
AGENDA - REGULAR MEETING OF COUNCIL

Monday, February 13, 2023 @ 2:00 PM

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

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

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

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

That the agenda be approved as circulated.

B. **ADOPTION OF MINUTES** - Page 6

1. Special meeting held January 23, 2023 at 9:30 am, Special meetings held February 6 and 7, 2023 at 8:15 am and Regular Council meeting held at 2:00 pm on January 23, 2023, as presented.

C. **PUBLIC INPUT PERIOD**

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

D. **DELEGATIONS**

1. **WestCoast Native Healthcare Society Tsawaayus [Rainbow Gardens]** - Page 15
Derek Appleton, Vice President in attendance to provide an update on current and future expansion efforts.

E. **UNFINISHED BUSINESS**

Includes items carried forward from previous Council meetings.

1. **Five Year Financial Plan Q&A Summary** - Page 17
Summary of questions and responses as it relates to the 2023-2027 Financial Planning process.

2. **Committee of the Whole Meeting January 31, 2023 | Zoning Amendment Bylaw**
Recommendation from the CoW held January 31, 2023 for Council consideration:

THAT, Council direct staff to initiate community consultation on the proposed bylaw content changes prior to 'City of Port Alberni Zoning Bylaw No. 5074, 2023' being considered by Council, as recommended by the Committee of the Whole January 31, 2023.

F. STAFF REPORTS

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

1. **Accounts**

THAT the certification of the Director of Finance dated February 13, 2023, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. **Capital Infrastructure Deficit - Page 19**

Report dated February 7, 2023 from the Chief Administrative Officer providing Council with information regarding the City's capital infrastructure deficit.

THAT Council receive the staff report entitled Capital Infrastructure Deficit and dated February 7, 2023.

G. BYLAWS

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

1. **"City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" - Page 23**

Report dated February 5, 2023 from the Director of Finance requesting Council consider first reading of the City's Financial Plan bylaw.

THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be now introduced and read a first time.

2. **Proposed Zoning Bylaw Amendment | 3151 3rd Avenue - Page 62**

Report dated February 2, 2023 from the Development Planner requesting Council consideration of final adoption for the proposed bylaw.

THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5064.

3. **Proposed Zoning Bylaw Amendment | 4925 Leslie Avenue** - Page 94
Report dated February 1, 2023 from the Development Planner requesting Council consideration of final adoption for the proposed bylaw.

THAT "Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be now finally adopted signed by the Mayor and Corporate Officer and numbered 5059.

H. CORRESPONDENCE FOR ACTION

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

1. **Wounded Warrior Run BC** - Page 123
Letter dated February 3, 2023 from Director, Jacqueline Zweng, requesting access to City streets for the Wounded Warrior Run.

THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, March 2, 2023 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 Plan; and*
- *provision of standard liability insurance in the amount of \$5M [minimum].*

I. PROCLAMATIONS

1. **Mitch Gardner, Kinsmen Club of Port Alberni** - Page 125
Letter dated January 23, 2023 requesting that the week of February 12 – 19, 2023 be proclaimed as 'Kinsmen and Kinette Week' in Port Alberni

THAT Council proclaim February 12 - 19, 2023 as 'Kinsmen and Kinette Week' in Port Alberni and authorize flying the Kin Canada flag at City Hall in recognition.

J. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary** - Page 126
 - a. Heritage BC | Heritage Week, February 20 – 26, 2023
 - b. Alberni Clayoquot Continuing Care Society | Election Special Voting Opportunities at Fir Park and Echo Village
 - c. C. Alemany | Parks Master Plan
 - d. R. Terepocki | Cold Weather Shelter at Eagles Hall

- e. Forest Enhancement Society of British Columbia | 2022 Accomplishments Report
www.fesbc.ca
- f. Port Alberni Canada Day Parade Committee | CIP Grant Application Withdrawal
- g. R. Fraser | Parks Master Plan
- h. N. Wynne | Zoning Bylaw: Fence and Hedge Height
- i. M. Ramsay, Salvation Army | Experience at Council Meeting January 23, 2023
- j. Alberni Valley Museum and Heritage Commission Minutes | January 4, 2023

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 145**

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

M. NEW BUSINESS

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

1. **Procedures Bylaw Amendment | Notice of Motion provided January 23, 2023**

THAT Council direct staff to amend "Council Procedures Bylaw, 2013, Bylaw No. 4830" Section 14 (2), by removing the word Wednesday and replacing it with the phrase Friday, nine days prior, and further by amending Section 14 (3) by removing the word Thursday and replacing it with Monday.

2. **City Street Lights - Page 147**

Report dated January 20, 2023 from the Director of Engineering and Public Works providing information regarding the street lights in the City.

THAT Council receive the staff report dated January 20, 2023 regarding City street lights, including the process for reporting repairs and outages.

AND FURTHER, that Council direct staff to include funding for a street light illumination study for consideration within the Five Year Financial Plan for 2023 to assist in prioritizing illumination changes and to guide future capital projects.

3. **Alberni Valley Community Forest Corporation | Resolutions of Shareholder - Page 151**

Report dated February 6, 2023 from the Director of Corporate Services requesting Council endorsement of the Resolutions of the Shareholder.

THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing for 2022 as presented.

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, January 23, 2023 @ 9:30 AM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

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

Staff: T. Pley, Chief Administrative Officer
S. Smith, Deputy CAO/Director of Development Services
D. Leurebourg, Director of Corporate Services
A. McGifford, Director of Finance
M. Wade, Manager of Planning

Guests: Paul Murray, Brentwood Advisory Group

Call to order: @ 9:32 AM

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)(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;

CARRIED

The meeting was terminated at 1:00 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, February 6, 2023 @ 8:30 AM
Best Western Barclay Hotel | 4277 Stamp Avenue, Port Alberni, BC

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

ABSENT: Councillor C. Mealey
Councillor T. Patola

Staff: K. Bodin, Director of Human Resources

Guests: P. Murray, Brentwood Advisory Group

Call to order: @ 8:36 AM

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;

CARRIED

The meeting was terminated at 3:59 PM

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
TUESDAY, February 7, 2023 @ 9:00 AM
Best Western Barclay Hotel | 4277 Stamp Avenue, Port Alberni, BC

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

ABSENT: Councillor C. Mealey
Councillor T. Patola

Staff: K. Bodin, Director of Human Resources

Guests: P. Murray, Brentwood Advisory Group

Call to order: @ 9:02 AM

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;

CARRIED

The meeting was terminated at 2:22 PM

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, January 23, 2023 @ 2:00 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

PRESENT:

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

Staff: T. Pley, Chief Administrative Officer
D. Leurebourg, Director of Corporate Services
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Heritage
M. Wade, Manager of Planning
B. McLoughlin, Planner

Gallery: 13

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 New Business M.8 | Procedures Bylaw Amendment. The agenda was then adopted as amended.

CARRIED

B. ADOPTION OF MINUTES

1. *MOVED AND SECONDED, THAT the minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on January 9, 2023, be adopted as presented.*

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. **Comprehensive Youth Strategy**
MOVED AND SECONDED, THAT Council direct staff to work with facilitators of the Comprehensive Youth Strategy [RCMP, ADAPS, SD70] to outline a Plan with consideration for the involvement of the Alberni Clayoquot Regional District to be considered within the 2023-2027 Financial Plan.

CARRIED | Res. No. 23-8

E. UNFINISHED BUSINESS

1. **Official Community Plan (OCP) Review & Update | Engagement Strategy**
MOVED AND SECONDED, THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated January 2023 and prepared by FRANK Planning Collaborative.

CARRIED | Res. No. 23-9

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated January 23, 2023, be received and the cheques numbered 152038 to 152106 inclusive, in payment of accounts totalling \$2,873,011.74, be approved.

CARRIED | Res. No. 23-10

2. RCMP Department

MOVED AND SECONDED, THAT the 4th quarter report from Sergeant Thompson on behalf of Inspector Eric Rochette, RCMP providing information about current department operations, be received.

CARRIED | Res. No. 23-11

3. Privacy Policy

MOVED AND SECONDED, THAT Council rescind "Freedom of Information and Protection of Privacy Policy" (2005).

CARRIED | Res. No. 23-12

MOVED AND SECONDED, THAT Council approve the "City of Port Alberni Privacy Policy 3002-3".

CARRIED | Res. No. 23-13

4. UN Declaration on the Rights of Indigenous Peoples [UNDRIP] | Update

MOVED AND SECONDED, THAT Council receive the report from the Director of Corporate Services dated January 13, 2023 and entitled "UNDRIP Update Report" for information.

CARRIED | Res. No. 23-14

G. BYLAWS

1. Proposed OCP & Zoning Bylaw Amendments | 4738 Athol Street

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5046.

CARRIED | Res. No. 23-15

MOVED AND SECONDED, THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5047.

CARRIED | Res. No. 23-16

MOVED AND SECONDED, THAT "Zoning Map Amendment No. 48 (4738 Athol Street - Rai), Bylaw No. 5048" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5048.

CARRIED | Res. No. 23-17

2. **Zoning Bylaw Amendment | 3911 & 3909 Cedar Street**
MOVED AND SECONDED, THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a third time.
CARRIED | Res. No. 23-18

H. CORRESPONDENCE FOR ACTION

1. **2023 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice and Submission Process**
MOVED AND SECONDED, THAT Council endorse a resolution to AVICC urging the Ministry of Health to work with local governments and BC Emergency Health Services to implement an improved coordinated approach to emergency health services that results in adequate funding and staffing levels so as to not overburden local governments.
CARRIED | Res. No. 23-19
2. **Bones of Crows Film Screening**
MOVED AND SECONDED, THAT Council support the ILFP [I Love First Peoples] free public screening of Bones of Crows, scheduled Saturday, February 11th at Alberni District Secondary School Theatre at 7:00 pm and direct staff to contribute \$150.00 towards theatre costs, subject to the film receiving support from Tseshah and Hupacasath First Nation.
CARRIED | Res. No. 23-20
3. **Faydra Arsenault | Valentine's Day Dance**
Council deferred to staff to approve Faydra Arsenault in hosting a Valentine's Day Dance on February 11, 2023 at Glenwood Centre with proceeds going to the Brayden Arsenault Memorial Bursary supporting School District 70 graduates pursuing a secondary education in the Mental Health/Human Services fields subject to:
 - authorized [signed] facility rental agreement;
 - provision of standard liability insurance in the amount of \$2M; and
 - receipt of confirmation that a Special Event Permit from the LCRB has been issued.

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

1. *The Director of Corporate Services summarized correspondence to Council as follows:*
 - a. Ministry of Forests | Spongy Moth Aerial Spray Program Scheduled for City
 - b. Gord Johns, MP | Bus Transport Crisis on Vancouver Island
 - c. Canadian Federation of Independent Business | Election Congratulations and Introduction
 - d. Copy of Letter from City to Mayor of Abashiri [Sister City] Offering Election Congratulations
 - e. Society for the Advancement of Young Scientists | Invitation to Vancouver Island Regional Science Fair April 16 & 17, Victoria, BC

- f. MLA Josie Osborne | Rental Protection Fund Announcement
- g. Randy Fraser | City Parks and Trail Maintenance
- h. Alberni Valley Museum and Heritage Commission | December 7, 2022 Minutes

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. *MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.*
CARRIED | Res. No. 23-21

M. NEW BUSINESS

1. **City Street Lights - Request for Staff Report | Notice of Motion provided January 9, 2023**
MOVED AND SECONDED, THAT Council direct staff to prepare a report for Council's consideration regarding City street lights including the process for reporting repairs and outages.
CARRIED | Res. No. 23-22
2. **Strategic Priorities - Request for Staff Report | Notice of Motion provided January 9, 2023**
MOVED AND SECONDED, THAT Council direct staff to prepare a report for Council listing all issues requiring Council's consideration with a recommendation as to each one's priority.
CARRIED | Res. No. 23-23
3. **Council Code of Conduct | Notice of Motion provided January 9, 2023**
MOVED AND SECONDED, THAT Council immediately implement the Model Code of Conduct produced by the Working Group on Responsible Conduct dated October 2022, in its basic form.
AND FURTHER, THAT the Council Code of Conduct be placed on the Regular meeting agenda no less than one year from January 23, 2023 to consider adding additional policies, including but not limited to, enforcement and penalties.
DEFEATED
4. **Routine Release of In-Camera Information Policy | Notice of Motion provided January 9, 2023**
MOVED AND SECONDED, THAT Council pass a policy on the routine release of In-camera agendas, including supporting materials, subject to appropriate vetting, considering a form similar to the City of Nanaimo Policy COU-194.
WITHDRAWN

Councillor Douglas left the meeting at 4:28 pm.

Councillor Douglas returned to the meeting at 4:30 pm.

5. Development Application | 4210 Cedarwood Street

MOVED AND SECONDED, THAT Council authorize the issuance of Development Variance Permit No. 115 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4210 Cedarwood Street:

- i. Vary Section 5.16.2 RM3 Site Development Regulations, Maximum Height, Principal Building from 14 metres to 15.24 metres, a variance of 1.24 meters.*
- ii. Vary Section 7.4.1 Required Amount of Parking Regulations, 'Regular Parking Space' from 44 spaces to 35 spaces for a variance of 9 spaces.*

CARRIED | Res. No. 23-24

MOVED AND SECONDED, THAT Council authorize the issuance of Development Permit No. 22-01 and that the Director of Corporate Services be authorized to sign the permit.

CARRIED | Res. No. 23-25

6. Development Application | 3900 Burde Street

MOVED AND SECONDED, THAT Council discharge the existing Development Permit No. 20-04.

CARRIED | Res. No. 23-26

MOVED AND SECONDED, THAT Council authorize the issuance of Development Permit No. 22-05 and that the Director of Corporate Services be authorized to sign the permit subject to receiving the required additional landscaping security in the amount of \$100,464.93.

CARRIED | Res. No. 23-27

Mayor Minions left the meeting at 4:45 pm, declaring a conflict of interest as it relates to the nature of her husband's employment.

Councillor Solda assumed the Chair at 4:45 pm.

7. Eagles Hall | Cold Weather Shelter

WHEREAS cold weather shelter provides urgently needed temporary accommodation free of charge to anyone who is homeless or at risk of homelessness during extreme weather conditions;

AND WHEREAS Eagles Hall, located at 3561 3rd Avenue (LOT 21 BLOCK 50 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B) is available to be used for such an emergency cold weather shelter, but is zoned commercial and for which an emergency cold weather shelter is not a permitted use;

AND WHEREAS the Salvation Army requested the City of Port Alberni's permission to operate a cold weather shelter at the Eagles Hall until March 31, 2023 and the registered owner of Eagles Hall has consented to this use of the property;

AND WHEREAS the British Columbia Housing Management Commission has agreed to fund the operation of the cold weather shelter;

COUNCIL OF THE CITY OF PORT ALBERNI resolves to temporarily defer strict enforcement of the Zoning Bylaw at Eagles Hall so as to enable the operation of the temporary cold weather shelter until March 31, 2023, subject to the following:

-
- i. *The Salvation Army agreeing to be responsible for all aspects of the temporary cold weather shelter, including implementing any mitigative action necessary to minimize the impact on surrounding properties; and*
 - ii. *The Fire Chief inspecting Eagle Hall and concluding that there are no immediate life safety concerns with the proposed use.*

CARRIED | Res. No. 23-28

Mayor Minions returned to the meeting at 5:12 pm and resumed the Chair.

8. Notice of Motion | Procedures Bylaw Amendment

THAT Council amend the "Council Procedures Bylaw, 2013, Bylaw No. 4830" Section 14(2) as noted below, by removing 'Wednesday' and inserting 'Friday, nine days'.

"The Deadline for submissions by Council, staff and the public to the Corporate Officer of items for inclusion on the Regular Council meeting Agenda must be 12 noon on the Wednesday prior to the meeting, or in the event the municipal offices are closed for a public or civic holiday, such next earlier day as the municipal offices shall be open."

N. QUESTION PERIOD

Neil Anderson

Inquired regarding establishment of a Council Code of Conduct.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 5:19 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Derek Appleton Organization (if applicable): The WestCoast Native Healthcare Society
 Street Address: 6151 Russell Place Port Alberni, BC V9Y 7W5 Phone: 250 724 5655
 Mailing Address: 6151 Russell Place Port Alberni, BC V9Y 7W5 Email: info@rainbowgardens.ca
 No. of Additional Participants: _____
 [Name/Contact Information] Judy Joseph, Bev Denning, John Jessup, Daryoush Firouzli, Lil Thomas, Art Van Volsen

MEETING DATE REQUESTED: February 13, 2023

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

Update City Council on current and future expansion plans as per request
Please see Delegation Letter response attached

Requested Action by Council (if applicable): _____

Supporting Materials/PowerPoint Presentation: ☒ No ☐ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Derek Appleton

February 6, 2023

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Feb 13/23

Date Approved: Feb 2/23

Applicant Advised: Feb 2/23

Approved: (Deputy City Clerk)

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

File # 0550-20

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.

ENTERED

DI



The WestCoast Native Healthcare Society

TSAWAAYUUS • ATAAPIS • HUUPSITAS

p. 250 724 5655 f. 250 724 5666 e. info@rainbowgardens.ca
a. 6151 Russell Place, Port Alberni, BC V9Y 7W3

February 6, 2023

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

Re: City Council's Delegation Request to provide an update on current and future expansion efforts

Dear Mayor Minions and Councilors,

Thank you for the invitation to meet with you as a delegation, to discuss our current and future expansion efforts, as we continue to build on our elders campus of care model, here in the Alberni Valley. A little history about ourselves.

The Westcoast Native Healthcare Society is an indigenous elders focused non-profit society, that began over 30 years ago, back in 1992. Many Alberni Valley and WestCoast family members have resided at our facilities receiving expert respectful accredited care. We currently operate three separate housing and healthcare operations.

Tsawaayuus (Rainbow Gardens) is a 44 bed multi-level care facility, of which 13 beds were added in our 2019 expansion. 10 assisted living apartments were also opened back in 2009. To address the increasing need for safe, affordable seniors housing and care in our region - 68 independent living units, in two low-cost seniors rental apartments - 20 in the Ataapis (Top of the Hill) Apartments also built in 2019, and recently last December, 48 in the Huupsitas (Side of the Hill) Apartments have been completed and are now being fully utilized.

To date, we have grown into a 102 unit campus of healthcare and senior's housing for our residents. A place where their families and friends know they are being cared for, in a monitored, secure, warm, friendly, neighbourhood atmosphere.

Over the last fifteen years, through federal, provincial, and local government partnerships, more than twenty million dollars has been invested into care facility upgrades and affordable elder rental housing opportunities on our properties..

Kaa-in-Services Inc. - our contracted health service provider creates employment for over 65 workers in our community, with an emphasis on indigenous people care practices. This years budgeted salary costs for these professional well-trained and experienced employees is estimated to exceed \$3.2 million dollars. Our healthcare services are provided in an accredited environment, appraised by Accreditation Canada.

A recent review of potential uses of the undeveloped portion of Lot 2 at our Board's strategic planning session, suggests the need to consider expansion of the Ataapis Apartments in the near future while provincial and federal subsidy programs are still available to make additional housing units affordable.

In December 2016, at the City Public Hearing rezoning Lot 2 to P-1 institutional, it was noted that future development would include 8 to 10 units and associated park development. Given the wait list that is emerging from renting up the recently completed 48 unit Huupsitas Apartments on Lot 1, our thoughts are tending towards developing more housing and less park on lot 2 than originally planned six years ago, although the open space that would remain, would include outdoor gathering spaces and amenity uses in keeping with our original intentions.

Further, our Board is in the beginning planning stages of creating an indigenous emphasized adult daycare program in our assisted living complex.

We look forward to working closer with the new city council, city staff and with our Westport neighbours to address safety concerns and future site changes, based on assessments of our elders affordable housing and healthcare needs. We would be happy to address the (2) letters in correspondence for information we've been referenced to on the council's public meeting agenda over the past few months, and/or any other questions you Mayor Minions, or Council Members may have for us.

Warm Regards,

Derek Appleton, Vice- President
Building Committee Chair
The WestCoast Native Healthcare Society



2023 - 2027 Financial Plan Questions & Responses

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

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

	12	City website updates: Procurement and Asset Management Policy, Audit Committee meeting agendas and minutes from previous years.	<i>We are working to rectify the outdated policy manual and ensuring an up-to-date copy is available on the website. The issue noted with regards to the Audit Committee agendas and minutes missing from previous years was due to a security update recently performed and has since been addressed and rectified.</i> <i>We have been actively recruiting for the communications manager position for some time, which is responsible for upkeep and maintenance of the website. We understand the importance of the website and the access to City content it provides the public. Staff are doing their best to update and manage the website content within the department's current limited capacity.</i>
	13	Roger Creek map signage faded.	<i>Regular maintenance of trails, including trail signage will be sourced from the line items 27210 through 27230 [based on expenditure criteria] of the Financial Plan and dependent upon project priorities and staff capacity.</i>
	14	How is the funding allocated for Tree Planting Program?	<i>As a strategic priority of Council, the budget was populated with an additional \$75,000 of funding in 2021 in the Parks Maintenance operational budget. In 2022 and moving forward, the tree planting budget is a specific line item in the City's Capital Plan. In 2023, the proposed amount is \$76,500. The City utilized a contractor in the first years allocations and in 2022 the approached changed to using City staff to plant the trees. When City staff are used the hours, equipment and supplies are all charged against the project. Areas that trees were plant included Williamson Park and Rex Road.</i>
	15	Request for action plan to address expenditures within the budget and plans for increasing revenue.	<i>Revenue sources are outlined with the Financial Plan. Council may direct staff should they wish to address opportunities for additional revenue sources.</i>
	16	Will City senior management be present at future Financial Plan meetings to address public inquiries where possible?	<i>Senior management staff will be in attendance and if and where possible will address inquiries. Questions that require follow-up will be included on the Q&A document and addressed at a future meeting.</i>
			<i>Updated February 9, 2023</i>

Date: February 7, 2023
File No: 1705-01
To: Mayor & Council
From: T. Pley, Chief Administrative Officer
Subject: Capital Infrastructure Deficit

RECOMMENDATION

THAT Council receive the staff report entitled Capital Infrastructure Deficit, dated February 7, 2023.

PURPOSE

To provide Council with information regarding the City's infrastructure deficit.

BACKGROUND

The City is responsible for managing community infrastructure assets over the asset lifecycle, including operations and renewal. Annual capital expenditures support services including clean, reliable drinking water, transportation, parks, utilities, civic recreation and protective services buildings and fleet. Keeping citizens safe and healthy and providing opportunities for economic development is necessary to the sustainability of the community over the long term.

Annually Council adopts a Five-Year Financial Plan covering the current year and the subsequent four years. Within this Plan, consideration must be given and a balance achieved to preserve infrastructure, maintain service levels, and advance strategic priorities.

Additional factors considered within the 2023-2027 Financial Plan are as follows:

- Inflationary pressures in the range of 6 – 8% over the previous year;
- Finite resources in virtually all facets of City operations;
- New collective agreements in both Fire Services and Policing resulting in higher operating costs as well as retroactive payment of wages and salaries;
- Return to pre-COVID levels of service, particularly in Recreation; and
- The end of COVID bridging funding that had been provided to local governments by the Province of BC.

Knowing that the City has more infrastructure needs than current funding can support, the unfunded portion of the capital plan can be referred to as an 'Infrastructure Deficit'.

ALTERNATIVES/OPTIONS

The report is being provided for Council's information and to provide the opportunity for Council to discuss and understand infrastructure deficit including the challenges and considerations associated with establishing a plan to address the deficit.

ANALYSIS

During the Financial Plan preparation process, a number of infrastructure needs were recommended for which there is not adequate funding. The infrastructure funding deficit can be categorized very broadly in the following categories:

1. **Streets and Drainage:** While sanitary sewer and water infrastructure renewal is funded by service fees, and the City is on a sustainable path with service fees providing the necessary funds for ongoing renewal of assets related to those services, storm drainage and street reconstruction are not funded by service fees. Streets and drainage work include, paving, preparation for paving, associated engineering design work, sidewalks, catch basins and underground storm sewer pipes, boulevard landscaping, and bridge maintenance.

The City funds street and storm drainage capital works through a combination of taxation, Canada Community Building Funds (formerly known as Community Works/Gas Tax funding), and grants.

The City's Financial Plans do not generally include funding adequate to complete rebuilding of streets at a frequency that is sustainable and as such a deferred maintenance deficit continues to grow. Staff recommend that the Financial Plan allocation for streets and drainage in 2023 be increased by \$1M, and that, that level of funding be sustained in each subsequent year.

2. **Facilities:** The City owns and operates a range of facilities, some (Fire Hall, City Hall, Echo Centre) of which were constructed in 1967 at the time of amalgamation, and others that were constructed earlier (City Works and Parks facility, Glenwood Centre, Recreation Park and Gyro Youth Centre, McLean Mill National Historic Site, Train Station). Those, and other more recently constructed facilities (various play parks, Bob Dailey Stadium, Harbour Quay), require ongoing maintenance and from time to time, significant capital expenditures. The City also owns facilities that are operated by others (Curling Rink, Industrial Heritage Centre (old ice rink), CPR Roundhouse, Rollin Art Centre, Abbeyfield, Clutesi Haven Marina, Hilton Centre, Abbeyfield, and the Cedarwood Childcare facility), and for which adequate asset management budgeting is not presently being undertaken.

Each of the facilities mentioned above, and others not mentioned, have varying needs both in terms of regular maintenance and capital renewal. The City Works and Parks facility in particular requires either a planned replacement and relocation or investment of approximately \$800,000 to replace end of life heating equipment and the roof. The need for replacement of the City's Echo Aquatic Centre is also well-documented.

Council might direct that a facility needs assessment be completed to determine the City's needs for the next 5 to 20 years. The City might then undertake a thorough review of all City-owned facility assets and liabilities, in order to consider which of those assets should be retained, and how best to ensure that adequate funds are allocated to maintain and eventually replace those assets. In the short term, an annual budget allocation in the range of \$500,000 would enable continued maintenance of existing facility assets through the short to medium term.

3. **Delayed Technological and Process Advancement:** In some regards City processes and efficiency are hampered by delayed progress on technological or process advancement. Examples of technological advancement include the absence of a functioning Geographic Information System (GIS). Steps are

being taken to determine the City's GIS needs and to develop an implementation plan, both of which will help to determine related costs.

Municipalities are seeking more environmentally friendly options in their fleet to reduce carbon emissions. This will require charging infrastructure to facilitate this change across the City. Although the City has started to take steps in this regard, there is no strategic plan set in place. Cost is a factor when considering how the City approaches this change. A unified plan could be brought forward and Council could then consider supporting that plan along with funding commitments.

An example of delayed process advancement is the City's current lack of a records management system. The absence of an integrated digital records management system results in delays for the City and members of the public in accessing data. Other examples of delayed process advancement are implementation of a robust asset management plan, and the City's use of a dated website that results in information access not being as seamless as the public is accustomed to from other websites. A website rebuild is warranted.

An annual budget allocation of \$250,000, plus project funding as required would enable continued advancement on some technological and process advancement matters.

4. **Enhanced Services:** The City regularly receives requests for enhancement of current services and/or provision of new services. A local government should be able to consider doing both as the community develops. Budget allocation needs for improved or new services will vary.
5. **Strategic Initiatives:** While the City's budget allocations reflect the primary work of providing core services, the City should also lead in strategic community growth and development. Budget allocation needs to undertake strategic initiatives will vary.

The information provided above is categorized at a high level and in broad terms. This information is not intended to be an exhaustive list but rather an indication of current and growing deferred costs related to maintenance, replacement and new infrastructure and programs.

The City should continue to explore a range of proactive ways to fund our infrastructure deficit and populate the Financial Plan with the required resources. The option to create a specific reserve will be brought forward for Council consideration later this month. An Asset Management Levy adopted by Council could be one approach to fund, and be resourceful, in investing in the City's future.

COMMUNICATIONS

No action is requested from this informational report.

BYLAWS/PLANS/POLICIES

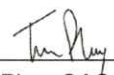
2019-2023 Corporate Strategic Plan
Draft 2023-2027 Financial Plan

SUMMARY

In response to direction from Council, a report is provided outlining funding requirements not already addressed in the draft financial planning process. The information provided is summarized in five broad categories: streets and drainage, facilities, technological infrastructure and process advancement, enhanced services, and strategic initiatives.

C: S. Smith, Director of Development Services/ Deputy CAO
 A. McGifford, Director of Finance
 D. Leurebourg, Director of Corporate Services

Date: February 5, 2023
File No: 1720-20-2023
To: Mayor & Council
From: Tim Pley, CAO
Subject: "Five Year Financial Plan 2023 – 2027, Bylaw No. 5075" | Introduce & Consider 1st Reading

Prepared by: <i>A. MCGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Tim Pley, CAO
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RECOMMENDATION[S]

THAT the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be now introduced and read a first time.

PURPOSE

That Council considering giving first reading of the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" and thereby formally introducing the bylaw.

BACKGROUND

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

In advance of Council being asked to consider 1st reading of the proposed bylaw, the City's Director of Finance, at a Committee of the Whole meeting held Monday, February 6, 2023 provided members of the Committee with a high-level overview of the City's draft five-year plan.

ALTERNATIVES/OPTIONS

- 1) That the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, be now introduced and read a first time.
- 2) Provide alternate direction.

ANALYSIS

The proposed "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" focuses on continuing the current levels of service and continued implementation of the 2019-2023 *Corporate Strategic Plan* priorities. The proposed Financial Plan includes an 8.0% increase in general taxation in 2023 over the previous year. Current Council will establish a new strategic vision and priorities which will be reflected in the 2024 – 2028

Financial Plan. Council will have opportunities to review and amend the Financial Plan prior to final adoption, which is required to be completed by May 15, 2023. Updated annually, the City’s five-year Financial Plan includes budgeted revenues and expenditures to deliver day-to-day services to the community, implement strategic initiatives, invest in infrastructure, and enable long-term funding strategies for future infrastructure requirements. In large part this Financial Plan was approved previously within the 2022-2026 Financial Plan with changes based on utilization and cost increases for the current levels of service.

Achievements from the *2019-2023 Strategic Plan* include:

- The purchase of five parcels of land including the Somass Lands, addressing several strategic goals including increasing public access to the waterfront, and remediating brownfield properties;
- Supporting the ACRD in organic and other waste diversion in the curbside waste collection program through the introduction of a three-stream waste collection program;
- Opening of the Public Safety Building;
- Initiate the Tree Planting Program, included in the Financial Plan each year;
- Providing the conditions to support development and enabling creation of suitable and inclusive housing where possible for the community;
- Introduction of the Municipal and Regional District Tax program to support local tourism;
- Creating new pathways in the community – Connect the Quays Pathway, with \$2.5 million in funding support from senior governments.

Tax rates for 2023 will be set by separate bylaw and presented to Council in April 2023, subsequent to final adoption of the “*City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023*” and receipt of BC Assessment’s Revised Roll.

The *Community Charter* requires reporting on objectives and statements of policy on certain revenues and taxes in each municipality’s Five-Year Financial Plan such as:

- proportion of total revenue sourced from property value taxes, parcel taxes, fees and charges, proceeds from borrowing, and other;
- allocation of property taxes by class of property [i.e. residential, commercial, industrial]; and
- permissive tax exemptions.

In BC, all municipalities must consider the proposed tax rates for each property class in conjunction with the objectives and policies presented in the Financial Plan. The intent of the disclosure of a municipality’s objectives and policies is to promote accountability and transparency to the public.

Council is asked to consider giving first reading to the City’s “*City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023*” to formally introduce the bylaw and permit the opportunity for review, provision of alternative direction, and amendments within legislative deadlines.

IMPLICATIONS

The final impact of the annual “Five-Year Financial Plan” will not be confirmed until April 2023. The province requires adoption of the ‘Financial Plan’ and associated bylaws before May 15th of each year.

COMMUNICATIONS

The following schedule was Included in the presentation materials at the Committee of the Whole held February 6, 2023:

Date	Meeting	Purpose
February 6, 2023	CoW	Director of Finance to provide an overview and summarize the City’s proposed Five-Year Financial Plan
February 13, 2023	RCM	Council to consider First Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
February 21, 2023	CoW	Opportunity for an informal exchange between Council, staff and members of the public.
February 27, 2023	RCM	Staff to formally respond to comments and/or questions from previous CoWs and RCMs.
March 6, 2023	CoW	E-Town Hall Expanding on public engagement – providing an electronic platform
March 13, 2023	RCM	Council to consider Second Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
March 27, 2023	RCM	Address any follow up Council to consider Third Reading “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
April 11, 2023	RCM	Address any follow up Council to consider Final Adoption “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”

Council has the ability to schedule additional CoW meetings should they be required. The City will continue to communicate regarding opportunities for public engagement including details as to how citizens may participate at the E-Town Hall scheduled to be held March 6th.

BYLAWS/PLANS/POLICIES

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

SUMMARY

- The 2023–2027 draft Financial Plan identifies a proposed tax increase of 8.0% in the 2023 year;
- Council will review the assessed values and tax shares to consider allocation for each property classification at a future date;
- The Plan will be reviewed and confirmed by Council throughout the financial planning process and a tentative schedule is outlined above, that is subject to change if required;
- Council can balance the need to fund improvements in the community and continue current levels of service, while understanding the need to balance the impact of taxation to all taxpayers in the community;
- Adoption must occur prior to May 15, 2023.

ATTACHMENTS/REFERENCE MATERIALS

- Draft “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023”
- Draft Financial Plan 2023-2027 dated February 13, 2023

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

A BYLAW TO ESTABLISH A FIVE-YEAR FINANCIAL PLAN

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

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

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

READ A FIRST TIME this day of , 2023.

READ A SECOND TIME this day of , 2023.

READ A THIRD TIME this day of , 2023.

FINALLY ADOPTED this day of 2023.

Mayor

Corporate Officer



**SCHEDULE A TO BYLAW NO. 5075
CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2023-2027**

	2023	2024	2025	2026	2027
Revenue					
Taxes					
Property Taxes	27,703,805	29,892,406	32,346,572	34,756,392	36,820,921
Other Taxes	804,028	822,077	840,667	859,816	879,538
Grants in Lieu of Taxes	229,245	229,245	229,245	229,245	229,245
Fees and Charges					
Sales of Service	4,341,991	4,535,835	4,620,129	4,742,742	4,831,717
Sales of Service/Utilities	7,220,988	7,563,559	7,858,375	8,300,580	8,696,772
Service to other Government	50,000	53,045	53,045	54,636	56,275
User Fees/Fines	602,000	613,535	625,299	637,297	649,534
Rentals	186,090	191,673	197,423	203,346	209,446
Interest/Penalties/Miscellaneous	973,100	979,340	985,716	992,231	998,887
Grants/Other Governments	1,190,000	1,195,100	1,200,302	1,205,608	1,211,020
Other Contributions	4,234,889	89,900	89,900	89,900	89,900
	<u>47,536,136</u>	<u>46,165,715</u>	<u>49,046,673</u>	<u>52,071,793</u>	<u>54,673,255</u>
Expenses					
Debt Interest	583,795	583,795	583,795	583,795	583,795
Capital Expenses	15,666,408	9,262,510	5,716,011	5,687,756	5,054,274
Other Municipal Purposes					
General Municipal	5,084,377	5,320,490	5,401,468	5,540,768	5,653,432
Police Services	8,823,414	9,205,661	9,459,677	9,722,586	10,001,032
Fire Services	4,394,298	4,851,944	4,991,248	5,130,532	5,273,873
Other Protective Services	469,126	456,147	467,384	478,930	520,789
Transportation Services	4,910,933	5,644,157	5,825,396	6,009,138	6,207,746
Environmental Health and Development	3,394,219	3,483,010	3,485,303	3,491,569	3,612,604
Parks and Recreation	6,426,140	6,812,709	6,990,396	7,156,467	7,339,762
Cultural	1,598,099	1,636,405	1,656,032	1,686,788	1,718,884
Water	1,937,328	1,989,928	2,044,037	2,099,666	2,156,870
Sewer	1,673,974	1,713,007	1,753,333	1,794,372	1,841,024
Contingency	100,000	300,000	300,000	300,000	300,000
	<u>55,062,111</u>	<u>51,259,763</u>	<u>48,674,080</u>	<u>49,682,367</u>	<u>50,264,085</u>
Revenue Over (Under) Expenses Before Other	<u>(7,525,975)</u>	<u>(5,094,048)</u>	<u>372,593</u>	<u>2,389,426</u>	<u>4,409,170</u>
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	4,513,419	1,835,404	919,521	1,206,674	520,192
Transfer from Land Sale Reserve	650,000	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	2,731,982	3,829,514	(721,244)	(3,260,230)	(4,358,492)
	<u>7,525,975</u>	<u>5,094,048</u>	<u>(372,593)</u>	<u>(2,624,426)</u>	<u>(4,409,170)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

SCHEDULE B TO BYLAW NO. 5075 REVENUE POLICY DISCLOSURE

Objectives and Policies

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

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

Proportion of Revenue from Funding Sources

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

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

2023-2027 Annual Tax Rates

2023	2024	2025	2026	2027
8.00%	7.90%	8.21%	7.45%	5.94%

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

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

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

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

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

Distribution of Property Taxes among Property Classes

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

Class 1 – Residential - Tax increases will reflect the 8.00% for this class [share to be confirmed by Council]. Between 2005 and 2022 the share of property taxation paid by Class 1 increased from 40.00% to 60.81%.

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

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

Class 6 – Business In committing to successful implementation of our *Strategic Plan* business rates will be reviewed to allocate the increase of 8.00%. Business property tax rates had a taxation share of 17.60% in 2022.

Other Classes Approximately 0.35% of total taxation arises from the other property classes in Port Alberni. Council will consider the share of taxation paid by other classes for 2022 to allocate the tax increase of 8.00%.

