
AGENDA - REGULAR MEETING OF COUNCIL
Monday, January 8, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

MAYOR – ANNUAL ADDRESS

City Council Annual Address presented by Mayor Minions.

B. ADOPTION OF MINUTES - Page 7

1. Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on December 11, 2023, as presented.

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. 2023 Resolution Tracking Summary - Page 13

Report dated December 15, 2023 from the Deputy Director of Corporate Services providing Council with an overview of outstanding 2023 resolutions.

a. *THAT Council receive the summary of 2023 Council Resolutions to December 31, 2023.*

b. *THAT Council rescind the following resolutions:*

- *THAT Council direct staff to prepare a report expanding on the Municipal Natural Assets Initiative and its potential as it relates to the City of Port Alberni. [R23-4]*
- *THAT Council direct staff to work with facilitators of the Comprehensive Youth Strategy [RCMP, ADAPS, SD70] to outline a Plan with consideration for the involvement of the Alberni Clayoquot Regional District to be considered within the 2023-2027 Financial Plan. [R23-8]*
- *THAT Council direct staff to prepare a report for Council listing all issues requiring Council's consideration with a recommendation as to each one's priority. [R23-23]*
- *THAT Council direct staff to prepare a report outlining potential alternative park/playground space in Westporte Place. [R23-29]*
- *THAT Council direct staff to prepare a report outlining potential opportunities for the City to support the proposed Adventure Sport Park project as presented by Community Futures Alberni Clayoquot. [R23-44]*
- *That Council direct staff to undertake a review of the Parks, Recreation and Heritage user fees in 2023 for implementation in 2024. [R23-60]*
- *THAT Council direct staff to consider incorporating Community Amenity Contributions into standard practice, including those provisions as outlined in section 482 of the Local Government Act. [R23-135]*
- *THAT Council direct staff to obtain preliminary costs for the recommended capital projects for City-owned sports fields for Council consideration at a future Regular meeting. [R23-214]*
- *THAT Council direct staff to prepare a report exploring the community implications of decriminalization, and options to keep City public spaces safe for use of all community members. [R23-221]*
- *THAT Council direct staff to establish a policy related to tree removal within the City. [R23-239]*
- *THAT Council direct staff to prepare a report regarding home occupation regulations for consideration at a future Committee of the Whole meeting. [R23-258]*

E. STAFF REPORTS

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

1. Accounts

THAT the certification of the Director of Finance dated January 8, 2024, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

F. BYLAWS

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

G. CORRESPONDENCE FOR ACTION

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

1. Alberni Valley Community Forest | Community Donation - Page 48

Letter dated December 19, 2023 from the Alberni Valley Community Forest Corporation requesting Council support in their selection for the 2023 community donation.

THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Mariners Heritage Society in the amount of \$10,000 towards the upgrade to the iconic lighthouse on the Alberni waterfront.

H. PROCLAMATIONS

1. Central Vancouver Island Crime Stoppers | Crime Stoppers Month - Page 49

Letter dated December 27, 2023 requesting that the month of January 2024 be proclaimed as 'Crime Stoppers Month' in Port Alberni.

THAT Council, on behalf of Central Vancouver Island Crime Stoppers, proclaim the month of January 2024 as 'Crime Stoppers Month' in Port Alberni.

2. Alberni Valley Chapter Canadian Council of the Blind - Page 51

Letter dated December 31, 2023 requesting that the week of February 4 – 10, 2024 be proclaimed as 'White Cane Week' in Port Alberni.

THAT Council, on behalf of Alberni Valley Chapter Canadian Council of the Blind, proclaim the week of February 4 – 10, 2024 as 'White Cane Week' in Port Alberni.

I. CORRESPONDENCE FOR INFORMATION

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

1. Correspondence Summary - Page 53

- a. Contract Management Committee Secretariat | 12th Pension Panel Report 2023 – Police Service Agreement
- b. Ministry of Forests | Pest Management Plan for Southern & Coastal BC
- c. Ministry of Mental Health & Addictions & Ministry of Jobs, Economic Development and Innovation | Follow up letters Re: 2023 UBCM Convention Meeting
- d. Union of British Columbia Municipalities | Community Works Fund Payment
- e. Office of the Minister of Housing | New Legislation to Support Local Government Housing Initiatives
- f. Island Health | 2022/2023 Annual Report –
<http://viha.uberflip.com/i/1512348-island-health-2023-annual-report>
- g. Ministry of Emergency Management and Climate Readiness | Indigenous Engagement Requirements Funding Program
- h. Ministry of Public Safety and Solicitor General | Expansion of Integrated Major Crime Services
- i. City of Abashiri | Seasons Greetings
- j. Ministry of Housing | Funding Allocation Announcement for Local Government Housing Initiative Support
- k. The Office of the Lieutenant Governor of BC | 2023 Year End Report
- l. Island Rail Corporation | December 14th Press Release
- m. British Columbia Lottery Corporation | 2022/23 Winning with Purpose: Annual Report
- n. Pacific Rim School District | Public Consultation of the Proposed Sale of 3816 Anderson Avenue
- o. Central Vancouver Island Crime Stoppers | Program Information
- p. BC Hydro | ReGreening Grants
- q. Advisory Planning Committee | Minutes of October 19, 2023

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. Council and Regional District Reports - Page 165

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

L. NEW BUSINESS

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

1. **Personnel Standing Committee | Notice of Motion from December 11, 2023**
THAT Council direct staff to provide a report outlining the potentials for the Personnel Standing Committee mandate and the advantage and disadvantages of it being either a Council committee or an administrative committee.
2. **Deputy Mayor and Council Appointments | Notice of Motion from December 11, 2023 - Page 168**
THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved, as circulated.
3. **Committee of the Whole | Additional Meeting [Cllr. Patola]**
WHEREAS, the Port Alberni City Council has approved a schedule of Regular City Council and Committee of the Whole (COW) meetings for 2024; and
WHEREAS, there is no COW meeting scheduled between July 15 and October 21; and
WHEREAS, COW meetings are generally scheduled one month apart; and
WHEREAS, the fourth guiding principle listed in Council's Corporate Strategic Plan is to "Be respectful, Communicative, Accountable and Inclusive";
THEREFORE, BE IT RESOLVED, THAT Council direct staff to add a COW meeting on September 16, 2024 at 6 pm.
4. **Electronic Devices by City Councillors [Cllr. Patola]**
WHEREAS, the City of Port Alberni is a modern and sophisticated Local Government organization; and
WHEREAS, the City of Port Alberni communicates on a regular basis through electronic means; and
WHEREAS, the City of Port Alberni provides both Computer and Cell Phone devices to staff; and
WHEREAS, the City of Port Alberni does not expect staff to utilize their personal devices to fulfill their obligations to the City; and
WHEREAS, the City of Port Alberni Councillors have been provided with Computer devices, but not Cell Phone devices;
THEREFORE, BE IT RESOLVED:
 - a. *THAT Council direct staff to obtain and provide Cell Phones for each member of Port Alberni City Council, as requested, including a service plan which provides voice, text, data, email and internet applications.*

- b. THAT Council direct staff to review the current policy entitled “Electronic Device Use” and provide recommendations for updating of the policy to correspond with current technologies, delineating the permitted and prohibited uses, and any such further issues of importance, with respect to electronic devices issued to City Councillors by the City.*
- c. THAT Council direct staff to include funds within the Financial Plan for provision of electronic devices to City Council in an amount to be advised by City Administration.*

5. **COFI | BC Council of Forest Industries Annual Convention | Authorize Council Registration** - Page 170

Report dated December 14, 2023 from the Deputy Director of Corporate Services providing information on the 2024 BC Council of Forest Industries Convention.

THAT Council authorize [insert names] to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 10 – 12, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy 3009-2.

6. **Official Community Plan | Engagement Strategy for Policy Development Phase** - Page 172

Report dated December 28, 2023 from the Director of Development Services/Deputy CAO requesting Council support of the draft Engagement Strategy for the policy development phase of the OCP review and update.

THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated December 2023, prepared by FRANK planning collaborative.

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker.

N. ADJOURNMENT

That the meeting adjourn at PM.

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, December 11, 2023 @ 11:30 AM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT: Councillor D. Dame [Chair]
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Regrets: Mayor S. Minions

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
K. Bodin, Director of Human Resources

Call to order: @ 11:30 a.m.

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

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

Section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

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

CARRIED

The meeting was adjourned at 12:32 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, December 11, 2023 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Councillor D. Dame [Chair]
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Absent: Mayor S. Minions

Staff: M. Fox, Chief Administrative Officer
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Culture
C. Wright, Manager of Operations
B. McLoughlin, Manager of Planning
P. Deakin, Economic Development Manager
S. Darling, Deputy Director of Corporate Services | Recording Secretary
S. Lowe, Manager of Communications
J. Pelech, Manager of Information Services

Gallery: 25

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include an item under 'New Business' L.5 | Christmas Lights on Johnston Road and L.6 | Somass Lands Update and an item under 'Correspondence' I(h) | Salvation Army. The agenda was then adopted, as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on November 27, 2023 be adopted, as presented.

CARRIED

C. DELEGATIONS

1(a). 25-Year Employee Recognition Awards

25-Year Employee recognition awards were presented to Amar Giri, Waterworks Chargehand, Rod Jungenkrueger, Solid Waste Collector and Roman Wiatr, Water System Technician.

Recognition of fellow 25-year employees not in attendance:

- Louisa McMeekin, Watch Clerk R.C.M.P.
- Dawn McMurtrie, Aquatic Centre Receptionist

1(b). Introduction of New City Employees

New City staff members Dave Arsenault, Project Manager and Sonia Lowe, Manager of Communications were introduced.

2. **N. Wynne**

Applicant, N. Wynne presented on the Development Variance Application No. 117 regarding a variance in fence height.

3. **D. Wallace & M. Ramadan | Ceasefire for Gaza**

MOVED AND SECONDED, THAT Council direct staff to write a letter to Prime Minister Justin Trudeau to request that the federal government call for an immediate ceasefire in Gaza.

AND FURTHER, THAT Council condemn all acts of anti-Palestinian racism, islamophobia and anti-Semitism in our communities, which have risen since the escalation of violence this past month, and commit-to working to ensure our communities are just, safe and welcoming for all.

CARRIED | Res. No. 23-358

Chair Dame called for a brief pause in the proceedings to permit those in attendance for Item C.3 the ability to exit the gallery.

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. **Accounts**

MOVED AND SECONDED, THAT the certification of the Director of Finance dated December 11, 2023, be received and the cheques numbered 153986 to 154085 inclusive, in payment of accounts totalling \$4,137,989.15, be approved.

CARRIED | Res. No. 23-359

F. BYLAWS

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

MOVED AND SECONDED, THAT the “City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5075-1.

CARRIED | Res. No. 23-360

2. **Zoning Bylaw Amendments | 3045, 3053, 3063 Kingsway Avenue**

MOVED AND SECONDED, THAT “Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096” be now introduced and read a first time.

CARRIED | Res. No. 23-361

G. CORRESPONDENCE FOR ACTION

1. **Local Government Leadership Academy**

MOVED AND SECONDED, THAT Council authorize Councillor Douglas to attend the Local Government Leadership Academy Forum “Empowering Communities: Leading Change Together” taking place January 31-February 2, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.

CARRIED | Res. No. 23-362

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

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

- a. The City of Victoria | Installation of Speed and Red-Light Cameras
- b. National Police Federation | Clarifying Misconceptions Regarding Surrey Transition and Policing in BC
- c. Letters from Various Ministries in Follow-up to UBCM Meetings
- d. City of Fort St. John | Request to Enact the *Community Safety Act* or the *Community Safety Amendment Act*
- e. Vancouver Island Regional Library | VIRL 2024 Budget and Levies

MOVED AND SECONDED, THAT Council direct staff to prepare a letter to the Vancouver Island Regional Library Board expressing disappointment in relation to the projected 17 percent budget increase for 2024.

CARRIED | Res. No. 23-363

- f. Ministry of Environment and Climate Change Strategy | Provincial Phase Out of Single-Use and Plastic Items
- g. Alberni Valley Museum and Heritage Commission | Minutes of November 1, 2023
- h. Salvation Army | Thank you

J. REPORT FROM IN-CAMERA

1. Committee/Commission Appointments

Council released for public consumption the following Committee/Commission appointments:

- Reappointment of Stephanie Weber and Callan Noye to the Advisory Planning Commission for a two-year term commencing January 1, 2024 – December 31, 2025.
- Reappointment of Joshua Dahling, Callan Noye and Colin Schult to the Community Investment Program for a one-year term commencing January 1, 2024 - December 31, 2024.
- Reappointment of Colin Schult to the Alberni Valley Heritage Commission for a two-year term commencing January 1, 2024 – December 31, 2025.

K. COUNCIL REPORTS

1. Council and Regional District Reports

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

CARRIED | Res. No. 23-364

L. NEW BUSINESS

1. Community Investment Program | 2024 Recommendations

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve the 2024 Community Investment Program Committee recommendations as outlined in the staff report dated December 4, 2023.

CARRIED | Res. No. 23-365

2. **Development Variance Permit | 4735 and 4715 Dunbar Street**

MOVED AND SECONDED, THAT Council authorize the issuance of Development Variance Permit No. 117 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 4735 and 4715 Dunbar Street:

- i. Vary Section 6.7.3 Fences and Hedges to permit an increase to the maximum height of a fence within a required front yard from 1.25 m (4.1 ft) to 1.83 m (6 ft) for a variance of 0.58 m (1.9 ft) at 4735 and 4715 Dunbar Street.*

CARRIED | Res. No. 23-366

3. **2024 Meeting Schedules and Council Appointments**

Councillor Douglas left the meeting at 3:26 pm and returned at 3:30 pm.

Councillor Mealey left the meeting at 3:30 pm and returned at 3:35 pm.

MOVED AND SECONDED, THAT City of Port Alberni Council approve the 2024 regular meeting schedule attached to this report and further, that staff be authorized to publish notice of availability of the schedule.

CARRIED | Res. No. 23-367

MOVED AND SECONDED, THAT City of Port Alberni Council approve the 2024 meeting schedules attached to this report for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission.

CARRIED | Res. No. 23-368

MOVED AND SECONDED, THAT Council dissolve the Personnel Standing Committee and further, that Council rescind the 'Personnel Standing Committee Duties' policy dated August 14, 2017.

DEFEATED

Notice of Motion | Personnel Standing Committee

THAT Council direct staff to provide a report outlining the potentials for the Personnel Standing Committee mandate and the advantage and disadvantages of it being either a Council committee or an administrative committee.

MOVED AND SECONDED, THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved, as amended.

DEFEATED

MOVED AND SECONDED, THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be referred to the January 22, 2024 Regular meeting.

DEFEATED

Notice of Motion | Deputy Mayor and Council Appointments

THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.

4. **Community to Community Grant Application**

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve the City as an applicant to the Union of BC Municipalities 2023-24 Community to Community Grant Program and direct staff to provide overall grant management.

CARRIED | Res. No. 23-369

5. **Christmas Lights on Johnston Road**

The Chief Administrative Officer provided an update that the City of Port Alberni has received approval from the Ministry of Transportation and Infrastructure to install a limited light display on Johnston Road in time for the holiday season.

6. **Somass Lands Update**

The Chief Administrative Officer provided an update on the Somass Lands redevelopment noting that the City will be releasing the name of the development partner on December 12th at 9 am. For more information visit the official project site at www.letsconnectpa.ca/somass-lands.

M. QUESTION PERIOD

J. Leskosek

Request clarification regarding the development variance permit process.

R. Smith

Requested clarity on the *Community Charter* legislation as it relates to the designation of a councillor as the member responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:14 pm.


CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: December 15, 2023
File No: 0550-02-RS
To: Mayor & Council
From: M. Fox, Chief Administrative Officer
Subject: Summary of 2023 Council Resolutions

Prepared by: <i>S. DARLING</i> Deputy Director of Corporate Services	Supervisor: <i>D. MONTEITH</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

- a. THAT Council receive the summary of 2023 Council Resolutions to December 31, 2023.
- b. THAT Council rescind the following resolutions:
 - THAT Council direct staff to prepare a report expanding on the Municipal Natural Assets Initiative and its potential as it relates to the City of Port Alberni. [R23-4]
 - THAT Council direct staff to work with facilitators of the Comprehensive Youth Strategy [RCMP, ADAPS, SD70] to outline a Plan with consideration for the involvement of the Alberni Clayoquot Regional District to be considered within the 2023-2027 Financial Plan. [R23-8]
 - THAT Council direct staff to prepare a report for Council listing all issues requiring Council's consideration with a recommendation as to each one's priority. [R23-23]
 - THAT Council direct staff to prepare a report outlining potential alternative park/playground space in Westporte Place. [R23-29]
 - THAT Council direct staff to prepare a report outlining potential opportunities for the City to support the proposed Adventure Sport Park project as presented by Community Futures Alberni Clayoquot. [R23-44]
 - That Council direct staff to undertake a review of the Parks, Recreation and Heritage user fees in 2023 for implementation in 2024. [R23-60]
 - THAT Council direct staff to consider incorporating Community Amenity Contributions into standard practice, including those provisions as outlined in section 482 of the Local Government Act. [R23-135]
 - THAT Council direct staff to obtain preliminary costs for the recommended capital projects for City-owned sports fields for Council consideration at a future Regular meeting. [R23-214]
 - THAT Council direct staff to prepare a report exploring the community implications of decriminalization, and options to keep City public spaces safe for use of all community members. [R23-221]
 - THAT Council direct staff to establish a policy related to tree removal within the City. [R23-239]
 - THAT Council direct staff to prepare a report regarding home occupation regulations for consideration at a future Committee of the Whole meeting. [R23-258]

PURPOSE

To provide Council with a snapshot of 2023 Council resolutions and status of same and request rescinding of resolutions that have been referred to another process or that are no longer applicable in their current form.

BACKGROUND

In 2020 the Corporate Services department implemented a new process in which Council resolutions requiring action are numbered, tracked and assigned for follow-up. The tracking sheet simplifies the process in researching Council directives as well as assigns tasks to the applicable City department as well as to track follow-up.

The summary captures seven specific columns as follows:

1. No. – this is the resolution number assigned to action-orientated resolutions of Council and found at the left-hand margin of Council meeting minutes. For example, R21-01 represents the type of meeting R=Regular; 21 reflects the year in which the resolution was made; and is followed by an assigned number.
2. Meeting Date
3. Resolution – captures the resolution of Council in its entirety
4. Assigned [Dept.] – identifies the City department[s]/staff responsible for further action
5. Action – summarizes planned actions/next steps to be taken
6. Target Date – is the date assigned by the CAO and the date that staff work towards completing the action directed by Council; and
7. Status – provides a succinct account of what has been done, by whom and what date. If all aspects of the work have been completed, the column will reflect the word ‘completed’.

Additional Notes:

- resolutions highlighted in yellow are outstanding
- resolutions highlighted in green are directives of Council that impact the City’s Five-Year Financial Plan [of which have been reflected on the amending bylaw adopted at the December 11th Regular Meeting].

ALTERNATIVES/OPTIONS

1. That Council receive the summary of 2023 Council resolutions to December 31, 2023 and rescind those resolutions as outlined.
2. That Council decline rescinding of resolutions and direct staff to alter the status of same.

ANALYSIS

The 2023 Summary of Council resolutions captures 369 directives of Council, eleven [11] of which remain outstanding. Of the eleven [11] which remain outstanding, staff have provided additional comment in the status column speaking to new dates and/or steps to be taken to complete the directives.

Further, there are eleven [11] resolutions outlined below that staff are recommending Council rescind for reasons identified next to each of the resolutions within the following table:

Regular Meeting of Council
Staff Report – Summary of 2023 Council Resolutions
December 15, 2023

R23-4	January 9, 2023	<i>THAT Council direct staff to prepare a report expanding on the Municipal Natural Assets Initiative and its potential as it relates to the City of Port Alberni.</i>	Rescind Referred to OCP Process
R23-8	January 23, 2023	<i>THAT Council direct staff to work with facilitators of the Comprehensive Youth Strategy [RCMP, ADAPS, SD70] to outline a Plan with consideration for the involvement of the Alberni Clayoquot Regional District to be considered within the 2023-2027 Financial Plan.</i>	Rescind Referred to 2024 – 2028 budget process
R23-23	January 23, 2023	<i>THAT Council direct staff to prepare a report for Council listing all issues requiring Council's consideration with a recommendation as to each one's priority.</i>	Rescind Managed through Now, Next, Later and Strategic Planning
R23-29	February 13, 2023	<i>THAT Council direct staff to prepare a report outlining potential alternative park/playground space in Westporte Place.</i>	Rescind Referred to the Parks Master Plan and OCP
R23-44	February 27, 2023	<i>THAT Council direct staff to prepare a report outlining potential opportunities for the City to support the proposed Adventure Sport Park project as presented by Community Futures Alberni Clayoquot.</i>	Rescind Referred to 2024 – 2028 Financial Plan process
R23-60	March 13, 2023	<i>That Council direct staff to undertake a review of the Parks, Recreation and Heritage user fees in 2023 for implementation in 2024.</i>	Rescind Referred to the Parks, Recreation and Culture Master Plan
R23-135	April 24, 2023	<i>THAT Council direct staff to consider incorporating Community Amenity Contributions into standard practice, including those provisions as outlined in section 482 of the Local Government Act.</i>	Rescind Recent housing legislation changes will require a full review
R23-214	June 26, 2023	<i>THAT Council direct staff to obtain preliminary costs for the recommended capital projects for City- owned sports fields for Council consideration at a future Regular meeting.</i>	Rescind Referred to 2024 - 2028 budget process
R23-221	June 26, 2023	<i>THAT Council direct staff to prepare a report exploring the community implications of decriminalization, and options to keep City public spaces safe for use of all community members.</i>	Rescind New Provincial legislation addressed this issue
R23-239	July 10, 2023	<i>THAT Council direct staff to establish a policy related to tree removal within the City.</i>	Rescind Referred to the Parks Maser Plan process
R23-258	August 14, 2023	<i>THAT Council direct staff to prepare a report regarding home occupation regulations for consideration at a future Committee of the Whole meeting.</i>	Rescind Work to be completed within Zoning Bylaw updates due June 2024

IMPLICATIONS

n/a

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

As we begin 2024, a Summary of Council resolutions for the preceding year is being provided for Council's information reflecting outstanding resolutions and requesting rescinding of resolutions that have been referred to another process or are no longer applicable in their current form.

