

CITY OF PORT ALBERNI - MEETING SCHEDULE
TUESDAY, FEBRUARY 9, 2016

7:00 am & 5:45 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Wed. Feb 10 6:30 pm	Financial Plan Public Presentation and Discussion <i>@ Echo Centre</i>	OPEN MEETING
Thurs. Feb 11 4:30 pm	Seniors Advisory Committee <i>@ Committee Room</i>	OPEN MEETING
Thurs. Feb 18 12:00 pm	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING
Mon. Feb 22 4:00 pm	Audit Committee Meeting <i>@ Committee Room</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**TUESDAY, FEBRUARY 9, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

The following pages list all agenda items received by the deadline. 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 refer to the City's website www.portalberni.ca or contact the City Clerk phone: (250 720-2810) or email: davina_hartwell@portalberni.ca

PRESENT:

A. APPROVAL OF AGENDA (including introduction of late items)

The deadline for agenda items is 12 noon on the Wednesday before the scheduled regular meeting. Acceptance of late items is at the discretion of Council.

1. Late items identified by Councillors.
2. Late items identified by the City Clerk.

That the agenda be approved as circulated with the addition of late items as outlined.

B. ADOPTION OF MINUTES - Page 12

1. Regular Council Meeting held at 7:00 pm on January 25, 2016.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. Vicki Lee - Farmers Market & Coupon Program - Page 22

Vicki Lee in attendance to provide an update regarding the Farmers Market & Coupon Program.

2. "Still at Home in the Alberni Valley" Homeless Plan

Patty Edwards representing the Alberni Valley Community Stakeholders Initiative To End Homelessness (AVCSI) in attendance to advise of the "Still at Home in the Alberni Valley" Homeless Plan.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. "Thunder in the Valley"- Page 28

A report dated February 3, 2016 from the City Engineer and Director of Finance in response to Council's request for costs and liability information for the "Thunder in the Valley" drag races change of venue to Stamp Avenue this year.

That the report from the City Engineer and the Director of Finance dated February 3, 2016 outlining modifications required, costs, proposed traffic routing and liability costs/issues to host the Thunder in the Valley drag racing event on Stamp Avenue, be received.

Council direction is requested.

2. RCMP - Page 31

Report dated January 27, 2016 from Inspector Mac Richards, OIC, RCMP providing information on City Employees at the RCMP Detachment as requested by Council.

That the report dated January 27, 2016 from Inspector Mac Richards, OIC, RCMP providing information on City Employees at the RCMP Detachment as requested by Council, be received.

3. "Tri-Conic Challenge" - Page 33

A report dated February 9, 2016 from the Economic Development Manager regarding funding to support preparation of a grant application for the "Tri-Conic Challenge" (swim/bike/run) taking place in June 2017.

A report dated February 9, 2016 from the Economic Development Manager approving the request from the Alberni Valley Chamber of Commerce for \$2,000 to support preparation of a grant application for the "Tri-Conic Challenge" (swim/bike/run) taking place in June 2017; funded from the Business Development Budget.

4. Personnel Committee

That Council for the City of Port Alberni direct staff to prepare a policy encompassing duties and parameters of the Personnel Committee for Council's consideration.

5. Response to Questions from January 25, 2016 Regular Council Meeting

**6. Association of Vancouver Island and Coastal Communities (AVICC)
- Page 34**

Resolutions for Submission to AVICC for Consideration at this Year's Annual Conference:

Limit or Ban Burning on Forest Lands in Community Airsheds

WHEREAS data from the BC Ministries of Environment and Health indicate that seasonal air quality concerns from outdoor wood burning combined with common air 'inversion' events greatly impact the health of residents, and noting that municipalities and regional districts have taken strong measures to limit or ban outdoor burning by residents;

AND WHEREAS the BC Wildfire Act and Environmental Management Act permit the burning of woody debris ("slash") from forestry operations on Private and Crown land within community air-sheds that often contribute to poor seasonal air quality;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities petition the BC Ministry of Environment to bring forward new regulations to further limit or ban the burning of wood debris piles on private and crown forest lands within community air-sheds in order to ensure communities and industry are synchronized in working toward the same goal of a safe and healthy environment for all.

Island Corridor Foundation Federal Funding

WHEREAS the Esquimalt & Nanaimo (E&N) Railway corridor remains a critical transportation asset for the current and future needs of the people and economy of Vancouver Island;

AND WHEREAS the Association of Vancouver Island and Coastal Communities (AVICC) passed a resolution urging action in 2012 and further delay in repairs to the corridor jeopardizes its viability;

THEREFORE BE IT RESOLVED that the AVICC petition the Government of Canada to approve and release the \$7.5 million for capital works on the Victoria to Courtenay rail line in order for work to begin as soon as possible and ensure the future of rail based freight and passenger transportation between Victoria, Courtenay and Port Alberni.

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 9, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. City Clerk - Public Hearing Report - January 25, 2016 - Page 38

That the report of the Public Hearing held January 25, 2016 regarding "Zoning Text Amendment No. T7, (Marijuana Dispensary Regulations), Bylaw No. 4893", be received.

3. City Planner - Social Planning Commission - Page 53

A report dated February 1, 2016 from the City Planner to consider the creation of a City of Port Alberni Social Planning Commission.

That the report dated February 1, 2016 from the City Planner be received and that Council for the City of Port Alberni direct staff to prepare a draft bylaw that would support a Social Planning Commission.

4. City Engineer - Lagoon Desludging Project - Page 55

A report dated February 3, 2016 from the City Engineer requesting Council's approval to award the tender for the sludge removal contract.

That the City Engineer's report dated February 3, 2016 be received and Council for the City of Port Alberni award the tender for the Lagoon Desludging contract to Terrapure Environmental for \$1,878,073.00, from funds included in Loan Authorization Bylaw No. 4807 "Wastewater Treatment Systems Improvement Loan."

5. Current Status Report - Page 59

That the Current Status Report be received.

6. Managers' Monthly Reports

Providing information about current departmental operations.

Planning Department - Page 63

That the monthly report from the City Planner providing information about current departmental operations, be received.

Engineering Department - Page 64

That the monthly report from the City Engineer providing information about current departmental operations, received.

G. BYLAWS

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

1. City Clerk - Council Procedures Bylaw Amendment - Page 65

Report dated February 1, 2016 requesting consideration of amendments to Council's Procedures Bylaw to incorporate a process for electronic participation in meetings as well as a change to Question Period.

That the report dated February 1, 2016 from the City Clerk, be received.

That "Council Procedures Bylaw 2013, Amendment No. 2, Bylaw No. 4895", be now introduced and read a first time.

That "Council Procedures Bylaw 2013, Amendment No. 2, Bylaw No. 4895", be read a second time.

That "Council Procedures Bylaw 2013, Amendment No. 2, Bylaw No. 4895", be read a third time.

H. CORRESPONDENCE FOR ACTION

All correspondence addressed to the Mayor and Council by an identifiable citizen is included on an Agenda. Action items are those asking for a specific request of Council and will be provided a response.

1. Federation of Canadian Municipalities (FCM) - Page 69

E-mail dated February 1, 2016 advising that registrations are now open for FCM's Annual Conference 2016, "The Heart of Canada", June 3-5 in Winnipeg, Manitoba. (Cost estimate per attendee \$2,500).

That the information from the Federation of Canadian Municipalities announced their annual conference in Winnipeg, Manitoba June 3-5 2016, be received and that the Mayor and Councillor _____ attend.

2. Brienn LeBlanc - Page 71

E-mail dated January 26, 2016 requesting consideration of a bike park.

That the e-mail dated January 26, 2016 requesting consideration of a bike park, be received and referred to the Director of Community Services.

3. Minister of Environment - Page 72

E-mail dated January 20, 2016 requesting advice and input related to climate activities in federally defined areas building on "The Climate Action Revenue Incentive Program" (CARIP) submissions.

That the e-mail dated January 20, 2016 from the Minister of Environment requesting and input related to climate activities in federally defined area building on "The Climate Action Revenue Incentive Program" (CARIP) submissions, be received and referred to the City Manager.

I. PROCLAMATIONS

1. Somass Toastmasters - Page 74

E-mail dated January 28, 2016 requesting that Council declare the month of February as "Toastmasters International Month" in Port Alberni.

That the e-mail dated January 28, 2016 from Somass Toastmasters requesting that Council declare the month of February as "Toastmasters International Month" in Port Alberni, be received and the month proclaimed as requested.

J. INFORMATIONAL CORRESPONDENCE

Correspondence which provides information to Council but does not make a specific request or topics that are not relevant to city services and responsibilities are included.

1. RCMP, Pacific Region - Municipal Policing Agreement - Page 75

Letter dated January 18, 2016 providing expenditures to December 31, 2015.

2. Advisory Traffic Committee Meeting - Page 80

The minutes of the January 20, 2016 meeting.

3. The City of North Vancouver - Page 84

Copy of a letter dated January 19, 2016 to the Minister of Natural Gas Development and Minister Responsible for Housing providing feedback and recommendations regarding the *BC Building Act* Implementation.

4. Fred Mann - Page 88

Letter dated January 26, 2016 providing comment regarding the recent Public Hearing regarding business licence and proposed bylaw changes and amendments to regulate the retail sale of medicinal marijuana in Port Alberni.

5. Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI) - Page 89

Minutes of December 18, 2015 and January 22, 2016 meetings.

6. Port Alberni Refugee Sponsorship Committee - Notre Dame (PARSC) - Page 92

Letter dated January 15, 2016 advising of the Committee's progress in sponsoring two Syrian Refugee families and thanking the Mayor and Council for their support.

7. Union of British Columbia Municipalities (UBCM) - Page 94

E-mail dated January 26, 2016 providing an update from the Province on the status of the Syrian refugees that are arriving and settling in British Columbia.

8. Canadian Heritage - Page 98

E-mail dated January 26, 2016 advising that February 15, 2016 is the 51st Anniversary of the National Flag of Canada.

9. Walmart Canada - Page 100

E-mail dated January 26, 2016 providing details of their plastic bag reduction plan which takes effect February 9, 2016.

10. West Coast Aquatic and Alberni-Clayoquot Regional District - Page 103

E-mail dated January 28 announcing the Public Review sessions for the Barkley and Clayoquot Sound draft Marine Spatial Plans. The Port Alberni Session takes place Wednesday, February 17 from 4 to 7 pm at Echo Centre.

11. Environment and Climate Change Canada - Page 106

E-mail dated February 1, 2016 attaching materials regarding recovery planning for species at risk in British Columbia.

12. Ministry of Finance, Gaming Policy and Enforcement Branch - Page 113

Letter dated January 28, 2016 advising of the \$109,872.19 payment to the City representing casino revenue for the period October 1 to December, 2015. (See attached report dated February 1, 2016 from the Director of Finance providing further information).

That Informational Correspondence items numbered 1 through 12 be received and filed.

K. REPORT FROM IN-CAMERA

1. Management Review Report - Page 115

Release of the Organization & Compensation Review Report prepared by Judy Rogers Consulting Inc., September 2015.

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

An opportunity for the Mayor or Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings.

1. Western Vancouver Island Industrial Heritage Society

That Council for the City of Port Alberni authorize an advance of \$10,000 to the Western Vancouver Island Industrial Heritage Society as part of the contract arrangement for operation of the McLean Mill and Alberni Pacific Railway, specifically for start-up works required to ready the Mill for the upcoming season.

2. Five Year Financial Plan

That Council for the City of Port Alberni direct staff to include in the Draft Five Year Financial Plan 'Items for Consideration List', \$20,000 to hire a consultant to pinpoint needs and costs on the state of major bridges on the E&N Railway currently limiting travel between Parksville and Port Alberni (request through ACRD with potential to cost-share with SVI/ICF).

That Council for the City of Port Alberni direct staff to include in the Draft Five Year Financial Plan 'Items for Consideration List', \$250,000 for rehabilitation of the E&N Railway between Port Alberni and Parksville enough to enable Steam train service (request through ACRD with potential to cost-share with SVI/ICF).

N. QUESTION PERIOD

An opportunity for the public and the press to ask questions of the Mayor and Council.

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, JANUARY 25, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Ruttan; Councillors Alemany, McLeman, Minions, Paulson, Sauvé and Washington

In June 2016, Emergency Management BC will lead British Columbia's first full-scale earthquake and tsunami response exercise in Port Alberni. As part of this event, the City and ACRD have partnered to help encourage emergency preparedness at all levels.

At tonight's meeting Mayor Ruttan added the first item to a basic emergency supply kit. This kit, together with a Briggs and Stratton Generator from LB Woodchoppers, will be given away before the June exercise.

The first item added was a First Aid Kit.

A. APPROVAL OF AGENDA (including introduction of late items)

It was moved and seconded:

That the agenda be approved as circulated with the addition of motions under New Business and H.6 from Port Alberni Port Authority.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 5:45 pm and Regular Council Meeting held at 7:00 pm on January 11, 2016, Special Meeting held at 9:00 am on January 14, 2016 and a Special Meeting held at 11:00 am on January 18, 2016, be approved as circulated.

CARRIED

ENTERED

C. PUBLIC INPUT PERIOD

Malcolm Menninga commented on the lack of visually appealing access points to the water from the waterfront.

D. DELEGATIONS

1. Government Finance Officers Association

The Mayor presented of the Canadian Award for Financial Reporting Achievement to Cathy Rothwell, Director of Finance, for the Annual Financial Report for the year ended December 31, 2014.

2. Thunder in the Valley

Bill Surry provided information on this year's Thunder in the Valley Drag Racing event and requested Council's support to host the event on Stamp Avenue August 5, 6 & 7, 2016.

It was moved and seconded:

That Council for the City of Port Alberni approve in principle the 2016 Thunder in the Valley event on Stamp Avenue and that staff be directed to provide a report at the February 9, 2016 meeting outlining costs for modifications to the street and any liability issues prior to Council's final approval.

CARRIED

3. Alberni Valley Chamber of Commerce

Bill Collette provided information regarding the planned 'Tri-Conic Challenge' (swim/bike/run) in June 2017 and requested funding to support preparation of a grant funding application.

It was moved and seconded:

That the request for \$2,000 funding to support preparation of a grant funding application be referred to the Economic Development Manager.

CARRIED

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated January 25, 2016 be received and the cheques numbered 133826 to 133997 inclusive, in payment of accounts totalling \$902,578.07, be approved.

CARRIED

2. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

3. Managers' Monthly Reports

RCMP Department

It was moved and seconded:

That the monthly reports from the RCMP providing information about current departmental operations, be received.

CARRIED

Economic Development

It was moved and seconded:

That the monthly report from the Economic Development Manager providing information about current departmental operations, be received.

CARRIED

G. BYLAWS

1. City Clerk – January 25, 2016 Public Hearing Report

"Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893"

It was moved and seconded:

That the verbal report of the Public Hearing held January 25, 2016 regarding Bylaw No. 4893, be received.

CARRIED

It was moved and seconded:

That "Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893, be read a third time.

Recorded Vote:

For the Motion: Councillors Washington, Alemany, Minions, Paulson and McLeman

Against the Motion: Councillor Sauvé and Mayor Ruttan

CARRIED

It was moved and seconded:

That "Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4893.

CARRIED

2. Business Licence Bylaw Amendment No. 4, Bylaw No. 4894

It was moved and seconded:

That "Business Licence Bylaw Amendment No. 4, Bylaw No. 4894", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4894.

CARRIED

H. **CORRESPONDENCE FOR ACTION**

1. **Alberni Valley Chamber of Commerce**

It was moved and seconded:

That the letter dated January 8, 2016 from the Civic Affairs Committee providing considerations and recommendations regarding alternative routes for industrial truck traffic through the city, be received and referred to the City Engineer.

CARRIED

2. **Alberni Valley Community Stakeholders Initiative To End Homelessness (AVCSI)**

It was moved and seconded:

That the letter dated January 4, 2016 responding to the Seniors Advisory Committee's recommendation for the formation of a committee to address seniors' housing and proposing that this work be referred to their organization, be received and referred to staff for consideration with the December 14, 2015 motion regarding the formation of a seniors housing initiative.

CARRIED

3. **City of Nanaimo and Nanaimo Port Authority**

It was moved and seconded:

That the letter dated January 11, 2016 requesting a meeting with Council to discuss their Request for Proposals to secure a passenger-only ferry service between Nanaimo and downtown Vancouver, be received and referred to the Administrative Assistant/Office Manager for coordination of a suitable meeting date.

CARRIED

4. Golden Oldies Car Club

It was moved and seconded:

That the email dated January 14, 2016 from Golden Oldies Car Club requesting use of City streets for a one day closure of Third Avenue from Argyle Street to Mar Street for the 42nd Annual Show n' Shine event on July 2, 2016 from 7 am to 2 pm, be received and Council concur with the request subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

CARRIED

5. Roland Smith

It was moved and seconded:

That the letter dated January 20, 2016 from Roland Smith questioning the recent changes with senior management personnel and requesting clarification regarding the obligations of the Acting City Manager/Fire Chief, be received.

CARRIED

The Mayor advised the Management Structure and Pay Review prepared by Judy Rogers Consulting will be released at the next regular meeting of Council.

6. Port Alberni Port Authority

It was moved and seconded:

That Council for the City of Port Alberni approve funding in the amount of \$300,000 to Port Alberni Port Authority as a contribution towards construction of a boardwalk and sewer line as part of the Somass Strip Development Project.

CARRIED

The Mayor called a 10 minute recess at 8:35 pm.

The meeting resumed at 8:45 pm.

I. **PROCLAMATIONS** **NIL**

J. **INFORMATIONAL CORRESPONDENCE**

1. **Ministry of Transportation and Infrastructure**

Letter dated January 11, 2016 from Naomi Yamamoto, Minister of State, announcing the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia* and advising the consultation period will take place until February 19, 2016.

2. **Ombudsperson**

Report received January 19, 2016 providing a copy of Files Closed from October 1 to December 31, 2015.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 2 be received and filed.

CARRIED

K. **REPORT FROM IN-CAMERA**

1. **Release of In-Camera Minutes – December 10, 2015**

The minutes of the December 10, 2015 in-camera council meeting were provided for information.

L. **COUNCIL REPORTS**

1. **Mayor's Report**

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS

1. Association of Vancouver Island and Coastal Communities (AVICC) Resolutions

It was moved and seconded:

That Council for the City of Port Alberni direct staff to submit two resolutions to the AVICC as follows:

- 1. Petitioning the province to restrict wood debris pile burning by forest companies that impact air quality;***
- 2. Petitioning the provincial and federal governments to release committed funding for the island railway corridor.***

CARRIED

2. Five Year Financial Plan

It was moved and seconded:

That Council for the City of Port Alberni direct staff to prepare a budget document reflecting only fixed costs, Collective Agreement obligations, no new positions and that projects be moved to a 'pick list' for Council's consideration and discussion with staff at a Special Meeting of Council on Thursday, January 28th at 2:30 pm in Council Chambers.

CARRIED

3. Aquatic Centre Funding

It was moved and seconded:

That Council for the City of Port Alberni direct staff to prepare options for a thermometer identifying progress towards funding a new Aquatic Centre.

CARRIED

4. Johnston Road Planters

It was moved and seconded:

That Council for the City of Port Alberni direct staff to provide a report on costs to purchase additional planters for Johnston Road.

CARRIED

5. Travel Authorization

It was moved and seconded:

That Council for the City of Port Alberni authorize Councillor Minions' costs to attend a legal meeting in Vancouver on February 1st with the Mayor and Acting City Manager/Fire Chief.

CARRIED

6. Notice of Motion

The following notices of motion were provided:

- Personnel Committee involvement in all hiring in the City
- Preparation of a business plan in 2016 for kitchen/yard waste pickup.

N. QUESTION PERIOD

Freddie Hutter, Motion Drive, asked whether the legal opinion received by Council in regards to Medical Marijuana Dispensaries will be posted to the City's website.

Neil Anderson, 8th Avenue, asked where he could get a copy of the legal opinion regarding Medical Marijuana Dispensaries.

Kat Slepian, AV News, asked for the protocol for responding to Correspondence for Action.

O. **ADJOURNMENT**

It was moved and seconded:

That the meeting adjourn at 9:15 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Clerk

J:\Clerks\Council\RegularCouncilMeetings\Minutes\Jan25_tf.doc



BC ASSOCIATION OF
FARMERS' MARKETS

RECEIVED

JAN 27 2016

CITY OF PORT ALBERNI

January 22, 2015 *2016*

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

Dear Mr. Ruttan,

I am very pleased to share the positive results of the BC Farmers' Market Nutrition Coupon Program (FMNCP) that took place in your community in 2015. The FMNCP is funded by the Province through the health promotion program Healthy Families BC. In 2015, we worked diligently with 48 communities to make fresh local foods more available to over 3,000 households and 9,000 British Columbians.

Your community took part in the FMNCP and the participants reported that they ate more local foods, learned more about healthy eating, and felt more connected to their community. At the same time, the local food system was strengthened with your farmers benefitting from additional revenue to help their farms flourish.

We were touched when one of the participants wrote to us, "My eating habits have changed, as I eat more real foods, vegetables, fruits taking more time to prepare but so much more delicious. I feel my health has improved. I am more aware of my mental, emotional & physical needs."

In your community, we collaborated with the **Spirit Square Farmers' Market, Port Alberni Early Years Program (Vancouver Island Health Authority)** and **Port Alberni Integrated Health Network** who provided lower-income pregnant women, families and seniors with coupons to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat and herbs at their local farmers' market. Over the year, a total of \$16,814 was invested in your community through this Program.

We are honoured to implement the FMNCP on behalf of the Province and grateful that so many British Columbians can participate.

Your local market and partners would love to meet with you to share the stories and highlight the Program's impact in your community. If you are pleased with what you hear, we request that you write Honourable Terry Lake, Minister of Health to continue to fund this "win-win" program that contributes to building healthier BC communities.

We look forward to working with your community in 2016!

In appreciation,

Jon Bell
President
BC Association of Farmers' Markets

cc: Spirit Square Farmers' Market
Port Alberni Early Years Program (Vancouver Island Health Authority)
Port Alberni Integrated Health Network

203-2426 Main Street Vancouver, BC V5T 3E6
T. 604-734-9797 F. 604-568-4748 E. info@bcfarmersmarket.org
www.bcfarmersmarket.org

ENTERED

BC FARMERS' MARKET NUTRITION COUPON PROGRAM



WHO DOES IT BENEFIT?

HOW DOES IT WORK?

Program participants receive \$15 in coupons per week for 16 weeks to purchase: fruit, vegetables, meat, fish, cheese, eggs, nuts and herbs at BC farmers' markets.

Community partners* offer participants activities to build their food knowledge and skills: cooking, planting a garden, visiting a farm, learning about new vegetables and healthy eating.