Permissive Tax Exemptions

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

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

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

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

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

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

Revitalization Tax Exemptions

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

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

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

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

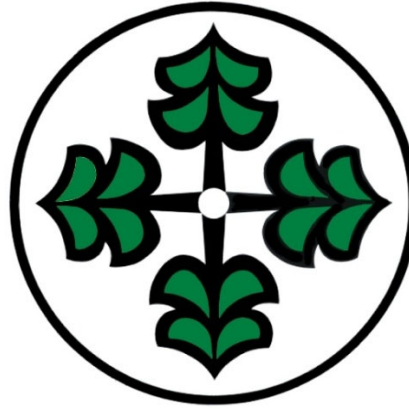
Community Gaming Funding

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

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

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

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



CITY OF PORT ALBERNI

FINANCIAL PLAN

2023-2027

February 13, 2023



CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2023-2027

	2023	2024	2025	2026	2027
Revenue					
Taxes					
Property Taxes	27,703,805	29,892,406	32,346,572	34,756,392	36,820,921
Other Taxes	804,028	822,077	840,667	859,816	879,538
Grants in Lieu of Taxes	229,245	229,245	229,245	229,245	229,245
Fees and Charges					
Sales of Service	4,341,991	4,535,835	4,620,129	4,742,742	4,831,717
Sales of Service/Utilities	7,220,988	7,563,559	7,858,375	8,300,580	8,696,772
Service to other Government	50,000	53,045	53,045	54,636	56,275
User Fees/Fines	602,000	613,535	625,299	637,297	649,534
Rentals	186,090	191,673	197,423	203,346	209,446
Interest/Penalties/Miscellaneous	973,100	979,340	985,716	992,231	998,887
Grants/Other Governments	1,190,000	1,195,100	1,200,302	1,205,608	1,211,020
Other Contributions	4,234,889	89,900	89,900	89,900	89,900
	47,536,136	46,165,715	49,046,673	52,071,793	54,673,255
Expenses					
Debt Interest	583,795	583,795	583,795	583,795	583,795
Capital Expenses	15,666,408	9,262,510	5,716,011	5,687,756	5,054,274
Other Municipal Purposes					
General Municipal	5,084,377	5,320,490	5,401,468	5,540,768	5,653,432
Police Services	8,823,414	9,205,661	9,459,677	9,722,586	10,001,032
Fire Services	4,394,298	4,851,944	4,991,248	5,130,532	5,273,873
Other Protective Services	469,126	456,147	467,384	478,930	520,789
Transportation Services	4,910,933	5,644,157	5,825,396	6,009,138	6,207,746
Environmental Health and Development	3,394,219	3,483,010	3,485,303	3,491,569	3,612,604
Parks and Recreation	6,426,140	6,812,709	6,990,396	7,156,467	7,339,762
Cultural	1,598,099	1,636,405	1,656,032	1,686,788	1,718,884
Water	1,937,328	1,989,928	2,044,037	2,099,666	2,156,870
Sewer	1,673,974	1,713,007	1,753,333	1,794,372	1,841,024
Contingency	100,000	300,000	300,000	300,000	300,000
	55,062,111	51,259,763	48,674,080	49,682,367	50,264,085
Revenue Over (Under) Expenses Before Other	(7,525,975)	(5,094,048)	372,593	2,389,426	4,409,170
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	4,513,419	1,835,404	919,521	1,206,674	520,192
Transfer from Land Sale Reserve	650,000	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	2,731,982	3,829,514	(721,244)	(3,260,230)	(4,358,492)
	7,525,975	5,094,048	(372,593)	(2,624,426)	(4,409,170)
Balanced Budget	-	-	-	-	-



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

	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
REAL PROPERTY TAXES											
11111 General Purposes - Taxes	25,440,000	27,492,134	8.07%	29,680,735	7.96%	32,134,901	8.27%	34,544,721	7.50%	36,609,250	5.98%
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>	25,651,671	27,703,805	8.00%	29,892,406	7.90%	32,346,572	8.21%	34,756,392	7.45%	36,820,921	5.94%
11211 Special Area Levy	14,650	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
<i>SPECIAL ASSESSMENTS</i>	14,650	18,000	22.87%	18,540	3.00%	19,096	3.00%	19,669	3.00%	20,259	3.00%
11910 Utility Tax 1%	746,741	786,028	5.26%	803,537	2.23%	821,571	2.24%	840,147	2.26%	859,279	2.28%
<i>TAXES</i>	26,413,062	28,507,833	7.93%	30,714,483	7.74%	33,187,239	8.05%	35,616,208	7.32%	37,700,459	5.85%
FEDERAL GOVERNMENT											
12110 Federal Building Grant	575	520	-9.57%	520	0.00%	520	0.00%	520	0.00%	520	0.00%
12210 CBC Grant	3,200	3,500	9.38%	3,500	0.00%	3,500	0.00%	3,500	0.00%	3,500	0.00%
PROVINCIAL GOVERNMENT											
12310 Provincial Government Grant	50,000	54,000	8.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%	54,000	0.00%
12410 BC Hydro	100,000	106,000	6.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%	106,000	0.00%
12411 Public Housing Grant (in lieu of taxes)	80,000	65,000	-18.75%	65,000	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%
OTHER ENTITIES											
12910 University of Victoria	180	225	25.00%	225	0.00%	225	0.00%	225	0.00%	225	0.00%
<i>GRANTS IN LIEU OF TAXES</i>	233,955	229,245	-2.01%	229,245	0.00%	229,245	0.00%	229,245	0.00%	229,245	0.00%
SERVICES PROVIDED TO GOVERNMENT											
13121 PRISONER EXPENSE RECOVERY	100,000	50,000	-50.00%	51,500	3.00%	53,045	3.00%	54,636	3.00%	56,275	3.00%
SALES OF SERVICES											
14120 ADMINISTRATION SERVICE CHARGE	45,000	25,500	-43.33%	25,500	0.00%	25,500	0.00%	25,500	0.00%	25,500	0.00%
14221 Law Enforcement Service Charge	141,500	191,500	35.34%	192,500	0.52%	193,500	0.52%	194,520	0.53%	195,550	0.53%
14241 Fire Department Service Charge	198,338	198,490	0.08%	203,797	2.67%	209,263	2.68%	214,893	2.69%	220,691	2.70%
<i>PROTECTIVE SERVICES</i>	339,838	389,990	14.76%	396,297	1.62%	402,763	1.63%	409,413	1.65%	416,241	1.67%
14310 Public Works Service Charge	77,600	77,800	0.26%	77,800	0.00%	77,800	0.00%	77,800	0.00%	77,800	0.00%
14400 Public Transit Revenue	288,230	288,349	0.04%	293,503	1.79%	298,769	1.79%	304,152	1.80%	309,652	1.81%
<i>TRANSPORTATION SERVICES</i>	365,830	366,149	0.09%	371,303	1.41%	376,569	1.42%	381,952	1.43%	387,452	1.44%
14433 Commercial Solid Waste Collection	10,000	-	-100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
14434 Residential Solid Waste Collection	1,381,260	1,409,780	2.06%	1,519,211	7.76%	1,561,388	2.78%	1,626,023	4.14%	1,671,053	2.77%
14434 Recycle BC Collection Incentive	287,239	293,183	2.07%	296,115	1.00%	299,076	1.00%	302,066	1.00%	305,087	1.00%
<i>CURBSIDE WASTE COLLECTION</i>	1,678,499	1,702,963	1.46%	1,815,326	6.60%	1,860,464	2.49%	1,928,089	3.63%	1,976,140	2.49%
14516 PUBLIC HEALTH-CEMETERIES	66,600	86,000	29.13%	87,720	2.00%	89,474	2.00%	91,264	2.00%	93,089	2.00%
14550 PLANNING ADMINISTRATION	46,100	66,712	44.71%	68,303	2.38%	69,941	2.40%	71,627	2.41%	73,363	2.42%
14560 ECONOMIC DEVELOPMENT	8,500	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%
14600 Marine Commercial Building	87,000	63,000	-27.59%	90,000	42.86%	92,700	3.00%	95,481	3.00%	98,345	3.00%
14601 Port Building	26,000	27,560	6.00%	28,387	3.00%	29,238	3.00%	30,116	3.00%	31,019	3.00%
14602 Market Square	30,000	30,600	2.00%	31,518	3.00%	32,464	3.00%	33,437	3.00%	34,441	3.00%
14690 A. H. Q. Miscellaneous Revenue	2,500	500	-80.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
<i>ALBERNI HARBOUR QUAY</i>	145,500	121,660	-16.38%	150,405	23.63%	154,902	2.99%	159,534	2.99%	164,305	2.99%
RECREATION SERVICES											
RECREATION FACILITIES											
14710 Gyro Youth Centre	6,000	6,000	0.00%	6,180	3.00%	6,365	2.99%	6,556	3.00%	6,753	3.00%
14712 Echo '67 Centre	206,121	200,520	-2.72%	206,786	3.12%	213,209	3.11%	219,795	3.09%	226,549	3.07%
14714 Glenwood Centre	39,600	27,950	-29.42%	29,050	3.94%	30,150	3.79%	31,250	3.65%	32,350	3.52%
14716 Echo Aquatic Centre	42,344	39,000	-7.90%	40,200	3.08%	41,404	3.00%	42,612	2.92%	43,824	2.84%
14718 AV Multiplex	388,356	499,000	28.49%	510,000	2.20%	520,000	1.96%	527,000	1.35%	534,000	1.33%
14720 Stadium & Athletic Fields	29,683	18,000	-39.36%	19,500	8.33%	21,000	7.69%	22,500	7.14%	24,000	6.67%



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

RECREATION PROGRAMS

SPORT PROGRAMS

14730 Glenwood Centre	3,090	1,500	-51.46%	1,500	0.00%	1,500	0.00%	1,500	0.00%	1,500	0.00%
14732 Echo Aquatic Centre	89,000	182,000	104.49%	182,000	0.00%	182,000	0.00%	182,000	0.00%	182,000	0.00%
14734 AV Multiplex	10,800	38,500	256.48%	38,890	1.01%	39,470	1.49%	39,969	1.26%	40,478	1.27%

LEISURE PROGRAMS

14738 Children's Programs	92,000	229,500	149.46%	234,750	2.29%	240,158	2.30%	245,727	2.32%	251,464	2.33%
14740 Youth Programs & Services	30,500	10,000	-67.21%	10,180	1.80%	10,363	1.80%	10,550	1.80%	10,741	1.81%
14742 Adult Programs	49,000	68,400	39.59%	70,298	2.77%	72,250	2.78%	74,257	2.78%	76,321	2.78%
14750 Special Events	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%

COMMUNITY SERVICES

14760 Community Services Misc. Revenue	4,101	5,500	34.11%	5,500	0.00%	5,500	0.00%	5,500	0.00%	5,500	0.00%
14770 Contributions & Grants	128,447	140,447	9.34%	140,447	0.00%	140,447	0.00%	140,447	0.00%	140,447	0.00%
RECREATION SERVICES	1,120,042	1,467,317	31.01%	1,496,281	1.97%	1,524,816	1.91%	1,550,663	1.70%	1,576,927	1.69%

CULTURAL SERVICES

MUSEUM SERVICES

14810 Museum-Sales & Service	38,600	35,800	-7.25%	44,800	25.14%	35,800	-20.09%	44,800	25.14%	38,800	-13.39%
14820 Museum-Federal Grants	3,400	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%
14830 Museum-Provincial Grants	65,000	68,000	4.62%	68,000	0.00%	68,000	0.00%	68,000	0.00%	68,000	0.00%
CULTURAL SERVICES	107,000	107,200	0.19%	116,200	8.40%	107,200	-7.75%	116,200	8.40%	110,200	-5.16%

SALES OF SERVICES

	3,922,909	4,341,991	10.68%	4,535,835	4.46%	4,620,129	1.86%	4,742,742	2.65%	4,831,717	1.88%
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OTHER REVENUE OWN SOURCES

15110 Business License Fees	165,000	170,000	3.03%	173,400	2.00%	176,868	2.00%	180,405	2.00%	184,013	2.00%
15160 Dog License Fees	11,000	13,500	22.73%	13,635	1.00%	13,771	1.00%	13,909	1.00%	14,048	1.00%
15170 Building & Plumbing Permit Fees	300,000	400,000	33.33%	408,000	2.00%	416,160	2.00%	424,483	2.00%	432,973	2.00%
15181 Other Const/Demolition Permit Fees	500	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%
LICENCES & PERMITS	477,500	585,000	22.51%	596,535	1.97%	608,299	1.97%	620,297	1.97%	632,534	1.97%

15210 FINES & PARKING TICKETS	17,000	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%
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15320 RENTALS	153,500	186,090	21.23%	191,673	3.00%	197,423	3.00%	203,346	3.00%	209,446	3.00%
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15510 Interest On Investments	240,000	300,000	25.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%
15590 Other Interest	36,000	146,000	305.56%	146,000	0.00%	146,000	0.00%	146,000	0.00%	146,000	0.00%
RETURN ON INVESTMENTS	276,000	446,000	61.59%	446,000	0.00%	446,000	0.00%	446,000	0.00%	446,000	0.00%

15611 Current Tax Penalties	145,000	190,000	31.03%	190,000	0.00%	190,000	0.00%	190,000	0.00%	190,000	0.00%
15621 Arrears & Delinquent Tax Interest	48,600	53,600	10.29%	53,600	0.00%	53,600	0.00%	53,600	0.00%	53,600	0.00%
15625 Residential Garbage Penalties	16,500	20,000	21.21%	20,600	3.00%	21,218	3.00%	21,855	3.00%	22,510	3.00%
PENALTIES & INTEREST	210,100	263,600	25.46%	264,200	0.23%	264,818	0.23%	265,455	0.24%	266,110	0.25%

15930 Miscellaneous Revenue	203,500	230,500	13.27%	235,150	2.02%	239,888	2.01%	244,716	2.01%	249,635	2.01%
15940 Miscellaneous Revenue-IT Services	28,275	33,000	16.71%	33,990	3.00%	35,010	3.00%	36,060	3.00%	37,142	3.00%
MISCELLANEOUS REVENUE	231,775	263,500	13.69%	269,140	2.14%	274,898	2.14%	280,776	2.14%	286,777	2.14%

OTHER REVENUE OWN SOURCES

	1,365,875	1,761,190	28.94%	1,784,548	1.33%	1,808,438	1.34%	1,832,874	1.35%	1,857,867	1.36%
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UNCONDITIONAL TRANSFERS OTHER GOV'T

PROVINCIAL GOVERNMENT

16212 Small Community Protection Grant	235,000	255,000	8.51%	260,100	2.00%	265,302	2.00%	270,608	2.00%	276,020	2.00%
16214 Revenue Sharing - Traffic Fines	345,000	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%	345,000	0.00%
16215 Community Gaming Revenue	445,840	520,000	16.63%	520,000	0.00%	520,000	0.00%	520,000	0.00%	520,000	0.00%
UNCOND TFERS OTHER GOV'T	1,025,840	1,120,000	9.18%	1,125,100	0.46%	1,130,302	0.46%	1,135,608	0.47%	1,141,020	0.48%

CONDITIONAL TRANSFERS OTHER

18120 Grants/Contributions UBCM/FCM	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
18121 Grants/Contributions Other	70,000	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%
CONDITIONAL TRANSFERS - OTHER	70,000	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%



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

	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
OTHER TRANSFERS & COLLECTIONS											
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	922,000	532,253	-42.27%	400,000	-24.85%	400,000	0.00%	400,000	0.00%	400,000	0.00%
19115 Transfer from RCMP Surplus Reserve	191,462	204,490	6.80%	209,981	2.69%	215,636	2.69%	221,459	2.70%	227,457	2.71%
TRANSFERS FROM OWN RESERVES	1,115,462	738,743	-33.77%	611,981	-17.16%	617,636	0.92%	623,459	0.94%	629,457	0.96%
COLLECTIONS FOR OTHER GOV'T											
19811 Non-Residential School Tax	1,749,007	1,783,987	2.00%	1,819,667	2.00%	1,856,060	2.00%	1,893,181	2.00%	1,931,045	2.00%
19812 Residential School Tax	4,380,106	4,467,708	2.00%	4,557,062	2.00%	4,648,203	2.00%	4,741,167	2.00%	4,835,991	2.00%
COLLECTIONS FOR OTHER GOV'T	6,129,113	6,251,695	2.00%	6,376,729	2.00%	6,504,263	2.00%	6,634,348	2.00%	6,767,036	2.00%
REGIONAL GOVERNMENT											
19820 Alberni-Clayoquot Regional Hosp Dist.	680,000	684,504	0.66%	684,504	0.00%	684,504	0.00%	684,504	0.00%	684,504	0.00%
19821 Alberni-Clayoquot Regional District	1,491,725	1,825,777	22.39%	2,033,571	11.38%	2,151,347	5.79%	2,293,679	6.62%	2,378,553	3.70%
REGIONAL GOVERNMENT	2,171,725	2,510,281	15.59%	2,718,075	8.28%	2,835,851	4.33%	2,978,183	5.02%	3,063,057	2.85%
JOINT BOARDS AND COMMISSIONS											
19830 Municipal Finance Authority	700	700	0.00%	714	2.00%	728	1.96%	743	2.06%	758	2.02%
19831 BC Assessment	182,810	190,000	3.93%	195,700	3.00%	201,571	3.00%	207,618	3.00%	213,847	3.00%
JOINT BOARDS AND COMMISSIONS	183,510	190,700	3.92%	196,414	3.00%	202,299	3.00%	208,361	3.00%	214,605	3.00%
OTHER TRANSFERS, COLLECTIONS	8,484,348	8,952,676	5.52%	9,291,218	3.78%	9,542,413	2.70%	9,820,892	2.92%	10,044,698	2.28%
GENERAL FUND REVENUE	43,231,451	45,771,678	5.88%	48,413,910	5.77%	51,258,447	5.88%	54,125,664	5.59%	56,560,738	4.50%



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

	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
GENERAL GOVERNMENT SERVICE											
LEGISLATIVE											
21110 Mayor	49,183	72,070	46.53%	74,117	2.84%	76,225	2.84%	78,397	2.85%	80,633	2.85%
21130 Council	139,263	193,052	38.62%	198,827	2.99%	204,775	2.99%	210,901	2.99%	217,211	2.99%
21190 Receptions and Other Services	34,000	34,260	0.76%	34,520	0.76%	34,785	0.77%	35,045	0.75%	36,200	3.30%
LEGISLATIVE	222,446	299,382	34.59%	307,464	2.70%	315,785	2.71%	324,343	2.71%	334,044	2.99%
GENERAL ADMINISTRATION											
ADMINISTRATIVE											
21211 Chief Administrative Officer	185,751	235,020	26.52%	238,657	1.55%	245,421	2.83%	252,389	2.84%	259,608	2.86%
21212 Corporate Services	599,424	678,929	13.26%	620,694	-8.58%	637,187	2.66%	654,038	2.64%	671,329	2.64%
21215 Legal Services	25,000	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21216 Bylaw Enforcement	503,370	449,373	-10.73%	458,916	2.12%	470,263	2.47%	481,864	2.47%	493,738	2.46%
22140 Parking Enforcement	25,000	-	-100.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%	25,000	0.00%
21217 Bylaw Enforcement Vehicles	14,820	20,769	40.14%	21,362	2.86%	21,973	2.86%	22,602	2.86%	23,250	2.87%
21218 Public Safety Building	-	48,000	0.00%	59,495	23.95%	61,030	2.58%	62,606	2.58%	64,223	2.58%
FINANCIAL MANAGEMENT											
21221 Financial Management Administration	898,099	999,412	11.28%	1,041,605	4.22%	1,067,496	2.49%	1,094,117	2.49%	1,121,430	2.50%
21225 External Audit	34,500	32,000	-7.25%	32,960	3.00%	33,949	3.00%	34,967	3.00%	36,016	3.00%
21226 Purchasing Administration	137,845	147,350	6.90%	150,283	1.99%	153,287	2.00%	156,386	2.02%	159,525	2.01%
21229 Other Financial Management	47,500	66,812	40.66%	71,602	7.17%	46,960	-34.42%	47,326	0.78%	47,701	0.79%
COMMON SERVICES											
21222 Administration Vehicle	10,100	12,271	21.50%	12,639	3.00%	13,018	3.00%	13,409	3.00%	13,811	3.00%
21252 City Hall	116,727	119,776	2.61%	122,599	2.36%	125,465	2.34%	128,373	2.32%	131,353	2.32%
21253 Other City Buildings	2,100	2,100	0.00%	2,163	3.00%	2,228	3.01%	2,295	3.01%	2,364	3.01%
21259 Other Common Services	462,500	503,140	8.79%	514,599	2.28%	526,407	2.29%	538,575	2.31%	551,533	2.41%
21260 Carbon Offsets	45,000	45,000	0.00%	51,500	14.44%	53,045	3.00%	54,636	3.00%	56,275	3.00%
INFORMATION SERVICES											
21261 Information Services	751,625	854,216	13.65%	960,743	12.47%	986,052	2.63%	975,121	-1.11%	1,001,913	2.75%
OTHER ADMINISTRATIVE SERVICES											
21282 Appraisals	25,000	-	-	-	-	27,500	-	-	-	-	-
21283 Personnel (Human Resources)	379,686	385,823	1.62%	434,297	12.56%	386,015	-11.12%	394,984	2.32%	436,212	10.44%
21285 Employee Wellness (EFAP)	15,372	16,599	7.98%	17,097	3.00%	17,610	3.00%	18,139	3.00%	18,683	3.00%
RECOVERIES											
21290 Administration Services Recovered	(493,000)	(503,000)	2.03%	(513,000)	1.99%	(523,000)	1.95%	(533,000)	1.91%	(543,000)	1.88%
GENERAL ADMINISTRATION	3,786,419	4,138,590	9.30%	4,348,211	5.07%	4,401,906	1.23%	4,448,827	1.07%	4,595,964	3.31%
21911 Election Expense	25,240	-	-	-	-	-	-	64,290	-	-	-
21920 Training and Development	148,937	150,427	1.00%	154,940	3.00%	159,588	3.00%	164,376	3.00%	169,307	3.00%
21925 Council Travel and Development	55,000	71,100	29.27%	73,233	3.00%	75,430	3.00%	77,693	3.00%	80,024	3.00%
21930 Insurance	376,750	392,878	4.28%	404,642	2.99%	416,759	2.99%	429,239	2.99%	442,093	2.99%
21931 Damage Claims	21,000	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%
OTHER GENERAL GOV'T SERVICES	637,927	646,405	1.33%	664,815	2.85%	683,777	2.85%	767,598	12.26%	723,424	-5.75%
GENERAL GOVERNMENT SERVICE	4,646,792	5,084,377	9.42%	5,320,490	4.64%	5,401,468	1.52%	5,540,768	2.58%	5,653,432	2.03%
PROTECTIVE SERVICES											



**CITY OF PORT ALBERNI
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	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
22121 Police Services Contract	6,053,092	6,730,009	11.18%	7,037,988	4.58%	7,254,656	3.08%	7,464,781	2.90%	7,673,138	2.79%
22122 Police Services Administration	1,139,285	1,184,096	3.93%	1,224,518	3.41%	1,253,449	2.36%	1,283,217	2.37%	1,313,635	2.37%
22123 Police Services Consulting	32,000	33,000	3.13%	33,990	3.00%	35,010	3.00%	36,060	3.00%	37,142	3.00%
22130 Community Policing	191,462	154,490	-19.31%	158,481	2.58%	162,591	2.59%	166,823	2.60%	171,182	2.61%
22160 Police Building Maintenance	145,283	195,886	34.83%	212,730	8.60%	203,689	-4.25%	208,781	2.50%	230,046	10.19%
22180 Detention & Custody of Prisoners	512,040	525,933	2.71%	537,954	2.29%	550,282	2.29%	562,924	2.30%	575,889	2.30%
POLICE PROTECTION	8,073,162	8,823,414	9.29%	9,205,661	4.33%	9,459,677	2.76%	9,722,586	2.78%	10,001,032	2.86%
22411 Fire Protection Administration	382,873	399,819	4.43%	410,874	2.77%	422,499	2.83%	434,006	2.72%	445,848	2.73%
22421 Fire Crew	2,906,820	3,397,501	16.88%	3,499,426	3.00%	3,604,409	3.00%	3,712,541	3.00%	3,823,917	3.00%
22422 Personnel Expense	52,077	52,597	1.00%	53,649	2.00%	54,722	2.00%	55,816	2.00%	56,932	2.00%
22431 Communication System	8,500	8,560	0.71%	8,731	2.00%	8,906	2.00%	9,084	2.00%	9,266	2.00%
22440 Fire Investigation	2,000	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
22441 Fire Prevention	177,279	172,095	-2.92%	186,220	8.21%	190,448	2.27%	194,767	2.27%	199,159	2.26%
22471 Fire Building Maintenance	102,713	90,182	-12.20%	90,715	0.59%	92,285	1.73%	93,893	1.74%	95,540	1.75%
22480 Vehicle Repair & Maintenance	386,778	203,066	-47.50%	530,354	161.17%	544,968	2.76%	555,827	1.99%	566,989	2.01%
22481 Sundry Equipment Repair & Mtce	26,999	27,269	1.00%	27,814	2.00%	28,457	2.31%	29,193	2.59%	29,949	2.59%
22482 Fire Fighting Tools/Supplies Purchases	40,557	41,209	1.61%	42,161	2.31%	42,554	0.93%	43,405	2.00%	44,273	2.00%
FIRE PROTECTION	4,086,596	4,394,298	7.53%	4,851,944	10.41%	4,991,248	2.87%	5,130,532	2.79%	5,273,873	2.79%
22510 Emergency Program (Tsunami Warning)	570	585	2.63%	1,941	231.79%	1,988	2.42%	2,035	2.36%	2,076	2.01%
22921 Building & Plumbing Inspection	207,250	308,321	48.77%	288,448	-6.45%	294,726	2.18%	301,167	2.19%	337,774	12.16%
22926 Building Inspector Vehicle	3,946	10,892	176.03%	11,995	10.13%	12,339	2.87%	12,692	2.86%	13,057	2.88%
22931 Animal Control Services Contract	149,264	149,328	0.04%	153,763	2.97%	158,331	2.97%	163,036	2.97%	167,882	2.97%
OTHER PROTECTION	360,460	468,541	29.98%	454,206	-3.06%	465,396	2.46%	476,895	2.47%	518,713	8.77%
PROTECTIVE SERVICES	12,520,788	13,686,838	9.31%	14,513,752	6.04%	14,918,309	2.79%	15,332,048	2.77%	15,795,694	3.02%
TRANSPORTATION SERVICE											
COMMON SERVICES											
23110 Engineering Administration	744,065	971,113	30.51%	1,076,338	10.84%	1,099,382	2.14%	1,123,056	2.15%	1,147,300	2.16%
23121 Engineering Consulting Services	50,000	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
PUBLIC WORKS ADMINISTRATION											
23129 Clerical & Reception-Operation	126,145	132,007	4.65%	134,693	2.03%	137,416	2.02%	140,220	2.04%	143,603	2.41%
23130 Supervision Operations	456,660	455,616	-0.23%	467,971	2.71%	480,605	2.70%	493,518	2.69%	506,764	2.68%
23134 Small Tools/Equipment/Supplies	41,819	43,212	3.33%	44,117	2.09%	45,041	2.09%	45,985	2.10%	47,247	2.74%
23136 Works Yard Maintenance	114,299	122,607	7.27%	125,246	2.15%	127,946	2.16%	130,708	2.16%	133,533	2.16%
23137 Main Building Maintenance	166,773	148,894	-10.72%	151,950	2.05%	155,044	2.04%	158,178	2.02%	162,172	2.53%
23138 Shop Overhead	76,955	102,897	33.71%	103,861	0.94%	106,389	2.43%	108,983	2.44%	111,649	2.45%
23160 General Equipment Maintenance	666,224	731,816	9.85%	738,353	0.89%	749,634	1.53%	761,126	1.53%	777,102	2.10%
23161 Vehicle Maintenance & Replacement	11,987	33,113	176.24%	34,107	3.00%	35,130	3.00%	36,184	3.00%	37,269	3.00%
23162 Supv Vehicle Mtce & Replacement	35,756	36,471	2.00%	37,201	2.00%	37,945	2.00%	38,703	2.00%	39,865	3.00%
COMMON SERVICES	2,490,683	2,827,746	13.53%	2,963,837	4.81%	3,024,532	2.05%	3,086,661	2.05%	3,156,504	2.26%
ROAD TRANSPORTATION											
ROADS AND STREETS											
23205 Customer Service Requests-Streets	18,198	28,816	58.35%	29,491	2.34%	30,184	2.35%	30,894	2.35%	31,623	2.36%
23210 Small Tools/Supplies-Streets	12,226	2,286	-81.30%	2,354	2.97%	2,425	3.02%	2,498	3.01%	2,573	3.00%
23220 Streets Inspections	42,006	42,775	1.83%	43,678	2.11%	44,603	2.12%	45,551	2.13%	46,624	2.36%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
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	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
23231 Roadway Surfaces Maintenance	782,640	549,800	-29.75%	676,264	23.00%	693,162	2.50%	710,524	2.50%	729,832	2.72%
23233 Road Allowance Maintenance	341,067	343,249	0.64%	676,264	97.02%	693,162	2.50%	710,524	2.50%	729,832	2.72%
23234 New Driveway Crossings	14,341	14,475	0.93%	14,633	1.09%	14,795	1.11%	14,961	1.12%	15,356	2.64%
23236 Street Sweeping	244,174	198,933	-18.53%	214,961	8.06%	220,749	2.69%	226,701	2.70%	232,820	2.70%
23237 Snow & Ice Removal	198,088	205,347	3.66%	208,899	1.73%	216,173	3.48%	223,744	3.50%	231,628	3.52%
BRIDGES AND RETAINING WALLS											
23241 Bridges & Engineered Structures	80,400	27,938	-65.25%	28,757	2.93%	29,600	2.93%	30,468	2.93%	31,367	2.95%
STREET LIGHTING											
23250 Overhead & Decorative Lighting	314,181	384,024	22.23%	395,525	2.99%	407,372	3.00%	419,573	3.00%	432,140	3.00%
23261 Signs & Traffic Marking	242,875	256,656	5.67%	263,622	2.71%	270,761	2.71%	278,115	2.72%	285,677	2.72%
23264 Traffic & Railroad Signals	10,060	24,831	146.83%	25,553	2.91%	26,296	2.91%	27,062	2.91%	27,850	2.91%
PARKING											
23272 Off-Street Parking	14,500	18,000	24.14%	21,227	17.93%	21,667	2.07%	22,117	2.08%	22,577	2.08%
OTHER											
23291 Gravel	188,940	116,676	-38.25%	119,121	2.10%	121,619	2.10%	124,172	2.10%	126,780	2.10%
<i>ROADS & STREETS</i>	2,503,696	2,213,806	-11.58%	2,720,349	22.88%	2,792,568	2.65%	2,866,904	2.66%	2,946,679	2.78%
STORM DRAINAGE											
OPEN DRAINAGE											
23311 Ditch, Creek & Dyke Maintenance	68,543	89,294	30.27%	91,225	2.16%	93,202	2.17%	95,225	2.17%	97,296	2.17%
STORM SEWERS											
23331 Storm Sewer Maintenance	130,436	109,757	-15.85%	112,561	2.55%	115,441	2.56%	118,400	2.56%	121,441	2.57%
23333 Storm Sewer Lift Station	9,240	78,720	751.95%	80,444	2.19%	82,211	2.20%	84,021	2.20%	85,876	2.21%
23335 Storm Sewer Connections	121,795	144,237	18.43%	147,292	2.12%	150,416	2.12%	153,611	2.12%	156,878	2.13%
<i>STORM DRAINAGE</i>	330,014	422,008	27.88%	431,522	2.25%	441,270	2.26%	451,257	2.26%	461,491	2.27%
OTHER COMMON SERVICES											
23881 Training Program	39,371	69,458	76.42%	71,498	2.94%	73,597	2.94%	75,759	2.94%	78,031	3.00%
23882 Safety	29,766	22,010	-26.06%	22,450	2.00%	22,899	2.00%	23,357	2.00%	24,057	3.00%
23884 Special Streets Work Orders	2,935	2,950	0.51%	2,964	0.47%	2,979	0.51%	2,994	0.50%	3,084	3.01%
<i>OTHER COMMON SERVICES</i>	72,072	94,418	31.01%	96,912	2.64%	99,475	2.64%	102,110	2.65%	105,172	3.00%
OTHER											
23510 PUBLIC TRANSIT	1,016,832	1,077,555	5.97%	1,119,137	3.86%	1,155,151	3.22%	1,189,806	3.00%	1,225,500	3.00%
RECOVERIES											
23951 General Overhead Recovery	(893,000)	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%	(893,000)	0.00%
23952 Main Building Expense Recovery	(24,000)	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%	(24,000)	0.00%
23953 Shop Overhead Recovery	(107,800)	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%	(107,800)	0.00%
23958 Equipment Charges Recovery	(587,800)	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%	(587,800)	0.00%
23959 Gravel Cost Recovery	(112,000)	(112,000)	0.00%	(75,000)	-33.04%	(75,000)	0.00%	(75,000)	0.00%	(75,000)	0.00%
<i>RECOVERIES</i>	(1,724,600)	(1,724,600)	0.00%	(1,687,600)	-2.15%	(1,687,600)	0.00%	(1,687,600)	0.00%	(1,687,600)	0.00%
TRANSPORTATION SERVICE	4,688,697	4,910,933	4.74%	5,644,157	14.93%	5,825,396	3.21%	6,009,138	3.15%	6,207,746	3.31%
ENVIRONMENTAL HEALTH SERVICES											
SOLID WASTE COLLECTION											
24320 Residential Waste Collection	928,988	762,527	-17.92%	937,148	22.90%	962,464	2.70%	988,495	2.70%	1,015,262	2.71%



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	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
24322 Solid Waste Containers Purchase & Mtce	15,500	15,500	0.00%	15,965	3.00%	16,444	3.00%	16,937	3.00%	17,445	3.00%
24323 Solid Waste Disposal Fees	525,000	525,000	0.00%	535,500	2.00%	546,210	2.00%	557,134	2.00%	568,277	2.00%
24324 City Facility Solid Waste Collection	12,000	12,240	2.00%	12,485	2.00%	12,734	1.99%	12,989	2.00%	13,249	2.00%
ENVIRONMENTAL HEALTH	1,481,488	1,315,267	-11.22%	1,501,098	14.13%	1,537,852	2.45%	1,575,555	2.45%	1,614,233	2.45%
PUBLIC HEALTH											
25161 Cemetery Maintenance	16,239	14,855	-8.52%	15,200	2.32%	15,553	2.32%	15,915	2.33%	16,284	2.32%
25162 Interments	39,274	74,049	88.54%	75,731	2.27%	77,454	2.28%	79,220	2.28%	81,029	2.28%
25163 Memorial Marker Installation	24,353	19,762	-18.85%	20,170	2.06%	20,588	2.07%	21,014	2.07%	21,449	2.07%
CEMETERIES	79,866	108,666	36.06%	111,101	2.24%	113,595	2.24%	116,149	2.25%	118,762	2.25%
PUBLIC HEALTH	79,866	108,666	36.06%	111,101	2.24%	113,595	2.24%	116,149	2.25%	118,762	2.25%
DEVELOPMENT SERVICES											
26129 Planning Administration	662,860	815,352	23.01%	829,982	1.79%	849,115	2.31%	868,788	2.32%	889,010	2.33%
26132 Consulting Services - OCP - Somass	350,000	428,000	22.29%	295,600	-30.93%	236,218	-20.09%	166,855	-29.36%	217,510	30.36%
RESEARCH AND PLANNING	1,012,860	1,243,352	22.76%	1,125,582	-9.47%	1,085,333	-3.58%	1,035,643	-4.58%	1,106,520	6.84%
26234 Business Development	80,000	86,000	7.50%	87,000	1.16%	89,000	2.30%	90,000	1.12%	91,000	1.11%
26235 Economic Development	404,138	350,179	-13.35%	350,144	-0.01%	344,427	-1.63%	351,929	2.18%	352,409	0.14%
26237 Community Serv-Community Inv Program	33,200	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%	33,200	0.00%
26238 Community Serv-Community Engagement	500	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%
COMMUNITY DEVELOPMENT	517,838	469,879	-9.26%	470,844	0.21%	467,127	-0.79%	475,629	1.82%	477,109	0.31%
26701 Alberni Harbour Quay Overhead	18,360	18,727	2.00%	19,289	3.00%	19,868	3.00%	20,464	3.00%	21,078	3.00%
26770 Harbour Quay - Buildings Maintenance	143,727	138,328	-3.76%	152,096	9.95%	155,438	2.20%	158,856	2.20%	162,351	2.20%
ALBERNI HARBOUR QUAY	162,087	157,055	-3.10%	171,385	9.12%	175,306	2.29%	179,320	2.29%	183,429	2.29%
OTHER ENVIRONMENTAL DEVELOPMENT											
26810 Security Lighting Incentive Program	25,000	-	-100.00%	-	-	-	-	-	-	-	-
26911 Chamber of Commerce Visitor Centre	89,167	100,000	12.15%	103,000	3.00%	106,090	3.00%	109,273	3.00%	112,551	3.00%
OTHER	114,167	100,000	-12.41%	103,000	3.00%	106,090	3.00%	109,273	3.00%	112,551	3.00%
ENVIRONMENTAL DEVELOPMENT	1,806,952	1,970,286	9.04%	1,870,811	-5.05%	1,833,856	-1.98%	1,799,865	-1.85%	1,879,609	4.43%
PARKS, RECREATION & HERITAGE RECREATION FACILITIES ADMINISTRATION											
27110 Parks, Recreation & Heritage Mgmt Serv	630,826	585,207	-7.23%	600,586	2.63%	616,398	2.63%	632,655	2.64%	649,372	2.64%
COMMUNITY CENTRES AND HALLS											
27120 Gyro Youth Centre Maintenance	59,349	52,753	-11.11%	53,981	2.33%	55,239	2.33%	56,529	2.34%	57,881	2.39%
27126 Glenwood Skate Shop	1,560	1,590	1.92%	1,638	3.02%	1,687	2.99%	1,737	2.96%	1,790	3.05%
27128 Glenwood Centre Maintenance	74,695	82,594	10.58%	84,455	2.25%	86,356	2.25%	88,302	2.25%	90,294	2.26%
27129 Bob Dailey Stadium	19,397	10,233	-47.24%	10,337	1.02%	10,440	1.00%	10,542	0.98%	10,644	0.97%
27130 Echo Activity Centre Maintenance	258,986	290,631	12.22%	297,559	2.38%	304,621	2.37%	311,820	2.36%	319,169	2.36%
27134 Echo Aquatic Maintenance	456,698	497,259	8.88%	519,732	4.52%	532,505	2.46%	545,655	2.47%	559,150	2.47%
27140 AV Multiplex Concessions	160,607	190,306	18.49%	226,400	18.97%	232,600	2.74%	238,908	2.71%	245,393	2.71%
27142 AV Multiplex Skate Shop	4,000	12,806	220.15%	13,101	2.30%	13,404	2.31%	13,714	2.31%	14,031	2.31%
27144 AV Multiplex Maintenance	911,714	969,610	6.35%	998,279	2.96%	1,027,905	2.97%	1,058,523	2.98%	1,090,182	2.99%
27146 Parks Building & Fieldhouses	109,834	130,665	18.97%	133,407	2.10%	136,435	2.27%	139,024	1.90%	141,969	2.12%
27148 Echo Park Complex	64,622	71,453	10.57%	72,615	1.63%	73,870	1.73%	75,146	1.73%	76,443	1.73%



