asked for my rent money back. He just laughed at me. Frankly, the streets feel safer, so that’s where I live now.”*

Our community has one of the highest unhoused percentages per population in the Province (Page 22 BC 2019 [Homeless Cohort Phase 1 Findings](#)). In 2023, 163 people in our region were identified as unhoused in the Point-In-Time Homeless Count (PiT). This is an increase of 30% from the 2021 numbers. Note: Although the PiT homeless count is a good snapshot, it’s well-known and acknowledged as a gross understatement of actual homelessness in the province.

In 2019, Canada passed the [National Housing Strategy Act](#), which recognizes housing as a **basic human right**. Unhoused people with substance disorders or concurrent disorders can never be expected to begin the healing journey until they have a safe place to lay their heads every night. Dr P Denning, (excerpt - [Practicing Harm Reduction Psychotherapy 2000, revised 2005](#)) states that housing is also a significant harm reduction strategy. It is completely unreasonable to expect people with complex concurrent or substance disorders to accept treatment while living homeless.

We also see a significantly disproportionate number of Indigenous People reporting homelessness in our community. Sixty per cent of unhoused identify as Indigenous. (Page 32 of the 2021 [BC Homeless Count](#) and (Page 1 of the [Port Alberni 2023 Homeless Count](#)) This correlates with intergenerational trauma and increased representation of Indigenous people who experience substance disorders.

### **3.6 Poverty & Economic Factors**

An estimated 382,000 British Columbians live in poverty according to the BC Government's [2023 Poverty Reduction Service](#) Plan (Page 6).

During the last several decades, our community has seen significant changes in the industrial base that has long supported the economic welfare of the Valley. Changes in the fishing, lumber, paper and forest industries, have caused economic upheaval throughout the community.

These changes have had substantial ramifications on the social/economic welfare of the community at large. There has been a shift from well-paying industrial-based jobs to lesser-paying service industry work. Combined with the highly marginalised demographics and high rates of poverty for Indigenous People, poverty is a key factor in our community contributing to substance and mental health disorders.

There is a very high correlation between poverty, substance disorders and, homelessness due to the inability to pay basic needs like rent. (2021 [BC Homeless Count](#) Page 20). In addition, the pressure felt by middle-class demographics due to economic shifts has resulted in significant stressors for many people. Stress drives substance use and mental health critical events.

### **3.7 Government Resolve**

We recognize that the majority of work to solve the catastrophe is the responsibility of the Provincial Government. Internally, the Province has several committees and departments that have provided in-depth analyses and recommendations to the Government.

- [Pathway to Hope Plan](#)
- [BC Corner's Special Death Panel Review Toxic Drug Deaths – March 2022](#)
- [BC Corners Service Death Review, An Urgent Response – November 2023](#)

- [BC Legislative Select Standing Committee on Health – Toxic Drug and Overdose Crisis Report Nov 2022](#)

Although the Province has implemented parts of its own recommendations, it has not achieved the tipping point or momentum in any of the recommendation areas to drive any downward trend in the month-to-month overdose death rate in BC. We see this as a major disappointment in Government policy and resolve. We believe the lack of progress is driven by an absence of political will due to mixed public opinion and courage on the part of the Government to invest significant funds and resources to reach the watershed moment we are so desperately waiting for in drug policy reform.

Even the simplest recommendations such as metric reporting on the catastrophe to the public, attachment of objectives to performance plans for senior ministry and health authorities leaders, and/or simple changes in policies to make practising substance/addiction medicine more attractive to physicians, nurse practitioners and pharmacists, have been left on the table unimplemented.

It is difficult not to compare the tremendous resources, funds, and effort that the Government expended on the COVID-19 Health Emergency to the Poisoned Drug Health Emergency response. Probably the most significant difference between the two declared emergencies was the willingness of the government to make, and speedily implement, difficult decisions.

In addition, some other levels of Government have told us the poisoned drug catastrophe is not in their mandate. Our position is that all levels of Government including Municipal, Regional, First Nations, and Federal Governments play key roles. Some set policies and provide funding, while others drive change through influence. The importance of influence can not be overstated.

The inconsistencies and beliefs that “it’s not our problem” between municipalities throughout BC have fractured the opportunity to speak as one voice with the Province. Many municipalities are mired in old ideas driven by the “War on Drugs” ideology of the mid-20<sup>th</sup> century. Their preference is to adhere to old punitive policies of the criminal justice system rather than accepting new evidence-based drug and social policy reform.

Often this old-style ideology is driven by confusing the symptoms of our existing failed social and drug policies with the solutions that would resolve the root causes. For many, it’s tempting to wholly focus on prosecuting petty crime resulting from the needs of people with dependencies to source unregulated substance supplies.

We also see it in attempts by local governments to “move people along” or hide the marginalised and homeless in their communities. This concept seems to be driven by flawed thinking that if things are made as difficult as possible for the marginalised, they will go somewhere else.

### **3.8 Recovery Programs – In-Residence Abstinence-Based, and Opioid Agonist Treatment (OAT/OATi) Programs**

The traditional private (pay-for-service) in-residential recovery models and many outpatient models in British Columbia have been primarily based on required abstinence before admission into these programs. Most are based on the [12 Step Model](#) or the [Minnesota Model](#), which originated in the mid-20<sup>th</sup> century.

In-residential abstinence-based recovery programs usually have defined treatment program lengths from 30 days to 12 months. Because these programs require patients to be abstinent before admittance, Detox programs and facilities in BC are effectively completely separate from recovery programs. Often, abstinence recovery programs will not take patients unless they test “clean” and eject patients if they relapse during their stay.

The latest evidence-based knowledge and preferred recommended Substance Use Disorder (SUD) treatment per the [BC Centre on Substance Use](#) website. Their clinical guides under publications recommend Opioid Agonist Treatment (OAT), combined with counselling and life skill programs/models, with abstinence not a requirement, but rather driven by the patient’s self-determination of what recovery looks like for them. Best-in-practice models recognize that self-determination goals set by the patient develop and mature as the patient progresses in the program. An example of a recovery model of excellence is the [BC MHSUS Red Fish Centre](#).

The incongruity between these two approaches is a barrier to best practices and most importantly an access barrier to programs and retention of recovery for patients once they have begun recovery.

Programs that eject patients for relapse tell them only one thing – “You are not worth saving!”

### **3.9 Youth Challenges - Substance Use**

Substance use among youth is a pressing issue in the Alberni-Clayoquot Region and British Columbia society. The consumption of drugs at a young age can have profound implications on both the individual and societal levels, affecting health, education, and future prospects.

The adolescent brain is still developing, and substance use can interfere with this process, potentially leading to long-term cognitive and emotional problems. Young people who use drugs are at risk for a variety of health issues, including but not limited to addiction, mental health disorders, and overdose. There's also an increased risk of engaging in unsafe behaviours, such as unprotected sex or driving under the influence, which can result in accidents, unintended pregnancies, or the transmission of sexually transmitted infections (STIs).

Educationally, substance use can negatively impact a youth's academic performance. Attendance and grades often suffer, and the likelihood of dropping out of school

increases. This can have a cascading effect on the individual's future employment opportunities and socio-economic status.

Socially, youth who use substances may experience strained relationships with family and friends. They might find themselves in conflict with the law, leading to a record that can affect their future. Moreover, there's a risk of associating with peers or groups that encourage further drug use or other risky behaviours.

The reasons behind youth substance use are multifaceted. They can include curiosity, peer pressure, a desire to escape or cope with stress or trauma, or a lack of awareness about the risks. Moreover, the portrayal of drug use in media and entertainment can sometimes glamorize or normalize the behaviour, influencing young people's attitudes towards drugs.

Prevention and intervention strategies are critical in addressing this issue. Education about the risks associated with drug use, the development of life skills, and the promotion of healthy activities can serve as protective factors. Supportive environments, both at home and in schools, are essential. When substance use issues do arise, access to youth-friendly and evidence-based treatment and recovery services is crucial for the well-being of the affected individuals.

Addressing the problem of youth substance use requires a collaborative approach involving educators, healthcare professionals, community leaders, parents, and the youth themselves. By fostering open communication and providing the necessary support and resources, we can help guide young people towards making healthy choices and provide them with the tools to lead fulfilling lives.

Prevention is a major aspect of helping youth. For that information, please see sections 3.16 and 4.16.

### **3.10 Primary Care**

Primary Care Physicians (Family Practice) and Nurse Practitioners play key roles in both identifying substance disorders and ongoing care of patients utilizing [OAT/OATi Therapy](#). The ability to provide OAT/OATi Therapy in BC requires specialized training and authorization ([POATSP](#) education and training) for physicians and Nurse Practitioners. Currently, there are an estimated 1700 primary care physicians out of a total of 8000 holding certification to prescribe OAT/OATi Therapy in the Province.

Neither the overseeing professional colleges nor the government provides attractive incentive plans to Physicians and Nurse Practitioners to acquire this certification. This is a huge barrier to treatment options for patients. In our community, two physicians are prescribing OAT/OATi out of a base of approximately 45 family primary care doctors.

In addition, Emergency Department Doctors can not directly offer OAT/OATi to patients experiencing a substance disorder critical event via an ER visit without calling in one of the two doctors in our community who hold OAT/OATi therapy certification. This



becomes a timeliness issue. Many patients suffering from withdrawal symptoms will leave before an OAT/OATi-qualified physician is available.

### **3.11 Criminal Justice System, Decriminalization/Legalization, Public Safety Measures**

#### **3.11-1 Criminal Justice System**

The criminalization and harm done to citizens who use unregulated substances from the beginning of the 20th century to the present is well-documented. Especially in light of evidence-based research in the last few decades that clearly identified that problematic substance use is a health disorder. Punitive punishment of sick people is reprehensible.

However, major unregulated producers and suppliers are a different case. Several factors determine appropriate enforcement directions for these groups. They are:

- Producers and suppliers prey on the most vulnerable in our communities with no regard for safety. They are a direct cause of unregulated substances often being toxic.
- The huge profit associated with supplying unregulated substances encourages organized crime.

Unfortunately, although vast dollars have been spent fighting the supply chain in Canada, we see very little return on those invested dollars. Occasionally news releases from the Police will announce a large “Drug Bust”. Overall these arrests are a drop in the bucket and represent a very small level of inventory shrinkage for organized criminal suppliers and producers.

Once arrests have been made, the court process is agonizingly slow. During that period, the accused are almost always released pending trial. This allows them to immediately go back to producing and distributing.

It should be pointed out that there is a contradiction in the successful enforcement of the producer/supplier chain. Without a safer regulated supply, as the unregulated supply dries up, people who use drugs will experience higher costs – this results in more crime to source funds to pay those higher costs. People who use substances will also experience substance withdrawal, which will result in critical healthcare events, possibly up to, and including, death.

Two final pieces play a part in our current unregulated substances Justice System. The first is any person who perpetrates violence. Violent offences, no matter why, must be dealt with swiftly and definitively.

The second is people on parole with probation orders requiring forensic monitoring and intervention. (Forensics in BC is the process where a person with mental health challenges who has been convicted of a crime is court-mandated to be treated for their

mental health or substance disorders) Many families who have loved ones in the probation system with forensic orders have told us that the follow-through for violations is at best ineffective. When people ignore forensic stipulations under their parole, the system referring back to the Courts is ineffective. If an incident does result in standing before a Judge again, the consequences are ineffectual. We believe this isn't a symptom of the Forensic /Court system so much as it is a result of not enough mental health beds and an overtaxed prison system.

### **3.11-2 Decriminalization/Legalization**

There is a huge difference between decriminalization and legalization. One maintains the status quo that substances are illegal, however, in certain cases, citizens will not be prosecuted. The other normalizes the consumption of substances. Examples of legalization are tobacco, alcohol and cannabis.

British Columbia made a start in February of 2023 by entering into a three-year trial agreement with the Federal Government to decriminalize certain drugs and quantities for adults in BC. Unfortunately, as of November 2023, the Province is considering legislation to roll back parts of the decriminalization trial. Specifically, around the use of substances in public places. This is a direct result of protests from many municipalities concerned about an upswing of people using substances on city streets in view of the general public. It seems as though the BC Provincial Government is reacting to political pressure rather than listening to their own health experts and evidence-based knowledge.

It is important to point out that a major benefit of decriminalization was to remove the stigma of using substances in our society. When people are no longer afraid they'll be arrested, they are more likely to seek help through official health channels. This drives the major principle of shifting substance use of people towards the public health system. A major component of this is referral options for police and others to health channels. Unfortunately, those channels were not increased or readily identified by the government for police and others as part of the decriminalization initiative.

In addition, the highest risk of overdose happens when people use substances alone. Forcing them off streets, to back alleys, or behind dumpsters directly contradicts harm reduction strategies.

Lastly, people who have homes would most likely go there when they want to use substances. The need to "police" people using substances in public is a symptom of the root cause – homelessness. Trying to address the root cause of anything by fixing only a symptom is doomed to failure.

### **3.11-3 Public Safety Measures**

**Stories from The Gap – Nowhere To Go!** *"I set up my tent in a city park. The police and bylaw people came at 7 AM. They took my tent, and all my belongings, including my naloxone. All of it went into a dumpster, including my stash. No money to replace*

*any of it and now I can feel drug sickness coming on.”*

We also know that people with the most complex concurrent disorders often end up homeless. Our 2023 Point in Time Homeless count statistics show that 60% of respondents identified as having Mental Health Challenges and 70% identified as having substance disorders.

Although homelessness is not a crime, community public safety enforcement often endeavours to control the visibility of homelessness through oppressive measures. An example is, police or bylaw enforcement sweeps in areas of cities most populated by marginalised people. These sweeps have included forcing homeless people to “move along” with the removal/destruction of personal property including tents, personal possessions, harm reduction equipment, (including naloxone kits and clean needles) and unregulated substances within quantity levels allowed under Provincial Guidelines. Thankfully our Alberni Valley has seen a minimum of these actions, although they have happened. Provincially this trend continues in many communities and is very troubling.

These punitive measures are almost always driven by community members reacting to the visibility of marginalised people in the community. It is a knee-jerk reaction that focuses on the symptoms of mental health, substance disorders and homelessness rather than addressing the root causes, which are far more difficult to solve. However, all this approach does is further marginalise and stigmatise the already most vulnerable in our community. A recent science-based [research paper](#) clearly shows the negative outcomes both for marginalised people and the community at large. Sweeps also increase criminal behaviour – replacing personal possessions and drugs requires money, which our marginalised population have precious little of. Finally, and most significantly it increases their risk of overdose death.

### **3.12 Harm Reduction**

Harm Reduction has been a long-proven evidence-based strategy that is effective in addressing many health challenges including the poisoned drug catastrophe. Overall, harm reduction in BC is probably one of the most effective programs that have been implemented. For example, Overdose Prevention Sites (OPS) have saved countless lives. The Federal Government [reports](#) over 4.3 million visits to OPS Facilities between 2017 and 2023. The greater the access to OPS sites, the more lives will be saved.

Overall, OPS sites

- Save lives
- Reduce the sharing of needles that cause HIV and hepatitis C
- Increase the use of detox and addiction treatment services
- Provide opportunities to connect people to health care services, housing and other supports
- Reduce public drug use
- Reduce the number of inappropriately discarded needles
- Do not contribute to increased crime in the surrounding area

OPS sites are, of course, only one of many effective harm-reduction strategies. Any service that keeps people alive until they are ready for treatment is effective harm reduction.

Two areas that need continued improvement, are increasing channels for the distribution of harm reduction information and equipment, plus public awareness of the benefits of harm reduction. There remains a significant faction of the general public who continue touting the misinformation that harm reduction enables the use of substances despite the continued mounting science-based evidence and research to the contrary.

### 3.13 Stigma

**Stories from The Gap – He Died Alone.** *“I found my husband dead in our garage. They told me he died from an overdose of fentanyl. We never even knew he took drugs. He had a job and was a great father and husband. The kids don’t understand. I’m a stay-at-home mom, but that ends because there was no insurance and I need a job to pay for the mortgage ... if we can even keep this home.”*

Stigma continues to be an enormous challenge for people with mental health and substance disorders. Both conditions carry huge negative connotations across a wide spectrum of our society.

Mental health stigma challenges are perpetuated by the lack of understanding of mental health causes, difficulty in seeing positive treatment outcomes and atypical behaviours that often accompany people suffering from serious mental health disorders, especially in the marginalised demographics so often seen living on our streets.