ATTACHMENTS/REFERENCE MATERIALS

- *2023 Summary of Council Resolutions*

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
	RCM Jan 9					
R23-1		THAT the certification of the Director of Finance dated January 9, 2023, be received and the cheques numbered 151917 to 152037 inclusive, in payment of accounts totalling \$1,607,067.74, be approved.	Corporate Services	Corporate Services to file	January 10, 2023	Completed
R23-2		THAT Council approve the City of Port Alberni Freedom of the Municipality Policy 3002-2.	Corporate Services	Corporate Officer to sign. Corp. Services to include in Policy Manual and post to website.	January 10, 2023	Completed
R23-3		THAT Council identify resolution[s] for submission to the 2023 AVICC convention in advance of the deadline date of February 9, 2023 at noon.	Corporate Services	Corp. Services to submit to AVICC for consideration	RCM January 23, 2023 [Deadline February 9th]	Resolution provided at Jan 23, 2023 RCM
R23-4		THAT Council direct staff to prepare a report expanding on the Municipal Natural Assets Initiative and its potential as it relates to the City of Port Alberni.	Multiple Departments TBD	Coordination of departments to prepare report	Spring 2023	Rescind OCP Process
R23-5		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	January 10, 2023	Completed
R23-6		THAT Council authorize Councillors Patola and Solda to participate in the annual BC Economic Development Association's [BCEDA] '2023 BC Economic Summit: Creating the WOW Factor.' taking place April 16-18, 2023 in Penticton, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.	Corporate Services/Finance	Corporate Services to register authorized Council members	February 1, 2023	Completed
R23-7		THAT Council authorize Mayor Minions and Councillor Douglas to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 12-14, 2023 in Prince George, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 –Travel Expense Policy.	Corporate Services/Finance	Corporate Services to register authorized Council members	Complimentary Registration Deadline February 1, 2023 Early Bird Deadline April 10, 2023	Completed
	RCM Jan 23					
R23-8		THAT Council direct staff to work with facilitators of the Comprehensive Youth Strategy [RCMP, ADAPS, SD70] to outline a Plan with consideration for the involvement of the Alberni Clayoquot Regional District to be considered within the 2023-2027 Financial Plan.	PRH/Corporate Services/Finance	Director Thorpe to work with facilitators and report back to Council	Summer 2023	Rescind Referred to 2024 – 2028 budget process
R23-9		THAT the 4th quarter report from Sergeant Thompson on behalf of Inspector Eric Rochette, RCMP providing information about current department operations, be received.	Corporate Services	Corporate Services to file	January 24, 2023	Completed
R23-10		THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated January 2023 and prepared by FRANK Planning Collaborative.	Dev Services/Corp Services	Development Services to continue facilitating OCP review and update process	Feb - June 2023	Ongoing
R23-11		THAT the certification of the Director of Finance dated January 23, 2023, be received and the cheques numbered 152038 to 152106 inclusive, in payment of accounts totalling \$2,873,011.74, be approved.	Corporate Services	Corporate Services to file	January 24, 2023	Completed
R23-12		THAT Council rescind "Freedom of Information and Protection of Privacy Policy" (2005).	Corporate Services	Corporate Services to record and remove policy from manual and website	January 24, 2023	Completed
R23-13		THAT Council approve the "City of Port Alberni Privacy Policy 3002-3".	Corporate Services	Corporate Officer to sign. Corp. Services to include in Policy Manual and post to website.	January 24, 2023	Completed
R23-14		THAT Council receive the report from the Director of Corporate Services dated January 13, 2023 and entitled "UNDRIP Update Report" for information.	Corporate Services	Corporate Services to file	January 24, 2023	Completed
R23-15		THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5046.	Corp Services/Dev Services	Corporate Services to apply signatures to Bylaw/Distribute	January 24, 2023	Bylaw adopted Jan 23, 2023 and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-16		THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5047.	Corp Services/Dev Services	Corporate Services to apply signatures to Bylaw/Distribute	January 24, 2023	Bylaw adopted Jan 23, 2023 and distributed
R23-17		THAT "Zoning Map Amendment No. 48 (4738 Athol Street - Rail), Bylaw No. 5048" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5048.	Corp Services/Dev Services	Corporate Services to apply signatures to Bylaw/Distribute	January 24, 2023	Bylaw adopted Jan 23, 2023 and distributed
R23-18		THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a third time.	Corp Services/Dev Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	January 24, 2023	Adopted Mar 13, 2023 and distributed
R23-19		THAT Council endorse a resolution to AVICC urging the Ministry of Health to work with local governments and BC Emergency Health Services to implement an improved coordinated approach to emergency health services that results in adequate funding and staffing levels so as to not overburden local governments.	Corporate Services	Corporate Services to prepare certified resolution	January 24, 2023	Resolution and backgrounder submitted to AVICC Feb 7, 2023
R23-20		THAT Council support the ILFP [I Love First Peoples] free public screening of Bones of Crows, scheduled Saturday, February 11th at Alberni District Secondary School Theatre at 7:00 pm and direct staff to contribute \$150.00 towards theatre costs, subject to the film receiving support from Tseshaht and Hupacasath First Nation.	Corp Services/Finance	Finance to prepare cheque. Corporate Services to coordinate payment to ADSS and invitation to Council	January 24, 2023	Cheque paid to ADSS. Council invited to event
R23-21		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	January 24, 2023	Completed
R23-22		THAT Council direct staff to prepare a report for Council's consideration regarding City street lights including the process for reporting repairs and outages.	Engineering/PW	Eng/PW to prepare report	RCM February 13, 2023	Report received at Feb 13, 2023 RCM. Street light illumination study to be considered within 2023 - 2027 FP process
R23-23		THAT Council direct staff to prepare a report for Council listing all issues requiring Council's consideration with a recommendation as to each one's priority.	Corporate Services	Corporate Services to prepare report	RCM February 13 or February 27, 2023	Rescind Managed through Now, Next, Later and Strategic Planning
R23-24		THAT Council authorize the issuance of Development Variance Permit No. 115 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4210 Cedarwood Street: i. Vary Section 5.16.2 RM3 Site Development Regulations, Maximum Height, Principal Building from 14 metres to 15.24 metres, a variance of 1.24 metres. ii. Vary Section 7.4.1 Required Amount of Parking Regulations, 'Regular Parking Space' from 44 spaces to 35 spaces for a variance of 9 spaces.	Corp Services/Dev Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	January 24, 2023	DVP Signed. Letter to Land Titles Jan 26, 2023
R23-25		THAT Council authorize the issuance of Development Permit No. 22-01 and that the Director of Corporate Services be authorized to sign the permit.	Corp Services/Dev Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	January 24, 2023	DP Signed. Letter to Land Titles Jan 26, 2023
R23-26		THAT Council discharge the existing Development Permit No. 20-04.	Corp Services/Dev Services		January 24, 2023	Completed
R23-27		THAT Council authorize the issuance of Development Permit No. 22-05 and that the Director of Corporate Services be authorized to sign the permit subject to receiving the required additional landscaping security in the amount of \$100,464.93.	Corp Services/Dev Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	January 24, 2023	DP Signed. Letter to Land Titles Jan 26, 2023

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-28		<p>WHEREAS cold weather shelter provides urgently needed temporary accommodation free of charge to anyone who is homeless or at risk of homelessness during extreme weather conditions;</p> <p>AND WHEREAS Eagles Hall, located at 3561 3rd Avenue (LOT 21 BLOCK 50 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B) is available to be used for such an emergency cold weather shelter, but is zoned commercial and for which an emergency cold weather shelter is not a permitted use;</p> <p>AND WHEREAS the Salvation Army requested the City of Port Alberni's permission to operate a cold weather shelter at the Eagles Hall until March 31, 2023 and the registered owner of Eagles Hall has consented to this use of the property;</p> <p>AND WHEREAS the British Columbia Housing Management Commission has agreed to fund the operation of the cold weather shelter;</p> <p>COUNCIL OF THE CITY OF PORT ALBERNI resolves to temporarily defer strict enforcement of the Zoning Bylaw at Eagles Hall so as to enable the operation of the temporary cold weather shelter until March 31, 2023, subject to the following:</p> <p>i. The Salvation Army agreeing to be responsible for all aspects of the temporary cold weather shelter, including implementing any mitigative action necessary to minimize the impact on surrounding properties; and</p> <p>ii. The Fire Chief inspecting Eagle Hall and concluding that there are no immediate life safety concerns with the proposed use.</p>	Corp Services/Dev Services/Fire Dept		January 24, 2023	Completed
	RCM Feb 13					
R23-29		THAT Council direct staff to prepare a report outlining potential alternative park/playground space in Westport Place.	PRH/Dev Services	PRH to prepare report	March 2023	Rescind Will be completed through the Parks Master Plan and OCP
R23-30		THAT Council direct staff to initiate community consultation on the proposed bylaw content changes prior to 'City of Port Alberni Zoning Bylaw No. 5074, 2023' being considered by Council, as recommended by the Committee of the Whole January 31, 2023.	Dev Services/Corp Services		Spring 2023	Progress ongoing
R23-31		THAT the certification of the Director of Finance dated February 13, 2023, be received and the cheques numbered 152107 to 152284 inclusive, in payment of accounts totalling \$2,747,284.16, be approved.	Corporate Services	Corporate Services to file	February 14, 2023	Completed
R23-32		THAT Council receive the staff report entitled Capital Infrastructure Deficit and dated February 7, 2023.	Corp Services/Finance	Corporate Services to file	February 14, 2023	Completed
R23-33		THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw	February 14, 2023	Reading date applied
R23-34		THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5064.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	February 14, 2023	Bylaw adopted Feb 13, 2023 and distributed
R23-35		THAT "Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be now finally adopted signed by the Mayor and Corporate Officer and numbered 5059.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	February 14, 2023	Bylaw adopted Feb 13, 2023 and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-36		THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, March 2, 2023 for the purpose of a Wounded Warrior Run from Hwy 4 [Johnston Rd.] to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293 subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Plan; and •provision of standard liability insurance in the amount of \$5M [minimum].	Corp Services/Engineering/PW	Corporate Services to prepare letter. Copies to associated departments/emergency services	February 14, 2023	Letter sent Feb 17, 2023
R23-37		THAT Council proclaim February 12 - 19, 2023 as 'Kinsmen and Kinette Week' in Port Alberni and authorize flying the Kin Canada flag at City Hall in recognition.	Corporate Services	Corporate Services to prepare letter	February 14, 2023	Letter sent Feb 17, 2023
R23-38		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	February 14, 2023	Completed
R23-39		THAT Council direct staff to prepare a report outlining potential implications with amending "Council Procedures Bylaw, 2013, Bylaw No. 4830" Section 14 (2), by removing the word Wednesday and replacing it with the phrase Friday, nine days prior, and further by amending Section 14 (3) by removing the word Thursday and replacing it with Monday.	Corporate Services	Corporate Services to prepare report	RCM March 13, 2023	Report received Mar 13, 2023. Council to consider during Procedures Bylaw Review Session scheduled Mar 23, 2023
R23-40		THAT Council receive the staff report dated January 20, 2023 regarding City street lights, including the process for reporting repairs and outages; AND FURTHER, THAT Council direct staff to include funding for a street light illumination study for consideration within the Five-Year Financial Plan for 2023 to assist in prioritizing illumination changes and to guide future capital projects.	Finance/Eng/PW		RCM February 27, 2023	Report received at Feb 13, 2023 RCM. Street light illumination study to be considered within 2023 - 2027 FP process
R23-41		THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing for 2022 as presented.	Corporate Services	Corporate Services to prepare certified resolution and distribute to AVCF to allow for annual filing	February 14, 2023	Resolution sent to AVCF
R23-42		THAT Council direct staff to prepare a letter to Western Forest Products in support of the continued operation of the Alberni Pacific Division Sawmill [APD].	Corporate Services	Corporate Services to prepare letter	February 14, 2023	Not completed
R23-43		THAT Council direct staff to provide the legal opinion and Good Neighbour Agreement related to the Temporary Use Permit issued to The Bread of Life Centre [3130 3rd Ave.] for the purpose of operating a low barrier shelter.	Corporate Services	Corporate Services to prepare	TBD	Completed Feb 27, 2023
R23-44	RCM Feb 27	THAT Council direct staff to prepare a report outlining potential opportunities for the City to support the proposed Adventure Sport Park project as presented by Community Futures Alberni Clayoquot.	PRH/Finance/Dev Services/Eng/PW/Corp Services	PRH to prepare report	June 2023	Rescind Referred to 2024 – 2028 Financial Plan process
R23-45		THAT Council receive the report entitled 'Roger Creek Connector Trail Project Grant Funding Award' and dated February 22, 2023.	Corp Services/Finance	Corporate Services to file	FP Process	Completed
R23-46		THAT the certification of the Director of Finance dated February 27, 2023, be received and the cheques numbered 152285 to 152353 inclusive, in payment of accounts totalling \$1,114,489.77, be approved.	Corp Services/Finance	Corporate Services to file	No Action	Completed
R23-47		THAT Council direct staff to prepare a report regarding the feasibility of providing power to the meridian on upper Johnston Road, including cost implications.	Engineering/PW	Eng/PW to prepare report	RCM March 13, 2023	Report received at the Mar 13, 2023 RCM

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-48		THAT Council direct staff to extend an invitation to the Alberni Clayoquot Regional District to attend as a delegation to present on shared service arrangements; AND FURTHER, THAT staff prepare a report outlining the allocation of regional district funds to City recreation services.	Corp Services/Finance	Finance to prepare report. Corporate Services to extend delegation invitation to the ACRD	Delegation Date TBD. Staff Report to RCM March 27, 2023	ACRD to be invited as part of Financial Planning process. Delegation confirmed for Mar 4, 2024 Committee of the Whole
R23-49		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	No Action	Completed
R23-50		THAT Council direct staff to prepare a policy regarding the structure of staff reports for Council consideration.	Corporate Services	Corporate Services to prepare policy	RCM April 11, 2023	Bring forward staff report once staff report guide is completed
R23-51		THAT Council direct staff to prepare a report providing an update on the development permit status at 3123 3rd Avenue.	Development Services	Development Services to prepare report	May/June 2023	Ongoing. Verbal updates provided at various meetings throughout 2023
	RCM Mar 13					
R23-52		THAT Council receive the staff report dated March 6, 2023 providing information related to the proposed change to the agenda distribution deadline for consideration during the Council Procedures Bylaw Amendment process.	Corporate Services	Corporate Services to file	Procedures Bylaw Session March 23, 2023	Procedures Bylaw Session held Mar 23, 2023
R23-53		THAT Council receive the staff report dated March 4, 2023 regarding the feasibility of the City providing power to the center median on Upper Johnston Road to enable installation of lighting on the existing trees and bushes; AND FURTHER, THAT Council consider the request for power to the center median on Upper Johnston Road in the 2023 Capital Plan of the 2023 – 2027 Five-Year Financial Plan for the estimated cost of \$20,000.	Eng/PW/Finance	Corporate Services to file. Finance to follow up	RCM March 27, 2023	Report completed and funding allocated to project
R23-54		THAT Council receive the staff report dated March 5, 2023 regarding the update on pathway and trail projects for which the City has received grant funding.	Eng/PW/Finance	Corporate Services to file	No Action	Completed
R23-55		THAT the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be amended as follows: i. Assign \$150,000 from the Growing Communities Fund or alternatively from General Revenue [taxation] for the purpose of a Street Renewal Master Plan.	Finance/Corp Services	Finance to amend bylaw	RCM March 27, 2023	2nd Reading given as amended Mar 27, 2023
R23-56		ii. Add \$20,000 in 2023 from General Revenue [taxation] to enable the provision of power to the center median on Upper Johnston Road for the purpose of installing lighting on the existing trees and bushes.	Finance/Corp Services	Finance to amend bylaw	RCM March 27, 2023	2nd Reading given as amended Mar 27, 2023
R23-57		iii. Assign \$290,000 from the Growing Communities Fund for the purpose of funding the City's contribution to construction of the Roger Creek Connector Trail project and should the project not be eligible under the fund, bring back to Council for further consideration.	Finance/Corp Services	Finance to amend bylaw	RCM March 27, 2023	2nd Reading given as amended Mar 27, 2023
R23-58		iv. Replace 2011 Freightliner Asphalt Patch Truck #266 from 2023 Capital Plan to 2024 Capital Plan.	Finance/Corp Services	Finance to amend bylaw	RCM March 27, 2023	2nd Reading given as amended Mar 27, 2023
R23-59		THAT Council direct staff to prepare a report outlining the future repair and maintenance requirements related to City fields, with a priority focus on those utilized by youth sports.	PRH/Finance	PRH to prepare report	Report received June 19, 2023 CoW and recommendations forwarded to June 26, 2023 RCM	Report received at June 26, 2023 RCM
R23-60		That Council direct staff to undertake a review of the Parks, Recreation and Heritage user fees in 2023 for implementation in 2024.	PRH/Finance	PRH/Finance to review user fees	Fall 2023 as part of 2024 FP Process	Rescind This review will be completed as part of the Parks, Recreation and Culture Master Plan
R23-61		THAT the certification of the Director of Finance dated March 13, 2023, be received and the cheques numbered 152354 to 152420 inclusive, in payment of accounts totalling \$2,503,028.53, be approved.	Corp Services/Finance	Corporate Services to file	No Action	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-62		THAT Council receive the 1st Quarter Reports from the Economic Development Department, Engineering and Public Works Department and Fire Department.	Corporate Services	Corporate Services to file	No Action	Completed
R23-63		THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins) Bylaw No. 5072" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5072.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	March 14, 2023	Bylaw adopted Mar 13, 2023 and distributed
R23-64		THAT Council authorize the Alberni Valley Drag Racing Society to conduct a 'cruise' event to begin at the Alberni Athletic Hall at 6:30 pm on Saturday, August 12, 2023 subject to: •the notification of emergency services and BC transit •consultation with all affected businesses/residents •provision of route map [by June 30, 2023] •implementation of a Traffic Plan •provision of standard liability insurance in the amount of \$5M [minimum]	Corporate Services	Corporate Services to prepare letter. Copies to associated departments/emergency services	March 14, 2023	Letter sent Mar 15, 2023
R23-65		THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, July 15, 2023 from 8:00 am to 4:00 pm for the purpose of a trail running event starting at the Port Alberni Rugby Club and following the route as outlined in the attached map subject to: •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •responsible for implementation of a Traffic Safety Plan including qualified Traffic Control personnel as required •provision of standard liability insurance in the amount of \$5M [minimum] •event organizers responsible for removal of all flagging tape and stakes •event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly •event organizers acknowledge trails will be enjoyed as-is	Corp Services/PRH	Corporate Services to prepare letter. Copies to associated departments/emergency services	March 14, 2023	Letter sent Mar 15, 2023
R23-66		THAT Council proclaim June 19 – 25, 2023 as 'Island Good Days' in Port Alberni.	Corporate Services	Corporate Services to prepare letter	March 14, 2023	Letter sent Mar 28, 2023
R23-67		THAT Council direct staff to prepare a report outlining costs and implications related to the potential name change of Neill Street, which commemorates Alan Webster Neill.	Corp/Dev Services	Development Services and Corp. Services to prepare report	RCM June 2023	In progress for 2024
R23-68		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	No Action	Complete
R23-69		THAT Council direct staff to prepare a report addressing the Tseshah First Nation 26 Calls for Truth and Justice.	Corporate Services	Corporate Services to prepare report	RCM April/May 2023	In progress for 2024
R23-70		THAT Council authorize the issuance of Development Permit No. 23-01 and that the Director of Corporate Services be authorized to sign the permit including the development plans as show on Schedule 'B', prepared by Colin Harper Architect dated March 6, 2023.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	March 14, 2023	DP Signed. Letter to Land Titles Mar 14, 2023
R23-71		THAT Council authorize Councillor Dame [Councillor Douglas as alternate] to participate in the UBCM Housing Summit 'Housing BC Together' taking place April 4 – 5, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.	Corporate Services	Corporate Services to register authorized Council members	March 14, 2023	Councillor Dame declined. Councillor Douglas registered as alternate
R23-72		THAT Council authorize Mayor Minions and Councillor Patola [Councillor Douglas as alternate] to participate in the Federation of Canadian Municipalities 2023 'Local Action, National Results' Annual Conference and Trade Show taking place May 25 – 28, 2023 in Toronto, Ontario with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.	Corporate Services	Corporate Services to register authorized Council members	March 14, 2023	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-73		THAT Council authorize the Mayor and Corporate Officer to amend the "3-Stream Waste Collection Service Agreement" with the Alberni-Clayoquot Regional District, to provide a \$1,700 per month reduction of costs for the handling and shipping of recyclable materials, related to the City's curbside collecting of recyclable materials within the City for 2023.	Finance/Corp Services	Corporate Services to execute contract. Finance to distribute	March 14, 2023	Contract executed
	RCM Mar 27					
R23-74		THAT Council support the Rotary Club of Port Alberni community wide clean-up day scheduled Saturday, April 22, 2023 by providing a donation of gloves, trash bags, and litter grabbers from the Public Works department.	Corporate Services/PW	Corporate Services to prepare letter and coordinate donation of supplies with Public Works	April 22, 2023	Completed
R23-75		THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" as follows for the Capital Plan in progress: i.Administration - GIS Projects – [Housekeeping] - to have Council combine the two GIS projects into one project 19001 & 22003 for \$58,010. ii.Administration - Asset Management implementation – 21003 – moving to a staff position instead of contract services. Relinquish \$43,024 back to reserves. iii.Paving - Harbour Rd Argyle to Dunbar – 17415 – Work to be completed within the Connect the Quays project or redevelopment of Somass Lands project funding of \$41,211 to be relinquished to reserves, expense pending to date. iv.Paving - 6th Ave-Melrose to Bruce – 18415 – Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date. v.Paving - Rail Crossing - Strathern & Dunbar – 21031 repair work completed on Lathom crossing. Relinquished \$135,225 back to reserves. vi.Paving - 15th Ave-Montrose to Bruce (westside half road reconstruction) – 22018 – Future development along this road will occur in the near future and works will be completed at that time, relinquish \$120,000 back to reserves, expense any amount to date. vii.Storm - 6th Ave-Melrose St to Bruce St – 18417 - Work deferred beyond current five-year plan, relinquish \$400,000 back to reserves, expense any amount to date.	Finance/Corp Services	Finance to amend bylaw. 3rd Reading for consideration April 11 RCM	March 28, 2023	RCM Apr 11, 2023