848
farmers



49
farmers'
markets



79
community
partners across BC



47
BC communities



3500
families

3355
children

308
pregnant
women

726
seniors

\$560,000*
WORTH OF COUPONS

NUTRITION COUPON PROGRAM BENEFITS COMMUNITY



\$560,000 worth of
locally grown food
to participants



\$560,000 to local
farmers who grow
food close to home



over \$1 million in social
and economic benefits
to BC communities



Healthy
FamiliesBC



BC ASSOCIATION OF
FARMERS' MARKETS

Farmers' Market Nutrition Coupon Program 2015
* To find out more about the program and the
community partners visit www.bcfarmersmarket.org
* \$560,000 coupons annually through 2017



The Spirit Square Farmers' Market is affiliated with the B.C. Association of Farmers' Markets and with that affiliation, has come the opportunity to participate in the B.C. Farmers Nutrition Coupon Program. We partner with VIHA: Port Alberni Early Years Program and Port Alberni Integrated Health Network and this is our third year participating.

The B.C. Association of Farmers' Markets (BCAFM) is committed to developing and strengthening the capacity of farmers' markets in all regions of B.C. They represent over 124 farmers' markets across the province, as well as over 3,000 farmers and other vendors. An affiliation with the BCAFM requires a farmers' market to meet and maintain certain province wide standards which ensure that anyone visiting one of these markets can expect the same high standards at each market. At present, Spirit Square Farmer's Market is the only market in Port Alberni affiliated with the BCAFM.

The Farmers' Market Nutrition Coupon Program (FMNCP) is a healthy eating initiative that improves access to fresh, locally produced food for lower-income families and seniors who are enrolled in cooking and skill-building programs in their communities.

Community partners issue coupons to families and seniors participating in their food skills programs, to spend at their local farmers' market each week. This strengthens food security and farmers' markets across the province.

Program participants receive \$15 worth of coupons each week for 16 weeks (but larger families can receive additional booklets)

FMNCP coupons can be redeemed for local fresh fruits and vegetables, fresh-cut herbs, nuts, eggs, dairy, fish, and meat.

The Ministry of Health provides funding and guidelines while the BCAFM develops the program framework and works directly with farmers' markets and community groups.

The Canadian Diabetes Association also offers workshops in communities where there is a need through the Canadian Diabetes Association Food Skills for Families Program.

Locally, the Port Alberni Integrated Health Network purchases coupons directly from the BCAFM and distributes the coupons to their patients. This initiative is available to other groups as well and I will be approaching several of the service groups locally to ask if they would like to participate as well.

(2)

Locally this program has been well received by Community Partners, Farmers, and coupon recipients. In fact it has been an over whelming success story. The program impacts positively on so many levels.

Lower-income families learn new skill-building lessons in nutrition and preparation of healthy foods.

They are given the dignity of choice with regards to the kinds of produce that they choose at the markets rather than what is given to them in a food hamper. Some are introduced to foods that they would not usually eat or even try to taste and yet when they do they like the new experience.

They enjoy the interaction between themselves and the local farmers and as well, the feeling of belonging to a community as they interact with the other customers. Many of our older customers thoroughly enjoy themselves sharing recipes and cooking techniques with these predominately younger mothers.

For many of the participants it is a low stress method to interact with the community and where before they would have remained at home and isolated they now look forward to their weekly trip to the market. The location of the Spirit Square Farmers' Market at the Harbour Quay in Spirit Square has a great impact on the coupon recipients participation. Bus service and being within easy walking distance for many, as well as the beautiful appearance of the entire area, make the Spirit Square and the farmers' market a welcoming environment for the community as was the intent when it was first envisioned.

The program has grown each and every year with the redemption of coupons this year in the high 90% percentile. For the Spirit Square Farmers' Market this meant that 5438 coupons were redeemed this year which translated into over \$15,000 coming into this community. Money that was not previously available.

Over 55 lower-income families benefited from this program as well as 10 lower-income seniors and many patients who were accessed through Integrated Health.

In addition to the skill-building programs run by our partners the Spirit Square Farmers' Market also has cooking demonstrations that use locally grown and seasonally available produce from our local farmers. We are only able to do this because of the installation in Bob Haynes' kiosk of a health inspected kitchen facility. The inspected facility is integral to the success of these demonstrations and the success of the market. We also offer recipes and storage pamphlets, as well as samples of many of the fruits and vegetables available at the market.

The Spirit Square Farmers' Market looks forward to participating once again in the FMNCP for the summer season of 2016. We are pleased to be able to help build our community and to build a sustainable agriculture sector for our community at the same time.

Thank you all for your time and attention and we hope to See you at the Quay!



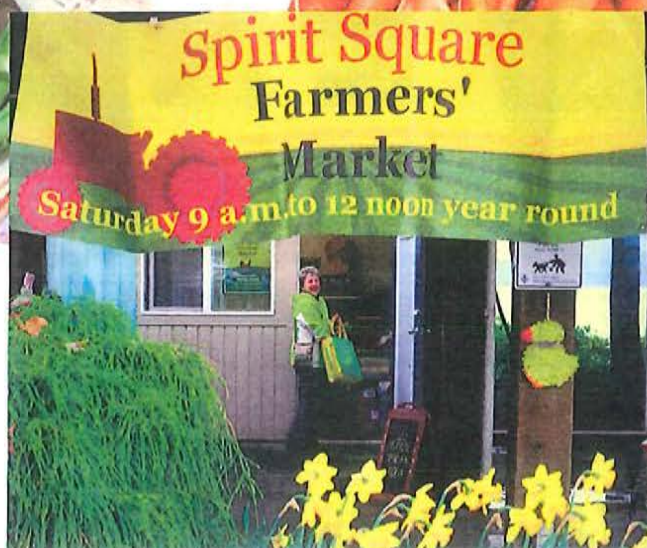
A young farmers' Market supporter

Helping with our 2015 mascot "Oswin"

At the Easter Pet Parade



Lots of locally grown, seasonal vegetables and fruits are available from local farmers.





Cauliflower

A member of the cabbage family cauliflower comes in three colours, white, green and purple. The flowerets are edible as are the leaves, although they are not often eaten since the flavour is quite strong. Cauliflower is a good source of vitamin C and folate.

Availability

All year, but peak season is winter.

Purchasing

- Pick one that is firm and heavy with compact flowerets and no brown spots.
- For a change, try the slightly sweeter broccoflower which is a hybrid of broccoli and cauliflower.

Size of the cauliflower does not affect quality.

Storage

- Remove the leaves of raw cauliflower, wrap tightly in plastic and refrigerated for 3 to 5 days.

Cooked cauliflower will keep for 1 to 3 days refrigerated

Preparation / Cooking

- Separate flowerets and wash in a cold water bath.
- Cook flowerets by steaming, boiling, stir-frying or microwaving.
- Add 1 tbsp of lemon juice or 1 cup milk to cooking water to keep the colour true.

Whole heads can be cooked too, simply remove the core and steam.

MEMORANDUM

Date: February 3, 2016

To: Tim Pley, Acting City Manager

From: Guy Cicon, City Engineer
Cathy Rothwell, Director of Finance

cc: Mayor & Council
Davina Hartwell, City Clerk
Wilf Taekema, Streets Superintendent

RE: Thunder in the Valley – Street Impacts and Liability

Issue:

To provide City Council with information outlining the issues to consider in approving Thunder in the Valley 2016 on Stamp Avenue.

Background:

At the January 25, 2016 regular meeting, City Council approved in principle holding the Thunder in the Valley 2016 event on Stamp Avenue during the weekend of August 5/6/7. Council directed that a report be provided at the February 9th Regular Council meeting outlining modifications required, costs, proposed traffic routing, liability, etc.

Discussion:

The image below indicates the general race way area. The entire event area encompasses a larger area that will include parts of Catalyst mill site and the remainder of Stamp Ave.

Some of the main event and set up considerations will include:

1. Spectator viewing areas with bleachers and chairs;
2. Site vendor set up area;
3. Traffic control;
4. Race car staging, spectator parking;
5. Marketing, administration;
6. Public Relations – special attention to local businesses and residents. Catalyst and Barclay Hotel are the adjacent businesses;
7. Public Liability Insurance;
8. Road way preparation – 300 m of median removal / repaving / line painting;
9. Road Closures and Signage at Redford St. and Roger St.;
10. Raceway concrete barriers for the 1/8th mile (200m) strip.

The list above is not meant to be comprehensive; it is to identify some of the considerations for the City to be aware of. It will help the City monitor the Thunder in the Valley organization and the development of the event.

Specific to Council's request regarding street modifications, traffic and other relevant information, items 7, 8, 9, and 10 have been highlighted.

Public Liability Insurance – The Director of Finance has been working with the Alberni Valley Drag Racing Association (AVDRA) and the City's insurance company to investigate and identify placement of insurance policies to insure against possible exposure of the City to liabilities associated with street racing activities. AVDRA carries a \$10M special event policy, plus their normal policy of \$5M, for a total insured liability of \$15M during the event. There is significant cost to the AVDRA if they are able to obtain increased liability coverage (estimated \$15,000 premium for \$25M liability). The City, as an additional insured on the AVDRA's policy, would only be covered to \$15M (or \$25M if they are able to obtain the higher policy) in the event an incident occurred. The City's general liability insurance excludes such activity, and is not insured at all under its own policy. The City can place its own additional single event insurance policy. A preliminary estimate of cost is \$20,000 for a \$20M policy. Consultation with the City's insurers and a race event insurance expert in Edmonton resulted in the following conclusion: *"At the end of the day, it is the City's business decision to make but I would suggest they consider not allowing this event."*

Roadway Preparation – There is approximately 300m of raised concrete median that needs to be removed and repaved to allow the operation of the two car races. This work is estimated to cost \$40,000. After the race the lane separation will be restored with line painting.

Road Closures – Road closed barricades will be placed at the Redford St and Roger St to isolate the area to local traffic and pedestrian use only. The traffic will be redirected around the site via Roger St., 10th Ave. and Redford St. This is a small task that the City should ensure the work is done properly.

Race way Concrete Barriers – The race way will require 600 m of concrete barriers to separate the race cars from people and hazards. The organization has access to approximately 325 m and will need to acquire an additional 275 m. This will cost approximately \$33,000 for new barriers delivered to Port Alberni. Placing will be an additional cost.

Recommendation:

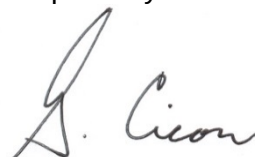
In summary our estimated costs of roadway preparation and the supply of additional concrete barriers is approximately \$73,000.

Significant liability exposure for the City exists without placing its own single event insurance policy. Any claims over \$15M will not be insured, and be the responsibility of the City, unless the single event insurance policy is purchased, for an estimated cost of \$20,000.

That the report from the City Engineer and the Director of Finance dated February 3, 2016 outlining modifications required, costs, proposed traffic routing and liability costs/issues to host the Thunder in the Valley drag racing event on Stamp Avenue, be received.

Council direction requested.

Respectfully submitted,







CITY OF PORT ALBERNI

Royal Canadian Mounted Police (RCMP) REPORT

TO: City Manager FILE

FROM: Inspector Richards – Department Head (RCMP)

COPIES TO: City Clerk – Davina Hartwell

DATE: January 27, 2016

SUBJECT: City of Port Alberni Departmental Report

ISSUE: Council request for information on City Employees at RCMP Detachment

DISCUSSION:

At the Council meeting held on January 25, 2016 a request was made for details on City Employees working at the Port Alberni RCMP Detachment. The following provides generalized details on job roles within the Detachment. I have not included actual job descriptions as these are outdated and an area that has been identified as needing review. I have attempted to explain these in a generalized manner for ease of understanding.

The City employees are divided into 4 working groups based on their job functions. The alignments are a relatively new concept based on a review of operations conducted and implemented in February 2015. Due to the very specific knowledge and training required for many positions (CPIC, Records, Court, Administration, Exhibits, Guards) casual positions cannot be used to backfill these positions. Steps have been taken to ensure that redundancy is built into personnel to ensure seamless operations. A review of this structure is currently underway.

Court Group (3.5 employees)

Court liaison – responsible for all investigations which proceed to court. As well as all correspondence and activities related to the court process

CPIC – responsible for the computer entry of all persons into the Canadian Police Information Center (CPIC). This includes missing persons, warrants, charged persons, and other court imposed conditions

Exhibits - responsible for the continuity and processing of all exhibits brought into the Detachment.
- back-up for the court liaison to provide assistance during periods of high workloads and vacancies

Clerical - half time position that provides assistance to both the court liaison and CPIC positions

ENTERED

Records Group (3 employees)

- Records
- responsible to manage all data within the police data base (all complaints received are processed electronically, approximately 12 000 calls per year)
 - the vast majority of these complaint files are reviewed by Records on a number of occasions as the file progresses through the various stages of an investigation
 - ensure that data quality is maintained and that process demanded by various statutes is adhered to
 - respond to requests for documentation and information from external agencies

Administration Group (4 employees)

- Administration - responsible for all administrative duties at the Detachment. Including: ordering of supplies, budgets, finances, processing City employee pay, shifting of personnel
- supervisor for all city employees 27 in total (17 full time and 10 casuals)

- Transcription
- transcribes all recorded statements. Judicial processes require that in almost all instances statements be recorded and often videotaped. A Provincial MOU dictates that all recorded statements be transcribed
 - back up role for CPIC position

- Front Counter
- addresses all matters at the front counter
 - administrative duties in processing Police Information Checks (criminal record checks), false alarm letters, warning letters as part of community policing initiatives
 - back up role to exhibit position

- Front Counter
- responds to all calls for service by telephone
 - assist front counter person with their role and administrative tasks
 - transcription

Custodial Guards (4 employees, 2 part time employees)

- Guards
- 4 full time guards who are responsible for the care and well-being of prisoners. Past two years 1500 prisoners each year
 - 2 part time guards. Fill the unaccounted four hours each day

I would please to clarify any questions that arise from your review.

Yours truly,

Mac Richards, Inspector
Officer in Charge, Port Alberni Detachment

ECONOMIC DEVELOPMENT MANAGER REPORT

TO: Tim Pley, Acting City Manager
FROM: Pat Deakin, Economic Development Manager
DATE: For February 9, 2016

**SUBJECT: ECONOMIC DEVELOPMENT MANAGER DECISION ON REQUEST
FROM CHAMBER FOR \$2,000 TO COMPLETE TRI-CONIC
CHALLENGE GRANT APPLICATION**

Issue:

At the January 25th Council meeting, the Alberni Valley Chamber of Commerce requested \$2,000 to complete a grant application for the Tri-Conic Challenge. This was referred to the Economic Development Manager for a decision along with a request that the decision be conveyed to Council at their next meeting (February 9th, 2016).

Discussion:

The proposal for a Tri-Conic Challenge in 2017 has been presented to Council previously and needs no further explanation.

Your Economic Development Manager saw merit in the idea when it was originally proposed and assigned some research and writing for the Challenge to the Economic Development Assistant on an 'as time permits' basis.

The Chamber would like to have an individual fully focused on completing the grant application as soon as possible and believes that the work involved can be contracted out for \$2,000. Normally this kind of request would come through the City's Community Investment Program but the timelines do not work in this instance.

Decision:

The Economic Development Manager has approved the \$2,000 request. The funds will be allocated from the Business Development Budget.

In addition to allowing the Chamber to complete the application in a timely matter, the decision means the Economic Development Assistant will have a small amount of time 'back' to attend to other work.



Pat Deakin, Economic Development Manager

LIMIT OR BAN BURNING ON FOREST LANDS IN COMMUNITY AIRSHEDS

WHEREAS data from the BC Ministries of Environment and Health indicate that seasonal air quality concerns from outdoor wood burning combined with common air 'inversion' events greatly impact the health of residents, and noting that municipalities and regional districts have taken strong measures to limit or ban outdoor burning by residents;

AND WHEREAS the BC Wildfire Act and Environmental Management Act permit the burning of woody debris ("slash") from forestry operations on Private and Crown land within community air-sheds that often contribute to poor seasonal air quality;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities petition the BC Ministry of Environment to bring forward new regulations to further limit or ban the burning of wood debris piles on private and crown forest lands within community air-sheds in order to ensure communities and industry are synchronized in working toward the same goal of a safe and healthy environment for all.

BACKGROUND MEMO

LIMIT OR BAN BURNING ON FOREST LANDS IN COMMUNITY AIRSHEDS

The burning of wood debris piles, or 'slash', generated by forestry-related activities is a management tool utilized by forestry companies to abate fire hazards and dispose of waste. This practice is regulated through the Wildfire Act and Regulation, the Environmental Management Act's Open Burning Smoke Control Regulation (OBSCR), or through permits, approvals and solid waste management plans.

Due to the increasing scientific understanding of the health and environmental impacts of wood smoke, slash and other open burning is now widely perceived as an undesirable activity by the general public. In response, many local governments have enacted bylaws to regulate open burning within their jurisdictions to address residential and backyard burning, as well as open burning from other activities.

The mountainous terrain of British Columbia and the common location of communities along valley bottoms create air quality challenges from both air inversions and periods of stagnant air. While it is acknowledged that there are a number of sources of air emissions, communities with nearby forestry operations are acutely aware of the impacts from wood debris pile burning. This is particularly the case for a number of regions on Vancouver Island, including the Alberni Valley.

In 2008 the Ministry of Environment initiated a review and rewrite of the Environmental Management Act's Open Burning Smoke Control Regulation. This regulation governs burning of vegetative material associated with a range of activities and generally encourages open burning as a last resort. However, the current regulation follows an "authorize-by-regulation" approach whereby burn operators are not required to obtain a permit but rather expected to simply follow the requirements outlined in the regulation. An audit of the regulation conducted in 2004 by the province found that a significant percentage of burn operators were not in compliance with regulatory requirements.

In the 2008 Policy Intentions Paper for Consultation, the Ministry of Environment articulates a clear desire to tighten the OBSCR burning regulations around populated areas as a means to address air quality impacts. Eight years later, the process appears to be stalled in the consultation and drafting phases with no indication of the progress or timeline for implementation.

This resolution seeks to improve air quality and associated health objectives in communities across the province by encouraging the Ministry of Environment to bring forward new regulations to further limit or ban the burning of wood debris piles on private and crown forest lands within community air-sheds.

ISLAND CORRIDOR FOUNDATION FEDERAL FUNDING

WHEREAS the Esquimalt & Nanaimo (E&N) Railway corridor remains a critical transportation asset for the current and future needs of the people and economy of Vancouver Island;

AND WHEREAS the Association of Vancouver Island and Coastal Communities (AVICC) passed a resolution urging action in 2012 and further delay in repairs to the corridor jeopardizes its viability;

THEREFORE BE IT RESOLVED that the AVICC petition the Government of Canada to approve and release the \$7.5 million for capital works on the Victoria to Courtenay rail line in order for work to begin as soon as possible and ensure the future of rail based freight and passenger transportation between Victoria, Courtenay and Port Alberni.

BACKGROUND MEMO

ISLAND CORRIDOR FOUNDATION FEDERAL FUNDING

The Esquimalt and Nanaimo (E&N) Railway corridor was built in the late 1800s and extends from Victoria to Courtenay and inland from Parksville to Port Alberni. The railway was acquired by the Island Corridor Foundation (ICF) after Canadian Pacific and Rail America donated their portions of the line to the ICF in 2006.

Since its inception, the ICF has been pursuing the revival of rail service on Vancouver Island. Passenger service had been suspended because of safety concerns due to poor track conditions along the rail line however, rail freight continues to operate between Nanaimo and south Duncan.

In 2012 the federal and provincial governments jointly committed approximately \$15 million to the restoration of the rail line with the intention of making the corridor safe again for passenger service. This included a \$500,000 bridge engineering study supported by the provincial government.

With the total project estimated at approximately \$20.4 million, ICF secured the remaining funding through agreements with Island regional districts, Via Rail, Southern Railway of Vancouver Island (SVI), and ICF's own source funds.

In July of 2015 the province affirmed their commitment to provide \$7.5 million to the ICF for the project. However, the transfer of funds is contingent on confirmation that the \$7.5 million in federal funding is in place and, through a tendering process, that the upgrade work can be completed within the \$20.4 million budget.

With the change in government following the October 2015 federal election, the Island Corridor Foundation is now seeking an affirmation of the previous federal commitment for \$7.5 million in order to develop and issue a tender for the necessary upgrades required on the rail line.

This resolution seeks to ensure the future of rail based freight and passenger transportation between Victoria, Courtenay and Port Alberni by petitioning the federal government to release the committed funding for the project.

**REPORT OF THE PUBLIC HEARING HELD ON MONDAY, JANUARY 25, 2016
AT 5:00 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO
PROPOSED AMENDMENTS TO THE ZONING BYLAW**

PRESENT:

Council: Mayor Ruttan (Chair)
Councillor Alemany
Councillor McLeman
Councillor Minions
Councillor Paulson
Councillor Sauvé
Councillor Washington

City Staff: Tim Pley, A/City Manager
Davina Hartwell, City Clerk
Scott Smith, City Planner

Members of the Public: approx. 38

The Chair explained the Public Hearing procedures for the meeting.

1. Description of the Application

The City Clerk provided a summary of the application:

The applicant, the City of Port Alberni, is applying to amend the Zoning Bylaw to include municipal regulations for the operation of a Medical Marijuana Dispensary within the City of Port Alberni.

The proposed bylaw is:

"Zoning Text Amendment No. T7 (Marijuana Dispensary Regulations), Bylaw No. 4893".

2. Background Information from the City Planner

The City Planner provided background information regarding the proposed amendments by way of summarizing his report of January 19, 2016, attached hereto and forming part of this report.

3. Correspondence

The following correspondence is attached hereto and forms part of this report:

Elaine McLeod

E-mail dated January 16, 2016 opposing medical marijuana dispensaries in our community due to a serious allergy to grass, including marijuana.

4. Input from the Public

Aaron Brevick, 5119 Athol, recommended review of the Medical Marijuana Access Regulations (MMAR) regarding safety. He stated he is not a fan of open glass-front doorways as people are entitled to privacy, there is a stigma attached to marijuana and people should not be forced to discuss their issues in a public setting. With regards to distance requirements, he suggested they should be further from schools than another dispensary.

Neil Anderson, 8th Avenue asked whether Council has the legal right to make regulations. He suggested Elaine McLeod made good points in her letter and feels Port Alberni is jumping the gun. He stated he has reviewed the definitions in the Bylaw amendment and there is no compliance for edibles.

Michael Stewart, North Cresc., indicated he has lived here for one year and was the first customer at Wee Medical. He stated he was delighted to have this service.

Freddy Hutter, 2182 Mozart, suggested Council's actions are premature. He said he had seen nothing on a fee structure to which the City Planner responded that the Business Licence fee will be \$220 and that fines will be \$100/150 depending on the issue with the ability to issue tickets daily.