Substance disorder stigma is driven by decades of criminalization policies in Canada and across the world. Stigma not only impacts society in the perceived negative stereotype of a person who uses substances but also by people suffering from substance disorders. The majority of people who have substance disorders carry guilt and stigma that often prevents them from reaching out for help. Stigma is pervasive across our society. We even see it in our healthcare system. For example, people wishing to access help through our emergency departments are told they only want a bed for the night and are discharged rather than treated with dignity and the same expectations for care as any other health concern a patient might present.

It is important to talk about one demographic that often gets missed when discussing the stigma associated with substance disorders. We know from the BC Coroners Service report that 78% of the deaths in our Province are men, between the ages of 30 and 59. We also know that approximately 50% of all deaths occur in private residences.

Some thought around these numbers would lead us to conclude that there is a huge demographic of men that for want of a better term, are functional or recreational users of substances. These men have homes, jobs and families. Blue collar, white collar doesn’t matter. They prefer to keep their use of substances secret (mostly because of

stigma) Almost always they use substances alone, which is the worst possible scenario with the present toxic unregulated supply.

Stigma for concurrent disorders will continue to be a barrier to solving the poisoned drug catastrophe until as a society we normalize substance use and governments seriously invest in changing the narrative via acceleration and intensifying public relations strategies to educate the public on stigma and concurrent disorders.

### 3.14 Recovery Treatment Time Frames

**Stories from The Gap – Detox and Then A Black Hole.** *“I was lucky enough to get a bed in detox – 30 days later, they told me the only recovery program was a private one. I can’t afford \$15,000 – They told me a government recovery bed was a 3-month wait. I went home. Two days later, I was back using drugs.”*

One of the most serious gaps or barriers to resolving the poisoned drug catastrophe is the time frame for treatment. Best-in-class jurisdictions concentrate on a wrap-around model that begins with referrals to treatment measured in hours, rather than weeks. These best-in-class models include immediate referrals to detox within the initial admission into the hospital or treatment facility, similar to a patient needing an emergency X-ray. The referral and subsequent taking of the X-ray are done before the patient is discharged from the hospital – if required, the patient would be admitted for further treatment.

We continue to hear horror stories from people seeking treatment who have said, “I asked for detox or a referral to recovery and was told, here is a referral slip – someone will call you in a few weeks. I spent five hours in the ER for nothing. When I was discharged, I was getting dope sick, so I had to call my dealer. He was there in 20 mins”

The poisoned drug catastrophe is won or lost in seconds or minutes – not hours, days or weeks.

### 3.15 Treatment/Recovery Programs

**Stories from The Gap – It Might as Well Be Forever!** *“I want off drugs so bad! When I checked into a recovery centre, they said they had a 6-month wait. I asked about the detox at-home program. They said I’d have to go to Richmond, cause it’s the only trial they knew about. I asked when the trial would come to our town. They laughed and said it would never happen.”*

Best-in-class models in other jurisdictions have enveloping programs that include immediate referrals to detox, encompassing hand-offs to recovery programs that monitor and progress a patient from recovery to in-community care programs. Included in the recovery and in-community programs are life skills/employment education.

Typically, detox programs are approximately 30 days, recovery programs are a minimum of 3 months to a maximum of 2 years. Included in these best-in-class models

are life skills assessment and training, job skill assessment and training, as well as housing placement before re-entering the community. Finally, the in-community programs are tailored to the needs of the patient. Some people may require a short time or in some cases, lifetime in-community follow-up. In-community programs also have a loopback component, wherein a patient may be referred back to recovery or detox.

Relapse is not seen as a failure, but rather a natural part of the journey of recovery.

All of these programs are interconnected which creates an umbrella-like system where once a patient enters, they are continuously supported until they no longer require treatment.

BC has a long way to go to have such a system supporting people with substance or concurrent disorders. The closest we get to best-in-class models is our [Red Fish Centre](#) in the Lower Mainland.

Another very important barrier is the tendency to regionalize services into major centres in the Province. This creates obstacles to recovery by forcing patients to choose between in-community options or being ripped out of their family and community support networks. There may be a case for centralized detox centres, as those programs are typically one month long. However, more successful recovery programs are a minimum of three months. To be removed from your family and community for an extended period is a legitimate hardship.

### 3.16 Prevention Programs

**Stories from The Gap** – What A Waste of Time! *“My kid came home from school. He told me this lady came and gave them a presentation on staying away from drugs. He said she was super nice but clueless about their real world. I realized how jaded he felt when he told me that was 30 minutes of his life he’d never get back!”*

Prevention is a missed opportunity that is sadly lacking in the Provincial strategies. Possibly because prevention messages have gotten a bad name over the last several decades. Campaigns that concentrated on (Just Say No) or (Your Brain on Drugs) messages did not resonate with the general population, especially youth.

The latest evidence-based research points out that prevention messages must be peer-driven and that messages must clearly explain the why part of the dangers of unregulated substances, rather than messages that just tell people not to use. In addition, recent marketing research tells us that messages that use “No” or other negative phrases actually create the desire to continue a behaviour.

Adults and youth are by far more suspicious of government-driven messages in today’s web/social media world. Often people rely on opinion-based non-expert posts and websites. Public service messages around prevention must be focused on channels that adults and youth frequent.



No matter the difficulties of prevention strategies, they are crucial long-term required plans. If prevention messages stopped even 1 per cent of people from developing substance disorders, it would have a major impact on future community health and healthcare expenses.

## 4.0 Solution Recommendations

The poisoned drug catastrophe in our community and across the country poses a significant and urgent challenge, demanding a comprehensive set of recommended solutions to address its complex and multi-layered nature.

In this pivotal section of this report, we present a series of evidence-based and holistic approaches that aim to tackle the root causes and consequences of the catastrophe. These recommendations have been developed using a variety of methodologies, including research, experience, experts, and consultations with stakeholders, and community members (peers with lived experience) who have firsthand experience with the impact of substance disorders, including concurrent disorders and related issues.

To mitigate the poisoned drug catastrophe effectively, a multi-pronged strategy is essential. Firstly, implementing some form of regulated safe supply universally and available as soon as possible is critical. In addition, enhanced and timely access to recovery treatment and mental health services stands as a cornerstone of our recommendations. By bolstering resources, formalizing some form of regulated safe supply, expanding treatment capacity, and reducing barriers to entry, we can provide people struggling with substance use disorders the support they need to embark on the path to healing.

Furthermore, a strong emphasis on harm reduction strategies, such as supervised injection sites and naloxone distribution programs, is pivotal in preventing overdose deaths and mitigating the immediate risks associated with substance use. Alongside these efforts, public education campaigns and community outreach initiatives play a vital role in reducing stigma and raising awareness about the dangers of unregulated substance use. The interconnected nature of these solutions underscores the importance of a collaborative, community-driven approach to combating the poisoned drug catastrophe effectively.

**Note** – By necessity, in some sections, the same or similar recommendations will appear. Many of the same solutions address multiple causes.

### 4.1 First Nations Indigenous People Support Recommendations

The Port Alberni Community Action Team embraces recommendations that call for culturally sensitive and First Nations community-led initiatives that empower local First Nation leaders and organizations to develop and implement solutions tailored to their specific circumstances, led by them.

As a critical component of Indigenous-First Nations recommendations to address the poisoned drug catastrophe in our communities, we recognize and prioritize the unique needs and challenges faced by First Nations populations. Historically marginalized and underserved, First Nations communities have borne a disproportionate burden of the drug catastrophe, worsened by challenges including racism, intergenerational trauma caused by the residential school system and colonial policies, poverty, housing and

inadequate access to healthcare services.

Any solutions for First Nations involve partnering with Indigenous organizations, respecting traditional healing practices, and promoting holistic wellness programs that address not only substance disorders but also all the underlying social determinants of First Nations People. By engaging in meaningful consultation and collaboration with First Nations, we seek to ensure that the solutions are First Nations-driven and are both culturally relevant and sustainable, fostering resilience and well-being within First Nation communities.

### **Recommendations:**

- Actively support, participate and engage in **ALL** the [calls for action](#) of the Truth and Reconciliation Commission.
- We fully support all recommendations of the Tseshaht First Nations Alberni Valley Poisoned Drug Crisis Strategy 2023.
- Actively search for and implement partnership opportunities between First Nations, and the Port Alberni Community Action Team.
- Engage and actively support the needs of First Nations with the community at large, all service providers, Health Authorities and all levels of Government.

We acknowledge and support all the existing work First Nations have achieved in the following areas and support increases in these programs led by First Nations through increased support by all levels of Government:

- Culturally Tailored Treatment Programs: Develop addiction treatment programs that incorporate traditional healing practices, cultural teachings, and spiritual guidance to resonate with the values and beliefs of First Nations communities.
- Elders and Knowledge Keepers Involvement: Involve Elders and Knowledge Keepers in the healing process, allowing them to share their wisdom, provide mentorship, and support people in their journey to recovery.
- Community Healing Circles: Facilitate community healing circles or talking circles, where members can openly discuss their challenges, seek guidance, and receive emotional support in a culturally appropriate setting. An example is the Walk With Me Program.
- Land-Based Healing Programs: Offer land-based healing programs that connect individuals with the land, fostering a deeper sense of belonging and spiritual renewal. In Port Alberni, The Somass River is the lifeblood of its First Nations People.
- Cultural Awareness Training: Provide cultural awareness training to healthcare professionals and service providers to ensure respectful and culturally competent care.

- Community-Driven Solutions: Empower First Nations communities to design and implement their harm reduction and treatment programs, tailored to their unique needs and values.
- Language Revival Programs: Support language revival initiatives to strengthen cultural identity, which can be a protective factor against substance disorders.
- Traditional Medicine: Integrate traditional healing practices, such as smudging, and medicinal plant use, into substance disorder treatment and recovery plans.
- Family Support Programs: Establish family support programs that engage families and promote healing within the family unit, recognizing the importance of kinship ties in First Nations communities.
- Crisis Response Teams: Form culturally competent crisis response team(s) that can quickly address emergencies in a respectful and understanding manner.
- Cultural Mentorship for Youth: Offer cultural mentorship programs for youth to connect them with their heritage, promote positive self-identity, and steer them away from unregulated substance use.
- Community Public Safety Agreements: Collaborate with law enforcement agencies to establish community public safety agreements that prioritize cultural sensitivity and restorative justice principles.
- Community-Run Safe Spaces: Create community-run safe spaces for First Nations people to gather, share experiences, and access support without fear of judgment or discrimination. (Friendship Centres)
- Trauma-Informed Care: Ensure that all service providers are trained in trauma-informed care, recognizing the historical trauma that impacts many people in First Nations communities.
- Access to Traditional Elders and Healers: Facilitate access to traditional Elders and Healers as part of a support network for people in crisis or recovery.
- Cultural Resilience Programs: Promote cultural resilience through programs that celebrate cultural practices, art, storytelling, and song as a means to combat the negative effects of substance disorders.

## 4.2 Toxicity of the Unregulated Supply Recommendations

**Stories from The Gap – Three Days! – It Might As Well Be Forever.** *“I took a sample of my drugs in to get tested. They have to mail the sample to Victoria. I could come back in three days to get the results. It’s pretty funny (sad) – I’ll have used those drugs 4 times over when the results are ready.”*

The challenges of the toxicity of the unregulated supply in our communities are by itself an incredibly complex and diverse problem. Toxicity is certainly driven by inconstancy in the purity and strength of the active substance in any unregulated supply. Toxicity is worsened by the “cutting” agents used by all levels of unregulated supply to increase profit margins.

## Recommendations:

- The Province leads the way, in partnership with the Federal Government, by implementing a scalable program of Regulated Safe Supply to a minimum of 80% of the Province by the end of 2024. (Details of the recommended models of safe supply will be found in Section 4.3).
- The Province will Implement Overdose Prevention Sites in all communities in BC with populations of more than 15K by the end of 2024.
- The Province will Implement drug testing facilities including an onsite Fourier Transform Infrared Spectroscopy (FTIR) or Paper-Spray Mass Spectrometry in all communities across BC with populations of more than 15K by the end of 2024.
  - The objective is to provide people who use substances testing results of samples in less than 15 minutes.
- Federal and Provincial governments modify the criminal code of Canada with graduating penalties for major suppliers of unregulated substances based on the level of toxicity. Suppliers caught with excessive quantities of illicit drugs, weapons or violence during an arrest are to be held without remand until trial.

### 4.3 Regulated Safer Supply Recommendations

**Stories from The Gap** – Shit! Crap! and Cement – *“I got something called (CVD) chronic venous disease from injecting drugs. It didn’t take that long. It isn’t just the damage from injecting all the time – stuff they (drug suppliers) use for fillers in drugs, including baby powder, flour, corn starch and baking soda did me in. At least that’s what the doctor told me when I got gangrene in my leg.”*

Any regulated safer supply model implementation is an enormous stumbling block for the BC Provincial Government. This is demonstrated by the absence of progress in rolling out the current small regulated safe supply trials and more recently the [rejection](#) by the Government of the BC Coroners Service recommendation on a regulated safe supply model.

The Port Alberni Community Action Team fully supports the BC Coroners Service November 1, 2023 [recommendations](#).

We acknowledge the real-world aspects of the political obstacles the Government feels it faces in implementing some form of safer supply. However, it’s important to point out that the slow progress towards regulated safe supply is measured in lives lost every day a regulated safe supply is not available to the majority of British Columbians in need.

The [science-based evidence](#) is irrefutable in supporting safe supply models. Safe supply saves lives! Any safe supply model must meet people where they’re at and

reduce barriers while increasing the universality of access.

### **Recommendations:**

- The Provincial Government will be at all times guided by its evidence-based health experts on drug policy implementation strategy.
- The Province adopts and implements innovative intensive education initiatives for physicians, health professionals and the general public on the benefits of a regulated safe supply
- The Province implement a graduated system of regulated safe supply models, starting with a roll-out of the existing models to 80% of the Province by the end of 2024.
- On an ongoing basis, the Province will modify the regulated safe supply model to reduce barriers and increase access.

## **4.4 Mental Health Recommendations**

**Stories from The Gap** – In and Out in 2 Seconds. *“I got sent to the West Coast General Hospital for observations under the Mental Health Act because they say I have Schizophrenia. They put me in the mental health ward. The next day they sent me to the Nanaimo Hospital via Ambulance. That afternoon a psychiatrist talked to me and released me. Thirty-six hours total, and no way to get back home to Port Alberni! (Note: This person has years of documented mental health challenges, and after release spiralled down into serious psychosis that went untreated until a critical event occurred in their community. They were told at the time, there were no beds available.)*

Timely mental health interventions and programs are of vital importance in our communities. Many people who use substances also struggle with mental health disorders.

Concurrent disorders and their health challenges impact an ever-increasing portion of our community. When left unaddressed, they lead to severe consequences, including emotional distress, decreased quality of life, and even increased risk of self-harm or suicide. By providing timely concurrent disorders health intervention and programs, we can offer crucial support to those in need, helping them navigate the complexities of their mental health issues and build resilience.

These interventions not only alleviate individual suffering but also have broader societal benefits, such as reducing the strain on healthcare systems, improving productivity, and fostering healthier, more connected communities. Ultimately, recognizing the significance of timely concurrent disorders health support is a crucial step in creating a more compassionate and resilient society where everyone has the opportunity to lead a fulfilling and productive life.

### **Recommendations:**

- Island Health actively recruit psychiatrists for the Alberni Valley, meeting the recommended guidelines of the [Canadian Psychiatric Association of Canada](#)



which recommends a ratio of 1 psychiatrist to 8,400 people. This requires an additional two (2) psychiatrists in our community.

- Health authorities and the Province will increase mental health hospital beds and staff so that admitted patients through the ER can be treated until they are stabilised. Currently, we hear many stories of people experiencing critical mental health events who are discharged from the ER without admission into the hospital or if they make it to the mental health ward, are discharged from the hospital, often within 24 hours. (See Stories From the Gap, Section 4.4)

## 4.5 Housing Recommendations

**Stories from The Gap – Boy, Was That Ever A Mistake!** *“I told my landlord I was having some health challenges with back pain and now I was hooked on pain (meds – my word for drugs). I guess he told everyone in our building. Somehow, I’ve become a leper. No one talks to me anymore. The landlord keeps coming up with problems that he says I’m causing. I think he’s working his way up to trying to evict me. I won’t ever make that mistake again.”*

Housing for everyone is the bedrock of the foundation required to begin addressing the poisoned drug catastrophe. The catastrophe has disproportionately affected vulnerable and marginalised populations, many of whom lack stable housing.