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-75 Cont'd		<p>viii. Cultural Services – [Housekeeping] - McLean Mill Capital Projects – Heritage - Projects 20019, 21021, and 22027 “McLean Mill Capital Projects - Heritage” combine for carry forward \$94,858 with 2023 McLean Mill Capital Projects – Heritage.</p> <p>ix. Cultural Services - reallocate McLean Mill – UGST – Project 21019 – in the amount of \$30,000 to McLean Mill Septic site upgrades bringing the total budget to \$279,500.</p> <p>x. Parks – [Housekeeping] – Combine Projects 20020, 20026, 21022, 21067, and 2022 Facilities – Asset Renewal projects totalling \$139,196 with the 2023 Facilities Upgrade.</p> <p>xi. Sewer - 6th Ave-Melrose to Bruce 240m – 18603 - Work deferred beyond current five-year plan, relinquish \$280,000 back to reserves, expense any amount to date.</p> <p>xii. Sewer - Small Capital Main Replacements \$26K, signage \$6K, monitoring equipment \$68K – 21039 – required works completed. Relinquish \$92,789 to reserves.</p> <p>xiii. Sewer - Harbour Road Trunk Sewer Replacement – Maintenance work provided improvements and currently no need to replace main. Relinquish \$300,000 back to reserves.</p> <p>xiv. Sewer - Small Capital Main Replacements – 22068 – close project, no expenditures. Relinquish \$100,000 back to reserves.</p> <p>xv. Water - New Twin Main Ph 4 (Church St./16th Ave to Montrose St./15th Ave) – 20096 – Phase 4 completed. Relinquish \$519,856 back to reserves.</p> <p>xvi. Awaiting Development completion – Burde Street – Anderson to 17th Avenue – [Housekeeping] Combine Projects 20022, 19018, 19021, 19029 – totalling \$370,000.</p>			March 28, 2023	RCM Apr 11, 2023
R23-75 Cont'd		<p>xvii. Paused Project - Replace 1998 Jordair Compressor - moved to 2023 – 18410 – Moved to 2024 Capital Plan - \$59,700.</p> <p>xviii. Paused Projects - Electronic Filing System - Records Management – 19000 – Relinquish \$53,230 to reserve.</p> <p>xix. Review approach – Water Meter Replacement Program 6 years – Project 17506, 20084, and 21048 – capitalize works complete, relinquish \$816,153 to reserve and add \$300,000 in 2023 Capital Fund from Water Reserve to complete works in capital work associated with Meter replacement in 2023.</p>			March 28, 2023	RCM Apr 11, 2023
R23-76		THAT Council amend the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” to add in the 2023 Capital Plan - “10th Avenue and Dunbar Street 10th Avenue and Redford Street traffic improvements” in the amount of \$410,000 coming from the Capital Works Reserve.	Finance/Corp Services	Finance to amend bylaw. 3rd Reading for consideration April 11 RCM	March 28, 2023	RCM Apr 11, 2023
R23-77		THAT “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” be read a second time as amended.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw	March 28, 2023	Reading date applied. Consideration of 3rd reading Apr 11, 2023 RCM
R23-78		THAT Council direct staff to prepare a report regarding the establishment of reserves based on the proposed reserves outlined in the staff report titled ‘Current and Proposed Financial Reserves’ and dated February 10, 2023.	Finance	Finance to prepare report	RCM April/May 2023	Received at June 12, 2023 RCM
R23-79		THAT Council direct staff to prepare a report regarding the increase of Development Cost Charges.	Dev Services/Finance	Dev Services/Finance to prepare report	RCM May/June 2023	Received at June 12, 2023 RCM

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-80		THAT Council direct staff to prepare a report regarding the feasibility of considering additional funding for softball field repair and maintenance in the 2023-2027 Financial Plan.	PRH/Finance	PRH/Finance to prepare report	RCM April 2023	Sports Fields Current Status and Long-Term Maintenance Staff report received at June 19, 2023 CoW. Recommendations brought forward to June 26, 2023 RCM. See R23-214 & R23-215
R23-81		THAT Council direct Growing Communities Fund requests be brought forward with provincial criteria as staff are made aware of them.	Corporate Services	Corporate Services to bring forward requests as received	Ongoing	Ongoing
R23-82		THAT the certification of the Director of Finance dated March 27, 2023, be received and the cheques numbered 152421 to 152501 inclusive, in payment of accounts totalling \$1,142,216.88, be approved.	Corporate Services	Corporate Services to file	No Action	Completed
R23-83		THAT Council receive the 1st Quarter Reports from the Corporate Services Department, Finance and Information Technology Department and Parks, Recreation & Heritage Department.	Corporate Services	Corporate Services to file	No Action	Completed
R23-84		THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	PH April 24, 2023	Reading date applied. Development Services to continue facilitating application
R23-85		THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	PH April 24, 2023	Reading date applied. Development Services to continue facilitating application
R23-86		THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	PH April 24, 2023	Reading date applied. Development Services to continue facilitating application
R23-87		THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	PH April 24, 2023	Reading date applied. Development Services to continue facilitating application
R23-88		THAT the amending bylaws No. 5070 and 5071 be advanced to a Public Hearing on Monday April 24, 2023 at 6:00 pm.	Dev Services/Corp Services	Corporate Services to schedule Public Hearing for April 24	PH April 24, 2023	PH held Apr 24, 2023
R23-89		THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.	Corporate Services	Corporate Services to prepare letter	March 28, 2023	Letter sent Apr 4, 2023
R23-90		THAT Council proclaim May 2023 as 'GBS and CIDP Awareness Month' in Port Alberni.	Corporate Services	Corporate Services to prepare letter	March 28, 2023	Letter sent Apr 4, 2023
R23-91		THAT Council resolves to temporarily defer strict enforcement of provision 6.7.3 and 6.7.4 of Zoning Bylaw 4832: 6.7.3 Fences, hedges and walls not greater than 1.25 m (4.1 ft) in height are permitted in the front yard. 6.7.4 Fences, hedges and walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the property to the front yard setback. Until a report is brought to Council at the May 15, 2023 Committee of the Whole to outline alternatives for the Committee's consideration and referral to Council; AND FURTHER, THAT Council resolve to hold in abeyance any further enforcement action on notices issued during the week of March 13, 2023 for violations of provision 6.7.3 and 6.7.4 of Zoning Bylaw 4832 until after such a time as Council has had the opportunity to review the recommendations of the Committee of the Whole on the matter.	Corp Services/Dev Services	Corp. Services to send letter to persons whom received notices. Corporate Services to prepare report for Committee of the Whole meeting	CoW May 15, 2023	Notices on file. No Action as per new Bylaw Enforcement Policy

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-92		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	No Action	Completed
R23-93		THAT Council support the Tseshaht First Nation's application for non-farm uses for the proposed campground and forward the application to the Agricultural Land Commission, noting that the campground use would be low impact and that the land is within Tseshaht territory.	Dev Services/Corp Services	Corporate Services to prepare certified resolution and submit to ALC	March 28, 2023	Certified resolutions submitted to ALC Mar 31, 2023
R23-94		THAT Council inform the Agricultural Land Commission that an application for a Zoning and Official Community Plan amendment may be required if the ALC approves the non-farm use along with an easement for the City to access utilities.	Dev Services/Corp Services		March 28, 2023	Certified resolutions submitted to ALC Mar 31, 2023
R23-95		THAT Council extend the Temporary Expanded Service Areas (TESA's) from March 31, 2023 to December 31, 2024 to align with LCRB Bulletin 23-01 which replaces policy directive 22-05.	Corp Services/Dev Services	Development Services to inform LCRB	December 31, 2024	LCRB Notified
R23-96		THAT the Director of Corporate Services be delegated to execute the Licence of Occupation for the Temporary Expanded Service Areas (TESA's) on City owned lands.	Corp Services/Dev Services	Corporate Services to execute Loo and distribute	December 31, 2024	Loo executed and distributed to Alberni Brewing and copies to Development Services and Finance
R23-97		THAT Council authorize a fee of \$300 dollars for the patio use of City owned lands for the Temporary Expanded Service Areas (TESA's).	Corp Services/Dev Services	Corporate Services to work with Finance to implement and update any reference materials	December 31, 2024	To be implemented 2024
R23-98		THAT Council direct staff to prepare a Bylaw to permit encroachment on City streets and sidewalks for the purpose of operating a patio.	Corp Services/Dev Services	Development Services and other associated departments to prepare bylaw	December 31, 2024	In progress for 2024
R23-99		THAT Council authorize the Mayor and Corporate Officer to execute a Municipal Access Agreement between Shaw Cablesystems Limited and the City of Port Alberni.	Corporate Services	Corporate Services to execute agreement and distribute	March 28, 2023	Executed Apr 17, 2023
	RCM April 11					
23-100		THAT Council receive the staff report dated March 31, 2023 providing an update on the Water Meter Replacement Program.	Engineering/PW	Corporate Services to file	No Action	Completed
23-101		THAT the certification of the Director of Finance dated April 11, 2023, be received and the cheques numbered 152502 to 152556 inclusive, in payment of accounts totalling \$1,003,050.49, be approved.	Corporate Services	Corporate Services to file	No Action	Completed
23-102		THAT Council receive the 1st Quarter Report from the Development Services Department.	Corporate Services	Corporate Services to file	No Action	Completed
23-103		THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" as follows for the Capital Plan in progress: i. Linking Roger Creek Trails funding be moved from Growing Communities Fund to the General Fund [prior years surplus] in the amount of \$290,000; ii. Add \$35,000 coming from taxation to the Capital Plan for 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment; and iii. Add \$20,000 to the Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 from the Equipment Replacement Reserve Fund.	Finance/Corp Services	Finance to amend bylaw. Final Reading for consideration April 24 RCM	RCM April 24, 2023	RCM Apr 24, 2023

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
23-104		THAT Council provide early approval and authorize staff to proceed with the following as allocated in the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023": i. 2023 Capital Plan – 10th Avenue and Dunbar Street / 10th Avenue and Redford Street traffic improvements in the amount of \$410,000; ii. 2023 Capital Plan - Phase 6 – Cowichan Water Main upgrades - \$2.1 Million – tender closed and award within 60 days; iii. 2023 Capital Plan - Solid Waste truck replacement - #401 – \$443,060; and iv. 2021 Capital Plan - Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 - \$140,532.	Finance/Corp Services	Finance to amend bylaw. Final Reading for consideration April 24 RCM	April 12, 2023	RCM Apr 24, 2023
23-105		THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be read a third time as amended.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw	April 12, 2023	Reading date applied
23-106		THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5056.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	April 12, 2023	Bylaw adopted Apr 11, 2023 and distributed
23-107		THAT "Officers and Indemnification Bylaw, No. 5061, 2023" be now introduced and read a first time.	Corporate Services	Corp. Services to apply reading date to Bylaw	April 12, 2023	Reading date applied
23-108		THAT "Officers and Indemnification Bylaw, No. 5061, 2023" be read a second time.	Corporate Services	Corp. Services to apply reading date to Bylaw	April 12, 2023	Reading date applied
23-109		THAT "Officers and Indemnification Bylaw, No. 5061, 2023" be read a third time.	Corporate Services	Corp. Services to apply reading date to Bylaw	April 12, 2023	Reading date applied
23-110		THAT Council authorize the ADSS 2023 Parent Prom Committee access to City streets on Saturday, June 24, 2023 from 5:00 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. to Roger St., ending at the Athletic Hall [3727 Roger St] subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Plan; and •provision of standard liability insurance in the amount of \$5M [minimum].	Corporate Services	Corporate Services to prepare letter. Copies to associated departments/emergency services	April 12, 2023	Letter sent Apr 13, 2023
23-111		THAT Council proclaim April 28, 2023 as the "National Day of Mourning" in Port Alberni and authorize that the Mourning flag be flown at City Hall at half mast April 28th through to May 5th in recognition.	Corporate Services	Corporate Services to prepare letter and coordinate flag duties with maintenance staff	April 12, 2023	Letter emailed and flag flown accordingly
23-112		THAT Council proclaim the month of May 2023 as "MS Awareness Month" in Port Alberni and authorize that the MS flag be flown at City Hall from May 5th to May 12th in recognition.	Corporate Services	Corporate Services to prepare letter and coordinate flag duties with maintenance staff	April 12, 2023	Letter emailed and flag flown accordingly
23-113		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	No Action	Completed
23-114		THAT Council support the intent of the provincial funding with a fulsome report that will address City priorities for allocation of the Growing Communities Fund Grant of \$5,269,000 to be considered at a future Committee of the Whole meeting.	Finance/Corp Services		CoW Meeting TBD	Received at June 19, 2023 CoW. Committee forwarded recommendations to June 26, 2023 RCM
RCM April 24						
R23-115		THAT the certification of the Director of Finance dated April 24, 2023, be received and the cheques numbered 152533 to 152650 inclusive, in payment of accounts totalling \$1,956,891.56, be approved.	Corporate Services	Corporate Services to file	No Action	Completed
R23-116		THAT Council rescind third reading of "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023"	Finance/Corp Services	Corporate Services to rescind third reading	April 25, 2023	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-117		THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" as follows for the Capital Plan in progress. i. Linking Roger Creek Trails funding be moved from Growing Communities Fund to the General Fund [prior years surplus] in the amount of \$290,000	Finance/Corp Services	Finance to amend bylaw	April 25, 2023	2nd Reading given as amended Apr 11, 2023
R23-118		THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" as follows for the Capital Plan in progress. ii. Add \$35,000 coming from taxation to the Capital Plan for 2023 for the purpose of implementing the structural recommendations of the City Hall Violence Risk Assessment	Finance/Corp Services	Finance to amend bylaw	April 25, 2023	2nd Reading given as amended Apr 11, 2023
R23-119		THAT Council amend the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" as follows for the Capital Plan in progress. iii. Add \$20,000 to the Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 from the Equipment Replacement Reserve Fund.	Finance/Corp Services	Finance to amend bylaw	April 25, 2023	2nd Reading given as amended Apr 11, 2023
R23-120		THAT Council provide early approval and authorize staff to proceed with the following as allocated in the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023": i. 2023 Capital Plan – 10th Avenue and Dunbar Street 10th Avenue and Redford Street traffic improvements in the amount of \$410,000; ii. 2023 Capital Plan - Phase 6 – Cowichan Water Main upgrades - \$2.1 Million tender closed and award within 60 days; iii. 2023 Capital Plan - Solid Waste truck replacement - #401 – \$443,060; and iv. 2021 Capital Plan - Project 21012 - Replace 2005 Ford F350 W/Comp Body #520 - \$140,532.	Finance/Corp Services	Finance to amend bylaw	April 25, 2023	2nd Reading given as amended Apr 11, 2023
R23-121		THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be read a third time as amended.	Finance/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-122		THAT "City of Port Alberni Tax Rates Bylaw No. 5083, 2023" be deferred to the Special meeting of April 25, 2023.	Finance/Corp Services		Special meeting of Council April 25, 2023	Adopted Apr 25, 2023
R23-123		THAT "City of Port Alberni Officers and Indemnification Bylaw No. 5061, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5061.	Corporate Services	Corporate Services to apply signatures to Bylaw/Distribute	April 25, 2023	Bylaw adopted Apr 24, 2023 and distributed
R23-124		THAT "City of Port Alberni Development Procedures Bylaw No. 5076, 2023 be now introduced and read a first time.	Development Services/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-125		THAT "City of Port Alberni Development Procedures Bylaw No. 5076, 2023 be read a second time.	Development Services/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-126		THAT "City of Port Alberni Development Procedures Bylaw No. 5076, 2023 be read a third time.	Development Services/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-127		THAT "Official Community Plan Amendment (2846 4th Avenue) Bylaw No. 5078, 2023" be now introduced and read a first time.	Development Services/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-128		THAT "Zoning Amendment (2846 4th Avenue) Bylaw No. 5079, 2023" be now introduced and read a first time.	Development Services/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-129		THAT "Official Community Plan Amendment (2846 4th Avenue) Bylaw No. 5078, 2023" be read a second time.	Development Services/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-130		THAT "Zoning Amendment (2846 4th Avenue) Bylaw No. 5079, 2023" be read a second time.	Development Services/Corp Services	Corporate Services to apply reading date to Bylaw	April 25, 2023	Reading date applied
R23-131		THAT the amending bylaws No.'s 5078 and 5079 be advanced to a Public Hearing on Tuesday May 23, 2023 at 6:00 pm.	Development Services/Corp Services	Corporate Services to schedule Public Hearing for May 23	Public Hearing May 23, 2023	PH held May 23, 2023
R23-132		THAT Council proclaim June 18, 2023 as 'Longest Day of SMILES®' in Port Alberni.	Corporate Services	Corporate Services to prepare letter	April 25, 2023	Letter sent Apr 26, 2023
R23-133		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	No Action	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-134		THAT Council amend the motion that Council direct staff to consider incorporating Community Amenity Contributions into standard practice by adding "including those provisions as outlined in section 482 of the Local Government Act".	Development Services/Finance	Amendment to full resolution as noted below	Fall 2023	See full motion as amended R23-135
R23-135		THAT Council direct staff to consider incorporating Community Amenity Contributions into standard practice, including those provisions as outlined in section 482 of the Local Government Act.	Development Services/Finance	Development Services and Finance to review best practices	Fall 2023	Rescind Recent housing legislation changes will require a full review
R23-136		WHEREAS, The Government of Canada has made the decision in Budget 2023 to make municipalities responsible for all retroactive costs stemming from the latest RCMP collective bargaining agreement; and WHEREAS, These extraordinary one-time costs, which in some jurisdictions amount to millions of dollars, will cause significant hardship for communities and residents across the country, and were negotiated without meaningful consultation or a seat at the table for the municipalities responsible for paying the bill; and WHEREAS, Municipal governments are already paying a growing share of policing costs, but unlike other orders of government, cannot run deficits to spread out the impact of these extraordinary one-time sums, and have limited revenue tools; and WHEREAS, Local governments will now be forced to make difficult decisions that will impact residents, such as cutting essential services, reducing policing levels, raising property taxes significantly, and/or cancelling work on local infrastructure, at a time when Canadians' concerns about community safety and the cost of living are already rising; and WHEREAS, Going forward, it is critical that municipalities be proactively engaged in any forthcoming processes related to contract policing to prevent this occurring again; therefore be it	Corporate Services	Corporate Services to prepare letter and submit to Federal Minister	April 25, 2023	Letter distributed Aug 2, 2023
R23-136 Cont'd		RESOLVED, That the Council for the City of Port Alberni joins the Federation of Canadian Municipalities in calling on the federal government to commit to ensuring that local governments are meaningfully consulted, fully informed, and at the table on issues related to policing costs given the municipal role in keeping our communities safe; and be it further RESOLVED, That Council for the City of Port Alberni direct staff to prepare a letter as per the template provided by the Federation of Canadian Municipalities to convey this support in writing to local Members of Parliament by May 1, 2023.			April 25, 2023	Letter distributed Aug 2, 2023
R23-137		THAT Council direct staff to prepare a status report as it relates to the proposed intersection improvements for 10th Avenue and Dunbar Street including the project scope, timelines and next steps.	Engineering/PW	Eng/PW to prepare report	RCM May 23, 2023	Report received at the May 23, 2023 RCM
	Special Meeting of Council April 25					
S23-138		THAT "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5075.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	April 26, 2023	Bylaw adopted April 25, 2023 and distributed
S23-139		THAT "City of Port Alberni Tax Rates Bylaw No. 5083, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	April 26, 2023	Reading date applied
S23-140		THAT "City of Port Alberni Tax Rates Bylaw No. 5083, 2023" be read a second time.	Finance/Corp Services	Corporate Services to apply reading date	April 26, 2023	Reading date applied
S23-141		THAT "City of Port Alberni Tax Rates Bylaw No. 5083, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	April 26, 2023	Reading date applied
	RCM May 8					

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-142		THAT the certification of the Director of Finance dated May 8, 2023, be received and the cheques numbered 152653 to 152740 inclusive, in payment of accounts totalling \$1,048,920.39, be approved.	Corporate Services	Corporate Services to file	No Action	Completed
R23-143		THAT Council receive the 1st Quarter Report from the RCMP Department.	Corporate Services	Corporate Services to file	No Action	Completed
R23-144		THAT "City of Port Alberni Tax Rates Bylaw No. 5083, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5083.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	May 9, 2023	Bylaw adopted May 8, 2023 and distributed
R23-145		THAT Section 42(1) 'Public Input Period' for Committee of the Whole meetings be amended to increase the time permitted per speaker from three (3) minutes to five (5) minutes.	Corporate Services		May 9, 2023	Amendments applied and three readings provided May 8, 2023
R23-146		THAT Section 42(1) 'Public Input Period' for Committee of the Whole meetings be amended to permit an increase to the maximum number of speakers from four (4) to six (6). THAT the above amendment be amended by adding the words 'with each individual permitted to speak one time per Public Input Period'. THAT Section 42(1) 'Public Input Period' for Committee of the Whole meetings be amended to permit an increase to the maximum number of speakers from four (4) to six (6) with each individual permitted to speak one time per Public Input Period'.	Corporate Services		May 9, 2023	Amendments applied and three readings provided May 8, 2023
R23-147		THAT Section 42 'Public Input Period' for Committee of the Whole meetings be amended to include subsection (7) 'Priority will be given to speakers whom are residents and/or taxpayers of the City'.	Corporate Services		May 9, 2023	Amendments applied and three readings provided May 8, 2023
R23-148		THAT Section 22 'Question Period' be amended to include subsection (3) 'Questions will be limited to three (3) per speaker at Regular Council meetings'.	Corporate Services		May 9, 2023	Amendments applied and three readings provided May 8, 2023
R23-149		THAT Council direct staff to identify opportunities for public electronic participation at Committee of the Whole meetings.	Corporate Services		May 9, 2023	Amendments applied and three readings provided May 8, 2023
R23-150		THAT Section 35 'Form of Bylaws' and Section 46 'Reports' be amended to include electronic copies in addition to printed copies.	Corporate Services		May 9, 2023	Amendments applied and three readings provided May 8, 2023
R23-151		THAT "Council Procedures Amendment Bylaw No. 5082, 2023" be now introduced and read a first time, as amended.	Corporate Services	Corporate Services to apply reading date	May 9, 2023	Reading date applied
R23-152		THAT "Council Procedures Amendment Bylaw No. 5082, 2023" be read a second time.	Corporate Services	Corporate Services to apply reading date	May 9, 2023	Reading date applied
R23-153		THAT "Council Procedures Amendment Bylaw No. 5082, 2023" be read a third time.	Corporate Services	Corporate Services to apply reading date	May 9, 2023	Reading date applied
R23-154		THAT "City of Port Alberni Development Procedures Bylaw No. 5076, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5076.	Development Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	May 9, 2023	Bylaw adopted May 8, 2023 and distributed
R23-155		THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive – Saywell Developments), Bylaw No. 5066" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5066.	Development Services/ Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	May 9, 2023	Bylaw adopted May 8, 2023 and distributed
R23-156		THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive – Saywell Developments), Bylaw No. 5067" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5067.	Development Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	May 9, 2023	Bylaw adopted May 8, 2023 and distributed
R23-157		THAT Council authorize the Alberni Valley Pride Society request that City Hall fly the Pride flag during Pride Week, May 29 – June 4, 2023.	Corporate Services	Corporate Services to prepare letter and coordinate flag duties with maintenance staff	May 9, 2023	Letter emailed and flag flown accordingly