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

	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
RECREATION PROGRAMS											
SPORT PROGRAMS											
27156 Glenwood Centre Programs	10,000	49,393	393.93%	86,416	74.96%	89,434	3.49%	92,448	3.37%	95,458	3.26%
27160 Echo Aquatic Programs	619,377	729,724	17.82%	765,373	4.89%	763,430	-0.25%	780,906	2.29%	798,811	2.29%
27163 AV Multiplex Programs	223,899	240,857	7.57%	277,728	15.31%	284,788	2.54%	292,055	2.55%	298,042	2.05%
LEISURE PROGRAMS											
27166 Leisure Service Programs	171,892	274,136	59.48%	280,417	2.29%	286,857	2.30%	293,480	2.31%	297,813	1.48%
27170 Youth Services and Programs	56,995	16,000	-71.93%	16,000	0.00%	16,000	0.00%	16,000	0.00%	16,000	0.00%
27173 Children's Programs	61,354	266,676	334.65%	286,872	7.57%	298,619	4.09%	306,918	2.78%	319,270	4.02%
27180 Adult Programs	15,000	54,316	262.11%	55,166	1.56%	56,011	1.53%	56,852	1.50%	57,688	1.47%
SPECIAL EVENTS											
27190 Special Events	21,000	13,250	-36.90%	13,250	0.00%	13,250	0.00%	13,250	0.00%	13,250	0.00%
27198 Vehicle Maintenance & Repair	13,564	13,936	2.74%	14,354	3.00%	14,785	3.00%	15,228	3.00%	15,685	3.00%
RECREATION FACILITIES & PROGRAMS	3,945,369	4,553,395	15.41%	4,807,666	5.58%	4,914,634	2.22%	5,039,692	2.54%	5,168,335	2.55%
PARKS AND PLAYGROUNDS											
27210 Parks & Facility Management Services	282,398	219,765	-22.18%	303,279	38.00%	312,043	2.89%	321,063	2.89%	330,640	2.98%
27215 Parks Maintenance	1,149,863	1,097,103	-4.59%	1,116,055	1.73%	1,169,068	4.75%	1,191,521	1.92%	1,224,038	2.73%
27220 Horticultural Services	416,916	357,036	-14.36%	364,873	2.20%	372,891	2.20%	381,094	2.20%	390,657	2.51%
27225 Vehicles & Equipment Mtce & Repair	152,261	218,746	43.67%	225,022	2.87%	228,911	1.73%	232,700	1.66%	236,599	1.68%
27230 Parks Upgrading	52,942	53,095	0.29%	71,814	35.26%	71,849	0.05%	72,397	0.76%	74,493	2.90%
27499 Equipment Recovery	(91,895)	(73,000)	-20.56%	(76,000)	4.11%	(79,000)	3.95%	(82,000)	3.80%	(85,000)	3.66%
PARKS & PLAYGROUNDS	1,962,485	1,872,745	-4.57%	2,005,043	7.06%	2,075,762	3.53%	2,116,775	1.98%	2,171,427	2.58%
CULTURAL SERVICES											
27510 Museum Services	222,159	228,588	2.89%	243,313	6.44%	238,156	-2.12%	243,121	2.08%	248,208	2.09%
27515 Museum Programs-Curatorial	54,500	76,500	40.37%	78,780	2.98%	81,128	2.98%	83,547	2.98%	86,039	2.98%
27516 Museum Programs-Permanent Exhibits	3,000	3,060	2.00%	3,121	1.99%	3,184	2.02%	3,247	1.98%	3,295	1.48%
27517 Museum Programs-Temporary Exhibits	28,200	28,200	0.00%	28,200	0.00%	28,200	0.00%	28,200	0.00%	28,200	0.00%
27530 Industrial Collections	39,188	39,125	-0.16%	39,591	1.19%	39,873	0.71%	40,160	0.72%	40,454	0.73%
27550 Museum Maintenance	89,581	92,886	3.69%	95,095	2.38%	97,353	2.37%	99,661	2.37%	102,026	2.37%
27600 Vancouver Island Regional Library	839,444	913,661	8.84%	941,071	3.00%	969,303	3.00%	998,382	3.00%	1,028,334	3.00%
27700 McLean Mill Operator Agreement	150,000	140,000	-6.67%	130,000	-7.14%	120,000	-7.69%	110,000	-8.33%	100,000	-9.09%
27710 McLean Mill City operations	74,274	76,079	2.43%	77,234	1.52%	78,835	2.07%	80,470	2.07%	82,328	2.31%
CULTURAL SERVICES	1,500,346	1,598,099	6.52%	1,636,405	2.40%	1,656,032	1.20%	1,686,788	1.86%	1,718,884	1.90%
RECREATION & CULTURAL	7,408,200	8,024,239	8.32%	8,449,114	5.29%	8,646,428	2.34%	8,843,255	2.28%	9,058,646	2.44%
TOTAL OPERATIONS EXPENSES	32,632,783	35,100,606	7.56%	37,410,523	6.58%	38,276,904	2.32%	39,216,778	2.46%	40,328,122	2.83%
INTEREST & DEBT SERVICING											
28115 Interest on Prepaid Taxes	9,000	9,000	0.00%	9,000	0.00%	9,000	0.00%	9,000	0.00%	9,000	0.00%
28121 Interest Payments on Debentures	87,490	87,490	0.00%	87,490	0.00%	87,490	0.00%	87,490	0.00%	87,490	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	8,000	8,100	1.25%	8,200	1.23%	8,300	1.22%	8,400	1.20%	8,400	0.00%
FINANCING & BANK FEES	224,958	225,058	0.04%	225,158	0.04%	225,258	0.04%	225,358	0.04%	225,358	0.00%
TOTAL OPERATIONS AND DEBT SERVICING	32,857,741	35,325,664	7.51%	37,635,681	6.54%	38,502,162	2.30%	39,442,136	2.44%	40,553,480	2.82%
TRANSFERS TO RESERVES											
28910 Debt Reserve Fund Transfer	15,000	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%	15,000	0.00%



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

	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	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%
RESERVE TRANSFERS	119,000	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%	119,000	0.00%
TRANSFERS TO GENERAL CAPITAL RES.											
28220 Projects TBD Council Direction	-	-		(1,609,195)		338,284	-121.02%	3,252,453	861.46%	3,879,378	19.28%
Administration	-	500,000		1,432,206	186.44%	-	-100.00%	-		250,000	
Fire Department	80,000	-	-100.00%	35,000		117,000	234.29%	-	-100.00%	240,000	
Transportation Services	-	-		-		-		-		-	
Paving and Road Construction	-	-		-		1,050,000		-	-100.00%	-	
Traffic Upgrades	27,000	-	-100.00%	150,000		150,000	0.00%	50,000	-66.67%	33,000	-34.00%
Storm Drains	150,000	-	-100.00%	380,000		380,000	0.00%	380,000	0.00%	380,000	0.00%
Other Public Works Projects	-	-		-		-		-		-	
Parks	47,167	76,500	62.19%	-	-100.00%	79,590		81,182	2.00%	81,182	0.00%
Cultural Services	30,000	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
Parks, Recreation and Heritage	427,000	300,000	-29.74%	250,000	-16.67%	250,000	0.00%	250,000	0.00%	250,000	0.00%
TOTAL GENERAL CAPITAL TRANSFERS	761,167	906,500	19.09%	668,011	-26.31%	2,394,874	258.51%	4,043,635	68.85%	5,143,560	27.20%
OTHER SERVICES											
OTHER BUDGET CONSIDERATIONS											
29911 Contingency Funds	-	100,000		300,000	200.00%	300,000	0.00%	300,000	0.00%	300,000	0.00%
OTHER BUDGET CONSIDERATIONS	-	100,000		300,000	200.00%	300,000	200.00%	300,000	0.00%	300,000	0.00%
TOTAL OPERATIONS, DEBT SERVICING, RESERVE AND CAPITAL TRANSFERS, CONTINGENCY											
	33,737,908	36,451,164	8.04%	38,722,692	14.78%	41,316,036	13.35%	43,904,771	13.38%	46,116,040	11.62%
TRANSFERS TO RESERVE ALLOWANCES											
28211 Transfers to Reserve Allowances	1,009,195	367,838	-63.55%	400,000	8.74%	400,000	0.00%	400,000	0.00%	400,000	0.00%
TAXES COLLECTED FOR OTHERS											
REGIONAL DISTRICT											
28410 Alberni-Clayoquot Regional District	1,491,725	1,825,777	22.39%	2,033,571	11.38%	2,151,347	5.79%	2,293,679	6.62%	2,378,553	3.70%
SCHOOL DISTRICTS											
28811 Non-Residential School Tax	1,749,007	1,783,987	2.00%	1,819,667	2.00%	1,856,060	2.00%	1,893,181	2.00%	1,931,045	2.00%
28812 Residential School Tax	4,380,106	4,467,708	2.00%	4,557,062	2.00%	4,648,204	2.00%	4,741,168	2.00%	4,835,991	2.00%
REGIONAL GOVERNMENTS											
28820 Alberni-Clayoquot Regional Hosp District	680,000	684,504	0.66%	684,504	0.00%	684,504	0.00%	684,504	0.00%	684,504	0.00%
JOINT BOARDS AND COMMISSIONS											
28830 Municipal Finance Authority	700	700	0.00%	714	2.00%	725	1.54%	743	2.48%	758	2.02%
28831 BC Assessment	182,810	190,000	3.93%	195,700	3.00%	201,571	3.00%	207,618	3.00%	213,847	3.00%
TAXES COLLECTED FOR OTHERS	8,484,348	8,952,676	5.52%	9,291,218	3.78%	9,542,411	2.70%	9,820,893	2.92%	10,044,698	2.28%
GENERAL FUND EXPENDITURE	43,231,451	45,771,678	5.88%	48,413,910	5.77%	51,258,447	5.88%	54,125,664	5.59%	56,560,738	4.50%



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

	Budget 2022	Budget 2023	Increase %	Budget 2024	Increase %	Budget 2025	Increase %	Budget 2026	Increase %	Budget 2027	Increase %
SALES OF SERVICE											
94421 Sewer Fees	3,184,543	3,076,894	-3.38%	3,230,739	5.00%	3,392,276	5.00%	3,561,889	5.00%	3,739,984	5.00%
94431 Sewer Connections	80,000	83,600	4.50%	85,272	2.00%	86,977	2.00%	88,717	2.00%	90,491	2.00%
94432 Service Charges Sundry	5,000	5,225	4.50%	5,330	2.01%	5,436	1.99%	5,545	2.01%	5,656	2.00%
94433 User Charges	20,000	20,900	4.50%	21,318	2.00%	21,744	2.00%	22,179	2.00%	22,623	2.00%
OTHER SERVICES											
94441 Sewage Disposal Fees	70,000	73,150	4.50%	74,613	2.00%	76,105	2.00%	77,627	2.00%	79,180	2.00%
SALES OF SERVICE	3,359,543	3,259,769	-2.97%	3,417,272	4.83%	3,582,538	4.84%	3,755,957	4.84%	3,937,934	4.85%
OTHER REVENUE FROM OWN SOURCE											
95590 Interest Income	24,000	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%	24,000	0.00%
95611 Sewer Penalty	35,000	36,400	4.00%	38,045	4.52%	39,765	4.52%	41,562	4.52%	43,441	4.52%
91210 Sewer Local Improvement Charges	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
OTHER REVENUE	60,000	61,400	2.33%	63,045	2.68%	64,765	2.73%	66,562	2.78%	68,441	2.82%
OTHER TRANSFERS											
99110 Transfer from Capital Reserve-Gas Tax	46,000	-	-100.00%	-	-	-	-	-	-	-	-
99111 Transfers from Reserves & Allowances	-	-	-	-	-	-	-	-	-	-	-
99114 Operating Funds from Prior Year	-	-	-	-	-	-	-	-	-	-	-
99211 Contribution (To) From General Revenue	-	-	-	-	-	-	-	-	-	-	-
SEWER FUND REVENUE	3,465,543	3,321,169	-4.17%	3,480,317	4.79%	3,647,303	4.80%	3,822,519	4.80%	4,006,375	4.81%
ADMINISTRATION											
104210 Sewer Administration & Other	457,418	597,582	30.64%	612,587	2.51%	627,989	2.51%	643,767	2.51%	659,941	2.51%
ENGINEERING SERVICES											
104221 Consulting Services	34,500	35,035	1.55%	36,086	3.00%	37,169	3.00%	38,284	3.00%	39,432	3.00%
SEWER SYSTEM ADMINISTRATION											
104233 Customer Service Requests	68,132	75,496	10.81%	77,188	2.24%	78,862	2.17%	80,576	2.17%	82,431	2.30%
104236 Small Tools/Equipment/Supplies	9,318	9,494	1.89%	9,674	1.90%	9,858	1.90%	10,045	1.90%	10,346	3.00%
SEWER COLLECTION SYSTEM											
104240 Sewage Collection System Main	118,952	90,690	-23.76%	92,613	2.12%	94,681	2.23%	96,189	1.59%	98,716	2.63%
104241 Sewer Service Connections	179,509	177,124	-1.33%	180,773	2.06%	184,507	2.07%	188,328	2.07%	193,113	2.54%
SEWER LIFT STATIONS											
104260 Sewage Lift Stations	270,077	330,099	22.22%	339,735	2.92%	349,655	2.92%	359,869	2.92%	370,384	2.92%
SEWER TREATMENT AND DISPOSAL											
104280 Sewage Treatment	351,615	357,454	1.66%	363,351	1.65%	369,612	1.72%	376,314	1.81%	385,661	2.48%
OTHER COMMON SERVICES											
104294 Special Work Orders	1,000	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
SEWER SYSTEM	1,490,521	1,673,974	12.31%	1,713,007	2.33%	1,753,333	2.35%	1,794,372	2.34%	1,841,024	2.60%
FISCAL SERVICES											
DEBT											
108120 Interest Payments On Debentures	356,680	452,305	26.81%	452,305	0.00%	452,305	0.00%	452,305	0.00%	452,305	0.00%
108130 Principal Payments On Debentures	212,215	212,215	0.00%	413,659	94.92%	413,659	0.00%	413,659	0.00%	413,659	0.00%
TOTAL DEBT	568,895	664,520	16.81%	865,964	30.31%	865,964	0.00%	865,964	0.00%	865,964	0.00%
TRANSFER TO FUNDS AND RESERVES											
108220 Transfer To Sewer Capital Fund	1,404,127	980,675	-30.16%	899,346	-8.29%	1,026,006	14.08%	1,160,183	13.08%	1,297,387	11.83%
108910 Debt Reserve Fund Transfer	2,000	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
108211 Transfer to Reserves & Allowances	-	-	-	-	-	-	-	-	-	-	-
108920 Transfer to Infrastructure Capital Reserve	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS	1,406,127	982,675	-30.11%	901,346	-8.28%	1,028,006	14.05%	1,162,183	13.05%	1,299,387	11.81%
FISCAL SERVICES	1,975,022	1,647,195	-16.60%	1,767,310	7.29%	1,893,970	7.17%	2,028,147	7.08%	2,165,351	6.76%
EXCESS OF REVENUE OVER EXPENSE	(0)	-	-	-	-	-	-	-	-	-	-
SEWER FUND EXPENSES	3,465,543	3,321,169	-4.17%	3,480,317	4.79%	3,647,303	4.80%	3,822,519	4.80%	4,006,375	4.81%



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

SALES OF SERVICE

54421 Metered Sales	3,493,783	-11.59%	3,668,473	5.00%	3,851,896	5.00%	4,044,491	5.00%	4,246,715	5.00%	4,459,051	5.00%
54431 Connections	54,386	21.59%	54,386	0.00%	54,386	0.00%	54,386	0.00%	54,386	0.00%	54,386	0.00%
54432 Turn-On Charges	1,500	256.25%	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	344.54%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%	50,000	0.00%
SALES OF SERVICE	3,599,669	-10.19%	3,774,359	4.85%	3,957,782	4.86%	4,150,377	4.87%	4,352,601	4.87%	4,564,937	4.88%

OTHER REVENUE FROM OWN SOURCE

55590 Other Interest	31,930	140.08%	90,460	183.31%	90,460	0.00%	90,460	0.00%	90,460	0.00%	90,460	0.00%
55611 Water Penalty	35,000	25.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%	35,000	0.00%
OTHER REVENUE	66,930	62.06%	125,460	87.45%	125,460	0.00%	125,460	0.00%	125,460	0.00%	125,460	0.00%

WATER FUND REVENUE	3,666,599	-9.46%	3,899,819	6.36%	4,083,242	4.70%	4,275,837	4.72%	4,478,061	4.73%	4,690,397	4.74%
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**WATER SUPPLY SYSTEM
ADMINISTRATION**

64110 Water Administration & Other	451,872	27.29%	494,316	9.39%	508,763	2.92%	523,641	2.92%	538,932	2.92%	554,657	2.92%
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ENGINEERING SERVICES

64121 Engineering Consulting Services	120,000	300.00%	30,000	-75.00%	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	104,484	5.07%	106,589	2.01%	109,084	2.34%	111,643	2.35%	114,267	2.35%	116,958	2.36%
64136 Small Tools/Equipment/Supplies	9,750	-20.48%	9,750	0.00%	9,945	2.00%	10,144	2.00%	10,347	2.00%	10,554	2.00%

SERVICE OF SUPPLY

64141 Supply Inspection & Operation	127,740	-41.72%	109,947	-13.93%	112,986	2.76%	116,111	2.77%	119,326	2.77%	122,634	2.77%
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PUMPING

64161 Pumping Inspection & Operation	249,045	-15.76%	252,529	1.40%	259,740	2.86%	267,162	2.86%	274,800	2.86%	282,662	2.86%
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TRANSMISSION & DISTRIBUTION

64181 Transmission/Distribution System	317,799	16.23%	332,336	4.57%	341,412	2.73%	350,746	2.73%	360,345	2.74%	370,217	2.74%
64183 Connections	265,565	25.56%	267,918	0.89%	274,570	2.48%	281,401	2.49%	288,415	2.49%	295,617	2.50%
64185 Meters	144,272	-34.19%	265,049	83.71%	272,647	2.87%	280,468	2.87%	288,518	2.87%	296,803	2.87%
64187 Hydrants	91,644	103.64%	68,894	-24.82%	70,781	2.74%	72,721	2.74%	74,716	2.74%	76,768	2.75%
WATER SUPPLY SYSTEM	1,882,171	6.90%	1,937,328	2.93%	1,989,928	2.72%	2,044,037	2.72%	2,099,666	2.72%	2,156,870	2.72%

FISCAL SERVICES

DEBT

68120 Interest Payments On Debentures	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%
68130 Principal Payments On Debentures	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%
DEBT	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%	82,743	0.00%

TRANSFERS TO FUNDS AND RESERVES

68220 Transfers To Water Capital Fund	473,000	-36.93%	1,879,288	297.31%	2,010,111	6.96%	2,148,597	6.89%	2,295,192	6.82%	2,450,324	6.76%
68230 Transfer to(from) Infrastructure Capital Reserve	1,228,225	-15.46%	-	-100.00%	-	-	-	-	-	-	-	-
68910 Debt Reserve Fund Transfer	460	-86.06%	460	0.00%	460	0.00%	460	0.00%	460	0.00%	460	0.00%
FISCAL SERVICES	1,784,428	-22.04%	1,962,491	9.98%	2,093,314	6.67%	2,231,800	6.62%	2,378,395	6.57%	2,533,527	6.52%

EXCESS OF REVENUE OVER EXPENSE	-		-		-		-		-		-	
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WATER FUND EXPENSE	3,666,599	-9.46%	3,899,819	6.36%	4,083,242	4.70%	4,275,837	4.72%	4,478,061	4.73%	4,690,397	4.74%
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Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Parks & Rec Reserve	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
STRATEGIC CAPITAL PROJECTS 2023													
Rollin Art Centre - Childcare project	500,000		-		4,144,989								4,644,989
Somass Mill - redevelopment funding						650,000							650,000
Tree Planting	76,500												76,500
	576,500	-	-	-	4,144,989	650,000	-	-	-	-	-	-	5,371,489
ADMINISTRATION													
Server Upgrade/Refresh - ERRF Cycle			325,000										325,000
Computer Equipment Replacement			86,000										86,000
	-	-	411,000	-	-	-	-		-	-	-	-	411,000
FIRE DEPARTMENT													
2007 Dodge Dakota			70,000										-
Replace Ladder Truck 2 (Aerial Platform Appartus)			1,994,358										70,000
	-	-	2,064,358	-	-	-	-		-	-	-	-	1,994,358
TRANSPORTATION SERVICES													2,064,358
Replace 1998 GMC 4.5M3 Dump Truck #259			288,000										288,000
Replace 1999 GMC 4.5M3 Dump Truck #260			288,000										288,000
Replace 2004 Ford F450 w/Utility Dump Box #263			145,000										145,000
Replace 2011 Freightliner Asphalt Patch Truck #266			415,000										415,000
Replace 1997 Big 40 Diesel Miller Welder #393			10,000										10,000
Replace 2018 Freightliner Garbage Truck #401 - moved from 2024*			443,060										443,060
Replace 2005 Ford F250 4X4 Pickup #610			47,501										47,501
Replace 2005 GMC TC5500 152" WB (Hort) #614			145,000										145,000
Replace 2005 GMC TC5500 128" WB (Util) #615			145,000										145,000
Replace 2008 Ford Ranger 4X4 Pickup #627			83,500										83,500
Replace 2007 Dodge Caliber #721			28,000					22,600					50,600
	-	-	2,038,061	-	-	-	-	22,600	-	-	-	-	2,060,661
PAVING & ROAD CONSTRUCTION													-
Paving and Storm - list of priority projects:													-
Ship Creek - 3rd Ave to Anderson Ave													-
Anderson - Ship Creek to Ravenhill Ave													-
Argyle 1st-3rd - CSO grant application													-
3rd Ave - Napier to Bute													300,000
Anderson at North Park reconstruction													150,000
CSO - Wallace 4th - 6th (ptp, st, w, s)													230,000
	-	-	-	680,000	-	-	-		-	-	-	-	680,000
TRAFFIC UPGRADES													-
Intersection Safety #1a Gertrude/Roger				60,000									60,000
Traffic Signal Controller Replacement - 3rd Ave and Redford				96,000									96,000
	-	-	-	156,000	-	-	-	-	-	-	-	-	156,000
STORM													-
CSO Project aligned with sewer project				380,000									-
	-	-	-	380,000	-	-	-		-	-	-	-	380,000
WORKS-OTHER													-
PARKS													-
Lon Miles & Recreation Park field upgrades						240,000							-
	-	-	-	-	-	240,000	-	-	-	-	-	-	240,000
CULTURAL SERVICES													-
McLean Mill Capital Projects	30,000				89,900								-
	30,000	-	-	-	89,900	-	-		-	-	-	-	119,900
PARKS, RECREATION & HERITAGE													-
Train Station-Phase II		320,000											-
Facilities Upgrade	300,000												320,000
	300,000	320,000	-	-	-	-	-		-	-	-	-	300,000
WATER WORKS													-
Small Capital Water projects									100,000				100,000
Dunbar St-10th Ave to 11th Ave loop 200mm PVC									100,000				100,000
Bainbridge Plant to Cowichan Reservoir Supply Main Replacement													-
DESIGN ONLY									150,000				150,000

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Parks & Rec Reserve	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
Cowichan Reservoir to Burde St. New Twin Main Ph 6 (15th Ave, Fowlie Cres to Cowichan Res- 580m of 500mm HDPE; 16th Ave, Argyle St to Church St/17th Ave - 220m of 300mm PVC) Burde St-11th Ave to Estevan 650m - Development CSO - Argyle (1st-3rd) (240m st,w, CSO) CSO - 6th Ave Bruce -Melrose CSO - Wallace 4th - 6th (120m)									2,100,000 160,000 115,000 48,000 25,000				2,100,000 160,000 115,000 48,000 25,000
	-	-	-	-	-	-	-	-	2,798,000	-	-	-	2,798,000
<u>SEWER SYSTEM</u> Sewer Main Video Program CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr) - Increase budget Josephine Forcemain Detailed Design & Geotech CSO - Wallace 4th - 6th (300m) Detailed Design & Geotech Small Capital Main Replacements											100,000 270,000 250,000 45,000 100,000		100,000 270,000 250,000 45,000 100,000
	-	-	-	-	-	-	-	-	-	-	765,000	-	765,000
TOTAL CAPITAL 2023	906,500	320,000	4,513,419	1,216,000	4,234,889	890,000	-	22,600	2,798,000	-	765,000	-	15,666,408
OPERATING CAPITAL PROJECTS 2024 FUNDING SOURCES	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
STRATEGIC CAPITAL PROJECTS 2024													
Connect the Quays pathway (defer to 2024)	1,253,411												1,253,411
Tree Planting	78,795												78,795
	1,332,206												1,332,206
<u>ADMINISTRATION</u> Newtwork Switch replacement Computer Equipment Replacement	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000 86,400
	100,000	-	86,400	-	-	-	-	-	-	-	-	-	186,400
<u>FIRE DEPARTMENT</u> Replace 2011 CHEV SILVERADO 4X4 #13 Fueling Station Replace 1998 Jordair Compressor - delay - still operational Replace 2006 Ford F550 Rescue Truck #8 (from 2021) Replace Exhaust Extraction Equipment	35,000		60,564 59,700 128,961 43,068										60,564 35,000 59,700 128,961 43,068
	35,000	-	292,293	-	-	-	-	-	-	-	-	-	327,293
<u>TRANSPORTATION SERVICES</u> Replace 2008 Dodge Ram 3500 Flatdeck (shop) #150 Replace 2008 Dodge Ram 2500 PU (Carpenter) #151 Replace 2006 LANGFAB DUMP PUP TRAILER - #367 Replace 1990 Britco Office Trailer #369 Replace 1992 Ingersoll Rand Compressor/Trailer #377 Replace 1996 TRIPLE AXLE TILT TRAILER - #388 Replace 1996 Wells Cargo Trailer (Swr) #389 Replace 2004 CHEV 3500 CUBE VAN (used) #616 Replace 1995 BOMAG ROLLER #395 Replace 2006 FORD E350 15 PASSENGER VAN #619 Replace 2018 Freightliner Garbage Truck #402 Replace 2018 Freightliner Garbage Truck #403 Replace 2012 Chev 3500 Service Truck #521 Replace 2014 Toyota Tacoma #522 Replace 2007 FORD F350 PICKUP (CARPENTER) #622 Replace 2013 TORO MOWER #633			46,182 34,834 45,657 26,258 29,600 47,501 14,118 51,724 60,696 62,016 443,060 443,060 77,681 50,470 39,030 122,147										46,182 34,834 45,657 26,258 29,600 47,501 14,118 51,724 60,696 62,016 443,060 443,060 77,681 50,470 39,030 122,147
		-	1,594,034	-	-	-	-	-	-	-	-	-	1,594,034
<u>PAVING & ROAD CONSTRUCTION</u> Design for future Capital projects Capital plan designed in prior years on priority listing				250,000 800,000									250,000 800,000
	-	-	-	1,050,000	-	-	-	-	-	-	-	-	1,050,000
<u>TRAFFIC UPGRADES</u> Intersection safety	150,000												150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
<u>STORM</u> CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-	-	-	-	-	-	380,000
<u>WORKS-OTHER</u> Total Station Survey Instrument - ERRF			53,835										53,835
	-	-	53,835	-	-	-	-	-	-	-	-	-	53,835

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Parks & Rec Reserve	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
<u>PARKS</u>													-
	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>CULTURAL SERVICES</u>													
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000		-	-	89,900	-	-		-	-	-	-	119,900
<u>PARKS, RECREATION & HERITAGE</u>													
Replace 1997 CLARKE FLOOR SCRUBBER - ERRF			18,842										18,842
Facilities Upgrade	250,000												250,000
	250,000	-	18,842	-	-	-	-		-	-	-	-	268,842
<u>WATER WORKS</u>													
Design for future Capital projects									-	100,000			100,000
Capital plan designed in prior years on priority listing									-	1,200,000			1,200,000
	-	-	-	-	-	-	-	-	-	1,300,000		-	1,300,000
<u>SEWER SYSTEM</u>													
CSO - Wallace 4th - 6th (300m)											1,300,000		1,300,000
Decommission old lagoon additional costs											800,000		800,000
Small Capital Sewer projects											100,000		100,000
South Street raised sewer culvert replacement											300,000		300,000
	-	-	-	-	-	-	-	-	-	-	2,500,000	-	2,500,000
													-
TOTAL GENERAL CAPITAL 2024	2,277,206	-	2,045,404	1,050,000	89,900	-	-	-	-	1,300,000	2,500,000	-	9,262,510
OPERATING CAPITAL PROJECTS 2025	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
FUNDING SOURCES	Operating	Reserves							Operating	Reserves	Operating	Reserves	
<u>ADMINISTRATION</u>													-
Computer Equipment Replacement			88,848										88,848
	-	-	88,848	-	-	-	-		-	-	-	-	88,848
<u>FIRE DEPARTMENT</u>													-
Turnout Gear	25,000												25,000
Parking lot upgrade	92,000	-	-	-	-	-	-	-	-	-	-	-	92,000
	117,000	-	-	-	-	-	-	-	-	-	-	-	117,000
<u>TRANSPORTATION SERVICES</u>													
Replace 2013 Volvo Dump Tandem Axle #267			194,386										194,386
2005 John Deere Loader #350			288,285										288,285
Replace 2005 Volvo Grader #355			306,818										306,818
Replace 2015 Ventrac Mower			41,184										41,184
		-	830,673	-	-	-	-		-	-	-	-	830,673
<u>PAVING & ROAD CONSTRUCTION</u>													-
Design for future Capital projects	250,000												250,000
Capital plan designed in prior years on priority listing	800,000												800,000
													-
	1,050,000	-	-	-	-	-	-		-	-	-	-	1,050,000
<u>TRAFFIC UPGRADES</u>													-
Intersection safety	150,000												150,000
	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
<u>STORM</u>													-
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-		-	-	-	-	380,000
<u>WORKS-OTHER</u>													-
													-
<u>PARKS</u>													-
Tree Planting	79,590												79,590
	79,590	-	-	-	-	-	-	-	-	-	-	-	79,590
<u>CULTURAL SERVICES</u>													-
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000		-	-	89,900	-	-		-	-	-	-	119,900
													-

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

Capital Projects 2023-2027	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Parks & Rec Reserve	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
TOTAL CAPITAL 2026	791,182	-	1,206,674	1,050,000	89,900	-	-	-	1,350,000	-	1,200,000	-	5,687,756
OPERATING CAPITAL PROJECTS 2027 FUNDING SOURCES	General Revenue		ERRF	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Carbon Reserve	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves							Operating	Reserves	Operating	Reserves	
<u>ADMINISTRATION</u>													-
ERP Replacement	250,000		250,000										500,000
Computer Equipment Replacement			95,325										95,325
	250,000	-	345,325	-	-	-	-		-	-	-	-	595,325
<u>TRANSPORTATION SERVICES</u>													-
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
<u>FIRE DEPARTMENT</u>													-
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
<u>TRAFFIC UPGRADES</u>													-
Traffic Signal Controller Replacement	33,000												33,000
	33,000	-	-	-	-	-	-		-	-	-	-	33,000
<u>STORM</u>													-
CSO projects	380,000												380,000
	380,000	-	-	-	-	-	-		-	-	-	-	380,000
<u>WORKS-OTHER</u>													-
	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>PARKS</u>													-
Tree Planting	81,182												81,182
	81,182	-	-	-	-	-	-	-	-	-	-	-	81,182
<u>CULTURAL SERVICES</u>													-
McLean Mill Capital Projects	30,000				89,900								119,900
	30,000	-	-	-	89,900	-	-	-	-	-	-	-	119,900
<u>PARKS, RECREATION & HERITAGE</u>													-
Facilities Upgrade	250,000												250,000
	250,000	-	-	-	-	-	-		-	-	-	-	250,000
<u>WATER WORKS</u>													-
Design for future Capital projects									100,000				100,000
Capital plan designed in prior years on priority listing									1,200,000				1,200,000
													-
									1,350,000				1,350,000
<u>SEWER SYSTEM</u>													-
Design for future Capital projects											1,200,000		1,200,000
Harbour Road Trunk Sewer Replacement (2022 project delayed - June 13, 2022) - Further investigation - maint. Work completed											300,000		300,000
CSO - 6th Ave Bruce - Melrose (Ptp stm, sewer, water) moved from 2023											230,000		230,000
CSO - 6th Ave Bruce -Melrose											-		-
Small Capital Main Replacements											100,000		100,000
	-	-	-	-	-	-	-		-	-	1,830,000	-	1,830,000
TOTAL CAPITAL 2027	1,264,182	-	520,192	-	89,900	-	-	-	1,350,000	-	1,830,000	-	5,054,274

2022 and prior years capital projects with approved budgets

**actuals to be populated later in financial plan process*

CP	ACCT	PROJ	CAPITAL PROJECT	APPROVED BUDGET
#	Administration			
1	485332	19001	Mapping and GIS Software (Asset Mgmt. Planning)	13,010
2	485553	21003	Asset Management implementation	60,000
3	485554	21004	Printer renewal - city wide	80,000
4	485555	21005	ERP - Process improvements	30,000
5	485532	20017	Welcome Sign	25,000
6	485600	20097	Community Policing Building	1,025,000
7	485620	22001	Council Chambers - A/V upgrades	75,000
8	485622	22002	Computer Equipment Replacement	69,600
9	485623	22003	GIS - Software upgrades - connectivity	45,000
10	485624	22004	Tempest - upgrades for E-com/e-apply, mobile	86,385
11	485625	22005	ERP Upgrades - accounting and payroll systems	50,000
#	Fire			
12	485351	19003	19 - Firehall - Structural Prep	88,000
13	485340	21001	Replace 1991 Pumper Truck #1	890,645
14	485626	22006	Confined Space Equipment Replacement	30,000
15	485627	22007	Replace Garage Door Openers (7)	50,000
#	Transportation			
16	485557	21008	Replace 2012 Int'l Flusher/Vac Truck #435	406,000
17	485558	21009	Replace 2005 VOLVO TANDEM GRAVEL TRUCK #264	196,707
18	485560	21011	Replace 2007 Volvo Tandem Dump Truck #265	196,707
19	485561	21012	Replace 2005 Ford F350 W/Comp Body #520	120,532
20	485628	22008	Replace 2007 GMC 5500 W/SERVICE BOX #140	134,000
21	485629	22009	Replace 2009 DODGE 5500 SERVICE TRUCK #141	112,000
22	485630	22010	Replace 2007 GMC C5500 Utility Dump Trk #240	140,000
23	485631	22011	Replace 2009 Case 580 Sm Backhoe #303	165,000
24	485632	22012	Replace 2013 Linkbelt Excavator #342	190,000
25	485633	22013	Replace 2007 JOHN DEERE TRACTOR 5625 #624	110,000
26	485634	22014	Replace 2010 KUBOTA F3680 MOWER #625	53,000

CP	ACCT	PROJ	CAPITAL PROJECT	APPROVED BUDGET
#	Paving			
27	485409	17415	Harbour Rd Argyle to Dunbar	50,000
28	485447	18415	6th Ave-Melrose to Bruce	280,000
29	485336	20003	6th Ave - Argyle to Angus St	210,000
30	485566	21031	Rail Crossing - Strathern & Dunbar	150,000
31	485567	21032	Redford & 10th Ave intersection - associated w/ signal repairs	35,000
32	485635	22015	7th Ave - Redford St to Bute St 180m (ptp, st, sani, wtr)	420,000
33	485636	22016	Argyle / 10th Roundabout (ptp, w, st, s) Design only	135,000
34	485637	22017	Argyle 1st to 3rd Avenue - CSO	100,000
35	485638	22018	15th Ave-Montrose to Bruce (westside half road reconstruction)	120,000
36	485640	22019	Wallace - 4th to 6th Ave - Paving	60,000
37	485621	22020	Johnston/Adelaide Development	25,000
#	Traffic Upgrades			
38	485568	21033	Redford & 10th Ave intersection - signals & looping	20,000
39	485642	22023	3rd Ave/Argyle Street - Signal Controller Replacement	27,000
#	Storm			
40	485361	18417	6th Ave-Melrose to Bruce (moved 2021 budget)	400,000
41	485523	20008	6th Ave- Argyle St Angus St 150 m (ptp wtr st san)	100,000
42	485524	20009	Relining program Multiple 6th Ave-Montrose to Melrose	300,000
43	485525	20010	6th Ave-Argyle to Angus 145m (ptp, wtr, st)	60,000
44	485570	21035	Storm Main replacements	100,000
45	485571	21036	Margaret St Storm Pump Upgrade	225,000
46	485639	22021	Wallace - 4th to 6th Ave - Storm	60,000
47	485641	22022	Anderson Road - Wallace to Maitland St	40,000
48	485643	22024	Re-lining Project (Coal Creek - 3rd Ave Xing/ South St - 2nd to 3rd/ 6th Ave - Mont to Mel)	300,000
49	485644	22025	CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	95,000
#	PW Other			
49	485573	21014	City Hall Window replacement	80,000
50	485574	21015	RCMP Storage requirements	20,000
51	485586	21024	Child Care Spaces - Grant	4,644,989
#	Cultural Services			
52	485534	20019	McLean Mill Capital Projects	60,000
53	485577	21018	McLean Mill Septic upgrades	249,500