Fred Mann, 4034 Rex Rd, questioned whether what we are doing here is legal and suggesting Council is putting the cart ahead of the horse. He stated his biggest issue is with the process – first the law should be changed, then adapt the processes. He commented on the RCMP failing to uphold the laws of the land and asked whether dispensaries are open now without a licence to which the Mayor responded that is correct.

Chuck Beyer, 3226 5th Ave. commented on the opportunity cost of not licencing suggesting the demand will be met from residential homes around the area. He stated that people can go into dispensaries and will not be offered crack, heroin or meth – they only sell pot. He commented that the RCMP knows charges will never see a court room, there has to be regulations and that local governments need to lead the way.

Gillian Shearwater, 4773 Angus St, commented on air pollution stating her house is situated immediately between two drug houses – the yard stinks and the odor penetrates. She stated the rights of everyone should be considered. She commented that if dispensaries are providing marijuana for medical use, then how many people in Port Alberni are being prescribed.

Matthew O'Donnell, 140 Terminal Ave, Nanaimo thanked Council for being open to regulations. He suggested bylaws address safety concerns and provide a safe service to the community. He encouraged Council to take a look at ECig

regulations and commented that his store windows (in Nanaimo) are frosted glass. He said it goes without saying that dispensaries should be kept away from schools but questioned the 1000m between dispensaries to let the free market decide.

Bruce _____, 4816 Bruce St, said he is turned off by the attitude displayed by those favouring legalization of pot. He is opposed to legalization stating we continue to see the lives of pre-teens and young people trashed.

Joan Race, 4922 2nd Ave. stated she has lived in the area for 11 years and sees the hookers, crackheads, drunks and dealers 24/7. She supports improvements in the uptown area towards a safer environment for families/seniors. She said she is not opposed to medical marijuana but hoped it would be in a controlled facility. She said permanent residents in the area need to be respected.

Leo Green, 744 Nicol, Nanaimo said people want privacy and to talk about their problems – they should be able to go into a store and do what they want and not be publically embarrassed.

Michael Kline, 3525 Gagne Rd, commented that he works on the street every day with at-risk youth, people in crisis, addictions – he has no problem with dispensaries and understands the need. He questioned where Council wants to go as a City noting we already have the highest number of liquor stores per capita. He suggested this is moving very quickly – do we need 5, 7, 9 dispensaries and commented on the intense amount of stores in a small area.

Jenny Michalenko, 3703 Maitland said she is a dealer. She has to go out and find the stuff for her husband and has to talk to young people to get it not knowing what you're getting. She said Wee Medical has been a lifesaver – there are people there she trusts and feels safer buying it in a storefront. She stated she is happy Council is doing this noting the difference between medical use and recreational use.

Neil Anderson, 8th Ave asked where dispensaries buy product. He also commented on the air quality issue.

The City Planner responded stating the City will not have knowledge about where dispensaries get their product.

Aaron Brevick said their product was produced as legally as possible and that dispensaries want to work with the community.

Richard Kudra, 3589 11th Ave. distributed a brochure entitled 'Defending Your Right to Cannabis and its Medicinal Use' (attached hereto and forming part of the record).

Aaron Brevick said that the signage/age requirements are a great idea but they could make age restrictions even higher – 25 for example.

Carol Neilson, 2962 Anderson suggested the City was jumping the gun. What if it is not legalized – how's the City going to look if we have 8 or 10 or 12 dispensaries.

Jim del Rio, 2527 15th Ave. said he is on the fence on the issue suggesting it is tough to put this decision on Council. He suggested the issue is worth putting to a vote and let the people decide.

5. Late Correspondence Regarding the Bylaw:

Late correspondence items opposing the proposed zoning amendment were received as follows and are attached hereto and form part of the record:

- Social media message from Stacey Manson requesting Council advocate for the termination of the unregulated medicinal marijuana storefronts.
- Tousaw Law Corporation letter dated January 23, 2016 acting for West Coast Hemp Inc. regarding the 1000m restriction between dispensaries and setting out their reasons as to why West Coast Hemp should be given priority over other applicants when considering business licence applications.

6. Questions from Council:

In response to a question from Council, the City Planner confirmed that the 1000m distance between dispensaries referenced in the Bylaw will restrict the issuance of business licences.

With regards to enforcement options in regards to dispensaries who choose not to close, the City Planner advised they would firstly be contacted in writing, a ticket issued, then ticketed on a daily basis, then the City could apply to the Courts for an injunction.

In response to a question from Council, the City Planner stated unpaid fines can not be added to taxes – they would be forwarded to a collection agency.

7. Calling for any Further Input:

The Chair asked for any further input from the public.

Freddy Hutter suggested Council was wandering into civil disobedience as a Council and the City would be a co-defendant in any action.

Gillian Shearwater stated she fails to see how medical marijuana is any different from something like Tylenol.

Neil Anderson asked the City Planner to re-state where dispensaries can buy product. The City Planner responded that Health Canada licencees are prohibited from selling in storefront locations.

The Chair called a second time for input.

Chuck Beyer noted the distinction between medical and recreational marijuana use suggesting everyone has some stress or pain and typically would take something like aspirin.

Leo Green expressed concern about open storefronts stating there is a need to address privacy concerns, including those of people walking by.

The Chair asked for input for a third and final time.

Joan Race questioned whether there is enough information in place to make these decisions at this time. Asked what Port Alberni is really all about.

Jay Ford stated liquor stores can't be put in the same category as dispensaries. They are trying to create jobs and new industry.

8. Closing Remarks by the Chair:

The Chair made closing remarks on the matters of the public hearing.

It was moved and seconded:

That the Public Hearing terminate at 6:15 pm.

CARRIED

Pursuant to Sections 464, 465 and 466 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held January 25, 2016 regarding:

- "Zoning Text Amendment No. T7 (Marijuana Dispensary Regulations), Bylaw No. 4893"

Davina Hartwell
City Clerk

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CITY OF PORT ALBERNI

PLANNING DEPARTMENT PUBLIC HEARING REPORT

TO: Tim Pley, Acting City Manager
FROM: Scott Smith, City Planner
DATE: January 19, 2016

SUBJECT: Zoning Amendments for Medical Marijuana Dispensaries

Issues

To consider an application for amendments to the Zoning Bylaw for medical marijuana dispensaries.

Background

Under the current federal laws, it is illegal to sell marijuana as a storefront operation. Notwithstanding this, the City of Vancouver has chosen to regulate medical marijuana dispensaries and the City of Victoria is considering similar regulations. City Council directed that amendments be prepared for Council's consideration to regulate medical marijuana dispensaries in the City of Port Alberni.

Discussion

Although the public hearing technically only covers the Zoning Bylaw amendments, the proposed changes to the business licence bylaw are also included in this report as they relate to medical marijuana dispensaries.

The following is a summary of the regulations that are being considered through the proposed amendment to the Zoning Bylaw and Business Licence Bylaw.

Zoning Bylaw regulations

1. Add a definition of Medical Marijuana Dispensary to the Definition section.
2. Add Medical Marijuana Dispensary as a permitted use in the following commercial zones, subject to provisions in the General Regulations section:
 - C2 – General Commercial;
 - C3 – Service Commercial;
 - C4 – Highway Commercial and
 - C7 – Core Business

3. Add the following to the General Regulations of the Zoning Bylaw:
 - a) A Medical Marijuana Dispensary is not permitted within 300 metres of the nearest property line of a site containing a school.
 - b) A Medical Marijuana Dispensary is not permitted within 1000 metres of the nearest property line of a site containing another Medical Marijuana Dispensary.
 - c) A Medical Marijuana Dispensary is not permitted in conjunction with any other use.
 - d) A Medical Marijuana Dispensary is not permitted in conjunction with an Automated Teller Machine (ATM) use.

Business License Bylaw

1. Add a definition of Medical Marijuana Dispensary to the Interpretation section of the Business Licence Bylaw.
2. Add a new section to the business licence bylaw related to Medical Marijuana Dispensaries as follows:
 - a) Requirement for a business licence from the City of Port Alberni.
 - b) Requirement to sign an acknowledgement that a City of Port Alberni business licence only represents local government compliance and is not a representation that the dispensary complies with other laws, including provincial and federal laws.
 - c) A Medical Marijuana Dispensary shall be conducted within a completely enclosed building.
 - d) No minors (i.e. under 19 years) may enter a Medical Marijuana Dispensary and signage to this effect is required to be posted.
 - e) Must have a monitored security and fire alarm system, including video surveillance.
 - f) Limit hours of operation between 8:00 am and 8:00 pm.
 - g) Shop fronts must be transparent.
 - h) No smoking or consumption of marijuana in the business or within 3 metres of doors.
 - i) Requirement for product warning signage. An example of the sign is attached.
3. Add business licence fee of \$220.00 for Medical Marijuana businesses.
4. Add some additional fines related to Medical Marijuana Dispensary regulations.

Status of the Application

At the December 17, 2015 meeting of the Advisory Planning Commission the following motions were carried:

1. That the Advisory Planning Commission recommends that Council consider the regulations proposed by the City Planner in his report dated December 9, 2015 to be reasonable and appropriate for the operation of a legal Medical Marijuana Dispensary and: that the Commission would preface their concurrence with the proposed regulations by indicating that they do not feel comfortable endorsing or supporting the illegal operation of a Medical Marijuana Dispensary.
2. That the Advisory Planning Commission recommends that Council consider including a requirement, in the Business Licence Bylaw, that non-profit societies operating a business within the City of Port Alberni, be required to obtain a City of Port Alberni business licence.

At its January 11, 2016 regular meeting, City Council received the APC recommendations and gave 1st and 2nd reading to Zoning Text Amendment T7 (Marijuana Dispensary Regulations), Bylaw No. 4893.

Conclusions

In considering the Zoning amendments, City Council should consider whether the proposed amendments are appropriate for the community.

Respectfully submitted,



Scott Smith, MCIP
City Planner

ATTENTION

To all of our customers:

Please be advised that all Marijuana products sold or provided on this premises are not provided by a Licensed Producer and are not approved by Health Canada. These products are currently unregulated.

From: [Elaine & James](#)
To: [Scott Smith](#)
Subject: Proposed Regulations for Marijuana Public Hearing
Date: Saturday, January 16, 2016 10:17:20 PM

Dear Honorable Council Members,

I write to you today in regards to the upcoming hearing on medical marijuana dispensaries in our city. I wanted to attend this meeting but cannot due to a grass allergy. Unfortunately this allergy includes marijuana and as my allergist Dr. Kingsley Lee stated, "A grass is a grass is a grass, they all have similar components." The possibility of people who smoke or carry marijuana will be high at the hearing so I cannot attend due to the health risk.

I want you to know how this allergy has affected my life since the dispensaries have been opened. For the past 7 & 1/2 years I have worked in a job with marginalized people which occasionally exposed me to marijuana. I have been able to control the exposures with medication, air purifiers and public notifications; however, since the dispensaries have opened, I am exposed to marijuana in my workplace repeatedly on a daily basis, all day, every day. The increase in marijuana use is staggering and sadly I am limited to the amount of medication I can take. We have worked diligently to keep this out of my workplace but when people are high; they either don't care or are oblivious to what's around them. I have now had to order a allergy mask costing over \$100 just to be able to breathe at work. Somehow people think that their right to get high trumps someone's right to breathe and because marijuana is still illegal, WorkSafe has no policies or provisions for this. You can't take a flower into a hospital yet you can go wherever you want reeking of marijuana.

I fear I will no longer be to continue my career which I have worked so hard to build due to a substance that is being allowed to be sold in our community while it is still illegal. I fear I will go to work, have a bronchial spasm and be hospitalized or worse just because someone wants to get high. Furthermore, I cannot shop at any of the businesses near the dispensaries as the smell and pollen are carried out the door with the patrons. I used to shop at Flandangles but can't now. It not only affects me, it affects every business beside these dispensaries as people can't or won't shop there.

I'm not talking about medical marijuana, because that has always been and is properly regulated. I'm talking about the dispensaries where you can just has to go in sign a paper saying you have a disease and boom you're a purchasing member. You can even sign up online for WeeMedical membership. The Port Alberni Cannabis Club is not even a registered nonprofit and is run by a man with a criminal record. My medicine to counteract my reaction has to be prescribed by a doctor and I have to go to a pharmacy as true medicine is regulated and I know my pharmacist has had strict training and does not have a criminal record.

What you are doing is allowing people to conduct illegal activities under the guise of helping the ill. Marijuana is still illegal and our city should not condone illegal activities. I'm sure if I opened a business without a business license and sold illegal items besides marijuana, the city would not be considering anything. The police would have it shut down in an instant. So before you decide to put guidelines in place allowing such businesses, please think of the business owners around these facilities and how it can affect their business. They are long standing, taxpaying, licensed and legal businesses, following all the regulations and laws set before them, unlike the dispensaries. Also please consider their patrons who can or will no longer shop there due to the dispensaries. Lastly please consider us, the ones that are allergic, who could stop breathing because you have made a choice to allow an illegal substance to be sold in our city and carried anywhere in our community.

Sincerely,

E. McLeod

Elaine McLeod

You have a right to reasonable access to medical cannabis

Since the days of the R v. Parker decision in 2000, courts of all jurisdictions in Canada have recognized that you have a right to use cannabis medicinally with the approval of your doctor. In 2015 the Supreme Court of Canada, in a landmark decision known as R v. Smith, ruled that medically approved patients have the right use cannabis in all its forms. However, the government has repeatedly failed at providing a reasonable framework for this to happen.

The Cannabis Rights Coalition is your defense against unlawful government interference

All levels of government in Canada continue to take actions that put patients, communities, and caregivers at serious risk to their health and well-being. The Cannabis Rights Coalition was formed by patients in order to protect their right of access to their doctor-recommended medicine. To that end the Coalition engages in litigation against various levels of government and bureaucracy to protect the rights of its members.

The Cannabis Rights Coalition represents your interests in the public sphere

As the nation's largest cannabis patient advocacy group the Cannabis Rights Coalition fights to preserve access to this medicinal plant. We educate the public on the medicinal value of cannabis and seek not only an end to prohibition, but the formation of a free and fair market in cannabis that respects the rights and needs of patient and caregiver alike.

JOIN US TODAY!
cannabisrightscoalition.ca



STAND UP AND FIGHT WITH US!

Free membership!

By becoming a member of the Cannabis Rights Coalition you will join a community of thousands nationwide that are organizing for the defense of their rights. We are a federally-registered non-profit organization. Our members are regularly informed of legislative, legal, and other developments and invited to numerous events across the country put on by our amazing volunteers.

Donate today!

202-1252 Burrard St, Vancouver, BC, V6Z 1Z1

info@cannabisrightscoalition.ca

cannabisrightscoalition.ca



**DEFENDING YOUR RIGHT
TO CANNABIS AND ITS
MEDICINAL USE**

2012

NOVEMBER

Coalition founder Jason Wilcox begins organizing to fight the MMPR, which would strip patients of their right to grow their own medicine.

2013

NOVEMBER

Health Canada breaches patient confidentiality by sending out letters publicly identifying them as medical marijuana patient growers, ordering them to destroy their gardens. The Coalition begins organizing to prosecute this betrayal of trust. Jason Wilcox, along with 41,000 patients represented by Branch MacMaster LLP file suit in federal court in a mass privacy lawsuit.

2014

MARCH

The Coalition successfully challenges the constitutionality of the MMPR and obtains a \$70,000 federal injunction prohibiting the government from criminalizing and destroying existing medical gardens.

AUGUST

The Coalition spearheaded the assistance for Baby MJ to secure a BC Supreme Court injunction that in effect has extended Baby MJ's life. The Coalition continues to advocate on all levels of cannabis rights.

JULY

The Coalition obtains certification of the privacy class-action lawsuit against Health Canada and the case can now proceed.

MARCH

The Coalition represents patients everywhere in an appeal hearing on the constitutional validity of the MMPR.

2015

DECEMBER

The Coalition successfully defends its injunction against the Federal Government, preventing an all-out assault on patient growers.

NOVEMBER

The Government of Canada appeals the decision and continues to threaten patients with the loss of their gardens. The Coalition also files a motion to certify a class-action lawsuit against Health Canada for their breach of privacy.

NOW

The City of Vancouver has introduced new by-laws that will decimate the number of cannabis dispensaries in the region. The by-laws include a blanket ban on edible products and extracts to the extent that only "tinctures, capsules or edible oils, in sealed containers" may be sold. There are also onerous regulations on how these businesses may operate. It also creates a compassion club licensing monopoly through the co-opting of CAMCD rather than the City setting out the definition of a compassion club. These rules are unconstitutional and represent a gross overreach of municipal powers, as well as threaten the ability of patients to access cannabis in the form and manner that they prefer.

What We Stand For



- ✓ A free and fair market in cannabis
- ✓ Responsible policy based on science, not propaganda
- ✓ Preserving home gardens and plant genetics
- ✓ A strong voice for patients and providers
- ✓ Collective action and advocacy at Municipal, Provincial and Federal levels
- ✓ A flourishing community of businesses supporting cannabis as a preventative medicine

LATE ITEM
PUBLIC HEARING
JAN 25, 2016
5:00 PM

Davina Hartwell

Subject: davina_hartwell wants to share this story

Stacey Manson: Dear Mayor and Council, Please advocate for the termination of the unregulated medicinal marijuana storefronts. As we move forward to re-invent Port Alberni, our community needs to be seen as welcoming for families. Please consider the image of our great community and work to eliminate the marijuana stores.

<http://www.facebook.com/messages/?action=read&tid=mid.1453690674547:547aa666ac422abd77>

Click below to easily share or schedule to Twitter, Facebook and LinkedIn:

<http://ow.ly/XvrQd>



TOUSAW LAW CORPORATION

January 23, 2016

To Whom It May Concern:

RE: West Coast Hemp, Inc.

I act, for purposes of this letter, for West Coast Hemp, Inc. As I understand it, Port Alberni is considering implementing a bylaw to regulate the operation of medical cannabis dispensaries. One aspect of that bylaw will be a location restriction that provides that no dispensary may operate within 1000 meters of another dispensary. In addition, I understand that licences will be granted on a "first-come, first-served" basis.

This letter sets out for Council's consideration the factors that I believe compel the conclusion that West Coast Hemp should be considered to have priority over other applicants despite not having engaged in the unlicensed sale of medical cannabis previously. Those factors are:

- West Coast Hemp has operated pursuant to a business licence issued by Port Alberni since 2010. It has never contravened the terms of its business licence and has, at all time, sought to be a responsible a positive contributor to the local community and economy. It is operated by life-long Port Alberni residents with a demonstrated track record of compliance with all applicable regulations.
- West Coast Hemp has, almost since its inception, been in dialogue with Port Alberni officials about the possibility of also operating a medical cannabis dispensary, either at a different location or at the West Coast Hemp location. My client reasonably relied on the statements of these officials to the effect that (a) dispensaries were unlawful and could not even apply for business licensing; and (b) that if West Coast Hemp sold medical cannabis pursuant to its existing business licence that licence would be revoked.
- When a medical dispensary began operating in Port Alberni recently, my clients again had discussions with Port Alberni to the effect that that dispensary was unlicensed, had not applied for a licence to operate and that any such application would be futile because Port Alberni was not accepting such licence applications. My client reasonably relied on those representations in deciding not to either apply for licensing as a dispensary nor to commence sales of medical cannabis at its existing location.

2459 Pauline Street, Abbotsford BC V2S 3S1
p: 604.836.1420 f: 866.310.3342 e: info@tousawlaw.ca w: tousawlaw.ca

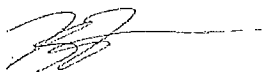
- Another dispensary then opened and my clients again contacted Port Alberni and were advised that applications for licences were not being accepted and that Port Alberni would not advise my clients to being operating as a dispensary.
- After several more calls, my clients were finally advised that Port Alberni had accepted four (4) applications for licensing. This was obviously quite distressing as, to this point, my clients had relied on prior statements from Port Alberni officials that no licensing applications would be accepted. Their dismay grew when they were advised that the new bylaw would be interpreted in such a way that the unlicensed and unlawful dispensaries that opened for business prior to the bylaw being enacted would have preference over West Coast Hemp because West Coast Hemp had acted precisely as they had been advised to act by Port Alberni officials.

Based on the foregoing, West Coast Hemp is entitled to first priority in any de-clustering or application process. It has operated in Port Alberni longer, by years, than any other applicant. It sought advice from Port Alberni officials on this exact issue and relied on the advice that it was provided to its detriment. If it is not now permitted to operate pursuant to licensing that it has been seeking for five years, it will sustain significant damages as a result of its reasonable reliance on the statements of Port Alberni officials. This is unfair and, perhaps, actionable.

My client has had a positive relationship with Port Alberni for years. Its principals are life-long residents. It has conducted itself professionally and transparently and has, at all times, relied on Port Alberni officials for guidance and direction. It has taken that advice, rather than simply ignoring it and opening an unlicensed dispensary. It should not now be punished for its good faith.

Thank you for your consideration of the facts set out in this correspondence. I trust that these factors will be considered by Council in its deliberations and that my client can expect fair treatment from Port Alberni in its medical cannabis dispensary licensing process.

Thank you.



Kirk Tousaw
Tousaw Law Corporation



CITY OF PORT ALBERNI

PLANNING AND COMMUNITY SERVICES

TO: Tim Pley, Acting City Manager

FROM: Scott Smith, City Planner
Theresa Kingston, Director of Community Services

DATE: February 1, 2016

SUBJECT: Alberni Valley Social Planning Council

Issue

To consider the creation of a City of Port Alberni Social Planning Commission.

Background

City Council met with the Alberni Valley Social Planning Council (AVSPC) in March of 2015. The meeting was at the request of AVSPC to discuss the relationship between their organization and the City of Port Alberni. The AVSPC does not deliver services, but instead educates, coordinates, and raises awareness of social issues in the community. The Alberni Valley Social Planning Council will remain an independent group, but would like to see a means to provide City Council with relevant information, regarding local social planning issues, during the decision making process.

Council directed staff to meet with the Alberni Valley Social Planning Council to identify an appropriate mechanism for establishing a direct relationship, with the City of Port Alberni to provide input regarding social issues.

Discussion

Many municipalities have a Social Planning Advisory Committee/Commission to provide advice to their City Council for planning and information on social issues. There are limited resources within the City's current organization to provide Council with advice on the variety of social issues facing many of our residents.

City Council receives information on social issues from a variety of sources. Island Health regularly reports to Council on the status of the local area. A Vital Signs report was recently published by the Alberni Valley Community Foundation, identified a number of social factors in the Alberni Valley. Council has directed the creation of the Seniors Housing Committee, based on a recommendation from the Senior Committee and a new plan to improve housing and end homelessness has just been completed. There are also several agencies working on and providing services on the various social issues in the community.