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-158		THAT Council authorize the Valley Street Rods Car Club use of the parking area at the Harbour Quay for the purpose of a car show event on Sunday, August 13, 2023 from 12:00 pm to 5:00 pm subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Plan; and •provision of standard liability insurance in the amount of \$5M [minimum].	Corporate Services/PRH/Eng & PW	Corporate Services to prepare letter. Copies to associated departments/emergency services	May 9, 2023	Letter sent May 12, 2023
R23-159		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	Corporate Services to file	No Action	Completed
R23-160		THAT Council approve the City of Port Alberni Council Code of Conduct Policy 3002-1.	Corporate Services	Mayor and Corporate Officer to sign. Corp. Services to include in Policy Manual and post to website.	May 9, 2023	Completed
R23-161		THAT Council rescind the existing Liquor Licence Application Policy approved June 25, 2013.	Development Services/Corp Services	Corporate Services to record and remove policy from manual and website	May 9, 2023	Completed
R23-162		THAT Council approve the City of Port Alberni Liquor Licence Application Policy 3006-1.	Development Services/Corp Services	Mayor and Corporate Officer to sign. Corp. Services to include in Policy Manual and post to website.	May 9, 2023	Completed
R23-163		THAT the Mayor and Corporate Officer be authorized to execute the BC Transit 2023 – 2024 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2023 to March 31, 2024.	Finance/Corp Services		May 9, 2023	Agreement executed
	Special Meeting of Council May 15					
S23-164		THAT the Auditor's Report and the 2022 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.	Finance	Corporate Services to file	May 16, 2023	Completed
S23-165		THAT Council appoint Donna Monteith as Corporate Officer and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Monteith in accordance with s.148 of the Community Charter effective May 15, 2023.	Corporate Services	No Action	May 16, 2023	Completed
	RCM May 23					
R23-166		THAT Council receive the staff report dated May 11, 2023 as a formal project update for the improvements at the intersection of 10th Avenue and Dunbar Street.	Engineering/PW	Corporate Services to file	No Action	Completed
R23-167		THAT the certification of the Director of Finance dated May 23, 2023, be received and the cheques numbered 152741 to 152810 inclusive, in payment of accounts totalling \$749,607.62, be approved.	Corporate Services	No Action	No Action	Completed
R23-168		THAT "Building Bylaw No. 5077, 2023" be now introduced and read a first time.	Development Services/Corp Services	Corporate Services to apply reading date	RCM June 12, 2023	Reading date applied
R23-169		THAT "Building Bylaw No. 5077, 2023" be read a second time.	Development Services/Corp Services	Corporate Services to apply reading date	RCM June 12, 2023	Reading date applied
R23-170		THAT "Building Bylaw No. 5077, 2023" be read a third time.	Development Services/Corp Services	Corporate Services to apply reading date	RCM June 12, 2023	Reading date applied
R23-171		THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be read a third time.	Development Services/Corp Services	Corporate Services to apply reading date	May 24, 2023	Reading date applied
R23-172		THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be read a third time.	Development Services/Corp Services	Corporate Services to apply reading date	May 24, 2023	Reading date applied
R23-173		THAT "Official Community Plan Amendment No. 40 (2601 Burde Street – Irg), Bylaw No. 5070" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5070.	Development Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	May 24, 2023	Bylaw adopted May 23, 2023 and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-174		THAT "Zoning Map Amendment No. 58 (2601 Burde Street – Irg), Bylaw No. 5071" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5071.	Development Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	May 24, 2023	Bylaw adopted May 23, 2023 and distributed
R23-175		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	No Action	No Action	Completed
R23-176		THAT Council defer the notice of motion to allocate the 2022 surplus between the R.C.M.P and Parks, Recreation and Heritage Reserves for consideration at the June 26, 2023 Regular meeting.	Finance/Corp Services		RCM June 26, 2023	See June 26, 2023 RCM for final resolution
R23-177		THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" Capital Plan, to increase the funding allocation for "Replace 2018 Freightliner Garbage Truck #401" to \$523,940 coming from the Equipment Replacement Reserve Fund.	Finance/Corp Services	Finance to amend bylaw	RCM November 27, 2023	Amending Bylaw adopted Dec 11, 2023
R23-178		THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" by adding the funding allocation for "2023 Water Meter Renewal" to \$300,000 coming from the Water Fund Reserve.	Finance/Corp Services	Finance to amend bylaw	May 24, 2023	Amending Bylaw adopted Dec 11, 2023
R23-179		THAT Council for the City of Port Alberni support the Manufacturer Licence New Outdoor Patio application for Alberni Brewing Company operating at 4630 Adelaide Street and endorse the comments and reasons for support as provided in the report from City staff dated May 12, 2023.	Development Services/Corp Services	Corporate Services to prepare a certified resolution to Development Services for LCRB	May 24, 2023	Completed
R23-180		THAT Council authorize staff to prepare and submit an application for funding to the June 16, 2023 intake of the Complete Communities Program for \$150,000 to prepare and assess a core area of the City for infrastructure improvements, develop an implementation plan for those improvements and hire an individual for up to a one-year term to do that work.	Economic Development/Corp Services/Finance	Corporate Services to prepare a certified resolution for Ec. Dev to include in grant application	June 16, 2023	Completed
R23-181		THAT Council rescind "Credit Card Policy" dated October 14, 2014 and approve Policy 3009-3 "Purchase Card Policy".	Finance/Corp Services	Corporate Services to update Policy Manual/website	May 24, 2023	Completed
R23-182		THAT Council rescind "P6 – Travel Expense Policy – For Employees & Other Authorized Persons" dated March 9, 2015 and approve Policy 3009-2 "Travel Policy".	Finance/Corp Services	Mayor and Corporate Officer to sign. Corp. Services to include in Policy Manual and post to website	May 24, 2023	Completed
	RCM June 12					
R23-183		THAT the certification of the Director of Finance dated June 12, 2023, be received and the cheques numbered 152811 to 152930 inclusive, in payment of accounts totalling \$ 1,051,155.74, be approved.	Corporate Services	No Action	No Action	Completed
R23-184		THAT Council direct staff to prepare a report outlining the requirements for allocating Development cost charge reserve funds.	Finance	Finance to prepare report	RCM June 26, 2023	In progress for 2024
R23-185		THAT Council receive the report dated June 6, 2023 and titled "2022 Development Cost Charges".	Finance	No Action	No Action	Completed
R23-186		THAT Council receive the report dated June 5, 2023 titled "2022 Reserve and Surplus Balances".	Finance	No Action	No Action	Completed
R23-187		THAT "Council Procedures Amendment Bylaw No. 5082, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5082.	Corporate Services	Corporate Services to apply signatures to Bylaw/Distribute	June 13, 2023	Bylaw adopted June 12, 2023 and distributed
R23-188		THAT "Zoning Map Amendment No. 50 (5249 Pineo Road – Hammer), Bylaw No. 5049" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5049.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	June 13, 2023	Bylaw adopted June 12, 2023 and distributed
R23-189		THAT "Building Bylaw No. 5077, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5077.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	June 13, 2023	Bylaw adopted June 12, 2023 and distributed
R23-190		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corporate Services	No Action	No Action	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-191		THAT Council direct staff to include a Seniors representative to the Official Community Plan Community Action Representative Team.	Development Services	Development Services OCP Project Team to conduct appointment of a Seniors Representative	June/July 2023	In Progress
R23-192		THAT Council refer the draft Bylaw Enforcement Policy presented to the May 15th Committee of the Whole to the June 19th Committee meeting to be further informed by priorities of the 2023 – 2027 Corporate Strategic Plan and further, that staff provide information relating to the composition and growth of the Bylaw Services department over recent years.	Corporate Services	Corporate Services to revise policy for further consideration	CoW June 19, 2023	Received at June 19, 2023 CoW. Recommended it be brought forward to June 26, 2023 RCM for approval
R23-193		THAT Council authorize the issuance of Development Variance Permit No. 118 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 4289 Ravenhill Avenue: i. Vary section 5.11.2 Site Development Regulations to permit a reduction of the required minimum front yard setback at 4289 Ravenhill Avenue from 7.5 metres to 3.26 metres for an accessory structure, a variance of 4.24 metres.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	June 13, 2023	DVP Signed. Letter to Land Titles June 13, 2023
R23-194		THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023", by allocating \$800,000 towards reconstruction of Burde Street between Anderson Avenue and 16th Avenue with funding from the Canada Community Building Reserve Fund.	Finance/Eng/PW/Corp Services	Finance to amend bylaw	November 2023	Amending Bylaw adopted Dec 11, 2023
	RCM June 26					
R23-195		THAT the certification of the Director of Finance dated June 26, 2023, be received and the cheques numbered 152931 to 153006 inclusive, in payment of accounts totalling \$ 710,522.57, be approved.	Corporate Services	No Action	No Action	Completed
R23-196		THAT "Reserve Fund Establishment Bylaw No. 5086, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-197		THAT "Reserve Fund Establishment Bylaw No. 5086, 2023" be read a second time.	Finance/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-198		THAT "Reserve Fund Establishment Bylaw No. 5086, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-199		THAT "Growing Communities Reserve Fund Bylaw No. 5087, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-200		THAT "Growing Communities Reserve Fund Bylaw No. 5087, 2023" be read a second time.	Finance/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-201		THAT "Growing Communities Reserve Fund Bylaw No. 5087, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-202		THAT "Zoning Bylaw No. 5074, 2023" be now introduced and read a first time.	Dev Services/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-203		THAT "Official Community Plan Amendment (2846 4th Avenue) Bylaw No. 5078, 2023" be read a third time.	Dev Services/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-204		THAT "Zoning Amendment (2846 4th Avenue) Bylaw No. 5079, 2023" be read a third time.	Dev Services/Corp Services	Corporate Services to apply reading date	June 27, 2023	Reading date applied
R23-205		THAT "Official Community Plan Amendment (2846 4th Avenue) Bylaw No. 5078, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and number 5078.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	June 27, 2023	Bylaw adopted June 26, 2023 and distributed
R23-206		THAT "Zoning Amendment (2846 4th Avenue) Bylaw No. 5079, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5079.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	June 27, 2023	Bylaw adopted June 26, 2023 and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-207		THAT Council support the #7 Steam Locomotive Festival taking place on August 6, 2023 at Alberni Pacific Railway Roundhouse from 10:00 am – 5:00 pm subject to: •receipt of confirmation that a Special Event Permit from the LCRB has been issued; •submittal of a site plan to be approved by the City of Port Alberni; •Traffic Implementation Plan [parking]; •consultation with all affected businesses/residents; •provision of standard liability insurance in the amount of \$5M [minimum]; and •Technical Safety BC approval.	Corporate Services/PRH	Corporate Services to prepare letter. Copies to associated departments/emergency services	June 27, 2023	Revised Letter sent June 29, 2023
R23-208		THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2022 as presented.	Corporate Services	Corp. Services to distribute electronically, update website, post on social media platforms, order hard copies, send to Province	June 30, 2023	Endorsed June 26, 2023
R23-209		THAT Council approve the statements and schedules included in the Statement of Financial Information for 2022, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 14, 2023.	Finance/Corp Services	Finance staff to provide copies of SOFI to ministry, et all. Corporate Services to post on website	June 30, 2023	Submitted to Ministry
R23-210		THAT the Mayor and Corporate Officer be authorized to execute the amended BC Transit 2023 – 2024 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit to reflect the changes required for Umo, the electronic fare collection system.	Finance/Corp Services	Prepare agreement for signatures and distribute	June 30, 2023	Agreement executed
R23-211		THAT Council amend the “City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023” by allocating \$55,000 from the Canada Community-Building Fund to repair, resurface and renew sections of the Kitsuksis Dyke Walkway.	Finance/Corp Services	Finance to amend bylaw	November 30, 2023	Amending Bylaw adopted Dec 11, 2023
R23-212		THAT Council authorize staff to engage Urban Systems to conduct Phase 1 of the proposed boundary extension process for 3386, 3376, 3344, 3330 and 3310 Johnston Road; 4930 John Street and 4935 Broughton Street as reflected in the proposal dated May 19, 2023, subject to the applicants funding 100% of the costs of the report on a pro rata basis, as determined between the applicants.	Development Services/Finance	Development Services to confer with applicants regarding next steps	July 31, 2023	Applicants notified
R23-213		THAT Council approve Policy 3008-1 “Bylaw Enforcement”.	Corporate Services	Corporate Officer to sign. Corp. Services to include in Policy Manual and post to website	June 27, 2023	Policy signed, added to manual and posted to website
R23-214		THAT Council direct staff to obtain preliminary costs for the recommended capital projects for City-owned sports fields for Council consideration at a future Regular meeting.	PRH/Finance	PRH to obtain costs and prepare report to Council	Fall 2024	Rescind Referred to 2024 - 2028 budget process
R23-215		THAT Council direct staff to utilize a portion of the awarded Growing Communities Fund to complete a Parks, Recreation and Heritage master plan.	PRH/Finance		Fall 2024	In Progress
R23-216		THAT Council direct staff to allocate Growing Communities funds in the amount of \$5,269,000 as follows: •20% of the funding to address information gaps in populating long-term financial planning for community growth and the City’s major assets. •80% of funding to set specific capital priorities based on the results of the long-term financial planning.	Multiple Departments		Fall 2024	In Progress
R23-217		THAT Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.	Finance/Corp Services		October 31, 2023	Bylaw adopted Sept 25, 2023

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-218		THAT Council support the letter provided by Tseshaht First Nation addressed to the Prime Minister and Premier Eby requesting the establishment of an alternative access road in response to the Cameron Lake Bluffs Fire and associated closure of Highway 4.	Corporate Services	Corporate Services to communicate Council support to Tseshaht FN	June 27, 2023	Email sent to Tseshaht FN July 7, 2023 advising of Council support
R23-219		THAT Council direct staff to work with the Regional District to determine who is best suited to lead a joint Task Force as it relates to the recruitment and retention of medical staff in the Alberni Valley.	Corporate Services	CAO/Ec. Dev Manager to work with Regional District		Ongoing
R23-220		THAT Council allocate the 2022 surplus equally between the R.C.M.P; Parks, Recreation and Heritage; and Aquatic Centre Replacement Reserve Funds.	Finance	Finance to allocate funding	June 27, 2023	Completed
R23-221		THAT Council direct staff to prepare a report exploring the community implications of decriminalization, and options to keep City public spaces safe for use of all community members.	Corporate Services [Bylaw]		August/September 2023	Rescind - New Provincial legislation addressed this issue
	RCM July 10					
R23-222		THAT the certification of the Director of Finance dated July 10, 2023, be received and the cheques numbered 153007 to 153070 inclusive, in payment of accounts totalling \$2,858,360.23, be approved.	Corporate Services	No Action	No Action	No Action
R23-223		THAT "Zoning Bylaw Map Amendment No. 34 (5189 Compton Road - Potter), Bylaw No. 4989" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4989.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	July 11, 2023	Bylaw adopted July 10, 2023 and distributed
R23-224		THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5065.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	July 11, 2023	Bylaw adopted July 10, 2023 and distributed
R23-225		THAT "Zoning Bylaw No. 5074, 2023" be read a second time, as amended.	Dev Services/Corp Services	Corporate Services to apply reading date	PH July 31, 2023	Reading date applied
R23-226		THAT "Zoning Bylaw No. 5074, 2023" be advanced to a Public Hearing on Monday, July 31, 2023 at 6:00 pm in City Hall, Council Chambers.	Dev Services/Corp Services	Corporate Services to schedule Public Hearing for July 31st	PH July 31, 2023	PH Held July 31, 2023
R23-227		THAT "Waterworks Bylaw No. 5088, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	July 11, 2023	Reading date applied
R23-228		THAT "Waterworks Bylaw No. 5088, 2023" be read a second time.	Finance/Corp Services	Corporate Services to apply reading date	July 11, 2023	Reading date applied
R23-229		THAT "Waterworks Bylaw No. 5088, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	July 11, 2023	Reading date applied
R23-230		THAT "Sewer Connection and Regulation Bylaw No. 5089, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	July 11, 2023	Reading date applied
R23-231		THAT "Sewer Connection and Regulation Bylaw No. 5089, 2023" be read a second time.	Finance/Corp Services	Corporate Services to apply reading date	July 11, 2023	Reading date applied
R23-232		THAT "Sewer Connection and Regulation Bylaw No. 5089, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	July 11, 2023	Reading date applied
R23-233		THAT "Reserve Fund Establishment Bylaw No. 5086, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5086.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	July 11, 2023	Bylaw adopted July 10, 2023 and distributed
R23-234		THAT "Growing Communities Reserve Fund Bylaw No. 5087, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5087.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	July 11, 2023	Bylaw adopted July 10, 2023 and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-235		THAT Council authorize WVIHS to block off City streets on Friday, September 1, 2023 from 5:00 pm to 5:00 pm on Sunday, September 3, 2023 on Dunbar Street, from the corner of 7th Avenue to 9th Avenue and from the corner of 9th Avenue and Dunbar Street for the purpose of a truck show subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •implementation of a Traffic Plan/Site Plan; and •provision of standard liability insurance in the amount of \$5M [minimum].	Corp Services/PRH	Corporate Services to prepare letter. Copies to associated departments/emergency services	July 11, 2023	Letter sent July 23, 2023
R23-236		THAT Council authorize the Mayor and Corporate Officer to execute the Licence Agreement between the City of Port Alberni and the Alberni Clayoquot Regional District for use of Cougar Smith Bike Park [9028 Faber Road] for the purpose of recreational mountain bike camps and courses as attached to the report dated July 4, 2023.	Corp Services/PRH	Corporate Services to execute contract and distribute	July 11, 2023	Agreement executed July 14, 2023
R23-237		THAT Council direct staff to prepare a letter to the province requesting additional ambulance coverage and higher levels of training for Port Alberni Station No. 124.	Corporate Services	Corporate Services to prepare letter	July 11, 2023	Letter sent Aug 10, 2023
R23-238		THAT Council direct staff to write a letter on behalf of Council urging the Government of Canada and the Province of BC to take immediate action on securing a permanent [hard surface] second access road into the City of Port Alberni.	Corporate Services	Corporate Services to prepare letter	July 11, 2023	Meeting held with Regional and FN Mayors, Chairs and Chief Councillors. Joint letter prepared and distributed to provincial and federal government August 2, 2023
R23-239		THAT Council direct staff to establish a policy related to tree removal within the City.	Corp Services/PRH	PRH to prepare policy	Fall 2023	Rescind Will be completed through Parks Maser Plan process
R23-240		THAT Council direct staff to prepare a letter endorsing Councillor C. Solda's nomination for Director at Large with the Union of BC Municipalities [UBCM] Executive.	Corporate Services	Corporate Services to prepare letter	July 11, 2023	Package submitted to UBCM July 25, 2023
R23-241		THAT Council direct staff to prepare a report outlining the formulation of water and sewer user consumption rates.	Finance	Finance to prepare report	CoW October 16, 2023	In progress for Jan 2024
	RCM Aug 14					
R23-242		THAT the certification of the Director of Finance dated August 14, 2023, be received and the cheques numbered 153071 to 153316 inclusive, in payment of accounts totalling \$ 4,586,913.44, be approved.	Corp Services	No Action	No Action	No Action
R23-243		THAT Council receive the 2nd Quarter Report from the RCMP Department.	Corp Services	No Action	No Action	No Action
R23-244		THAT "Zoning Bylaw No. 5074, 2023" be read a third time.	Dev Services/Corp Services	Corporate Services to apply reading date	August 15, 2023	Reading date applied
R23-245		THAT "Waterworks Bylaw No. 5088, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5088.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	August 15, 2023	Bylaw adopted Aug 14, 2023 and distributed
R23-246		THAT "Sewer Connection and Regulation Bylaw No. 5089, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5089.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	August 15, 2023	Bylaw adopted Aug 14, 2023 and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-247		THAT Council authorize the Alberni District Fall Fair Association access to City streets on Saturday, September 9, 2023 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 12th Avenue down Burde Street and along 10th Avenue to Alderwood Street, subject to: •the notification of emergency services and BC Transit; •consultation with all affected businesses/residents; •City approved Traffic Safety Plan including qualified Traffic Control personnel as required; and •provision of standard liability insurance in the amount of \$5M.	Corp Services/Eng/PW	Corporate Services to prepare letter	August 15, 2023	Letter sent Aug 18, 2023
R23-248		THAT Council proclaim the month of September 2023 as 'Childhood Cancer Awareness Month' in Port Alberni.	Corp Services	Corporate Services to prepare letter	August 15, 2023	Letter sent Aug 30, 2023
R23-249		THAT Council proclaim October 2, 2023 as 'Wrongful Conviction Day' in Port Alberni.	Corp Services	Corporate Services to prepare letter	August 15, 2023	Letter sent Aug 30, 2023
R23-250		THAT Council direct staff to extend an invitation to North Island College as a delegation to a future Committee of the Whole meeting to present on current and future programming.	Corp Services	Corporate Services to send delegation application form	August 15, 2023	Delegation form completed for Jan 2024 CoW meeting
R23-251		THAT Council receive the artwork gifted to the City from Hupacasath First Nation during the ʕaʔuk ʔaama kanis/Loon Lake Campground Totem Pole Raising, and direct staff to display the artwork entitled 'Spirit Loon' at City Hall with an accompanying plaque.	Corp Services	Corporate Services to confirm appropriate wording for plaque, order plaque and arrange hanging of artwork with City carpenters	September 1, 2023	Completed
R23-252		THAT the Council reports outlining recent meetings and events related to the City's business, be received.	Corp Services	No Action	No Action	No Action
R23-253		THAT City Council endorse Option 2 as outlined in the Koers & Associates technical memo dated July 7, 2023 for Argyle Street Upgrades, 1st to 3rd Avenue 'Road Design Concept Review' in order to proceed with detailed design and guidance for adjacent development projects.	Engineering/Dev Services	Engineering/Development Services to continue working with Koers & Associates on detailed designs	2023/2024	In progress
R23-254		THAT Council endorse the proposed review process noted in the August 3, 2023 staff report, for the Official Community Plan amendment application (OCP21-10) submitted by Pacific Mayfair Estates.	Dev Services	Development Services to work with applicants	Future CoW Meeting	Ongoing
R23-255		THAT Council for the City of Port Alberni support the Manufacturer Licence Lounge Endorsement application for Antidote Distilling Company operating at 103-4721 Johnston Road and endorse the comments and reasons for support as provided in the report from City staff dated August 4, 2023.	Corp Services/Dev Services	Corporate Services to prepare certified resolution. Dev. Services to continue facilitating application	August 15, 2023	Certified resolution sent to Dev. Services
R23-256		THAT Council authorize Councillors Haggard, Patola and Solda to participate in the annual Vancouver Island Economic Summit [VIES] - The 'State of the Island' taking place October 25 and 26, 2023 in Nanaimo, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy No. 3009-2.	Corp Services	Corporate Services to register Councillors	August 15, 2023	Completed
R23-257		THAT Council direct staff to proceed with exterior modifications to the Train Station, as per staff report dated August 3, 2023 AND FURTHER, THAT Council direct staff to work with the Alberni Valley Heritage Commission in determining design elements that would conceal the required venting while remaining in alignment with the existing exterior.	PRH	PRH to continue work with Architect and consult with AVHMC	August 15, 2023	AVMHC provided approval to proceed without concealment
R23-258		THAT Council direct staff to prepare a report regarding home occupation regulations for consideration at a future Committee of the Whole meeting.	Corp Services/Dev Services	Development Services to prepare report	CoW October 16, 2023	Rescind Work to be completed within Zoning Bylaw updates due June 2024
		THAT Council direct staff to prepare a report providing recommendations for a Council meeting leave policy, particularly as it relates to paternity and bereavement leave, for consideration at a future Committee of the Whole meeting.	Corp Services	Corporate Services to prepare report	CoW October 16, 2023	Policy approved Sept 25, 2023