Basic housing is not only a fundamental human right but also a crucial component in the fight against drug poisoning. It provides people with a safe and stable environment where they can access necessary support, healthcare, and rehabilitation services. A 2024 [study](#) shows the direct link of increased homelessness to increase overdose deaths.

Ensuring that every person has access to adequate housing not only helps prevent substance-related harm but also offers a foundation for recovery and reintegration into our community. By recognizing and upholding the right to basic housing, we can take significant steps towards a more humane and effective response to the drug poisoning catastrophe, ultimately reducing the devastating impact it has on all communities in British Columbia.

### Recommendations:

- All levels of government will increase the Point-in-Time homeless count to a quarterly count.
- BC Housing will match temporary shelter beds in the community to the annual point-in-time homeless count.
- In partnership, the Province, Regional District and City will create a long-term scalable plan to replace temporary shelter beds with permanent housing, including assisted living housing as required. (5-year plan for full completion of required units, reviewed annually)
- Provincially remove municipal bylaws intended to restrict shelter and housing projects oriented to serving the marginalised demographics in communities.

- The Province will Incentivise municipalities that embrace shelter and housing projects in their communities. — The faster the implementation, the greater the incentive.
- BC Housing and the Province in partnership with municipal bylaws to incorporate housing models that integrate the placement of units throughout the community. This is to prevent concentrated poverty and social exclusion. Distributing housing options throughout the community ensures that people from diverse backgrounds and economic statuses have access to a range of housing opportunities. By avoiding the concentration of low-income or marginalized populations in one specific area, we can promote social inclusion, reduce stigmatisation, and create more inclusive, diverse, and vibrant communities.
- Local government, First Nation, Regional District and City to request from the provincial government for the implementation of a [Complex Care Housing Facility](#) in Port Alberni to be agreed upon by the end of 2024 and then implemented as soon as possible.

## 4.6 Poverty & Economic Recommendations

**Stories from The Gap – If Only, I Would.** *“I’m on social assistance. I get \$560 a month. If I could find an apartment, my landlord would directly receive a few hundred dollars more from the Government. What a laugh. There is nothing decent in our town under \$1000 a month to rent. If I could find something, I’d have to kick in most of my food money for rent. I’d be left trying to live on \$60 a month. Yesterday, I was walking to the OPS and some guy drove by yelling at me to get a job! – I would, if I could.”*

21% of all residents in the Alberni-Clayoquot Regional District (ACRD) live in poverty. Poverty worsens the risk of substance disorders as people facing economic hardship may turn to drugs as a coping mechanism or escape from their challenging circumstances.

Poverty also limits access to education, employment, and healthier lifestyles which further compound the challenges associated with substance and mental health disorders. It also worsens recovery outcomes. Moreover, impoverished families are often forced to live in areas that make them more vulnerable to drug-related harm.

Addressing poverty and its associated social determinants is crucial in breaking the cycle of the poisoned drug catastrophe. It plays a significant role in both the initiation of substance use and the challenges people face in seeking treatment and support.

### Recommendations:

- The Port Alberni Community Action Plan fully supports the ACRD [Poverty Reduction Action Plan](#), prepared by the Alberni Clayoquot Health Network 2021.
- We encourage the City of Port Alberni to build on its endorsement of the Alberni-Clayoquot Health Network Poverty Reduction Action Plan 2021 by creating its own tactical action plan to address economic prosperity, economic diversity and poverty reduction.

## 4.7 Government Resolve Recommendations

**Stories from The Gap – A Mother's Grief.** *"My son died four years ago. It took time, but I finally got to talk to the Minister of Health and the Minister of MMHA. I thought they listened. They assured me that changes were coming. That was 3 years ago. Nothing has changed. My son's death seems meaningless. Just another number in every increasing count of meaningless deaths."*

The BC Government bears the majority of responsibility for drug policy changes and implementation of programs that effectively address the poisoned drug catastrophe in our communities. We acknowledge that it faces barriers in making timely changes to drug policies to address the catastrophe, including the complexity of the issue, political challenges, public perceptions and the need for substantial resource allocation. So far, the government response has been agonisingly slow and ineffective in reducing the rates of deaths from the unregulated poisoned drug supply in the province.

However, the importance of the government's resolve to implement evidence-based recommendations cannot be overstated. Evidence-based policies are crucial in crafting effective solutions, as they draw on science and health expert data and research to inform decisions. By concentrating on expert health recommendations instead of choices driven by politics, the government can make timely, informed, targeted changes that prioritize harm reduction, treatment, and prevention. The most controversial opportunities are also those most likely to make significant differences in the catastrophe.

This commitment is not only vital in saving lives and reducing the devastating impact of the poisoned drug catastrophe but also in demonstrating a responsive, compassionate, and accountable approach to governance. Timely, evidence-based policy changes will set the foundation for a more resilient and supportive society that addresses the root causes of substance abuse, ultimately fostering a safer and healthier British Columbia.

### Recommendations:

- The Province to Introduce metrics and consequences in Government Minister mandate letters for the Minister of Health and the Minister of Mental Health and Addictions. Current government ministers' mandate letters provide objectives but are very soft on measurable metrics and performance consequences.
  - The mandate – to reduce the impact of the poisoned drug catastrophe on British Columbians
  - The Metric – (example) Reduce the Provincial death rate by 10% by the end of the 4th quarter of 2024.
  - The Consequence - This is a commitment to the well-being of all British Columbians. We recognize the complexity of the task, but make no mistake – we firmly expect this target to be met. Failure to do so will result in a critical examination of performance, including potential consequences, as we hold ourselves accountable to the people we serve. This is not

merely a goal; it is a mandate, and we will not shy away from making difficult decisions if our commitment is not upheld. The urgency of addressing the poisoned drug catastrophe requires nothing less than full accountability and action.

- The Province and Health Authorities introduce the same metrics and consequences to senior government bureaucrats of the MOH/MMHA ministries and senior Health Authority(s) Leaders' performance plans.
- Emphasize the importance of meeting performance metrics to reduce deaths from the poisoned drug catastrophe is so key, that failure to meet metrics set for government leaders, MOH/MMHA bureaucrats and health authorities, would at the very least result in no bonus payouts or wage increases, despite all other positive performance criteria.
- Our Community Action Team will advocate with the BC Government to embrace the courage to implement drug policy reforms based on the advice of its health experts and evidence-based knowledge. Exactly like it did with hard choices made during the COVID Crisis.
- The Province modify the BC Government Strategic Plan (Pathway To Hope) to include specific measurable goals with actionable dates.
- The Province implement a government-wide transparent monthly progress report on the Pathway to Hope action plan to the people of British Columbia.

#### **4.8 Recovery Programs –, In-Residence Abstinence-Based, and Opioid Agonist Treatment (OAT) Programs Recommendations**

**Stories from The Gap – I Gave Up!** *“I wanted to stop using drugs. My dad even paid for my first stay in recovery after I detoxed. It cost him over \$20 grand. I never thought you could get drugs in a recovery place, but you can. Three weeks in, I broke down and took some. They caught me. I got kicked out – my dad lost all his money and won’t talk to me anymore. – I guess I’m just not worth it.”*

Frankly, the detox and recovery models in our province need to be completely revamped. We believe there are incredible opportunities to change the methodology of current detox programs, recovery programs, and how OAT (Opioid Agonist Treatment) is administered through physicians and nurse practitioners in the province.

The challenges posed by the poisoned drug catastrophe call for innovation and a bold reimagining of our approach to addiction treatment and recovery. By harnessing these opportunities, we can better serve our communities, empower people on their journey to recovery, and make substantial strides in addressing the complex and pressing issues associated with substance disorders.

The time has come for a fresh perspective, a commitment to current evidence-based practices, and a dedication to improving the lives of those affected by addiction. This transformative approach represents a cornerstone in our collective efforts to create a healthier and more resilient British Columbia.

### Recommendations:

- The Province flip the current model of 20% recovery centres publicly funded versus 80% private pay to 80% public funded versus 20% private pay.
- The Province and Health Authorities base new or changing recovery centres on the [clinical guidelines](#) outlined by the BC Centre on Substance Use. The foundation of all recovery centres should be based on section 2.6 *Self-defined Recovery and Wellness-oriented Care* of those clinical guidelines. (Mirror the Red Fish Centre as much as possible throughout the province.)
- BC Ministry of Health adopt policies that recognize that abstinence from substance use before entering into recovery centres is based on obsolete models developed in the mid-20<sup>th</sup> century. Set in place plans to move the majority of recovery centres to models based on present evidence-based knowledge that accept that recovery can start before detox. That relapse is part of recovery and NOT a reason to be ejected people from recovery programs.
- BC Ministry of Health and the Ministry of Mental Health and Addictions investigate amalgamating detox programs into recovery programs. This would decrease overall costs, but more importantly, make sure patients do not fall through the system cracks between detox and recovery programs. Embracing recovery models not requiring complete abstinence would allow the province to question the need for separate detox centres.
- The Province funds recovery beds in the province to meet the goal of every person wishing to enter into recovery having access to a recovery bed within 48 hours.
- The Province through the Ministry of Health change critical care procedures to provide beds in the hospital until recovery beds are available.
- The Province makes OAT/OATi therapy available in every hospital with an ER.
- The Province expand access to the at-home detox model trials (Substance Use Treatment and Response Team ([START](#))) to 80% across the province by the end of 2024.
- The Province makes OAT/OATi Therapy certification required for physicians or nurse practitioners specializing in ER medicine by the end of 2024.

### 4.9 Youth Challenges Recommendations

Addressing the problem of youth substance use requires a collaborative approach involving educators, healthcare professionals, community leaders, parents, and the youth themselves. By fostering open communication and providing the necessary support and resources, we can help guide young people towards making healthy choices and provide them with the tools to lead fulfilling lives.

To address youth substance use effectively, a comprehensive approach that involves various sectors of our community society is required. Here are several recommendations to help mitigate challenges youth face around substance use based on the issues identified:

- Increase support of organizations like ADAPS (Alberni Drug and Alcohol Prevention Services) offers information, counselling, and support for youth (age 12 - 24) and their supports affected by the use of substances. Services are harm-reduction-based and cover early intervention/information through intensive treatment and health maintenance. Open to anyone affected by a youth's use of substances, whether in their own use or someone else's. Organizations like ADAPS play a key role in solution-based work with youth.
- Education and Awareness: Implement age-appropriate drug education programs in schools that inform about the risks and consequences of substance use. This education should also extend to online platforms where youth spend a significant amount of time.
- Parental Involvement: Encourage open dialogue between parents and children about substance use. Parents should be educated on the signs of drug use and effective communication strategies.
- Mental Health Support: Enhance access to mental health services for youth. Early intervention for mental health issues can reduce the risk of self-medicating with drugs.
- Positive Role Models: Promote positive role models and mentors for young people. Having someone to look up to can inspire youth to make healthy choices.
- Healthy Alternatives: Provide and promote engaging activities and hobbies as alternatives to substance use. Sports, arts, and community service can offer a sense of belonging and accomplishment.
- Peer Support Programs: Develop peer-led initiatives and support groups where young people can share experiences and encourage each other to stay drug-free.
- Community Engagement: Involve the community in creating safe and supportive environments for youth. Community centres and programs can offer resources and a haven for young people.
- Enforcement: Ensure that police and public safety measures/regulations regarding the sale and distribution of substances are actively utilized to reduce the availability of drugs to minors.
- Early Intervention Programs: Implement programs that identify at-risk youth early and provide them with the support they need before they turn to drugs.
- Access to Treatment: Ensure that there are accessible, youth-friendly treatment programs that offer a range of services, including counselling, therapy, and rehabilitation.
- Aftercare and Relapse Prevention: Provide ongoing support for youth who have gone through treatment to prevent relapse. This could include mentorship programs, support networks, and educational opportunities.
- Research and Evaluation: Support research to better understand the reasons behind youth substance use and to evaluate the effectiveness of different intervention strategies.

Addressing youth substance use requires a balanced approach that combines prevention, treatment, and enforcement, as well as community involvement. These



recommendations must be tailored to the specific needs and circumstances of the youth population they aim to serve.

Prevention recommendations, including youth, are found in section 4.16.

#### **4.10 Primary Care**

**Stories from The Gap – No Family Doctor Now!** *“I told my family doctor I was hooked on opioids because my friend gave me some oxycontin when I hurt my back. He asked me how much and what I was taking. When I told him anything I could get from my dealer, he told me he couldn’t treat me. Now what?”*

In the face of the ongoing unregulated poisoned drug epidemic/catastrophe, it has become increasingly evident that expanding the availability of Opioid Agonist Treatment (OAT) in primary care settings is both a pragmatic and compassionate response.

Physicians and Nurse Practitioners, with their unique position as frontline medical professionals, are well-placed to offer timely and comprehensive support to individuals struggling with substance use disorders. By integrating OAT into primary care, we not only enhance accessibility to treatment but also reduce stigma, improve coordination of care, and foster a more holistic approach to patients' health and well-being. This transformative shift holds the potential to save lives, alleviate suffering, and contribute significantly to our collective efforts in addressing the complex challenges posed by the unregulated drug catastrophe in our communities.

#### **Recommendations:**

- The Province makes acquiring OAT/OATi certification so attractive for existing primary care physicians and nurse practitioners that it increases the base of primary health care professionals certified to administer OAT/OATi to a minimum of 80% of primary health care professionals by the end of 2024
- The province in consultation with the College of Physicians and Universities makes OAT/OATi certification mandatory for graduating physicians and nurse practitioners. Also, existing healthcare professionals from other jurisdictions wishing to practice in British Columbia are required to obtain OAT/OATi certification before being issued a license in BC.
- Drop the requirement for mentorship after OAT/OATi training in favour of an examination model.

#### **4.11 Criminal Justice System, Decriminalisation/Legalisation, Public Safety Measures Recommendations**

##### **4.11-1 Criminal Justice System Recommendations**

The poisoned drug catastrophe in Canada is accentuating the urgent need for a transformative shift in our approach to our criminal justice system. The current system has been completely ineffective in addressing the complexities of unregulated substance supply, often worsening the challenges faced by people grappling with

substance disorders use and accompanying mental health challenges.

In addition, our justice system is not effective or timely in addressing those who supply and deal unregulated substances at the mid-level or top of the supply chain.

A call to action is required. We urge Federal and Provincial policymakers and stakeholders to commit to comprehensive reform immediately. The consequences of inaction are severe. It will result in more lives lost, families destroyed, and communities devastated. It is time to acknowledge that a new approach is needed, one that embraces innovation and progress in the Canadian criminal justice system.

By recognizing the importance of changing the criminal justice system, we acknowledge the need for a more compassionate, evidence-based, and rehabilitative approach for people who use substances. For them, we need to shift the focus from punishment to substance disorder treatment, mental health disorder treatment and harm reduction in breaking the cycle of substance use disorder and fostering rehabilitation. At the same time, we need to effectively deal with the major suppliers of unregulated substances.

This shift not only aligns with the principles of social justice but also holds the potential to reduce the burden on the legal system while simultaneously addressing some of the root causes of the poisoned drug catastrophe.

### **Recommendations:**

Note: These recommendations exclude any criminal behaviours that result in violence, weapons possession, or people possessing more than 250 grams of substances identified as [illicit drugs](#) in Canada.

- The Province allocates resources to enhance and expand addiction treatment infrastructure, that ensures access of justice system clients to timely and comprehensive support for people seeking recovery.
- The Federal Government in partnership with Provinces expand restorative justice programs across Canada, especially for people who use substances and have committed nonviolent petty crimes in sourcing substances for their substance use disorders.
- The Province expands diversion programs - and rolls out the implementation of Drug Courts. Drug treatment court is a special court that works to redirect non-violent offenders with substance disorders into programs of treatment and supervision, instead of sentencing them to prison. The court is supported by immediate access to programs consisting of addiction recovery services, social service agencies and individual case planning.
- The Province creates systems and procedures that divert people with mental health disorders and substance disorders into immediate access to forensics-driven treatment and recovery. This includes making alternatives to incarceration a first choice for nonviolent offences related to substance use, such as community service, restitution, or supervised treatment programs.