ENTERED

Conclusion

A bylaw to create a Social Planning Commission, similar to the City's Advisory Planning Commission would cover the mandate and objectives for a commission. A Social Planning Commission would be available for Council and staff to access their expertise respecting social issues for consideration during decision making.

Recommendations

That the report from the City Planner and Director of Community Services dated February 1, 2016 be received.

That Council for the City of Port Alberni direct staff to prepare a draft bylaw that would support a Social Planning Commission.

Respectfully submitted,



Scott Smith, MCIP
City Planner

Theresa Kingston
Director of Community Services

MEMORANDUM

Date: February 3, 2016 File

To: Tim Pley, Acting City Manager

From: Guy Cicon, City Engineer

cc: Mayor & Council
Davina Hartwell, City Clerk
Brian Mousley, Utilities Superintendent
Cathy Rothwell, Director of Finance

RE: Contract Award – Lagoon Desludging Project

Issue:

City Council's approval is requested to award the tender for the sludge removal contract that has been planned for implementation in 2016.

Background:

This work is part of the Sewage Lagoon Upgrade project that was approved in the 2012 capital plan. This work is the first key construction element in our Liquid Waste Management Plan to upgrade the City's sewage treatment capability at the newly acquired Catalyst treatment lagoon. The work involves; the removal of sludge from the lagoon, onsite dewatering, and deposition of the dewatered sludge to specified sites. The estimated quantity of sludge is 90,000 m³ at an estimated average in-situ concentration of 6.1% solids.

Tenders for the Lagoon Desludging were received and opened in public at the City of Port Alberni office on Wednesday, January 7, 2016 at 2:30 p.m.

Discussion:

A total of seven tenders were received and an evaluation of the construction bids from Associated Engineering is attached:

TENDERER	BID PRICE
Clean Harbours	\$2,806,459.70
Lambourne	\$2,996,600.00
Milestone	\$1,915,399.83
Secure	\$2,727,650.55
Terrapure	\$1,878,073.00
Tervita	\$2,412,166.00
Entec	\$2,763,000.00

The Tender prices exclude GST.

The Engineering Department concurs with the recommendation of Associated Engineering to award the Lagoon Desludging contract to Terrapure Environmental for \$1,878,073.00.

Recommendation:

That the City Engineer's report dated February 3, 2016 be received and Council for the City of Port Alberni award the tender for the Lagoon Desludging contract to Terrapure Environmental for \$1,878,073.00, from funds included in Loan Authorization Bylaw No. 4807 "Wastewater Treatment Systems Improvement Loan."

Regards,

A handwritten signature in black ink, appearing to read "G. Cicon". The signature is fluid and cursive, with a large initial "G" and a distinct "Cicon" at the end.

Guy Cicon,
City Engineer

February 3, 2016
File: 20132344.00.C.01.03

Guy Cicon, P.Eng.
City Engineer
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V5Y 1V8

**Re: INDUSTRIAL LAGOON DESLUDGING
RECOMMENDATION FOR AWARD OF CONTRACT**

Dear Mr. Cicon:

Bids were received for the above project and opened at 2:30 pm on January 7, 2016. This included electronic bids (pdf document via email) received by the City and AE, with hard copies forwarded to the City. A summary of bids received follows in the table below. All tenders have been checked and the amounts shown in the summary have been found to be correct.

BIDDER	BID PRICE
Clean Harbours	\$2,806,459.70
Lambourne	\$2,996,600.00
Milestone	\$1,915,399.83
Secure	\$2,727,650.55
Terrapure	\$1,878,073.00
Tervita	\$2,412,166.00
Entec	\$2,763,000.00

The lowest compliant bid was submitted by Terrapure Environmental.

The low bid was accompanied by supplemental information from Terrapure that was not requested in the bid documents. AE has reviewed this information with Terrapure by email correspondence and has confirmed that the Terrapure bid meets the requirements of the Contract Documents.

Terrapure Environmental is formerly the industrial division of Newalta Corporation, (which is familiar to the City of Port Alberni having completed the sludge surveys on both the municipal and former Catalyst lagoons). In the bid documents, Terrapure lists six reference projects of various sizes (in terms of quantity of material removed and contract value), including projects of similar and larger size to this contract.

February 3, 2016
Guy Cicon, P.Eng.
City of Port Alberni
- 2 -

The base bid detailed in Section 00410 is based on the Contractor's trucks using "Route A" to the landfill as indicated in the Contract Documents. Based on the City's discussions with local stakeholders, the City may elect to award the Contract based on the alternate price indicated in Section 00432, which is based on the "Route B" indicated in the Contract Documents. Based on our discussions, we understand that the City intends to include the Optional item for partial desludging of the municipal lagoon (item 1.4 in the bid form) in the Contract award.

If you are in agreement with our recommendation, in accordance with Article 1.10 of the Instructions to Bidders, it would be in order for you to issue a Notice of Award to the successful Bidder. For your convenience, we have enclosed a draft Notice of Award for the City to use on its letterhead. Please provide a copy of that letter to us for our records.

Yours truly,



Christian Brumpton, M.Eng., P.Eng.
Environmental Engineer



Tom Robinson, M.A.Sc., P.Eng.
Project Manager

CB/TR/lp

Enclosure(s)

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
1.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council – City Manager/City Clerk Early 2016	High
2.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Order in Council effective July 14, 2014. Bylaws and policies being prepared - City Clerk/City Planner	High
3.	Regular May 26/14	Report and recommendations re development of tax revitalization program for all commercial areas	Goal #4: Revitalizing Economy/Liveability	EDM/City Clerk/Planner - Current revitalization exemption bylaw in place for Uptown only. Council required to provide specific direction. Report/Bylaw February 22/16	High
4.	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	On hold pending potential redevelopment of adjacent "Imperial Oil" property for public use. – City Manager	Medium
5.	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Goal #3: Environmental Protection Goal #4: Revitalizing Economy/Liveability	Meeting held on Nov 12 th . City Planner met with Alberni Paving Feb. 1/16 to discuss alternative locations. They are considering options.	Medium
6.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government	City Clerk - Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
7.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government	City Clerk - Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
8.	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Director of Community Services - Policy and public education plan under development	Low
9.	Regular Feb 23/15	Report re feasibility of Sprout Business Development Concept	Goal #4: Revitalizing Economy/Liveability	Economic Development Manager - Work in Progress. Chamber of Commerce also reviewing similar program. EDM report Feb 22/16	Medium
10.	Regular Feb 23/15 May 25/15	Report and recommendations re electronic participation in meetings. Modify terms of the Question Period to allow members of the public to direct questions to Council on any topic of relevance to the City.	Goal #6: Responsive Government	City Clerk – Draft Bylaw February 9/16 meeting.	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
11.	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Director of Community Services – include actions taken by other communities for area specific smoking bans	Low
12.	Special Mar 16/15	Report & recommendations re opportunities for more direct working relationship with AV Social Planning Council		City Planner – February 9, 2016	Medium
13.	Special Budget – Mar 30/15	Arrange mtg between Council/staff/OIC to discuss additional RCMP member and municipal staff employee	Goal #6: Responsive Government	City Manager - Schedule meeting. Potential to include issue of additional staff at RCMP as part of upcoming Audit of Management Structure?	Low
14.	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	Economic Development Manager - Report from EDM in September regarding recent meetings. Visitor Experience Survey Report Dec. 14/15 – further meeting to be held in Jan/16	Medium
15.	Regular May 25/15	Report re potential to intersperse food plants in the City's existing planting beds where practical	Goal #3: Environmental Protection	Director of Community Services – monthly report Feb. 22/16	Low
16.	Regular May 25/15	Investigate installing automatic water turbidity and temperature monitors on tributaries feeding Bainbridge/China Creek intakes	Goal #3: Environmental Protection	City Engineer has met with MoE and Island Timberlands – working towards implementation of additional monitoring of turbidity temperature. New permanent monitoring station to be installed at China Creek Dam.	Low
17.	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	City Manager – following implementation of return to work program	Medium
18.	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government	City Planner	Medium
19.	Regular July 27/15	Amend Fire Control Bylaw to reflect full year round backyard burn ban commencing April 16, 2016	Goal #3: Environmental Protection	Fire Chief/Clerk – Spring 2016	Low
20.	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #4: Revitalize Economy/Liveability	Economic Development Manager – RFP issued – closing February 26/16	High

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
21.	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	City Engineer	Low
22.	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	City Engineer – on hold pending further discussions with WFP	Medium
23.	Regular Sept. 14/15	Letter to trucking companies encouraging use of alternate routes other than thru uptown	Goal 2: Connected Community	City Engineer – on hold pending further discussions with WFP	Medium
24.	Regular Sept. 14/15	Prepare and place appropriate signage either end of 'Scott Kenny Trail'	Goal #2: Connected Community	Director of Community Services/Parks Supt. Two kiosks in place at Cherry Ck/Fall Fair Grounds. Kiosk to be placed at Tebo when weather improves. Report to Council for 4 th kiosk at Broughton (trail not complete) – Info in Feb 22/16 monthly report	Medium
25.	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government	Director of Community Services	Low
26.	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority	City Planner	Low
27.	Regular Dec. 14/15	Formation of a "Seniors Housing Stakeholders Initiative" to direct resources at Prov, Fed or Municipal levels for seniors housing projects.	Not a strategic priority	City Planner – include considerations in AVCSI letter to Council Jan 25/16.	Medium
28.	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability	City Planner – Report Mar/16	Medium
29.	SICC Dec. 10/15	Report outlining options for formation of a governing body that would report to the City and assume responsibility for management of the McLean Mill and Railway.		Director of Community Services – February 22/16 regular meeting	High
30.	Regular Jan 25/16	Report re costs (modifications to street)/liability issues re potential of hosting Thunder in the Valley event on Stamp Ave.		City Engineer/Director of Finance – Feb 9/16 meeting	High

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
31.	Regular Jan 25/16	\$2,000 funding from Economic Development for 'Tri-Conic Challenge' grant application		Economic Development Manager – Feb. 9/16 meeting	High
32.	Regular 25/16	Prepare AVICC resolutions for consideration: Petitioning province to restrict wood debris pile burning by forest companies that impact air quality/Petitioning the prov and fed govts to release committed funding for island railway corridor.		Admin. Assistant/Office Manager – Feb. 9/16 meeting	High

Respectfully Submitted



Tim Pley - Acting City Manager/Fire Chief

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CITY OF PORT ALBERNI PLANNING AND BUILDING DEPARTMENT

MONTHLY REPORT FOR JANUARY, 2016

For the month of January 2016 the Planning Department reports the following significant items:

- The City of Port Alberni approved amendments to the Zoning Bylaw and Business Licence Bylaw to add regulations regarding the operation of Medical Marijuana Dispensaries.

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Year to Date - 2015	Year to Date - 2016
Subdivision	0	0
OCP and/or Rezoning	3	2
Development Variance	0	0
Development Permit	0	0
Temporary Use Permit	0	0
Sign Bylaw	0	0
Total Applications	3	2

RESIDENTIAL BUILDING UNITS COMPARISON		
Type	Year to Date - 2015	Year to Date - 2016
Single Family	4	2
Duplex	0	0
Multiple	0	0
Secondary Suite	2	1
Total Units	6 units	3 units



ENGINEERING DEPARTMENT HIGHLIGHTS OF DEPARTMENTAL ACTIVITIES JANUARY 2016

PUBLIC WORKS

- **Argyle and Kingsway Capital Improvements:**
 - a. Boulevard and sidewalk preparation
- New concrete sidewalk on the south side of Johnston Road between Merryfield Road and the railroad tracks
- Gertrude Street Bridge Widening – Contractor coordination and road detour development
- Cycle Port Alberni Event on February 17th, 2016. A group of cycling enthusiasts supporting safe cycling in the City and the potential Bike BC Funding application. The event will include a small test section of bike lane painting on 10th Avenue north of Wallace Street.
- **Snow plowing and brining:**
 - a) January 5th – 8 cm

WATERWORKS

Water Distribution

- Customer Water Service Requests – 34
- A new 150 mm diameter water connection was installed to the Beaver Creek Improvement Centre on Johnston Road.
- Water main repairs:
 - a) 12th Avenue and Argyle Street
 - b) Dogwood Street and Glenwood Drive
 - c) Johnston Road at the Arlington Hotel

WASTEWATER/STORMWATER

Sewage Collection

- Customer Sewer Service Requests – 12
- Catch basin cleaning - 150
- Sewage pumpstation maintenance
- Sewer main repairs:
 - a) 4440 Bute St
 - b) 4015 Shaughnessy St
 - c) 3048 1st Ave
 - d) 2658 2nd Ave
 - e) 4453 10th Ave
 - f) 4847 Bute St



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, Acting City Manager/Fire Chief

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council

DATE: February 1, 2016

SUBJECT: Council Procedures Bylaw Amendment

Issue:

Council's consideration of amendments to the Procedures Bylaw to incorporate a process for electronic participation in meetings as well as a change to Question Period to allow questions on any topic of relevance.

Background:

At a regular meeting on February 23, 2015, Council directed that a report and recommendations be provided in regards to electronic participation in meetings.

That Council for the City of Port Alberni direct staff to prepare a report and recommendations regarding electronic participation in meetings for Councillors unable to attend in person.

Council further directed a change to Question Period on May 25, 2015 to allow the public to ask questions on any topic relevant to Council.

That staff be directed to prepare an amendment to the Council Procedures Bylaw to modify the terms of the Question Period to allow members of the public to direct questions to Council on any topic of relevance to the City with answers being provided at a subsequent meeting of Council.

The proposed amendment bylaw is consistent with that of other municipalities. Important issues to note in regards to electronic participation in meetings:

- A Council member may only participate electronically in meetings a maximum of 4x per year
- The presiding member must not participate electronically
- Corporate Officer must be notified at least 60 minutes prior to commencement of meeting
- Electronic participation does not apply to public hearings

A minor amendment has been made to Section 22 – Question Period to allow questions from the media and public on any topic. If an answer to a question cannot be provided immediately, the Chair will provide a verbal response at a subsequent meeting. It is left to the Chair's discretion when sufficient discussion has taken place.

A thorough review of the Procedures Bylaw was undertaken and other provisions found to be in order.

Following three readings of the Procedures Bylaw amendment, Council is required under *Community Charter* legislation to advertise the proposed changes for public input prior to adoption of the Bylaw.

Recommendation:

That the report from the City Clerk dated February 1, 2016 be received.

That "Council Procedures Bylaw, 2013, Amendment No. 2, Bylaw No. 4895" be now introduced and read a first time.

That "Council Procedures Bylaw, 2013, Amendment No. 2, Bylaw No. 4895" be read a second time.

That "Council Procedures Bylaw, 2013, Amendment No. 2, Bylaw No. 4895" be read a third time.

Respectfully submitted,

Dawn Harkwell

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CITY OF PORT ALBERNI

BYLAW NO. 4895

**A BYLAW TO AMEND
COUNCIL PROCEDURES BYLAW, 2013, BYLAW NO. 4830**

**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 "**Council Procedures Bylaw, 2013, Amendment No. 2, Bylaw No. 4895**"

2. Amendments

"Council Procedures Bylaw, 2013, Bylaw No. 4830" is hereby amended as follows:

(a) by adding new Section 10 as follows and renumbering subsequent sections accordingly:

10. Electronic Participation in Meetings

- (1) Provided the conditions set out in Subsection 128(2) of the *Community Charter* are met, a member of Council or a Council Committee who is unable to attend at a Regular, Special, or Council Committee meeting, may participate in the meeting by means of electronic or other communication facilities.
- (2) A member participating in a Council or Council Committee meeting electronically may do so for a maximum of four meeting days per calendar year.
- (3) The Presiding Member at a Council or Council Committee meeting must not participate electronically in that meeting.
- (4) If the electronic or other communication facilities fail or malfunction during a meeting, the meeting may be continued without the member who is participating electronically, assuming there is still a quorum without that member, or adjourned.
- (5) A member participating electronically by audio means only must indicate his or her vote verbally.
- (6) A member attending a Council or a Council Committee meeting electronically must notify the Corporate Officer or designate of his or her intention to participate in the meeting electronically at least 60 minutes prior to commencement of the meeting.

- (7) A member participating in a Council or Council Committee meeting electronically is deemed to be present at the meeting as though he or she were physically present.
- (8) The Corporate Officer shall record in the minutes of a Council meeting the members present, including the member(s) participating electronically.
- (9) At any Council or Council Committee meeting where a member is attending electronically, the addition of on table written reports shall not be permitted, unless the item can be supplied to the member attending electronically in advance of the meeting, and providing all other requirements are met.

(b) By deleting Section 22 (1) and replacing it with the following:

22. Question Period

- (1) At the conclusion of the proceedings, the Council members shall provide time to answer inquiries from the media and any member of the public on any topic of relevance to the City. If an answer cannot immediately be provided, the Chair shall provide a response at the next meeting. The Chair shall determine, if necessary, when sufficient discussion has taken place.

READ A FIRST TIME THIS ____ DAY OF JANUARY, 2016.

READ A SECOND TIME THIS ____ DAY OF JANUARY, 2016.

READ A THIRD TIME THIS ____ DAY OF JANUARY, 2016.

PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER* _____, 2016.

FINALLY ADOPTED THIS ____ DAY OF _____, 2016.

Mayor

Clerk

From: FCM Communiqué [<mailto:communiqué@fcm.ca>]

Sent: Monday, February 01, 2016 12:37 PM

To: Jake Martens

Subject: FCM's Annual Conference 2016: registrations are now open!

February 1, 2016

[Change your language](#) | [View email in your browser](#)



FCM's Annual Conference 2016: registrations are now open!

You are invited to join us — along with nearly 2,000 mayors, reeves and councillors at Canada's largest gathering of municipal elected leaders: FCM's Annual Conference and Trade Show 2016!

This year's theme, The Heart of Canada, showcases how our communities propel us and are a motor of change in helping shape our country's future.

This year's conference, from June 3–5 in Winnipeg (Manitoba), is one you won't want to miss. Not only will you hear from the federal parties and help shape FCM's agenda; with more than 30 workshops, industry-led seminars and study tours, this is your opportunity to:

- learn more about municipal best practices
- share innovation happening in your community
- network with your peers from coast to coast to coast

Check out our [preliminary program](#) and [register now](#) to take advantage of early-bird savings!

Hotel reservations

The deadline to cancel reservations is Friday, **February 26, 2016**. Cancellations made after this date may result in a penalty equal to one night's room and tax.

See you in Winnipeg!

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From: Brienn LeBlanc [<mailto:brienn1070@hotmail.com>]
Sent: Tuesday, January 26, 2016 9:12 PM
To: Davina Hartwell
Subject: Request for consideration of a bike park in Port Alberni

Dear Mr Ruttan and Council members

I am writing to ask your consideration for establishing a bike park for the city of Port Alberni.

As a mother of three boys, we constantly travel the island to utilize the bike park facilities of our neighbouring communities. The Alberni Valley and surrounding area is home to extensive bike trail networks but lack a facility to develop the skills necessary to use them, which a bike park would allow for. I believe it would also allow the families and youth in our community greater organized recreational opportunities, the Sprockids program through parks and rec would be an example, as well as being relatively inexpensive.

Recreational facilities are what makes a community a desirable place to live. I believe that having a bike park ideally suits the community's Strategic Plan, and would be an important factor in keeping and attracting healthy citizens.

Thank you for your consideration, I look forward to your reply

Brienn LeBlanc
2449 9th Ave
Port Alberni, BC
V9Y 2N2, CA

From: Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>
Sent: Wednesday, January 20, 2016 2:51 PM
Cc: Minister, CSCD CSCD:EX; 'arichmond@cariboord.bc.ca'
Subject: Request for Local Government Input - Climate Action and Climate Leadership Plan

Reference: 294377

January 20, 2016

Dear Mayor / Regional District Chair:

Last year, the British Columbia (BC) Government launched a process to develop a new Climate Leadership Plan that will enhance BC's climate leadership and help move BC's climate agenda forward. Much has been accomplished since BC's 2008 Climate Action Plan, and many significant gains are a direct result of local government leadership. With the development of a new plan, BC is now taking the next step toward a low-carbon future, alongside new international momentum following the December 2015 Paris agreement, and new national momentum following the federal government's commitment to develop a pan-Canadian framework for combatting climate change.

Local government signatories to the BC Climate Action Charter remain a key partner in helping to reduce greenhouse gas emissions and create complete, compact and energy-efficient communities. The Climate Action Revenue Incentive Program (CARIP) continues to provide funding to all Charter signatories and is based on the carbon taxes paid by local governments. Additionally, CARIP reporting allows the province to better understand activities that local governments are undertaking to achieve their climate action goals.

Local government action has been substantial. For the 2014 reporting year, 173 local governments submitted CARIP reports. This is the largest number of reports received since 2010. The CARIP reports show consistently high numbers of community-wide and corporate climate actions over the past five reporting years. There are notable increases in emission reductions from greenhouse gas (GHG) reduction projects. A number of local governments are successfully implementing new and innovative approaches to reducing energy use and GHG emissions. In addition

- 142 local governments are measuring their corporate emissions and 40 local governments are reporting as carbon neutral;
- 75 local governments have created climate action reserve funds;
- Nearly 75 percent of local governments in B.C. have energy and emissions plans which provide the foundation for identifying climate actions in their communities;
- Over half of the communities in BC have organic diversion and collection programs that keep methane-creating waste out of landfills.

BC is now focusing on two overarching climate-related priorities in 2016: completing the new BC Climate Leadership Plan and participating in the federal process to develop a pan-Canadian framework for combatting climate change.

ENTERED

As part of BC's preparation for engagement in the federal process, I am writing to seek your advice and input related to climate activities in the areas defined below by the federal government. Building on your CARIP submissions I would greatly appreciate hearing what future climate action plans and ambitions you may have. If you would like to provide updates on action in other areas, that would also be welcomed.

- Transportation
- Electricity
- Buildings
- Forests
- Agriculture
- Government Operations
- Clean energy technology innovation
- Green infrastructure
- Adaptation and resilience
- Public education and engagement

I am also writing to let you know that the BC Government will be conducting further engagement with local governments as we work to develop our new Climate Leadership Plan. Nearly a quarter of all BC local governments submitted valuable input to the Climate Leadership Plan discussion paper in the summer of 2015 and we would now like to undertake more direct engagement. To that end, it is our wish to attend each of BC's local government annual association meetings over the coming months to further discuss the Climate Leadership Plan.

In the meantime, if you have questions about engagement on BC's new plan, you can contact Susanna Laaksonen-Craig, Head of BC's Climate Action Secretariat, at Susanna.LaaksonenCraig@gov.bc.ca.

Sincerely,

Mary Polak
Minister

cc: Honourable Peter Fassbender, Ministry of Community, Sport and Cultural Development
Al Richmond, President, Union of BC Municipalities

January 28, 2016

Attn: City Clerk, Davina Hartwell

Toastmasters International is a nonprofit educational organization devoted to helping improve communication, public speaking, and leadership skills.