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-260		THAT Council direct staff to prepare a report regarding the establishment of a process to address Council meeting cancellations for consideration at a future Committee of the Whole meeting.	Corp Services	Corporate Services to prepare report	CoW October 16, 2023	Council Procedures Bylaw outlines meeting cancellation process
R23-261		THAT Council defer the following motion to the September 11th Regular Council meeting. THAT Council direct staff to salvage and reclaim materials from the Somass Lands and other City projects which could prove suitable for pier improvements at Canal Beach, as well as other relevant City projects; AND FURTHER, THAT Council direct staff to collaborate with Tseshaht First Nation, recognizing the importance of this historic area, to develop a comprehensive plan meeting both governments' needs.	Corp Services	Corporate Services to include on Sept 11th RCM agenda	RCM September 11, 2023	See R23-271
R23-262		THAT Council direct staff to prepare a letter to Ms. Jolyn Watts formally congratulating her on earning a gold and bronze medal while competing in the Special Olympics held June 2023 in Berlin, Germany.	Corp Services	Corporate Services to prepare letter	August 15, 2023	Letter sent Aug 30, 2023
	RCM Sept 11					
R23-263		THAT the certification of the Director of Finance dated September 11, 2023, be received and the cheques numbered 153318 to 153459 inclusive, in payment of accounts totalling \$2,878,982.86, be approved.	Corp Services	No Action	No Action	No Action
R23-264		THAT third reading of "Zoning Bylaw No. 5074, 2023" be rescinded.	Dev Services/Corp Services	Corporate Services to update bylaw	September 12, 2023	Rescinded Sept 11, 2023
R23-265		THAT "Zoning Bylaw No. 5074, 2023" be read a third time, as amended.	Dev Services/Corp Services	Corporate Services to apply reading date	September 12, 2023	Reading date applied
R23-266		THAT Council appoint Councillor Solda as the representative and Councillor Mealey as alternate to the Alberni-Clayoquot Regional District Transportation Advisory Committee.	Corp Services	Prepare Resolution for signature	September 12, 2023	Completed - Resolution signed Sept 14, 2023 and faxed to ACRD Sept 15, 2023
R23-267		THAT Council support, in principal, future collaboration with the Alberni-Clayoquot Regional District [ACRD] for the purpose of a regional study on food security, Indigenous food systems, agricultural resilience and emergency management pending a successful application by the ACRD to the Ministry of Agriculture and Food, Food Security Emergency Planning and Preparedness Fund.	Corp Services	Prepare Resolution for signature	September 12, 2023	Completed - Resolution signed Sept 14, 2023 and faxed to ACRD Sept 15, 2023
R23-268		THAT Council proclaim the week of September 11 – 17, 2023 as 'Port Alberni Toy Run Week' in Port Alberni.	Corp Services	Corporate Services to prepare letter	September 12, 2023	Letter sent Oct 10, 2023
R23-269		THAT Council proclaim the week of October 8 – 14, 2023 as 'Fire Prevention Week' in Port Alberni.	Corp Services	Corporate Services to prepare letter	September 12, 2023	Letter sent Oct 10, 2023
R23-270		THAT Council proclaim the month of October 2023 as 'Community Inclusion Month' in Port Alberni.	Corp Services	Corporate Services to prepare letter	September 12, 2023	Letter sent Oct 10, 2023
R23-271		THAT Council direct staff to salvage and reclaim materials from the Somass Lands and other City projects which could prove suitable for pier improvements at Canal Beach, as well as other relevant City projects.	Project Manager/Finance		2023/2024	Ongoing
R23-272		THAT Council defer collaboration with Tseshaht First Nation related to potential pier improvements at Canal Beach to the 2024 Financial Planning process.	Finance/Corp Services		FP 2024	Flagged for 2024 FP Process
R23-273		THAT Council direct staff to submit an emergency resolution submission for consideration by delegates at the 2023 UBCM Convention regarding economic relief for commercial and industrial business sectors impacted by wildfires within British Columbia.	Corp Services	Corporate Services to prepare and submit to UBCM	September 12, 2023	Emergency Resolution submitted and accepted by UBCM

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-274		THAT Council direct staff to prepare a report for a future Committee of the Whole meeting regarding City led graffiti removal programs.	Corp Services/Bylaw Services	Corporatate Services to prepare a report	CoW September 14, 2023	Report brought to Sept 14, 2023 CoW meeting
	RCM Sept 25					
R23-275		THAT the certification of the Director of Finance dated September 25, 2023, be received and the cheques numbered 153460 to 153596 inclusive, in payment of accounts totalling \$2,562,032.48, be approved.	Corp Services	No Action	No Action	No Action
R23-276		THAT "Permissive Tax Exemption Bylaw No. 5090, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	September 26, 2023	Reading date applied
R23-277		THAT "Permissive Tax Exemption Bylaw No. 5090, 2023" be read a second time.	Finance/Corp Services	Corporate Services to apply reading date	September 26, 2023	Reading date applied
R23-278		THAT "Permissive Tax Exemption Bylaw No. 5090, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	September 26, 2023	Reading date applied and Public Notice provided
R23-279		THAT "Places of Public Worship Exemption Bylaw No. 5091, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	September 26, 2023	Reading date applied
R23-280		THAT "Places of Public Worship Exemption Bylaw No. 5091, 2023" be read a second time.	Finance/Corp Services	Corporate Services to apply reading date	September 26, 2023	Reading date applied
R23-281		THAT "Places of Public Worship Exemption Bylaw No. 5091, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	September 26, 2023	Reading date applied and Public Notice provided
R23-282		THAT Council authorize the Community Arts Council and Arrowsmith Rotary Club to host an Art Auction Fundraiser 'Cork & Canvas' on November 9th from 6:30 pm to 9:30 pm at the Grove Art Gallery, #7-5440 Argyle Street, Harbour Quay subject to: •receipt of confirmation that a Special Event Permit from the LCRB has been issued; •consultation with all affected businesses/residents; and •provision of standard liability insurance in the amount of \$5M [minimum].	Corp Services	Corporate Services to prepare letter	September 26, 2023	Letter sent Sept 28, 2023
R23-283		THAT Council proclaim the week of October 1 – 7, 2023 as 'KidSport BC Powered by Sport BC Week' in Port Alberni.	Corp Services	Corporate Services to prepare letter	September 26, 2023	Letter sent Sept 28, 2023
R23-284		THAT Council approve Policy 3002-4 'Council Leave'.	Corp Services	Corporate Officer to sign. Corp. Services to include in Policy Manual and post to website.	September 26, 2023	Policy signed, added to manual and posted to website
R23-285		THAT Council support the Liquor Primary Structural Change [Capacity Increase] application for the Capitol Theatre operating at 4904 Argyle Street and endorse the comments provided in the staff report dated September 14, 2023.	Planning/Corp Services	Prepare Resolution for signature and distribute to Development Services	September 26, 2023	Certified resolution provided to Development Services to accompany the application
	RCM Oct 10					

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-286		THAT the certification of the Director of Finance dated October 10, 2023, be received and the cheques numbered 153597 to 153683 inclusive, in payment of accounts totalling \$1,099,203.19, be approved.	Corp Services	No Action	No Action	No Action
R23-287		THAT "Zoning Bylaw No. 5074, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5074.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	October 11, 2023	Bylaw adopted Oct 10, 2023 and distributed
R23-288		THAT Council direct staff to invite comment from the Alberni Valley Museum and Heritage Commission and prepare a report outlining alternate locations to display the Two Spot Locomotive within the proximity of the train station.	PRH/Dev Services	PRH to prepare report	CoW Jan 2024	In progress for Jan 15, 2024 CoW
R23-289		THAT Council proclaim the month of October as 'Foster Family Month' in Port Alberni.	Corp Services	Corporate Services to prepare letter	October 11, 2023	Letter sent Oct 28, 2023
R23-290		THAT Council direct staff to forward the Youth Parliament of British Columbia Alumni Society application form to Alberni District Secondary School, Eighth Avenue Learning Centre and North Island College.	Corp Services	Corporate Services to forward application form	October 11, 2023	Form forwarded as requested
R23-291		THAT Council amend the motion to direct staff to prepare a report outlining options to include a representative from Hupacasath and Tseshaht First Nation to attend public Council meetings for the purpose of providing input to Council to add 'engage with Hupacasath and Tseshaht First Nation regarding their willingness to provide representatives'.	Corp Services	No action	CoW Jan 2024	Amendment carried. No Action required
R23-292		THAT Council direct staff to engage with Hupacasath and Tseshaht First Nation regarding their willingness to provide representatives to attend Council meetings for the purpose of providing input to Council and, based on those discussions, prepare a report outlining options.	Corp Services	CAO to confer with Nations	CoW Jan 2024	Union of BC Municipalities 2023-24 Community to Community Grant Program application approved Dec 11, 2023 for funding to explore options
R23-293		THAT Council authorize Councillors Patola and Dame [Councillor Solda as alternate] to participate in BC's Central Housing Conference taking place November 20-22, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy No. 3009-2.	Corp Services	Corporate Services to complete registration	October 11, 2023	Councillor Patola and Solda attended
R23-294		THAT Council rescind current Council-approved occupational health and safety policies as follows to permit future policy approval by the Chief Administrative Officer: •Occupational Health and Safety Policy •Critical Incident Stress Management Program •Joint Occupational Health and Safety Committees •Personal Protective Equipment •Prevention of Workplace Violence •Worker's Compensation Act & Regulations •Working Alone	HR/Corp Services	HR to draft new Admin policies. Corporate Services to update manual once new policies are complete	October 11, 2023	Completed
R23-295		THAT Council approve 'Council Occupational Health and Safety Policy' No. 5005-1.	HR/Corp Services	Corporate Services to apply signatures, update manual and distribute	October 11, 2023	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-296		<p>THAT Council rescind current Council-approved administrative human resources policies as follows, to permit future policy approval by the Chief Administrative Officer:</p> <ul style="list-style-type: none"> •Employment Fitness Evaluation •Employment of Relatives •Interview Expenses •Moving Expenses •Probationary / Trial / Acting Periods •Reference Requests •Impairment in the Workplace •Attendance •Attendance Management •Communication Systems •Electronic Device Use •Progressive Discipline •Smoke Free Workplace •Standards of Conduct / Conflict of Interest •Workplace Harassment •Apprenticeship Training •EFAP •Employee Computer Purchase Plan •Compensation for Emergency Response Outside of Regular Hours – Exempt Employees •General (Personal) Leaves of Absence without pay •Job Improvement Courses •Leave of Absence with Pay •Leave to Vote in Elections 	HR/Corp Services	HR to draft new Admin policies. Corporate Services to update manual once new policies are complete	October 11, 2023	Completed
R23-296 Cont'd		<ul style="list-style-type: none"> •Memorial Plaques •Municipal Pension •Personal Vehicle Use for City Business Purposes •Sick Leave (Detoxification Program) •Workplace Accommodation •Acting Pay for Exempt Employees •Acting Pay for Schedule “B” Employees •Benefits for Sick/Disabled Employees •Conversion of Vacation to Sick Leave (Union Members) •Standby Compensation – Exempt Staff •Union Member Temporarily Filling a Management Position •Social Networking Policy 	HR/Corp Services		October 11, 2023	Completed
	RCM Oct 23					
R23-297		THAT the certification of the Director of Finance dated October 23, 2023, be received and the cheques numbered 153708 to 153796 inclusive, in payment of accounts totalling \$ 851,314.87, be approved.	Corp Services	No Action	No Action	No Action
R23-298		THAT Council approve the alternative methods of the Permissive Tax Exemption public notice to be ‘reasonably equivalent’ as based on Section 94.1(3) of the Community Charter.	Finance/Corp Services	No Action	October 24, 2023	No Action
R23-299		THAT “Permissive Tax Exemption Bylaw No. 5090, 2023” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5090.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute/ Finance to send to Ministry	October 24, 2023	Sent Oct 25, 2023
R23-300		THAT “Places of Public Worship Exemption Bylaw No. 5091, 2023” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5091.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute/ Finance to send to Ministry	October 24, 2023	Sent Oct 25, 2023
R23-301		THAT “Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084” be now introduced and read a first time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied
R23-302		THAT “Zoning Amendment (2780 Burde Street) Bylaw No. 5085” be now introduced and read a first time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-303		THAT "Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084" be read a second time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied
R23-304		THAT "Zoning Amendment (2780 Burde Street) Bylaw No. 5085" be read a second time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied
R23-305		THAT the amending bylaws No.'s 5084 and 5085 be advanced to a Public Hearing on November 13, 2023 at 6:00 pm in City Hall, Council Chambers.	Planning/Corp Services	Corporate Services to schedule Public Hearing. Development Services to provide public notice	October 24, 2023	Public Hearing held Nov 13, 2023
R23-306		THAT "Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092" be now introduced and read a first time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied
R23-307		THAT "Zoning Map Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093" be now introduced and read a first time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied
R23-308		THAT "Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092" be read a second time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied
R23-309		THAT "Zoning Map Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093" be read a second time.	Planning/Corp Services	Corporate Services to apply reading date	October 24, 2023	Reading date applied
R23-310		THAT the amending bylaws No.'s 5092 and 5093 be advanced to a Public Hearing on Monday November 13, 2023 at 6:00 pm in City Hall, Council Chambers.	Planning/Corp Services	Corporate Services to schedule Public Hearing. Development Services to provide public notice	October 24, 2023	Public Hearing held Nov 13, 2023
R23-311		THAT Council direct staff to prepare a letter of support for Alberni Valley Makerspace to accompany an application to the Rural Economic Diversification and Infrastructure Program, Forest Impact Transition stream in advance of the October 30th deadline.	Corp Services	Corporate Services to prepare letter and distribute	October 24, 2023	Letter sent Oct 26, 2023
R23-312		THAT Council direct staff to prepare letters in follow-up to meetings held during the Union of BC Municipalities Convention held September 11-15, 2023 with the various ministries and agencies as follows: •Premier David Eby •Ministry of Education and Child Care •Ministry of Forests •Ministry of Health •Ministry of Housing •Ministry of Jobs, Economic Development and Innovation •Ministry of Mental Health and Addictions •Ministry of Post-Secondary Education and Future Skills •Ministry of Public Safety and Solicitor General •Ministry of Social Development and Poverty Reduction •Ministry of Transportation and Infrastructure •Ministry of Water, Land and Resource Stewardship •BC Emergency Health Services •Island Health	Corp Services	Corporate Services to prepare letters and distribute	October 24, 2023	Letters sent Nov 20, 2023
R23-313		THAT Council, in response to the public statement issued by Tseshaht First Nation on October 20th regarding the Action4Canada organization and scheduled events in the City of Port Alberni, direct staff to prepare a report outlining actions to keep City facilities free of hate and inclusive of all groups.	Corp Services	PRC to prepare report for the November CoW meeting	October 24, 2023	Report received at Nov 20, 2023 CoW and recommendation to draft policy sent to Council for Nov 27, 2023 RCM
R23-314		THAT Council direct staff that the Action4Canada organization [Tanya Gaw] event proposed for October, not be permitted to occur in City facilities.	Corp Services	Staff notified	October 24, 2023	No Action
RCM Nov 13						
R23-315		THAT the certification of the Director of Finance dated November 13, 2023, be received and the cheques numbered 153797 to 153917 inclusive, in payment of accounts totalling \$2,812,434.84, be approved.	Corp Services	No Action	No Action	No Action

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-316		THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" by allocating an additional \$35,000 from the Sewer Infrastructure Reserve Fund to the Sewer Crawler - 2023 Capital Plan.	Finance/Corp Services	Finance to amend bylaw	RCM November 27, 2023	Amending Bylaw adopted Dec 11, 2023
R23-317		THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" by allocating an additional \$550,000 from the Land Sale Reserve Fund in 2023 to complete remaining demolition at the Somass Mill site and secure the buildings required for the development partner as requested.	Finance/Corp Services	Finance to amend bylaw	RCM November 27, 2023	Amending Bylaw adopted Dec 11, 2023
R23-318		THAT the Land Sale Reserve Fund borrow internally from the Water Infrastructure Reserve Fund (as required) until property sales replenish the Land Sale Reserve Fund with any interest forgone during the time of borrowing to be repaid from the Land Sale Reserve Fund.	Finance/Corp Services	Finance to amend bylaw	RCM November 27, 2023	Amending Bylaw adopted Dec 11, 2023
R23-319		THAT Council amend the "City of Port Alberni 2023-2027 Financial Plan Bylaw No. 5075, 2023" by allocating \$140,000 to Echo Park Field Upgrades in the 2023 Capital Plan from funding allocated to Lon Miles and Recreation Park field upgrades.	Finance/Corp Services	Finance to amend bylaw	RCM November 27, 2023	Amending Bylaw adopted Dec 11, 2023
R23-320		THAT pursuant to the Library Act, Council appoints Councillor Patola as the City of Port Alberni's representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2024.	Corp Services	Corporate Services to prepare certified resolutions and complete forms with Councillors for submission	November 14, 2023	Forms submitted to VIRL
R23-321		THAT pursuant to the Library Act, Council appoints Councillor Haggard as the City of Port Alberni's alternate representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2024.	Corp Services	Corporate Services to prepare certified resolutions and complete forms with Councillors for submission	November 14, 2023	Forms submitted to VIRL
R23-322		THAT Council authorize the Alberni Clayoquot Métis request that City Hall fly the Métis flag on November 16th in recognition of Louis Riel Day through to November 20th.	Corp Services	Corporate Services to prepare letter, distribute and arrange flag raising details with maintenance	November 14, 2023	Completed
R23-323		THAT Council proclaim the month of November 2023 as 'Adoption Awareness Month' in Port Alberni.	Corp Services	Corporate Services to prepare letter and distribute	November 14, 2023	Letter sent Nov 22, 2023
R23-324		THAT Council for the City of Port Alberni provide a letter of support directed to Health Minister Dix for the Nanaimo Regional Hospital District priority capital projects including the new patient tower and cardiac catheterization lab to be located at the Nanaimo Regional General Hospital.	Corp Services	Corporate Services to prepare certified resolution and letter of support for distribution to Minister Dix and copied to Nanaimo requestors	November 14, 2023	Letter sent Nov 22, 2023
R23-325		THAT Council receive reports outlining recent meetings and events related to the City's business.	Corp Services	No Action	No Action	No Action
R23-326		THAT Council direct staff to write a letter in support of the proposed Polar Bear Swim at Canal Beach on January 1, 2024 challenging the Alberni-Clayoquot Regional District, Tseshaht, and Hupacasath First Nations to participate.	Corp Services	Corporate Services to prepare letter and distribute	November 14, 2023	Letter sent Nov 29, 2023
R23-327		THAT Council authorize Mayor Minions and Councillor Haggard to participate in the 79th annual Truck Loggers Association [TLA] Convention 'Solutions from our Forests', taking place January 17-19, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.	Corp Services	Corporate Services to register and arrange accommodation	November 14, 2023	Completed Nov 24, 2023
R23-328		THAT Council authorize Councillors Haggard, Patola and Solda to participate in the annual BC Economic Development Association [BCEDA] '2024 BC Economic Summit: Transforming Industries, Empowering Communities', taking place May 6- 9, 2024 in Penticton, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.	Corp Services	Corporate Services to register and arrange accommodation	November 14, 2023	Registration completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-329		THAT Council authorize the Chief Administrative Officer to participate in the annual BC Economic Development Association [BCEDA] '2024 BC Economic Summit: Transforming Industries, Empowering Communities', taking place May 6- 9, 2024 in Penticton, BC with authorization to include reimbursement of expenses incurred as per Travel Policy No. 3009-2.	Corp Services	Corporate Services to register and arrange accommodation	November 14, 2023	Registration completed
R23-330		THAT the Mayor and the Corporate Officer be authorized to execute the Vendor Sales Agreement between BC Transit and the City of Port Alberni to permit implementation of Umo Fare Technology for a five-year term.	Finance/Corp Services	Corporate Services to execute and distribute to Finance	November 14, 2023	Executed Nov 20, 2023
R23-331		THAT Council direct staff to re-evaluate current Aquatic Centre hours of operation with consideration given to weekend (Sunday) operations to accommodate youth and families.	PRC/Corp Services	PRC to evaluate	November 14, 2023	In Progress
R23-332		THAT Council invite Aquatic Centre senior staff to a future meeting for further discussion surrounding Aquatic Centre operations.	PRC	Corporate Services to invite PRC staff January CoW meeting	November 14, 2023	Completed
	RCM Nov 27					
R23-333		THAT the certification of the Director of Finance dated November 27, 2023, be received and the cheques numbered 153918 to 153985 inclusive, in payment of accounts totalling \$2,144,120.48, be approved.	Corp Services	No Action	No Action	No Action
R23-334		THAT the "City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading date	November 28, 2023	Reading date applied
R23-335		THAT "City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023" be read a second time	Finance/Corp Services	Corporate Services to apply reading date	November 28, 2023	Reading date applied
R23-336		THAT "City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023" be read a third time.	Finance/Corp Services	Corporate Services to apply reading date	November 28, 2023	Reading date applied
R23-337		THAT "Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084" be read a third time.	Planning/Corp Services	Corporate Services to apply reading date	November 28, 2023	Reading date applied
R23-338		THAT "Zoning Amendment (2780 Burde Street) Bylaw No. 5085" be read a third time.	Planning/Corp Services	Corporate Services to apply reading date	November 28, 2023	Reading date applied
R23-339		THAT prior to adoption of Bylaws No. 5084 and No. 5085, a covenant be registered on title requiring the property [2780 Burde Street] be connected to municipal sanitary sewer upon future extension of the service.	Planning Dept.		November 28, 2023	
R23-340		THAT "Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092" be read a third time.	Planning/Corp Services	Corporate Services to apply reading date	November 28, 2023	Reading date applied
R23-341		THAT "Zoning Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093" be read a third time.	Planning/Corp Services	Corporate Services to apply reading date	November 28, 2023	Reading date applied
R23-342		THAT "Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5092.	Planning/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	November 28, 2023	Bylaw adopted Nov 27, 2023 and distributed
R23-343		THAT "Zoning Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5093.	Planning/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	November 28, 2023	Bylaw adopted Nov 27, 2023 and distributed
R23-344		THAT Council amend the motion to include the wording 'direct staff to prepare a letter of support, in principle, of the Society's continued efforts in the restoration, maintenance, display, and operation of the Alberni Pacific Railway'.	Corporate Services	Amendment No Action required	N/A	No Action
R23-345		THAT Council direct staff to prepare a letter of support, in principle, of the Society's continued efforts in the restoration, maintenance, display, and operation of the Alberni Pacific Railway. AND FURTHER, THAT Council defer the letter dated November 10, 2023 from the Western Vancouver Island Industrial Heritage Society to the January 2024 Committee of the Whole meeting for further discussion and consideration.	Corporate Services	Corporate Services to prepare letter and distribute	November 28, 2023	Letter sent Dec 13, 2023