- The Province establishes a special diversion program for youth involved in non-violent offences driven by substance use, emphasizing education, counselling, and community service rather than punitive measures.
- All levels of government collaborate with Indigenous Justice Systems – where possible, refer Indigenous people to an Indigenous-led justice system.
- The Province introduces incentives within the justice system for people who complete substance disorder treatment programs, promoting positive outcomes and rehabilitation.
- All levels of government encourage proactive community policing models that prioritize harm reduction strategies over punitive measures, fostering trust and cooperation between law enforcement and communities.
- The Province Implements cross-sector collaboration programs between the justice system, healthcare providers, and community organizations to create a coordinated and comprehensive response to the poisoned drug catastrophe.
- The Province establish education and sensitisation programs for legal professionals, especially Judges and Crown Prosecutors to increase awareness of the complexities of substance use disorders and to reduce stigma.
- The province modifies the current legal aid model to provide specialized legal aid for people facing legal challenges related to non-violent substance use/concurrent disorders. This would include specially trained Public Defenders who are trained in all the diversion opportunities.
- The Federal Government and Province, in partnership, develop metrics to continuously monitor changes to our justice system, and implement data-driven decision-making processes that evaluate the impact of interventions and adjust strategies accordingly.

#### **4.11-2 Decriminalisation/Legalisation Recommendations**

The Federal/Provincial trial of Decriminalization in British Columbia is a great first step in normalizing access to substances currently designated illegal. Like all controlled substances, the difference between decriminalisation and legalisation is huge

The decriminalization or legalization of substances stands as a paradigm shift in addressing the poisoned drug catastrophe. It offers a spectrum of benefits that transcend traditional punitive approaches. By moving away from criminalizing individuals for personal drug possession, society gains the potential to redirect resources towards more effective harm reduction, treatment, and prevention strategies.

Decriminalization fosters an environment where people with substance use disorders are viewed through a public health lens, encouraging them to access crucial services without the fear of legal repercussions.

In time as the perception of the general public changes, legalisation of certain substances should also be explored, as they offer potential benefits in reducing the harms associated with drug use. By regulating the drug market and implementing safety

measures, we can ensure quality control and protect the well-being of those who currently use unregulated substances.

Legalization, when carefully regulated, allows for safer drug consumption environments, reducing the risks associated with unregulated substances. Moreover, these approaches acknowledge the complex nature of substance disorders, aiming to destigmatize substance use and promote compassionate, evidence-based solutions. Embracing decriminalisation or legalisation offers a pathway to shift the narrative from punishment to rehabilitation, ultimately contributing to a more humane, equitable, and effective response to the poisoned drug catastrophe.

### **Recommendations:**

- Stop police sweeps in municipalities intent on circumventing the BC provincial decriminalization trial.
- The Province evaluates decriminalisation/legalisation policies, allowing for adjustments on science and evidence-based emerging research, public health needs, and community feedback.
- The Province implement an extensive public service ad campaign focusing on the evidence-based advantages of decriminalization.
- Restore the original BC Provincial Government policies of the decriminalisation trial and legislation.
- The Federal Government and Province, in partnership, make the decriminalisation trial permanent as soon as possible
- The Federal Government and Province, in partnership, increase the decriminalised quantity of substances allowed for personal use to an average one-week supply.

### **4.11-3 Public Safety Measures Recommendations**

**Stories from The Gap** – I Wasn't Doing Anything! *"I'm homeless in downtown Lower East Side, Vancouver. I was walking to the place that provides hot meals. A cop car and van pulled up beside me. Five cops got out. They demanded to know why I was there. Then they searched me. They took my drugs (I only had one dose of down, which is supposed to be okay now) and put me in a patty wagon. After four hours, they let me back on the streets, no drugs, no money to replace them and a long way to where I left my stuff. When I got back to my shopping cart, all my stuff was gone. Now I'm beginning to get drug sick."*

Public safety measures are tools that help deal with the poisoned drug catastrophe. They focus on keeping communities safe and helping people who are affected by substance disorders. However, it is crucial to reorient these methods to a health-based lens. Best-in-class public safety programs use smart, evidence-based ideas that we know work. They include prevention messages, working together, and being ready to help.

The goal is to stop harm from substances both for the person who is using drugs and also for the broader community. These recommendations empower communities to

tackle some of the root causes of the catastrophe and ensure the well-being of everyone. By embracing public safety measures, we lay the foundation for a more secure, informed, and compassionate response to the poisoned drug catastrophe, fostering a collective commitment to the safety and vitality of our communities.

Public Safety is about balancing the needs of the entire community. Striking a balance requires a compassionate approach that supports people experiencing homelessness and concurrent disorders while maintaining a standard for everyone within our community. Collaborative initiatives can be implemented to address the unique challenges faced by unhoused or people suffering from concurrent disorders, providing access to resources, shelter, and support services. Resolving root causes rather than symptoms should always be the priority approach.

### **Recommendations:**

- The Province increases the accessibility of recovery treatment services, including detoxification programs, rehabilitation facilities, and mental health support, in-community to provide **timely** assistance to those in need. The goal is immediate referral into recovery through critical care hospital beds and then transfer to recovery programs within 48 hours.
- The Province invests in increasing province-wide public awareness/education programs to raise understanding about the poisoned drug catastrophe, promote harm reduction practices, and reduce the stigma associated with substance disorders.
- The Province expands the availability of safe consumption/overdose prevention sites, providing supervised environments for people to use substances safely while accessing support services. In Port Alberni, increase the OPS hours to a 24/7 model.
- Island Health investigates creating a 2<sup>nd</sup> OPS in the Argyle/3<sup>rd</sup> Ave corridor of Port Alberni. This area is frequented by many of our marginalized family, friends and neighbours of our community. It's also far enough away from our existing OPS that clients are unwilling to travel to the current OPS.
- The city provides public toilets in areas of the city frequented by our marginalized demographics.
- The Federal Government and Province, in partnership, accelerate the Implementation of community policing models that prioritize harm reduction strategies over punitive measures, building trust and collaboration between law enforcement and communities.
- The Province moves towards integrating mental health services with policing models, recognizing the co-occurrence of mental health challenges and substance use. 911 reports of a critical mental health event respond with police and mental health experts. We recommend the expansion of the Assertive Community Treatment (ACT) Team in Port Alberni to enable them to respond in conjunction with police in mental health crises 24/7 by the end of 2024.

- The Province significantly increase public awareness campaigns to destigmatize substance disorders, increase understanding of the poisoned drug catastrophe, and encourage people to seek help without fear of judgment by the end of 2024.
- School Boards provide a formal training program for educators and school staff on recognizing signs of substance use, facilitating early intervention, and connecting students to appropriate support services.
- The Province significantly Increases the availability of all harm reduction material in communities. E.g. – vending machines, and/or distribution in all pharmacies using a (take what you need display) at the entrance doors of pharmacies
- The Province significantly increases public awareness that harm reduction and treatment are part of the same recovery process. Our strongest ask is for all levels of government, especially the provincial government, to campaign hard on educating the public with real information based on science/evidence-based information.
- The province increases support for programs like Community Action Teams (CAT). These programs are community-led initiatives and concentrate on networking with service providers, peers and the community. Community Action Teams focus on harm reduction, reducing stigma and addressing social determinants of the poisoned drug catastrophe. Support and funding of CAT Teams allow local communities to tailor strategies to their unique needs and challenges.

#### 4.12 Harm Reduction Recommendations

**Stories from The Gap – Only Once!** *“I’m one of the few that still injects the drugs I use. It was a long way to the OPS to get more clean needles. I shared once. Now I have HIV.”*

Harm reduction strategies stand as a basic building block in all the work addressing the complexities of the poisoned drug catastrophe. It requires aggressively challenging misconceptions and fostering a more informed and compassionate response within our communities.

The significance of harm reduction lies not only in its ability to minimize the adverse effects of substance use but also in bridging the gap of misunderstanding that seems so prevalent in the general public. By promoting evidence-based strategies for safe supply, needle exchange programs, supervised consumption sites, and supporting innovative programs like DULF, and education initiatives, harm reduction aims to mitigate risks and enhance the overall well-being of people affected by addiction. It emphasizes the need to meet people where they are, providing support without judgment.

Harm reduction is also the umbrella that resists the ban on public consumption legislation.

The benefits of harm reduction extend beyond the individual, contributing to safer communities and fostering a culture of empathy and understanding. By embracing harm



reduction recommendations, we are not only saving lives but also dismantling stigmas and building a foundation for healthier and more inclusive communities.

### **Recommendations:**

- Island Health Authority increase the Port Alberni OPS hours of operation to a 24/7 model as soon as possible.
- The Province increases access to harm-reduction supplies.
- Significantly increase public awareness that harm reduction and treatment are part of the same recovery journey. Our strongest ask is for all levels of government, especially the provincial government to campaign hard on educating the public with real information based on science/evidence-based information.
- The Province implements mobile harm reduction units to reach underserved and remote communities, providing on-the-spot support, education, and resources.
- The Province significantly Increases the availability of all harm reduction material in communities. E.g. – vending machines, and/or distribution in all pharmacies using a (take what you need display) at the entrance doors of pharmacies
- The Province through its Ministry of Health, integrates harm reduction methods into primary care settings, ensuring that healthcare providers offer non-judgmental support and resources to people with substance use disorders based on trauma-informed care principles.
- All levels of government and service providers provide cultural competency training for healthcare professionals to ensure that harm reduction services are inclusive and respectful of the diverse backgrounds and experiences of all people, (especially indigenous – due to their over-representation in the catastrophe) seeking support.
- All levels of government and service providers collaborate with Indigenous communities to incorporate traditional healing practices into harm reduction strategies, respecting cultural diversity and enhancing the effectiveness of interventions.
- The Province increases access to transitional housing, permanent housing and support services for people with substance use disorders. This provides stability and assistance in their recovery journey. (no healing begins without a safe place to lay your head every night)
- School Boards integrate harm reduction education into school curricula to equip students with knowledge about substance use, risks, and harm reduction practices from an early age.
- The Province develops and supports peer-based initiatives (Community Action Teams) that provide individuals with lived experience, and an opportunity to connect, share knowledge, and offer support in harm reduction efforts.
- The Province through Island Health augment existing drug-testing services in Port Alberni to allow people to test the contents of unregulated substances using an onsite FTIR Spectroscopy or Paper-Spray Mass Spectrometry by the end of 2024. This promotes informed choices and reduces the risk of unintentional poisoning.

- Island Health Authority to investigate a mobile drug testing unit that can meet people where they are. Possibly consider a scalable model that utilizes a travelling unit between communities. (Mondays and Fridays in Port Alberni, Tuesdays in Oceanside, etc.)

#### 4.13 Stigma Reduction Recommendations

**Stories from The Gap – I’m A Huge Failure.** *“Nobody hates me more than me. Even so, when I walk on the streets, people yell vile comments all the time. When I go to the hospital, I see the looks. It all makes me hate myself even more. All I want is to get help.”*

We reshape the narrative around stigma by addressing the profound impact of the societal judgment on people, families and communities affected by substance use disorders. By emphasizing the need to close the gap in the general public's perception, these recommendations strive to dispel misconceptions and foster empathy.

The benefits of stigma reduction extend beyond removing barriers to treatment and support. They also encompass the creation of more inclusive and understanding communities.

By challenging stereotypes and encouraging open conversations, stigma reduction initiatives aim to create an environment where people grappling with substance disorders are seen not as moral failures but as individuals with severe health disorders who are deserving of compassion, support, and access to comprehensive care.

Embracing stigma reduction recommendations is fundamental to building a more compassionate and informed community response to the poisoned drug catastrophe, ensuring that those affected can seek help without fear of judgment or exclusion.

#### Recommendations:

- The Province through Work Safe BC implements permanent strategies that include education for all employers on substance disorders, the impact on men (functional and recreational use) and harm reduction that specifically addresses stigma and using substances alone.
- Work Safe BC is to make the information in the bullet above a yearly mandatory subject in safety meetings for all employees in BC.
- The Province launches specific campaigns promoting the use of inclusive and non-stigmatizing language in public discourse, shaping a narrative that emphasizes health and recovery rather than moral judgment.
- The Province change the name of the Ministry of Mental Health and Addictions to a more inclusive language.
- The Province significantly increase targeted public awareness campaigns to educate the public about the complexities of substance use disorders and corresponding stigma, dispelling myths and challenging stereotypes by the end of 2024.

- Utilize public figures, including policymakers, celebrities, and community leaders in media campaigns, to openly discuss and advocate for stigma reduction, leveraging their influence to challenge societal attitudes.
- The Province implement a targeted program to educate media professionals with sensitivity training to ensure accurate and compassionate reporting on issues related to substance use, avoiding sensationalism and reinforcing harmful stereotypes.
- The Province and Health Authorities promote storytelling initiatives where people with lived experience share their journeys of recovery. This humanizes people's struggle with substance disorders and challenges preconceived notions in the general public.
- The Province establishes provincial support programs for families affected by substance use disorders, offering resources and guidance to reduce internalized stigma and foster healthy family dynamics.
- BC Emergency Health Services provides specialized training for all 1<sup>st</sup> Responders on stigma reduction, emphasizing compassionate approaches when interacting with individuals experiencing substance use challenges.
- All levels of government facilitate peer-led community events that bring together individuals in recovery, community members, and service providers, fostering a sense of unity and reducing isolation.
- All levels of government encourage community art projects and expressions that challenge stereotypes and showcase the diverse experiences of individuals affected by substance use, promoting understanding through creativity.
- The Province through BC Corrections, establishes reintegration programs for individuals leaving correctional facilities, offering support, employment opportunities, and stigma-reduction initiatives to prevent recidivism.
- The Province develops programs that empower individuals in recovery through employment opportunities, reducing stigma by showcasing the potential for success and contribution to society.

#### **4.14 Recovery Treatment Time Frames Recommendations**

The poisoned drug catastrophe is won or lost in seconds or minutes – not hours, days or weeks.

Recovery treatment time frame recommendations place a strong emphasis on the urgency of initiating people into recovery at the earliest possible step. Recognizing the time-sensitive nature of substance disorders, these recommendations prioritize swift access to evidence-based treatments and support services.

We draw inspiration from the comprehensive approach adopted by world best-in-class jurisdictions, where the decriminalization of drug use is coupled with a robust system of treatment, harm reduction, addressing social determinants, and comprehensive, timely in-facility recovery programs and post-recovery programs in-community after discharge.

## Recommendations:

- The Province through the Ministry of Health and Health Authorities streamline referral processes between emergency departments, primary care providers, and treatment facilities to minimize delays in transitioning people from crisis to recovery.
- The Province through the Ministry of Health and Health Authorities implements 24/7 crisis intervention services, providing immediate support and assessment for people in acute distress, with a focus on facilitating entry into treatment.
- The Province increases the availability of crisis stabilisation beds, providing short-term intensive support for people in acute distress while facilitating a smooth transition into longer-term treatment.
- The Province through the Ministry of Health and Health Authorities expands inpatient detox services utilizing critical care beds in hospitals to accommodate the immediate needs of people seeking to overcome physical dependence on substances. (Model after the Vancouver St Paul's Hospital Seamless program)
- The Province through the Ministry of Health and Health Authorities expands at-home detox programs.
- The Province introduce mobile outreach and treatment units to reach underserved and remote communities, providing on-the-spot assessments and initiating the treatment process promptly.
- The Province through the Ministry of Health and Health Authorities establishes fast-track access for high-risk populations, such as people with a history of overdose or those facing severe health complications, recognizing the urgency of their treatment needs.
- The Province through the Ministry of Health and Health Authorities expands telehealth and virtual treatment options to enhance accessibility for people in remote areas or those facing barriers to in-person visits, ensuring timely access to OAT treatment and recovery support.
- The Province prioritizes same-day access to Medication-Assisted Treatment (MAT) (OAT/OATi) options, such as methadone or buprenorphine, reducing withdrawal symptoms and supporting people immediately.
- The Province through the Ministry of Health and Health Authorities integrates peer support programs to assist people during transitions between different phases of treatment, providing guidance, encouragement, and understanding from those with lived experience.
- The Province increases access to primary care providers (GPs and Nurse Practitioners) to ensure seamless integration of substance use treatment into routine healthcare, minimizing delays in accessing comprehensive care.
- The province reduces waiting times for outpatient treatment services, ensuring people can access counselling, therapy, and support groups without prolonged delays.
- The Province develops post-overdose outreach programs that connect people who have experienced an overdose with immediate support and treatment options, promoting a pathway to recovery.

- The Province through the Ministry of Health and Health Authorities implements strategies to engage and support families in facilitating the recovery process for loved ones, recognizing the crucial role of familial support in sustained recovery for people suffering from substance disorders.