The Port Alberni Somass Toastmasters Club is requesting, as it does every year, that mayor and council declare February to be "Toastmasters International Month". We would also like to have a picture taken with Mayor Mike Ruttan signing the proclamation.

Please let us know if this is possible. When a time and date is selected will you arrange for the photographer or should we?

Thank you kindly,

Malcolm Menninga

Somass Toastmasters Club



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

RECEIVED

JAN 29 2016

CITY OF PORT ALBERNI

January 18, 2016

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

Your File Votre référence
100-157

Our File Notre référence
E753-28-5

Municipal Policing Agreement
April 1, 2015 to March 31, 2016 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **December 31, 2015**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2015 to **December 31, 2015**. This statement also contains reference to indirect costs which are included in the year end forecast.

Should you have any questions regarding this material, please contact Bradley Lanthier, Sr. Manager Contract Policing at 778-290-2705.

Max Xiao, MBA, CPA, CMA
Regional Director
Financial Management & Accounting Operations
Corporate Management & Comptrollership Branch, Pacific Region

c.c. OIC Port Alberni Detachment

Canada

RCMP E Division HQ
Finance Section, Mailstop #908
14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

ENTERED

5.1

PORT ALBERNI

2016/01/14

Expenditures to 2015/12/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
STANDARD OBJ. 01 - PERSONNEL					
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES	0	0	0	0	0
CEG 30 - PAY - MEMBERS:					0
CE 500110 - REGULAR PAY	2,985,399	217,970	1,886,005	2,492,954	492,445
CE 500112 - RETROACTIVE PAY		0	0	0	0
CE 500113 - ACTING PAY	20,000	639	4,271	10,000	10,000
CE 500114 - SERVICE PAY	92,011	6,314	55,749	85,000	7,011
CE 500117 - SHIFT DIFFERENTIAL	56,611	2,605	23,815	40,000	16,611
CE 500163 - MARKET ADJUSTMENT ALLOWANCE	0	0	0	0	0
CE 500164 - SENIOR CST ALLOWANCE	34,440	2,518	27,968	37,000	-2,560
CE 501127 - RETRO PAY - PRIOR YEAR		0	0	0	0
CE 501194 - REGULAR TIME - RESERVISTS	7,000	1,239	16,504	22,000	-15,000
CE 501198 - BILINGUAL BONUS - Current	0	0	0	0	0
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	5,900	317	2,736	3,625	2,275
MISC. CE's INCLUDED UNDER CEG 30	44,040	3,862	46,884	62,196	-18,156
CEG 30 - PAY - MEMBERS - TOTAL	3,203,961	231,706	2,019,460	2,693,775	510,186
CEG 31 - OVERTIME - MEMBERS	250,000	21,888	155,470	250,000	0
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item		0	72,057		
CEG 40 - TRANSFER ALLOWANCES - INTRA-RCMP (Credit Item)		6,500	22,159		
CEG 41 - TRANSFER ALLOWANCES - INTER-RCMP (Credit Item)		0	0		
CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY	0	0	0		0
TOTAL STANDARD OBJ. 01 - PERSONNEL	3,454,485	260,095	2,269,146	2,943,775	510,710

STANDARD OBJ. 02 - TRANSPORTATION & TELECOMMUNICATION

CEG 50 - TRAVEL	34,000	10,902	25,420	35,000	-1,000
CEG 51 - TRAVEL ADVANCES	0	0	0	0	0
CEG 52 - TRAINING TRAVEL (DCCEG)	25,500	2,266	15,861	40,000	-14,500
CEG 53 - TRAINING TRAVEL (POST)	5,500	0	1,336	1,500	4,000
CEG 54 - IPA & FSD TRAVEL	0	0	0	0	0
CEG 55 - CENTRALIZED TRAINING TRAVEL	0	0	0	0	0
CEG's 60-66 - TRANSFER COSTS (Credit Item)		11,841	122,586		
CEG 70 - FREIGHT, POSTAGE, ETC.	3,800	213	2,574	3,800	0
CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG)	0	0	0	0	0
CEG 101 - TELEPHONE SERVICES (POST)	0	0	0	0	0
CEG 140 - COMPUTER COMM SERVICES (SSC)	0	0	0	0	0
TOTAL STANDARD OBJ. 02 - TRANSPORTATION & TELECOM	68,800	25,222	167,778	80,300	-11,500

STANDARD OBJ. 03 - INFORMATION

CEG 120 - ADVERTISING	0	0	11	11	-11
CEG 130 - PUBLICATION SERVICES	0	0	513	513	-513
TOTAL STANDARD OBJ. 03 - INFORMATION	0	0	525	525	-525

STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS

CEG 160 - LEGAL SERVICES (Credit Item)		0	1,794		
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	0	0	0
CEG 171 - CONTRACTED SERVICES (POST)	0	0	0	0	0
CEG 190 - TRAINING & SEMINARS (DCCEG)	29,470	11,779	27,378	41,000	-11,530
CEG 191 - TRAINING & SEMINARS (POST)	3,500	0	38	1,000	2,500
CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item)		0	0		
CEG 200 - HEALTH SERVICES - MEMBER (Credit Item)		0	0		
CEG 201 - HEALTH SERVICES - OTHERS (Credit Item)		0	0		
CEG 202 - HEALTH SERVICES - PENSIONERS (Credit Item)		0	0		
CEG 210 - PROTECTION SERVICES (Credit Item)		0	0		
CEG 213 - CORPS OF COMMISSIONAIRES	0	0	0	0	0
CEG 218 - CONTAMINATED SITES	0	0	0	0	0
CEG 219 - PROFESSIONAL SERVICES	39,526	7,793	25,526	42,000	-2,474
CEG 220 - OTHER SERVICES	5,000	98	4,149	5,000	0
CEG 221 - IM/IT SERVICES	10,200	0	9,497	10,200	0
CEG 223 - RADIO COMMUNICATIONS SYSTEMS	43,000	8,755	26,673	43,000	0
CEG 228 - CADIC SPENDING OF PROCEEDS	0	0	0	0	0
CEG 229 - CADIC ALLOCATED (Credit)		0	0		
CEG 230 - DIV FUND TRANSFER	0	0	0	0	0
CEG 231 - DCM FUND TRANSFER	0	0	0	0	0
CEG 232 - O&M OPERATIONAL CONTINGENCY	0	0	0	0	0
CEG 233 - CORPORATE CONTINGENCY	0	0	0	0	0
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS	130,696	28,425	95,053	142,200	-11,504

PORT ALBERNI

2016/01/14

Expenditures to 2015/12/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
STANDARD OBJ. 05 - RENTALS					
CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)	0	0	0	0	0
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	1,233	0	709	709	524
CEG 250 - RENTAL - COMMUNICATION EQUIP (DCCEG)	0	0	0	0	0
CEG 251 - RENTAL - COMMUNICATION EQUIP (POST) SSC	0	0	0	0	0
CEG 258 - RENTAL - MOTORIZED VEHICLES	922	0	0	0	922
CEG 260 - RENTAL OF CONVEYANCE	0	0	0	0	0
CEG 261 - LEASING OF AIRCRAFT	0	0	0	0	0
CEG 265 - LEASED VEHICLES	0	0	0	0	0
CEG 280 - INFORMATION TECHNOLOGY RENTALS	0	0	0	0	0
CEG 290 - RENTAL - OTHERS	6,506	200	1,150	3,500	3,006
TOTAL STANDARD OBJ. 05 - RENTALS	8,661	200	1,858	4,209	4,452

STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE

CEG 310 - REPAIR OF BUILDINGS & WORKS (DCCEG)	0	0	0	0	0
CEG 311 - REPAIR OF BUILDINGS & WORKS (POST)	0	0	0	0	0
CEG 350 - REPAIR SHIPS & BOATS	0	0	0	0	0
CEG 360 - REPAIR OF AIRCRAFT	0	0	0	0	0
CEG 370 - REPAIR OF VEHICLES	38,000	2,158	46,267	75,000	-37,000
CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT	0	0	0	0	0
CEG 390 - REPAIR OF MISC. EQUIPMENT	2,300	109	1,380	2,000	300
CEG 392 - REPAIR OF AFIS EQUIP	0	0	0	0	0
CEG 393 - IT REPAIR AND MAINTENANCE	0	0	0	0	0
TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT	40,300	2,267	47,646	77,000	-36,700

STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES

CEG 400 - UTILITIES	0	0	0	0	0
CEG 430 - FUEL	83,015	5,563	46,022	75,000	8,015
CEG 470 - PHOTOGRAPHIC GOODS	715	0	702	715	0
CEG 500 - STATIONERY	16,750	1,356	7,380	16,750	0
CEG 510 - CLOTHING & KIT	21,500	595	9,762	18,000	3,500
CEG 530 - LABORATORY SUPPLIES	0	0	0	0	0
CEG 540 - SUPPLY & SUNDRY EQUIPMENT	18,000	3,915	13,927	23,000	-5,000
CEG 541 - ACQUISITION CREDIT CARDS	0	0	0	0	0
CEG 550- HOUSE FURNISHINGS	0	0	0	0	0
CEG 630 - MESS PURCHASES	0	0	0	0	0
CEG 640 - MESS CREDITS	0	0	0	0	0
TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP	139,980	11,429	77,794	133,465	6,515

STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & EQUIPMENT<\$10,000 OR ASSETS UNDER CONSTR.

CEG 440 - TRANSPORT SUPPLIES	1,350	933	3,986	7,500	-6,150
CEG 441 - VEHICLE CHANGEOVERS	69,000	0	15,097	65,000	4,000
CEG 450 - COMMS PARTS & CONSUMABLES	3,985	0	0	2,700	1,285
CEG 480 - FIREARMS & AMMUNITION	6,000	318	3,072	6,000	0
CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USER EQUIP	16,778	0	0	16,778	0
CEG 771 - COMMS. EQUIPMENT	427	0	0	427	0
CEG 810 - LABORATORY EQUIPMENT	0	0	0	0	0
CEG 811 - PROJECT DEVELOPMENT - NON SALARY	0	0	0	0	0
CEG 812 - PROJECT DEVELOPMENT - SALARY	0	0	0	0	0
CEG 820 - PHOTOGRAPHIC EQUIPMENT	0	0	0	0	0
CEG 821 - AFIS EQUIP	0	0	0	0	0
CEG 822 - IDENT EQUIPMENT	0	0	0	0	0
CEG 830 - FURNITURE AND FIXTURES	0	0	0	0	0
CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE	0	0	0	0	0
CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT	5,500	0	3,971	25,000	-19,500
CEG 842 - ACQUISITION OF SOFTWARE	0	0	0	0	0
CEG 845 - SPECIALIZED EQUIPMENT (CAPITAL)	0	0	0	0	0
CEG 850 - AUDIO VISUAL AIDS	0	0	0	0	0
CEG 860 - INVESTIGATIONAL EQUIPMENT	8,600	0	0	5,000	3,600
CEG 870 - SHIPS AND BOATS (CAPITAL)	0	0	0	0	0
CEG 871 - MISC. BOATS	0	0	0	0	0
CEG 880 - AIRCRAFT (CAPITAL)	0	0	0	0	0
CEG 890 - VEHICLES (CAPITAL)	147,000	0	30,342	147,000	0
CEG 891 - MISC. VEHICLES	0	0	0	0	0
CEG 900 - OTHER EQUIPMENT	0	0	0	0	0
CEG 910 - OFFICE MACHINES	4,000	296	2,729	4,000	0
CEG 920 - SECURITY EQUIPMENT	2,127	0	0	2,127	0
TOTAL STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & E	264,767	1,548	59,197	281,532	-16,765

PORT ALBERNI

2016/01/14

Expenditures to 2015/12/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
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STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS

CEG 570 - PRISONER EXPENSES	0	82	0	0	0
CEG 580 - SECRET EXPENSES	4,461	75	509	2,000	2,461
CEG 581 - SPECIAL "I" EXPENDITURES	0	0	0	0	0
CEG 590 - MISC. EXPENDITURES	0	0	0	0	0
CEG 591 - DISCOUNT FOR EARLY PAYMENT	0	0	0	0	0
CEG 592 - PAYMENT IN LIEU OF TAXES	0	0	0	0	0
CEG 600 - FOREIGN SERVICE	0	0	0	0	0
CEG 620 - CLAIMS AND COMP. SETTLEMENTS (Credit Item)		0	0		
CEG 650 - WRITE-OFF	0	0	0	0	0
TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS	4,461	158	509	2,000	2,460

SUB-TOTAL DIRECT COSTS (Before Credits & Adjustments)	4,112,151	329,343	2,719,507	3,665,006	447,145
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YEAR TO DATE CREDITS					
MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32		-	72,057		
TRANSFER ALLOWANCES - CEG 40 & 41		6,500	22,159		
TRANSFER COSTS - CEG's 60 - 66		11,841	122,586		
100% SHARED SERVICES CANADA - (Various CEGs)		-	-		
LEGAL FEES CEG 160, OFF. LANG. TRNG CEG 192		-	1,794		
HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210		-	-		
COMP. CLAIMS & EX-GRATIAS - CEG 620		-	-		
ICBC REPAIRS TO POLICE VEHICLE CREDITS					
REFUND OF CREDITS UNDER CE 1691					
TOTAL CREDITS		18,341	218,596		

TOTAL DIRECT COST AFTER CREDITS	4,112,151	311,003	2,500,910	3,665,006	447,145
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INDIRECT COST (Summary)

1) RM Pensions	706,390			593,595	112,795
2) RM CPP	84,741			73,460	11,281
3) Employer's Contr. to E.I. for R/M's	37,130			33,763	3,367
4) Division Administration (per cap x avg.# R/M's)	799,000			697,965	101,035
5) Recruitment & Training	136,408			115,002	21,406
6) National Programs, Other Indirect Costs & Consolidated Svcs.	86,235			74,397	11,838
7) Police Dog Service Training	27,624			27,983	(359)
8) Amortization of Equipment > \$150,000 @ 10%	-			-	-
9) CPP & EI for Reservists	290			1,021	(731)
10) Cost of ERC/PCC as a Per Capita of...(PCC incl. under Nat. Programs -	-				-
TOTAL INDIRECT COSTS	1,877,818			1,617,185	260,632

TOTAL COSTS (Direct + Indirect) @ 100%	5,989,968			5,282,191	707,777
FEDERAL COST 10 %	598,997			528,219	70,778
TOTAL MUNICIPAL POLICING COSTS 90%	5,390,972			4,753,972	637,000

FTE - FULL TIME EQUIVALENTS	ESTABLISHED STRENGTH		CURRENT UTILIZATION	
RM / CM - ESTABLISHED	34.00			
RM / CM - FUNDED	34.00		29.45	
RESERVISTS	0.08		0.27	

INDIRECT COSTS - DETAILS

REGULAR & CIVILIAN MEMBERS				
1) Pensions (Total Pensionable Earnings)	3,111,850		2,614,954	
Pension Rate	22.70%		22.70%	
Total Cost of RM/CM Pension,....	706,390		593,595	112,795
2) CPP (Pensionable Items) based on a Per Capita Cost of...	2,492.39		2,494.39	
Total Cost CPP (per Cap times FTE)	84,741		73,459.79	11,281
3) Employer's Contributions to EI based on a Per Capita Cost of...	1,092		1,146.45	
Total Cost of E.I. Contributions (per Capita x FTE)	37,130		33,763	3,367
4) Division Administration based on a Per Capita Cost of...	23,500		23,700	

PORT ALBERNI

2016/01/14

Expenditures to 2015/12/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
Total Cost of Div. Administration (Per Capita x FTE)	799,000			697,965	101,035
5) Recruitment & Training					
Per Capita Cost of Training.....(effective 2015/16)...	1,068			2,680	
Per Capita Cost of Recruiting....	2,944			1,025	
Total Cost of Recruitment & Trng (Per Capita X FTE Utilization)	136,408			115,002	21,406
6) National Programs, Other Indirect Costs & Consolidated Services	2,536.32			2,526.20	
Total Cost of National Programs (See Below)	86,235			74,397	11,838
7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 2015/16)	27,624			27,983	
Total Cost of PDS.Trng (Per cap. X # of PD Teams)	27,624			27,983	(359)
TOTAL INDIRECT COSTS - RM's & CM's	1,877,528			1,616,164	261,364
INDIRECT COSTS - Reservists					
a) CPP for Reservists Per Capita Cost of	2,492.39			2,494.39	
Total Cost of Reservists CPP (Per Capita x FTE)	191			668	(477)
b) Employer's Contr. to E.I. Per Capita Cost	1,285.66			1,317.20	
Total Cost of Reservist's E.I. Contributions (Per Capita x FTE)	99			353	(254)
9) TOTAL INDIRECT COSTS - RESERVISTS	290			1,021	(731)
TOTAL INDIRECT COSTS	1,877,818			1,617,185	260,632
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDATED SERVICES					
NATIONAL PROGRAMS					
Cadet & Recruit Training	-			-	-
Police Dog Service Training	-			-	-
OTHER INDIRECT COSTS					
Public Complaints Committee (PCC)	508.48			493.59	
Enhanced Reporting & Accountability	118.31			119.57	
Legal Advisory Services	165.53			169.04	
Estimated Severance Payout	1,023.00			1,023.00	
CONSOLIDATED SERVICES					
Shared Services Canada	721.00			721.00	
Accounting Operations	-			-	-
Pay & Compensation	-			-	-
TOTAL PER CAPITA COST	2,536.32			2,526.20	
SUMMARY					
	BUDGET CAP			YEAR END FORECAST	EST. SURPLUS / DEFICIT
PAY	3,454,485			2,943,775	510,710
BENEFITS (RM Pensions, CPP & E.I.)	828,261			700,817	127,444
OPERATING & MAINTENANCE	657,665			721,231	(63,565)
CAPITAL	-			-	-
CREDITS	-			-	-
INDIRECTS	1,049,557			916,368	133,189
Adjustments				-	-
TOTAL DIRECT and INDIRECT	5,989,968			5,282,191	707,777
MUNICIPAL COST 90 %	5,390,972			4,753,972	637,000



City of Port Alberni

ADVISORY TRAFFIC COMMITTEE MEETING

Minutes from the Meeting held Wednesday, January 20, 2016 at 10:00 am

PRESENT: Guy Cicon - Chair, Wilf Taekema, Streets Superintendent, , Cameron McKinnon (Diversified Transportation), St. Sgt. Dave Paddock (RCMP), Cpl. Mike Elston (Central Vanc. Island Traffic Services), Sgt. Darrin Ramey (Central Vanc. Island Traffic Services), Caroline Robinson (ICBC)

REGRETS: Wes Patterson, Deputy Fire Chief (PAFD), Ron Paulsen (City Councillor), Pat Dahlquist (SD#70), Phil Atkinson (Diversified Transportation), Sgt. Dave Boyce (RCMP), Peggy Gibbs (ICBC),

DELEGATIONS

Action
By

UNFINISHED BUSINESS

1. **Request by Colin Simister for Rainbow crosswalks to show support for Port Alberni's LGBT community.** The City Engineer has completed a draft report and will bring the final report to Council within the next two weeks. GC
2. **Concerns by Margaret Uzelman regarding speeding traffic on Beaver Creek Road at Compton due to "slow school" signs being removed at the closure of Gill School. She suggested a flashing light crosswalk and signs erected to help with the safety of school children crossing on their way to AW Neill school.** The Committee discussed contacting Speed Watch to get some input on any changes in vehicles speeding since September. Pat Dahlquist to discuss with the Principal of AW Neill to get his input regarding volume of pedestrians using this route. The Committee will wait for Pat's report at the next ATC meeting. PD/GC
3. **Concerns by Paul Pley regarding the intersection of 10th Avenue and Maitland Street regarding northbound vehicles turning left on Maitland with traffic passing the vehicle on the right hand side at the crosswalk.** The Committee agreed that the volume of traffic does not indicate the need for a dedicated passing lane. This concern exists at a number of intersections in the city. It was decided that the City will continue to monitor this intersection. GC/WT
4. **Request by a concerned citizen through Mayor Ruttan, for traffic calming on Rex Road due to speeding vehicles.** The Committee suggested a four-way stop with stop bars at Rex Road and Regina. The City Engineer report on feedback from the neighbourhood to see if this would be a desirable solution. This will be brought forward to the next meeting. GC

NEW BUSINESS

1. **Suggestion by Ian Arklie of Pacific Rim Driving School to install school and playground signs at the end of these zones that illustrates the reduced speed zone is ending.** ICBC traffic engineers to discuss at their meeting next month. This will be brought forward to the next meeting. A response letter will be sent by the City Engineer. CR/GC
WT
2. **Concerns by Natasha Faust regarding the crosswalk at Ian Avenue and Johnston Road where vehicles ignore pedestrians crossing.** The Committee discussed that an overhead pedestrian activated crossing light is a good suggestion. The Ministry of Transportation continues to meet with Mayor Ruttan regarding this high-priority intersection. A response by phone will be made to Natasha Faust.

LATE ITEMS

1. **Reminder by Pat Dahlquist to remove school zone signs behind the old Gill Elementary school.** Wilf reported that this was done earlier today. WT
2. **Request by Pat Dahlquist for a sidewalk for walking on Compton Road in front of AW Neill Elementary school.** This will be brought up at the next meeting to discuss exactly what the school is planning. The Committee did suggest that the barriers out front could be moved 5 feet out to allow the paved portion to be used for walking. WT/GC

DISCUSSION

Wilf reported that with the Gertrude Street bridge construction project, there will be some road closures. There will be a communication plan put in place regarding detours etc. and neighbours and SD#70 will be notified. GC/WT

Caroline reported on some ICBC Education initiatives coming up: a calendar, a distracted driving campaign in March and September, and a road safety speaker will speak to Grads in the spring. She also reported that the number of pedestrian incidences has gone up provincially. CR/GC

Guy reported on the Cycling lane project. The City is currently mapping out the potential network of cycling lanes on City streets. High risk intersections may warrant the green paint associated with cycling lanes. GC

NEXT MEETING DATES FOR 2016:

April 20, 2016
July 20, 2016
October 19, 2016

Meeting was adjourned at 11:00 a.m.