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-346		THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.	Corporate Services	Corporate Services to prepare certified resolution	November 28, 2023	Resolutions sent Dec 13, 2023
R23-347		THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Operations Centres & Training and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.	Corporate Services	Corporate Services to prepare certified resolution	November 28, 2023	Resolutions sent Dec 13, 2023
R23-348		THAT Council direct staff to prepare a letter of support for the Wholesome Meals on Wheels Association to accompany their grant application to BC Gaming in advance of the November 30th deadline.	Corporate Services	Corporate Services to prepare letter and distribute	November 28, 2023	Letter sent Nov 27, 2023
R23-349		THAT Council, on behalf of All Nations Outreach, proclaim June 30, 2024 as Indigenous Survivors' Day.	Corporate Services	Corporate Services to prepare letter and distribute	November 28, 2023	Letter sent Dec 13, 2023
R23-350		THAT Council direct staff to prepare an administrative policy regarding appropriate conduct at municipal venues that includes the following language: <ul style="list-style-type: none"> •We understand that this venue includes children, youth, adults and seniors of all races, all religions, all cultures, all abilities, all economic levels, all gender identities and all sexual orientations, and we will conduct ourselves in a manner that is respectful of this diverse community. •We will comply with all applicable City of Port Alberni bylaws and federal and provincial legislation, including the British Columbia Human Rights Code and Canadian Human Rights Act, which prohibit discriminatory conduct including conduct that would expose persons or groups to hatred or contempt. •We understand that City staff and their representatives have the authority to ask an individual or group to leave a City-owned or City-managed venue when that person or group is displaying inappropriate, disruptive, or aggressive behavior that threatens the security and safety of staff, guests, residents, themselves and/or property. Depending on the seriousness of the circumstances and behaviour, the City representative may choose to suspend, ban, or issue a Trespass Notice to the corresponding individual or group. 	PRC/Corp Services	PRC to prepare policy	November 28, 2023	With Administration to complete
R23-351		THAT Council authorize early budget approval in the 2024-2028 Financial Plan in the amount of \$37,854 [Line 24421] to hire a probationary firefighter for a period of three months to facilitate orientation and training.	Finance/Corp Services	Finance to bring forward in 2024 FP	November 28, 2023	2024 Financial Plan
R23-352		THAT Council amend the motion by removing 'for the purpose of including funding to proceed with this project within the 2024 financial plan' and inserting 'in order to gather information and costing for inclusion in the 2024-2028 Financial Plan process and Parks Master Plan'.	PRC/Finance	Amendment No Action required	November 28, 2023	No Action
R23-353		THAT Council direct staff to review previous assessments and plans related to resurfacing the existing Canal Beach Pier in order to gather information and costing for inclusion in the 2024-2028 Financial Plan process and Parks Master Plan	PRC/Finance	Eng/PW & Finance	2024 FP Process	2024 FP Process

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-354		WHEREAS, the Port Alberni Skate Park was opened approximately 30 years ago; and WHEREAS, the Port Alberni Skate Park may be the oldest park in BC; and WHEREAS, the International Olympic Committee (IOC) has recognized the sporting aspects of Skateboard Competition; and WHEREAS, Port Alberni Council has received representations from a delegation of Skate Park Activists; and WHEREAS, the youth of Port Alberni benefit from diversity in healthy recreational activities; THEREFORE, BE IT RESOLVED THAT Council direct staff to include in the Parks, Recreation and Culture master plan, the redevelopment of the Skate Park / multi-use adventure facility including: i.Potential locations including the current location, expansion of the current location and alternate locations; ii.The individualized costs of different levels of skate parks and associated features such as pump tracks, jump tracks and any other relevant adventure activity features; iii.Identifying potential sources of grant funding available for the construction of such a facility; iv.Identifying the level of interest of, and potential contribution from, local and superior intergovernmental partnerships; v.Identifying the level of interest of, and potential contribution from, community partners including but not limited to corporate sponsors, service groups and interest groups; and vi.Effects on the ongoing 5 year operating and capital plans.	PRC/Finance	PRC/Finance	2024 FP Process	2024 FP Process
R23-355		THAT Council for the City of Port Alberni direct staff to investigate costs and cost sharing opportunities to provide pedestrian controlled crosswalks and/or upgraded electronic lights/signs at existing crosswalks at the following intersections: •Redford Street and Wood/16th Avenue •Redford Street and 15th Avenue •Redford Street and 14th Avenue •Redford Street and Anderson Avenue •Johnston Road and Adelaide Street •Johnston Road and Elizabeth Street •Johnston Road and Margaret Street	Engineering	Eng/PW	January 2024 CoW	In progress for Jan 2024 CoW
R23-356		THAT Council direct staff to coordinate a meeting with the Ministry of Transportation to discuss pedestrian safety as it relates to roadways within the municipality under the Ministry's jurisdiction.	Engineering	Corporate Services	November 28, 2023	Email sent to MOTI requesting meeting
R23-357		THAT Council direct staff to install speed limit signage on Stamp Avenue and further, that solutions for improved safety measures be brought forward to a future Traffic Advisory Committee meeting.	Engineering	Engineering/PW to install signage	November 28, 2023	Installed Nov 28, 2023
	RCM DEC 11					
R23-358		THAT Council direct staff to write a letter to Prime Minister Justin Trudeau to request that the federal government call for an immediate ceasefire in Gaza. AND FURTHER, THAT Council condemn all acts of anti-Palestinian racism, islamophobia and anti-Semitism in our communities, which have risen since the escalation of violence this past month, and commit-to working to ensure our communities are just, safe and welcoming for all.	Corp Services	Corporate Services to prepare letter & distribute	December 12, 2023	Letter sent Jan 2, 2024

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R23-359		THAT the certification of the Director of Finance dated December 11, 2023, be received and the cheques numbered 153986 to 154085 inclusive, in payment of accounts totalling \$4,137,989.15, be approved.	Corp Services	No Action	No Action	No Action
R23-360		THAT the "City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5075-1.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	December 12, 2023	Bylaw distributed Dec 20, 2023
R23-361		THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be now introduced and read a first time.	Dev Services/Corp Services	Corporate Services to apply reading date	December 12, 2023	Reading date applied
R23-362		THAT Council authorize Councillor Douglas to attend the Local Government Leadership Academy Forum "Empowering Communities: Leading Change Together" taking place January 31 – February 2, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.	Corp Services	Corporate Services to register and arrange accomodation	December 12, 2023	Registered
R23-363		THAT Council direct staff to prepare a letter to the Vancouver Island Regional Library Board expressing disappointment in relation to the projected 17 percent budget increase for 2024.	Corp Services	Corporate Services to prepare letter & distribute	December 12, 2023	Letter sent Jan 2, 2024
R23-364		THAT the Council reports outlining recent meetings and events related to City business, be received.	Corp Services	No Action	No Action	No Action
R23-365		THAT Council for the City of Port Alberni approve the 2024 Community Investment Program Committee recommendations as outlined in the staff report dated December 4, 2023.	PRC/Finance	PRC to coordinate with Finance the distribution of funds	December 12, 2023	PRC/Finance to distribute
R23-366		THAT Council authorize the issuance of Development Variance Permit No. 117 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 4735 and 4715 Dunbar Street: i.Vary Section 6.7.3 Fences and Hedges to permit an increase to the maximum height of a fence within a required front yard from 1.25 m (4.1 ft) to 1.83 m (6 ft) for a variance of 0.58 m (1.9 ft) at 4735 and 4715 Dunbar Street.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	December 12, 2023	DVP Signed. Letter to Land Titles Dec 12, 2023
R23-367		THAT City of Port Alberni Council approve the 2024 regular meeting schedule attached to this report and further, that staff be authorized to publish notice of availability of the schedule.	Corp Services	Corporate Services to distribute and add schedule to website	December 12, 2023	Schedule distributed
R23-368		THAT City of Port Alberni Council approve the 2024 meeting schedules attached to this report for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission.	Corp Services	Corporate Services to distribute and add schedules to website	December 12, 2023	Schedules distributed
R23-369		THAT Council for the City of Port Alberni approve the City as an applicant to the Union of BC Municipalities 2023-24 Community to Community Grant Program and direct staff to provide overall grant management.	Economic Development/Corp Services	Corporate Services to prepare Certified Resolution & distribute	December 12, 2023	Certified Resolution emailed Dec 13, 2023

RECEIVED

DEC 21 2023

CITY OF PORT ALBERNI

December 19, 2023

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

Attention: Mayor Minions and Council

Dear Mayor Minions:

The volunteer Board of Directors of the Alberni Valley Community Forest Corporation request that the donations funds drawn from the Alberni Valley Community Forest Reserve Fund for the 2023 year be used in the following way:

- \$10,000 would go to support the Mariners Heritage Society
The Mariners Heritage Society has requested funding to upgrade the iconic lighthouse on the Alberni waterfront.
 - The lighthouse is in dire need of upgrade and we would propose that the 2023 monies would go to upgrading the structure along with ensuring that professionally created interpretive signage would be part of the upgrade and be able enhance the presentation. The Port Alberni Maritime Heritage Society are the owners of the lighthouse and are busy raising funds for the upgrades. The Alberni Valley Community Forest Board has recently passed a resolution to put the 2023 donations budget to go toward a project such as this to enhance and support better signage in the valley.
 - The Total cost of the project is anticipated to be \$85,000 with an expected start in 2024.
 - The Lighthouse is an integral part of the Alberni Valley waterfront and will be a part of the overall experience and complement the other improvements expected along the Harbour area.

Thank you for your consideration and we look forward to being part of the project as outlined above.

Please let us know if you would like more clarification.

Sincerely,


J. Sears

Alberni Valley Community Forest Corporation
Board Chair

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
RCM Jan 8/24
File # 0230-20- AVCFc



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JAN - 2 2024

CITY OF PORT ALBERNI

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

File # 7500-20-CS 3
0630-01

Jan 8/24 RCM

2023.12.27

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

Mayor and Council:

I wrote to you a few days ago introducing myself and telling you of the changes we have made in past several months.

As our name changed to be more inclusive of a wider geographic area, stretching from Ahousaht on the west coast of the Island to the east coast of the Island from Bowser to Mill Bay and the Gulf Islands, so did the benefits Crime Stoppers can provide in improving public awareness.

As you may be aware, January is Crime Stoppers Month across Canada and we are seeking your participation in informing your community residents of that fact. I am asking each municipality to proclaim the month as "Crime Stoppers Month January 2024" signed by the Mayor on behalf of Council and further that it be included on your website and other social media devices as allowed.

I am hoping this to be an annual proclamation by you. I have attached wording and our up-to-date totals that could be used. Please pass it on to your local newspaper where possible.

As I stated earlier, we are working hard to better inform your residents about initiatives in reducing crime by being involved in your community. In attending such events such as parades and other celebrations, we can fulfill that goal together.

I am available for any questions that you have. Thank you.

B [REDACTED] Cornborough

President | Central Vancouver Island Crime Stoppers

president@cvicrimestoppers.com

BC:2023.12.27

Stay safe, keep your family safe, keep your community safe.

Your logo

PROCLAMATION

CRIME STOPPERS MONTH

January 2024

WHEREAS: Crime Stoppers was first established in Albuquerque, New Mexico in 1976, with our local program, known as "Nanaimo & District Crime Stoppers," initiated in 1990 and renamed to "Central Vancouver Island Crime Stoppers in 2022;and

WHEREAS: The Central Vancouver Island Crime Stoppers, made up of community members, media, and the RCMP, have been an unqualified success since inception, totalling 12,360 tips; 550 arrests; rewards approved by the Board of \$115,120; 37 weapons recovered; \$1.465 million of property recovered; \$19,600 in cash recovered; and \$9.242 million in seized drugs; and

WHEREAS: Central Vancouver Island Crime Stoppers has received local, provincial, national and international awards of recognition for its accomplishments.

NOW, THEREFORE, I,, do
hereby proclaim January 2024 as:

"CRIME STOPPERS MONTH"

in the City of, British Columbia.

Signed

SEAL

Mayor

Dated this ...day of January 2024

JAN 03 2024

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda

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

RCM Jan 8/24
0630-01

File #

December 31, 2023

Mayor and Council, City of Port Alberni

On behalf of the Alberni Valley Chapter Canadian Council of The Blind, we request The City of Port Alberni declare the week of February 4 to 10, 2024 as "White Cane Week."

In 1921, English photographer James Biggs was blinded in an accident. On release from hospital, he had the idea of painting his cane white to be easily seen at night. His innovation soon became the internationally accepted symbol of blindness.

Under a Canadian Council of The Blind initiative, the first week of February has traditionally been "White Cane Week" in Canada since 1946. The objective of White Cane Week is educational, serving to focus public attention on blindness and visual impairment.

The Canadian Council of The Blind, a charitable non-profit organization was founded in 1944 by blinded war veterans, dedicated to providing leadership opportunities for blind individuals in order that they may achieve their full potential while offering guidance, resources, education and awareness to the general population.

The Alberni Valley Chapter Canadian Council of The Blind, with a membership of about 20, meets the first Wednesday morning monthly September to June in the basement meeting room of Abbeyfield. Our focus is community awareness, active living, peer support and social interaction.

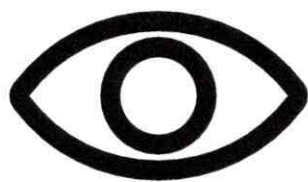
We look forward to increasing community awareness of blind and visually challenged citizens of the Alberni Valley during White Cane Week.

Yours truly,

J. [REDACTED] Collette, President Alberni Valley Chapter Canadian Council of The Blind.

G. [REDACTED] Osborne, Secetary/Treasurer [REDACTED]

WHITE CANE WEEK 2024



A LACK OF SIGHT
IS NOT A LACK OF VISION



4th to 10th
FEBRUARY

J [REDACTED] COLLETTE

[REDACTED]
CCB-ALBERNI CHAPTER

Toll-Free Number:
1-877-304-0968

Charitable Registration:
#11921 8899 RR0001

www.ccbnational.ca

REGULAR COUNCIL AGENDA - JANUARY 8, 2024

CANADIAN COUNCIL
OF THE BLIND



LE CONSEIL CANADIEN
DES AVEUGLES

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DEC 11 2023

CITY OF PORT ALBERNI

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

File # **7580-01**

From: Contract Management Committee Secretariat / Secrétariat du Comité de gestion des ententes (PS/SP) <ps.cmcsec-cgesec.sp@ps-sp.gc.ca>

Sent: December 11, 2023 11:04 AM

To: Sharie Minions <sharie_minions@portalberni.ca>;

Subject: 12th Pension Panel Report 2023 - Police Service Agreements

Unclassified | Non classifié

COMMUNICATION TO ALL PROVINCIAL, TERRITORIAL AND MUNICIPAL CONTRACT HOLDERS

(La version française suit l'anglais)

Good afternoon,

Further to the FPT Contract Management Committee meeting held last week, Public Safety Canada has attached (1) the FPT Pension Panel's Report titled 'Twelfth Report of the Pension Panel Established to Review the Cost of the Employers' Contributions to the Pension Plan of the Royal Canadian Mounted Police', and (2) a supporting document developed by the RCMP titled 'Impact of Change in Member Superannuation Rate Report' that will help you identify the respective cost impact for Police Service Agreements.

As outlined in the attached Report by the FPT Pension Panel, it is the Panel's recommendation that the appropriate level of Pension Contribution should be **20.13%** of pensionable salaries for the period after April 1, 2024 (previous contribution rate was 19.44%). This determination is in accordance with requirements in the *Royal Canadian Mounted Police Superannuation Act* and Retirement Compensation Arrangement to determine the cost of the Provincial Police Service per Article 11.9 of the Agreement.

- Article 11 of the 2012 Police Service Agreements (PSAs) requires that jurisdictions reimburse the Government of Canada (GC) for the costs of pension coverage under the *Royal Canadian Mounted Police Superannuation Act* and the *Supplementary Retirement Benefits Act* for those members of the RCMP whose services are provided to contracting jurisdictions.
- Article 11 also sets the process by which the contribution rate is established. Specifically, the rate is recommended by a three-person committee, known as the "Pension Panel". Established every three years, the Panel reviews and reports on the appropriate amount of

pension contribution that all contract jurisdictions should reimburse to the GC and recommend a rate to be cost shared under the PSAs. The Panel comprises of two actuaries— one representing the GC and one representing contract partners. The two representatives select a chairperson to adjudicate any disputes and to witness the veracity of the review process and findings.

- **Note to Municipalities.** Please note that Article 11.2c in many Municipal Police Service Agreements (MPSAs) state that "...the cost to Canada for the employer's Pension Contribution with respect to Members under the *Royal Canadian Mounted Police Superannuation Act*, the *Special Retirement Arrangements Act* and the *Supplementary Retirement Benefits Act* determined by the provisions of the Provincial Police Service Agreement".
- The current three-year contribution rate went into effect on April 1, 2021, and expires on March 31, 2024. On October 23, 2023, the Pension Panel submitted its 12th Report which recommends a contribution rate of 20.13% for the period of April 1, 2024, to March 31, 2027. **This would represent a slight increase of 0.69%** from the previous contribution rate of 19.44%.

If you have any questions, please contact Public Safety at ps.cmcsec-cgesec.sp@ps-sp.gc.ca.

Thank you,

CMC Secretariat

**TWELFTH
REPORT OF THE
PENSION PANEL
ESTABLISHED TO REVIEW
THE COST OF THE EMPLOYERS'
CONTRIBUTIONS TO THE
PENSION PLAN OF
THE ROYAL CANADIAN MOUNTED POLICE**

October 23, 2023

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1. EXECUTIVE SUMMARY

In this twelfth report (Report), in accordance with Article 11.9 of the updated Agreement, the Panel recommends the rate of Pension Contribution to be used in determining the cost to the Provinces and Territories (the employer), with respect to the Accounts established under the Royal Canadian Mounted Police Superannuation Act (RCMPSA), the Special Retirement Arrangements Act and the Supplementary Retirement Benefit's Act, in light of the most recent actuarial valuation of the pension plan for the Royal Canadian Mounted Police as at March 31, 2021 that was signed by Office of the Superintendent of Financial Institutions (OSFI) on September 28, 2022.

Based on the March 31, 2021 actuarial valuation of the RCMPSA and Retirement Compensation Arrangement (RCA), and the scheduled member contribution increases, the Panel recommends that the appropriate level of Pension Contribution with respect to the RCMPSA and RCA for the purposes of determining the cost of the Provincial Police Service in accordance with Article 11.9 of the Agreement should be:

- 20.13% of pensionable salaries for the period beginning on April 1, 2024.

The Panel also recommends that it be reconvened following publication of the report on the actuarial valuation of the RCMPSA and RCA at March 31, 2024. It is expected that the revised recommendations to be made based on that report, will cover the period April 1, 2027 to March 31, 2030.

Potential Impact of Bill C-42

Bill C-42 Enhancing Royal Canadian Mounted Police Accountability Act

- This is an Act to amend the Royal Canadian Mounted Police Act and to make related and consequential amendments to other Acts
- This bill has received Royal Assent and is now law.
- This bill also contains a mechanism to deem certain members as being persons appointed under the Public Service Employment Act at a time to be determined by the Treasury Board.