#### **4.15 Comprehensive Treatment/Recovery Program Recommendations**

**Stories from The Gap – What Help?** *“I was helping my brother, who was trying to detox his son at his home, as there was no other option. To say the least, it was extremely stressful for all of us. As I was driving home one evening, I saw an Island Health bus-stop sign that read: “Too many men have been lost to overdose. We’re here for you because we want you to be here too. Find help, hope, and connection. [IslandHealth.ca/StopOverdose](https://IslandHealth.ca/StopOverdose)”. I started laughing so hard that I had to pull off the road. Then I started sobbing. There is almost zero help for families in this life-and-death situation. - I should add, that Help is certainly not a phone call away.”*

Comprehensive treatment and recovery program recommendations represent a holistic and transformative approach to addressing the poisoned drug catastrophe. We are advocating for an all-encompassing model that addresses the entire spectrum of a person’s recovery journey.

Emphasizing the importance of comprehensive care, this model recognizes that the journey to recovery extends beyond isolated interventions and must be woven into the fabric of a person's substance disorder healing journey at every stage. Drawing inspiration from the pioneering efforts in world best-in-class jurisdictions, where a comprehensive program combines decriminalization with robust treatment and harm reduction measures, we see the profound impact of an all-inclusive approach.

By integrating prevention, early intervention, and sustained support throughout an individual's recovery journey, comprehensive treatment and recovery programs not only address immediate crises but also foster resilience, healing, and a sustained commitment to well-being. Embracing this model is fundamental to dismantling some of the most serious root causes of the poisoned drug catastrophe and nurturing communities where every person is valued and supported in their journey toward recovery.

#### **Recommendations:**

- At a provincial level, work towards creating a recovery model that embraces people beginning at critical events, hand-offs to detox, through to recovery and then onto outpatient recovery programs.
- The Province creates a scalable end-to-end system that is provincially funded for 80% of the population of BC with a target date by the year-end of 2024.
  - Model this end-to-end recovery system to embrace the evidence-based concept that relapse is a necessary part of recovery and should not result in ejection from recovery programs.

- The Province through the Ministry of Health and Health Authorities looks at diversifying as much as possible regional facilities. One possible model is to have sub-facilities in communities that are part of a larger central regional facility.
- The Province through the Ministry of Health and Health Authorities ensures that this inclusive model (hand-offs) is transparent to the patient. (Preceding programs must hold patients until succeeding programs can accept them) Once a patient embarks on the process, there are no gaps between programs.
- The Province through the Ministry of Health and Health Authorities designs programs to comprise social determinants skills including life skills, work skill training, job placement and housing placement before exiting people to outpatient programs in the community.

#### **4.16 Comprehensive Preventative Programs Recommendations**

Preventive program recommendations intend to capitalize on current missed opportunities in the efforts to reduce the impact of the poisoned drug catastrophe through increasing prevention efforts in British Columbia.

By focusing on prevention at its core, these recommendations prioritize a spectrum of interventions designed to target risk factors, increase resilience, and create a community-wide understanding of the dangers associated with unregulated substance use.

From early childhood education initiatives to community outreach campaigns and targeted interventions for at-risk populations, we believe comprehensive preventive programs can disrupt the trajectory of people most at risk of substance use before it takes hold in their lives.

Emphasizing education, community engagement, and early intervention, these recommendations not only aim to reduce the incidence of substance use but also create a resilient and informed society that is equipped to address the catastrophe and build a healthier future for all residents of British Columbia.

#### **Recommendations:**

- The following recommendations require that they be driven Provincially.
- The Province Initiates transformative and innovative provincial prevention public awareness campaigns on TV, Radio, traditional media channels, and social media
  - Utilize famous people to deliver prevention messages.
- Implement age-appropriate substance use education in early childhood programs to build foundational awareness and resilience against future substance-related challenges.
- Develop comprehensive youth prevention programs in schools, combining education, mental health support, and positive recreational activities to discourage early substance use.



- Conduct ongoing community outreach and education campaigns to raise awareness about substance use, its risks, and available preventive resources, fostering a supportive community environment.
- Establish family-centred prevention services that engage and empower families in recognizing and addressing substance use issues, promoting a collaborative approach to prevention.
- Introduce school-based prevention and intervention services that identify and address substance use concerns among students promptly, providing counselling and support to prevent escalation.
- Implement targeted prevention programs for populations at higher risk of substance use, addressing social determinants and providing support for vulnerable communities, especially in Indigenous communities who are disproportionately impacted by the poisoned drug catastrophe
- Provide cultural competency training for educators to ensure that prevention programs are inclusive and respectful of the diverse backgrounds and experiences of students.
- Develop online and digital resources for preventive education, reaching a wide audience and leveraging technology to disseminate information about substance use risks.
- Conduct community-based prevention workshops that address local factors contributing to substance use, tailoring interventions to the unique needs and challenges of specific communities.
- Establish programs that provide parental guidance and support in navigating conversations about substance use with children, promoting open communication and early intervention.
- Implement peer-led prevention initiatives in schools and communities, leveraging the influence of peers to promote positive behaviours and discourage substance use.
- Develop programs that focus on building community resilience as a preventive measure, addressing underlying social and economic factors that contribute to substance use.
- Involve youth in the planning and implementation of prevention programs, ensuring that initiatives are relevant, engaging, and resonate with the youth audience.
- Integrate preventive measures within primary care settings, ensuring that healthcare providers actively engage in discussions about substance use risks with patients.
- Increase the accessibility of community health clinics, providing preventive services, resources, and information related to substance use in a community-centered setting.
- Forge partnerships with local businesses to promote preventive messages, providing resources and education to employees and customers about the risks of substance use.
- Incorporate preventive measures into recreation centres and community spaces, offering information, resources, and activities that discourage substance use.

## Summary of Recommendations

### 4.1 First Nations Indigenous People Support Recommendations

- Actively support, participate and engage in **ALL** the [calls for action](#) of the Truth and Reconciliation Commission.
- We fully support all recommendations of the Tseshah First Nations Alberni Valley Poisoned Drug Crisis Strategy 2023.
- Actively search for and implement partnership opportunities between First Nations, and the Port Alberni Community Action Team.
- Engage and actively support the needs of First Nations with the community at large, all service providers, Health Authorities and all levels of Government.

We acknowledge and support all the existing work First Nations have achieved in the following areas and support increases in these programs led by First Nations through increased support by all levels of Government:

- Culturally Tailored Treatment Programs: Develop addiction treatment programs that incorporate traditional healing practices, cultural teachings, and spiritual guidance to resonate with the values and beliefs of First Nations communities.
- Elders and Knowledge Keepers Involvement: Involve Elders and Knowledge Keepers in the healing process, allowing them to share their wisdom, provide mentorship, and support people in their journey to recovery.
- Community Healing Circles: Facilitate community healing circles or talking circles, where members can openly discuss their challenges, seek guidance, and receive emotional support in a culturally appropriate setting. An example is the Walk With Me Program.
- Land-Based Healing Programs: Offer land-based healing programs that connect individuals with the land, fostering a deeper sense of belonging and spiritual renewal. In Port Alberni, The Somass River is the lifeblood of its First Nations People.
- Cultural Awareness Training: Provide cultural awareness training to healthcare professionals and service providers to ensure respectful and culturally competent care.
- Community-Driven Solutions: Empower First Nations communities to design and implement their harm reduction and treatment programs, tailored to their unique needs and values.
- Language Revival Programs: Support language revival initiatives to strengthen cultural identity, which can be a protective factor against substance disorders.
- Traditional Medicine: Integrate traditional healing practices, such as smudging, and medicinal plant use, into substance disorder treatment and recovery plans.

- Family Support Programs: Establish family support programs that engage families and promote healing within the family unit, recognizing the importance of kinship ties in First Nations communities.
- Crisis Response Teams: Form culturally competent crisis response team(s) that can quickly address emergencies in a respectful and understanding manner.
- Cultural Mentorship for Youth: Offer cultural mentorship programs for youth to connect them with their heritage, promote positive self-identity, and steer them away from unregulated substance use.
- Community Public Safety Agreements: Collaborate with law enforcement agencies to establish community public safety agreements that prioritize cultural sensitivity and restorative justice principles.
- Community-Run Safe Spaces: Create community-run safe spaces for First Nations people to gather, share experiences, and access support without fear of judgment or discrimination. (Friendship Centres)
- Trauma-Informed Care: Ensure that all service providers are trained in trauma-informed care, recognizing the historical trauma that impacts many people in First Nations communities.
- Access to Traditional Elders and Healers: Facilitate access to traditional Elders and Healers as part of a support network for people in crisis or recovery.
- Cultural Resilience Programs: Promote cultural resilience through programs that celebrate cultural practices, art, storytelling, and song as a means to combat the negative effects of substance disorders.

## 4.2 Toxicity of the Unregulated Supply Recommendations

- The Province leads the way, in partnership with the Federal Government, by implementing a scalable program of regulated Safe Supply to a minimum of 80% of the Province by the end of 2024. (Details of the recommended models of safe supply will be found in Section 4.3).
- The Province Implement Overdose Prevention Sites in all communities in BC with populations of more than 15K by the end of 2024.
- The Province implements drug testing facilities including an onsite Fourier Transform Infrared Spectroscopy (FTIR) or Paper-Spray Mass Spectrometry in all communities across BC with populations of more than 15K by the end of 2024.
  - The objective is to provide people who use substances testing results of samples in less than 15 minutes.
- Federal and Provincial governments modify the criminal code of Canada with graduating penalties for major suppliers of unregulated substances based on the level of toxicity. Suppliers caught with excessive quantities of illicit drugs, weapons or violence during an arrest are to be held without remand until trial.

### 4.3 Regulated Safer Supply Recommendations

- The Provincial Government be at all times guided by its evidence-based health experts on drug policy implementation strategy.
- The Province adopts and implements innovative intensive education initiatives for physicians, health professionals and the general public on the benefits of safe supply
- The Province implement a graduated system of safe supply models, starting with a roll-out of the existing models to 80% of the Province by the end of 2024.
- On an ongoing basis, the Province modifies the regulated safe supply model to reduce barriers and increase access.

### 4.4 Mental Health Recommendations

- Island Health actively recruit psychiatrists for the Alberni Valley, meeting the recommended guidelines of the [Canadian Psychiatric Association of Canada](#) which recommends a ratio of 1 psychiatrist to 8,400 people. This requires an additional two (2) psychiatrists in our community.
- Health authorities and the Province increase mental health hospital beds and staff so that admitted patients through the ER can be treated until they are stabilised. Currently, we hear many stories of people experiencing critical mental health events who are discharged from the ER without admission into the hospital or if they make it to the mental health ward, are discharged from the hospital, often within 24 hours. (See Stories From the Gap, Section 4.4)

### 4.5 Housing Recommendations

- All levels of government increase the Point-in-Time homeless count to a quarterly count.
- BC Housing matches temporary shelter beds in the community to the annual point-in-time homeless count.
- In partnership, the Province, Regional District and City create a long-term scalable plan to replace temporary shelter beds with permanent housing, including assisted living housing as required. (5-year plan for full completion of required units, reviewed annually)
- Provincially remove municipal bylaws intended to restrict shelter and housing projects oriented to serving the marginalised demographics in communities.
- The Province incentivises municipalities that embrace shelter and housing projects in their communities. — The faster the implementation, the greater the incentive.
- BC Housing and the Province in partnership with municipal bylaws incorporate housing models that integrate the placement of units throughout the community. This is to prevent concentrated poverty and social exclusion. Distributing housing options throughout the community ensures that people from diverse backgrounds

and economic statuses have access to a range of housing opportunities. By avoiding the concentration of low-income or marginalized populations in one specific area, we can promote social inclusion, reduce stigmatisation, and create more inclusive, diverse, and vibrant communities.

- Local government, First Nation, Regional District and City request from the provincial government the implementation of a [Complex Care Housing Facility](#) in Port Alberni to be agreed upon by the end of 2024 and then implemented as soon as possible.

## 4.6 Poverty & Economic Recommendations

- The Port Alberni Community Action Plan fully supports the ACRD [Poverty Reduction Action Plan](#), prepared by the Alberni Clayoquot Health Network 2021.
- We encourage the City of Port Alberni to build on its endorsement of the Alberni-Clayoquot Health Network Poverty Reduction Action Plan 2021 by creating its own tactical action plan to address economic prosperity, economic diversity and poverty reduction.

## 4.7 Government Resolve Recommendations

- The Province Introduces metrics and consequences in Government Minister mandate letters for the Minister of Health and the Minister of Mental Health and Addictions. Current government ministers' mandate letters provide objectives but are very soft on measurable metrics and performance consequences.
  - The mandate – to reduce the impact of the poisoned drug catastrophe on British Columbians
  - The Metric – (example) Reduce the Provincial death rate by 10% by the end of the 2<sup>nd</sup> quarter of 2024.
  - The Consequence - This is a commitment to the well-being of all British Columbians. We recognize the complexity of the task, but make no mistake – we firmly expect this target to be met. Failure to do so will result in a critical examination of performance, including potential consequences, as we hold ourselves accountable to the people we serve. This is not merely a goal; it is a mandate, and we will not shy away from making difficult decisions if our commitment is not upheld. The urgency of addressing the poisoned drug catastrophe requires nothing less than full accountability and action.
- The Province and Health Authorities introduce the same metrics and consequences to senior government bureaucrats of the MOH/MMHA ministries and senior Health Authority(s) Leaders' performance plans.
- Emphasize the importance of meeting performance metrics to reduce deaths from the poisoned drug catastrophe is so key, that failure to meet metrics set for government leaders, MOH/MMHA bureaucrats and health authorities, would at the very least result in no bonus payouts or wage increases, despite all other positive performance criteria.
- Our Community Action Team will advocate with the BC Government to embrace the courage to implement drug policy reforms based on the advice of its health

experts and evidence-based knowledge. Exactly like it did with hard choices made during the COVID Crisis.

- The Province modify the BC Government Strategic Plan (Pathway To Hope) to include specific measurable goals with actionable dates.
- The Province implement a government-wide transparent monthly progress report on the Pathway to Hope action plan to the people of British Columbia.

#### **4.8 Recovery Programs –, In-Residence Abstinence-Based, and Opioid Agonist Treatment (OAT) Programs Recommendations**

- The Province flips the current model of 20% recovery centres publicly funded versus 80% private pay to 80% public funded versus 20% private pay.
- The Province and health authorities base new or changing recovery centres on the clinical guidelines outlined by the BC Centre for Substance Use. (Mirror the Red Fish Centre as much as possible throughout the province.)
- BC Ministry of Health adopts policies that recognize that abstinence from substance use before entering into recovery centres is predicated on obsolete models developed in the mid-20<sup>th</sup> century. Set in place plans to move the majority of recovery centres to models based on present evidence-based knowledge that accept that recovery can start before detox. That relapse is part of recovery and NOT a reason to be ejected people from recovery programs.
- BC Ministry of Health and the Ministry of Mental Health and Addictions investigate amalgamating detox programs into recovery programs. This would decrease overall costs, but more importantly, make sure patients do not fall through the system cracks between detox and recovery programs. Embracing recovery models not requiring complete abstinence would allow the province to question the need for separate detox centres.
- The Province funds recovery beds in the province to meet the goal of every person wishing to enter into recovery having access to a recovery bed within 48 hours.
- The Province through the Ministry of Health change critical care procedures to provide beds in the hospital until recovery beds are available.
- The Province makes OAT/OATi therapy available in every hospital with an ER.
- The Province expand access to the at-home detox model trials (Substance Use Treatment and Response Team ([START](#))) to 80% across the province by the end of 2024.
- The Province makes OAT/OATi Therapy certification required for physicians or nurse practitioners specializing in ER medicine by the end of 2024.

#### **4.9 Youth Challenges Recommendations**

- Increase support of organizations like ADAPS (Alberni Drug and Alcohol Prevention Services) offers information, counselling, and support for youth (age 12 - 24) and their supports affected by the use of substances. Services are harm-reduction-based and cover early intervention/information through intensive



treatment and health maintenance. Open to anyone affected by a youth's use of substances, whether in their own use or someone else's. Organizations like ADAPS play a key role in solution-based work with youth.