DISTRIBUTION

Council

Ken Watson - City Manager

Davina Hartwell - City Clerk

Guy Cicon - City Engineer

Wilf Taekema - Streets Superintendent

Scott Smith - City Planner

Tim Hautzinger - Bylaw Enforcement Officer

Director of Parks and Recreation

Sgt. Dave Boyce - RCMP

Wes Patterson, Deputy Fire Chief - Fire Department

Pat Dahlquist - Trustee, SD 70, email agenda to wdahlqui@shaw.ca

Caroline Robinson - Road Safety Coordinator, ICBC, email agenda to caroline.robinson@icbc.com

Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com

Eric Plumber - AV Times, email agenda news@avtimes.net

David Wiwchar, The Peak, email agenda to dwiwchar@islandradio.bc.ca

Cameron McKinnon - Diversified Transportation Ltd., email agenda to dcm.49@hotmail.com

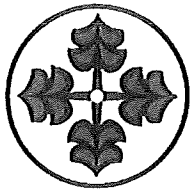
Phil Atkinson - Diversified Transportation Ltd., email agenda to phil@patransit.pwt.ca

Cpl. Mike Elston, Central Vanc. Island Traffic Services, email agenda to mike.elston@rcmp-grc.gc.ca

Sgt. Darrin Ramey, Central Vanc. Island Traffic Services, email agenda to darrin.ramey@rcmp-grc.gc.ca

Bill Brown – cyclist, email agenda to billtbrown@shaw.ca

Kevin Head – cyclist, email agenda to kevin.head@gmail.com



CITY OF PORT ALBERNI

City Hall Engineering Department

4850 Argyle Street,

Port Alberni, B.C. V9Y 1V8

Telephone: (250) 720-2830 Fax: (250) 723-3402

www.portalberni.ca

January 21, 2016

Ian Arklie
Pacific Rim Driving School

Email: pacificrimdriving school@shaw.ca

Dear Ian,

Re: Suggestion to install school and playground signs to indicate reduced speed

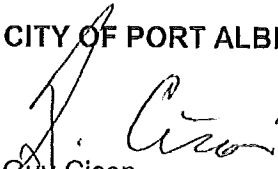
Thank you for your email received November 5, 2015 with regards to your suggestion to install school and playground signs at the end of these zones to indicate the reduced speed zone is ending.

On Wednesday, January 20th, 2016 the Advisory Traffic Committee met and reviewed your concerns. Caroline Robinson, ICBC, indicated that the ICBC Traffic Engineers will be discussing this issue at their meeting in February. It will be brought up again at the April 20th Advisory Traffic Committee meeting.

I appreciate your concern on this matter. Please call me if you have any further questions.

Yours truly,

CITY OF PORT ALBERNI


Guy Cicon,
City Engineer



January 19, 2016

Honourable Rich Coleman, Deputy Premier
Minister of Natural Gas Development
Minister Responsible for Housing
P.O. Box 9486, Stn. Prov. Govt.
Victoria, BC V8W 9W6

Dear Minister Coleman:

RE: B.C. Building Act Implementation

Further to North Vancouver City Council's resolution on January 18, 2016 (attached), I am writing to provide feedback and recommendations regarding the Building Act under implementation. The City of North Vancouver appreciates and supports in principle the three pillars of the new Building Act: consistency, competency and innovation. We wish to offer feedback and recommendations to assist the Province in rolling out the Act in such a way that unintended consequences are avoided.

1. Innovative technologies and innovative urban form

The City of North Vancouver has built a strong reputation working cooperatively with the development and construction industry to ensure flexibility and efficient service, while meeting consistently high standards and sustainability targets. The City has repeatedly won the "Most Business Friendly" Award for Municipal Excellence from NAIOP (the Commercial Real Estate Development Association) and Business in Vancouver, including the most recent award years 2015 and 2014. Part of the City's success in this regard is the City's Inspections staff's willingness to use the Alternative Solutions pathway to meet the requirements of the BC Building Code while protecting the City's high Code compliance standards. The City's record in achieving good flexibility and customer service may be difficult to continue, as the capabilities of the Alternative Solutions pathway are at risk of being limited in future as a result of the new Building Act. It may therefore be more difficult for City staff and Council to respond to innovative technologies or innovative urban forms being promoted locally by the development community. We are hopeful that the Alternative Solutions pathway will not be unduly limited by ministerial regulations and that the alternate Provincial innovation review processes will be cost-effective and time-efficient.

2. Incenting energy efficient buildings

The City has been a leader in climate mitigation in Canada. Action is required to reduce building emissions if we are to achieve our Provincially-mandated greenhouse gas (GHG) emissions reduction targets and help minimize the effects of climate change. The City's Zoning Bylaw currently provides a density bonus in return for achieving a higher energy standard (i.e., lower GHG emissions). This practice has been recognized by NAIOP, the Union of BC Municipalities and the BC Community Energy Association. Under the BC Building Act, the City's current bylaws that provide for enhanced energy efficiency in buildings will become invalid. To date the Province has not been willing to confirm the City's ability to continue to use the density bonusing tool, as set out in s. 904 of the Local Government Act, for enhanced energy efficiency. The City respectfully requests further clarification with regard to these LGA provisions.

ENTERED

3. Policy impacts

It appears that a number of City policies could significantly be affected by the Building Act, including but not limited to the City's Adaptable Design Policy, the Enhanced Building Security Bylaw, City urban design guidelines (e.g., our ability to accommodate grade changes related to flood prevention), Solid Waste/Recycling Guidelines, and Active Design Guidelines. As these requirements are "building-related" (which is not defined in the Act) and in bylaw form, they are at risk of being rendered invalid on December 15, 2017. Due to a shortfall of detail and communication from the Province, there is very little to assist local governments with the bylaw review that the Province is encouraging. Changing municipal bylaws, and particularly zoning bylaws, is a lengthy process with significant statutory consultation responsibilities including public hearings and media notifications. To have to potentially change bylaws twice because we do not have all the details yet would be extremely challenging. We request further detail on a clear communications path on "what happens when" with regard to implementation so that our City can chart a path forward.

4. Additional requests

There are a number of other City initiatives that will potentially be impacted by the Act, but we and other BC municipalities currently lack specifics on how the provisions of the Act will be applied. Additional details are needed in order for municipalities to be able to conduct bylaw reviews. In particular:

- a) The Province is creating a guide for local governments on the Building Act. However, the sections of the guide that explain how local governments will be affected by the Act and how they can apply for a variation to the requirements of the Act is still in development. The guide is not anticipated to be available until spring 2016. We request that the guide be made available sooner, or that the two-year window to change all bylaws before they become invalid be extended.
- b) It is our understanding that opt-in Provincial regulations for enhanced energy performance and enhanced sprinklering are in development but have not yet been finalized. We request that the regulations and the municipal tools be finalized now, or that the two-year window to change all bylaws before they become invalid be extended.
- c) There is a need for a clear and transparent commitment by the Province to review and update certain elements of the Building Code on a continual learning basis, or at least on a three-year cycle (e.g., energy efficiency requirements). Emerging safety concerns, technological innovation and new opportunities should also trigger general Code reviews and consideration of variances, without the cost of these reviews falling on the shoulders of local governments.

Honourable Rich Coleman
January 19, 2016

The City of North Vancouver looks forward to working with you in the best interests of the community and industry. Our objective is to have the best possible results for business, public and industry stakeholders, and we hope to be able to continue to show leadership in working cooperatively with the development community.

Yours sincerely,



Darrell Mussatto
Mayor

Encl.

cc: Honourable Naomi Yamamoto, MLA, North Vancouver – Lonsdale
Chair Al Richmond, President, Union of BC Municipalities
Greg Moore, Chair, Metro Vancouver Board of Directors
Anne McMullin, President & CEO, Urban Development Institute – Pacific Region
Bob De Wit, CEO, Greater Vancouver Homebuilders Association

MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14th STREET, NORTH VANCOUVER, BC, ON MONDAY, JANUARY 18, 2016.

**12. Effects of Bill 3, *Building Act*, on City Bylaws and Development Processes
– File: 08-3010-01-0001/2016**

Report: Deputy Director, Community Development, January 12, 2016

Moved by Councillor Keating, seconded by Councillor Buchanan

PURSUANT to the report of the Deputy Director, Community Development, dated January 12, 2016, entitled “Effects of Bill 3, *Building Act*, on City Bylaws and Development Processes”:

THAT a letter from the Mayor, substantially in the form presented as Attachment #2 of said report, be sent to the Minister of Natural Gas Development and Minister Responsible for Housing, with copies to local MLA, Naomi Yamamoto, Urban Development Institute, Greater Vancouver Homebuilders Association, member municipalities of UBCM and Metro Vancouver.

CARRIED UNANIMOUSLY

January 26, 2016

Mayor Mike Ruttan and City Council
Port Alberni City Hall

On Monday, January 25th 2016 I attended a public hearing at City Hall. The purpose of this meeting was to discuss business licensing and proposed bylaw changes and amendments to regulate the retail sale of medicinal marijuana in Port Alberni.

My first question to council regarding the store-front sale of this product was: Under current Canadian legislation, is this legal? I was told that it is not. Further, drug laws are under Federal jurisdiction therefore are not amendable by municipal governments. However some of our city councillors don't seem to agree. We now have our city council considering the issuing of business licenses to businesses that are illegal under the current law.

Presently no licenses have yet been issued so we now have businesses operating in town without legal business licenses. With this illegal activity continuing unchallenged, is not the credibility of the RCMP here in Port Alberni also being called into question for their failure to enforce the law in this case? This is the expectancy of Canadian taxpayers. Further to that point the taxpayers of Port Alberni and surrounds also expect their elected representatives (city councillors) to comply with Canadian law.

Who is in charge here?

I must give credit to the proponents on this issue. They spoke well and appeared to be well prepared. I heard all sorts of polished, flowery rhetoric about the humanitarian need for marijuana for everything from a headache to treatment for severe cancer pain.

Admittedly there may be a need for marijuana use in some authentic cases when nothing else seems to work, but let's not be fooled. If these were strictly 'humanitarian' volunteer storefronts and no money was being made, there wouldn't be a store to be seen. By the number and speed with which these stores have appeared in Port Alberni it is apparent that there is a strong belief that there is good money to be made here and common sense dictates the more product you can send out the door, for whatever purpose, the more money you will make. As a point of interest just 'google' *How much money can be made through a marijuana clinic.*

By opening these stores illegally the proponents have already proven that they are quite prepared to break the law. Are there more laws they may be prepared to break in the pursuit of money? Is this the thin end of the wedge? Laws are in place to protect Canadians and to give a sense of order to society whether we like them or not. Given that political promises do not always become reality and may not in this case either, the correct process should have been to wait until the new law is drafted and then to review how it is to be implemented and what the new regulations will allow.

One presenter at the meeting came up with a novel idea. If this is truly for medicinal purposes why not distribute the product through existing drug stores which already have secure premises, quality control, and transportation systems in place.

I fully realise there are some difficult decisions to be made here that have unfortunately been foisted upon us by a small group of people who believe they are above the law. We had better get this right since there will be consequences in this decision for city council, the RCMP, and us as a community and we will all have to be prepared to live with them.

Thank you for your time.

Fred Mann
Port Alberni, BC



cc. Insp. M Richards, RCMP Port Alberni
A.V. News

Notes from Alberni Valley Community Stakeholders Initiative To End Homelessness held December 18, 2015, at the Alberni Clayoquot Boardroom

Present: Chris Alemany, Dan Schubert, Joanne Silver, Bob Hargreaves, Wes Hewitt, John Douglas, Pat Kermeen, Scott Smith, Patty Edwards and Consultant Amanda Ridgway (Ignite Consultancy)

Meeting started at 9:00 am with introductions and check in.

Amanda joined the meeting at 9:10.

The Draft Plan was reviewed and Pat Kermeen supplied some editing.

The 1-3 year Action Plan was discussed in detail. Designation of Critical Condition Housing Issues.

There is an extensive "to do" list including:

building capacity of the AVCSI to include investors, developers, "for profit sector", Real Estate Foundation, etc.

seek immediate funding to co-ordinate and sustain long term goals

Promote affordable housing (in Comox Region District health nurses did promotion)

Systems planning to avoid duplications and gaps

Defined list of critical housing needs

Lobbying to increase political will: possibility of getting a university student to assist (Royal Roads?)

Landlord support (ie: Victoria has Streets to Home Program, Comox Valley has Dusk to Dawn Program) in which non-profits work with public sector/fund set up to support Landlords who experience losses

Create program for acquiring poorer buildings and converting them to rentable units (would require concessions from City to help with costs)

Public awareness of young people at risk should be top priority.

Poverty issues are alarming and affordable housing is an integral part of the solution. Committee will be involved in Poverty Reduction Strategy.

In going forward it is necessary to secure a paid position of Coordinator for the AVCSI. Estimate of cost would be \$80,000. For two years based on twenty-five hours a week

The Chair will make presentations to the Social Planning Council, Alberni Clayoquot Health Network,

The Port Alberni City Council and the ACRD Board to launch our new Plan and seek funding.

Discussion regarding the Seniors Committee that reported to city council regarding need for committee "like AVCSI" to deal with this issue. The chair to write letter to Council suggesting that group be referred to our meetings to work with us in the spectrum of housing needs in the community.

In closing the meeting Amanda Ridgway was thanked for attending and reviewing the Plan with the committee. There is a final editing to do and the final version will be available in early January, 2016.

The meeting ended at 11:00 am.

Notes from meeting of the Alberni Valley Community Stakeholders Initiative To End Homelessness Committee held on Friday, January 22, 2016, at the Alberni Clayoquot Regional District Boardroom

Present: Dan Schubart, Wes Hewitt, Terry Deakin, Pat Kermeen, Scott Smith, Patty Edwards. (Chris Alemany requested to participate by teleconference as he was in Nanaimo but unfortunately this was not organized in time)

The meeting began at 9:00 with introductions and check-in.

The Chair reported that a presentation was made to the Social Planning Committee meeting on January 19 and to the Health Network on January 20 presenting the Executive Summary of our new "Still At Home In The Alberni Valley" Plan to improve housing and end homelessness. The Health Network is supporting the work of the Committee and will assist in applying for Plan H funding from BC Healthy Communities to assist in capacity building by providing learning events, coaching, a community of practice, and grants of up to \$15,000. Health Network Coordinator Marcie Dewitt will assist AVCSI to access this grant.

Discussion took place regarding a draft job description for the Coordinator position for AVCSI:

1. Expand membership of AVCSI-engage sectors not currently involved.
2. Assist Committee in implementing "Still At Home InThe Alberni Valley" Plan.
3. Facilitate Committee and sub-committee meetings
4. Seek funds for implementation of the Plan through grant writing and fundraising.
5. Develop and implement a communication plan with stakeholders to inform the public of current service provision, current challenges, best practices and how organizations and citizens can be involved in solutions.
6. Expand clinical and service performance information sharing amongst service providers
7. Maintain statistics regarding categories of rental housing.
8. Develop capacity to support non-profit societies and landlords who provide affordable rental housing in the community.

Estimated number of hours per week would be an average of 16 hours a week at \$50. per hour for this contract position.

The Chair will submit a Grant In Aid Application to the ACRD for funding this position. Other opportunities for funding were discussed.

Terry Deakin, Executive Director of INEO Employment Services, committed to providing an "in kind" donation of Office space for two days a week for the AVCSI Coordinator.

A discussion took place regarding the possibility of going to Referendum to get voter approval to use tax money for affordable housing projects in the future.

The Next Municipal/Regional Election will be in the fall of 2018 and a Referendum held in conjunction with the election would be cost neutral so this could be a future goal.

The Chair reported that a presentation will be made to Port Alberni City Council on Tuesday February 9 to introduce our new Plan and seek support for application for a Coordinator position for the AVCSI. Dan Schubert volunteered to assist in putting together an overhead presentation for that occasion.

The meeting ended at 10:30 am.

Respectfully submitted by
Patty Edwards
Chair, AVCSI

Port Alberni Refugee Sponsorship Committee – Notre Dame

4731 Burke Rd.
Port Alberni, B.C.
V9Y 5P1
Phone: 250 723-8912

January 15, 2016

Mr. Mike Ruttan
Mayor
City of Port Alberni
4850 Argyle St.
Port Alberni, V9Y 1V8

RECEIVED

JAN 26 2016

CITY OF PORT ALBERNI

Dear Mayor Ruttan:

It was with great joy that we read your letter from the City of Port Alberni expressing Port Alberni's support for the Government of Canada's efforts to bring in refugees. We are blessed to live in a county like Canada, where our Government allows, and even encourages us, to form groups that sponsor refugees.

We have formed one such group in Port Alberni called **Port Alberni Refugee Sponsorship Committee or PARSC** for short. **Under the PARSC umbrella we have 2 groups working to bring in refugees.** Our first group is full of enthusiasm and dedicated to bringing in a **BVOR or Blended Visa Office Referral family** – which means the Government has deemed this family to be of dire need and will provide some financial support for their sponsorship.

Our second group is designated "private referral" and exists to rescue and resettle persecuted Christian families. This is a more complicated process. We may choose our own family, but must have them complete extensive paperwork and be interviewed by Citizenship & Immigration Canada. Unfortunately, many Christians have been stripped of everything **including their ID – (a deliberate tactic used by ISIS so they are unable to get UNHCR clearance, without which they cannot even hope to get on a list for a country like Canada).** Christians also find themselves unwelcome in Muslim majority populations. These are a people feeling lost, forgotten and almost without hope. It is these, we hope to find and sponsor.

Each of our PARSC groups must commit to taking care of their family for one full year, until the family can support themselves. We are required to find housing and look after their every need, from rent, transportation, food and clothing, Hydro bills and schooling, - everything from English classes... to the wearing of eye glasses.

We will need houses, cars, dishes, furniture, food and clothing...but also financial help as a minimum of \$30,000 must be raised per family. At Christmas the folks at the Guru Nanak Sikh Society graciously hosted an East Indian dinner to support our BVOR group. The dinner boosted their finances considerably. Thank you for being in attendance and bringing the city's support to bear as well.

Port Alberni is living up to its' reputation as the little town with a big heart. The BVORs have been offered a spacious, comfortable, furnished home, in which to house their family...and have already met their financial target! They will be getting their family very soon.

Our group is a one step behind them and flying in the wind beneath their wings. We have been in touch with our family and awaiting a passport from the Iraqi embassy in Lebanon. We are currently looking for a small, centrally located house to rent...and we have been promised 2/3 of our financial goal primarily from our Parish community.

Given the generosity of our citizens, there is no reason why Port Alberni can't form more groups and bring in more families!

What is happening in the Middle East is the greatest humanitarian crisis of this century.

As we learn about the needs of newcomers we have discovered that **Port Alberni is the perfect community for welcoming them.**

We live in a garden paradise compared to the cold of eastern Canada.
We have an abundance of affordable housing within easy walking distance to shops, schools, college, recreation centers and sports facilities.
We have trails and parks aplenty, which bring solace to the soul. This is very important. These families have been severely traumatized and access to places of beauty facilitates healing.

Port Alberni is a small, friendly, welcoming, forward-thinking community that understands, as individuals we may not be able to do much, but together, we can do great things. Who knows, in time, newcomers may choose to stay here, and like our Sikh community enhance our town in ways we cannot yet imagine.

Thank you for your support Mr. Mayor and council.
We look forward to a long and rewarding relationship with each other.

With best wishes,

Sincerely,



Michele Fraser

On behalf of PARSC – Notre Dame

michfraser@hotmail.com

.....

From: radamson@ubcm.ca [<mailto:radamson@ubcm.ca>]

Sent: Tuesday, January 26, 2016 8:40 AM

To: Ken Watson

Cc: Davina Hartwell

Subject: Status of the Syrian refugees

Dear Ken Watson,

To: Mayor and Council/ Chair and Board

Please find attached the latest update from The Honourable Shirley Bond on the status of the Syrian refugees that are arriving and settling in BC. The letter was received at our Friday January 22, 2016 Executive meeting and we wanted to share the latest news with the broader membership.

Thank you

Chair Al Richmond
UBCM President

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact radamson@ubcm.ca.



RECEIVED

JAN 21 2016

JAN 19 2016

Ref: 111690

Mr. Al Richmond, President
Union of British Columbia Municipalities
525 Government Street
Victoria, BC V8V 0A8

Exec Agenda ITEM# 6(d)3

Dear Mr. Richmond:

I am writing to provide you with an update regarding the ongoing arrivals of Syrian refugees into British Columbia (BC) communities. I am delighted to see the outpouring of British Columbians' support for arriving refugees—in just the past few weeks we have seen hundreds of new arrivals welcomed into communities across the province from Victoria to Fernie to Prince George.

Refugee arrival numbers are continually evolving. As I mentioned in my previous letter, the federal government has created a website to provide up-to-date information on refugee volumes and settlement locations, available at: www.cic.gc.ca/english/refugees/welcome/map.asp. For your convenience, I have attached the most current data as an appendix.

From November 4, 2015, to January 17, 2016, between 923 to 944 Syrian refugees have arrived in BC. So far, 783 have arrived in Vancouver, and the remainder are divided between 18 other communities. Another six communities can expect arrivals in the near future. According to the data the Province has collected so far, over 60 percent of arrivals have been children and youth, and the average family size has been quite large at 4.8 people. Among privately sponsored refugees who settle outside of Vancouver, families are on average much smaller (2.4 people) and are more likely to be working age.

You may have heard that the Immigrant Services Society of BC (ISSofBC), the organization that provides initial reception and support for government assisted refugees, asked the federal government for a temporary pause on the arrival of refugees from January 19 to 22. This is consistent with the strategic approach to the federal government's refugee resettlement plan, and several other cities across Canada have also requested a pause to allow service providers to catch up on transitioning refugees into permanent housing. During the brief pause of government-assisted refugee arrivals, privately sponsored refugees will continue to arrive in communities across BC.

.../2

The provincial government continues to take a cross-ministry coordination approach to address issues arising from this influx of new British Columbians. Currently, our most pressing focus is to support the federal government in securing permanent housing that can accommodate large families. We continue to work closely with the federal government, who have full jurisdiction over the refugee resettlement program, to coordinate our efforts as much as possible.

As I have indicated in previous correspondence, ISSofBC has created an online registry for private offers of support for Syrian refugees, including housing, employment and volunteer offers. ISSBC also publishes weekly newsletters about the progress of refugee settlement in BC. I encourage you to share this link with your members and their communities:
www.issbc.org/refugee-readiness-hub.

Please feel free to share this letter with your members as appropriate. Thank you again for your time and ongoing commitment to the refugee settlement process in BC. I look forward to our continued engagement on this matter.

Sincerely,

A handwritten signature in blue ink that reads "Shirley Bond". The signature is fluid and cursive, with the first name "Shirley" being more prominent than the last name "Bond".