For the purposes of the work of the Panel, the key issue relates to the 3rd bullet above. Specifically, once the Plan membership changes as a result of a "reclassification" of some or all of the Civilian members of the Plan, the Panel's recommendation of the contribution rate for periods after the date of reclassification would almost certainly no longer be valid.

On February 16, 2017, we were forwarded a copy of a document dated February 10, 2017 sent by Daniel Dubeau, Chief Human Resource Officer (CHRO) for the RCMP to "Contract Management Committee Members". The memo advised that "the date on which Civilian Members of the RCMP will be deemed to be appointed under the Public Service Employment Act (PSEA) will be April 26, 2018.

We were also advised by email on February 16, 2017 that:

- RCMP will be using tags to track converted CM to PSE positions based on occupancy of the position, not the person. This will maintain 'Members' count as virtually status quo and all current CM positions will be tagged. Essentially status-quo billing on all items, except Superannuation. However, this will likely negatively impact the Pension Panel report which will recommend the future Employer Contribution rate for members.
- The Standing Committee presented CMC with the proposed approach for dealing with the conversion of CMs under Bill C-42. This approach would have the RCMP tag and track the converted CM positions allowing the "Members" denominator to remain essentially the same resulting in minimal changes in billing to the PTs and Municipalities.

On March 2, 2017, we were provided with additional background from an RCMP email, originally sent in December 2014. It advised that "until deeming occurs, civilian members will continue to accrue benefits under the RCMP pension plan." It went on to state:

"The following are the key components of the pension policy that will become effective on the deeming date:

for as long as they remain continuously employed in the public service, deemed employees, regardless of when they were engaged with the RCMP (including those hired after January 1, 2013), will maintain their existing retirement age of 60 with at least two years of pensionable service, or age 55 with at least 30 years of pensionable service.

A civilian member who discharges from the RCMP and becomes a public service employee prior to the deeming date is subject to the higher retirement age of 65 with at least two years of pensionable service, or age 60 with at least 30 years of pensionable service.

All of the deemed employees full-time and part-time pensionable service credits under the RCMP pension plan will be transferred and credited under the public service pension plan. This includes current RCMP service plus previous service purchased under a prior service buyback.

There will be no option for a deemed employee to leave service in the RCMP pension plan. The transfer of all service to the public service pension plan is generally more advantageous, as the pension benefit is based on your highest consecutive five years of salary."

Finally, on March 4, 2020 we were provided with an email titled "Commissioner's Broadcast: Update on the deeming of civilian members" which indicated that there were still further progress to be made to effect the transition and that, RCMP Commissioner Brenda Lucki stated that "After careful consideration of these matters, the President of the Treasury Board, in consultation with the Minister of Public Safety, has decided to recommend to the Treasury Board that the May 21, 2020, planned deeming date be delayed."

Based on the above, we would expect that when those changes take place a revised actuarial valuation report on the Plan will be required, reflecting the membership changes, and that report would have to be reviewed by the Panel to assess the impact on our recommendation.

What remains unclear to the Panel is:

- whether the on-going funding by the Contracting Jurisdictions for the cost of the pension benefits while the Civilian members are in the Public Service Superannuation Plan will continue to be subject to the terms of the PROVINCIAL POLICE SERVICE AGREEMENT.
- whether the Shareable Deficit will apply only to the Police members of the RCMP
 - i.e. how will the "share" of the Shareable Deficit with respect to the Civilian Members transferring to the Public Service Superannuation Plan be accounted for in the future.

Therefore, the potential impact of the 2018 change, when it occurs and in particular its impact on the funding of pension benefits by the Contracting Jurisdictions, is not known.

We were directed to complete this report effectively based on the plan status without reference to the reclassification and deeming date. Once more details are known, including the impact of surplus/deficit sharing on the Plan's current Service cost in light of the changes, a revised report may be required.

2. HISTORY

An agreement was reached effective April 1, 1992 ("Original Agreement") between the Government of Canada and those provinces and territories of Canada which contract for the policing services of the Royal Canadian Mounted Police respecting the cost of these policing services ("Contracting Jurisdictions"). This Agreement provided, in part, that the Contracting Jurisdictions would reimburse the federal government for the costs of pension coverage under the Royal Canadian Mounted Police Superannuation Act (RCMPSA), and the related Supplementary Retirement Benefits Act, for those members of the RCMP whose services were provided to the Contracting Jurisdictions.

In 2011, the parties signed a revised agreement ("Agreement") – which provided effectively the same process and provisions. The full text of the relevant sections of the Agreement is contained herein as Exhibit A – i.e. an extract from the revised/updated B.C. Provincial Police Service Agreement, dated April 1, 2012. Specifically, the extract covers Section 11.9 which addresses the work of the Panel.

As with the Original Agreement, the revised Agreement provided that a three-person pension panel (the "Panel") would be established to review and report upon the appropriate amount (the "Pension Contribution") to be reimbursed to the Government of Canada in respect of participation in the RCMPSA and RCA. It provided that the costs would be determined using generally accepted accounting and actuarial principles and that the Panel would use the assumptions and database of the relevant report of the OSFI. It further provided that the opening balance would be based on the information, including shared and non-shared surplus, based on the seventh report of the Panel. That report was based on the actuarial valuation of the RCMPSA and RCA at March 31, 2008 that was signed by OSFI on June 12, 2009, and published in October, 2009.

These Panel reports are synchronized with the actuarial valuation reports and future valuation reports are expected to be prepared every three years following the publication of the Actuarial Report on the Pension Plan for the RCMP, or more frequently if the reports are produced at more frequent intervals.

3. COMPOSITION OF THE PANEL

The three members of the Panel are:

- William Moore, FSA, FCIA (semi-retired) Chairman
- William C. Kennedy, FSA, FCIA appointed by Canada
- Simon Deschênes FSA, FCIA, CFA appointed by the Contracting Jurisdictions

Mr. Moore has been appointed by Messrs. Kennedy and Deschênes, in accordance with the terms of the Agreement.

4. PANEL MEETINGS

The Panel met in October 2023 to review the actuarial valuation of the pension plan for the Royal Canadian Mounted Police as at March 31, 2021 as well as other related documents and to finalize this Report.

5. HISTORICAL SUMMARY OF RESULTS

In the period covered by the most recent valuation, March 31, 2018 to March 31, 2021, there was a net deterioration as it relates to the shareable deficit of the Plan. This was largely due to changes of actuarial and economic assumptions, and deferral of investment gains via the smoothed value of assets.

As a result, in determining the funding recommendation we estimate the shareable deficit, a subset of the Plan's financial position, of **\$2.026 billion**. This deficit is deemed to be amortized over 15 years. The net result is an increase in the recommended funding costs to the Contracting Jurisdictions from the eleventh report.

The table below summarizes the current service cost as reported in the Actuarial Report of the Pension Plan for the Royal Canadian Mounted Police, as well as the recommended contribution rate from the first to the eleventh report.

Report Number – Date	Period Covered	Initial Current Service Cost	Recommended Contribution Rate	Shareable Surplus/(Deficit) Adjustment
First – January 1994	Apr. 1994 - Mar. 1996	15.14%	12.40%	2.74%
Second – February 1996	Apr. 1996 - Mar. 1998	14.78%	8.00%	6.78%
Third – November 1998	Apr. 1998 to Mar. 2001	15.47%	8.45%	7.02%
Fourth – May 2002	Apr. 2001 to Mar. 2004	15.18%	6.66%	8.52%
Fifth – May 2004	Apr. 2004 to Mar. 2007	14.95%	7.17%	7.78%
Sixth – May 2007	Apr. 2007 to Mar. 2011	14.35%	10.49%	3.86%
Seventh – June 2010	Apr. 2011 to Mar. 2014	14.05%	15.58%	(1.53%)
Eighth – March 2013	Apr. 2014 to Mar. 2015	13.98%	20.23%	(6.25%)
Ninth – February 2014	Apr. 2015 to Mar. 2018	13.31%	22.70%	(9.39%)
Tenth – March 2017	Apr. 2018 to Mar. 2021	12.37%	19.07%	(6.70%)
Eleventh – June 2020	Apr. 2021 to Mar. 2024	12.84%	19.44%	(6.60%)

6. RECOMMENDATIONS

The Panel recommends that the appropriate level of Pension Contribution with respect to the RCMPSPA and RCA for the purposes of determining the cost of the Provincial Police Service in accordance with Article 11.9 of the Agreement should be **20.13%** of pensionable salaries for the period after April 1, 2024.

The table above identified the subsidy that was available based on the shareable surplus/(deficit) over the period since 1994. The weighted (by years) average of that subsidy was 1.09% over the period from 1994 up to 2024. This means that over the 25+ year period, the contributions have averaged less than the current service cost specified by the plan actuaries. However, given that since April 2011, there has been a shareable deficit at the date of the valuation; the recommended contribution rate includes an additional cost to amortize the shareable deficit.

Report Number – Date	Period Covered	Current Service Cost	Recommended Contribution Rate	Shareable Surplus/(Deficit) Adjustment
Twelfth – August 2023	Apr. 2024 to Mar. 2025	13.17%	20.13%	(6.96%)
Twelfth – August 2023	Apr. 2025 to Mar. 2026	13.20%	20.13%	(6.93%)
Twelfth – August 2023	Apr. 2026 to Mar. 2027	13.18%	20.13%	(6.95%)

We further recommend that the Panel be reconvened on the publication of the valuation report at March 31, 2024 to review that report and to make recommendations for future periods. It is expected that the revised recommendations to be made based on that report, will cover the period April 1, 2027 to March 31, 2030.

7. DETERMINATION OF SURPLUS TO BE USED TO OFFSET CURRENT SERVICE COST

(a) Methodology

For the purpose of this report (and all of the previous reports), the Panel has considered the RCMP Pension Plan as a whole rather than attempting to determine what part of it is attributable to the periods of service of members while they were employed on behalf of the Contracting Jurisdictions ("contracted" service or members). The rationale for this approach is that the Panel believes that it would be virtually impossible to make such an attribution with any degree of accuracy. In effect, therefore, the Panel is implicitly assuming that the experience (e.g. salary increases, rates of retirement, mortality etc.) of the "contracted" members will be the same as that of the "non-contracted" members. Since members are likely to be both "contracted" members and "non-contracted" members at different times during their careers, the Panel believes that this is a reasonable assumption to make.

As a consequence of this approach, the Panel split the surplus/(deficit) in the RCMP Pension Plan (viewed as the combined Superannuation Account and Pension Fund) into amounts that are described as "shareable" and "non-shareable". It should be stressed that these amounts are "shareable" and "non-shareable" only for the purpose of determining the Pension Contribution rate for the Contracting Jurisdictions using the Panel's methodology. The actual amounts of surplus/(deficit) that are attributable to periods of "contracted" and "non-contracted" service are unknown. In the Panel's view, they are not accurately ascertainable.

In the period between April 1, 2018 and March 31, 2021, the Federal Government's contributions to the Pension Fund were \$37 million less than current service cost shown in the March 31, 2018 valuation report. It is not specifically outlined in this report why this was the case. In addition, Federal Government remitted \$10 million to the Pension Fund as special payment to fund the Fund's deficit as per the March 31, 2018 valuation report. It is the Panel's view that such amounts should be reflected in the determination of the non-shareable surplus. This is entirely consistent with the Panel's approach in prior reports. In this methodology those "under/over- contributions" have been, and will continue to be, credited to the non-shareable surplus.

The Panel is using the same methodology used in the eleventh report to roll forward the non-shareable surplus of the Pension Fund reflecting the rate of return on the smoothed value of assets, as opposed to an expected interest rate. This is to reflect the fact that the Pension Fund's assets are ultimately invested in securities which may or may not realize the expected interest rate. The Panel felt it led to a better alignment of the experience to be attributed to the non-shareable surplus. As a result, a retroactive calculation from 2000 (the establishment of the Pension Fund) was performed and an adjustment of \$1.4 million of non-shareable surplus will be reclassified as shareable surplus (i.e.: debited from the non-shareable surplus and credited to reduce the shareable deficit).

The Panel revised the amortization period in this 12th report from EARSL to 15 years which in line with the funding rules that currently govern how the plan deficit is funded.

(b) Surplus

(i) Adjustments to Surplus at March 31, 2018

The previous report of the Panel found that as at March 31, 2018, while there historically was an overall surplus in the plan, the various cost reductions to reflect shareable surpluses in the past, coupled with plan experience, resulted in a shareable deficit (and a non-shareable surplus). The shareable deficit that was determined to have arisen since the original Agreement was established and would therefore be used to add to the current service cost (the "shareable" deficit) was \$1.566 billion (i.e. \$1,565.5 million). This was made up as follows:

Surplus/(Deficit) – Eleventh report (\$ millions)			
March 31, 2018	Shareable surplus/deficit	Non-shareable surplus/deficit	Total
Superannuation account	(\$1,702.5)	\$816.5	(\$886.0)
Pension fund	121.0	451.0	572.0
RCA	16.0	0.0	16.0
Total	(\$1,565.5)	\$1,267.5	(\$298.0)

(ii) Adjustments to Surplus March 31, 2018 to March 31, 2021

On pages 16-17 of the March 31, 2021 valuation report, OSFI has identified a number of sources of gain and loss in the reconciliation of the plan surplus/deficit. Specifically:

Source of Gain/Loss (\$ millions)	Superannuation Account	Pension Fund
1. Data corrections	\$17	(\$20)
2. Recognized investment gains/(losses)	0	821
3. Special credits/payments	990	10
4. Cost/contribution difference	1	(37)
5. Expected interest on initial surplus/(deficit)	(111)	219
6. Asset smoothing adjustment	0	(1,056)
7. Experience gains/(losses)	12	741
8. Revisions of actuarial assumptions	(1,047)	(120)
9. Change in the present value of administrative expenses	(49)	0
10. Change in methodology	(71)	(48)
Total	(\$258)	\$510

Notes:

- Data corrections for this valuation are not specified in the March 31, 2021 valuation report.
- #2 and #6 are both related to the asset smoothing method used to determine the actuarial asset value used (vs. the market value of assets).
- The impact of asset smoothing reflects a deferral of realized investment gains in the Pension Fund over 2019-2021.
- The main source of experience gains for the Pension Fund related to the fact that the actual return of the Fund in plan year 2019-2021 was much higher than assumed in the previous valuation,

- combined with membership experience gains since the previous valuation.
- The main sources for the net loss on the revisions to actuarial assumptions relate to:
 - i. The significant decrease in assumed yields and rates of return on the Superannuation Account;
 - ii. Increase in the pension indexation for 2022 to 2026 plan years 2022;
 - iii. These two losses were offset in part by a gain due to the small increase in the assumed retirement age for Regular Members and an adjustment to the mortality blend assumptions;

(c) Contribution Subsidy

In the years since March 31, 2018, the shareable deficit in the Superannuation Account is credited with interest at the rate of return credited to the Superannuation Account and debited by an amount in respect of the subsidy for the current service cost. Table 1 below develops the amount of contribution subsidy with respect to the 2019, 2020 and 2021 plan year.

Table 1
Contribution Subsidy – revised to reflect actual payroll 2018-2021

Plan Year	Pensionable Payroll ¹ (\$ millions)	Pension Plan Theoretical Employer CS Cost ²	RCA Theoretical Employer CS Cost ²	Total Theoretical Employer CS Cost	Actual Employer Contribution ³	Deficit payment ⁴ (\$ millions)
	(i)	(ii)	(iii)	(iv)	(v)	(i) x ((iv)-(v))
2018-19	\$2,290	12.52%	0.02%	12.54%	19.07%	(\$149.6)
2019-20	\$2,380	12.80%	0.02%	12.82%	19.07%	(\$148.8)
2020-21	\$2,420	12.82%	0.02%	12.84%	19.07%	(\$150.8)

Notes:

1. For the purposes of this report, (as was the case for the four previous reports), OSFI has provided the pensionable payroll for plan years 2019, 2020 and 2021 as well as a projection of pensionable payroll for plan years for 2022-2026.
2. The rate for employer current service cost as a percentage of payroll was shown in the March 31, 2018 Report.
3. The "actual" contribution as a percentage of payroll was recommended by the previous panel reports.
4. Historically, a "subsidy" was set in reference to the amount by which the Contracting Jurisdictions were drawing down on surplus that had been determined in earlier reports. Given the surplus is now a deficit, the "subsidy" is now referred to as a deficit payment and an additional amount remitted by the Contracting Jurisdictions via a higher contribution rate than the Federal Government, to reduce the deficit.

(d) Development of shareable and non-shareable surplus/ (deficit).

(i) The RCMP SA

Table 2 below brings the shareable deficit in the Superannuation Account, as identified in the eleventh report, of \$1,702.5 million forward from April 1, 2018 to March 31, 2021.

Table 2 (\$ millions)

Plan Year	Deficit at start	Interest Rate ¹	Deficit payment ²	Expected interest ³	Deficit at end
	(i)	(ii)	(iii)	(iv)	(i)+(iii)+(iv)
2018-19	(\$1,702.5)	4.0%	\$149.6	(\$65.1)	(\$1,618.0)
2019-20	(\$1,618.0)	3.8%	\$148.8	(\$58.7)	(\$1,527.9)
2020-21	(\$1,527.9)	3.6%	\$150.8	(\$52.3)	(\$1,429.4)
Totals			\$449.2	(\$176.1)	

Notes:

1. These rates were the expected yield in the 2019, 2020 and 2021 plan year as shown on to page 56 of the March 31, 2018 valuation.
2. This was derived in Table 1.
3. The interest charge is determined by applying the full interest rate to the starting deficit and adding an amount determined by applying one-half of the interest rate to the subsidy. This deficit amount needs to be further adjusted for the experience of the 3-year period, as follows:

Table 3(i) (\$ millions)

RCMPSA	Shareable Surplus/(deficit)	Non-shareable Surplus/(deficit)	Total
At April 1, 2018	(\$1,702.5)	\$816.5	(\$886.0)
Changes in methodology	(71.0)	0.0	(71.0)
Data adjustment	17.0	0.0	17.0
Expected interest*	(176.1)	65.1	(111.0)
Subsidy*	449.2	(449.2)	0.0
Special credits/payments	0.0	990.0	990.0
Cost/contribution difference	0.0	1.0	1.0
Experience gains/(losses)	12.0	0.0	12.0
Revisions of actuarial assumptions	(1,047.0)	0.0	(1,047.0)
Change in present value of administrative expenses	(49.0)	0.0	(49.0)
At March 31, 2021	(\$2,567.4)	\$1,423.4	(\$1,144.0)

* These amounts were determined in Table 1 and 2 above.

(ii) The RCMP Pension Fund

Table 3(ii) brings the shareable surplus in the Pension Fund of \$121.0 million forward from April 1, 2018 to March 31, 2021. As noted, in section (b) above, the March 31, 2021 valuation report indicates that there were minor errors in the data used for the March 31, 2018 valuation which understated the liabilities by \$20.0 million. In the past, prior to the March 31, 2011 Report, OSFI had added this amount to the initial surplus to determine the expected interest on surplus/deficit. For subsequent reports, OSFI treated the amount as a source of gain or loss, and added it to the other sources of gain or loss – i.e. the reduction is simply shown as part of the surplus/deficit reconciliation.

Table 3(ii) (\$ millions)

RCMP Pension Fund	Shareable Surplus/(deficit)	Non- shareable Surplus/(deficit)	Total Surplus/(deficit)
At April 1, 2018	\$121.0	\$451.0	\$572.0
Data adjustment	(20.0)	0.0	(20.0)
Recognized investment gains/(losses)	821.0	0.0	821.0
Change in methodology	(48.0)	0.0	(48.0)
Actual return on smoothed assets	259.0	124.0	383.0
Asset smoothing adjustment	(1,056.0)	0.0	(1,056.0)
Special credits/payments	0.0	10.0	10.0
Cost/contribution difference	0.0	(37.0)	(37.0)
Experience gains/(losses)	577.0	0.0	577.0
Assumption changes	(120.0)	0.0	(120.0)
At March 31, 2021	534.0	548.0	1,082.0

Notes:

1. In accordance with the methodology change described on page 6, we will henceforth roll forward the Pension Fund Shareable and Non-Shareable Surplus /(deficit) using the rate of return on the smoothed value of assets
2. The return over the smoothed value of assets over the period was 8.4% per annum.
3. We slightly adjusted the numbers to account for rounding that had developed over years to align with the rounding disclosed in the OSFI report.

(iii) The RCA

At April 1, 2018, there was a shareable surplus of \$16 million in the RCA, but by March 31, 2021, that had been decreased to a \$7 million surplus, all of which is shareable. The current service cost for the RCA is 0.03% of pensionable payroll in the March 31, 2021 valuation. Of the current service cost, 0.02% is attributed to the employer and 0.01% to the members.

(iv) All accounts

In summary, we therefore have for the shareable surplus/ (deficit) in millions:

RCMPSA	(\$2,567.4)
Pension Fund	534.0
RCA	<u>7.1</u>
Total shareable Surplus/(Deficit)	(\$2,026.4)

i.e. The total shareable deficit at March 31, 2021 is **\$2.026 billion**. This is a deterioration from the March 31, 2018 deficit of \$1.566 billion.

8. CURRENT SERVICE COSTS

(a) Pension Fund

The valuation report at March 31, 2021 (page 21) provides a summary of the projection of current service costs for the Pension Fund as follows with the 2022 plan year amounts and pensionable payroll provided separately by OSFI.

Table 4

Plan Year-end Mar-31	Government	Members	Total as % of salary	Pensionable Payroll \$ millions
	(i)	(ii)	(iii) = (i)+(ii)	
2022	13.40%	10.80%	24.20%	2,423
2023	12.98%	10.75%	23.73%	2,502
2024	13.15%	10.68%	23.83%	2,613
2025	13.18%	10.62%	23.80%	2,739
2026	13.16%	10.63%	23.79%	2,842

Notes:

1. Years beyond 2026 were projected at a 2.6% increase in payroll with employer and member contributions remaining flat at 13.16% and 10.63% respectively.

(b) RCA

For the RCA, the projected *employer* portion of the current service cost is shown only for the 4 plan years following the 2022 plan year as follows (page 25 of the March 31, 2021 valuation report):

<u>Plan Year</u>	<u>As % of Pensionable Payroll</u>
2023	0.02%
2024	0.02%
2025	0.02%
2026	0.02%

The Panel has assumed that the employer's share of the current service cost will remain at 0.02% of salary for the remainder of the projection period.