- **Education and Awareness:** Implement age-appropriate drug education programs in schools that inform about the risks and consequences of substance use. This education should also extend to online platforms where youth spend a significant amount of time.
- **Parental Involvement:** Encourage open dialogue between parents and children about substance use. Parents should be educated on the signs of drug use and effective communication strategies.
- **Mental Health Support:** Enhance access to mental health services for youth. Early intervention for mental health issues can reduce the risk of self-medicating with drugs.
- **Positive Role Models:** Promote positive role models and mentors for young people. Having someone to look up to can inspire youth to make healthy choices.
- **Healthy Alternatives:** Provide and promote engaging activities and hobbies as alternatives to substance use. Sports, arts, and community service can offer a sense of belonging and accomplishment.
- **Peer Support Programs:** Develop peer-led initiatives and support groups where young people can share experiences and encourage each other to stay drug-free.
- **Community Engagement:** Involve the community in creating safe and supportive environments for youth. Community centres and programs can offer resources and a haven for young people.
- **Enforcement:** Ensure that police and public safety measures/regulations regarding the sale and distribution of substances are actively utilized to reduce the availability of drugs to minors.
- **Early Intervention Programs:** Implement programs that identify at-risk youth early and provide them with the support they need before they turn to drugs.
- **Access to Treatment:** Ensure that there are accessible, youth-friendly treatment programs that offer a range of services, including counselling, therapy, and rehabilitation.
- **Aftercare and Relapse Prevention:** Provide ongoing support for youth who have gone through treatment to prevent relapse. This could include mentorship programs, support networks, and educational opportunities.
- **Research and Evaluation:** Support research to better understand the reasons behind youth substance use and to evaluate the effectiveness of different intervention strategies.

## 4.10 Primary Care

- The Province makes acquiring OAT/OATi certification so attractive for existing primary care physicians and nurse practitioners that it increases the base of primary health care professionals certified to administer OAT/OATi to a minimum of 80% of primary health care professionals by the end of 2024

- The province in consultation with the College of Physicians and Universities makes OAT/OATi certification mandatory for graduating physicians and nurse practitioners. Also, existing healthcare professionals from other jurisdictions wishing to practice in British Columbia must acquire OAT/OATi certification before being issued a license.
- Drop the requirement for mentorship after OAT/OATi training in favour of an examination model.

## **4.11 Criminal Justice System, Decriminalisation/Legalisation, Public Safety Measures Recommendations**

### **5.10-1 Criminal Justice System Recommendations**

Note: These recommendations exclude any criminal behaviours that result in violence, weapons possession, or people possessing more than 250 grams of substances identified as [illicit drugs](#) in Canada.

- The Province allocates resources to enhance and expand addiction treatment infrastructure, that ensures access of justice system clients to timely and comprehensive support for people seeking recovery.
- The Federal Government in partnership with Provinces expand restorative justice programs across Canada, especially for people who use substances and have committed nonviolent petty crimes in sourcing substances for their substance use disorders.
- The Province expands diversion programs - and rolls out the implementation of Drug Courts. Drug treatment court is a special court that works to redirect non-violent offenders with substance disorders into programs of treatment and supervision, instead of sentencing them to prison. The court is supported by immediate access to programs consisting of addiction recovery services, social service agencies and individual case planning.
- The Province creates systems and procedures that divert people with mental health disorders and substance disorders into immediate access to forensics-driven treatment and recovery. This includes making alternatives to incarceration a first choice for nonviolent offences related to substance use, such as community service, restitution, or supervised treatment programs.
- The Province establishes a special diversion program for youth involved in non-violent offences driven by substance use, emphasizing education, counselling, and community service rather than punitive measures.
- All levels of government collaborate with Indigenous Justice Systems – where possible, refer Indigenous people to an Indigenous-led justice system.
- The Province introduces incentives within the justice system for people who complete substance disorder treatment programs, promoting positive outcomes and rehabilitation.

- All levels of government encourage proactive community policing models that prioritize harm reduction strategies over punitive measures, fostering trust and cooperation between law enforcement and communities.
- The Province Implements cross-sector collaboration programs between the justice system, healthcare providers, and community organizations to create a coordinated and comprehensive response to the poisoned drug catastrophe.
- The Province establish education and sensitisation programs for legal professionals, especially Judges and Crown Prosecutors to increase awareness of the complexities of substance use disorders and to reduce stigma.
- The province modifies the current legal aid model to provide specialized legal aid for people facing legal challenges related to non-violent substance use/concurrent disorders. This would include specially trained Public Defenders who are trained in all the diversion opportunities.
- The Federal Government and Province, in partnership, develop metrics to continuously monitor changes to our justice system, and implement data-driven decision-making processes that evaluate the impact of interventions and adjust strategies accordingly.

#### **4.11-2 Decriminalisation/Legalisation Recommendations**

- Stop police sweeps in municipalities intent on circumventing the BC provincial decriminalization trial.
- The Province evaluates decriminalisation/legalisation policies, allowing for adjustments on science and evidence-based emerging research, public health needs, and community feedback.
- The Province implement an extensive public service ad campaign focusing on the evidence-based advantages of decriminalization.
- Restore the original BC Provincial Government policies of the decriminalisation trial and legislation.
- The Federal Government and Province, in partnership, make the decriminalisation trial permanent as soon as possible
- The Federal Government and Province, in partnership, increase the decriminalised quantity of substances allowed for personal use to an average one-week supply.

#### **4.11-3 Public Safety Measures Recommendations**

- The Province increases the accessibility of recovery treatment services, including detoxification programs, rehabilitation facilities, and mental health support, in-community to provide **timely** assistance to those in need. The goal is immediate referral into recovery through critical care hospital beds and then transfer to recovery programs within 48 hours.
- The Province invests in increasing province-wide public awareness/education programs to raise understanding about the poisoned drug catastrophe, promote

harm reduction practices, and reduce stigma associated with substance disorders.

- The Province expands the availability of safe consumption/overdose prevention sites, providing supervised environments for people to use substances safely while accessing support services. In Port Alberni, increase the OPS hours to a 24/7 model.
- Island Health investigates creating a 2<sup>nd</sup> OPS in the Argyle/3<sup>rd</sup> Ave corridor of Port Alberni. This area is frequented by many of our marginalized family, friends and neighbours of our community. It's also far enough away from our existing OPS that clients are unwilling to travel to the current OPS.
- The city provides public toilets in areas of the city frequented by our marginalized demographics.
- The Federal Government and Province, in partnership, accelerate the Implementation of community policing models that prioritize harm reduction strategies over punitive measures, building trust and collaboration between law enforcement and communities.
- The Province moves towards integrating mental health services with policing models, recognizing the co-occurrence of mental health challenges and substance use. 911 reports of a critical mental health event respond with police and mental health experts. We recommend the expansion of the Assertive Community Treatment (ACT) Team in Port Alberni to enable them to respond in conjunction with police in mental health crises 24/7 by the end of 2024.
- The Province significantly increase public awareness campaigns to destigmatize substance disorders, increase understanding of the poisoned drug catastrophe, and encourage people to seek help without fear of judgment by the end of 2024.
- School Boards provide a formal training program for educators and school staff on recognizing signs of substance use, facilitating early intervention, and connecting students to appropriate support services.
- The Province significantly Increases the availability of all harm reduction material in communities. E.g. – vending machines, and/or distribution in all pharmacies using a (take what you need display) at the entrance doors of pharmacies
- The Province significantly increases public awareness that harm reduction and treatment are part of the same recovery process. Our strongest ask is for all levels of government, especially the provincial government, to campaign hard on educating the public with real information based on science/evidence-based information.
- The province increases support for programs like Community Action Teams (CAT). These programs are community-led initiatives and concentrate on networking with service providers, peers and the community. Community Action Teams focus on harm reduction, reducing stigma and addressing social determinants of the poisoned drug catastrophe. Support and funding of CAT Teams allow local communities to tailor strategies to their unique needs and challenges.

## 4.12 Harm Reduction Recommendations.

- Island Health Authority increase the Port Alberni OPS hours of operation to a 24/7 model as soon as possible.
- The Province increases access to harm-reduction supplies.
- Significantly increase public awareness that harm reduction and treatment are part of the same recovery journey. Our strongest ask is for all levels of government, especially the provincial government to campaign hard on educating the public with real information based on science/evidence-based information.
- The Province implements mobile harm reduction units to reach underserved and remote communities, providing on-the-spot support, education, and resources.
- The Province significantly Increases the availability of all harm reduction material in communities. E.g. – vending machines, and/or distribution in all pharmacies using a (take what you need display) at the entrance doors of pharmacies
- The Province through its Ministry of Health, integrates harm reduction methods into primary care settings, ensuring that healthcare providers offer non-judgmental support and resources to people with substance use disorders based on trauma-informed care principles.
- All levels of government and service providers provide cultural competency training for healthcare professionals to ensure that harm reduction services are inclusive and respectful of the diverse backgrounds and experiences of all people, (especially indigenous – due to their over-representation in the catastrophe) seeking support.
- All levels of government and service providers collaborate with Indigenous communities to incorporate traditional healing practices into harm reduction strategies, respecting cultural diversity and enhancing the effectiveness of interventions.
- The Province increases access to transitional housing, permanent housing and support services for people with substance use disorders. This provides stability and assistance in their recovery journey. (no healing begins without a safe place to lay your head every night)
- School Boards integrate harm reduction education into school curricula to equip students with knowledge about substance use, risks, and harm reduction practices from an early age.
- The Province develops and supports peer-based initiatives (Community Action Teams) that provide individuals with lived experience, and an opportunity to connect, share knowledge, and offer support in harm reduction efforts.
- The Province through Island Health augment existing drug-testing services in Port Alberni to allow people to test the contents of unregulated substances using an onsite FTIR Spectroscopy or Paper-Spray Mass Spectrometry by the end of 2024. This promotes informed choices and reduces the risk of unintentional poisoning.
- Island Health Authority to investigate a mobile drug testing unit that can meet people where they are. Possibly consider a scalable model that utilizes a

travelling unit between communities. (Mondays and Fridays in Port Alberni, Tuesdays in Oceanside, etc.)

#### **4.13 Stigma Reduction Recommendations**

- The Province launches specific campaigns promoting the use of inclusive and non-stigmatizing language in public discourse, shaping a narrative that emphasizes health and recovery rather than moral judgment.
- The Province change the name of the Ministry of Mental Health and Addictions.
- The Province significantly increase targeted public awareness campaigns to educate the public about the complexities of substance use disorders and corresponding stigma, dispelling myths and challenging stereotypes by the end of 2024.
  - Utilize public figures, including policymakers, celebrities, and community leaders in media campaigns, to openly discuss and advocate for stigma reduction, leveraging their influence to challenge societal attitudes.
- The Province implements a targeted program to educate media professionals with sensitivity training to ensure accurate and compassionate reporting on issues related to substance use, avoiding sensationalism and reinforcing harmful stereotypes.
- The Province and Health Authorities promote storytelling initiatives where people with lived experience share their journeys of recovery. This humanizes people's struggle with substance disorders and challenges preconceived notions in the general public.
- The Province establishes provincial support programs for families affected by substance use disorders, offering resources and guidance to reduce internalized stigma and foster healthy family dynamics.
- BC Emergency Health Services provides specialized training for all 1<sup>st</sup> Responders on stigma reduction, emphasizing compassionate approaches when interacting with individuals experiencing substance use challenges.
- All levels of government facilitate peer-led community events that bring together individuals in recovery, community members, and service providers, fostering a sense of unity and reducing isolation.
- All levels of government encourage community art projects and expressions that challenge stereotypes and showcase the diverse experiences of individuals affected by substance use, promoting understanding through creativity.
- The Province through BC Corrections, establishes reintegration programs for individuals leaving correctional facilities, offering support, employment opportunities, and stigma-reduction initiatives to prevent recidivism.
- The Province develops programs that empower individuals in recovery through employment opportunities, reducing stigma by showcasing the potential for success and contribution to society.



#### 4.14 Recovery Treatment Time Frames Recommendations

- The Province through the Ministry of Health and Health Authorities streamline referral processes between emergency departments, primary care providers, and treatment facilities to minimize delays in transitioning people from crisis to recovery.
- The Province through the Ministry of Health and Health Authorities implements 24/7 crisis intervention services, providing immediate support and assessment for people in acute distress, with a focus on facilitating entry into treatment.
- The Province increases the availability of crisis stabilisation beds, providing short-term intensive support for people in acute distress while facilitating a smooth transition into longer-term treatment.
- The Province through the Ministry of Health and Health Authorities expands inpatient detox services utilizing critical care beds in hospitals to accommodate the immediate needs of people seeking to overcome physical dependence on substances.
- The Province through the Ministry of Health and Health Authorities expands at-home detox programs.
- The Province introduce mobile outreach and treatment units to reach underserved and remote communities, providing on-the-spot assessments and initiating the treatment process promptly.
- The Province through the Ministry of Health and Health Authorities establishes fast-track access for high-risk populations, such as people with a history of overdose or those facing severe health complications, recognizing the urgency of their treatment needs.
- The Province through the Ministry of Health and Health Authorities expands telehealth and virtual treatment options to enhance accessibility for people in remote areas or those facing barriers to in-person visits, ensuring timely access to OAT treatment and recovery support.
- The Province prioritizes same-day access to Medication-Assisted Treatment (MAT) (OAT/OATi) options, such as methadone or buprenorphine, reducing withdrawal symptoms and supporting people immediately.
- The Province through the Ministry of Health and Health Authorities integrates peer support programs to assist people during transitions between different phases of treatment, providing guidance, encouragement, and understanding from those with lived experience.
- The Province increases access to primary care providers (GPs and Nurse Practitioners) to ensure seamless integration of substance use treatment into routine healthcare, minimizing delays in accessing comprehensive care.
- The province reduces waiting times for outpatient treatment services, ensuring people can access counselling, therapy, and support groups without prolonged delays.

- The Province develops post-overdose outreach programs that connect people who have experienced an overdose with immediate support and treatment options, promoting a pathway to recovery.
- The Province through the Ministry of Health and Health Authorities implements strategies to engage and support families in facilitating the recovery process, recognizing the crucial role of familial support in sustained recovery for people suffering from substance disorders.

#### **4.15 Comprehensive Treatment/Recovery Program Recommendations**

- At a provincial level, work towards creating a recovery model that embraces people beginning at critical events, hand-offs to detox, through to recovery and then onto outpatient recovery programs.
- The Province creates a scalable end-to-end system that is provincially funded for 80% of the population of BC with a target date by the year-end of 2024.
  - Model this end-to-end recovery system to embrace the evidence-based concept that relapse is a necessary part of recovery and should not result in ejection from recovery programs.
- The Province through the Ministry of Health and Health Authorities looks at diversifying as much as possible regional facilities. One possible model is to have sub-facilities in communities that are part of a larger central regional facility.
- The Province through the Ministry of Health and Health Authorities ensures that this inclusive model (hand-offs) is transparent to the patient. (Preceding programs must hold patients until succeeding programs can accept them) Once a patient embarks on the process, there are no gaps between programs.
- The Province through the Ministry of Health and Health Authorities designs programs to comprise social determinants skills including life skills, work skill training, job placement and housing placement before exiting to the out-patient program in the community.

#### **4.16 Comprehensive Preventative Programs Recommendations:**

- The following recommendations require that they be driven Provincially.
- The Province Initiates transformative and innovative provincial prevention public awareness campaigns on TV, Radio, traditional media channels, and social media
  - Utilize famous people to deliver prevention messages.
- Implement age-appropriate substance use education in early childhood programs to build foundational awareness and resilience against future substance-related challenges.
- Develop comprehensive youth prevention programs in schools, combining education, mental health support, and positive recreational activities to discourage early substance use.

- Conduct ongoing community outreach and education campaigns to raise awareness about substance use, its risks, and available preventive resources, fostering a supportive community environment.
- Establish family-centred prevention services that engage and empower families in recognizing and addressing substance use issues, promoting a collaborative approach to prevention.
- Introduce school-based prevention and intervention services that identify and address substance use concerns among students promptly, providing counselling and support to prevent escalation.
- Implement targeted prevention programs for populations at higher risk of substance use, addressing social determinants and providing support for vulnerable communities, especially in Indigenous communities who are disproportionately impacted by the poisoned drug catastrophe
- Provide cultural competency training for educators to ensure that prevention programs are inclusive and respectful of the diverse backgrounds and experiences of students.
- Develop online and digital resources for preventive education, reaching a wide audience and leveraging technology to disseminate information about substance use risks.
- Conduct community-based prevention workshops that address local factors contributing to substance use, tailoring interventions to the unique needs and challenges of specific communities.
- Establish programs that provide parental guidance and support in navigating conversations about substance use with children, promoting open communication and early intervention.
- Implement peer-led prevention initiatives in schools and communities, leveraging the influence of peers to promote positive behaviours and discourage substance use.
- Develop programs that focus on building community resilience as a preventive measure, addressing underlying social and economic factors that contribute to substance use.
- Involve youth in the planning and implementation of prevention programs, ensuring that initiatives are relevant, engaging, and resonate with the youth audience.
- Integrate preventive measures within primary care settings, ensuring that healthcare providers actively engage in discussions about substance use risks with patients.
- Increase the accessibility of community health clinics, providing preventive services, resources, and information related to substance use in a community-centered setting.
- Forge partnerships with local businesses to promote preventive messages, providing resources and education to employees and customers about the risks of substance use.
- Incorporate preventive measures into recreation centres and community spaces, offering information, resources, and activities that discourage substance use.