CP	ACCT	PROJ	CAPITAL PROJECT	APPROVED BUDGET
54	485579	21021	McLean Mill Capital Projects - Heritage	60,000
55	485647	22027	McLean Mill Capital Projects	59,900
#	PRH	(Parks)		
56	485310	15482	Clock Tower Repair/Removal Plan	706,171
57	485535	20020	20 - Aquatic Centre pool - PRH - supplies	100,000
58	485539	20026	Multiplex sum equipment	19,640
59	485542	20029	Connect The Quays	5,841,411
60	485548	21010	Linking the Roger Creek Trail	25,000
61	485580	21022	Aquatic Centre Pool Repairs	25,000
62	485582	21062	Multiplex Dehumidifier-Desiccant Wheel	44,000
63	485588	21067	Bear proof waste storage	25,800
64	485549	21020	Train Station Seismic upgrades	860,000
65	485645	22026	Victoria Quay Millstone Park Connector Foot Bridge	115,000
66	485660	22040	22 - Tree planting	75,000
67	485661	22041	21 - Tree planting (21 CF)	75,000
#	Facilities Upgrade			-
68	485589	21068	Echo Canopy and Siding	10,000
69	485667	23002	Curling Rink ice plant contribution	40,000
70			Facilities - Asset renewal projects	227,000
#	Sewer Capital			-
71	565431	14010	Sewage Treatment Plant Upgrade SPF	41,000,000
72	565420	18603	6th Ave-Melrose to Bruce 240m	280,000
73	565438	20088	Johnston Rd Elizabeth to Gertrude 120m 300mm Reline	95,000
74	565439	20089	Harbour Rd/Bruce St Outfall Reline	100,000
75	565441	20091	6th Ave Argyle St. To Angus St 150m (ptp,st,sani,wtr)	90,000
76	565445	20095	SCADA upgrade	75,000
77	565447	21039	Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K	100,000
78	565448	21041	CSO consulting	80,000
79	565449	22060	Harbour Road Trunk Sewer Replacement	300,000
80	565450	22061	Argyle Forcemain Somass River Crossing project	3,660,000
81	565451	22062	Argyle 1st to 3rd Avenue - CSO - design	15,000
82	565452	22063	2023 Capital project design - to be identified	60,000
83	565453	22064	Argyle / 10th Roundabout (ptp, w, st, s) Design only	4,000

CP	ACCT	PROJ	CAPITAL PROJECT	APPROVED BUDGET
84	565454	22065	CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	79,000
85	565455	22066	Sewer Crawler	80,000
86	565457	22067	CSO - Wallace 4th - 6th (300m)	45,000
87	565458	22068	Small Capital Main Replacements	100,000
#	Water Capital			-
88	525436	20096	New Twin Main Ph 4 (church St./16th Ave to Montrose St./15th Ave)	1,000,000
89	525435	20085	SCADA Software Upgrade	75,000
90	525438	21042	Dead Ends & Distribution Upgrades	100,000
91	525439	21043	6th Ave - Argyle to Angus Streets	150,000
92	525437	21030	Cowichan Reservoir to Burde St. New Twin Main Ph 5	1,386,000
93	525441	21045	6th Ave - Melrose to Bruce 240	100,000
94	525442	21046	Burde St-7th Ave to 10th Ave 300m 150mm PVC	850,000
95	525443	21047	Burde St Regulator Replacement	200,000
#	Awaiting development completion to complete			
96	485519	20022	Burde Street Anderson to 17th Watermain replacement	100,000
97	485435	19018	16th Ave-Burde St	150,000
98	485454	19021	Portview Landing/4000 Burde St	60,000
99	485454	19029	Portview Landing/4000 Burde St (st, san, paving)	60,000
#	Paused projects			
100	485350	18410	Replace 1998 Jordair Compressor - moved to 2023	59,700
101	485331	19000	Electronic Filing System - Records Management	53,230
102		21019	McLean Mill - UGST	30,000
#	Review approach			
103	525408	17506	Water Meter Replacement Program 6 yrs.	400,000
104	525434	20084	Water Meter Replacement Program 6 yrs.	400,000
105	525444	21048	Water Meter Replacement Program 6 yrs.	400,000
#	Confirm repurposed funding			
106	565408	18600	Small Capital Main Replacements	100,000
107	565410	19087	Argyle Forcemain Somass River Crossing	100,000
108	565419	20082	3rd Ave Argyle St. Mar St. Beautification	400,000



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

21-Aug-2000

Updated

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



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

8-Aug-1994

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



CITY OF PORT ALBERNI

EQUIPMENT REPLACEMENT RESERVE FUND - 5 YEAR PLAN

Established: 31-Dec-1973

	2022	2023	2024	2025	2026	2027
Sale of Equipment	-	-	-			
Investment Income	40,000	30,000	30,000	30,000	30,000	30,000
Transfers from General Revenue	70,000	70,000	70,000	70,000	70,000	70,000
Contributions - ERRF Schedule	1,003,756	704,297	1,053,944	1,106,641	1,161,973	1,220,072
	1,113,756	804,297	1,153,944	1,206,641	1,261,973	1,320,072
EXPENSES						
Transfer to Capital Works Bylaw	-	-				
ERRF funding borrowed (Train Station) - returned in 2024	210,000		(210,000)			
Equipment Purchases	1,023,600	4,513,419	2,045,404	919,521	1,206,674	520,192
	1,233,600	4,513,419	1,835,404	919,521	1,206,674	520,192
REVENUE OVER EXPENSES	(119,844)	(3,709,122)	(681,460)	287,120	55,299	799,880
FUND EQUITY - ENDING	5,603,019	1,893,897	1,212,437	1,499,557	1,554,856	2,354,736



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

pre 1970

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



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

22-Mar-2010

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



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

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



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

Established: 13-May-2013

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



CITY OF PORT ALBERNI

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

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

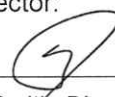


CITY OF PORT ALBERNI
PARKLAND ACQUISITION RESERVE - 2022 - 2026

Established: 12-Jun-2006

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

Date: February 2, 2023
File No: 3360-20-3151 3rd Ave
To: Mayor and Council
From: T. Pley, CAO
SUBJECT: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 3151 3rd Avenue, Port Alberni**
LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN VIP36879 (PID: 000-428-230)
Applicant: A. Richards dba Dog Mountain Brewing Ltd.

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5064.

PURPOSE

To consider final reading of Zoning Map amendment Bylaw No. 5064, that would enable Dog Mountain Brewing Ltd. to use the property for their business at 3151 3rd Avenue.

BACKGROUND

At its September 26, 2022 Regular meeting, Council gave 1st and 2nd reading to the proposed amending bylaw, and waived the requirement for a Public Hearing since the application aligns with the Official Community Plan ("OCP"). At its meeting of October 24, 2022 Council gave 3rd reading to the amending bylaw and set a condition requiring the lots at 3151 and 3141 3rd Avenue be consolidated prior to consideration of final adoption. This requirement has now been met. Staff reports from the Regular Council meeting of September 26, 2022 and October 24, 2022 are attached for additional information.

ALTERNATIVES/OPTIONS

1. THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5064.
2. That Council may pass a resolution to provide alternative direction to staff.
3. That Council may pass a resolution to not proceed.

Option# 1 is recommended.

IMPLICATIONS

The applicant has consolidated their business properties (3151 and 3141 3rd Avenue) as per the condition set by Council, and the City has received the required documentation.

Staff support the final reading of the bylaw as it addresses Council's strategic priority #1 *Respond to demographic change/improve quality of life*, and #2 *Enable the new economy*.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Summary of Requested Bylaw Amendments

1. To rezone the property at 3151 3rd Avenue from 'C5 Transitional Office' to 'C7 Core Business'.

SUMMARY

Staff recommend final adoption of the bylaw as it aligns with the OCP land use designation, and Council's strategic priorities of responding to demographic change, improving quality of life, and enabling the new economy

Respectfully submitted,



Brian McLoughlin, MCP
Planner II

ATTACHMENTS/REFERENCE MATERIALS

- *Staff Report to Council, September 26, 2022 – 3151 3rd Avenue*
- *Staff Report to Council, October 24, 2022 – 3151 3rd Avenue*
- *Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064*

C: D. Leurebourg, Director of Corporate Services
R. Dickinson, Director of Engineering and Public Works
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector

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DogMountainBrewing-Council-Final.docx

CITY OF PORT ALBERNI

BYLAW NO. 5064

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064**".

2. Zoning Amendment

The property legally described as *Lot A, District Lot 1, Alberni District, Plan VIP36879 (PID: 000-428-230)*, and located at **3151 3rd Avenue**, as shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, is hereby rezoned from 'C5 Transitional Office' to the '**C7 Core Business**' zone.

3. Map Amendments

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

READ A FIRST TIME this 26th day of September, 2022.

READ A SECOND TIME this 26th day of September, 2022.

A PUBLIC HEARING WAS WAIVED this 26th day of September, 2022.

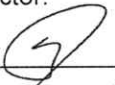
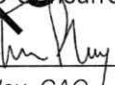
READ A THIRD TIME this 24th day of October, 2022.

ADOPTED this day of , 2022

Mayor

Corporate Officer

Date: September 15, 2022
File No: 3360-20-3151 3rd Ave
To: Mayor and Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 3151 3rd Avenue, Port Alberni
LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN VIP36879 (PID: 000-428-230)
Applicant: A. Richards dba Dog Mountain Brewing Ltd.

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services / Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

- THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now introduced and read a first time.
- THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a second time.
- THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
- THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 and 3141 3rd Avenue before Council considers final adoption of Bylaw No. 5064.

PURPOSE

The City has received an application to rezone the property at 3151 3rd Avenue from C5 to C7. This would allow Dog Mountain Brewing Ltd. to use the property for their business operation. The application requires a map amendment to Zoning Bylaw No. 4832.

BACKGROUND

The subject property is designated *General Commercial* in the Official Community Plan (OCP), and is classified as C5 – Transitional Office in Zoning Bylaw No. 4832. The property is currently occupied by an older single-detached residential home that would be converted to a business use along with the outdoor spaces on the property, to support the existing business located at 3141 3rd Avenue.

Zoning of the surrounding neighbourhood is a mix of residential and commercial. The property is located in the 3rd Avenue commercial corridor which has a mix C7, C5, and C3 zoning. Directly to the east is a residential neighbourhood along 4th Avenue and Athol Street. Northeast of the property is a 25-unit multi-family apartment building which shares access to the laneway.

Subject Property and Site Context

Location	On the east side of 3 rd Avenue mid-block between Argyle Street and Athol Street.
Current Zoning	C5 Transitional Commercial
Proposed Zoning	C7 Core Business
Total Area	• Approx. 467 m² (5,028 ft²)
Official Community Plan (OCP)	• Schedule A - Land Use Map: General Commercial (GCO) • Schedule B Development Permit Areas (Map): Commercial

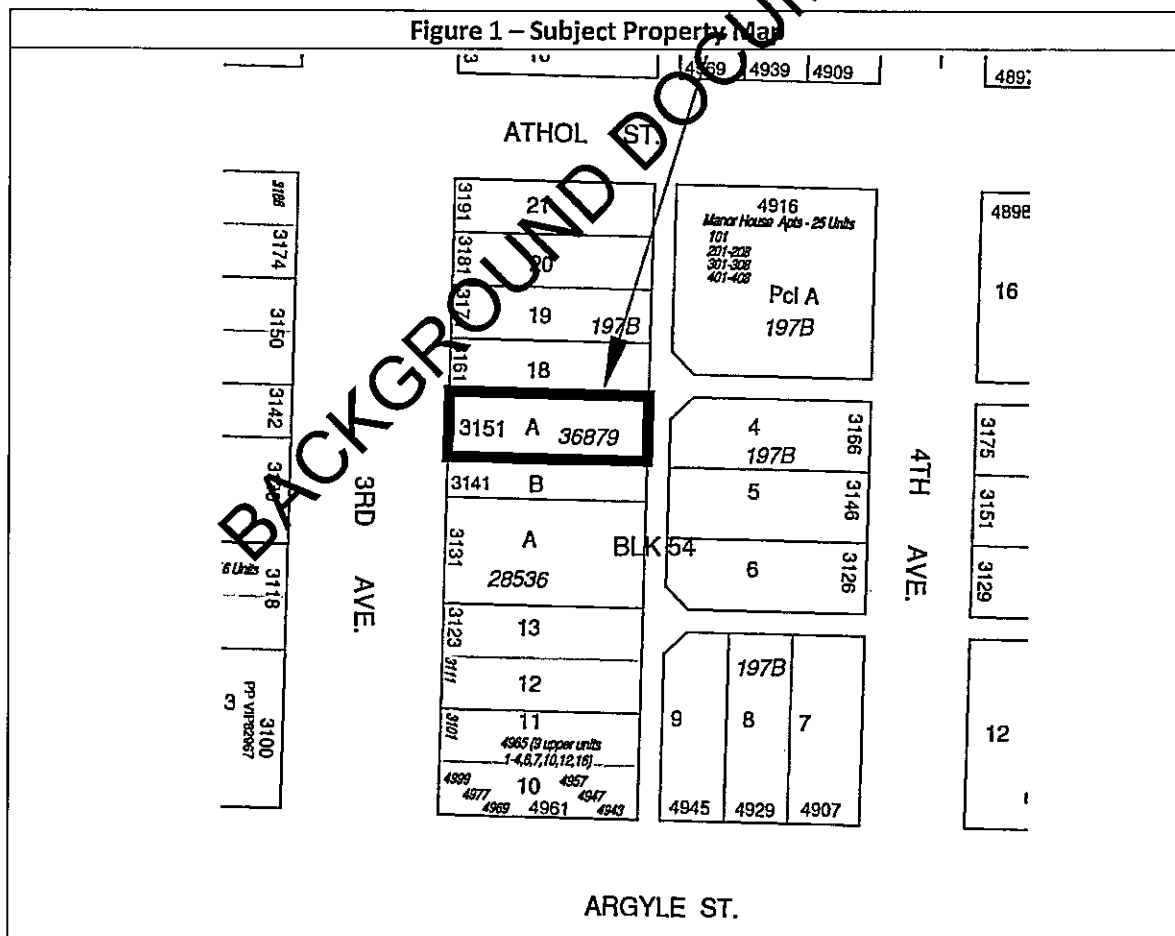


Table 1 – Surrounding Neighbourhood Land Use	
North	C5 Transitional Office, C7 Core Business, C3 Service Commercial
South	C7 Core Business
East	R2 One and Two Lot Single Family Residential
West	C7 Core Business, C3 Service Commercial

ALTERNATIVES/OPTIONS

1. THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now introduced and read a first time.

THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a second time.

THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.

THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 3rd Avenue and 3141 3rd Avenue before Council considers final adoption of Bylaw No. 5064.

2. Council may decline to give first reading.
3. Council may provide alternate direction.

ANALYSIS

Zoning and Land Use

The applicant has applied to rezone the subject property from the *C5 Transitional Office* zone to the *C7 Core Business* zone. *C5 Transitional Office* is a zone that permits only limited commercial uses. The intent is for properties in this zone to act as a buffer between commercial neighbourhoods and residential areas. In the location of 3151 3rd Avenue, the C5 zoning does not play a vital role in buffering residential properties from the commercial corridor. Instead, the C5 zone limits the development of the property, and does not permit the expansion of Dog Mountain Brewing on the commercial corridor. The C7 zone permits the uses proposed by the applicant, which are appropriate and compatible for this location. However, the lots must be consolidated to meet the zone requirements.

Table 2 – Zone Definitions	
Title	Purpose
<i>C5 Transitional Office</i>	The purpose of this zone is to establish and maintain transitional areas between residential, commercial and industrial zones. Permitted uses and buildings are intended to have little impact on neighbouring residential properties.
<i>C7 Core Business</i>	The purpose of this zone is to establish and maintain vibrant mixed-use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.

The intent of the C7 zone aligns with the applicant's plan to use the property for their existing brewery/restaurant business – specifically, their non-brewing operations. A portion of the existing detached home would be used as a commercial kitchen for the pub next door, and as a lounge/private event space. The front yard would be converted to a pet-friendly picnic area with tables. The owners intend to seek a "picnic area endorsement" for their liquor license which would allow alcohol to be consumed in this space.

Staff Notes:

- Proposed C7 zoning is consistent with the General Commercial (GCO) land use designation in the OCP.
- Proposed uses align with intent of C7 zone.
- Staff consider an outside picnic-style area to be a *restaurant patio* re: activities that may occur outside of a building in the C7 zone.
- *Local Government Act* section 464(2) allows Council to waive Public Hearing for rezoning that is consistent with the OCP.
- The applicants intend to license the proposed outdoor picnic area which may impact noise levels for immediate neighbours. However, the business must abide by *Noise Control Bylaw No. 4718*.
- Staff are suggesting to the applicant to consider landscaping improvements to mitigate noise between the picnic area and the neighbouring property at 3161 3rd Avenue.
- Development Permit will only be required if improvements equal or exceed \$25,000. Value of building alterations to be determined.
- A consolidation plan is required prior to adoption.

Site Plan and Lot Consolidation

The applicant has provided a site plan (attached) showing the property as a commercial operation. Circulation for customers and staff would be improved through walkways constructed around the property and connecting to the sidewalk on 3rd avenue. Accessibility would also be improved by a new accessible ramp connected to the sidewalk. The rear yard of 3151 3rd Avenue is accessed from the lane and would be converted to staff parking and loading space.

Staff recommend the applicant be required to consolidate 3151 3rd Avenue with the neighbouring 3141 3rd Avenue (existing pub) as a condition of rezoning. This is required to meet the frontage and lot size requirements of the C7 Core Business zone, and resolves issues related to use and access on separate legal parcels.

Table 3 – Lot Dimensions

Site Regulations (Zoning Bylaw 5.24.3)	C7 Core Business Zone	3151 & 3141 3 rd Avenue (after consolidation)
Minimum Lot Area	540 m ²	765 m ²
Minimum Frontage	15 m ²	20.11 m

Infrastructure and Servicing

Utility service upgrades may be required during development. The Engineering Department has provided an *Engineering Servicing Report* dated August 10, 2022 listing required information and site works. The applicant will be responsible for the cost of all improvements where needed.

Highlights:

- Recommend the application consider an accessible parking stall with wheelchair access onto the sidewalk.
- If changes to property impact site drainage a geotechnical investigation and site grading plans will be required.
- Applicant must confirm if existing sewer service is sufficient for new use of building.
- Applicant must connect existing building to storm water service.

Picnic Areas and the Liquor Control and Licensing Regulation (LCLR)

The applicant intends to seek a “picnic area endorsement” for the front yard as permitted under section 34 of the BC *Liquor Control and Licensing Regulation* for liquor manufacturers. A picnic area is defined by the *Liquor Manufacturer Terms and Conditions* manual as follows:

“Picnic area” means an outdoor area on the site of a manufacturing facility where patrons may consume liquor purchased from the lounge, special event area or on-site retail store, or samples provided from the sampling area(s).

No sales or service are permitted in a picnic area, but customers would be allowed to carry drinks from the house to this area for consumption. Operating terms for a picnic area as listed in the *Liquor Manufacturer Terms and Conditions* manual are below:

- May be open from 9 a.m. until half an hour after sunset. Liquor may not be consumed past this time and all patrons must be cleared within a further half an hour.
- Must have signage to indicate the person capacity and to indicate that the area is for consumption only (not a service area).
- Must have boundaries that are marked to ensure they can be easily identified.
- Has a total person capacity of 30 persons, unless otherwise noted on your licence.
- Is not permitted to have amplified sound in or adjacent to the picnic area, except if there is amplified sound at an event occurring in an adjacent Special Event Area (SEA).

- Although patrons may consume drinks purchased from your service areas in the picnic area, the picnic area must not be used as an overflow area of a lounge. Patrons are not permitted to carry open liquor across an unlicensed public space when accessing a picnic area.

REFERRALS

Agency/department	Comments	
CPA Engineering Department	Engineering Servicing Report dated August 10, 2022 provided (attached).	
CPA Parks, Recreation & Heritage Department	Recreation: Interest unaffected Parks: Since the plans show a comparable amount of permeable soft surface after development as before, Parks has no objections to the application. Eating outside in the summer is much more enjoyable under shade, so recommend the applicant plant a properly placed tree to provide this shade, as the city's boulevard is non-existent on this parcel, so options are limited to plant a city tree until substantial roadwork is undertaken.	7/28/2022
Fire Department	Building would need to follow the BCBC and BCFC when renovations took place but no concerns from FD for expected use.	7/28/2022
VIHA	Given the connection to a municipal water system and sewerage system, our interests are unaffected.	7/29/2022
RCMP	No objections.	7/28/2022
Fortis	No conflict with Gas on this application.	8/8/2022
BC Hydro	BCH has no objection just note that if the power needs change for the building it will be assessed at that time.	7/29/2022
Shaw	Shaw does not foresee any issues with the proposed development, assuming utility services will continue to be fed aerially from the back alley.	7/29/2022

IMPLICATIONS

Supporting this application at 3151 3rd Avenue would enable Dog Mountain Brewing Ltd. to expand their business operation onto the property. Council should consider the appropriateness of the proposal including potential neighbourhood impacts, and potential benefits to the community.

While the creation of a picnic area may generate noise/activity, staff anticipate this to be in-line with the existing business at 3141 3rd Avenue, and the Province has established clear guidelines for picnic areas that will mitigate this impact. Staff have encouraged the applicant to install landscaping between the picnic area and the neighbouring property at 3161 3rd Avenue.

COMMUNICATIONS

The development application (ZON21-15) was reviewed by the Advisory Planning Commission at their meeting on August 18, 2022. The Commission passed a motion recommending Council support the application.

Additionally, the proposed Zoning Map Amendment Bylaw No. 5064 is consistent with the Official Community Plan and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, a date can be set for October 24, 2022 at 6:00 pm. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include notification to owners and occupants within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*, and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.

BYLAWS/PLANS/POLICIES

1. Official Community – Section D: Plan Policies – 5.0 Commercial.

The application aligns with following OCP policies for Commercial development:

5.1.6 *Infill and redevelopment of underutilized commercial lands will be a priority for the City in order to achieve compact urban form, and to mitigate against excessively dispersed development.*

2. Zoning Bylaw 2014 (Bylaw 4832):

The application aligns with the purpose of the C7-Core Business zone:

5.24 *The purpose of this zone is to establish and maintain vibrant mixed-use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.*

3. 2019 – 2023 Corporate Strategic Plan

The application aligns with the following priorities of the *Corporate Strategic Plan*:

Priority #1: Respond to demographic change/improve quality of life
Goals 1.2: The Uptown District is revitalized and flourishing
Strategy 1.2.1: Attract new investment and encourage redevelopment and improvements

Priority #2: Enable the new economy
Goals 2.3: The economy grows with an emphasis on small business.

*Strategy 2.3.1: Focus the City's Economic Development Department efforts
toward the small business (50 employees or fewer)*

SUMMARY

The City has received an application for a map amendment to *Zoning Bylaw No. 4832* proposing to rezone 3151 3rd Avenue from *C5 Transitional Office* to *C7 Core Business*. This would allow Dog Mountain Brewing Ltd. to convert the property to support their non-brewing operations (ie. kitchen, lounge, office, picnic area).

Staff support the proposed Zoning Bylaw amendment and recommend it be given first and second readings. Staff also recommend the Public Hearing be waived as the rezoning aligns with the OCP land use designation.

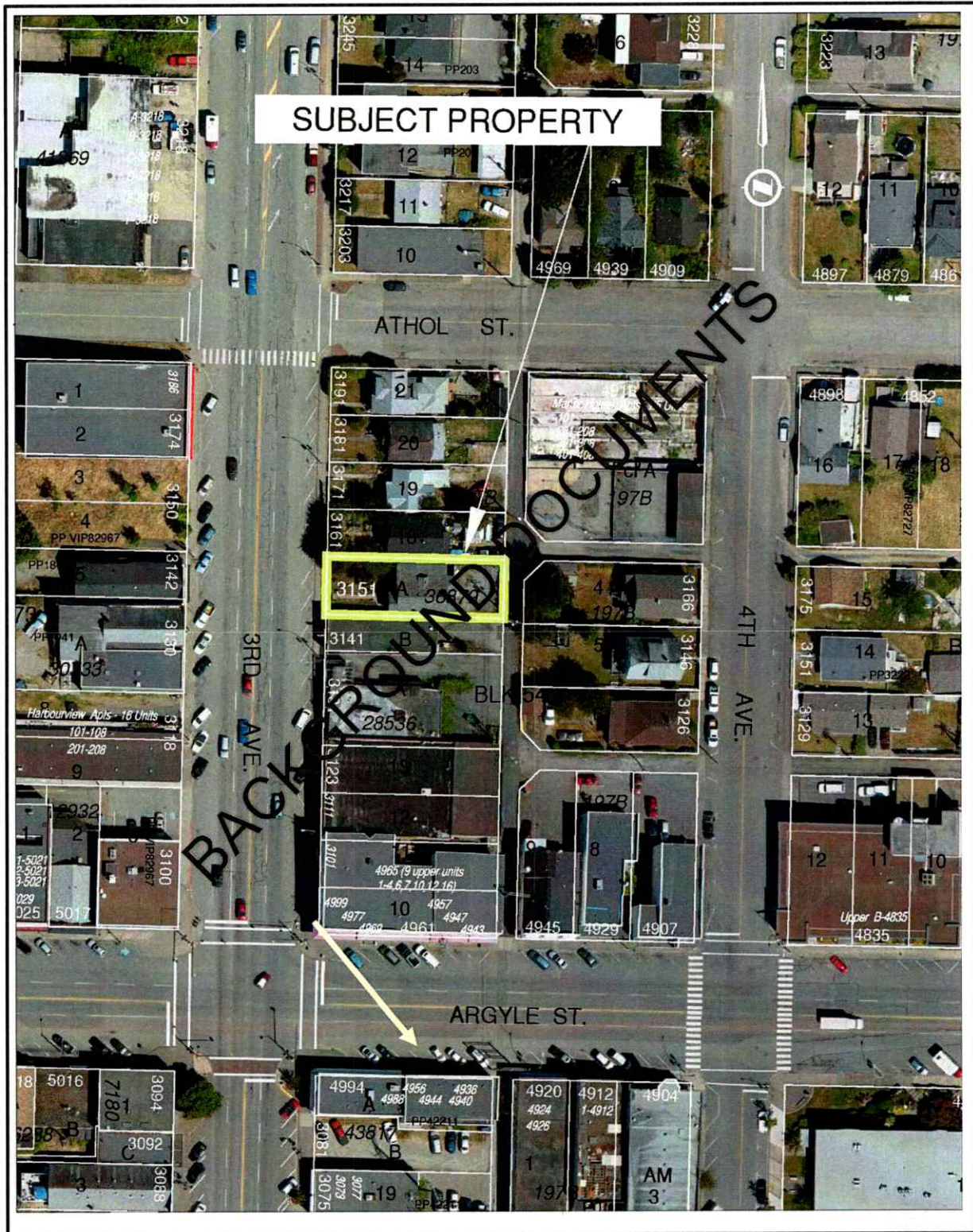
ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map – 3151 3rd Avenue*
- *OCP Land Use Designation*
- *Current Zoning Bylaw Classification*
- *Current Zone Description*
- *Proposed Site Plan*
- *Front Yard Concept*
- *Proposed Zone Description – Zoning Bylaw No. 4832*
- *Advisory Planning Commission August 18, 2022 Meeting Minutes*
- *Engineering Servicing Report – August 10, 2022 – 3151 3rd Avenue*
- *Draft Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064*

C: T. Slonski, Director of Corporate Services
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector

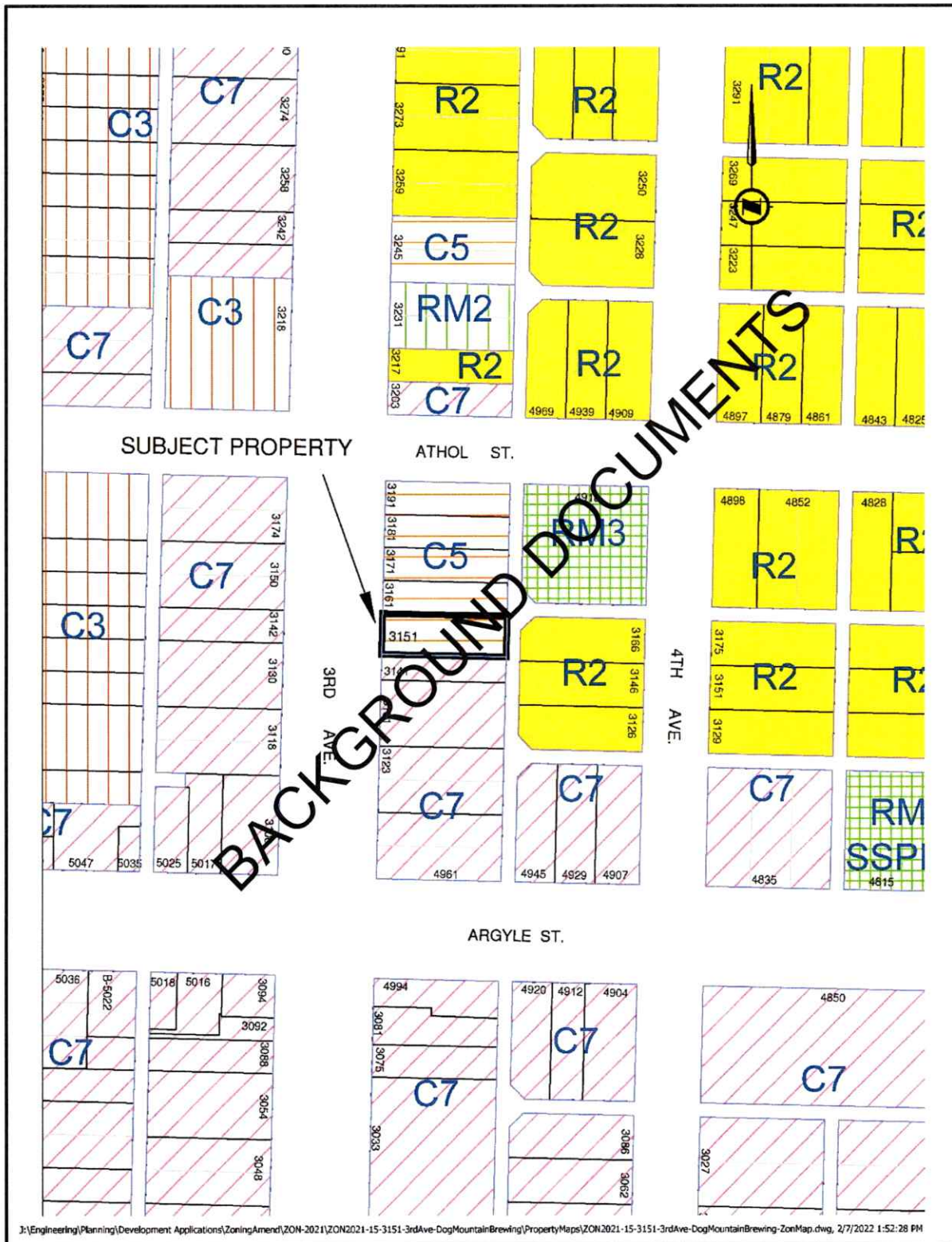
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SUBJECT PROPERTY MAP – 3151 3RD AVENUE

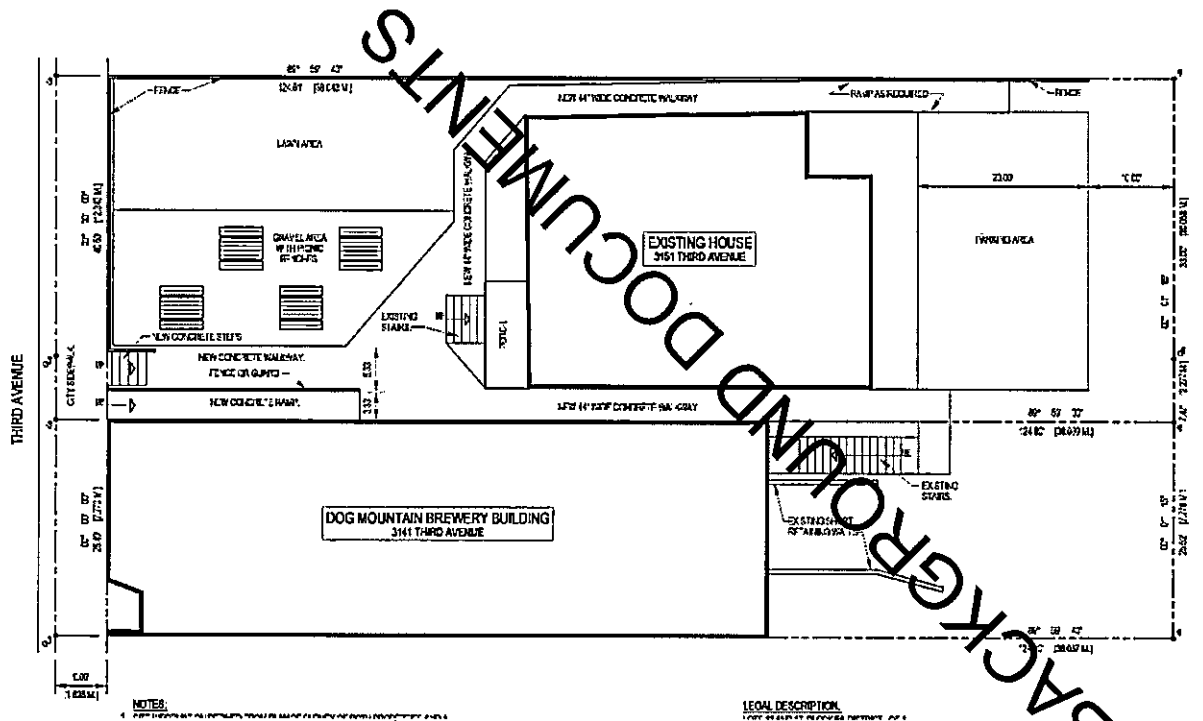




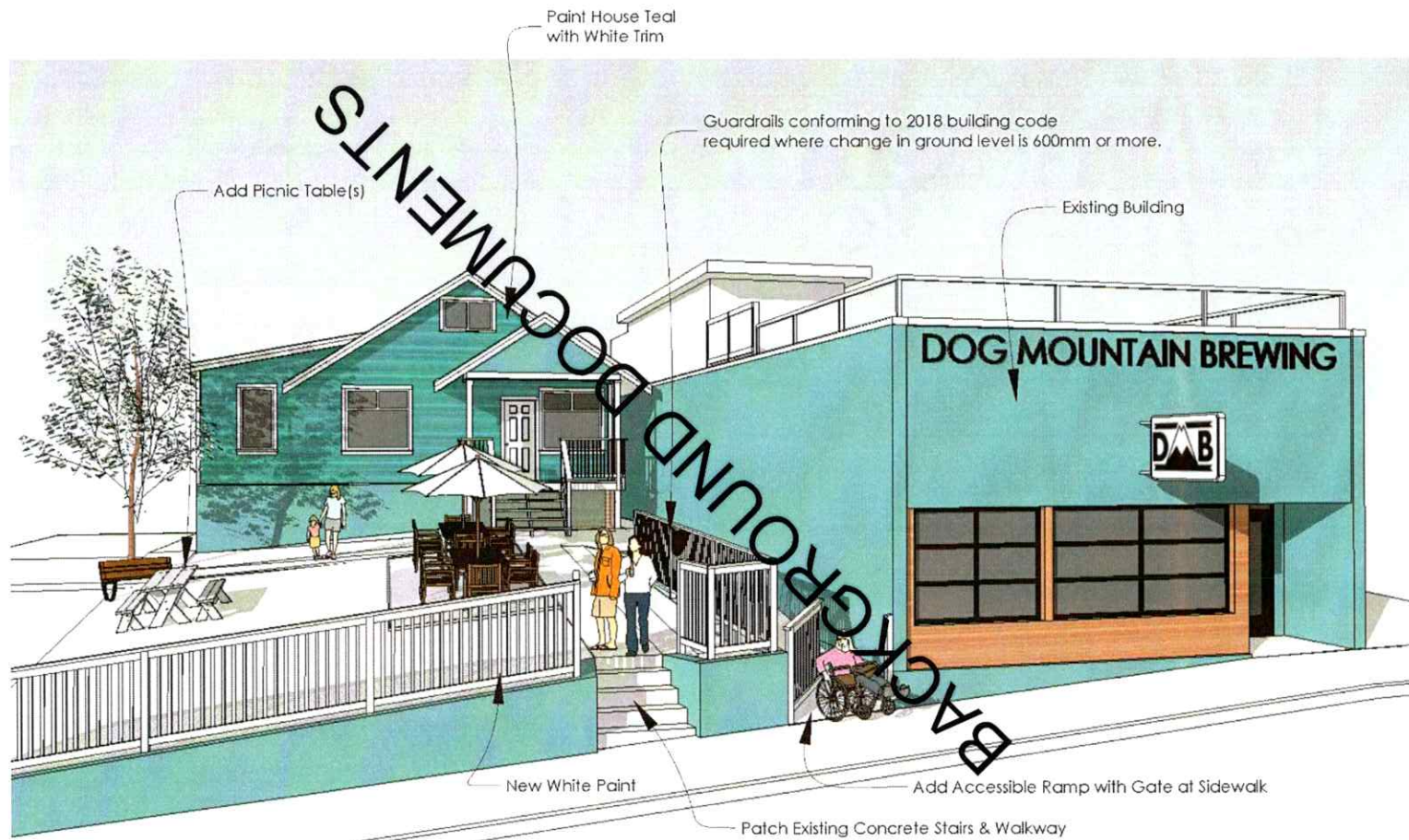
CURRENT ZONING BYLAW CLASSIFICATION



PROPOSED SITE PLAN



FRONT YARD CONCEPT



CURRENT ZONE DESCRIPTION

C5 – TRANSITIONAL OFFICE

- 5.22 The purpose of this zone is to establish and maintain transitional areas between residential, commercial and industrial zones. Permitted uses and buildings are intended to have little impact on neighbouring residential properties.