Shirley Bond
Minister

Enclosure

pc: Honourable Peter Fassbender
Ministry of Community, Sport, and Cultural Development
and Minister Responsible for TransLink

APPENDIX 1: Syrian Refugee Arrivals by BC Destination (Source: <http://www.cic.gc.ca/english/refugees/welcome/map.asp>)

City	Government Assisted Refugees (GARs) / Blended Visa Office-Referred (BVORs)	Privately Sponsored Refugee (PSRs) Arrivals	Total Refugee Arrivals	PSRs in Inventory (Soon to Arrive)	Total Admitted Refugees and PSRs in Inventory
Burnaby	5	34	39	15	54
Coquitlam	0	0	0	1 to 4	1 to 4
Duncan	7	0	7	0	7
Fernie	0	1 to 4	1 to 4	0	1 to 4
Fruitvale	0	0	0	1 to 4	1 to 4
Kamloops	5	0	5	1 to 4	6 to 9
Kelowna	9	9	18	0	18
Ladysmith	0	0	0	1 to 4	1 to 4
Langley	5	1 to 4	6 to 9	7	13 to 16
Maple Ridge	0	0	0	5	5
Nanaimo	1 to 4	0	1 to 4	0	1 to 4
New Westminster	0	7	7	1 to 4	8 to 11
North Vancouver	5	0	5	1 to 4	6 to 9
Oliver	5	0	5	0	5
Osoyoos	1 to 4	0	1 to 4	0	1 to 4
Port Moody	0	0	0	1 to 4	1 to 4
Prince George	0	5	5	5	10
Richmond	0	1 to 4	1 to 4	5	6 to 9
Salmon Arm	1 to 4	0	1 to 4	0	1 to 4
Smithers	0	0	0	5	5
Surrey	0	9	9	38	47
Vancouver	749	34	783	32	815
Victoria	23	0	23	11	34
West Vancouver	0	5	5	0	5
White Rock	0	1 to 4	1 to 4	0	1 to 4
TOTAL	816 to 825	107 to 119	923 to 944	130 to 151	1,053 to 1,095

Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour

Office of the Minister

Mailing Address:
PO Box 9071 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 356-2771
Fax: 250 356-3000

Location:
Room 138
Parliament Buildings
Victoria BC



51^e anniversaire du drapeau du Canada

Madame,
Monsieur,

Le 15 février 2016 marquera le 51^e anniversaire du drapeau national du Canada. C'est une occasion idéale de renforcer et de célébrer notre identité, notre patrimoine et nos symboles, ainsi que d'en apprendre davantage sur les origines de notre drapeau.

Afin de faciliter la promotion du 51^e anniversaire de notre drapeau, je joins à ce courriel la version électronique de l'affiche du Jour du drapeau national du Canada. Vous trouverez également ci joint un bouton que vous pourrez utiliser sur votre site Web afin de diriger vos visiteurs au site Web du Jour du drapeau national du Canada.

Si vous prévoyez organiser un événement pour souligner le Jour du drapeau, vous pouvez commander des articles promotionnels en complétant le formulaire en ligne disponible à <http://canada.pch.gc.ca/eng/1449158599459>.

Vous pouvez aussi partager vos récits et des photos de vos activités du Jour du drapeau sur Facebook, Twitter et Flickr en utilisant le mot-clic #Drapeaucanadien.

Pour de plus amples renseignements concernant l'anniversaire du drapeau national du Canada, veuillez communiquer avec le ministère du Patrimoine canadien en répondant à ce courriel.

Je vous prie d'agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

Affiche du Jour du drapeau national du Canada

Bouton pour votre site Web

51st Anniversary of the Canadian Flag

Dear Sir or Madam:

February 15, 2016, will mark the 51st anniversary of the National Flag of Canada. It is an opportunity to strengthen and celebrate our identity, our heritage and our symbols, as well as to learn more about the origins of our flag.

To help with the promotion of the 51st anniversary of our flag, you will find attached an electronic version of the National Flag of Canada Day poster. You will also find attached a button to use on your website to lead your visitors to the National Flag of Canada Day website.

If you plan on organizing an event for Flag Day, you can order promotional materials for your activity by visiting <http://canada.pch.gc.ca/eng/1449158599459> and completing the online form.

You can also share stories and photos from your Flag Day activities on Facebook, Twitter and Flickr using the hashtag #CanadianFlag.

To obtain additional information regarding the anniversary of the National Flag of Canada, please contact the Department of Canadian Heritage by replying to this email.

Please accept my best wishes.

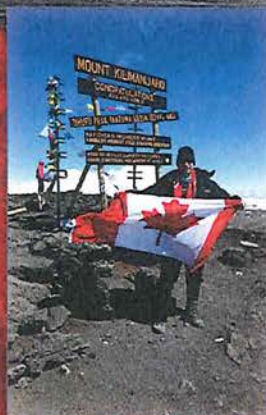
National Flag of Canada Day poster

Button to use on your website

February 15 is
National Flag Day of Canada

Share in the Celebration

Canada.ca/flagday



Canadian
Heritage

Patrimoine
canadien

Canada

From: Christine Bome - cbome <Christine.Bome@walmart.com>
Sent: Monday, January 25, 2016 6:52 AM
To: Mike Ruttan
Subject: Walmart Canada - Plastic Bag Reduction Announcement

On behalf of Walmart Canada, I would like to share the details of our plastic bag reduction plan at Walmart Stores in British Columbia.

Through our research we found that the majority of our customers believe we give out too many plastic bags. They want to reduce the number of plastic bags going to landfill and believe both consumers and retailers have a role to play. In addition, municipalities across Canada have made it clear they are looking for solutions for reducing, recovering and recycling plastic film that ends up in local landfill sites. In B.C. specifically a number of municipalities are considering a ban of plastic bags

We know it is time for Walmart to put in place a strategy to help our customers reduce the number of bags that end up in landfill. That is why, starting February 9th, 2016 Walmart Canada will be eliminating free single-use bags at all locations in B.C.

As part of our plan we will:

- encourage and promote the use of reusable bags by providing customers with a 25 cent reusable bag;
- charge a 5 cent fee for plastic bags, which has proven to significantly reduce the overall use of plastic bags;
- encourage customers to recycle the plastic bags that will continue to be in circulation in our stores; and
- enter into local partnerships to more effectively recover and recycle plastic film to reduce the overall amount going to landfill.

Changing customer shopping habits is not a small request and we know adopting this policy is not without risk. But we believe that by moving forward we are providing our customers with the tools to reduce the number of plastic bags entering the market as we work to more effectively recover and recycle plastic film and reduce the amount going to landfill.

I would be more than happy to provide you with additional details of our program and look forward to sharing the results of our efforts in the months ahead as we roll this program out across Canada.

If you have any questions or would like more details, I can be reached on my cell at 416-571-8706.

Christine Bomé | Senior Director Public Affairs
t: 905.821.2111 x 78648 | f: 905.821.6828
e: christine.bome@walmart.com

ENTERED

WALMART CANADA AIMS TO REDUCE PLASTIC WASTE

- Goal is to eliminate plastic film from municipal land-fill
- New five-cent fee to be implemented to discourage single-use bags
- Re-usable bags to be offered at a discount

Mississauga, ON., January 25, 2016 – Walmart Canada today announced that beginning Feb. 9, 2016, it will stop providing free plastic bags to customers in an effort to promote the use of reusable bags and ultimately eliminate plastic film from land-fill.

The initiative is the latest waste-elimination priority in Walmart's ongoing commitment to achieve zero waste. Walmart Canada's 12 waste programs — including cardboard, organics, metal and others — has resulted in the diversion of 72% of Walmart Canada's waste from municipal land-fill sites.

Customers will be encouraged to use reusable bags, which will be sold at a discounted rate of 25 cents. Walmart will continue to offer plastic bags at a fee of five cents per bag to those customers who request them.

"We recognize we are asking our customers to change their shopping practices, but we strongly believe that removing plastic film from our waste stream is imperative to reaching our goal of zero waste and will encourage our customers to broaden their already existing waste-reduction efforts," said Lee Tappenden, chief operations officer at Walmart Canada. "We know from our experience in other international markets that an incentive in the form of a fee to encourage customers to adopt reusable bags reduces single-use plastic bags by more than 50%. Similar programs here in Canada have reported comparable successes."

In addition to offering reusable bags and implementing a plastic bag fee, Walmart will be improving its in-store recycling and collection programs. The company is working with suppliers to find new ways of removing plastic from its packaging processes. Partial proceeds from the five cent fee will be used to support plastic film recycling initiatives.

The distribution of plastic bags has been identified as a key environmental concern and has been called out by municipalities as a large contributor to land-fill waste. In addition, at the [2016 World Economic Forum](#) it was estimated that plastic will outweigh fish in the world's oceans by 2050 if efforts to reduce the use of plastic are not put in place.

"Recent internal research has identified that our customers feel we use too many plastic bags and that the reduction and elimination of plastic bags are the responsibility of both consumers and retailers," said Tappenden. "While we recognize our ultimate goal of eliminating plastic film from our operations altogether won't happen overnight, we believe our customers are open to supporting this goal by switching to reusable bags."

The elimination of free, single-use plastic bags will roll out progressively across Walmart stores in Canada over the following months, beginning on Feb. 9 in British Columbia.

About Walmart Canada

Walmart Canada operates a growing chain of 397 stores nationwide serving more than 1.2 million customers each day. Walmart Canada's flagship online store, walmart.ca is visited by 450,000 customers daily. With more than 95,000 associates, Walmart Canada is one of Canada's largest employers and is ranked one of the country's top 10 most influential brands. Walmart Canada's extensive philanthropy program is focused on supporting Canadian families in need, and since 1994 Walmart has raised and donated more than \$230 million to Canadian charities. Additional information can be found at walmartcanada.ca, facebook.com/walmartcanada and at twitter.com/walmartcanada.

Contact:

Alex Robertson, Senior Director, Corporate Affairs
Walmart Canada
alex.roberton@walmart.ca
514 210 7514

From: Wendy Thomson
Sent: January-28-16 4:03 PM
To: Loreen Brown
Subject: FW: Marine Spatial Plan Public Review Sessions

From: Tawney Lem <tawney@westcoastaquatic.ca>
Date: January 26, 2016 at 11:48:49 AM PST
To: Tawney Lem <tawney@westcoastaquatic.ca>
Cc: Sheena Falconer <sheena@westcoastaquatic.ca>
Subject: Marine Spatial Plan Public Review Sessions

Hello,

Please find attached posters announcing the Public Review sessions for the Barkley and Clayoquot Sound draft Marine Spatial Plans.

Session dates are as follows:

Tofino - Feb 9th, 4pm-7pm Clayoquot Biosphere Trust Office
Ucluelet - Feb. 10th, 5:30-8:00pm Ucluelet Community Centre Activity Room 1
Port Alberni - Feb. 17th, 4pm-7pm Echo Centre Fir Room

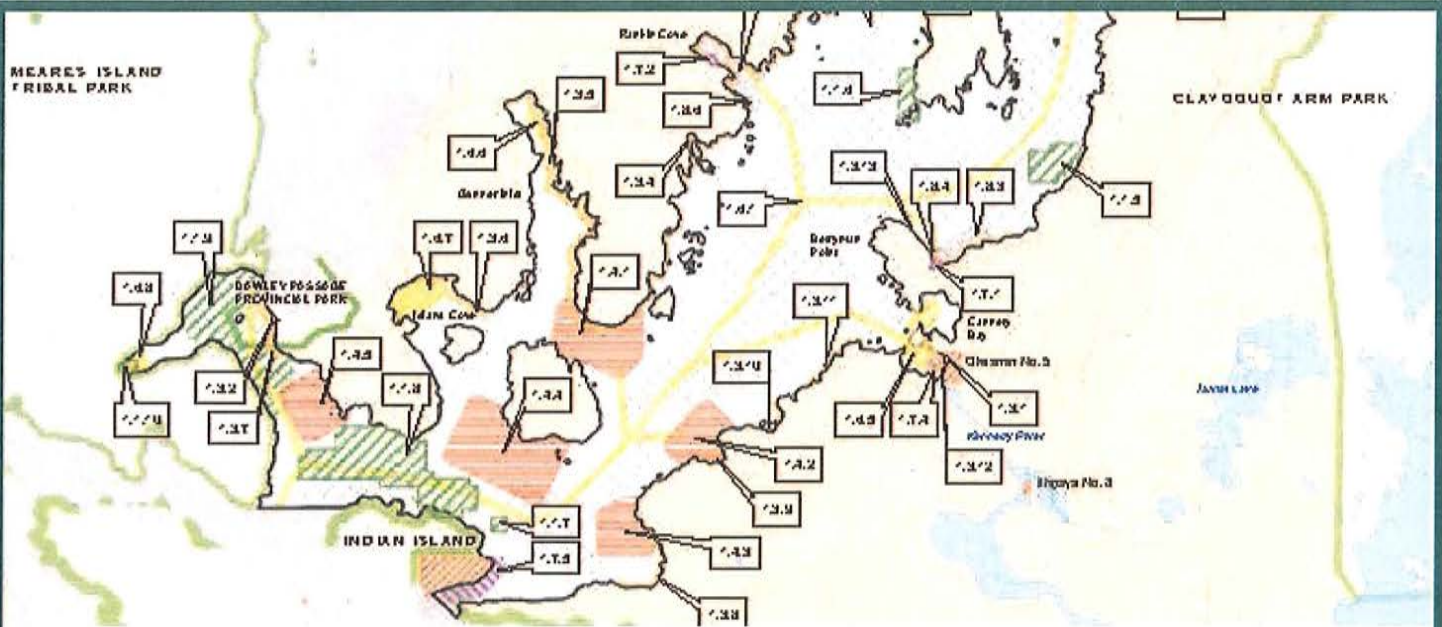
Please join us and share this with your networks. Apologies for cross posting.

A copy of all planning documents and maps can be viewed here:
https://www.dropbox.com/sh/karx3di0kqs1zft/AAB6remZIC_t5LDJsBMP7xYYa?dl=0

If you would like to arrange a session for your organization, please don't hesitate to let me know.

Tawney

ENTERED



PUBLIC REVIEW DROP IN

Barkley and Clayoquot Sound Marine Spatial Plans

What is Marine Spatial Planning?

Marine Spatial Plans (MSP) are similar to Official Community Plans, but for the ocean instead of the land. The goal of MSP's is to balance the many marine uses and ensure a healthy economy, culture, and environment.

West Coast Aquatic and their partners have gathered the best available knowledge into plans that will ensure scientific, traditional and local values are reflected in future decision-making.

***To learn more and to provide your feedback on the plans,
please join us for a drop in session:***

February 9 • 4pm - 7pm
Tofino Clayoquot Biosphere Trust Office

February 10 • 5:30pm - 8pm
Ucluelet Community Centre

For more information contact Tawney Lem:
250-723-0708 or tawney@westcoastaquatic.ca

www.westcoastaquatic.ca



From: EP.RPY / SAR.PYR (EC/EC) [<mailto:ec.ep.rpy-sar.pyr.ec@canada.ca>]

Sent: Monday, February 01, 2016 3:20 PM

To: mailbox@acrd.bc.ca; wendy.thomson@acrd.bc.ca; slyle@acrd.bc.ca; Cathy Rothwell; Davina Hartwell; Mike Ruttan; Ken Watson; ARodgers@tofino.ca;

Subject: Seeking your input on draft recovery documents for SARA listed species at risk in B.C.

Hello,

Please accept the attached materials regarding recovery planning for species at risk in British Columbia.

Thank you for your time,

Species at Risk Recovery Unit, Canadian Wildlife Service, Pacific & Yukon Region

Environment and Climate Change Canada / Government of Canada

5421 Robertson Road RR #1, Delta, BC, V4K 3N2

ec.ep.rpy-sar.pyr.ec@canada.ca / Tel: 604-350-1900

Unité de rétablissement des espèces en péril, Région du Pacifique et du Yukon

Environnement et Changement climatique Canada / Gouvernement du Canada

5421 rue Robertson R.R. #1, Delta, BC, V4K 3N2

ec.ep.rpy-sar.pyr.ec@canada.ca / Tél: 604-350-1900

ENTERED



January 29th, 2016

RE: Seeking your input on draft recovery documents for SARA listed species at risk in B.C.

As you may be aware, Environment and Climate Change Canada has developed a three year work plan which includes completing recovery strategies and management plans for over 80 wildlife species at risk in B.C. For your reference, we have attached a document listing these species and the status of the associated recovery documents (i.e., drafts available, drafts in early development, and documents posted on the Species at Risk Public Registry). Whenever possible we aim to inform those who may be impacted by the development of these documents before they are made available to the general public for comment.

We currently have draft documents prepared for the following species found in Alberni-Clayoquot Regional District:

- **Edwards' Beach Moth** (Endangered) – a moth found in a few locations on Vancouver Island and the Gulf Islands. Please note that draft critical habitat for this species has been identified in Alberni-Clayoquot Regional District.
- **Coastal Tailed Frog** (Special Concern) – a frog found in the Coast and Cascade mountain ranges of British Columbia.
- **Northern Red-legged Frog** (Special Concern) – a frog found on Vancouver Island and approximately the southern half British Columbia's coast.
- **Western Toad** (Special Concern) – a toad found throughout most of British Columbia.

Given the size of the documents, we have not included the full drafts with this letter. Please let us know if you would like us to provide these to you. We have included overviews for the species with draft documents available, and a questionnaire that you may find helpful in your review. To further aid you in your review, and to assist with your land use planning, we can provide digital spatial data for areas identified as critical habitat for several SARA listed species. If you would like to receive these data and you do not already have a confidentiality agreement with Environment Canada, please have a senior representative in your organization sign the attached 'Restricted Data Licensing Agreement' and mail the signed hard copy to the address found at the end of this letter.

While there are no deadlines for providing input on these draft recovery documents, we encourage you to contact us as soon as possible so that we may more fully incorporate your comments. We will also send an email notification at the start of the 60 day public comment period for each individual recovery document once posted to the public registry.

We would also like to inform you that, to the extent possible, we will notify private landowners that may have critical habitat identified on or near their property of the opportunity to provide comments on these draft documents. As effectively reaching landowners can be a challenge with the tools available to us, we would greatly appreciate it if you could notify your community members of the opportunity to provide input by posting an announcement on your website, social media, or other communication tools you may use. Feel free to use the text from the attached materials.



As local governments you play a critical role in safeguarding the natural areas within your jurisdiction that species at risk depend on to recover or survive. Here are some ways you can be involved in recovery efforts:

- Provide us with information we can use to improve the recovery documents
- Continue to conserve species at risk using the tools unique to local governments such as bylaws, zoning, and permitting
- Utilize stewardship tools and resources such as covenants, easements, stewardship agreements, and apply to Environment Canada's various funding programs (e.g., the Habitat and Stewardship Fund for Species at Risk)
- Promote conservation of species at risk and help inform your constituents about the *Species at Risk Act* and its importance

Thank you in advance for your input. We understand that species at risk is one of many priorities for your communities and we appreciate the time you have invested in working with us.

We look forward to continuing to work together on species at risk recovery.

Respectfully,

Randal Lake
Head, Species at Risk Recovery
Canadian Wildlife Service
Environment and Climate Change Canada
Pacific and Yukon Region
5421 Robertson Rd, RR1
Delta, BC V4K 3N2

Enclosed:

- Fact sheet on recovery documents with a list of recovery documents on the three year work plan
- Overviews of species with draft recovery documents available for consultation
- Species at risk recovery planning questionnaire
- Restricted Data Licensing Agreement

Fact Sheet on Recovery Documents

This fact sheet provides a brief description of each type of recovery document developed under the *Species at Risk Act*. Recovery documents can be developed in cooperation with aboriginal peoples and others who may be affected by a recovery document or have knowledge of the species.

Consultation on each document takes place, once a draft is available, with aboriginal peoples and others who may be directly affected by the recovery document. Consultation also takes place on the SARA Registry (sararegistry.gc.ca) for a 60 day public comment period. Following the comment period, all information received will be incorporated to the extent possible and the document will be posted as final to the SARA registry. Though posted as final, recovery documents can be updated any time new significant information becomes available.

Recovery Strategies

Recovery strategies are required for species that are listed on SARA Schedule 1 *as threatened, endangered, or extirpated*. A recovery strategy identifies threats to the species and establishes population and distribution objectives. If enough information is available, a recovery strategy also identifies critical habitat. Critical habitat is the habitat needed for the survival or recovery of a species. Critical habitat is identified by describing the area that a species uses and (within that area) the particular environmental features (e.g., amount of moisture) the species needs to live and reproduce. These features are often called “biophysical attributes” in the recovery strategy.

Note that digital geospatial data outlining critical habitat identified in recovery strategies posted on the Species at Risk Public Registry can be downloaded from: <http://donnees.ec.gc.ca/data/species/developplans/critical-habitat-for-species-at-risk-british-columbia/?lang=en>.

Management Plans

Management plans are required for species listed as *special concern* on SARA Schedule 1. Management plans describe measures to be taken for the conservation of the species, but it does not identify specific areas of habitat critical to the survival of the species.

Action Plans

Actions plans may be developed for a single species or multiple species. Action plans outline the projects or activities required to meet the goals and objectives identified in recovery strategies. An action plan includes information on the species habitat, protection measures, and an evaluation of the socio-economic costs and benefits.

Update on Environment Canada's Three-Year Recovery Document Posting Plan for species in British Columbia – As of January 22, 2016.

In the list below, you will find the current stage of development for each document, the names and types of species, as well as the general areas in which the species are found in British Columbia.

Draft documents available for consultation

Endangered

- ⇒ **Blue-grey Tailedropper Slug** - a slug found in a few locations on southern Vancouver Island.
- ⇒ **Edwards' Beach Moth** - a moth found in a few locations on Vancouver Island and the Gulf Islands.
- ⇒ **Northern Leopard Frog, Rocky Mountain population** - a frog found in the southeastern corner of B.C.
- ⇒ **Sharp-tailed Snake** - a snake found in southeastern Vancouver Island, the Gulf Islands, and on the mainland near Pemberton, B.C.
- ⇒ **Streambank Lupine** - a plant found in the lower Fraser valley and on southern Vancouver Island.
- ⇒ **Tall Bugbane** - a plant found in the Cultus Lake and Chilliwack River area of southwestern B.C.
- ⇒ **Wallis' Dark Saltflat Tiger Beetle** - a beetle found in south-central B.C.
- ⇒ **Whitebark Pine** - a tree found in the interior of B.C.

Threatened

- ⇒ **Cliff Paintbrush** - a plant found in the southern Coast Mountains of B.C.
- ⇒ **Lyall's Mariposa Lily (COSEWIC assessed as Special Concern)** - a plant found in the southern interior of B.C.
- ⇒ **Mountain Holly Fern** - a plant found in a small area outside of Princeton in B.C.'s southern interior.
- ⇒ **Red Knot *roseaari* type** - a bird that travels along the coast of B.C.
- ⇒ **Seaside Bone Lichen** - a lichen found on the southern tip of Vancouver Island.