## References

British Columbia Centre On Substance Use – Guide for the Clinical Management of Opioid Use Disorder (PDF) [https://www.bccsu.ca/wp-content/uploads/2023/12/BC-OU-OTreatment-Guideline\\_2023-Update.pdf](https://www.bccsu.ca/wp-content/uploads/2023/12/BC-OU-OTreatment-Guideline_2023-Update.pdf)

Residential Treatment for Drug Use in Europe (PDF Download) [https://www.emcdda.europa.eu/system/files/publications/813/TDAU14005ENN\\_475698.pdf](https://www.emcdda.europa.eu/system/files/publications/813/TDAU14005ENN_475698.pdf)

Integrated Treatment of Substance Use and Psychiatric Disorders <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3753025/>

Working Definition of Recovery - Substance Abuse and Mental Health Services Administration (SAMHSA) USA Department of Health <https://store.samhsa.gov/sites/default/files/pep12-recdef.pdf>

2021 Homeless Count – Province of British Columbia - <https://www.bchousing.org/sites/default/files/media/documents/2020-21-BC-Homeless-Counts.pdf>

Canada's National Housing Strategy Act - <https://www.chrc-ccdp.gc.ca/en/node/717>

BC Government's Poverty Reduction Service Plan - <https://www.bcbudget.gov.bc.ca/2023/sp/pdf/ministry/sdpr.pdf>

BC Centre on Substance Use – Opioid Use Disorder Guidelines [https://www.bccsu.ca/wp-content/uploads/2017/06/BC-OU-OTreatment-Guidelines\\_June2017.pdf](https://www.bccsu.ca/wp-content/uploads/2017/06/BC-OU-OTreatment-Guidelines_June2017.pdf)

Alberni Community Foundation – [2023 Vital Report](#)

Template support letter for the for local, regional, First Nations governments and organizations with respect to the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy. Please feel free to copy and paste this to your organization's letterhead, sign and send a copy to [kenwatts@tseshaht.com](mailto:kenwatts@tseshaht.com)

DATE  
NAME  
ADDRESS  
EMAIL

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	RCM Feb 12/24 0400-70-Tseshaht

**RE: Letter of Support for the Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis Strategy**

To whom it may concern,

On behalf of \_\_\_\_\_, we would like to express our gratitude to the Tseshaht First Nation for organizing a strategic planning session in 2023 with many stakeholders/partners in the Alberni Valley as we know we must work together in the spirit of collaboration and cooperation to address the current Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis

Please consider this a formal letter of support from \_\_\_\_\_ for the draft Alberni Valley Toxic Poisoned Drugs (Opioid) Crisis as presented on January 31, 2024.

Our organization fully supports the signing of the Declaration of Commitment and this letter of support as signals to all governments and funders that our organization/government stands behind resourcing this Strategy. We also fully support a political action team advocating for resources from governments and applicable authorities.

If you have any questions, please do not hesitate to contact \_\_\_\_\_ (primary contact) \_\_\_\_\_ at \_\_\_\_\_ (insert phone and/or email) \_\_\_\_\_.

Kleco, kleco,

**SIGN HERE**

Name  
Position

cc: Wahmeesh (Ken Watts), Elected Chief Councillor  
Tseshaht First Nation ([kenwatts@tseshaht.com](mailto:kenwatts@tseshaht.com))



## **Declaration of Commitment**

### **Alberni Valley Toxic Poisoned Drugs (Opioids) Crisis Strategy**

#### ***Introduction and Purpose***

As partners we came together to develop a strategy to combat this crisis which has impacted us all in the Alberni Valley. Thanks to the Tseshaht First Nation for facilitating this strategy, we now have a path forward through the draft Alberni Valley Toxic Poisoned Drugs (Opioids) Crisis Strategy

This non-legally binding Declaration is open to any individual, organization, government, or First Nation to sign, sharing their commitment with respect to the Alberni Valley Toxic Poisoned Drugs (Opioids) Crisis Strategy

#### ***Vision***

A thriving Alberni Valley: united, resilient, and free from the devastating impact of poisoned drugs, substance disorders and overdoses where First Nations and all local and regional governments stand together, guided by the wisdom of our ancestors, and driven by a shared commitment to the wellbeing of every individual.

#### ***Values***

The following values provide a foundation for implementation of this strategy and serve as guiding principles to shape decision-making, actions, and interactions throughout the process.

They emphasize the significance of collaboration, cultural respect, empathy, and resilience in addressing the crisis and creating a supportive and inclusive environment in the Alberni Valley.

1. ***Collaboration and Unity:*** We value collaboration and unity as we recognize that only through collective efforts, involving the Tseshaht First Nation and all local and regional governments, can we effectively address the crisis of poisoned drugs, substance disorders and overdoses in the Alberni Valley.



2. **Cultural Respect and Sensitivity:** We value cultural respect and sensitivity, ensuring that the traditions, teachings, and values of First Nations are honoured and integrated into every aspect of our strategy's implementation, fostering a culturally safe, interconnected, inclusive and holistic environment for all.
3. **Empathy and Compassion:** We value empathy and compassion, acknowledging that every individual impacted by substance use disorders deserves understanding, trauma informed support, with the opportunity for recovery, and ensuring that our practices reflect a genuine concern for their well-being.
4. **Resilience and Hope:** We value resilience and hope, as we believe in the inherent strength of our community to overcome challenges, to uplift and inspire individuals in their recovery *journey, and to provide a beacon of hope for a brighter future in the face of this crisis.*

**Collaboratively we commit to:**

1. Fully supporting/endorsing the Alberni Valley Toxic Poisoned Drugs (Opioids) Crisis Strategy as presented on January 31<sup>st</sup>, 2024, by the Tseshaht First Nation,
2. Fully supporting/endorsing continued collaboration and cooperation of individuals, organizations, health authorities, governments and First Nations working together to combat this crisis together, as one,
3. Fully supporting/endorsing a political and technical team in lobbying and advocating to resource the Alberni Valley Toxic Poisoned Drugs (Opioids) Crisis Strategy.

<b><u>Name</u></b>	<b><u>Organization (if applicable)</u></b>	<b><u>Date</u></b>

[illegible]

# POLICY No. 3002-5 | Requests for Letters of Support

Approved by:

Resolution No.:

Date of Last Review:

CITY OF  
PORT ALBERNI



## 1) PURPOSE

From time to time the City of Port Alberni receives requests from organizations and individuals seeking a letter of support for their endeavours. The purpose of this policy is to establish a process to respond to such requests.

## 2) POLICY STATEMENT

The objective of this policy is to authorize the Mayor to provide a letter of support on behalf of the City in certain circumstances, and to clarify which requests for a letter of support should be presented to Council for consideration at a Council meeting.

## 3) SCOPE AND APPLICATION

This Policy applies to all members of Council and all City employees.

## 4) DEFINITIONS

- (a) "applicant" means the individual or organization requesting a letter of support from the City.
- (b) "City" means the municipal corporation of the City of Port Alberni.
- (c) "Council" means the municipal Council of the City.
- (d) "letter of support" means written correspondence from the City setting out the City's level of support for an applicant's submission.

## 5) POLICY

- (a) All requests for a letter of support that are received from an applicant by a member of Council or by a City employee will be submitted to the Director of Corporate Services (Corporate Officer) to assess and process under this Policy.
- (b) City staff may require the applicant to provide supporting documentation or additional information as necessary to assess their request for a letter of support.





- (c) If a request for a letter of support:
  - (i) is from a non-profit organization or a registered charity; and
  - (ii) does not involve a financial contribution or in-kind contribution from the City (i.e. facility space or staff time other than preparing the letter of support); and
  - (iii) is in connection with an initiative that would be beneficial to the community; and
  - (iv) does not contravene any applicable legislation or other City policy; and
  - (v) would not be in competition with a grant application from the City; then City staff may prepare a letter of support for approval and signing by the Mayor.
- (d) A copy of all letters of support signed by the Mayor under this Policy will be included for information on the next Regular Council meeting agenda, subject to applicable deadlines under the Council Procedures Bylaw.
- (e) Even if the criteria in section 3 (c) (i) – (v) are satisfied, the City Chief Administrative Officer or the Mayor may nevertheless refer the request for a letter of support to Council for consideration at a Council meeting instead of issuing a letter of support.
- (f) If the criteria in section 3 (c) (i) – (v) are not satisfied, then City staff may respond to the applicant advising that their request does not meet the required criteria, and City staff may refer the request for a letter of support to Council for consideration at a Council meeting, subject to applicable legislation, other Council policies, and the Council Procedures Bylaw.
- (g) For certainty, any request for a letter of support from a member of Council will be referred to Council for consideration at a Council meeting and will remain subject to the *Community Charter* conflict of interest restrictions.

## 6) AUTHORITY TO ACT

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

## 7) REVIEW PROCEDURES

This policy is to be reviewed by Council following a general local election.

### Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Name  
Title



Date: February 20, 2024  
File No: 3950-20-3009-2 Travel Policy  
To: Mayor & Council  
From: M. Fox, Chief Administrative Officer  
Subject: 3009-2 Travel Policy | Amendment

Prepared by: <i>S. DARLING</i> Deputy Director of Corporate Services	Supervisor: <i>D. MONTEITH</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox
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#### RECOMMENDATION[S]

THAT Council approve the amendment to Travel Policy 3009-2 to permit Council to consider authorization of any Councillors expressing interest in attending the Federation of Canadian Municipalities annual conference and trade show.

#### PURPOSE

For Council to approve an amendment to Travel Policy 3009-2 to permit Council to consider authorization of any Councillors expressing interest in attending the Federation of Canadian Municipalities annual conference and trade show.

#### BACKGROUND

Held on an annual basis, the FCM annual conference is the largest pan-Canadian gathering of elected officials.

In accordance with City Travel Policy 3009-2, the Mayor and one member of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities.

At its Regular meeting of February 12, 2024 Council resolved as follows:

THAT Council direct administration to amend Travel Policy 3009-2 with regards to the Federation of Canadian Municipalities annual conference to permit Council to consider authorization of any Councillors expressing interest in attending. Res. No. R24-74

#### ALTERNATIVES/OPTIONS

1. That Council approve the amendment to Travel Policy 3009-2 to permit Council to consider authorization of any Councillors expressing interest in attending the Federation of Canadian Municipalities annual conference and trade show.
2. That Council choose an alternative amendment such as including parameters related to location of the conference or a maximum dollar amount.
3. That Council not approve the amendment to Travel Policy 3009-2.

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## **ANALYSIS**

FCM's Annual Conference and Trade Show provides the unique experience to network with other local leaders who range from Canada's rural, northern and remote regions to the country's biggest cities—on the same municipal issues and who have faced similar challenges.

Through activities and programming, the annual Federation of Canadian Municipalities conference assists Council's in fostering connections with peers, partners and federal representatives while providing the tools and insights needed to scale up growth in their respective communities.

Under current Policy direction, Council is authorized to attend the annual conference of the following organizations:

- a. Union of British Columbia Municipalities; and
- b. Association of Vancouver Island and Coastal Communities.

The proposed amendment seeks to provide similar attendance opportunities with the caveat of a required Council resolution to provide discretion as required i.e. conference location.

## **IMPLICATIONS**

The 2023-2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development. Costs associated with FCM conference participation will vary from year to year based on the conference location.

## **COMMUNICATIONS**

n/a

## **BYLAWS/PLANS/POLICIES**

The request aligns with Council's Strategic Priorities, in particular, No. 2 | Enable the new economy. Opportunity for additional Council representation at this Conference will enable networking amongst local leaders across a range of municipalities, provide a platform to discuss key challenges, learn best practices and gain new insights through a variety of workshops, study tours and panel discussions that Council members can then utilize in the community.

## **SUMMARY**

Council directed administration to prepare an amendment to Travel Policy 3009-2 to permit Council to consider authorization of any Councillors expressing interest in attending the Federation of Canadian Municipalities annual conference and trade show.

The proposed amendment seeks to provide additional attendance opportunities for what Council considers a valuable opportunity based on the merits of the conference, the development being offered and how City representation will contribute to the betterment of the City.

The 2023-2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development. Costs associated with participating will vary from year to year based on conference location.



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**ATTACHMENTS/REFERENCE MATERIALS**

1. *Travel Policy 3009-2 with amendments as outlined [ref.]*
2. *2023-2027 Corporate Strategic Plan [ref.]*

c:     *A. McGifford, Director of Finance*

# POLICY No. 3009-2 | Travel Policy

Approved: May 23, 2023

Resolution No: R23-183

Date of Last Review:

CITY OF  
PORT ALBERNI



## 1. PURPOSE

To establish a policy and procedures to be followed by City of Port Alberni (CPA) Council and employees who travel on approved business or who have been given approval for attendance at conferences, seminars and other training and education purposes.

## 2. POLICY STATEMENT

It is the policy of the City to travel in the spirit of best value for taxpayer dollars, with consideration that will include total cost, quality, expertise, and environmental and social sustainability impacts.

## 3. PROCESS

Subject to the approvals required below, employees who travel on CPA business or who are attending at seminars, conferences and other training/development purposes will:

- i. Obtain approval for travel in advance from their supervisor. Where necessary, an accountable advance is available to cover travel expenses by completing the travel advance/claim form. The Finance department requires a minimum of ten days to process requests for accountable advances.
- ii. Travel by the most economical means.
- iii. Obtain the government rate for accommodation where available.
- iv. Be allowed meal allowances and a per diem rate for meals and other related expenses.
- v. Be reimbursed for reasonable out-of-pocket expenses.
- vi. Provide receipts for all claimed travel expenses except where meal allowances and a per diem rate is claimed.
- vii. Complete a travel advance/expense form accompanied by appropriate receipts to supervisor within 30 days after return from travel and forward to supervisor for approval and then to Finance for processing.

## 4. APPROVALS

For travel, approval must be received from the employee's manager and budget available to undertake that travel.

- i. Any staff members elected to the Executive of either the Vancouver Island Local Government Managers Association or Local Government Managers Association of B.C. are authorized to attend Executive meetings of either Association and that expenses incurred in connection there with will be defrayed by CPA.
- ii. Council is authorized to attend the annual conference of the following organizations:
  - a. Union of British Columbia Municipalities; and
  - b. Association of Vancouver Island and Coastal Communities.
- iii. Travel outside the CPA but within British Columbia, requires the departments Director approval.
- iv. The Chief Administrative Officer's [CAO] approval is required for travel outside of British Columbia.
- v. The CAO will obtain approval from the chair of the Board for their own travel outside British Columbia.
- vi. The Mayor is authorized to attend British Columbia Mayors' Caucus meetings and the Local Government Leadership Academy seminars on behalf of CPA and shall be paid in accordance with policy for expenditures made or expenses incurred.
- vii. The Mayor and ~~one~~ members of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities on behalf of the Municipality and shall be paid in accordance with the policy for expenditures made or expenses incurred.





- viii. The Council member appointed as the Liaison to the Alberni Valley Community Forest Corporation is authorized to attend the annual conference of the British Columbia Community Forest Association and shall be paid in accordance with policy for expenditures made or expenses incurred.
- ix. Council members shall be paid for expenditures made or expenses incurred for their attendance at official meetings, workshops and other events within the municipality approved for attendance. Reimbursements under this policy will be limited to actual costs incurred for personal meals and costs of registration at a maximum per event cost not to exceed \$150.
- x. Reimbursement for expenditures made or expenses incurred will also be provided to Council members for their attendance at official functions of organizations directly funded by the City of Port Alberni (i.e. Alberni Valley Chamber of Commerce, Western Vancouver Industrial Heritage Society, Port Alberni SPCA).
- xi. Where Council receives a request to purchase tickets to a fundraising, recognition or other event, individual Council members planning to attend will pay personally for the ticket(s) he or she plans to use, with the exception of an event hosted by a not-for-profit organization where the member (generally the Mayor, but on occasion the Mayor's representative) is a guest of honour.
- xii. The Mayor or Alternate Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality (i.e. ministers or officials of the provincial, federal or other foreign or local governments; business and industry leaders or prospective investors; leaders of cultural, humanitarian, educational or other non-governmental organizations).