5.22.1 Permitted uses

Principal Uses

Artist's studio

Community care facility

Live-work

Medical service

Office

Personal service

Single family dwelling (built prior to the adoption of this bylaw), which may include any of the other permitted uses

Small appliances and electronics, sales and repair

Accessory Uses

5.22.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5813 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	50%	
Minimum Setbacks:		
Front yard	6 m	(19.7 ft)
Rear yard	6 m	(19.7 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Height, Principal Building	9 m	(29.5 ft)
Maximum Number of Principal Building Storeys	2	

5.22.3 Conditions of Use

- All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
- Where a single family dwelling is the principal permitted use, the Site Development Regulations of the R2 zone and off-street parking requirements of this Bylaw shall apply.
- Notwithstanding the off-street parking requirements of this Bylaw, no parking shall be located in a required front yard.
- Commercial activities on C5 zoned property are exempt from the loading regulations (Section 7.7).

PROPOSED ZONE DESCRIPTION

C7 – CORE BUSINESS

- 5.24 The purpose of this *zone* is to establish and maintain vibrant mixed *use* commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.

5.24.1 Permitted uses

Principal Uses

Adult retail
 Amusement establishment
 Appliance repair
 Artist's studio
 Assembly
 Automotive sales, repair and servicing
 Bakery
 Bank or other financial institution
 Boat or recreational vehicle sales and repair
 (Bylaw 4979) Cannabis Retail Store, subject to 6.26
 Club or lodge
 Community care facility
 Day care or other preschool
 Gasoline service station
 Hotel, Motor hotel and Hostel
 Live-work
 Lumber and Building Materials Retailers and Wholesalers
 Medical service
 (Bylaw 5033) Micro-Brewery/Micro-Distillery
 Multiple family dwelling
 Nightclub, Cabaret, Bar and Pub
 Office
 Parking lot
 Pawn shop
 Personal service
 Place of worship

Principal Uses (continued)

Professional service
 Public market
 Restaurant, including drive-through
 Retail
 School
 Seniors housing
 Shopping centre
 Single family or two family dwelling (built prior to the adoption of this bylaw)
 Small appliances and electronics, sales and repair
 Social service centre
 Theatre
 Tourist Services
 Transportation Dispatch and Depot
 Tutoring Service
 (Bylaw 4979) (Bylaw No. 4893) Medical Marijuana Dispensary (Subject to 6.26)

Accessory Uses

Home Occupation
 Residential above commercial

Site-Specific Uses

Dwelling units at ground level
 Glass shop
 Liquor, wine, and beer store

Printing, publishing and allied industry

5.24.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5812.7 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	90%	
Minimum Setbacks:		
Front yard	0 m	
Rear yard	3 m	(9.8 ft)
Side yard	0 m	
Maximum Height, Principal Building	14 m	(45.9 ft)
Maximum Number of Principal Building Storeys	4	
Maximum Floor Area Ratio	3.0	

5.24.3 Conditions of Use

- (a) All business *uses* shall be conducted within a completely enclosed *building* except for outdoor display, rental, sales or *storage yards*, restaurant patios, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a *drive-through* or *drive-in* facility.
- (b) In mixed-use residential and commercial *buildings*, residential *uses* shall be located above the first *storey*, except as provided in (d).
- (c) A shared public access to the residential *dwelling* unit(s) shall be provided separate from any other *use* from a ground floor entrance opening directly onto the public *street*.
- (d) Where multiple *family dwelling* units or seniors housing are located below the second *storey*, the Site Development Regulations of the RM3 Higher Density Residential *zone* shall apply.
- (e) Notwithstanding any other provision of this Bylaw, only one-half (0.5) *parking* space for every residential *dwelling* unit is required above a commercial *use* in a mixed commercial-residential *building*.
- (f) No *club* or *lodge* shall have more than three machines on which mechanical, electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for *use* or for which a coin or token must be inserted.
- (g) In *dwelling* units above or behind commercial *uses*, *home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.

5.24.4 Density Bonusing for Mixed-Use Residential-Commercial Developments:

The maximum height permitted may be increased up to six (6) storeys and up to 18 m (60 ft), and the maximum floor area ratio permitted may be increased up to 3.5 from that indicated in 5.24.2 where all of the following conditions are met:

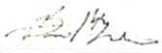
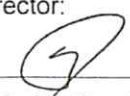
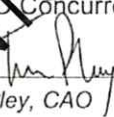
- (a) A minimum of one storey or sixteen and one-half percent (16.5%) of the gross floor area of the building is used for commercial purposes;
- (b) Greater than seventy-five percent (75%) of the required parking is provided underground or enclosed underneath the principle building;
- (c) Elevators are provided to all storeys in the building;
- (d) A minimum of ten percent (10%) of the dwelling units are designed as accessible;
- (e) A minimum of ten percent (10%) of the dwelling units are designated as affordable, as specified in a Housing Agreement and where the owners enter into a Housing Agreement with the City, and where this Agreement is filed with the Land Title Office; and
- (f) A common meeting room or amenity room containing a minimum of 22 m² (235 ft²) is provided.

5.24.5 Site Specific Uses

The following uses shall be permitted on a site specific basis:

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Glass shop	4650 Margaret Street	Lot A, District Lot 1, Alberni District, Plan VIP28247
Liquor, wine, and beer store	4963 Angus Street	That portion of Lot B, District Lot 1, Alberni District, Plan 32610 north of Angus Street
Liquor, wine, and beer store	5086 Johnston Road	Lot 1, District Lot 1, Alberni District, Plan EPP13767

Date: October 13, 2022
File No: 3360-20-3151 3rd Ave
To: Mayor and Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 3151 3rd Avenue, Port Alberni
LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN VIP36879 (PID: 000-428-230)
Applicant: A. Richards dba Dog Mountain Brewing Ltd.

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

- THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a third time.
- THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 and 3141 3rd Avenue before Council considers final adoption of Bylaw No. 5064.

PURPOSE

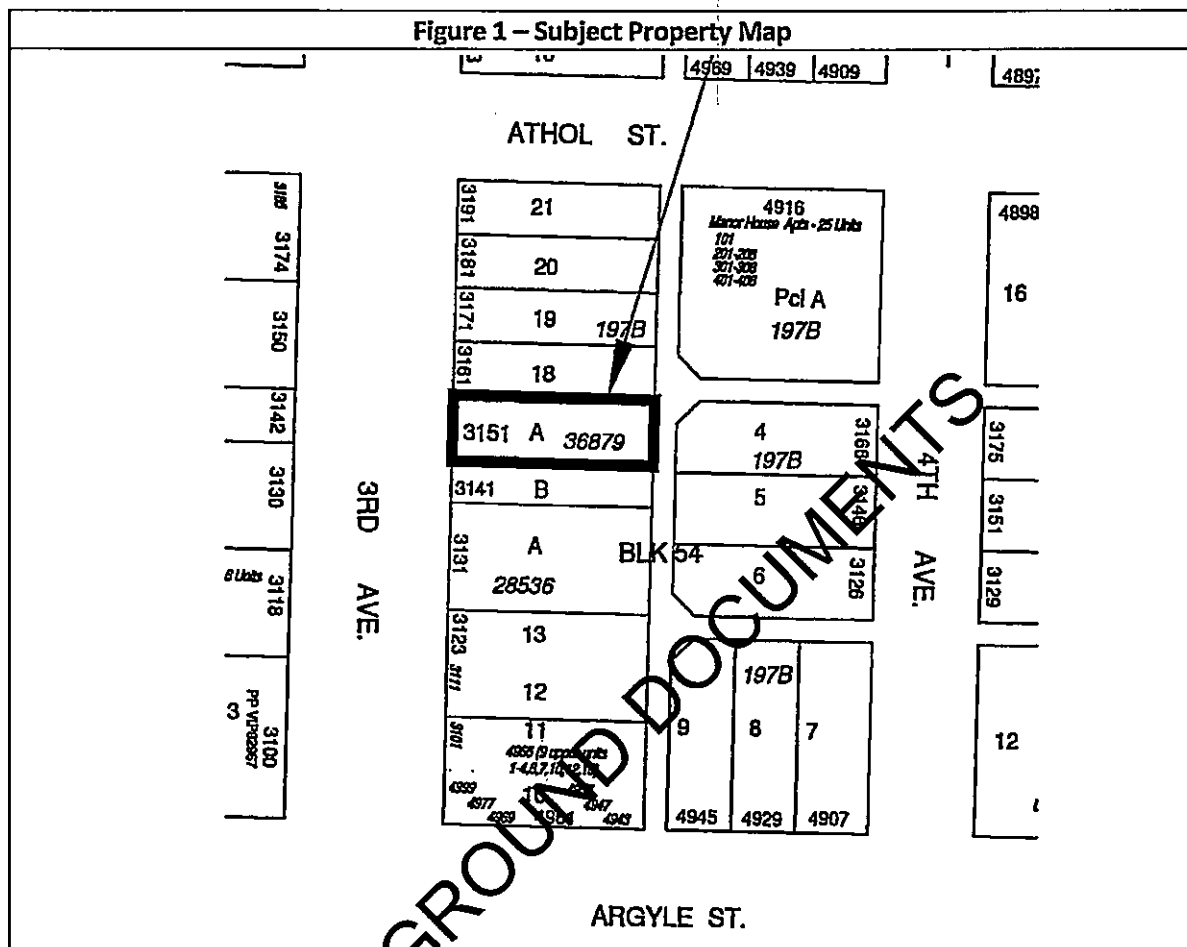
The City has received an application to rezone the property at 3151 3rd Avenue from C5 to C7. This would allow Dog Mountain Brewing Ltd. to use the property for their business operation. The application requires a map amendment to Zoning Bylaw No. 4832.

BACKGROUND

Council gave 1st and 2nd reading to the amending bylaws at the meeting on September 26, 2022. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) since the application aligns with the OCP land use designation. The staff report from September 26, 2022 is attached to this report for additional information.

ENTERED

G2



ALTERNATIVES/OPTIONS

1. THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a third time.
2. That Council may pass a resolution to provide alternative direction to staff.
3. That Council may pass a resolution not proceed.

Staff support Option#1.

ANALYSIS

Zoning and Land Use

The applicant has applied to rezone the subject property from the *C5 Transitional Office* zone to the *C7 Core Business* zone. *C5 Transitional Office* is a zone that permits only limited commercial uses. The *C7* zone permits the uses proposed by the applicant, which are appropriate and compatible for this location. However, the lots must be consolidated to meet the zone requirements.

The intent of the C7 zone and OCP land use designation General Commercial (GCO) aligns with the applicant's plan to use the property for their existing brewery/restaurant business specifically, their non-brewing operations. A portion of the existing detached home would be used as a commercial kitchen for the pub next door, and as a lounge/private event space. The front yard would be converted to a pet-friendly picnic area with tables.

IMPLICATIONS

This application at 3151 3rd Avenue would enable Dog Mountain Brewing Ltd. to expand their business operation to the subject property beside their existing operations, enabling economic growth in the uptown area and providing service options to a changing demographic in the uptown area.

If Council gives 3rd reading to the amending bylaw, the applicant will be required to satisfy outstanding conditions prior to Council considering final adoption of the bylaw.

COMMUNICATIONS

At the September 26, 2022 meeting, Council passed a resolution to waive the Public Hearing. Accordingly, staff issued 70 public notices to properties within 75 metres of the subject property, as per section 467 of the *Local Government Act*. The applicant updated their property sign to state that the Public Hearing had been waived. Notices were placed in the newspaper according to the requirements *Local Government Act* sections 465 and 466. The notices provided an opportunity for the public to give written feedback to Council. As of the date of this report, no items of correspondence have been received. If any correspondences are received, they will be brought forward by staff at the Council meeting.

BYLAWS/PLANS/POLICIES

The application to amend *Zoning Bylaw 2014 No. 4832* was given *First and Second Readings* at the Regular Council meeting of September 26, 2022. The following amendment is proposed:

1. THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a third time.

SUMMARY

Staff support the proposed *Zoning Bylaw amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064* as it aligns with the OCP General Commercial land use designation, Council's strategic priorities #1 Respond to demographic change/improve quality of life and #2 Enable the new economy.

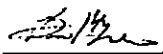
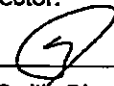
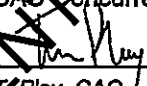
ATTACHMENTS/REFERENCE MATERIALS

- *Staff Report to Council, September 15, 2022 – 3151 3rd Avenue*
- *Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064*

C: T. Slonski, Director of Corporate Services
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector

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Date: September 15, 2022
File No: 3360-20-3151 3rd Ave
To: Mayor and Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 3151 3rd Avenue, Port Alberni
 LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN VIP36879 (PID: 000-428-230)
 Applicant: A. Richards dba Dog Mountain Brewing Ltd.

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

- a. THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now introduced and read a first time.
- b. THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a second time.
- c. THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
- d. THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 and 3141 3rd Avenue before Council considers final adoption of Bylaw No. 5064.

PURPOSE

The City has received an application to rezone the property at 3151 3rd Avenue from C5 to C7. This would allow Dog Mountain Brewing Ltd. to use the property for their business operation. The application requires a map amendment to Zoning Bylaw No. 4832.

BACKGROUND

The subject property is designated *General Commercial* in the Official Community Plan (OCP), and is classified as C5 – Transitional Office in Zoning Bylaw No. 4832. The property is currently occupied by an older single-detached residential home that would be converted to a business use along with the outdoor spaces on the property, to support the existing business located at 3141 3rd Avenue.

Zoning of the surrounding neighbourhood is a mix of residential and commercial. The property is located in the 3rd Avenue commercial corridor which has a mix C7, C5, and C3 zoning. Directly to the east is a residential neighbourhood along 4th Avenue and Athol Street. Northeast of the property is a 25-unit multi-family apartment building which shares access to the laneway.

Subject Property and Site Context

Location	On the east side of 3 rd Avenue mid-block between Argyle Street and Athol Street.
Current Zoning	C5 Transitional Commercial
Proposed Zoning	C7 Core Business
Total Area	• Approx. 467 m² (5,028 ft²)
Official Community Plan (OCP)	• Schedule A - Land Use Map: General Commercial (GCO) • Schedule B Development Permit Areas Map: Commercial

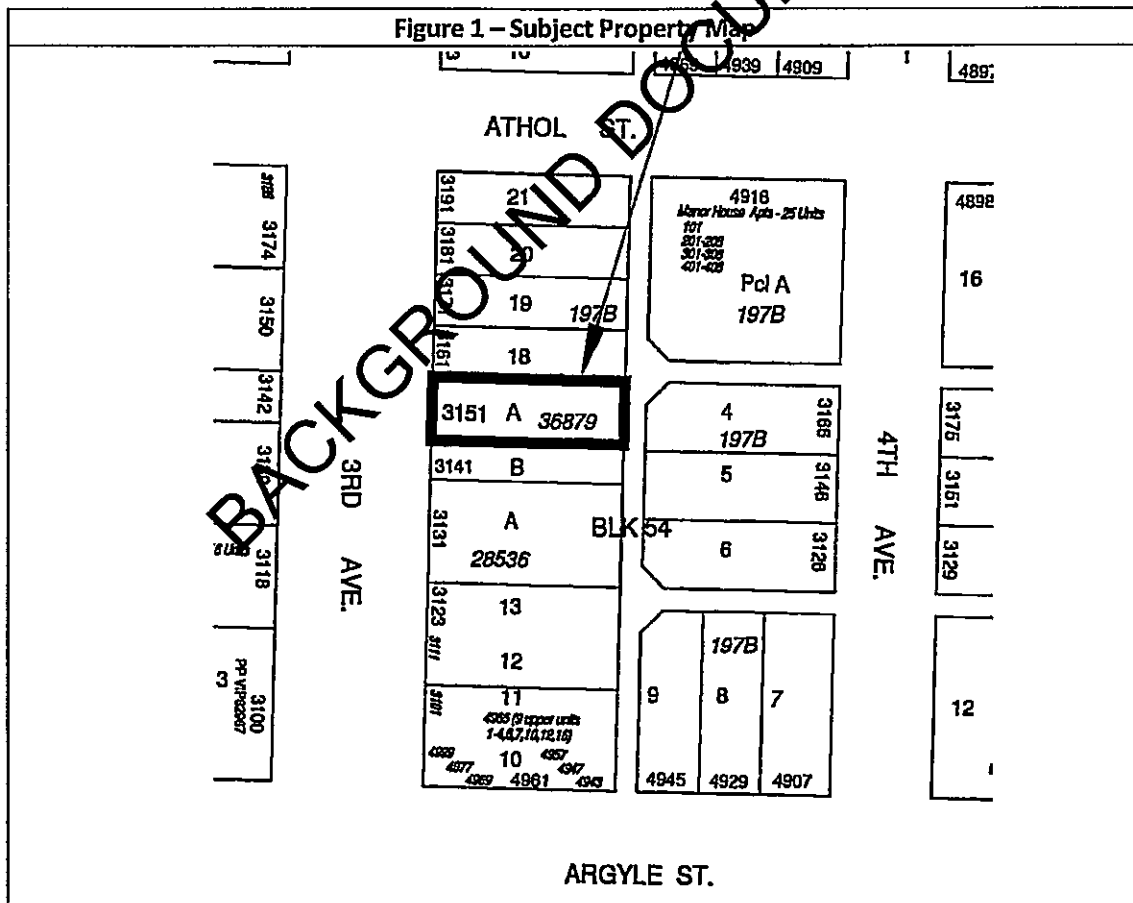


Table 1 – Surrounding Neighbourhood Land Use	
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South	C7 Core Business
East	R2 One and Two Lot Single Family Residential
West	C7 Core Business, C3 Service Commercial

ALTERNATIVES/OPTIONS

1. THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now introduced and read a first time.

THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a second time.

THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.

THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 3rd Avenue and 3141 3rd Avenue before Council considers final adoption of Bylaw No. 5064.

2. Council may decline to give first reading.
3. Council may provide alternate direction.

ANALYSIS

Zoning and Land Use

The applicant has applied to rezone the subject property from the *C5 Transitional Office* zone to the *C7 Core Business* zone. *C5 Transitional Office* is a zone that permits only limited commercial uses. The intent is for properties in this zone to act as a buffer between commercial neighbourhoods and residential areas. In the location of 3151 3rd Avenue, the C5 zoning does not play a vital role in buffering residential properties from the commercial corridor. Instead, the C5 zone limits the development of the property, and does not permit the expansion of Dog Mountain Brewing on the commercial corridor. The C7 zone permits the uses proposed by the applicant, which are appropriate and compatible for this location. However, the lots must be consolidated to meet the zone requirements.

Table 2 – Zone Definitions	
Title	Purpose
<i>C5 Transitional Office</i>	The purpose of this zone is to establish and maintain transitional areas between residential, commercial and industrial zones. Permitted uses and buildings are intended to have little impact on neighbouring residential properties.
<i>C7 Core Business</i>	The purpose of this zone is to establish and maintain vibrant mixed-use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.

The intent of the C7 zone aligns with the applicant's plan to use the property for their existing brewery/restaurant business – specifically, their non-brewing operations. A portion of the existing detached home would be used as a commercial kitchen for the pub next door, and as a lounge/private event space. The front yard would be converted to a pet-friendly picnic area with tables. The owners intend to seek a "picnic area endorsement" for their liquor license which would allow alcohol to be consumed in this space.

Staff Notes:

- Proposed C7 zoning is consistent with the General Commercial (GCO) land use designation in the OCP.
- Proposed uses align with intent of C7 zone.
- Staff consider an outside picnic-style area to be a restaurant patio re: activities that may occur outside of a building in the C7 zone.
- *Local Government Act* section 464(2) allows Council to waive Public Hearing for rezoning that is consistent with the OCP.
- The applicants intend to license the proposed outdoor picnic area which may impact noise levels for immediate neighbours. However, the business must abide by *Noise Control Bylaw No. 4718*.
- Staff are suggesting to the applicant to consider landscaping improvements to mitigate noise between the picnic area and the neighbouring property at 3161 3rd Avenue.
- Development Permit will only be required if improvements equal or exceed \$25,000. Value of building alterations to be determined.
- A consolidation plan is required prior to adoption.

Site Plan and Lot Consolidation

The applicant has provided a site plan (attached) showing the property as a commercial operation. Circulation for customers and staff would be improved through walkways constructed around the property and connecting to the sidewalk on 3rd avenue. Accessibility would also be improved by a new accessible ramp connected to the sidewalk. The rear yard of 3151 3rd Avenue is accessed from the lane and would be converted to staff parking and loading space.

Staff recommend the applicant be required to consolidate 3151 3rd Avenue with the neighbouring 3141 3rd Avenue (existing pub) as a condition of rezoning. This is required to meet the frontage and lot size requirements of the C7 Core Business zone, and resolves issues related to use and access on separate legal parcels.

Table 3 – Lot Dimensions

Site Regulations (Zoning Bylaw 5.24.3)	C7 Core Business Zone	3151 & 3141 3 rd Avenue (after consolidation)
Minimum Lot Area	540 m ²	765 m ²
Minimum Frontage	15 m ²	20.11 m

Infrastructure and Servicing

Utility service upgrades may be required during development. The Engineering Department has provided an *Engineering Servicing Report* dated August 10, 2022 listing required information and site works. The applicant will be responsible for the cost of all improvements where needed.

Highlights:

- Recommend the application consider an accessible parking stall with wheelchair access onto the sidewalk.
- If changes to property impact site drainage a geotechnical investigation and site grading plans will be required.
- Applicant must confirm if existing sewer service is sufficient for new use of building.
- Applicant must connect existing building to storm water service.

Picnic Areas and the Liquor Control and Licensing Regulation (LCLR)

The applicant intends to seek a “picnic area endorsement” for the front yard as permitted under section 34 of the BC *Liquor Control and Licensing Regulation* for liquor manufacturers. A picnic area is defined by the *Liquor Manufacturer Terms and Conditions* manual as follows:

“Picnic area” means an outdoor area on the site of a manufacturing facility where patrons may consume liquor purchased from the lounge, special event area or on-site retail store, or samples provided from the sampling area(s).

No sales or service are permitted in a picnic area, but customers would be allowed to carry drinks from the house to this area for consumption. Operating terms for a picnic area as listed in the *Liquor Manufacturer Terms and Conditions* manual are below:

- *May be open from 9 a.m. until half an hour after sunset. Liquor may not be consumed past this time and all patrons must be cleared within a further half an hour.*
- *Must have signage to indicate the person capacity and to indicate that the area is for consumption only (not a service area).*
- *Must have boundaries that are marked to ensure they can be easily identified.*
- *Has a total person capacity of 30 persons, unless otherwise noted on your licence.*
- *Is not permitted to have amplified sound in or adjacent to the picnic area, except if there is amplified sound at an event occurring in an adjacent Special Event Area (SEA).*

- *Although patrons may consume drinks purchased from your service areas in the picnic area, the picnic area must not be used as an overflow area of a lounge. Patrons are not permitted to carry open liquor across an unlicensed public space when accessing a picnic area.*

REFERRALS

Agency/department	Comments	
CPA Engineering Department	Engineering Servicing Report dated August 10, 2022 provided (attached).	
CPA Parks, Recreation & Heritage Department	Recreation: Interest unaffected Parks: Since the plans show a comparable amount of permeable soft surface after development as before, Parks has no objections to the application. Eating outside in the summer is much more enjoyable under shade, so recommend the applicant plant a properly placed tree to provide this shade, as the city's boulevard is non-existent on this parcel so options are limited to plant a city tree until substantial roadwork is undertaken.	7/28/2022
Fire Department	Building would need to follow the BCBC and BCFC when renovations took place but no concerns from FD for expected use.	7/28/2022
VIHA	Given the connection to a municipal water system and sewerage system, our interests are unaffected.	7/29/2022
RCMP	No objections.	7/28/2022
Fortis	No conflict with Gas on this application.	8/8/2022
BC Hydro	BCH has no objection just note that if the power needs change for the building it will be assessed at that time.	7/29/2022
Shaw	Shaw does not foresee any issues with the proposed development, assuming utility services will continue to be fed aerially from the back alley.	7/29/2022

IMPLICATIONS

Supporting this application at 3151 3rd Avenue would enable Dog Mountain Brewing Ltd. to expand their business operation onto the property. Council should consider the appropriateness of the proposal including potential neighbourhood impacts, and potential benefits to the community.

While the creation of a picnic area may generate noise/activity, staff anticipate this to be in-line with the existing business at 3141 3rd Avenue, and the Province has established clear guidelines for picnic areas that will mitigate this impact. Staff have encouraged the applicant to install landscaping between the picnic area and the neighbouring property at 3161 3rd Avenue.

COMMUNICATIONS

The development application (ZON21-15) was reviewed by the Advisory Planning Commission at their meeting on August 18, 2022. The Commission passed a motion recommending Council support the application.

Additionally, the proposed Zoning Map Amendment Bylaw No. 5064 is consistent with the Official Community Plan and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, a date can be set for October 24, 2022 at 6:00 pm. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include notification to owners and occupants within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*, and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.

BYLAWS/PLANS/POLICIES

1. Official Community – Section D: Plan Policies – 5.0 Commercial.

The application aligns with following OCP policies for Commercial development:

5.1.6 *Infill and redevelopment of underutilized commercial lands will be a priority for the City in order to achieve compact urban form, and to mitigate against excessively dispersed development.*

2. Zoning Bylaw 2014 (Bylaw 4832):

The application aligns with the purpose of the C7-Core Business zone:

5.24 *The purpose of this zone is to establish and maintain vibrant mixed-use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.*

3. 2019 – 2023 Corporate Strategic Plan

The application aligns with the following priorities of the Corporate Strategic Plan:

Priority #1: *Respond to demographic change/improve quality of life*
Goals 1.2: *The Uptown District is revitalized and flourishing*
Strategy 1.2.1: *Attract new investment and encourage redevelopment and improvements*

Priority #2: *Enable the new economy*
Goals 2.3: *The economy grows with an emphasis on small business.*

*Strategy 2.3.1: Focus the City's Economic Development Department efforts
toward the small business (50 employees or fewer)*

SUMMARY

The City has received an application for a map amendment to *Zoning Bylaw No. 4832* proposing to rezone 3151 3rd Avenue from *C5 Transitional Office* to *C7 Core Business*. This would allow Dog Mountain Brewing Ltd. to convert the property to support their non-brewing operations (i.e. kitchen, lounge, office, picnic area).

Staff support the proposed Zoning Bylaw amendment and recommend it be given first and second readings. Staff also recommend the Public Hearing be waived as the rezoning aligns with the OCP land use designation.

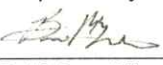
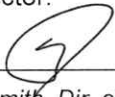
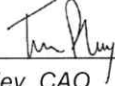
ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map – 3151 3rd Avenue*
- *OCP Land Use Designation*
- *Current Zoning Bylaw Classification*
- *Current Zone Description*
- *Proposed Site Plan*
- *Front Yard Concept*
- *Proposed Zone Description – Zoning Bylaw No. 4832*
- *Advisory Planning Commission August 18, 2022 Meeting Minutes*
- *Engineering Servicing Report – August 10, 2022 – 3151 3rd Avenue*
- *Draft Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064*

C: T. Slonski, Director of Corporate Services
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector

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Date: February 1, 2023
File No: 3360-20-4925 Leslie
To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendment**
4925 Leslie Avenue
Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)
Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)
Applicant: A. & C. Needham

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5059.

PURPOSE

To consider final reading of Zoning Map amendment Bylaw No. 5059, that would enable a subdivision to create one additional lot for a new single-family home.

BACKGROUND

Council gave 1st and 2nd reading to the amending bylaw at its regular meeting of June 27, 2022. Council also passed a resolution to waive the Public Hearing as the application aligns with the OCP (Official Community Plan). At its regular meeting of August 8, 2022 Council gave 3rd reading to the amending bylaw. The applicant has since submitted a subdivision application and received a Preliminary Layout Review letter from the Approving Officer. Staff reports from the Regular Council meeting of June 27, 2022 and August 8, 2022 are attached to this report for additional information.

ALTERNATIVES/OPTIONS

1. THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5059.
2. Provide alternative direction.
3. Do not proceed with the proposed bylaw amendment.

Option 1 is recommended.

IMPLICATIONS

Following 3rd reading, the amending bylaw No. 5059 was submitted to the BC Ministry of Transportation and Infrastructure. Ministry approval of the rezoning has now been received. The applicant has also applied for subdivision and received a Preliminary Layout Review letter.

Staff support the final reading of the bylaw as it aligns with the *OCP* land use designation, and *OCP* policy 4.2.4 regarding infill development.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Summary of Requested Bylaw Amendments

1. To rezone the property at 4925 Leslie Avenue from 'R1 Single Family Residential' to 'R3 Small Lot Single Family Residential' on *Schedule A – Zoning Map*.

SUMMARY

Staff recommend final adoption of the bylaw as it aligns with the 'Residential' land use designation in the *OCP* and policy 4.2.4 regarding infill development.

Respectfully submitted,



Brian McLoughlin, MCP
Planner II

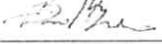
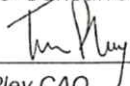
ATTACHMENTS/REFERENCE MATERIALS

- *Staff Report to Council, June 27, 2022*
- *Staff Report to Council, August 8, 2022*
- *Zoning Map Amendment No. 53 (4925 Leslie Avenue - Needham), Bylaw No. 5059*

C: D. Leurebourg, Director of Corporate Services
R. Dickinson, Director of Engineering and Public Works
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector

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Date: June 20, 2022
File No: 3360-20-4925 Leslie
To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendment**
4925 Leslie Avenue
Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)
Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)
Applicant: A. & C. Needham

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade MANAGER OF PLANNING	CAO Concurrence:  T. Pley CAO
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RECOMMENDATION

- THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be now introduced and read a first time.
- THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a second time.
- THAT Council waive the public hearing for "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the Local Government Act prior to consideration of further readings of the Bylaw.

PURPOSE

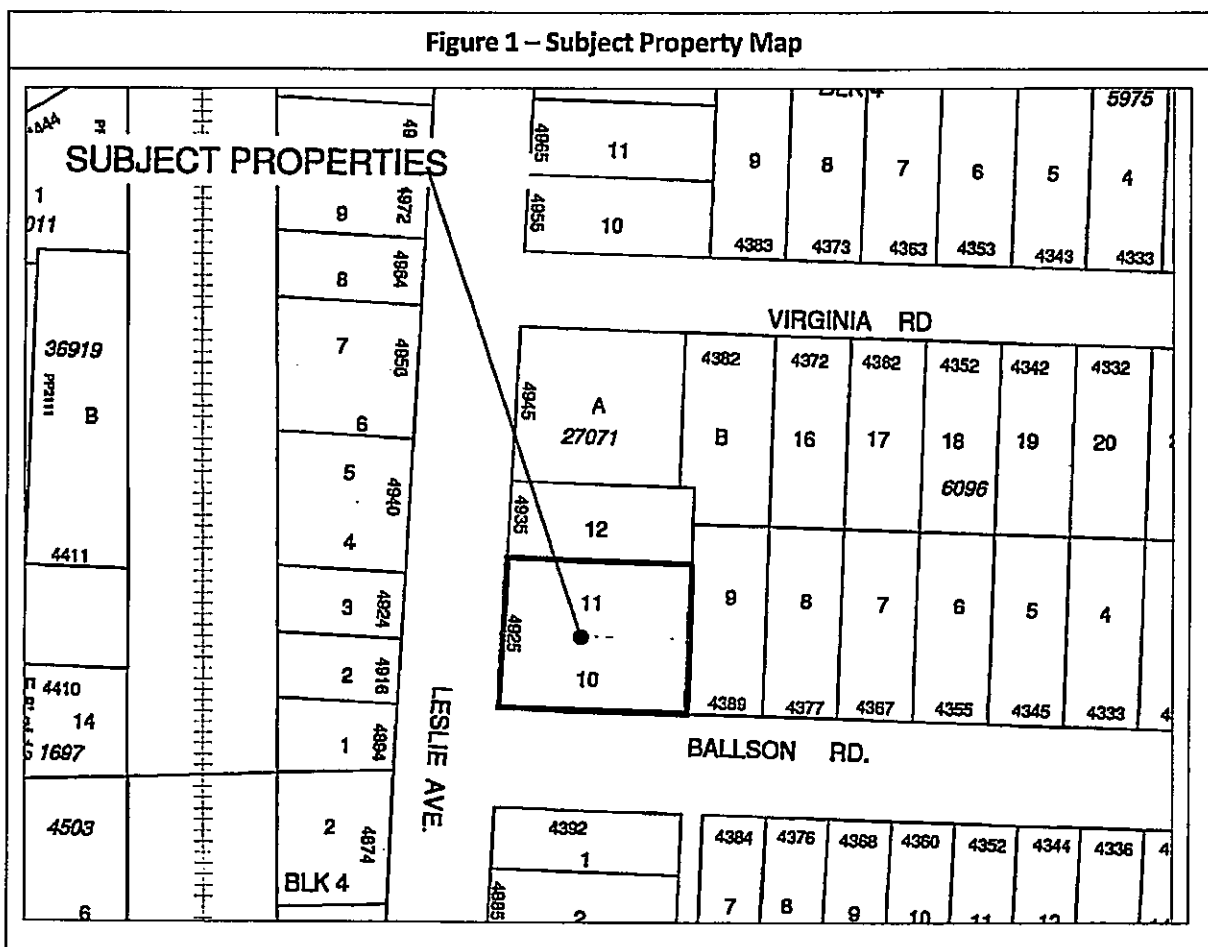
The City has received an application to rezone the properties at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. The applicant is proposing to consolidate the two existing lots and reconfigure them to place the existing house on one lot and create the new lots according to the *R3 Small Lot Single Family Residential* site regulations. This would allow one new small lot single-family dwelling to be constructed. The application requires a map amendment to *Zoning Bylaw No. 4832*.

BACKGROUND

The properties at 4925 Leslie Ave are currently occupied by a single-family dwelling which crosses both legal parcels. Lot 11 has frontage onto Leslie Ave, while Lot 10 sits on the corner with frontage onto both Leslie Avenue

and Ballson Road. The site is located three blocks north of Johnston Street (Hwy 4) in a neighbourhood characterized by mid-century single-family homes.

Table 1 – Site Context	
Location	Northeast corner lot of the intersection of Leslie Avenue and Ballson Road approximately 375m north of Johnston Road.
Current Zoning	R1 Single Family Residential
Proposed Zoning	R3 Small Lot Single Family Residential
Total Area	1153 m2 (0.28 acres)
Official Community Plan (OCP)	• <i>Schedule A - Land Use Map: Residential (RES)</i> • <i>Schedule B Development Permit Areas Map: N/A</i>
Relevant Guidelines	• <i>Section D Plan Policies – 4.0 Residential</i> • <i>Section D Plan Policies – 4.2 Residential (RES)</i>



Current Official Community Plan (OCP) and Zoning Bylaw Designations

In the OCP, the subject property is currently designated *Residential on Schedule A – Land Use Map* which permits one and two-family dwellings. According to OCP policy, properties designated *Residential* are not required to be within a Development Permit Area. No OCP amendments are required for this application. In the Zoning Bylaw, the properties are currently classified *R1 Single Family Residential on Schedule A – Zoning Map*. A map amendment to the Zoning Bylaw No.4832 is required. This proposed map amendment aligns with the OCP Land Use Designation-Residential (RES).

Surrounding Land Use

The surrounding neighbourhood includes properties zoned *R1 Single Family Residential, R2 One and Two Family Residential, R3 Small Lot Single Family Residential, and P2 Parks and Recreation*. The zoning classification of the surrounding neighbourhood is R1 with a few R3 properties to the east between Gordon Avenue and Regina Avenue. West of the rail corridor is a neighbourhood zoned R2. The portion of the Johnston Road corridor nearest the site is zoned R1 and *C7 Core Business*. To the north at the end of Leslie Avenue is the Kitsuksis Creek green space and parkland.

Table 2 – Neighbourhood Land Use Mix	
North	P2 Parks and Recreation, R1 Single Family Residential
South	R1 Single Family Residential, P2 Parks and Recreation
East	R3 Small Lot Single Family Residential, R1 Single Family Residential, R2 One and Two Family Residential
West	ACRD – Rural District (A2)

Status of the Application

The application was reviewed by the Advisory Planning Commission (APC) at their meeting on June 16, 2022. The APC passed a motion recommending that Council support the proposed rezoning at 4925 Leslie Avenue. Meeting minutes are attached.

ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be introduced and given two readings and that Council waive the public hearing for the proposed bylaw in accordance with section 464 (2) of the *Local Government Act*, as the proposed amendment aligns with the Official Community Plan designations and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw.
2. Provide alternative direction.
3. Do not proceed with the proposed bylaw amendment.

ANALYSIS

The applicant is proposing to rezone the property from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. Both are single family zones, though the R3 zone has a lower minimum lot size, shorter minimum frontage, reduced front and rear yard setbacks, and higher maximum lot coverage. Unlike the R1 zone, the R3 zone does not permit secondary suites.

The proposed rezoning aligns with Residential (RES) designation on *Schedule A - Land Use Map* in the OCP, and aligns with policy 4.2.4 regarding residential infill being “*suitably integrated into the adjacent neighbourhood*”. Staff do not anticipate any impact on the surrounding neighbourhood resulting from this development. Increased traffic will be limited to one additional household as the R3 zone does not permit secondary suites.

In order for the subdivision to move forward, the proposed Zoning Bylaw amendment No. 5059 must first be considered and then adopted by Council.

Site Layout

A proposed site plan is attached to this report. The applicant is proposing to create two lots which meet the requirements of the R3 zone site development regulations. The existing dwelling would remain on future Lot A with a new property (future Lot B) created to the east. A new small lot single-family house would be constructed on the future Lot B.

Currently, the front lot lines of both properties are on Leslie Avenue. Upon subdivision the front lot lines of both properties would be on Ballson Road (see attached plan). Lot B would be accessed from Ballson Road.

Table 3 – Proposed Lot Dimensions and R3 Site Development Regulations				
<i>Site Regulations</i>	<i>R1 Single Family Residential</i>	<i>R3 Small Lot single Family Residential</i>	<i>Lot A</i>	<i>Lot B</i>
<i>Minimum Lot Area</i>	600 m ²	350 m ²	588 m ²	565 m ²
<i>Minimum Frontage</i>	15 m	10 m ²	19.33 m	18.86 m
<i>Maximum Lot Coverage</i>	40%	50%	16% (existing)	50% (max.)

Infrastructure and Servicing

Utility service upgrades may be required during development. The Engineering Department has provided an Engineering Services report with details on improvements and required site information. Since the applicant intends to subdivide, these requirements will be confirmed by the Approving Officer and the Engineering Department during the subdivision process. The applicant will be responsible for the cost of all improvements.