Special Concern

- ⇒ **Band-tailed Pigeon** - a bird found mostly on the southern coast and islands of B.C. with smaller numbers stretching eastward.
- ⇒ **Coastal Tailed Frog** - a frog found in the Coast and Cascade mountain ranges of B.C.
- ⇒ **Coeur d'Alene Salamander** - a salamander found in southeastern B.C.
- ⇒ **Great Blue Heron, *fannini* subspecies** - a subspecies of heron found in the lower Fraser River valley, along the coast, and on most islands of B.C.
- ⇒ **Northern Red-legged Frog** - a frog found on Vancouver Island and approximately the southern half B.C.'s coast.
- ⇒ **Oldgrowth Specklebelly Lichen** - a lichen found on the coast and islands of B.C.
- ⇒ **Western Toad** - a toad found throughout most of B.C.

Draft documents in early development

Extirpated

- ⇒ **Greater Sage-Grouse *phaeos* subspecies** - a bird previously found in the Okanagan and Similkameen valleys.
- ⇒ **Pacific Gophersnake** - a snake previously found in southwestern British Columbia.
- ⇒ **Pygmy Short-horned Lizard** - a lizard previously found in the Okanagan and Similkameen valleys in British Columbia.

Endangered

- ⇒ **American Badger *jeffersonii* subspecies** - a mammal found in the southern interior of B.C.
- ⇒ **Bent Spike-rush, Southern Mountain population** - a plant found in a small area near Osoyoos Lake.
- ⇒ **Desert Nightsnake** - a snake found in the southern Okanagan and Similkameen valleys of BC.
- ⇒ **Mormon Metalmark, Southern Mountain population** - a butterfly found in the Similkameen valley of British Columbia's southern interior.
- ⇒ **Small-flowered Lipocarpha** - a plant found in south-central B.C.
- ⇒ **Spalding's Campion** - a plant found in southeastern B.C.
- ⇒ **Tiger Salamander, Southern Mountain population** - a salamander found in a small area in the southern Okanagan in B.C.
- ⇒ **Vancouver Island Marmot** - a rodent found on Vancouver Island.
- ⇒ **Victoria's Owl-clover** - a plant found in a small area on the coast of southeast Vancouver Island.
- ⇒ **Western Screech-Owl *macfarlanei* subspecies** - an owl found in the southern interior of British Columbia.

Threatened

- ⇒ **Alkaline Wing-nerved Moss** - a moss found in south-central and south-eastern B.C.
- ⇒ **Great Basin Gophersnake** - a snake found in the southern interior of B.C.
- ⇒ **Great Basin Spadefoot** - a frog found in south-central British Columbia.
- ⇒ **Showy Phlox** - a plant found in south-central British Columbia.
- ⇒ **Western Rattlesnake** - a snake found in the southern interior of British Columbia.
- ⇒ **Coastal Giant Salamander** - a salamander found in the Chilliwack River valley.
- ⇒ **Mexican Mosquito-fern** - a plant found in a small area in the southern interior of B.C.
- ⇒ **Pallid Bat** - a bat found in a small area of the Okanagan valley in southern B.C.
- ⇒ **Phantom Orchid** - a flower found in the extreme southwest of B.C.
- ⇒ **Wood Bison** - a large mammal found in northeastern B.C.

Special Concern

- ⇒ **Barn Owl, Western population (COSEWIC assessed as Threatened)** - an owl found in southwestern B.C.
- ⇒ **Peregrine Falcon, *pealei* subspecies** - a bird found on the central coast and islands of B.C.
- ⇒ **Threaded Vertigo** - a plant found on the Sunshine Coast, southern Vancouver Island, and in the southern Gulf Islands of B.C.
- ⇒ **Western Painted Turtle, Intermountain, Rocky Mountain population** - a turtle found in B.C.'s southern interior.
- ⇒ **Western Painted Turtle, Pacific Coast population** - a turtle found in the lower Fraser valley and on the south coast of B.C. including southern Vancouver Island and some of the Gulf Islands.
- ⇒ **Western Screech-Owl *kennicottii* subspecies** - an owl found on Vancouver Island along the mainland coast of B.C.

Documents posted as proposed on the Species at Risk Public Registry

Endangered

- ⇒ **Halfmoon Hairstreak** - a butterfly found in the southern Okanagan valley.
- ⇒ **Little Brown Myotis** - a bat found throughout most of B.C.
- ⇒ **Northern Myotis** - a bat found in northeastern B.C.
- ⇒ **Oregon Forestsnail** - a snail found in the lower Fraser valley in southwestern B.C.
- ⇒ **Rocky Mountain Tailed Frog** - a frog found in southeastern B.C.
- ⇒ **Townsend's Mole** - a mammal found in a small area of B.C.'s Fraser valley.
- ⇒ **Yellow-breasted Chat *auricollis* subspecies, Southern Mountain population** - a bird found in the southern interior of B.C.

Threatened

- ⇒ **Behr's (Columbia) Hairstreak** - a butterfly found in the southern Okanagan valley.
- ⇒ **Canada Warbler** - a bird found in the northeastern corner of B.C.
- ⇒ **Common Nighthawk** - a bird found throughout most of B.C.
- ⇒ **Lewis's Woodpecker** - a bird found in the southern half of B.C.'s interior.
- ⇒ **Olive-sided Flycatcher** - a bird found throughout most of B.C., with the exception of Haida Gwaii.
- ⇒ **Smooth Goosefoot** - a plant found in southeastern B.C.

Special Concern

- ⇒ **Ancient Murrelet** - a bird that travels along the coast of B.C. and breeds in Haida Gwaii.
- ⇒ **Black-footed Albatross** - a seabird found off the coast of B.C.
- ⇒ **Monarch** - a butterfly found in southern B.C.
- ⇒ **Northern Rubber Boa** - a snake found in roughly the southern third of mainland B.C.
- ⇒ **Peregrine Falcon, *anatum/tundrius* subspecies** - a subspecies of bird found in the lower Fraser valley, the south coast, and southern islands of B.C.

Documents posted as final on the Species at Risk Public Registry

Extirpated

- ⇒ **Pacific Pond Turtle** - a turtle previously found in southwestern B.C.

Endangered

- ⇒ **Oregon Spotted Frog** - a frog found in the lower Fraser valley in southwestern B.C.
- ⇒ **Pacific Water Shrew** - a small mammal found in the lower Fraser River valley region of southwestern B.C.
- ⇒ **Sage Thrasher** - a bird found in the southern interior of B.C.
- ⇒ **Scarlet Ammannia** - a plant found in the Osoyoos Lake area of B.C.'s southern interior.
- ⇒ **Toothcup** - a plant found in a few locations near Osoyoos and Kamloops, B.C.

Threatened

- ⇒ **Porsild's Bryum** - a moss found in northern B.C.

Special Concern

- ⇒ **Mountain Beaver** - a rodent found in the southwestern part of mainland B.C.
- ⇒ **Nuttall's Cottontail *nuttallii* subspecies** - a rabbit found in the Okanagan and Similkameen valleys of south-central B.C.
- ⇒ **Rusty Blackbird** - a bird found in the central and northern interior of B.C.
- ⇒ **Short-eared Owl** - an owl found in the Fraser River delta, the Fraser valley, and into a wide area of B.C.'s interior.
- ⇒ **Sonora Skipper** - a butterfly found in the southern interior of B.C.
- ⇒ **Spotted Bat** - a bat found in the Fraser valley and the central and southern interior of B.C.
- ⇒ **Vancouver Island Beggarticks** - a plant found in the lower Fraser valley, southern Vancouver Island, and possibly the central coast of B.C.
- ⇒ **Warty Jumping-slug** - a slug found on southern Vancouver Island.
- ⇒ **Western Harvest Mouse *megalotis* subspecies** - a mouse found in the southern interior of B.C.
- ⇒ **Western Skink** - a lizard found in the extreme southern portion of B.C.
- ⇒ **Western Yellow-bellied Racer** - a snake found in the southern and central interior of B.C.



Know your limit, play within it.

January 28, 2016

File No. 65320/20
Cliff # 347987

Ms. Cathy Rothwell
Director of Finance
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
E-mail: cathy_rothwell@portalberni.ca

Dear Ms. Rothwell:

On behalf of the Minister of Finance, I am writing to inform you that \$109,872.19 was transferred electronically to the City of Port Alberni the week of January 25 to 29, 2016. This represents your share of casino revenue for the period October to December, 2015.

Detailed calculations are attached for your information. If you have any questions regarding the figures, or the method of calculation, please contact Dave Boychuk via email at: dave.boychuk@gov.bc.ca.

Sincerely,

John Mazure
Assistant Deputy Minister

Attachment

pc: Tom Powell
Dave Boychuk

ENTERED

Ministry of Finance

Gaming Policy and
Enforcement Branch
Assistant Deputy Minister's
Office

Mailing Address:
PO BOX 9311 STN PROV GOVT
VICTORIA BC V8W 9N1
Telephone: (250) 387-1301
Facsimile: (250) 387-1818

Location:
Third Floor, 910 Government Street
Victoria, BC
Web: www.gaming.gov.bc.ca



**CITY OF PORT ALBERNI
M E M O R A N D U M**

To: Tim Pley, A/City Manager
From: Cathy Rothwell, Director of Finance
Copy: Mayor and Council
Davina Hartwell, City Clerk
Date: February 1, 2016

Subject: City share of Gaming Revenue October 1 – December 31, 2015

The City received \$109,872.19 as its 10% share of Chances RimRock slot machine revenue for the quarter October 1 through December 31, 2016. The annual casino revenue funds the McLean Mill operating contract, the Chamber of Commerce Visitor Centre operating contract, Community Investment Plan, and the remainder offsets Economic Development operating expenses.

The amount in the 2015 quarter is approximately \$3,500 less than the same period in 2014, and is on track with the 2015 budget.

Respectfully submitted,

Cathy Rothwell
Director of Finance

ENTERED

CITY OF PORT ALBERNI

ORGANIZATION AND COMPENSATION REVIEW

September 2015

Prepared for Mayor and Council

Judy Rogers Consulting Inc.

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INTRODUCTION:

The City of Port Alberni has sought the services of a consultant to review the management structure and salary compensation for the exempt employees within the City of Port Alberni. It is a privileged and confidential review. The purpose of the report is to provide advice and recommendations on the current structure and compensation to Mayor and Council and the consultant's opinion and advice on matters reviewed. The consultant has looked at comparisons with other BC municipalities.

The City of Port Alberni is a Vancouver Island community of approximately 17,000 residents. The City's mission is to enhance the quality of life for its residents and taxpayers through the delivery of high quality core municipal services and programs. It is served by 221 municipal employees and a Council made of a Mayor and six councillors.

Mayor and Council have set six strategic goals that guide and enhance the City's mission and values. The Mayor and Council have articulated their strategic goals. These strategic goals provide the framework for Council's objectives:

1. Live within our means
 - Minimize tax increases for residential taxpayers
 - Ensure efficient utilization of tax dollars
 - Increase non-tax revenue sources
2. Connected community
 - Maintain infrastructure
 - Alternate transportation routes
 - Active transportation network
3. Environmental Protection
 - Protect water, land and air quality
4. Livability
 - Ensure an inviting community
 - Facility development and improvements
5. Revitalize the Economy
 - Welcome investment
 - Attract businesses, new residents and visitors
6. Responsive government
 - Collaborative relationships with other levels of government
 - Effective and efficient operations and delivery of service
 - Informed and engaged community

These goals shape the work of the City staff who provide the Mayor and Council with clear metrics of evaluating their progress over the next four years.

Port Alberni is positioning itself to manage aging infrastructure, attract economic development, manage retirements of key personnel and make adjustments to the tax base. This Council is looking to continue and enhance an effective and efficient organization.

This Council and the administration are to be commended for undertaking the review in a timely and thorough manner. All appropriate documentation and past reports were provided to the consultant as Mayor and Council and senior staff welcomed the review seeing it as an opportunity to improve services to the citizens of Port Alberni.

PURPOSE OF THE REPORT:

Mayor and Council are seeking advice on improved efficiencies while maintaining effective core services to the public and have sought the services of a consultant to review the management structure and salary compensation for the exempt employees within the City of Port Alberni.

The purpose of the report is provide advice and recommendations on the current structure to Mayor and Council. The Mayor and Council have asked for a written report which will form the basis for Council's decision. The report includes the advice of the consultant.

REVIEW PROCESS:

Interviews were conducted with the Mayor and Council (7) and with the 21 exempt employees and managers reporting to the Chief Administrative Officer (CAO).

Standard interview questions were developed for the interviews. As well, an interview with the CAO of the Regional District was conducted. Face-to-face interviews were conducted July 10 and 11, 2015 and again on July 21, 22 and 23, 2015. For convenience, three managers requested telephone conference interviews. Total of 29 persons were interviewed during this process.

The following documents were reviewed as part of the consultant's review:

Materials Reviewed:

- 2014 Annual Municipal Report
- Organization Chart – October 2014
- Administration Organizational Chart
- Engineering & Public Works Department Organizational Chart
- Parks and Recreation Department Organizational Chart
- Fire Department Organizational Chart
- RCMP Organizational Chart
- Summary of Management Staff Changes 1987-2010
- City Employees – 2015
- Benefits for Supervisory Staff (Exempt Staff)
- Job Evaluation Rating Process
- Exempt Job Descriptions
- Employment Contracts
- Financial Reports
- Management Organizational Structure and Management Compensation Review June 8, 2011 – Chris Green & Associates
- City of Port Alberni Fire Department Report, May 2011 – Dugal Smith & Associates
- Salary Review – Exempt Positions – D.S. Evison Consultant 1983
- A Management Review of City of Port Alberni – August 2, 2001 – Fiala Consulting Group
- Report – City of Port Alberni: An Evaluation of Exempt Salary Levels and a Review of the Management Structure for Effectiveness – Work Design Associates October 1, 1995
- 2015 Survey Data- range of similar size municipalities
- Salmon Arm Municipal Exempt Staff Salary Survey Summary July 30, 2014
- Appendix A Salary Survey Report November 2010 (13 participants from BC to Alberta municipalities including Fort St. John)
- Senior Staff Salary Survey CIVICINFO 2013
- 2012 SOFI Information for BC Municipalities 10-25 K Population Annual Remuneration
- Alberni News – clippings from various articles
- City of Port Alberni Supervisory Compensation based on 2014 (salary and benefits combined)

EXECUTIVE SUMMARY:

The City of Port Alberni is well served by its senior staff who provide the administrative leadership in order to implement core services and key directions from the Mayor and Council. It is a very stable workforce with little turnover at the senior level. The CAO's leadership over 13-years has ensured continuity of practices and policies that are essential to a local government's success. Outstanding customer taxpayer services have remained a top priority for staff.

The incoming Mayor and Council continue to look for best practices in municipal administration and in the mechanisms/structure for delivery of efficient services to the taxpayer.

This consultancy involved a review of the management structure and compensation of exempt employees within the City of Port Alberni and comparative municipalities. The report provides advice to Council on improving efficiencies while maintaining effective delivery of core services within a best practice framework.

The recommendations attached offer a road map for increasing the performance level of the organization. The timing and implementation of some or all of the recommendations is left to Council's discretion.

RECOMMENDATIONS:

1. **RECOMMENDATION NO. 1**
THAT the organizational structure be consolidated through a realignment of the delivery of administrative and operational services.
2. **RECOMMENDATION NO. 2**
THAT Council, in consultation with the Regional District, pursue shared services.
3. **RECOMMENDATION NO. 3**
THAT Council consider amendments to the benefit package for senior staff.
4. **RECOMMENDATION NO. 4**
THAT all exempt staff contracts be reviewed and updated to reflect best practices with implementation by January 1, 2016.
5. **RECOMMENDATION NO. 5**
THAT a Succession Plan be implemented.
6. **RECOMMENDATION NO. 6**
THAT a review of non-tax revenue opportunities be conducted.
7. **RECOMMENDATION NO. 7**
THAT Council conduct a review of non-core services, currently delivered by the municipality.

RECOMMENDATION NO. 1

THAT the organizational structure be consolidated through a realignment of the delivery of administrative and operational services over the next two-years.

The City Manager currently has nine direct reports including: City Clerk, Director of Corporate Services/Deputy City Manager, Director of Finance, City Planner, City Engineer, Fire Chief, Director of Parks and Recreation, Economic Development Manager and indirectly RCMP OIC.

This restructure contemplates reducing the number of direct reports to the City Manager. The key four executive positions are: Financial Services, Community Services, Engineering and Public Works and Protective Services with oversight of corporate administration falling under the City Manager.

The current position of Parks and Recreation Director should be filled immediately by transferring an existing senior director into that position. The department should be restructured over the next two years to reflect the effectiveness and efficiencies necessary to the overall city operations and capital programs and shared services going forward. This position is critical as the individual would be an agent of change for the restructuring of parks and recreation.

It is proposed that recreation, culture and heritage; shared services and community development come under a Director of Community Services. This model would have parks and facilities moving to Engineering and Public Works. The Museum would be transferred to a not-for-profit society.

In this model, a road map for moving forward is as follows. The current position of Corporate Services/Deputy City Manager would be eliminated by moving the oversight of human resources to the City Manager (administered by a full-time Human Resource Assistant). Information Technology would report to the Director of Financial Services. Community development would take place in the newly restructured Community Services. The role of the Deputy City Manager would be assumed, as part of the succession planning process, by rotation of exempt staff as Acting City Manager in the City Manager's absence. This would free up the current Director of Corporate Services/Deputy City Manager to take over the critical role of Director of Community Services.

The transfer of parks and facilities to Engineering could be done concurrently with the reorganization of the newly created Community Services. This would create increased responsibility for a superintendent.

Communications and special projects could be combined under a manager by upgrading the Administrative Assistant role.

Proposed Restructure:

Corporation Administration

- Legislative Services
- Communications
- Human Resources
- Special Projects
- Development Services

Financial Services

- Information Technology
- Oversight for contractual relationships with Regional Library Services and Transit
- Finance services
- Risk Management

Community Services

- Recreation, Culture and Heritage
- Community Development
- Shared services

Engineering and Public Works

- Utilities/Street/Mechanical/Maintenance
- Parks
- Facilities

Protective Services

- Fire
- Emergency Services
- RCMP – oversight of RCMP contract and staff
- Bylaw Enforcement

RECOMMENDATION NO. 2

THAT Council, in consultation with the Regional District, pursue shared services.

In order to stream line services for the public of the Alberni Valley it is recommended that Council consider creating a shared staff person (half paid by municipality and by the Regional District) who pursues opportunities for moving forward to a shared service model with recreation and parks, bylaw enforcement, accounting and payroll services and protective services.

The benefits to the community of the "shared service" model are that duplication of services is eliminated and there are consistent service deliveries resulting in significant cost savings to the Alberni Valley taxpayer and the City of Port Alberni taxpayer.

This "shared service" model should be pursued by getting agreement from the Regional District to move forward on jointly determined priorities and timelines.

RECOMMENDATION NO. 3

THAT Council consider amendments to the benefit package for senior staff.

The compensation package for senior exempt employees in the City of Port Alberni includes a base salary, taxable and non-taxable benefits, a city pension contribution, a special yearly 1% special agreement, vacation entitlement, 6% Municipal Executive Group (MEG), as well as salary increases based on the annual past year for the BC Consumer Price Index.

Many studies have been conducted on exempt salary compensation which has compared exempt employees of Port Alberni with other municipalities of a similar size. When the salaries were compared with other municipal employees the City's exempt employees are paid on the low-end of an average wage scale.

The on-going costs and liabilities to the City of Port Alberni are in the benefits package. Given, the challenges to Port Alberni's operating and capital budgets, resistant to increasing property taxes in all categories the benefit package, is not sustainable. Compared to the municipal market place the Port Alberni benefit package is rich. Many municipalities have moved from the generous provisions to exempt staff by implementing more reasonable benefits. The average benefits for government exempt employees ranges from between 24% - 28% of base salary while Port Alberni's total benefit package is 28.1%.

While salary and benefits are used as recruitment incentives for attracting new employees the following strategies would increase the base salary level, reduce the on-going liabilities and be in keeping with prudent financial management practices in a fiscally restrained environment.

(a) Roll the 6% (MEG) into the base salary of the exempt employees on January 1, 2016.

It is recommended that, as of January 1, 2016, the current practice of MEG be added one time (6%) into the base salary of the exempt employees. Council should give consideration to other options that recognizes overtime worked by exempt employees. For example, an option could be up to two weeks' additional paid leave for overtime worked (which must be taken in the year that the overtime was accumulated and not banked).

(b) Modify the accumulation of the banked holidays by allowing only 2-weeks of accumulated holidays to be carried over from year-to-year.

Under the current MEG system employees have an additional three weeks that can be added to their pre-retirement bank. As well, long-serving employees earn additional weeks of service as holidays. Exempt staff are required to only use 4 weeks per year and can roll their holiday entitlement into the following year. This creates a substantial liability for the municipality when the exempt staff retire.

(c) As a cost saving measure, the special superannuation agreement* for exempt staff could be discontinued.

*The City currently contributes an additional 1% of the monthly salaries of non-union supervisory employees to the Superannuation Fund, if the exempt employee contributes an equal amount.

(d) That the hours of work of exempt employees be reviewed.

Currently exempt staff of Port Alberni work a nine-day fortnight by working an additional 53 minutes each day. Council may want to assess whether this practice is impacting the timeliness and efficiency of providing services to the taxpayer because of staff's availability.

RECOMMENDATION NO. 4

THAT all exempt staff contracts be reviewed and updated to reflect best practices with implementation by January 1, 2016.

- (a) Retain Legal Counsel with expertise and experience in labour relations to review all exempt employment contracts including:**
- Termination Severance – consideration should be given to alignment with the Public Sector's Employers Act;
 - Issue of residency;
 - City's feasibility to change positions without incurring significant costs through constructive dismissals;

- Benefit package;
- Cost of premiums for the municipality; and
- Policy on annual salary adjustments.

As well notice provisions will need to be factored into the timeline and there may be additional provisions recommended by Legal Counsel.

RECOMMENDATION NO. 5

THAT a Succession Plan be implemented.

It is recommended that the CAO ensure that a succession plan is in place for all critical positions within the municipality.

With an aging workforce, the experience of long serving employees retiring or moving onto other opportunities, there is a critical need to ensure that staff are being trained. There is a need to build and ensure "bench strength". For example, if Council were to eliminate the Deputy City Manager's position senior executives could be rotated through an acting assignment when the City Manager was absent.

RECOMMENDATION NO. 6.

THAT a review of non-tax revenue opportunities be conducted.

Consideration be given to reviewing rental charges for the use of City equipment.

Review all external contracts including the Regional Library, transit services and RCMP.

RECOMMENDATION NO. 7

THAT Council conduct a review of non-core services, currently delivered by the municipality.

The operation of the Museum, a non-core service, is costly for the municipality. Most municipalities work with not-for-profit societies who govern the activities and the services provided by the Museum. Councils provide operational grants. If the Museum services were to be delivered by a not-for-profit organization cost-savings would result, fund raising opportunities would be created, there would be greater access to government partners, and there would be increased volunteer activity.