## 5. GUIDELINES

### A. Travel

- i. Employees should carefully weigh alternate means of travel, taking into consideration costs, convenience, amount of work time taken for travel, the need for a vehicle at destination, number of employees traveling together, air fare discounts and using a CPA vehicle rather than a personal vehicle, etc.
- ii. Airfare is to be economy class and booked far enough ahead to qualify for discounted rates, if practical.
- iii. Kilometrage for using a personal vehicle shall be paid at the rate per kilometer pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- iv. Employees are encouraged to use a fleet vehicle, if possible and available, rather than their personal vehicle.
- v. If a trip includes travel with BC Ferries, reservation charges would be covered.
- vi. Travel that combines CPA and personal business must be reimbursed at the lesser of:
  - a. actual transportation expenses; or
  - b. an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
- vii. Additional expenses arising from personal extensions to business travel are the employee's responsibility.
- viii. Expenses for an employee's spouse or family members are not reimbursable.

### B. Accommodation

- i. Government rates are to be requested when booking accommodation, and at single occupancy rates.
- ii. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.
- iii. Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.
- iv. A flat rate may be claimed for non-commercial accommodation. No receipt is required. This rate is pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].

### C. Meal Allowances and Per Diem Rates

- i. Meal [per diem] reimbursement when traveling on the CPA business will be in accordance with **Employee Group II rates**, pursuant to the Provincial travel allowance rates as referenced in **"APPENDIX 1 - Travel Allowances"** [or equivalent].
- ii. Incidentals are defined as all other related travel expenses not covered specifically within this policy and may be claimed for each 24-hour period.
- iii. If claiming the above meal allowances or per diem rate, receipts are not required.



- iv. In order to be reimbursed for meals when not claiming a meal allowance or per diem rate, receipts are required to be submitted.
- v. When meals are paid for on behalf of more than one individual, all attendees must be listed and receipts submitted. As a guideline, meals per person, should be within the range of the per diem rates currently in effect.
- vi. Purchase of any beverage containing alcohol is not a reimbursable expense.

**D. Local Transportation**

- i. Local transportation will be by CPA fleet vehicle, car rental, taxi, bus or rapid transit. Receipts must be submitted to claim local transit expenses including parking, where possible.
- ii. Out of town car rental will be approved in circumstances where taxi or public transit is not practical.

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Sharie Minions  
Mayor

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Donna Monteith  
Corporate Officer





Date: January 19, 2024  
File No: 0390-20-FCM  
To: Mayor & Council  
From: M. Fox, Chief Administrative Officer  
Subject: FCM | 2024 Annual Conference and Trade Show | Authorize Council Registration

Prepared by: <i>S. DARLING</i> Deputy Director of Corporate Services	Supervisor: <i>D. MONTEITH</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox
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#### RECOMMENDATION[S]

THAT Council authorize [name to be inserted] to participate with the Mayor in the Federation of Canadian Municipalities 2024 'Redefining our Future' Annual Conference and Trade Show taking place June 6-9, 2024 in Calgary, AB with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.

#### PURPOSE

To provide Council with information regarding the Federation of Canadian Municipalities 2024 Annual Conference and Trade Show taking place June 6 – 9, 2024 in Calgary, Alberta and request direction regarding the registration of a member of Council to join the Mayor.

#### BACKGROUND

Held on an annual basis, the FCM annual conference is the largest pan-Canadian gathering of elected officials.

The 2024 theme 'Redefining our Future', will explores how we can prepare for a future that empowers municipalities to provide the essential quality of life and services that Canadians depend on.

Through activities and programming, the conference will assist Council in fostering connections with peers, partners and federal representatives while providing the tools and insights needed to scale up growth in their respective communities.

In accordance with City *Travel Policy 3009-2*, the Mayor and one member of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities.

#### ALTERNATIVES/OPTIONS

1. That Council authorize [name to be inserted] to participate with the Mayor in the Federation of Canadian Municipalities 2024 'Redefining our Future' Annual Conference and Trade Show taking place June 6-9, 2024 in Calgary, AB with authorization to include reimbursement of expenses incurred as per *Travel Policy 3009-2*.
2. That Council not authorize members of Council to participate in the Federation of Canadian Municipalities 2023 Annual Conference and Trade Show.

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## ANALYSIS

**Option 1-** While the 2023 – 2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development. Should Council wish to authorize member's attendance at this convention, staff estimate total costs to be approximately \$3,800.00 per person. This estimate includes convention registration, accommodation, flights, per-diem and vehicle mileage.

**Option 2 –** It is Council's prerogative to either support and/or deny the attendance of additional Council members at a particular conference/convention outside of those identified in the City's *Travel Policy 3009-2*. When considering an item based on policy, Council is encouraged to consider the merits of the conference and development being offered and how City representation will contribute to the betterment of the City.

## IMPLICATIONS

Financial implications associated with participation are approximately \$3,800.00 per participant.

The 2023-2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development.

## COMMUNICATIONS

n/a

## BYLAWS/PLANS/POLICIES

In accordance with City *Travel Policy 3009-2*, the Mayor and one member of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities.

The request also aligns with Council's Strategic Priorities, in particular, No. 2 | Enable the new economy. Council's representation at this Conference will enable networking amongst local leaders across a range of municipalities, provide a platform to discuss key challenges, learn best practices and gain new insights through a variety of workshops, study tours and panel discussions that Council members can then utilize in the community.

## SUMMARY

In accordance with City policy, the Mayor and one member of Council, selected through resolution of Council, are authorized to attend the annual conference of the Federation of Canadian Municipalities. The 2023-2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development. Costs associated with participating in-person are estimated to be \$3,800.00 per participant. Council members will benefit from a variety of workshops, plenaries, networking opportunities, and tools that will assist in building a sustainable and prosperous future for the City.




## ATTACHMENTS/REFERENCE MATERIALS

1. *Trovel Policy 3009-2 [ref.]*
2. *2023-2027 Corporate Strategic Plan [ref.]*

c: A. McGifford, Director of Finance



Date: February 13, 2024  
File No: 1855-01  
To: Mayor & Council  
From: M. Fox, Chief Administrative Officer  
Subject: UBCM Local Government Development Approval Program | Grant Application

Prepared by:  B. McLoughlin Manager of Planning	Supervisor:  Dir. of Development Services   Deputy CAO	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION[S]

THAT Council for the City of Port Alberni direct staff to prepare and apply to the UBCM Local Government Development Approvals Program for funding to engage an employee and/or consultant to undertake the activities identified in the staff report dated February 13, 2024 to support the improvement of development approvals processes.

#### PURPOSE

To seek Council direction on a grant application to the Local Government Development Approvals Program administered by the Union of British Columbia Municipalities (UBCM).

#### BACKGROUND

Like many municipalities, the City of Port Alberni is experiencing growth and development pressure. This has resulted in increased development applications including OCP amendments, rezonings, subdivisions, development permits, building permits and other regulatory approvals. The complexity of applications has also increased as developers seek to infill vacant lots in existing neighbourhood areas.

Recently, the City's Development Services department has worked with Council to update key bylaws which has reduced permit processing times. This includes the new Development Procedures Bylaw through which Council delegated approval of some permits to staff. However, staff anticipate that development interest in Port Alberni will continue to intensify, and that further bylaw updates and process improvements are required.

The intent of the Local Government Development Approvals Program is to support the improvement of development approvals processes by implementing established best practices. The Province of British Columbia has recognized the impact that municipal processing times can have on getting homes built effectively and efficiently, and is making grant funding available to support improvement at the local level.

#### Grant Details

##### Funding

- 100% funding for eligible activities to a maximum of \$150,000.

### *Eligible Projects*

Application must demonstrate that proposed activities will meet the intent of the program, and:

- Include new activities or represent a new phase of an existing project (retroactive funding is not available).
- Be capable of completion by the applicant within one year of the date of grant approval.
- For projects that are dependent on external partnerships provide evidence that external partners (e.g. First Nations, other local governments) are willing to participate.

### *Application Deadline*

- March 8, 2024

### **ALTERNATIVES/OPTIONS**

1. *THAT Council for the City of Port Alberni direct staff to prepare and apply to the UBCM Local Government Development Approvals Program for funding to engage an employee and/or consultant to undertake the activities identified in the staff report dated February 13, 2024 to support the improvement of development approvals processes.*
2. *That Council not support the recommendation.*
3. *That Council support an amended recommendation.*

### **ANALYSIS**

A limited further amount of staff time would be required to submit the full application. The recommended motion (Option 1) is phrased to allow flexibility for staff in developing and submitting the application prior to the deadline, while being consistent with Council's direction.

### *Proposed Activities*

Staff are proposing the following activities to improve development review and approvals. These recommendations align with the grant program, and the Development Approvals Process Review report released by the Province in 2019. If a grant is received the City will issue a *Request for Proposals* for a consultant to assist staff in performing the work.

- Develop, review, and update internal development approval processes to improve efficiency and effectiveness.
- Improve collaboration between City departments (Planning, Building, Engineering, Parks, Operations).
- Explore prioritization of development applications at the submission stage such as those aligned with Council priorities (ie. housing).
- Develop and update development approval guidelines for staff and applicants.
- Update internal documentation for training and onboarding including material for Council and APC.
- Creating public explanatory guides for City development processes.
- Review Development Procedures Bylaw No. 5076, 2023 after 1 year (April 2024) and revise for improvements as required.
- Assess the Zoning Bylaw and provide recommendations to improve development approval processes in line with the updated policies (post-2042 OCP).
- Review other City bylaws that impact development approval processes.

- 
- Collaborate or coordinate with Tseshaht First Nation, Hupacasath First Nation, Alberni-Clayoquot Regional District, Ministry of Transportation and Infrastructure, and the development community as needed. Note that staff have not yet reached-out to these groups for discussion.

### IMPLICATIONS

If Council supports the recommendation, staff will submit a grant application to the *Local Government Development Approvals Program* operated by UBCM. The program requires a resolution from Council indicating support for currently proposed activities and willingness to provide overall grant management.

The program is intended to provide 100% funding for eligible work. At this point in time there are no financial commitments for the City.

### COMMUNICATIONS

No communication is required.

### BYLAWS/PLANS/POLICIES

If the City is successful in receiving a grant, several City bylaws will be reviewed and amendments proposed to Council with the intent of improving development approval processes, including:

- Zoning Bylaw
- Building Bylaw
- Development Procedures Bylaw
- Subdivision and Development Bylaw
- Advisory Planning Commission Bylaw

Several of these bylaws were updated in 2023, however it is important to assess their effectiveness now that staff and the community have had time to work with them.

### SUMMARY

The BC government is offering the Local Government Development Approvals Program for municipalities to receive funding aimed at improving development approval processes and procedures. The deadline for grant applications is March 8, 2024. Council is being asked to provide a resolution in support a grant application by the City. Funding would be provided at 100% to a maximum of \$150,000.

### ATTACHMENTS/REFERENCE MATERIALS

- [Local Government Development Approvals Program Guide 2024](#)

J:\Common\Grant Applications\2024\LGDAP

**A REPORT REGARDING THE ESTABLISHMENT OF A MUNICIPAL CAMPGROUND WITHIN PORT ALBERNI**  
**Councillor Patola**

The City of Port Alberni is a modern urban community nestled within and integrated with the natural beauty of Vancouver Island. In order to build the city's economy and lessen the impact of taxation on businesses and residents the city budgets over \$100,000 per annum to promote tourism. Tourism studies relevant to Port Alberni have indicated that the average tourist spends 3 days and \$400 over the course of their stay.

Currently Port Alberni suffers from a lack of per capita hospitality spaces. These being the total available beds in B&B, hotel, motel and campsite accommodation.

The only municipally run campground is not located in Port Alberni, but within the ACRD. It consists of 8 unserviced sites at the Mclean Mill site and is 7.3 km's from the intersection of Gertrude street and Johnston road. Camping at this site does not direct tourists to travel through the city if they are proceeding to the attractions of the west coast.

The City of Port Alberni owns the lands located at lands at 4356 and 4340 Gertrude street. They have a current assessed value of \$971,000 and \$357,000 respectively.

These lands are located adjacent to Roger's creek and abut the roger's creek / Scott Kenney extension trail as well as the Quay to Quay pathway.

These lands are ideally located on the fringe of a reviving commercial/industrial area in the city. They are located within mere blocks of grocery stores, restaurants, bakeries, cultural galleries, and multiple local breweries and distilleries, as well as an entire complement of other services.

The sites currently have services to them as they previously contained a restaurant and a motel.

The sites have gone unused for a great many years, producing no financial return on the investment by the city to acquire these sites.

A rough estimate of potential income from a campground on these sites indicates a gross return of approximately \$400,000 per year, with an estimated net of approximately \$300,000 per year. This represents a potential 16.15% return on investment, including anticipated additional funds to repurpose the site. This represents a 1.08% decrease in required taxation.

Multiple other communities in BC have Municipal campgrounds. I have included a survey of those with this report and a financial calculation to arrive at the potential estimated income. This estimate fits with the real world returns being experienced by Princeton BC at that municipality's campground.

In short, the city has the opportunity to create a tourism draw in keeping with the model successfully utilized by other BC municipalities. It could decrease our tax rate, while at the same time boosting the economy of businesses within the city. At this time of increasing tax burdens this is one financially viable and real world attainable solution that should be fully investigated.

municipal campground formulas

**Cllr. Patola**

municipality	cost	income frm fin stmt	relative Location	# spaces	# days	Tourist attractions	website
						<p><b>Sitting in the Canadian Rockies, Golden B.C. is surrounded by six of Canada's most stunning national parks; Yoho, Glacier, Banf</b></p> <p><b>f, Jasper, Kootenay and Mount Revelstoke</b></p>	<p><a href="#">Home (goldenmunicipalcampground.com)</a></p> <p><a href="#">Home   Nakusp Municipal Camp (nakuspcampground.ca)</a></p> <p><a href="#">Willingdon Beach Municipal Campsite   Camping &amp; RVing BC (campingrvbc.com)</a></p> <p><a href="#">Ferry Island Campground   City of Terrace Municipal Campground : District of Logan Lake</a></p> <p><a href="#">Camping and Picnics   Gold River Chamber of Commerce (destinationgoldriver.ca)</a></p> <p><a href="#">Municipal Campgrounds - District of Mackenzie</a></p>
golden	\$36 to \$55	exp = 52,000	downtown	77 plus overflow	may 1 to oct 14		
nakusp	\$30 to \$42	res trans 27,825	town centre	40 + 16	may 1 to		
powell river					83	365	
terrace	\$22 to \$30		3.5 km from town		103 to sept 24		
logan lake		\$32	across lake fm town		May 12 to 50 thanksgiving		
gold river		\$18			20		
mackenzie	\$10 to \$33 (2free)		town and lake	43 + 16 (2 sites)	? Summer?		



trail	\$25 to \$45	\$32,500net (city mg) town		31 ? 365 ?	<a href="#">City of Trail RV Park - City of Trail Accommodations - Village of Fraser Lake</a>
fraser lake	free - 2 night max		lake front	? ?	
princeton	\$30 to \$55	? 400 k ?	2.8 km from town	73 ?365?	<a href="#">Tourism - Princeton RV Campground (discoverprinceton.ca)</a>
pachena	\$40 to \$75		6.8 km fm bamfield	158 apr - oct	<a href="#">Pachena Bay &amp; Bamfield   Pachena Bay Campground</a>
grand forks	no info		downtown	37 May 1 to Sept 30	<a href="#">Campground - City of Grand Forks</a>
squamish (Mamquam)		\$20	<small>the campground does not cater to people who want to stay all day. We are in the middle of an industrial neighbourhood with concrete and asphalt plants just down the road, a noisy Gun Range across the road and a sometimes stinky horse stable next door.</small>		<a href="#">Home (mamquamrivercampground.ca)</a>
elkford fort st. james	\$35 to \$43	inc=130k exp=85.8k town		75 vict to thanks	<a href="#">Elkford Municipal Campground   District of Elkford</a>

#### Financial

location	size (sqft)	value	days per season	occupany rate	daily rate	total gross
4356 Gertrude Street – 33484 sq ft, \$971,000		33484				971,000.00
4340 Gertrude Street – 35305 sq ft, \$357,000		35305				357,000.00
Total		68789				
Each lot 20X30 = 600 sq ft		600				
road allowance		200				
total per lot		800				



Total lots available	85.98					
amenities building	1200	200,000.00				
remaining lots	83					
target lots	80					
income						
est gross inc			210	80.00%	30.00	403,200.00
expenses						
infrastrucutre		300,000.00				
wages	2		270	8.00	25.00	108,000.00
est net						295,200.00
accptable roi		1,828,000.00		5.00%		91,400.00
est roi		1,828,000.00		16.15%		