REFERRALS

Agency/department	Comments
CPA Engineering Department	See attached Engineering Servicing report. Requirements to be addressed at subdivision.
CPA Parks and Recreation Department	<i>Interests unaffected.</i>
Fire Department	<i>This is a residential property and as long as they give access to the property by a street or adequate laneway as per the access to building document, the fire department has no issue with the amendment.</i>
RCMP	<i>No objections to the proposed.</i>
Fortis	<i>Fortis BC has existing gas mains on Leslie Ave, 1 m west of 4925 Leslie Ave property line, as well as the south side of Ballson Rd, 2.5m from the north property line. Currently, there are no service connections on the lot(s) being subdivided and will have no conflict with Fortis BC. We can connect to each of the subdivided lots in the future if requested. Approval Recommended for Reasons Outlined</i>
Min. Transportations and Infrastructure	<i>MOTI interests are unaffected, no objections</i>

IMPLICATIONS

Supporting this application at 4925 Leslie Avenue would enable a subdivision to create a vacant residential lot, which the applicant intends to construct a single-family dwelling upon. Council should consider the appropriateness of the proposal including potential neighbourhood impacts, and potential benefit to the community.

COMMUNICATIONS

The proposed Zoning Map Amendment Bylaw No. 5059 is consistent with the Official Community Plan and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, a date can be set for August 8, 2022 at 6:00 pm. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include notification to owners and occupants within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*, and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.

Additionally, the BC Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment since the property is located within 800m of a provincial highway. Approvals must be provided before final adoption of the bylaw can be considered. To date, MOTI has provided no objection to the application.

BYLAWS/PLANS/POLICIES

Official Community Plan

Section D, Policy 4.2.4 on Residential (RES) land use, states: *"The City supports the development of residential Infill provided that the scale and character are suitably integrated into the adjacent neighbourhood"*.

Zoning Bylaw No.4832

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

1. Change the zoning classification of 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* on *Schedule A – Zoning Map*.

SUMMARY

This application is proposing to rezone the property at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*, for the purpose of subdividing and constructing an additional dwelling. The Development Services Department supports this application because it aligns with the *Residential* land use designation in the OCP and policy 4.2.4 regarding infill development.

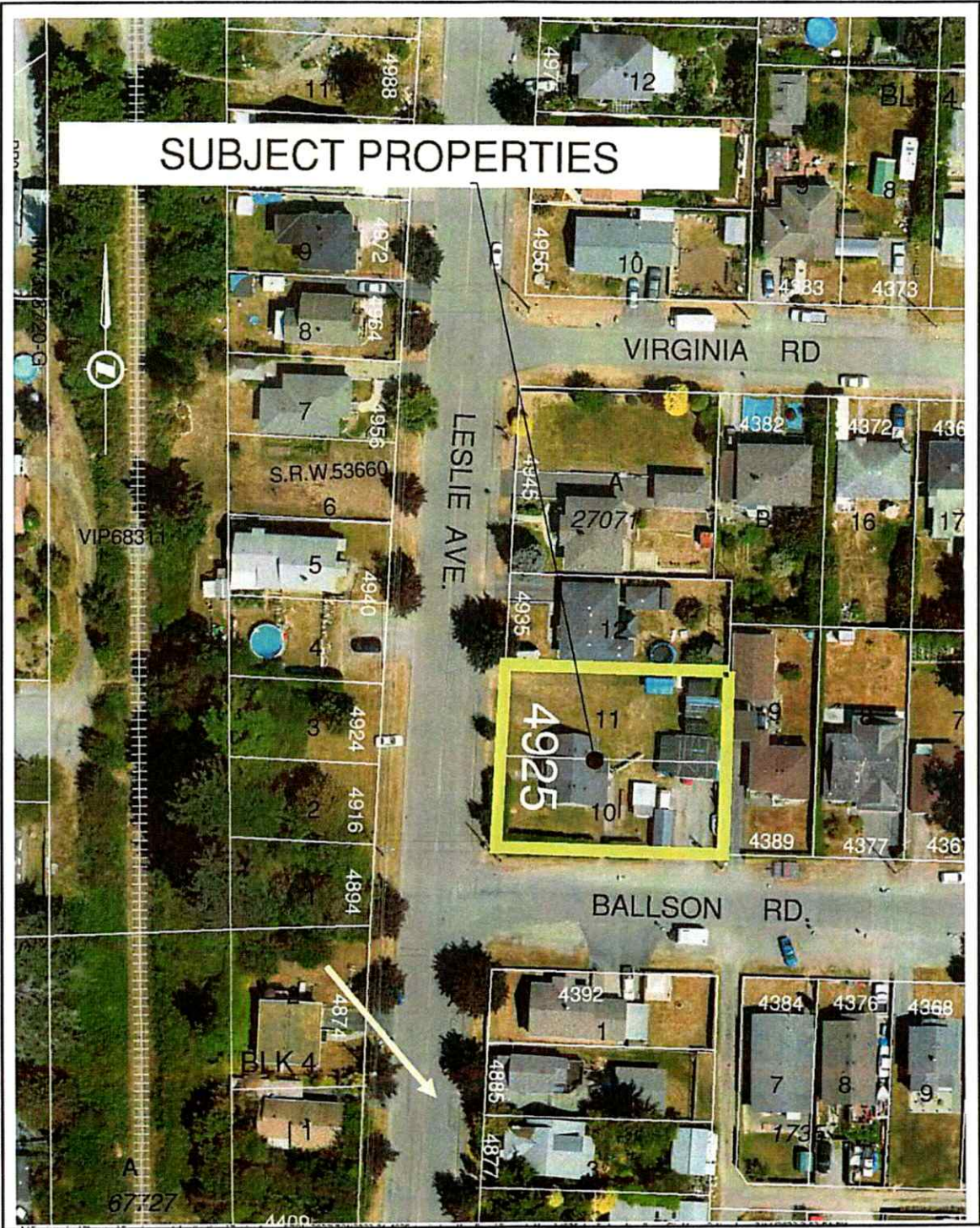
ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map – 4925 Leslie Avenue*
- *OCP Land Use Designation*
- *Current Zoning Bylaw Classification*
- *Proposed Site Plan*
- *Proposed Zone Description – Zoning Bylaw No. 4832*
- *Advisory Planning Commission June 16, 2022 Meeting Minutes*
- *Engineering Servicing Report – June 13, 2022 4925 Leslie Avenue*
- *Zoning Map Amendment No. 53 (4925 Leslie Avenue - Needham), Bylaw No. 5059.*

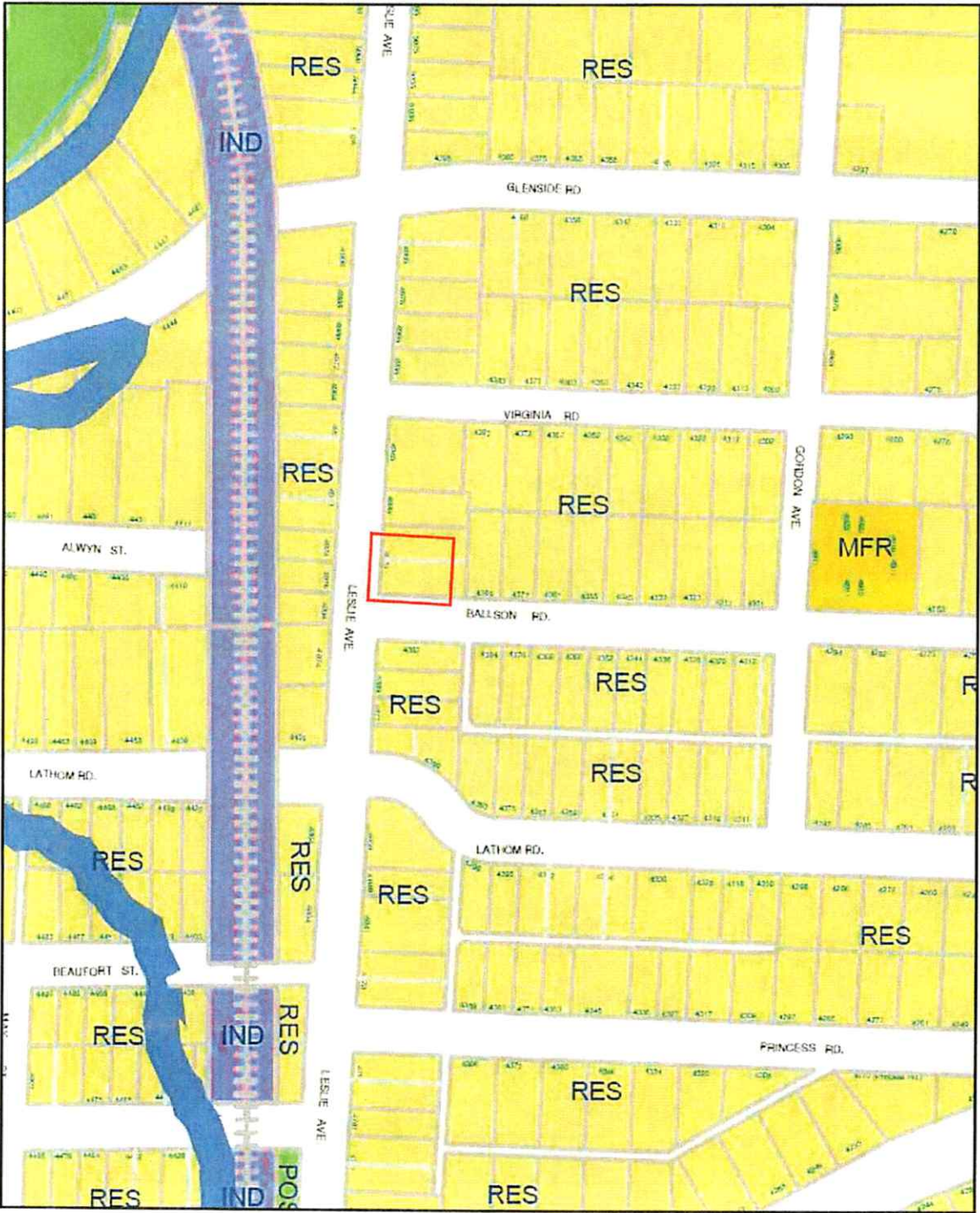
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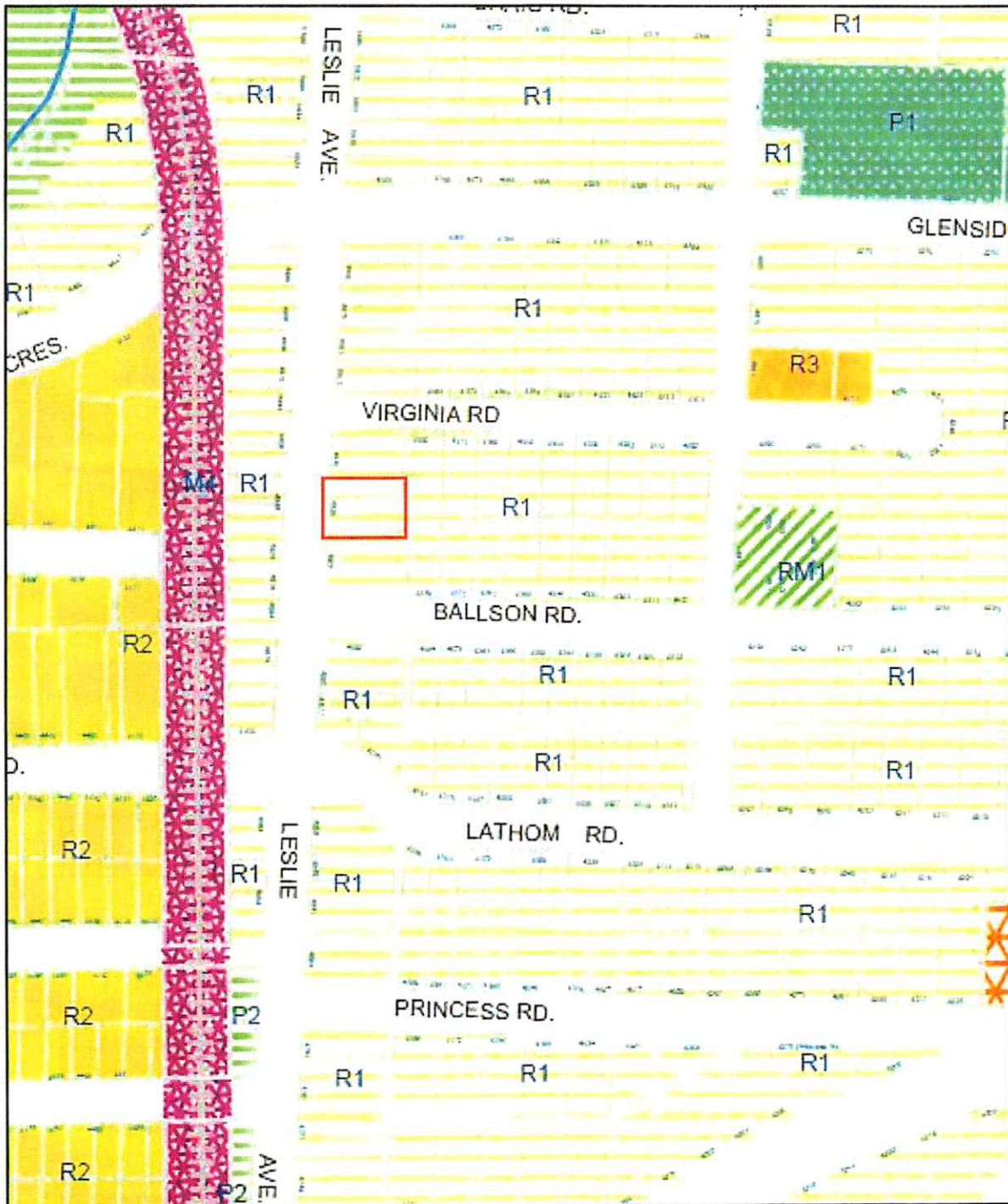
SUBJECT PROPERTY MAP – 4925 LESLIE ROAD



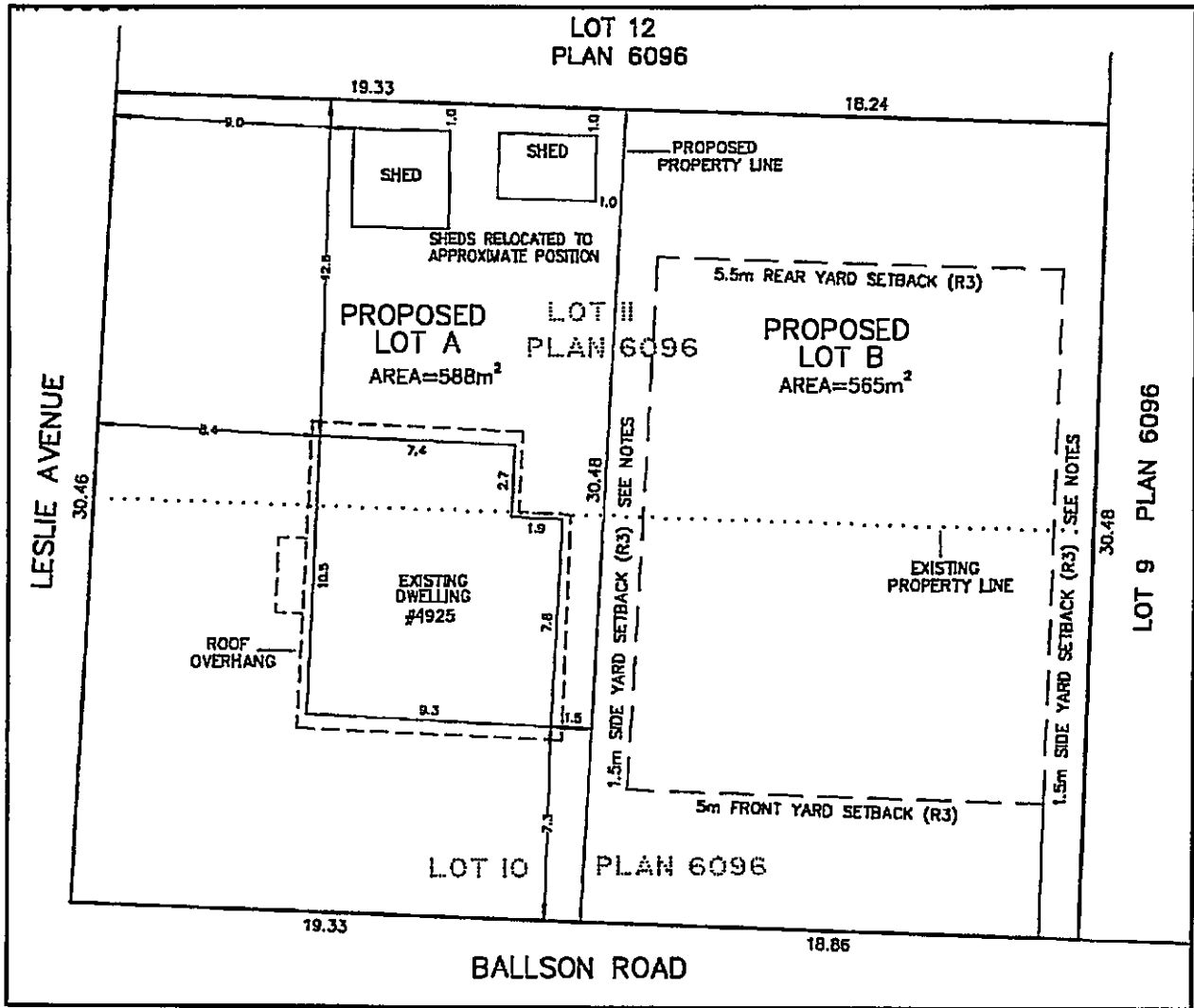
OCP LAND USE DESIGNATION



CURRENT ZONING BYLAW CLASSIFICATION



PROPOSED SITE PLAN – 4925 LESLIE AVENUE



PROPOSED ZONE DESCRIPTION – ZONING BYLAW NO. 4832

Bylaw 4832

R3 – SMALL LOT SINGLE FAMILY RESIDENTIAL

5.13 The purpose of this *zone* is to provide for greater density in areas of the city that are being redeveloped and where small *lots* already exist.

5.13.1 Permitted uses

Principal Uses

Single *family dwelling*

Accessory Uses

Home *occupation*

5.13.2 Site Development Regulations

Minimum <i>Lot Area</i>	350 m ²	(3767 ft ²)
Minimum <i>Frontage</i>	10 m	(32.8 ft)
Maximum <i>Coverage</i>	50%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	5 m	(16.4 ft)
<i>Rear yard</i>	5.5 m	(18.0 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum <i>Floor Area Ratio</i>	0.5	
Maximum Height, <i>Principal Building</i>	10 m	(32.8 ft)
Maximum Number of <i>Principal Building Storeys</i>	2.5	

5.13.3 Conditions of Use

Notwithstanding the provisions of 5.13.2,

- (a) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.0 metres (9.8 ft) wide.
- (b) For single *family dwellings* having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.
- (c) The minimum permitted *setback* from the vehicle entrance of a principal or *accessory building* to a highway other than a *lane* is 5.8 m (19 ft).



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on June 16, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Ken McRae, (Vice - Chair)
Joe McQuaid
Amy Anaka, (Acting for Chair)
Larry Ransom (Alt - S.D.70)
Councillor Deb Haggard, Council Liaison
Peter Dionne, R.C.M.P. Liaison
Andre Guerin, P.A.F.D. Liaison

Regrets

Chris Washington, S.D.70
Stefanie Weber
Callan Noye
Jolleen Dick, Councillor, Hupačasath F.N
Ken Watts, (CEO Tseshah (č išaaʔath) F.N)
Scott Smith, Dir. of Dev. Services/Deputy CAO

Staff

Marianne Wade, Manager of Planning
Brian McLoughlin, Development Planner
Cara Foden, Planning Technician

Guests

Applicant: A. Needham
Applicant: C. Minions, M. Ramsey
Members of Public: 1

Alternates (not in attendance)

Roger Nopper CEO, (Alt. - Hupačasath F.N.)
L. Sam, (Alt. - Tseshah (č išaaʔath) F.N)
Natasha Marshall, (Tseshah (č išaaʔath) F.N)
Vicky White, (Tseshah (č išaaʔath) F.N)
Councillor Helen Poon (Alt. - Council Liaison)



1. Acknowledgements and Introductions –

Acknowledgement by Chair that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations.
Welcome and introductions.

2. Minutes - Adoption of May 19, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the March 17, 2022 regular meeting.

(McRae / McQuaid) CARRIED

3. APC reports and procedures update – Manager of Planning

- New Manager of Planning, Marianne Wade, introduced herself to the APC members and provide a brief verbal summary of her background and experience.
- The new format for APC reports and recommendations was introduced.

4. DEVELOPMENT APPLICATION – Zoning Bylaw amendment

4925 Leslie Avenue, Port Alberni

Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)

Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)

Applicant(s): Amy and Curtis Needham

- City Development Planner (B.M.) summarized his report dated June 6, 2022.
- APC discussed the proposed amendment with respect to the following:

- o It was noted that the Engineering Department has submitted their comments this morning.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that Council support the proposed zoning amendment.*

(McRae / McQuaid) CARRIED

5. DEVELOPMENT APPLICATION – Temporary Use Permit

3130 3rd Avenue, Port Alberni

Lot A, District Lot 1, Alberni District, Plan VIP30733 (PID: 001-225-537

Applicant(s): Bread of Life Centre

- The Chair recused himself and left the meeting at 12:13 pm citing personal interest in the application. This left the APC short of a quorum. The Manager of Planning indicated that the meeting would proceed and that the APC comments would be submitted to Council for consideration as it was not possible to vote on a formal motion/s.
- The Manager of Planning (M.W.) summarized her report dated June 14, 2022.
- APC discussed the proposed amendment with respect to the following:
 - o Clientele – applicant indicated to APC that the Temporary Use Permit was for a Transition House within the existing Bread of Life building and that it would not be restricted by gender.
 - o Hours of operation: applicant indicated that the Bread of Life kitchen would continue to operate within the current hours of 8:00 am to 8:00 pm. The Transition House portion of the building would be operational 24 hours per day and 7 days per week only for the clients using the Transition House .
 - o It was noted by the applicant that the Bread of Life Centre is now operated by the Salvation Army and the intent of the Temporary Use Permit was to allow more time to explore other possible options for a long-term facility and to determine and assess community impact.
 - o APC members expressed some concerns regarding the impact of the proposal on the adjacent commercial area and efforts currently focused on renewal of the downtown core. It was noted that the area is already under a great deal of pressure due to prevalent social issues. The applicants indicated that it was their hope that they would be able to contribute to the improvement of the area by providing an alternative to people that would take them off the streets by providing shelter. He indicated that night outreach teams were planned and would be supporting and encouraging people, currently living on the streets, to make use of the shelter.
 - o Safety: a sprinkler system would be required as part of the renovation to accommodate the Transition House.
 - o R.C.M.P. noted they are aware of issues at the neighbouring Harbourview Apartments building.
 - o A recent sale of the empty, nearby Bank of Montreal building has taken place and the Bread of Life has not yet met with the new owners.
 - o Public Notice is required for this application.
 - o The applicant assured the APC that they are aware of the temporary nature of the permit should it be approved and they are prepared for the eventuality that the use may not be permanent. A rezoning process would have to take place in the future if the applicant decided to pursue a permanent Transition Home in the C7 Core Business zone.

APC Comments

- The members present indicated support for the application.
 - The members are supportive of the Temporary nature of the Permit versus a rezoning which would be of a permanent nature.
 - APC is happy to see that the applicant has been in consultation with BC Housing and that they are taking the BC Building Code requirements into consideration.
- The Chair returned to the meeting at 1:35 pm following the discussion.

6. Status and OCP Update – Manager of Planning

A. June 13 Council

- 5249 Pineo Road rezoning application received 3rd reading.
- 5450 Greenard Street rezoning application received 1st and 2nd reading. Public Hearing waived.
- 4738 Athol Street OCP/ZON amendments received 1st and 2nd reading. Public Hearing July 11.
- A Sign Bylaw amendment to allow for a sign at the Seventh Day Adventist Church (4109 Kendall Ave.) was approved by Council.

B. OCP Review update:

- Stakeholders/groups participated in a workshop on June 2. APC members were invited to participate. Feedback from the workshop is being used to prepare a communication plan that will be presented to Council in late summer.
- Environmentally Sensitive Areas and Parkland will be included in the process for the OCP project. The APC indicated that public education was needed as many people in the community are not informed about the differentiation between private versus public greenspaces and dedicated parks. Communication regarding OCP designations on existing greenspace is also a component of ensuring the public is aware of long-term vision for such spaces.
- Existing OCP contains a requirement for Neighbourhood Plans to accompany applications such as the one for the City owned land at 15th and Montrose St. where the designation is 'Future Residential'. The APC noted that such "one-off" applications should not be considered without enforcing the requirement for broader area Neighbourhood Plans.

7. OTHER BUSINESS:

- The APC asked about status of Carriage Homes in Zoning regulation. The Manager of Planning commented that the City is working with a Consultant regarding the integration of relevant regulations in the Zoning bylaw.
- Configuration of Council Chambers for the needs of APC was discussed. The Manager of Planning will further explore options for meeting space.

8. ADJOURNMENT – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on July 21, 2022.

(Anaka / Francoeur) CARRIED



Ken McRae (Vice-Chair)

DRAFT-APC-Summary/Minutes-Jun16-2022

THE CITY OF PORT ALBERNI
ENGINEERING SERVICING REPORT

FILE:

DATE: June 13, 2022

LEGAL: LOTS 10 & 11, DL 13, BLK22, Plan 6096

LOCATION: 4925 Leslie Street.

SUBJECT: Zoning Bylaw Amendment

Engineering has no objection to the proposed zoning bylaw amendment provided it conforms to current bylaw standards. The following report identifies key site specific requirements and bylaw issues which are to be satisfactorily addressed.

1.00 ROADS:

1.01 No requirements.

2.00 Sewerage

2.01 Proposed Lot A

Records indicate the existing house is presently serviced with a 100mm sanitary sewer connection from Ballson.

Proposed Lot B

A sanitary connections to be purchased and installed by City Forces at the current fees and charges rate.

3.00 Drainage

3.01 Proposed Lot A

Records indicate there is a storm drain connection off Leslie that will require recertification if not presently in use. The existing house is required to connect to this storm drain connection.

Proposed Lot B

A drain connection to be purchased and installed by City Forces at the current fees and charges rate.

4.00 Water

4.01 Proposed Lot A

Records indicate the existing residence is presently serviced with a water connection off Leslie Ave.

Proposed Lot B

A water connection to be purchased and installed by City Forces at the current fees and charges rate.

5.00 SHALLOW UTILITIES:

- 5.01** All conditions of BC Hydro, Telus, Fortis Gas and CATV must be satisfied. All shallow utilities must be shown on the engineering plans prior to approval.

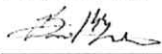
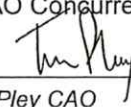
6.00 GEOTECHNICAL:

- 6.01** A geotechnical investigation of the site will be required. The report should address all geotechnical issues which may affect the proposed development such as:
- a) Site soil and groundwater characteristics.
 - b) Site suitability for intended development.
 - c) Recommendations for foundation design.
 - d) Recommendations for slab-on-grade construction.
 - e) Any special requirements for construction.
 - f) Location and stability of fill areas.
 - g) Restricted building areas.
 - h) Road design.
 - i) Drainage practices.
 - j) Potential flood areas.

7.0 SITE GRADING:

- 7.01** Site grading plans for on site development will be required to ensure the proposed grading fits with surrounding areas, drainage and any identified hazards.

Date: July 22, 2022
File No: 3360-20-4925 Leslie
To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendment**
4925 Leslie Avenue
Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)
Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)
Applicant: A. & C. Needham

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade MANAGER OF PLANNING	CAO Concurrence:  T. Pley CAO
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RECOMMENDATION

THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a third time.

PURPOSE

To consider third reading of Zoning Map Amendment No.53 to rezone the property at 4925 Leslie Avenue currently zoned *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*.

BACKGROUND

The applicant intends to consolidate, rezone, then subdivide the lots to create two lots, one that exists and one new lot for a construction of a new small lot single family home.

Council gave 1st and 2nd reading to the amending bylaws at the meeting on June 13, 2022. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) since the application aligns with the OCP land use designation. Council report from June 27, 2022 is attached to this report.

ENTERED

62

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a third time.
2. Provide alternative direction.
3. Do not proceed with the proposed bylaw amendment.

Staff support Option 1.

IMPLICATIONS

As part of the development approval process for 4925 Leslie Avenue, the applicant will be required to receive a Preliminary Layout Review letter issued by the City's Approving Officer prior to consideration of final adoption of the amending bylaw.

Additionally, the BC Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment as the property is located within 800m of a provincial highway. After third reading of the proposed Zoning Map Amendment No. 53, the bylaw will be sent to MOTI for consideration and signing. To date, MOTI has provided no objection to the application.

COMMUNICATIONS

At the June 27, 2022 meeting, Council passed a resolution to waive the Public Hearing. Accordingly, staff issued 45 public notices to properties within 70m of the subject property, as per section 467 of the *Local Government Act*. The applicant also updated their property sign to state that the Public Hearing had been waived. Notices were placed in the newspaper according to the requirements *Local Government Act* sections 465 and 466. The notices provided an opportunity for the public to give written feedback to Council. As of the date of this report, no items of correspondence have been received. If any correspondences are received, they will be brought forward by staff at the Council meeting

BYLAWS/PLANS/POLICIES

Zoning Bylaw No. 4832

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

1. Change the zoning classification of 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* on *Schedule A – Zoning Map*.

SUMMARY

This application is proposing to rezone the property at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* for the purpose of subdividing and constructing an additional dwelling. The Development Services Department supports this application because it aligns with the *Residential* land use designation in the OCP and policy 4.2.4 regarding infill development.

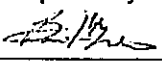
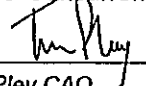
ATTACHMENTS/REFERENCE MATERIALS

- Attachment 1 Council report June 17, 2022
- Attachment 2 Zoning Map Amendment No. 53 (4925 Leslie Avenue - Needham), Bylaw No. 5059.

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

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Date: June 20, 2022
File No: 3360-20-4925 Leslie
To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendment**
 4925 Leslie Avenue
Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)
Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)
 Applicant: A. & C. Needham

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade MANAGER OF PLANNING	CAO Concurrence:  T. Pley CAO
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RECOMMENDATION

- a. *THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be now introduced and read a first time.*
- b. *THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a second time.*
- c. *THAT Council waive the public hearing for "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the Local Government Act prior to consideration of further readings of the Bylaw.*

PURPOSE

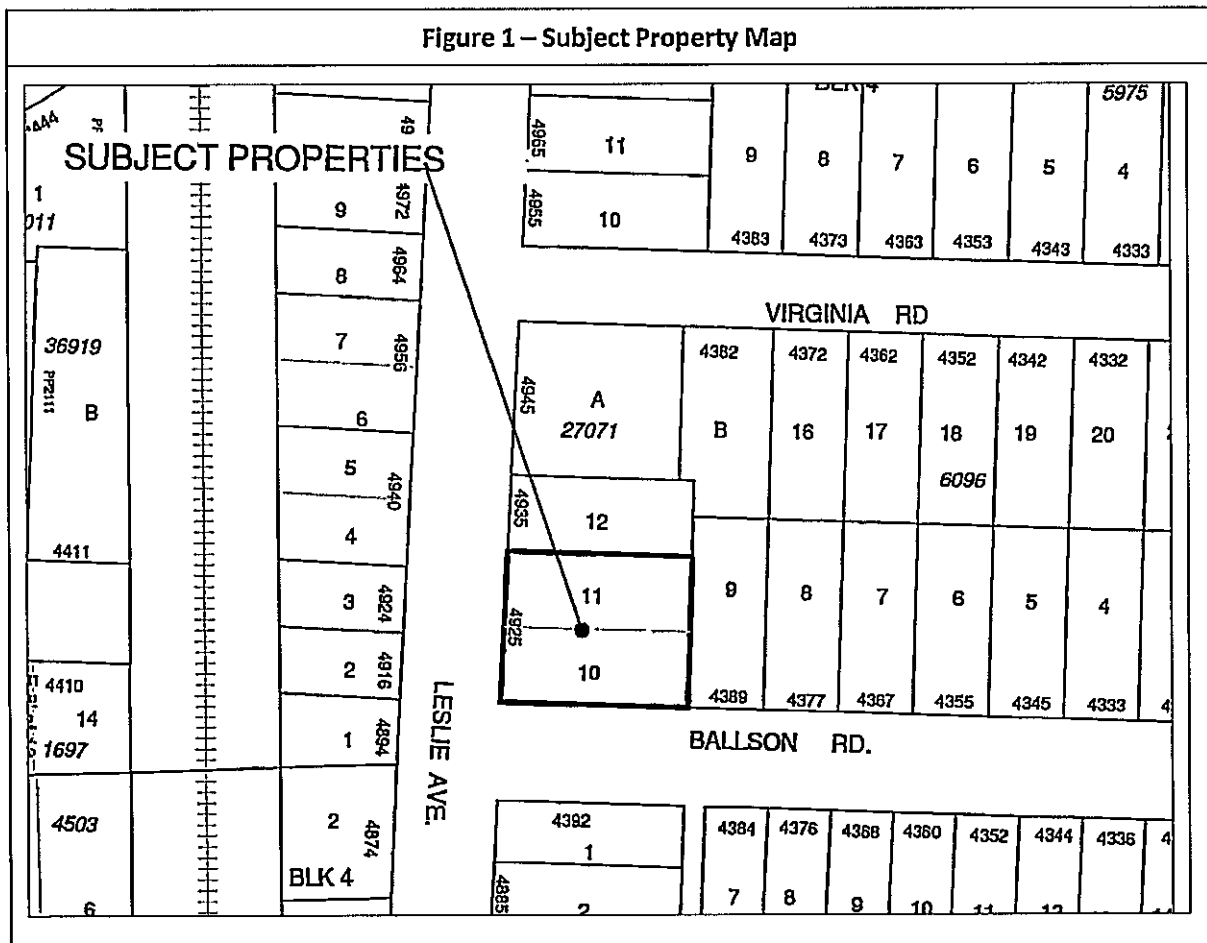
The City has received an application to rezone the properties at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. The applicant is proposing to consolidate the two existing lots and reconfigure them to place the existing house on one lot and create the new lots according to the *R3 Small Lot Single Family Residential* site regulations. This would allow one new small lot single-family dwelling to be constructed. The application requires a map amendment to *Zoning Bylaw No. 4832*.

BACKGROUND

The properties at 4925 Leslie Ave are currently occupied by a single-family dwelling which crosses both legal parcels. Lot 11 has frontage onto Leslie Ave, while Lot 10 sits on the corner with frontage onto both Leslie Avenue

and Ballson Road. The site is located three blocks north of Johnston Street (Hwy 4) in a neighbourhood characterized by mid-century single-family homes.

Table 1 – Site Context	
Location	Northeast corner lot of the intersection of Leslie Avenue and Ballson Road approximately 375m north of Johnston Road.
Current Zoning	R1 Single Family Residential
Proposed Zoning	R3 Small Lot Single Family Residential
Total Area	1153 m2 (0.28 acres)
Official Community Plan (OCP)	• Schedule A - Land Use Map: Residential (RES) • Schedule B Development Permit Areas Map: N/A
Relevant Guidelines	• Section D Plan Policies – 4.0 Residential • Section D Plan Policies – 4.2 Residential (RES)



Current Official Community Plan (OCP) and Zoning Bylaw Designations

In the OCP, the subject property is currently designated *Residential on Schedule A – Land Use Map* which permits one and two-family dwellings. According to OCP policy, properties designated *Residential* are not required to be within a Development Permit Area. No OCP amendments are required for this application. In the Zoning Bylaw, the properties are currently classified *R1 Single Family Residential on Schedule A – Zoning Map*. A map amendment to the Zoning Bylaw No.4832 is required. This proposed map amendment aligns with the OCP Land Use Designation-Residential (RES).

Surrounding Land Use

The surrounding neighbourhood includes properties zoned *R1 Single Family Residential, R2 One and Two Family Residential, R3 Small Lot Single Family Residential, and P2 Parks and Recreation*. The zoning classification of the surrounding neighbourhood is R1 with a few R3 properties to the east between Gordon Avenue and Regina Avenue. West of the rail corridor is a neighbourhood zoned R2. The portion of the Johnston Road corridor nearest the site is zoned R1 and *C7 Core Business*. To the north at the end of Leslie Avenue is the Kitsuksis Creek green space and parkland.

Table 2 – Neighbourhood Land Use Mix	
North	P2 Parks and Recreation, R1 Single Family Residential
South	R1 Single Family Residential, P2 Parks and Recreation
East	R3 Small Lot Single Family Residential, R1 Single Family Residential, R2 One and Two Family Residential
West	ACRD – Rural District (A2)

Status of the Application

The application was reviewed by the Advisory Planning Commission (APC) at their meeting on June 16, 2022. The APC passed a motion recommending that Council support the proposed rezoning at 4925 Leslie Avenue. Meeting minutes are attached.

ALTERNATIVES/OPTIONS

1. That "*Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059*" be introduced and given two readings and that Council waive the public hearing for the proposed bylaw in accordance with section 464 (2) of the *Local Government Act*, as the proposed amendment aligns with the Official Community Plan designations and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw.
2. Provide alternative direction.
3. Do not proceed with the proposed bylaw amendment.

ANALYSIS

The applicant is proposing to rezone the property from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. Both are single family zones, though the R3 zone has a lower minimum lot size, shorter minimum frontage, reduced front and rear yard setbacks, and higher maximum lot coverage. Unlike the R1 zone, the R3 zone does not permit secondary suites.

The proposed rezoning aligns with Residential (RES) designation on *Schedule A - Land Use Map* in the OCP, and aligns with policy 4.2.4 regarding residential infill being "*suitably integrated into the adjacent neighbourhood*". Staff do not anticipate any impact on the surrounding neighbourhood resulting from this development. Increased traffic will be limited to one additional household as the R3 zone does not permit secondary suites.

In order for the subdivision to move forward, the proposed Zoning Bylaw amendment No. 5059 must first be considered and then adopted by Council.

Site Layout

A proposed site plan is attached to this report. The applicant is proposing to create two lots which meet the requirements of the R3 zone site development regulations. The existing dwelling would remain on future Lot A with a new property (future Lot B) created to the east. A new small lot single-family house would be constructed on the future Lot B.

Currently, the front lot lines of both properties are on Leslie Avenue. Upon subdivision the front lot lines of both properties would be on Ballson Road (see attached plan). Lot B would be accessed from Ballson Road.

Table 3 – Proposed Lot Dimensions and R3 Site Development Regulations				
<i>Site Regulations</i>	<i>R1 Single Family Residential</i>	<i>R3 Small Lot single Family Residential</i>	<i>Lot A</i>	<i>Lot B</i>
<i>Minimum Lot Area</i>	600 m ²	350 m ²	588 m2	565 m2
<i>Minimum Frontage</i>	15 m	10 m ²	19.33 m	18.86 m
<i>Maximum Lot Coverage</i>	40%	50%	16% (existing)	50% (max.)

Infrastructure and Servicing

Utility service upgrades may be required during development. The Engineering Department has provided an Engineering Services report with details on improvements and required site information. Since the applicant intends to subdivide, these requirements will be confirmed by the Approving Officer and the Engineering Department during the subdivision process. The applicant will be responsible for the cost of all improvements.

REFERRALS

Agency/department	Comments
CPA Engineering Department	See attached Engineering Servicing report. Requirements to be addressed at subdivision.
CPA Parks and Recreation Department	<i>Interests unaffected.</i>
Fire Department	<i>This is a residential property and as long as they give access to the property by a street or adequate laneway as per the access to building document, the fire department has no issue with the amendment.</i>
RCMP	<i>No objections to the proposed.</i>
Fortis	<i>Fortis BC has existing gas mains on Leslie Ave, 1 m west of 4925 Leslie Ave property line, as well as the south side of Ballson Rd, 2.5m from the north property line. Currently, there are no service connections on the lot(s) being subdivided and will have no conflict with Fortis BC. We can connect to each of the subdivided lots in the future if requested. Approval Recommended for Reasons Outlined</i>
Min. Transportations and Infrastructure	<i>MOTI interests are unaffected, no objections</i>

IMPLICATIONS

Supporting this application at 4925 Leslie Avenue would enable a subdivision to create a vacant residential lot, which the applicant intends to construct a single-family dwelling upon. Council should consider the appropriateness of the proposal including potential neighbourhood impacts, and potential benefit to the community.

COMMUNICATIONS

The proposed Zoning Map Amendment Bylaw No. 5059 is consistent with the Official Community Plan and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, a date can be set for August 8, 2022 at 6:00 pm. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include notification to owners and occupants within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*, and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.

Additionally, the BC Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment since the property is located within 800m of a provincial highway. Approvals must be provided before final adoption of the bylaw can be considered. To date, MOTI has provided no objection to the application.

BYLAWS/PLANS/POLICIES

Official Community Plan

Section D, Policy 4.2.4 on Residential (RES) land use, states: *"The City supports the development of residential infill provided that the scale and character are suitably integrated into the adjacent neighbourhood"*.

Zoning Bylaw No.4832

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

1. Change the zoning classification of 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* on *Schedule A – Zoning Map*.

SUMMARY

This application is proposing to rezone the property at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*, for the purpose of subdividing and constructing an additional dwelling. The Development Services Department supports this application because it aligns with the *Residential* land use designation in the OCP and policy 4.2.4 regarding infill development.

ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map – 4925 Leslie Avenue*
- *OCP Land Use Designation*
- *Current Zoning Bylaw Classification*
- *Proposed Site Plan*
- *Proposed Zone Description – Zoning Bylaw No. 4832*
- *Advisory Planning Commission June 16, 2022 Meeting Minutes*
- *Engineering Servicing Report – June 13, 2022 4925 Leslie Avenue*
- *Zoning Map Amendment No. 53 (4925 Leslie Avenue - Needham), Bylaw No. 5059.*

copy: T. Slonski, Director of Corporate Services

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CITY OF PORT ALBERNI

BYLAW NO. 5059

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

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

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Map Amendment No. 53 (4925 Leslie Avenue - Needham) Bylaw No. 5059"**.

2. Zoning Amendment

2.1 Lot 10 and Lot 11, District Lot 13, Alberni District, Plan 6096 (Lot 10 PID: 005-909-538 and Lot 11 PID: 005-909-554), located at **4925 Leslie Avenue** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, are hereby rezoned from 'R1 Single Family Residential' to **'R3 Small Lot Single Family Residential'**.

3. Map Amendment

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

READ A FIRST TIME this 27th day of June, 2022.

READ A SECOND TIME this 27th day of June, 2022.

A PUBLIC HEARING WAS WAIVED this 27th day of June, 2022.

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

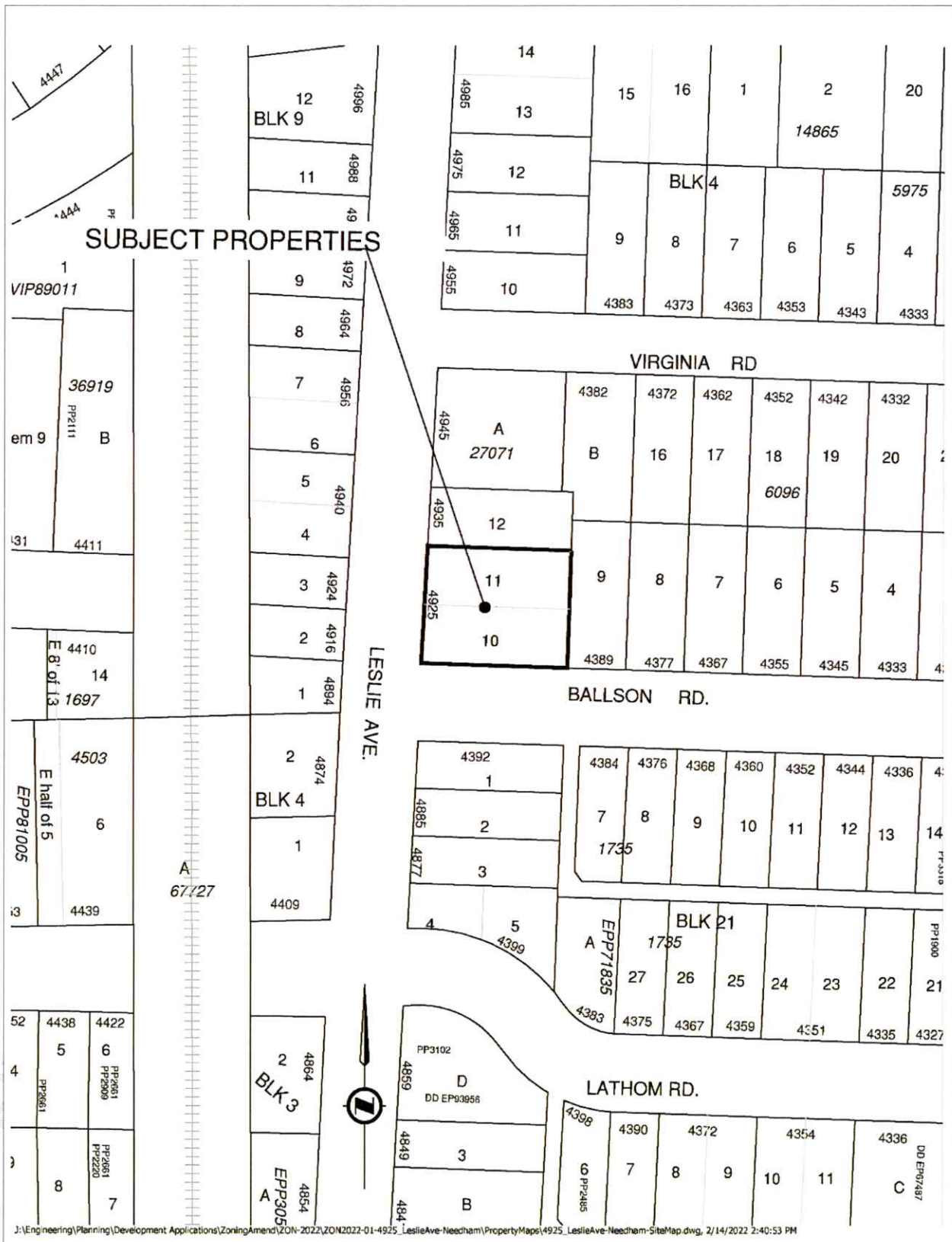
RECEIVED the approval by the Ministry of Transportation this 16th day of January, 2023.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5059



RECEIVED

FEB 03 2023

CITY OF PORT ALBERNI

Wounded Warrior Run BC
1565 Cedarglen Rd
Victoria, BC V8N 2B1

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

File # 8100-01 **RCM Feb 13/23**



February 3, 2023

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

RE: Wounded Warrior Run BC 2023

Dear Mayor Minions & Council,

The Wounded Warrior Run BC team is celebrating our 10th annual event to raise funds for life-changing programs offered by Wounded Warriors Canada. As we all know, since the pandemic, the need is greater than ever to help Canada's Veterans, First Responders, and their families feel **safe, supported, and understood**.

As a mental health service provider, Wounded Warriors Canada (WWC), provides a range of clinically facilitated programs specifically developed to support the unique needs of Veterans, First Responders, and their families. These programs support individuals, couples, spouses, surviving spouses, and children of those who serve or have served our country and communities.

The Wounded Warrior Run BC team is committed to making as much positive impact as possible by raising funds and awareness through our events. **This year the run event is February 26th to March 5th, 2023 starting in Port Hardy and ending in Victoria. We will be arriving in Port Alberni on Thursday, March 3rd.** In addition to the main event, we are holding a One-Day Run from Sooke to Sidney due to the incredible support we received in 2020. It was a huge success to be able to connect even more communities on the island.

To assist us in ensuring the Wounded Warrior Run BC is safe and causes the least amount of disruption to residents, we would like to ask if the event be added to your community calendar in the days prior to alert of delays. In addition, please provide notification on any other communication sites, such as social media to alert the public.

We would also like to extend the invitation to Mayor Minions & Council to meet our team when at the Port Alberni Legion Branch #293 on Thursday, March 2nd, 2023 at 5:30pm, departing at 7:00pm.

We are in the midst of a mental health epidemic in our country and, indeed, around the world. Rates of depression, anxiety disorders, PTSD, addictions and suicide are at an all-time high, with predictable negative impacts on families and communities. There has never been a more critical time to

be engaged in mental health and we're thankful to be making an impact on those who serve our country and communities. It is because of your help that we will be able to continue our mission.

As you are aware, a number of our programs are delivered on Vancouver Island, in Sooke, the founding location for the Trauma Resiliency Program and COPE (Couples Overcoming PTSD Everyday). We are eager and excited to raise funds and awareness for Wounded Warriors Canada, and our team has set the ambitious goal of raising \$250,000. **Please consider a minimum \$2,000 donation.**

Thank you for your incredible support to Wounded Warriors Canada and for continuing to grow our partnership. Please contact the undersigned for any questions.

Much respect,



Jacqueline Zweng
Director
Wounded Warrior Run BC
250-661-4333 / jacqueline@woundedwarriors.ca



Kin Canada

Kinsmen Club of Port Alberni

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☐ Development Services
☒ Corporate Services	☐ Community Safety
☐ Agenda	☒ Other <i>Proc.</i>
File #	<i>RCM Feb 13, 23</i> <i>0230-01</i>

Jan. 23, 2023

To Mayor Sharie Minions and Council

Kinsmen and Kinette Club of Port Alberni celebrate a 103 heritage in Canada and 84 years in the Alberni Valley with the return of our Annual Heritage Dinner Feb. 19th.

We invite the Mayor or City representative to join us as he extended a thank you to seniors of our community for making the valley are great place to live. Doors open at 4:30 with dinner served at 5:30. An opportunity to address our guest will be available.

We also request to proclaim Feb. 12-9 Kinsmen and Kinette Week in Port Alberni and raise out flag at City Hall in recognition of years of contribution to they city and its citizens.

Sincerely

Mitch Gardner, Life Member

President 2022-2023

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JAN 24 2023

CITY OF PORT ALBERNI

Dear Mayor and Council,

Heritage BC



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

File # 0230-20

We are sending you this poster to celebrate Heritage Week, which takes place on February 20-26, 2023. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a not-for-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative can play an important role in stewarding the heritage, both tangible and intangible, in our communities for future generations. There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**
Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. If you have questions about this, please contact us.
- **Visit a Heritage Site, Museum, or Cultural Centre**
Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- **Learn About the Basics of Local Heritage Conservation**
Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- **Support and Introduce Heritage-Supporting Policies**
In 2022, we released a report on the need to seismically upgrade historic buildings in the case of an earthquake, which can pose risks both to occupants life safety and to that of the building. Read the report at heritagebc.ca/seismic-report to learn more, and consider introducing financial incentives to building conservation that are predicated on the inclusion of seismic upgrading.
- **Become a Member**
For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen

Kirstin Clausen
Executive Director
604 417 7243
kclausen@heritagebc.ca
Greetings!

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.

Heritage BC
info@heritagebc.ca
<http://heritagebc.ca>
PO Box 846 Ladysmith BC V9G 1A6

ENTERED

REGULAR COUNCIL AGENDA - FEBRUARY 13, 2023

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ALBERNI-CLAYOQUOT CONTINUING CARE SOCIETY



FIR PARK VILLAGE

4411 Wallace Street, Port Alberni, B.C. V9Y 7Y5
Telephone: (250)724-6541 Fax: (250) 724-6543

ECHO VILLAGE

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4200 Tenth Avenue, Port Alberni, B.C. V9Y 4X3
Telephone: (250)724-1090 Fax: (250) 724-2115

JAN 25 2023

CITY OF PORT ALBERNI

DATE: Feb 1st, 2023

To: Mayor of Port Alberni – Sharie Minions
Councilors – Cindy Solda, Dustin Dame, Debbie Haggard, John Douglas, Charles Mealy, and Todd Patola,

FROM: Residents of Fir Park Village and Echo Village

RE: **SPECIAL VOTING AT FIR PARK VILLAGE AND ECHO VILLAGE**

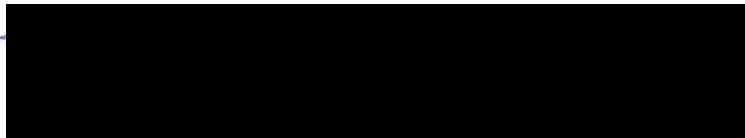
☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☐ Development Services
☒ Corporate Services	☐ Community Safety
☒ Agenda	☒ Other <i>Con Summary</i>

File # *RCM Feb 13, 23*
4200-01

Dear Madam Mayor & Councilors members,

At the last elections we did not have a special voting where the voting and ballot box comes to us, we had to make our own way to advance polling or on the election day. I hope the mayor and councilors can bring back the special voting back to Fir Park Village and Echo Village because of mobility issues and can't leave the premises. Mail-in ballots don't work for our generation either, as we like to vote in-person.

Sincerely,



D. Chapman

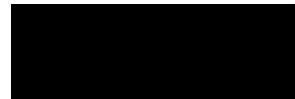
President

Fir Park Village

M. Chase

President

Echo Village



ENTERED

REGULAR COUNCIL AGENDA - FEBRUARY 13, 2023

Page 1 of 1

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JAN 30 2023

CITY OF PORT ALBERNI

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

File # 6120-01 *RCM Feb 13, 23*

From: C [REDACTED] Alemany [REDACTED]

Date: January 26, 2023 at 9:11:26 AM PST

To: Deb Haggard <deb_haggard@portalberni.ca>, Sharie Minions <sharie_minions@portalberni.ca>, Cindy Solda <cindy_solda@portalberni.ca>, John.douglas@portalberni.ca, Dustin.Dame@portalberni.ca, Todd.patola@portalberni.ca, CityPa <citypa@portalberni.ca>

Cc: Willa.Thorpe@portalberni.ca, [REDACTED]

Subject: Parks Master Plan - Redford School lands

Dear Council and City Staff,

I was heartened to hear that you will be completing a Parks Master Plan in your planning work this year.

I must take this opportunity to speak up on behalf of residents of Port Alberni living below (west) of 10th Avenue between Roger and Dry Creek Park. While there are parks *around* and bordering this area, there are no neighbourhood parks left between 3rd Avenue, 10th Avenue, Roger St. And Dry Creek Ravine. It is a significant walk for any family across multiple busy streets to reach any park space.

Historically, there has never been a City-owned park space in the area. Redford school and John Paul II school have acted as the park spaces for this area and they accomplished this well. I moved my own family to this area in 2005 in part because there were these park spaces and playgrounds.

Unfortunately, the Redford school playground fell into disrepair and was eventually removed as it was dangerous. The Catholic School playground was fenced and gated and neighbouring residents are actively discouraged from using it.

This has left neighbourhood residents with no options for neighbourhood parks and recreation areas.

I urge you to consider working with the owners of the Redford School properties to purchase a portion of the field to be dedicated as a city park space.

Sincerely,

C [REDACTED] Alemany

C [REDACTED] Alemany

[REDACTED]
Unceded Traditional Territory of čišaaʔath and hupačasath First Nations.
[REDACTED]

"You can't promote principled anti-corruption action without pissing off corrupt people."

Deputy Assistant US Secretary of State George Kent

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FEB 03 2023

CITY OF PORT ALBERNI

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☒ Development Services
☒ Corporate Services	☒ Community Safety
☒ Agenda	☒ Other <i>Comm. Summ.</i>
File # <i>RCM Feb 13/23</i>	
File # <i>3070-TUP-22-02</i>	

TO: THE CITY & COUNCIL, CITY BYLAW, CITY PLANNING

DATE: FEB 3, 2023

FROM: BUSINESS & RESIDENTIAL COMMUNITY OF PORT ALBERNI

ISN'T IT INTERESTING HOW A BRIEF ANNOUNCEMENT SIDEBAR, ENTITLED "New Shelter Proposed" APPEARED IN THE JAN 25, 2023 EDITION OF THE ALBERNI VALLEY NEWS. THEN IN THE FOLLOWING WEEK'S PAPER, FEB 1, 2023, WE HAVE AN ENHANCED ARTICLE ENTITLED "New Cold Weather Shelter to Open at Eagles Hall" WHICH IRONICALLY, IS THE SAME ARTICLE THAT APPEARS ONLINE ON JAN 26, 2023, AND APPEARS TO BE A FULL UNABRIDGED ARTICLE FOR THE BRIEF ANNOUNCEMENT IN THE PAPER ON JAN 25, 2023.

MY, HOW WE LIKE TO CONFUSE SO AS TO AVOID THE REAL ISSUE WHICH IS THAT THE CITY CONTINUES TO FORGE AHEAD AND MAKE DECISIONS WITHOUT CONSIDERING THE BUSINESS COMMUNITY OR ITS RESIDENTS.

THE "TEMPORARY" LOW BARRIER SHELTER IS LOCATED DIRECTLY ADJACENT TO REPUTABLE ESTABLISHED BUSINESSES SUCH AS ALBERNI ELECTRIC, L B WOODCHOPPERS, DIARY QUEEN AND DIRECTLY ACROSS THE STREET FROM SMITTY'S, BUDGET, PACIFIC WEST, ETC., ETC., ETC.

DID THE CITY ASK ANY OF THESE BUSINESSES FOR INPUT?

I DOUBT IT.

INSTEAD THEY HAVE RELIED ON THE ADVICE OF A CITY PLANNER AND WENT SO FAR AS TO EVEN DISREGARD THEIR OWN BYLAWS.

HOW IS IT THAT "TIME IS OF THE ESSENCE" NOW, WHEN THE HOMELESS, DRUG & CRIME PROBLEMS HAVE BEEN SERIOUSLY PLAGUING THIS TOWN FOR AT LEAST FIVE YEARS OR MORE.

WHY IS IT THAT HOMELESS SHELTERS ARE BURNING UP? AND THAT INCLUDES THE ATM ENTRANCE OF THE ROYAL BANK ON THIRD AVENUE...

NOTHING APPEARS LEGAL IN ANY OF THIS. HOW MANY TIMES IS IT GOING TO TAKE THE CITY TO SORT THIS ISSUE OUT FOR A TOWN OF LESS THAN 20,000?

THE WORST CRIME HERE APPEARS TO BE THE CITY PERPETUATING THE PROBLEM BY NOT MAKING SOUND DECISIONS WHICH ARE IN FAVOUR OF THE BUSINESS COMMUNITY, THE RESIDENTS AND THE HOMELESS.

RECEIVED

F.Y.I. THE RCMP HAVE BEEN AT THE “EAGLES HALL” EVERY DAY SINCE ITS TEMPORARY OPENING.....

“This is temporary in nature,” the city’s manager of planning, Marianne Wade, emphasized to city council during a meeting on Monday, Jan. 23.

*Because the area on Lower Third Avenue is currently zoned commercial, council had to make a **special policy** decision not to enforce the city’s zoning bylaws at the Eagles Hall while it is operating as a shelter. Councillor Todd Patola opposed the motion, stating that he doesn’t approve of **the fact that the city is being asked to disregard its own bylaws.***

However, Wade pointed out on Monday that time is of the essence, and a rezoning application or bylaw amendment would take too long.

Extracts from local news:

Cold weather shelter to open at Eagles Hall in Port Alberni - The Bread of Life is beginning construction of a new low barrier shelter - Elena Rardon Jan. 26, 2023



Forest Enhancement
Society of British Columbia

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FEB 06 2023

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Comm Summary*
RCM Feb 13/23
File # 0230-01

January 26, 2023

Dear Mayor Sharie Minions and Port Alberni (City) Council,

People who live, work, and play in BC forests are amazing. They enthusiastically stepped forward with great ideas to enhance their forests and then delivered on their projects. Since the inception of the Forest Enhancement Society of BC (FESBC) in 2016, over \$260 million has been put in the hands of local people to do fantastic things in our forests.

The diversity of organizations with a passion for forestry in BC is a tremendous strength and an incredible source of innovation. The types of organizations delivering forestry projects now range from Indigenous peoples, community forests, grassroots community associations, municipalities, regional districts, woodlots, the Ministry of Forests, the Ministry of Environment and Climate Change Strategy, contractors, forest consultants, and forest companies big and small. In many cases, FESBC projects caused different groups to work together for the first time. The spirit of collaboration and the resulting positive relationships will now be a platform for deeper partnerships.

FESBC funded projects have successfully contributed to transformation:

- Increased Indigenous peoples' participation and leadership in the forest economy.
- Drove climate action using forests in BC.
- Reduced wildfire risks to communities.
- Accelerated ecologic recovery in areas devastated by beetle epidemics and wildfires.
- Improved wildlife habitat.
- Created jobs in forest-dependent communities.

In the future, with your support, FESBC will continue to work with local communities and others to enhance British Columbia's forests.

Steven F. Kozuki, RPF
Executive Director, Forest Enhancement Society of BC

(123) MC

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J.1(a)

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FEB 06 2023

CITY OF PORT ALBERNI

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

File # 0540-20-CIP & 0230-01 *RCM Feb 13, 23*

From: Port Alberni Canada Day Parade <alberniparade@gmail.com>

Sent: January 20, 2023 4:16 PM

To: Willa Thorpe <willa_thorpe@portalberni.ca>

Cc: Sharie Minions <sharie_minions@portalberni.ca>; Colleen May <colleen_may@portalberni.ca>

Subject: 2023 PAFMS CIP Grant Application

Dear Ms. Thorpe,

Re: 2023 PAFMS CIP Grant Application

Regrettably, after due consideration the Port Alberni Folkfest Multicultural Society has determined that it is no longer possible to lead the organization of the Canada Day events without a far greater degree of community support than currently exists. The directors of PAFMS have concluded that the Society is no longer a viable organization and are winding up its affairs.

Accordingly, we wish to withdraw our application for the CIP financial support for the 2023 Port Alberni Canada Day celebration.

Thank you for your attention to this matter.

Your truly,

A [REDACTED] Blake
President
PAFMS

Port Alberni Canada Day Parade Committee
[Visit us on Facebook](#) or on the web at alberniparade.ca

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FEB 08 2023

CITY OF PORT ALBERNI

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

File # 6120-01 *Rcn Feb 13 23*

To Mayor and Council,

In a January 18th, 2023 AV News article by Elena Rardon concerning the Westeporte park closure, Ms. Rardon reports, in conversation with the Director of Parks, that the city has started work on a master park plan but it won't be finished until after the community plan comes out later this year. Also, that the city parks are inspected monthly with a more thorough inspection conducted annually.

Back on March 7th 2020, at the E town hall meeting, there was a question about the same Westeporte Park that was recently closed due to unsafe conditions. I have transcribed that question and answer by the Director of Parks below.

1:29:35 an online question is read out.

"So, this is from Marie from Westporte, "What is being done about providing our residents with a park given the work going on at rainbow Gardens? Can the city improve the small park located on Woodland Crescent East?"

1:29:49 Mayor Minions: "Director Thorpe?"

1:29:51 Director Thorpe answers:

"Thank you, Madame Mayor. We're in the process currently of reviewing actually all of our park offerings and there will be a report brought to council at your March 23 meeting. We are actually, our parks operation supervisor, will be presenting to you the change at the Westporte park as well as a variety of playgrounds and play structures throughout community."

My questions for council:

1. Why was that report not brought to City Council back in 2020 as stated by the Director?
2. Why was there no presentation made to council during the March 23rd 2020 meeting as stated by the Director regarding the changes to the Westeporte park and the other playgrounds and play structures throughout the community?
3. Why is it taking so long for a parks master plan to be brought to council when one was in the works in 2020?
4. Can you provide me with copies of the last 3 years of inspection reports on the Westeporte playground?
5. Does the parks department conduct an annual inspection of the Kitsuksis Dyke walkway?
6. If so, can you provide me with copies of the last 3 years of the inspection reports for the Kitsuksis walkway?

Thank you
R [redacted] Fraser

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FEB 08 2023

CITY OF PORT ALBERNI

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☒ Development Services
☒ Corporate Services	☒ Community Safety
☒ Agenda Feb 13	☒ Other <i>Comm Summary</i>
File # <u>4020-01</u>	

LETTER

To Port Alberni City Council Members

Feb 7th 2023

I would like to take the opportunity to share with the city council my lived experience as a newly transplanted citizen of Port Alberni to provide an understanding for why I am requesting for an amendment to be made to the zoning bylaw# 4832, 6.7.3 fence and hedge height.

I moved from Vancouver in April 2021, where I lived and worked in the Down Town East Side as a covid outreach nurse, to buy my first house. I needed to leave that dangerous environment as I could no longer withstand the regular assaults to my property and person in my work and daily life. My hopes in buying my first home on Dunbar street here in Port Alberni is that I would be free from the regular attacks I faced while living and working with in the infamous DTES (Downtown East Side). I put down my entire life savings and moved before I was even secured my eventual position as a home and community care nurse here in Port Alberni. Unfortunately it has become evident that the sentiment of safety often associated with small town living is not congruent with the reality of those living in the Dunbar neighbourhood. I have included all of my neighbours testimonials to paint a picture of what we are living with.

1. [REDACTED] an elderly women has had her radio, hard drive, building materials, and food stolen from her front porch and yard. She has watched disenfranchised individuals roaming in her yard snooping around looking for other objects to steal during the night regularly. She stated "I feel vulnerable I can't keep anything outside, they are watching me" [REDACTED] is directly across the street from me. She supports my fencing project and has requested we build her something similar as she is under the same beliefs that it will improve her security and wellbeing.
2. [REDACTED] is also very concerned about the rise in crime and recently has had 2000 dollars worth of equipment stolen out of his car parked in his driveway. [REDACTED] stated "Oh that greenbelt is dangerous it used to be a campground for hikers traveling through town now its a pop up encampment at night"
3. [REDACTED] A young woman, is the live-in- caregiver for her 94 year old grandmother with Alzheimers, has found multiple people trespassing in her back and front yard. She recently told me "I keep a sledge hammer behind my grandmothers rocking chair just in case. I feel like they could break in at any moment and I'm the only one who can defend us. I don't feel safe here. I had gas syphoned out of my car last week!"
4. [REDACTED] has had her shoes stolen off her front porch and has installed multiple motion sensors and cameras. She also agreed that the area has become more dangerous and that a larger fence would deter trespassers and other criminal activity.

5. [REDACTED] also agree that Dunbar has become more dangerous especially around the greenbelt.

Soon after I moved in April 2021, I had someone break into my property, destroy my garden pots and take garden equipment. Since then, people have setup encampments behind my house , light fires, left bio-waste such was human feces and drug needles in my yard and surrounding green space, and found lurking in the bushes while I suntanned or gardened in the summer. Last summer I setup some wire deer fencing to no avail in deterring trespassers , bears, deer, or cougars that visit daily as they have destroyed my gate and fence anyways. It has become impossible to even grow food due to regular assaults from predatory humans and animals. My neighbours have all had property stolen or destroyed, pets killed, their income from short term rentals negatively impacted due to the regular incidents of trespassing from humans and wildlife, all whom I've listed above. In addition the RCMP mail out regular warnings for us to heighten security measures to protect ourselves from house break-ins, car vandalism, assaults, and property thefts.

Also I am extra vulnerable due to a traumatic event in November 2021 where I was hit by car crossing the street in Nanaimo and have been unable to work as a nurse, or live as I had due to my injuries. My partner works over seas for months at a time, so I am alone most of time and physically unable to defend myself or my property.

With knife violence and murders committed around the Friendship centre on 3rd , a few hundred meters from my home, and with my fiancé home for only 6 weeks every 4-6 months, we have been gathering resources to build adequate fencing and provide a physical deterrent from the increasingly bold and violent crimes. After searching for pertinent bylaws related to fence and hedge height , it was noticed that these bylaws are not in keeping with the nuanced requires of the citizens on and near the greenbelt and Dunbar area. So after taking note of the varying heights of fences and hedges throughout town, some as high as 18 ft, we thought it was appropriate to build ours at 8 ft (minimum requirement for high jumping deer). It was alarming to have a bylaw officer show up on my property the morning of February 7th 2023 to notify us that a complaint has been made about the height of the fence my fiancé has been constructing. Given the aforementioned situation , the impending departure of my fiancé on February 16th, and the inconsistent and selective enforcement of this bylaw, we have been forced to bring this issue to city counsel, and to advocate not only for ourselves, but all those living in Dunbar Neighbourhood who have been shouldering the consequences of crime rates by virtue of our close proximation to community services that tend to the needs of the disenfranchised.

The bylaws states that we cannot have a fence larger than 4 ft, and other sections no greater than 9ft. The height 4 ft is insufficient to provide any protection , privacy, or deterrent against to the aforementioned assaults and threats from persons and wildlife. In addition, none of the neighbours in the area have made a complaint against our build, thus it must have been made by someone who does not even live in the neighbourhood, for it is my neighbours who have asked my fiancé to build them something similar as they have also been victims to the rising crimes in Dunbar area. It is also unjust that in order to advocate for amendments for ourselves, I need to pay hundreds of dollars to access the city

counsel and have this security issue addressed. This is a classist obstacle that hinders those who are of a lower economic standing to access their rights as tax paying citizens, and advocate for themselves against unjust, outdated, and incongruent bylaws that do not serve to protect the safety of the working class.

My question is how will the elected officials help the most vulnerable citizens protect themselves against the rise in crime? In our unique neighbourhood situation an immediate and simple solution would be to grant exemptions to homeowners in the Dunbar neighbourhood and other in high risk areas to build adequate fences (which they already have) to deter crime and dangerous wildlife and to not selectively enforce this bylaw against those who wish to follow the majority. It is imperative that counsel update the zoning bylaws to reflect the current situation as no one in the Dunbar neighbourhood believe that this bylaw serves their needs or is in alignment with their rights as property owners.

As a fellow civil servant with 7 years serving as a combat medic in the Canadian Armed Forces, and 9 years as a registered nurse, I would like to thank the council for reading this letter, and sincerely believe that the elected officials will act in the best interest of the populous that has elected them into office. My fiancé [REDACTED] and myself will continue to go through the appropriate avenues to remediate and find a reasonable solution to to have this security crisis addressed in a timely manner. This issue impacts the entire neighbourhood's basic human right to protect themselves, have food security, and thus we are passionate about these basic rights. We are prepared to speak with the council this upcoming Monday February 13th 2023 if required. My fiancé will be speaking for me as the injuries rendered from the November 2021 accident has negatively impacted my capacities from such social settings.

Kind regards

Homeowner of [REDACTED] Port Alberni

N [REDACTED] Wynne

[REDACTED]

8th february 2023

RECEIVED

FEB 09 2023

CITY OF PORT ALBERNI



Giving Hope Today

The Salvation Army Alberni Valley Ministries / 4835 Argyle Street, Port Alberni, BC, V9Y 1V9 / 250.723.6913

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
File # 0230-20-SA
Corr. Summary
Rev Feb 13/23

05 February 2023

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

City Council,

I have a lot of respect for members of Council. It is only after much thought and many conversations that I feel compelled to write this letter. After I stood before council on 23 January 2023, a number of members of our community have approached me concerned that I was 'harassed' by council, particularly Councillor Todd Patola. Some people who were in the room with me that day and some who watched the meeting online reached out to me, even meeting in person, to check on my well-being, saying that they felt that I was 'bullied'.

Perhaps council is unaware that appearing before council, whose members are sitting behind their desks, in front of an audience, and having the encounter broadcast on television and social media, can be quite intimidating in and of itself. On 23 January 2023, prior to the meeting even commencing a community leader who was presenting to council mentioned to me how nervous she was - and she is a very skilled and experienced presenter who has appeared previously before council.

I was more than a little concerned even sitting as a member of the gallery by the way in which Councillor Patola spoke to the city staff. It seemed like an interrogation. The matter was in front of council for an excessive amount of time (up to 30 minutes) and during that time Councillor Patola asked the same questions repeatedly even though the answers did not change and even though it was obvious to all present that people in the room were growing quite uncomfortable with his line of questioning (as were people watching on-line).

It has been mentioned to me that his comments seemed needlessly provocative and certainly misleading. People interpreted Councillor Patola's comments as suggesting that The Salvation Army was requesting something illegal or unusual of City Council, which he knows (or should know) that we were not.



RECEIVED

2023 FEB 13 PM 3:07

Giving Hope Today

The Salvation Army Alberni Valley Ministries / 4835 Argyle Street, Port Alberni, BC, V9Y 1V9 / 250.723.6913

My concern in this is two-fold. 1) I feel bad for the city staff who have to appear before council on a regular basis. Being grilled publicly in this manner cannot be conducive to a good work environment. 2) I am really concerned for the citizens of our city who have matters that need to come before council. As I stated previously, appearing before council can be quite intimidating in and of itself. I can only imagine the fear and horror of any who were watching this meeting in preparation for their own appearance before council. City Council needs to be a safe place and on 23 January 2023, in the eyes of members of the public, it was not.

I would like some assurances made to the public that council will be a safe place for members of the public to appear and that should a councillor appear to be bullying a member of the public in the future that other members of council will step in to protect the citizens of this city.

In considering whether or not to bring this matter to the attention of council, I was reminded of a quote often attributed to Edmund Burke that I will paraphrase here: The only thing necessary for the triumph of bad behaviour is for good people to do nothing.

I humbly submit all this to you good people for your consideration.

Sincerely,

Major Michael Ramsay
CO, The Salvation Army
Alberni Valley Ministries

RECEIVED

FEB 06 2023

CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Heritage Commission Meeting
January 4, 2022
Minutes

Location:
Alberni Valley Museum

Attendees:
Claudia Romaniuk
Colin Schult
Don Mallon
Gareth Flostrand
Janis Joseph (School Board alternate)
Ken Watson
Pam Craig
Willa Thorpe (staff)

Regrets:
Bill Collette
Charles Mealey
Ed Ross
Penny Cote

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☐ Development Services
☒ Corporate Services	☐ Community Safety
☒ Agenda	☒ Other <i>See Summary</i>
File # <u>0540-20-AVMHC</u>	

Called to order: 7:01pm

1. Moved by Claudia that the agenda of the January 4, 2023 meeting be approved as circulated.
2. Moved by Colin, seconded by Ken, that the minutes of the December 7, 2022 meeting be approved as circulated.
3. Old Business – none
4. Correspondence – none
5. New Business
 - a. Staff to confirm contact information for the Hupacasath representative on the Heritage Commission
 - b. Staff to confirm alternate representatives for each Heritage Commission organization and include alternates on correspondence (meeting agendas and minutes)



Heritage Commission Meeting

January 4, 2022

Minutes

6. Reports

a. Historical Society

- i. The Board of Directors wishes everyone a Happy New Year!
- ii. Our fantastic group of volunteers took a much-deserved break from Dec. 17 – Jan 3. Now it's back to work, Tues.-Thurs., 10am to 3 pm.
- iii. Volunteer hours in December totalled 116 1/2 hrs. Way to go Ladies!
- iv. We have started planning our next Public evening. Stay tuned for more information.

b. Regional District – no report

c. Maritime Heritage Society

- **Canoe Exhibit** – A new exhibit is now in the Gallery centering around the wonderful "Ladies Canoe" that is on loan to us from the Tseshaht First Nation. This display also includes the beautifully carved Hesquiaht canoe model created by Tim Paul. This model was presented to PAMHS by Tim at a recent Reconciliation Day Ceremony in recognition of hosting Tim and his fellow carvers in our compound while they created the Language Revitalization Pole now erected at Millstone Park. Thanks to Dave Cox and Geo Monrufet for their work on this exhibit.
- **Photo Contest Results**– The photo contest winning entries as well as a selection of other photos submitted are now on display in the Gallery. Thanks to Jean McIntosh, Dave Cox, and Chris Johnson for the inspiration and completion of this initiative and thanks to the Alberni Valley Museum for printing the images.
- **SS Beaver Award** - The *MV Frances Barkley* from Port Alberni has been honoured with a prestigious SS Beaver Medal from the Maritime Museum of B.C. The *Frances Barkley* was one of six award recipients. Congratulations from PAMHS on this award.
- **Junior Lightkeepers Club** – This is a new initiative designed to involve children in the stewardship of the lighthouse and it's exhibits, and to create a fun way to learn facts and skills relating to the work of lighthouse keepers and mariners. The first few trial days of the program brought us 8 new members, and interest from a teacher in Hungary wishing to involve her students. A larger roll-out of the program will happen first week of January, with an article in the AV News, and promotion on our social media.
- **Open Hours** – We are now open 4 days a week, Thursdays to Sundays from 11am to 4pm. Stop in to see our Facilities Coordinator Chris Johnson and learn some interesting facts about our history in Port Alberni.





Heritage Commission Meeting
January 4, 2022
Minutes

d. Industrial Heritage Society

- i. December saw the biggest return of volunteers to the Industrial Heritage Society Centre since the COVID shut down. Members were busy decorating and preparing for the Christmas art show and market. In spite of snow we had around 150 people attend on Dec 10, 2022 and by all accounts was a great success.
- ii. IHS had two Christmas gatherings of members which 50 plus members and spouses attended.
- iii. IHS has been helping the Hospice Society in the marketing of Alberni Valley Loggers; we have sold 40 copies.
- iv. We have received valuable free publicity via an article on the Industrial Heritage Society in the "Double Clutch" magazine of the "Antique Truck Club of America" Nov.-Dec. edition.
- v. We have sold and distributed more than 200 of our calendars, Salmonberry's Emporium and Mobius Books have been selling them as well.
- vi. We are continuing with writing the fire safety plan.
- vii. On the negative side, we had to cancel our Kindergarten tour and our drive about town with the decorated vintage trucks because of weather.

e. Community at Large

- i. January Activities Around Town:
 - 5 – Mt. Klitsa Garden Club 7pm @ Dogwood Rm. Medicinal Medicine → Garden Bits and Pieces
 - 5-7 – TOTEM '67 @ ADSS – Admission \$10 per day
 - 7 – Tree-cycling – bring your tress to Echo (back parking lot) to be chipped for use around the City, by donation to KidSport
 - 7 – Loonie/Twoonie Auction @ AV United Church, raising funds to assist Cathy Watts in her fight against cancer in Victoria
 - 10-12 – Blood Donation event @ BW Plus 2-645 Reserve your spot
 - 11 – Barkley Sounds Community choir starting it's Spring series @ AV United Church 645-9
 - 16 – Snowed in Comedy Tour @ Capitol Theatre 730pm
 - 18 – Eating Cheaper and Growing More – interactive evening exploring food security topics sponsored by Alberni Climate Action, AVTTS and AV Food Security Soc. 7pm @ Char's – Free Admission
 - 22 – PA Film Fest – Buffy Saint-Marie → Carry It On 5pm @ Paramount



Heritage Commission Meeting
January 4, 2022
Minutes

- f. School District
 - i. Next Public Board meeting is Jan. 10, 2023
 - ii. New Minister of Education and Child Care – Honourable Rachna Singh
 - iii. The last two weeks of school in December saw ‘Winter Celebration Events’ in all schools – band concerts, school performances, Winter Wonderland attendances.
 - iv. Dec. 13 Board of Education Public meeting – Committee Appointments were designated. Pam Craig returned as Board rep on Heritage Commission with Trustee Janis Joseph as alternate.
 - v. Jan 5, 6, 7 – 67th Totem Tournament – “It’s Kind of a Big Deal”
 - 1. Six team format – One Gym, One School and One great Tournament.
 - vi. ADSS Athletic Wall of Fame – 4 new inductees:
 - 1. Coach – Bob Matlock
 - 2. Gerry Fitzgerald – Hockey
 - 3. Myles Fitzgerald – Hockey
 - 4. Leo Fitzgerald – Hockey.
 - vii. SD70 Trustees have a busy year ahead. Trustees have received from Superintendent Tim Davie, the 2022-2023 SD70 Pacific Rim Board Working Plan which includes meeting dates, list of external and internal committees’ meetings, reminders of associate partner meetings and reports, etc. The Board will soon have dates for meetings with all local Municipal Governments.
 - viii. The Board will also be working with partners and community on the review of the District Strategic Plan.
- g. Chamber of Commerce
 - i. December spent working on our membership database and renewals. Last year we implemented our online payment program and happy to say that it is working very well. We are well ahead of this time last year in terms of membership payments/renewals.
 - ii. The Chamber held a nice staff/volunteer Christmas party in mid-December at Alberni Brewing. Food was excellent as was the service. Nice to see our team get together. All told about 38 people including spouses/partners.
 - iii. We are currently interviewing for the position of Office Manager. A fair number of applications have been received. Interviews through this week (at least).
 - iv. We have invited Minister Osborne to a Networking Meeting that we will be scheduling around her schedule either late January or early February.



Heritage Commission Meeting
January 4, 2022
Minutes

- h. McLean Mill
 - i. As reported on last month we opted not to do the Heritage Christmas Village or Festival of Trees. This was largely due to our lack of available human resources both from a staffing and volunteer perspective. In hindsight we were almost lucky in that the weather challenges through much of December may have negatively affected attendance at the event even if we were able to host it.
 - ii. All inventory from the gift shop was removed and sent over to the Visitor Centre. We will reposition it back to the site well-ahead of our opening for 2023.
 - iii. For now we are closed for general operations however we are active on the site on weekends and other days where necessary.
- i. Community Arts Council
 - i. Our gallery is on our regular winter shutdown from December 23 until the end of January.
 - ii. Gallery Exhibits: Beginning January 31 to March 24 we have, in partnership with the Rotary Club, the Port Alberni Landmark Art Exhibit. Meet and greet is Saturday, February 4 from 1-3.
 - iii. Packing up dates: we are packing up the remainder of our belongings from the Rollin building on January 13 and January 16, because of the discovery of lead-based paint. The City is looking for a spot where we can store these items.
 - iv. Book Sale: We are still in limbo about our annual Book Sale in May. We do not have a space yet for a drop off for the books.
 - v. Open House: We are hoping to have an open house at the Harbour Quay for our membership and for invited guests. Friday, February 10, 7pm-9pm, is the probable date and time.
- j. City Council – no report
- k. Museum – no report
- l. Hupacasath First Nation – no report
- m. Tseshaht First Nation – no report

7. Next Meeting

- a. Wednesday, February 1 → 7pm (Alberni Valley Museum)



Heritage Commission Meeting
January 4, 2022
Minutes

8. Adjourn
 - a. Moved by Pam to adjourn the meeting at 8:03pm

Councillor Report

For February 13, 2023

Councillor Debbie Haggard

January 16 – 27, 2023 – Strategic Planning Session – Staff and Council attended the two-day Strategic Planning Session in order to set priorities for the next four years.

January 18 - 20, 2023 – Truck Loggers Association Convention

- **BC's Markets and Investment Climate** – Annual review on the current forest product markets conditions and the BC/global investment climate
- **BC's Politics over Lunch** – Richard Zussman, reporter from Global BC, and Rob Shaw, political correspondent from CHEK News, shared their views on BC's political landscape.
- **The Future of Technology and It's Use in the Forestry Sector** – This session explored new trends in technology being implemented in BC and Canada and its ability to tackle issues such as improved competitiveness, increased efficiencies and climate change.
- **Employee Relations and Workforce Challenges** – This session looked at the realities of attracting and keeping new employees through recruitment and retention strategies including training, wellness and benefits.
- **First Nations Panel** – BC's forest sector is changing along with the increased participation of First Nations in its forestry management.
- **Leader's Luncheon** – Premier, David Eby talked about initiatives the province is doing in order to work with the forest industry.
- **The Many Facets of Partnerships in BC** – BC's forest sector involves many partnerships, including First Nations, labour and alliances with a variety of associations. This session explored what it takes to be successful in those partnerships.
- **Innovative Solutions for Managing Old Growth Forests** – Innovative solutions for managing old growth forests beyond a simple yes or no were presented.
- **Moving the Forestry Sector Forward: Carbon, Climate and Sustainability** – The forest sector has a future in tackling society's expectations for climate change and sustainability. There is an opportunity to invigorate the forestry sector with new ideas, diverse strategies and continued innovation.
- **Bruce Ralston, Minister of Forests**, answered questions from guest panelists

January 23, 2023 – Council and the School District Board had a "meet and greet". The new Superintendent gave an overview of their programs and priorities. It is important for these two organizations to develop a working relationship and collaborate together for the betterment of the youth in our community.

January 25, 2023 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Letter of support was sent for InFilm regarding a grant application.
- Funds were approved to look at options for necessary renovations to the existing ACRD building, a new building and/or possible partnerships.
- The 2023 ACRD Standing/Select Committee appointments and appointments to outside boards, agencies and commissions were approved.

January 26, 2023 – Policing in BC: Contract Policing 101 – This webinar gave an overview of the current RCMP office in BC, discussion on a variety of challenges that RCMP officers are experiencing and possible future scenarios of the RCMP and what those may look like.

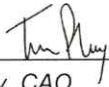
January 31, 2023 – Committee of the Whole meeting:

- Overview of the 2023 – 2027 Financial Plan timeline was presented
- Manager of Planning provided information related to the establishment of a Development Procedures Bylaw
- Manager of Planning provided information related to proposed zoning bylaw amendments

February 2, 2023 – I attended via zoom the announcement from the Minister of Mental Health and Addictions regarding the Integrated Child and Youth Teams. This program is intended to take the services to the child and wrap those services around the child.

February 6, 2023 – Committee of the Whole meeting – The Director of Finance introduced the City's draft Five-Year Financial Plan 2023 – 2027.

Date: January 20, 2023
File No: 5500-02-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Street Lights and Reporting

Prepared by: <i>R. DICKINSON</i> DIRECTOR OF ENGINEERING AND PUBLIC WORKS	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

That Council receive the staff report dated January 20, 2023 regarding City street lights, including the process for reporting repairs and outages;

And Further, that Council consider the request for a street light illumination study within the Five-Year Financial Plan for 2023 to assist in prioritizing illumination changes and to guide future capital projects.

PURPOSE

To provide Council with information regarding the street lights in the City, including the process for reporting repairs and outages.

BACKGROUND

At its January 23, 2023 Regular meeting, Council resolved as follows:

THAT Council direct staff to prepare a report for Council's consideration regarding City street lights including the process for reporting repairs and outages.

CARRIED / Res. No. R23-22

City streets are lit by street lights whose main purpose is to improve safety through reduction of vehicular and pedestrian/cyclist incidents, criminal and anti-social activities. There is currently a total of 1,819 street lights that are either owned by the City or owned by BC Hydro and leased by the City; 764 of the lights are owned by the City, usually identified by being mounted to a metal pole, and 1,055 of the lights are owned by BC Hydro and are usually identified by being mounted to a wooden utility pole.

The importance of street lights increases as the risk for vehicular and pedestrian/cyclist conflicts increase. That increase in risk usually occurs on higher use streets (arterial and collectors) and adjacent to commercial or higher density residential land use.

In 2016 the City replaced 525 High Pressure Sodium (HPS) lights with LED lights. LED's use less power and can last up to four times longer than HPS lights. More recently in 2021 BC Hydro replaced 830 HPS lights with LED's for the same reasons, and as per a Federal mandate to remove old lights that contain PCB's.

When considering warrants for street lighting, including illumination level, the following criteria are considered (in no specific order of priority nor is this an exhaustive list):

- Road designation (Arterial, collector, local)
- Road geometry
- Adjacent facilities
(transit, sidewalk, multi-use path, bike lanes, paved shoulder, driveways)
- Volume and type of traffic
(ex. 100 vehicles per day or 5,000 vehicles per day and type of vehicles such as high truck volumes)
- Volume and profile of pedestrians
(vulnerable users, seniors, children, day or night time users)
- Historical incident data
- Uniformity of lighting
(an oversimplification is that illumination levels stay a consistent level such that sections of a road don't change from very bright to very dark)
- Adjacent land use
- Impact to adjacent land use
- Anti-social and/or criminal activities
CPTED – (Crime Prevention Through Environmental Design)

ALTERNATIVES/OPTIONS

1. That Council receive the staff report dated January 20, 2023 regarding City street lights, including the process for reporting repairs and outages;
And Further, that Council consider the request for a street light illumination study within the Five-Year Financial Plan for 2023 to assist in prioritizing illumination changes and to guide future capital projects.
2. That Council authorize funding for a street light study in a subsequent year.
3. That Council take no action.

ANALYSIS

Illumination Levels

During the replacement of BC Hydro street lights with LED's the City and BC Hydro discussed the spacing, illumination level and uniformity of the BC Hydro lease lights and options to improve the uniformity of the lighting. At that time, it became evident that it would be more economical, efficient and consistent to look at the entire City rather than on a case by case basis during the BC Hydro project. Staff therefore recommend that a street light illumination study be funded and undertaken in 2023, as this is an emerging matter of community safety. A street light illumination study would prioritise illumination changes and guide future capital projects.

Reporting Repairs and Outages

(Existing street light not working properly (burnt out, flickering, on/off at odd times, damaged)

The City relies on staff, emergency response personnel and the public to identify damaged street lights. If anyone believes there is a damaged street light they are encouraged to contact the city at **250-720-2840** during working hours and **250-724-1351** after hours. The most efficient way to ensure that a concern is prioritised is to provide information online using the City's **Report a Problem** page at <https://portalberni.ca/report-problem> . Issues that the public may notice and report are as follows:

- * Street light out, flickering or dim
- * Street light on/off at odd times (should only be turning on/off around sunset/sunrise)
- * Pole Damaged
- * Under-lit
- * Over-lit

If residents prefer to report a problem in person than they are invited to do so downstairs in City Hall. The City is not able to receive input on street lights in person at City Works.

Repairs of Hydro lease lights are dependent on BC Hydro's resource availability. Repairs of City street lights typically occur within 1 to 3 business days after they are identified.

IMPLICATIONS

All street lighting, warranted by the City, must meet the design criteria and the design requirements of the City of Port Alberni Engineering Specifications. Of significant importance in those standards is a reference to complying with the BC Electrical Code and with current Engineering practice. Across Canada the current Engineering practice is to adhere to the appropriate Illuminating Engineering Society (IES) Recommended Practice (RP), Design Guide (DG), or Technical Memorandum (TM) documents.

A review of the City street lights will also support the "Dark Skies" initiative by identifying light replacements that reduce light pollution.

If approved in the Five-Year Financial Plan the street light study would require a budget of \$80,000 to retain a consultant to perform the necessary work. Impact on staff resources is anticipated to be 70 to 90 hours to develop and administer a request for proposals for the work, support/manage the consultant, and present the findings to Council.

The City has \$35,700 budgeted in 2023 to maintain/repair the City traffic signals and street lights. The repair of Hydro Lease lights is included in the annual fee as outlined in a lease agreement.

COMMUNICATIONS

The City will provide reminders to the public about "Report a Problem" through our website, the media and social media.

BYLAWS/PLANS/POLICIES

Street lighting aligns with the following Council Strategic Priorities and City requirements:

Strategic Plan

- 1.1 Be a community that is connected by safe, walkable, green streets and accessible multi-modal pathways.
- 5. Fostering a complete community (safe, healthy and inclusive).
- 5.2 People are safe and feel safe.
- 5.3 The community is connected with safe pathways and trails that are multi-modal. Pedestrians and cyclists are safe and feel welcome.

Other applicable City requirements

City of Port Alberni Engineering Specifications

Illuminating Engineering Society Guidelines

SUMMARY

This report is provided for Council's information as a result of Council's previous request at the Regular Council meeting of January 22, 2023 for a report on street lights in the City, including the process for reporting repairs and outages. This report also recommends a street light study be considered in the Five-year Financial Plan to review illumination levels and prioritise future capital works.

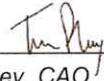
ATTACHMENTS/REFERENCE MATERIALS

N/A

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

<J:\Engineering\0 EFS\5200 5799 Engineering Public Works\5400 Streets and Roads\03 Street Lighting\30 Reports>

Date: February 7, 2023
File No: 0230-20-AVCFC
To: Mayor & Council
From: T. Pley, CAO
Subject: Alberni Valley Community Forest Corporation [AVCFC] | Resolutions of Shareholder

Prepared by: <i>D. LEUREBOURG</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in writing as presented.

PURPOSE

For Council to endorse the Resolutions of Shareholder.

BACKGROUND

The City of Port Alberni is the sole shareholder of the AVCFC as such, and on an annual basis, Council is required to endorse the Resolutions of Shareholder in Writing in accordance with the Articles of the Company and in order that the Annual Report may be filed.

ALTERNATIVES/OPTIONS

1. THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in writing as presented.
2. Council has the alternative to take no action.
3. Council has the alternative to ask for more information.

ANALYSIS

The Resolutions of Shareholder for endorsement by Council includes:

- Requirement to hold Annual General Meeting [AGM] held May 31, 2022
- Acceptance of the financial statements dated December 31, 2021
- Appointment of Directors to hold office until the next AGM or until successors are elected or appointed [Directors Jim Sears [Chairman], Gary Swann, Ed Proteau, Warren Lauder, Robert A. Cole, Chris Duncan, and Dwayne Hearn]
- Endorsement of the appointment of R. Anderson & Associates Inc., as auditor of the Company for the current fiscal year.

IMPLICATIONS

Should Council not move forward with the endorsements it would not permit the filing of the Annual report and compromise the company's standing.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

Following Council's endorsement of the attached Resolutions, the City will proceed with having the 2022 Annual Report filed with the Companies Registrar.

SUMMARY

The AVCFC Resolutions of Shareholder in Writing are provided for Council's endorsement. The shareholder's resolution is required in order that the Annual Report for the company may be filed and in order to ensure the company remains in good standing.

ATTACHMENTS/REFERENCE MATERIALS

1. Resolutions of Shareholder in Writing
2. AVCFC | Financial Statements Year Ended December 31, 2021

ALBERNI VALLEY COMMUNITY FOREST CORPORATION
(the "Company")

RESOLUTIONS OF SHAREHOLDER IN WRITING

WHEREAS the City of Port Alberni is the sole shareholder of Alberni Valley Community Forest Corporation;

PURSUANT to the Articles of the Company, the following resolutions are passed as resolutions of the sole shareholder of the Company, duly consented to in writing by all of the directors of the sole shareholder of the Company.

RESOLVED that the requirement of holding the Annual General Meeting of Shareholders of the Company for the year of 2022, was held the 31st day of May, 2022.

FINANCIAL STATEMENTS

RESOLVED that the presentation of a report of the Directors to the Shareholders on the affairs of the Company and financial statements dated December 31, 2021 be accepted, and that all acts and proceedings of the Directors since the date of recognition be confirmed and approved.

APPOINTMENT OF DIRECTORS

RESOLVED that the following persons be and are hereby appointed directors of the Company, so that the Board of Directors is therefore composed of the following seven persons, to hold office until the next Annual General Meeting or until their successors are elected or appointed.

Gary Swann
Ed Proteau
Warren Lauder
Robert A. Cole

Chris Duncan
Jim Sears
Dwayne Hearn

AUDITOR

RESOLVED that the appointment of R. Anderson & Associates Inc. as auditor of the Company for the current fiscal year of the Company be endorsed.

Signed by the council members of the City of Port Alberni on the ____ day of _____, 2022.

Mayor: Sharie Minions

Corporate Officer: Twyla Slonski

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Financial Statements

Year Ended December 31, 2021

Expressed in Canadian Dollars

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Index to Financial Statements

Year Ended December 31, 2021

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INDEPENDENT AUDITOR'S REPORT

To the Shareholder of Alberni Valley Community Forest Corporation

Opinion

We have audited the financial statements of Alberni Valley Community Forest Corporation (the Company), which comprise the statement of financial position as at December 31, 2021, and the statements of loss, retained earnings and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at December 31, 2021, and the financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRS).

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

(continues)

Independent Auditor's Report to the Shareholder of Alberni Valley Community Forest Corporation *(continued)*

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

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

Port Alberni, BC
April 21, 2022

R. Anderson & Associates Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

ALBERNI VALLEY COMMUNITY FOREST CORPORATION**Statement of Loss****For the Year Ended December 31, 2021**

	2021	2020
REVENUE - LOG SALES	\$ 1,344,026	\$ -
COST OF SALES		
Engineering	46,603	12,556
FSP	3,424	1,661
Roadbuilding	-	2,280
Silviculture	56,630	105,970
Stumpage	53,086	2
Subcontracts	402,137	1,736
	561,880	124,205
GROSS PROFIT (58%; 2020 - %)	782,146	(124,205)
EXPENSES		
Accounting and legal	17,800	18,347
Advertising and promotion	641	546
Amortization	56,886	35,958
Business taxes, licenses and memberships	999	4,000
Consulting fees	73,076	52,884
Insurance	5,341	4,386
Interest and bank charges	214	285
Meals and entertainment	450	870
Office	1,722	1,331
Rental	11,018	10,918
Supplies	949	53
Telephone	687	572
Travel	10,710	14,490
	180,493	144,640
INCOME (LOSS) FROM OPERATIONS	601,653	(268,845)
OTHER INCOME (EXPENSES)		
Government grants (Note 13)	589,078	631,125
Interest income	376	5,936
Log harvest (Note 14)	(1,220,203)	-
	(630,749)	637,061
INCOME (LOSS) BEFORE INCOME TAXES	(29,096)	368,216
INCOME TAXES (RECOVERED)		
Deferred income tax recovery	(17,147)	(7,920)
NET INCOME (LOSS)	\$ (11,949)	\$ 376,136

The accompanying notes are an integral part of these financial statements

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ALBERNI VALLEY COMMUNITY FOREST CORPORATION**Statement of Retained Earnings****Year Ended December 31, 2021**

	2021	2020
RETAINED EARNINGS - BEGINNING OF YEAR	\$ 1,512,322	\$ 3,136,186
NET INCOME (LOSS) FOR THE YEAR	(11,949)	376,136
	1,500,373	3,512,322
DIVIDENDS PAID	(300,000)	(2,000,000)
RETAINED EARNINGS - END OF YEAR	\$ 1,200,373	\$ 1,512,322

The accompanying notes are an integral part of these financial statements

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ALBERNI VALLEY COMMUNITY FOREST CORPORATION**Statement of Cash Flows****Year Ended December 31, 2021****(Expressed in Canadian Dollars)**

	2021	2020
OPERATING ACTIVITIES		
Net income (loss)	\$ (11,949)	\$ 376,136
Items not affecting cash:		
Amortization of property and equipment	56,886	35,958
Deferred income tax	(17,148)	(7,920)
Timber - government grants <i>(Notes 6, 13)</i>	631,125	(631,125)
	658,914	(226,951)
Changes in non-cash working capital:		
Accounts receivable	-	62,735
Accounts payable	(94,839)	46,123
Prepaid expenses	57,470	(121,437)
Goods and services tax payable	5,629	(10,346)
Deposits	(100,000)	100,000
	(131,740)	77,075
Cash flow from (used by) operating activities	527,174	(149,876)
INVESTING ACTIVITY		
Purchase of property and equipment	(222,207)	(3,072)
FINANCING ACTIVITY		
Dividends paid	(300,000)	(2,000,000)
INCREASE (DECREASE) IN CASH FLOW	4,967	(2,152,948)
Cash - beginning of year	917,259	3,070,207
CASH - END OF YEAR <i>(Note 12)</i>	\$ 922,226	\$ 917,259

ALBERNI VALLEY COMMUNITY FOREST CORPORATION**Statement of Financial Position****December 31, 2021****(Expressed in Canadian Dollars)**

	<i>December 31</i> 2021	<i>December 31</i> 2020
ASSETS		
CURRENT		
Cash (<i>Note 12</i>)	\$ 922,226	\$ 917,259
Inventory (<i>Note 6</i>)	-	631,125
Goods and services tax recoverable	5,475	11,104
Prepaid expenses	146,315	203,785
Future income taxes	111,939	94,791
	1,185,955	1,858,064
PROPERTY AND EQUIPMENT (<i>Note 7.</i>)	329,632	164,312
	\$ 1,515,587	\$ 2,022,376
LIABILITIES AND SHAREHOLDER'S EQUITY		
CURRENT		
Accounts payable	\$ 28,065	\$ 122,905
Deposits payable	-	100,000
Silviculture accrual (<i>Note 11.</i>)	278,404	278,404
	306,469	501,309
SHAREHOLDER'S EQUITY		
Share capital (<i>Note 9.</i>)	1	1
Contributed surplus	8,744	8,744
Retained earnings	1,200,373	1,512,322
	1,209,118	1,521,067
	\$ 1,515,587	\$ 2,022,376

ON BEHALF OF THE BOARD_____
*Director*_____
Director

The accompanying notes are an integral part of these financial statements

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ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

1. DESCRIPTION OF BUSINESS

Alberni Valley Community Forest Corporation (the "Company") is domiciled in Canada and is incorporated under the Business Corporations Act of the Province of British Columbia. The address of the registered office is 7500 Airport Road, Port Alberni, BC, and the Company operates in the geographical area known as the Alberni-Clayoquot Regional District, which is in close proximity to the City of Port Alberni.

The vision of the Company is to put control of lands and resources into the hands of local people by building a financially viable timber and non-timber forest resource business which provides benefits to the community and manages the forest in a manner that achieves a balance between community values and practicable management.

The City of Port Alberni owns 100% of the Company.

2. BASIS OF PRESENTATION

Statement of compliance

The financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRSs"), replacing pre-changeover Canadian Generally Accepted Accounting Principles ("Canadian GAAP").

Basis of presentation

The financial statements have been prepared on the historical cost basis except for the following material items in the statement of financial position:

- biological assets are measured at fair value less costs to sell

In addition, these financial statements have been prepared using the accrual basis of accounting except for cash flow information.

Use of estimates and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Information about assumptions and estimation uncertainties that have a significant risk of resulting in a material adjustment within the next financial year are included in the following notes:

- Note 6 - biological assets
- Note 11. - provisions

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial instruments

Financial assets

All financial assets are initially recorded at fair value and designated upon inception into one of the following four categories: held to maturity, available for sale, loans and receivables or at fair value through profit or loss ("FVTPL").

Financial assets classified as FVTPL are measured at fair value with unrealized gains and losses recognized through profit or loss. The Company's cash is classified as FVTPL.

Financial assets classified as loans and receivables and held to maturity assets are measured at amortized cost. The Company's accounts receivable are classified as loans and receivables. Financial assets classified as available for sale are measured at fair value with unrealized gains and losses recognized in other comprehensive income and loss except for losses in value that are considered other than temporary which are recognized in profit or loss.

Transaction costs associated with FVTPL financial assets are expensed as incurred, while transaction costs associated with all other financial assets are included in the initial carrying amount of the asset.

Financial liabilities

All financial liabilities are initially recorded at fair value and designated upon inception as FVTPL or other financial liabilities. At December 31, 2021, the Company has not classified any financial liabilities as FVTPL.

Financial liabilities classified as other financial liabilities are initially recognized at fair value less directly attributable transaction costs. After initial recognition, other financial liabilities are subsequently measured at amortized cost using the effective interest rate method. The effective interest rate method is a method of calculating the amortized cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period. The Company's accounts payable are classified as other financial liabilities.

Financial liabilities classified as FVTPL include financial liabilities held for trading and financial liabilities designated upon initial recognition as FVTPL. Derivatives, including separated embedded derivatives are also classified as held for trading and recognized at fair value with changes in fair value recognized in profit or loss unless they are designated as effective hedging instruments. Fair value changes on financial liabilities classified as FVTPL are recognized in profit or loss. The Company has classified deferred income taxes as FVTPL.

Biological assets

Biological assets are measured at fair value less costs to sell, with any change therein recognised in profit or loss. Costs to sell include all costs that would be necessary to sell the assets. Standing timber is sold immediately upon harvest and therefore no inventory is maintained.

(continues)

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Property and equipment

Property and equipment are measured at cost less accumulated amortization and accumulated impairment losses. Where applicable, cost of property and equipment are also reduced by government grants received in respect of a particular asset.

Cost includes expenditure that is directly attributable to the acquisition of the asset. The cost of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the assets to a working condition for their intended use, and the costs of dismantling and removing the items and restoring the site on which they are located.

The cost of replacing a part of an item of property and equipment is recognized in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the item, and its cost can be measured reliably. The carrying amount of the replaced part is derecognized. The costs of the day-to-day servicing of property and equipment are recognized in profit or loss as incurred.

An item of property or equipment is derecognized upon disposal or when no future economic benefits are expected to arise from the continued use of the asset. Any gain or loss arising on disposal of the asset, determined as the difference between the net disposal proceeds and the carrying amount of the asset, is recognized in profit or loss.

Where an item of property or equipment is composed of major components with different useful lives, the components are accounted as separate items of equipment. Expenditures incurred to replace a component of an item of property or equipment that is accounted separately, including major inspection and overhaul expenditures, are capitalized.

Property and equipment are amortized over the amortizable amount, which is the cost of an asset, or other amount substituted for cost, less its residual value.

Depreciation is recognized in profit or loss over the estimated useful lives of each part of an item of property and equipment, according to the methods below. The methods chosen most closely reflect the expected pattern of consumption of the future economic benefits embodied in the asset:

Computer equipment	3 years	straight-line method
Roads	10 years	straight-line method
Steel Bridges	25 years	straight-line method
Bridges - Wooden	10 years	straight-line method
Trails	10 years	straight-line method

Amortization methods, useful lives and residual values are reviewed at each financial year-end and adjusted if appropriate.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

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ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

Goods sold

Revenue from the sale of timber is measured at the fair value of the consideration received or receivable. Revenue is recognized when persuasive evidence exists, usually in the form of an executed sales agreement, that the significant risks and rewards of ownership have been transferred to the buyer, recovery of the consideration is probable, the associated costs can be estimated reliably, there is no continuing management involvement with the goods and the amount of revenue can be measured reliably.

Government grants

Government grants related to biological assets are recognized in profit or loss as income when the grant becomes receivable and the Company has met all conditions attached to the grant.

Government grants related to assets are recognized as a reduction in the cost of the particular asset to which the grant relates.

Determination of fair values

A number of the Company's accounting policies and disclosures require the determination of fair value for both financial and non-financial assets and liabilities. Fair values have been determined for measurement and/or disclosure purposes based on the following methods. When applicable, further information about the assumptions made in determining fair values is disclosed in the notes specific to that asset or liability.

- Biological assets

The fair value of standing timber under a cutting permit is based on the market price of the estimated recoverable wood volumes, net of costs to sell.

Impairment

At the end of each reporting period the carrying amounts of the Company's assets are reviewed to determine whether there is any indication that those assets are impaired. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment, if any. The recoverable amount is the higher of fair value less costs to sell and value in use. Fair value is determined as the amount that would be obtained from the sale of the asset in an arm's length transaction between knowledgeable and willing parties. In assessing value in use, the estimated future cash flows are discounted to their present value using a discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount and the impairment loss is recognized in profit or loss for the year. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash generating unit to which the asset belongs.

Where an impairment subsequently reverses, the carrying amount of the asset (or cash generating unit) is increased to the revised estimate and its recoverable amount, but to an amount that does not exceed the carrying amount that would have been determined had no impairment loss been recognized for the asset (or cash generating unit) in prior years. A reversal of an impairment loss is recognized immediately in profit or loss.

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ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Provisions

Provisions are recognized for liabilities of uncertain timing or amount that have arisen as a result of past transactions, including legal or constructive obligations. The provision is measured at the best estimate of the expenditure required to settle the obligation at the reporting date.

Share capital

Common shares are classified as equity. Transaction costs directly attributable to the issue of common shares and share options are recognized as a deduction from equity, net of any tax effects.

Related party transactions

Parties are considered to be related if one party has the ability, directly or indirectly, to control the other party or exercise significant influence over the other party in making financial and operating decisions. Related parties may be individuals or corporate entities. A transaction is considered to be a related party transaction when there is a transfer of resources or obligations between related parties.

Income taxes

Current tax is the expected tax payable or receivable on the local taxable income or loss for the year, using local tax rates enacted or substantively enacted at the financial position reporting date, and includes any adjustments to tax payable or receivable in respect of previous years.

Deferred income taxes are recorded using the balance sheet liability method whereby deferred tax is recognized in respect of temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts used for taxation purposes. Deferred tax is measured at the tax rates that are expected to be applied to temporary differences when they reverse, based on the laws that have been enacted or substantively enacted by the financial position reporting date. Deferred tax is not recognized for temporary differences which arise on the initial recognition of assets or liabilities in a transaction that is not a business combination and that affects neither accounting nor taxable profit or loss.

A deferred tax asset is recognized for unused tax losses, tax credits and deductible temporary differences to the extent that it is probable that future taxable profits will be available against which they can be utilized. Deferred tax assets are reviewed at each reporting date and are reduced to the extent that it is no longer probable that the related tax benefit will be realized.

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

4. FINANCIAL RISK MANAGEMENT

Overview

The Company has exposure to the following risks from its use of financial instruments:

- credit risk
- liquidity risk
- market risk
- operational risk

This note presents information about the Company's exposure to each of the above risks, the Company's objectives, policies and processes for measuring and managing risk and the Company's management of capital. Further quantitative disclosures are included throughout these financial statements.

It is Management's and the Board of Director's assessment that the Company is not exposed to significant credit, liquidity, market, or operational risks arising from its use of financial instruments. Sensitivity analysis would not provide any further information than what is available in the financial statements and these notes.

Risk management framework

The Board of Directors has overall responsibility for the establishment and oversight of the Company's risk management framework.

The Company's risk management framework is reflected in the Company's operating structure. The management of the Company is the responsibility of the contracted forest manager and the Board is responsible for evaluating the performance of the forest manager. The Board ultimately has responsibility for assessing and monitoring both risks that have been identified by the forest manager and potential risks identified through discussion at regular Board meetings.

Capital management

The Board's policy is to maintain a strong capital base to sustain future development of the business. The Board defines capital as total assets less total liabilities and is focused on growth through internally generated cash flows.

There were no changes in the Company's approach to capital management during the year.

The Company is not subject to externally imposed capital requirements.

5. FINANCIAL INSTRUMENTS

The Company's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities and deposits. The fair value of these financial instruments approximate their carrying values unless otherwise noted.

All financial instruments of the Company are carried at amortized cost.

The carrying values of financial assets, as presented in the statement of financial position, represent the maximum credit exposure.

- Cash and cash equivalents - \$922,226 (2020 - \$917,529)

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ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

5. FINANCIAL INSTRUMENTS *(continued)*

- Loans and receivables - \$Nil (2020 - \$Nil)

The credit quality of financial assets are high. Cash and cash equivalents are held with a Credit Union with deposit insurance while the Company's clients have a long history within the industry with no indication of defaults. There has been no impairment of financial assets.

The carrying values of financial liabilities, as presented in the statement of financial position, represent the Company's liquidity risk. All trade and other payables have payment terms of under 30 days.

- Trade and other payables - \$28,065 (2020 - \$122,905)
- Deposits - \$Nil (2020 - \$100,000)

Liquidity risk is low given the Company's significant positive cash flows and there is no indication that this will change.

6. BIOLOGICAL ASSETS

The Company's biological assets are composed of timber available for harvest under cutting permit.

The Community Forest Agreement under which the Company operates places restrictions on the ability of the Company to harvest timber. Specifically, a cutting permit from the Ministry of Forests, Lands, and Natural Resource Operations is required to allow the Company to harvest. The Company will only apply for cutting permits on mature timber and therefore all biological assets recognized by the Company are considered available for harvest.

During the year end December 31, 2021, the Company entered into an agreement with Coastland Wood Industries Ltd, to license and sell approximately 4,500 m3 of timber with an estimated value of \$589,078. During the prior year ended December 31, 2020, the Company entered into a logging agreement with Richmond Plywood Corporation Limited to license and sell approximately 4,500 cubic meters of timber with an estimated value of \$631,125. As at December 31, 2021, all of the cubic meters of the timber under the both agreements had been harvested. There were no biological assets remaining at December 31, 2021.

7. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer equipment	\$ 3,076	\$ 3,076	\$ -	\$ -
Roads	495,845	236,287	259,558	93,923
Bridges	84,773	33,630	51,143	54,534
Bridges; wooden	20,269	20,269	-	2,026
Trails	35,368	16,437	18,931	13,829
	\$ 639,331	\$ 309,699	\$ 329,632	\$ 164,312

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

8. RELATED PARTY TRANSACTIONS

	2021	2020
Canet & Co. Accounting	\$ 6,931	\$ 6,138
	-	-
	6,931	6,138
Sproat Lake Forestry Service Limited Contracted forestry management	73,076	52,884
	-	-
	73,076	52,884
City of Port Alberni Legal services	869	2,209
	-	-
	869	2,209
	\$ 80,876	\$ 61,231

In addition to the above transactions, the Company reimbursed related parties for expenses they incurred on behalf of the Company. All related party transactions were in the normal course of operations and measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties. The Company's related parties are the City of Port Alberni, Sproat Lake Forestry Service Limited (contract forest manager), Canet & Co. (accounting service provider) and the members of the Board of Directors.

9. SHARE CAPITAL

Authorized:

Unlimited Class A Common voting shares without par value

	2021	2020
Issued:		
1 Common shares Class A	\$ 1	\$ 1

10. OPERATING LEASE COMMITMENTS

The Company leases crown land under a 25 year Community Forest Agreement with the Province of British Columbia. The agreement expires in 2034. Under the lease, the Company is required to pay rent of \$6,718 per year.

2022	\$ 6,718
2023-2034	73,898
	<u>\$ 80,616</u>

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Notes to Financial Statements

Year Ended December 31, 2021

11. PROVISIONS

The Company has recognized a provision for site restoration and related costs of \$278,404 (2020 - \$278,404) for silviculture and waste removal activities to be undertaken in the 2021 year-end. This provision was determined based on professional experience of management and falls within industry guidelines of \$2 and \$5 per cubic metre of harvested timber.

12. CASH

	2021	2020
Cash	\$ 922,226	\$ 917,259

13. REVENUE

Revenue from government grants represents the fair value less costs to sell timber available for harvest under a cutting permit. During the year ended December 31, 2021, the Company recognized government grant revenue related to a cutting permit representing approximately 4,500 cubic meters of timber with a value of \$589,078. During the prior year ended December 31, 2020, the Company recognized government grant revenue related to a cutting permit representing approximately 4,500 cubic metres of timber with a value of \$631,125. As at December 31, 2021, the Company did not have any further cutting permits for timber under contract and all cubic metres under both agreements had been harvested during the current year.

14. COST OF SALES

Cost of timber represents the value of timber received through government grants cutting permits in 2021 and 2020. During the year ended December 31, 2021, the Company harvested 11,387 cubic metres of timber with a value of \$1,220,203.