9. DETERMINATION OF RECOMMENDED CONTRIBUTION RATE

The Agreement effectively provides that the Contracting Jurisdictions shall contribute at a rate equal to the current service cost plus or minus an amortization of any deficit or surplus, and that such amortization will be over a period to be determined by the Panel.

a. Deficit to be amortized

As at March 31, 2018, the shareable deficit (i.e. that which was used to add to the current service cost) was determined in the eleventh report to be \$1,565.5 million (after a \$0.1 million rounding adjustment). As determined earlier in this the twelfth report, at March 31, 2021, the shareable deficit has increased to \$2,026.4 million. This deficit must be amortized over a future period, which the Panel has agreed to use 15 years.

b. Amortization period

The amortization period is 15 years, in line with the funding rules that currently allow the plan deficit to be amortized over 15 years.

c. Discount rate

Up until the fifth report, the discount rate used to determine the annual amortization was the projected rate on the Superannuation Account. However, because the fund is now in two parts and one of these parts is invested in marketable securities, it is no longer possible to determine a precise future rate. As reported in all subsequent reports, the assumed rate is not critical, because the process is effectively self-correcting – a higher discount rate will produce a lower required contribution rate now but higher rate later and vice versa. Beginning with the fifth report, the Panel decided to use the projected yield on the Pension Fund for our discount rate and we have continued to do so in this report. The assumed rates are taken from the March 31, 2021 valuation report on page 60.

d. Method of amortization

The shareable deficit is adjusted for the fixed contribution rate of 19.44% (based on the eleventh report) for plan years 2021-22, 2022-23 and 2023-24. The shareable deficit is then amortized over 15 years. Table 5 indicates that this level contribution rate is 20.13%.

10. ADDITIONAL NOTES

a. Covered Pensionable Payroll

An important assumption in the calculation of the recommended contribution rate is the level of pensionable payroll. We received confirmation from the OSFI actuaries that pensionable payroll used to determine the normal (current service) cost excludes all members with 35 and more years of service as they do not accrue more benefits. (Note: This was not initially clear to the Panel members. We have since confirmed with OSFI that the approximate earnings for this group is roughly \$30 million). Therefore, it is important that the pensionable payroll used in the Panel's calculation of the subsidy for the period since the previous actuarial report accurately reflects the appropriate level of pensionable payroll – i.e. excluding those with more than 35 years of service.

The Panel members reviewed the assumption about the covered payroll for the most recent Panel reports and satisfied ourselves that the assumption was appropriate for the purposes of our work – i.e. no adjustments are required to the prior recommendations. However, it is important that the calculations for future reports continue to be based on pensionable payroll that properly accounts for only those members accruing current service.

b. Past Service Contributions

As outlined in this Report, a key assumption in the calculation of the recommended contribution rate is the

level of pensionable payroll. It is used both in the calculation of the level of subsidy since the previous valuation and the period of time over which any shareable surplus or deficit is amortized – which leads to the calculation of the recommended contribution rate.

Note that this process effectively ignores the impact of member past service contributions.

At various times, the Panel members have reviewed the assumption about the covered payroll by comparing the calculation of

- a. a “derived” covered payroll
 - i.e. based on member current service contributions divided by the member current service cost
- b. to the covered payroll reported in the actuarial report

Reconciling these numbers proved difficult if not impossible. Our conclusion, following discussions with the OSFI valuation actuaries was that, because they had confidence in and had spent time reconciling the pensionable payroll, as outlined and discussed in 9a above, we would continue to use the reported covered pensionable payroll for the calculation of the recommended contribution rate -- i.e. it may not be possible to quantify an adjustment to reflect the impact of past service contributions and further, such an adjustment would likely not be material.

However, if our assessment of the importance of past service buy-backs is not appropriate, then the issue should be re-visited by the parties.

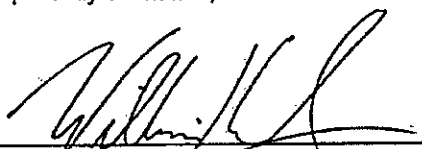
Table 5


RCMP Pension Plan – shareable deficit amortized to give level contribution rate after March 31, 2024									
Plan Year-end Mar-31	Projected Return On Pension Fund	Discount Factor (mid-year)	Total Payroll (Table 4) \$ millions	Employer % CS Cost (Table 4+ RCA=0.02%) (i)	Employer \$ Cost (ii)*(iii) \$ millions	Employer % Contrib. 19.44%/ 20.13% (v)	Employer \$ Contrib. (v)*(ii) \$ millions	Deficit Reduced (vi)-(iv) \$ millions	Present Value (i)*(vii) \$ millions
		(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
2022	6.50%	0.9690	2,423	13.42%	325.2	19.44%	471.0	145.8	141.3
2023	6.40%	0.9103	2,502	13.00%	325.3	19.44%	486.4	161.1	146.6
2024	5.70%	0.8584	2,613	13.17%	344.1	19.44%	508.0	163.9	140.7
2025	5.70%	0.8121	2,739	13.20%	361.5	20.13%	551.2	189.7	154.1
2026	5.60%	0.7687	2,842	13.18%	374.6	20.13%	572.0	197.4	151.7
2027	5.70%	0.7276	2,916	13.18%	384.3	20.13%	586.9	202.6	147.4
2028	5.70%	0.6884	2,992	13.18%	394.3	20.13%	602.2	207.9	143.1
2029	5.60%	0.6516	3,070	13.18%	404.6	20.13%	617.8	213.2	138.9
2030	5.70%	0.6168	3,150	13.18%	415.2	20.13%	633.9	218.7	134.9
2031	5.80%	0.5833	3,232	13.18%	426.0	20.13%	650.5	224.5	131.0
2032	5.80%	0.5513	3,316	13.18%	437.0	20.13%	667.4	230.4	127.0
2033	5.90%	0.5208	3,402	13.18%	448.4	20.13%	684.7	236.3	123.1
2034	5.90%	0.4918	3,490	13.18%	460.0	20.13%	702.4	242.4	119.2
2035	5.90%	0.4644	3,581	13.18%	472.0	20.13%	720.7	248.7	115.5
2036	5.90%	0.4385	3,674	13.18%	484.2	20.13%	739.4	255.2	111.9
15-year amortization								Total	\$2,026.4

10. CONCLUSIONS

- a. The Panel recommends that the appropriate level of Pension Contribution with respect to the RCMPSA and RCA for the purposes of determining the cost of the Provincial Police Service in accordance with Article 11.9 of the Agreement should be **19.44%** of pensionable salaries for the period April 1, 2021 to March 31, 2024 (as previously reported in the eleventh report) and **20.13%** of pensionable salaries for the period April 1, 2024 to March 31, 2027.
- b. The Panel also recommends that it be reconvened following publication of the report on the actuarial valuation of the RCMPSA and RCA at March 31, 2024 to make revised recommendations based on that report. It is expected that the revised recommendations to be made based on that report, will cover the period April 1, 2027 to March 31, 2030.

Respectfully submitted,


William C. Kennedy, FSA, FCIA
Lesniewski Moore Consulting Group


Simon Deschenes, FSA, FCIA, CFA
Eckler Ltd.

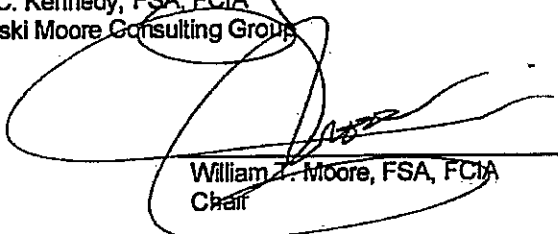

William Z. Moore, FSA, FCIA
Chair

EXHIBIT A

EXTRACT FROM PROVINCIAL POLICE SERVICE AGREEMENT

- 11.9 "Accounts" means each of the accounts established under the Royal Canadian Mounted Police Superannuation Act, under the Special Retirement Arrangements Act, and under the Supplementary Retirement Benefits Act.**
- a) There will be a pension panel (the "Panel") consisting of three members; Canada will appoint one member; the Provinces and Territories with which Canada has an agreement similar to this Agreement will together appoint the second member; and the two members so appointed will together appoint a third member who will act as the chairperson.**
 - b) The Panel will review and report upon the rate of Pension Contribution by Canada with respect to the Royal Canadian Mounted Police Superannuation Act, the Special Retirement Arrangements Act, and the Supplementary Retirement Benefits Act; the report will be made every three years or as otherwise determined by the Panel based on the availability of the relevant Report of the Office of the Superintendent of Financial Institutions and will establish the amount that will be used for the purposes of this Agreement, as a substitute for the Pension Contributions for the next period.**
 - c) The first report will be made for the three-year period commencing April 1, 2014.**
 - d) For all periods the Panel will determine the rate by both a prospective and retrospective review of the relevant information.**
 - e) In preparing any of its reports, the Panel will use the following practices and principles:**
 - i) when conducting a retrospective review, the Panel will establish its processes in accordance with generally accepted accounting and actuarial principles;**
 - ii) when conducting a prospective review, the Panel will use the assumptions and the database of the relevant Report of the Office of the Superintendent of Financial Institutions;**
 - iii) for all purposes of its deliberations, the Panel will assume that Canada's contributions will be made in accordance with the report of the Panel;**
 - iv) for each report under this Agreement, the surplus/deficit values determined in the immediately preceding Panel report will be used to determine the corresponding opening values of the immediately subsequent report;**
 - v) for greater clarity, the surplus/deficit values used to determine the substitute of the rate of Pension Contribution, being the surplus/deficit values determined in accordance with subparagraph (iv), will reflect the historical practice of the Panel of determining a split between "shareable" and "non-shareable" surplus/deficit values;**

- vi) any shareable surpluses or deficits in the Accounts will be amortized by the Panel's calculations using generally accepted accounting and amortization principles; the appropriate amortization period (which may extend beyond the term of this Agreement) will be determined by the Panel;
- vii) unless the Parties otherwise agree, upon the termination of this Agreement the Panel will make binding recommendations with respect to the settling of the final contribution to be paid by the Province or reimbursement to be paid by Canada relating to Pension Contribution between the Parties;
- viii) for the purpose of making any determination affecting either the Province or Canada, the Accounts will be treated as a single account.

EXHIBIT B

RCMP Superannuation Account from OSFI Report (\$ millions)

	2018/2019	2019/2020	2020/2021
At April 1	\$13,116	\$12,917	\$13,621
INCOME			
Investment earnings	508	471	461
Government Costs	0	0	0
Employee contributions	1	1	1
Transfers received	0	0	0
Actuarial liability adjustments	0	956	0
EXPENDITURES			
Annuities	699	712	720
Pension divisions	5	6	4
Return of Cont'ns. & cash allowances	0	1	0
Transfer Values	0	0	0
Transfers sent	0	0	0
Minimum benefits	0	0	0
Administrative expenses	4	5	6
At March 31	\$12,917	\$13,621	\$13,353

EXHIBIT C

RCMP Pension Plan from OSFI Report (\$ millions)

	2018/2019	2019/2020	2020/2021
At April 1	\$11,097	\$12,131	\$12,254
INCOME			
Investment earnings	881	15	2,346
Government Costs	262	270	269
Employee contributions	223	220	220
Transfers received	5	10	16
Actuarial liability adjustments	9	0	0
EXPENDITURES			
Annuities	217	244	268
Pension divisions	11	12	15
Return of Cont'ns. & cash allowances	0	0	1
Transfer Values	35	40	59
Transfers sent	1	0	2
Minimum benefits	0	1	1
Administrative expenses	4	4	5
PSPiB Investment Expenses	78	91	73
At March 31	\$12,131	\$12,254	\$14,681

Impact of Change in Member Superannuation Rate
Based on FY 22/23 Final Expenditures
Source - CART FSR Database
November 17, 2023

Functional Area Number/Name	Contract Type	Contract Rate	Region	Division	Contract Partner Name	FY 22/23 Final Exp -	Member	Member	Variance (100%)	Variance @	
						Member Pensionable Pay	Superannuation - 19.44% Pension Rate	Superannuation - 20.13% Pension Rate		Applicable Cost Share	
3001 - Prov/Territorial Policing	PROVINCIAL	70%	ATLANTIC	BDIV	Nfld and Labrador - Provincial	40,022,949	7,780,461	8,056,620	276,158	193,311	
		70%		HDIV	Nova Scotia - Provincial	80,268,232	15,604,144	16,157,995	553,851	387,696	
		70%		JDIV	New Brunswick - Provincial	53,356,208	10,372,447	10,740,605	368,158	257,710	
		70%		LDIV	Prince Edward Island - Provincial	10,083,207	1,960,175	2,029,750	69,574	48,702	
		70%		DDIV	Manitoba - Provincial	77,739,612	15,112,581	15,648,984	536,403	375,482.33	
		70%		FDIV	Saskatchewan - Provincial	106,538,538	20,711,092	21,446,208	735,116	514,581	
		70%	GDIV	NW Territories - Territorial	18,406,612	3,578,245	3,705,251	127,006	88,904		
		70%	KDIV	Alberta - Provincial	169,163,098	32,885,306	34,052,532	1,167,225	817,058		
		70%		Alberta - Provincial ALERT	13,630,149	2,649,701	2,743,749	94,048	65,834		
		70%	VDIV	Nunavut - Territorial	16,855,392	3,276,688	3,392,990	116,302	81,412		
		70%	EDIV	British Columbia - Provincial	211,810,984	41,176,055	42,637,551	1,461,496	1,023,047		
		70%	MDIV	Yukon Territory - Territorial	13,004,462	2,528,067	2,617,798	89,731	62,812		
		PROVINCIAL Total					810,879,444	157,634,964	163,230,032	5,595,068	3,916,548
	AIRPORT	100%	NORTHWEST	DDIV	Winnipeg Airport	1,911,581	371,611	384,801	13,190	13,190	
		100%		KDIV	Edmonton Airport	1,783,179	346,650	358,954	12,304	12,304	
		100%	PACIFIC	EDIV	Vancouver Airport	3,060,832	595,026	616,146	21,120	21,120	
	AIRPORT Total					6,755,592	1,313,287	1,359,901	46,614	46,614	
	3001 - Prov/Territorial Policing Total						817,635,035	158,948,251	164,589,933	5,641,682	3,963,161
	3002 - Municipal Policing	LMD INTEGRATED	100%	PACIFIC	EDIV	ERT	4,726,891	918,908	951,523	32,616	32,616
			100%			FIS	5,151,094	1,001,373	1,036,915	35,543	35,543
100%			ICARS			1,162,231	225,938	233,957	8,019	8,019	
100%			III			56,564	10,996	11,386	390	390	
100%			PDS			2,935,198	570,602	590,855	20,253	20,253	
100%			RTIC			245,866	47,796	49,493	1,696	1,696	
LMD INTEGRATED Total							14,277,844	2,775,613	2,874,130	98,517	98,517
MUNICIPAL OVER		90%	ATLANTIC	HDIV	Windsor West Hants	2,304,660	448,026	463,928	15,902	14,312	
		90%		JDIV	Codiac	17,025,717	3,309,799	3,427,277	117,477	105,730	
		90%	NORTHWEST	DDIV	Steinbach	1,667,993	324,258	335,767	11,509	10,358	
		90%		FDIV	Swift Current	2,016,554	392,018	405,932	13,914	12,523	
		90%			Yorkton	2,912,228	566,137	586,232	20,094	18,085	
		90%		KDIV	Airdrie	6,992,681	1,359,377	1,407,627	48,249	43,425	
		90%			Beaumont	1,478,583	287,436	297,639	10,202	9,182	
		90%			Canmore	1,855,921	360,791	373,597	12,806	11,525	
		90%			Chestermere	1,730,860	336,479	348,422	11,943	10,749	
		90%			Cochrane	2,511,847	488,303	505,635	17,332	15,599	
		90%			Cold Lake	1,748,316	339,873	351,936	12,063	10,857	
		90%			Fort Saskatchewan	3,254,221	632,621	655,075	22,454	20,209	
		90%			Grande Prairie	10,467,638	2,034,909	2,107,135	72,227	65,004	
		90%			Leduc	3,016,303	586,369	607,182	20,812	18,731	
		90%			Lloydminster	4,699,281	913,540	945,965	32,425	29,183	
		90%			Okotoks	2,380,208	462,713	479,136	16,423	14,781	
		90%			Red Deer	18,054,305	3,509,757	3,634,332	124,575	112,117	

Impact of Change in Member Superannuation Rate
Based on FY 22/23 Final Expenditures
Source - CART FSR Database
November 17, 2023

Functional Area Number/Name	Contract Type	Contract Rate	Region	Division	Contract Partner Name	FY 22/23 Final Exp - Member Pensionable Pay	Member Superannuation - 19.44% Pension Rate	Member Superannuation - 20.13% Pension Rate	Variance (100%)	Variance @ Applicable Cost Share
		90%			Spruce Grove	3,184,228	619,014	640,985	21,971	19,774
		90%			St Albert	6,694,359	1,301,383	1,347,574	46,191	41,572
		90%			Stony Plain	1,855,500	360,709	373,512	12,803	11,523
		90%			Strathcona County	8,711,527	1,693,521	1,753,630	60,110	54,099
		90%			Sylvan Lake	1,561,700	303,594	314,370	10,776	9,698
		90%			Wood Buffalo	14,218,600	2,764,096	2,862,204	98,108	88,298
		90%	PACIFIC	EDIV	Burnaby	30,550,955	5,939,106	6,149,907	210,802	189,721
		90%			Campbell River	4,139,191	804,659	833,219	28,560	25,704
		90%			Chilliwack	12,955,707	2,518,589	2,607,984	89,394	80,455
		90%			Colwood	1,880,283	365,527	378,501	12,974	11,677
		90%			Coquitlam	16,569,139	3,221,041	3,335,368	114,327	102,894
		90%			Courtenay	2,785,079	541,419	560,636	19,217	17,295
		90%			Cranbrook	2,677,461	520,498	538,973	18,474	16,627
		90%			Fort St John	4,088,925	794,887	823,101	28,214	25,392
		90%			Kamloops	13,909,159	2,703,941	2,799,914	95,973	86,376
		90%			Kelowna	20,295,087	3,945,365	4,085,401	140,036	126,032
		90%			Lake Country	1,575,110	306,201	317,070	10,868	9,781
		90%			Langford	5,918,754	1,150,606	1,191,445	40,839	36,755
		90%			Langley City	4,534,485	881,504	912,792	31,288	28,159
		90%			Langley Combined	439,910	85,519	88,554	3,035	2,732
		90%			Langley Township	14,323,972	2,784,580	2,883,416	98,835	88,952
		90%			Maple Ridge	10,448,594	2,031,207	2,103,302	72,095	64,886
		90%			MISSION	5,553,094	1,079,522	1,117,838	38,316	34,485
		90%			Nanaimo	14,474,369	2,813,817	2,913,690	99,873	89,886
		90%			North Cowichan	3,000,949	583,384	604,091	20,707	18,636
		90%			North Vancouver City	4,673,632	908,554	940,802	32,248	29,023
		90%			North Vancouver District	7,577,566	1,473,079	1,525,364	52,285	47,057
		90%			Penticton	5,013,233	974,573	1,009,164	34,591	31,132
		90%			Pitt Meadows	2,126,961	413,481	428,157	14,676	13,208
		90%			Port Alberni	3,368,258	654,789	678,030	23,241	20,917
		90%			Port Coquitlam	6,617,164	1,286,377	1,332,035	45,658	41,093
		90%			Prince George	13,875,707	2,697,438	2,793,180	95,742	86,168
		90%			Richmond	26,195,829	5,092,469	5,273,220	180,751	162,676
		90%			Salmon Arm	1,951,867	379,443	392,911	13,468	12,121
		90%			Sooke	1,281,921	249,205	258,051	8,845	7,961
		90%			Squamish	2,468,455	479,868	496,900	17,032	15,329
		90%			Surrey	68,049,175	13,228,760	13,698,299	469,539	422,585
		90%			Vernon	6,577,184	1,278,605	1,323,987	45,383	40,844
		90%			West Kelowna	2,812,194	546,690	566,095	19,404	17,464
		90%			White Rock	2,558,914	497,453	515,109	17,657	15,891
	MUNICIPAL OVER Total					445,611,513	86,626,878	89,701,598	3,074,719	2,767,247
	MUNICIPAL UNDER	70%	ATLANTIC	HDIV	Antigonish	806,265	156,738	162,301	5,563	3,894

Impact of Change in Member Superannuation Rate
Based on FY 22/23 Final Expenditures
Source - CART FSR Database
November 17, 2023

Functional Area Number/Name	Contract Type	Contract Rate	Region	Division	Contract Partner Name	FY 22/23 Final Exp -	Member		Variance (100%)	Variance @ Applicable Cost Share
						Member Pensionable Pay	Superannuation - 19.44% Pension Rate	Superannuation - 20.13% Pension Rate		
		70%			Pictou	597,912	116,234	120,360	4,126	2,888
		70%			Yarmouth	1,571,013	305,405	316,245	10,840	7,588
		70%		JDIV	Bouctouche	337,191	65,550	67,877	2,327	1,629
		70%			Campbellton	1,662,353	323,161	334,632	11,470	8,029
		70%			Hampton	497,884	96,789	100,224	3,435	2,405
		70%			Oromocto	1,167,462	226,955	235,010	8,055	5,639
		70%			Sackville	881,248	171,315	177,395	6,081	4,256
		70%			St Andrews	220,730	42,910	44,433	1,523	1,066
		70%		LDIV	Cornwall	456,332	88,711	91,860	3,149	2,204
		70%			Stratford	647,431	125,860	130,328	4,467	3,127
		70%	NORTHWEST	DDIV	Beausejour	355,822	69,172	71,627	2,455	1,719
		70%			Boissevain	148,736	28,914	29,941	1,026	718
		70%			Carman	248,530	48,314	50,029	1,715	1,200
		70%			Dauphin	1,638,120	318,450	329,753	11,303	7,912
		70%			Gillam	426,645	82,940	85,884	2,944	2,061
		70%			Gimli	283,502	55,113	57,069	1,956	1,369
		70%			Killarney	120,834	23,490	24,324	834	584
		70%			Minnedosa	284,587	55,324	57,287	1,964	1,375
		70%			Neepawa	345,536	67,172	69,556	2,384	1,669
		70%			Pinawa	149,312	29,026	30,056	1,030	721
		70%			Portage La Prairie	2,459,213	478,071	495,040	16,969	11,878
		70%			Roblin	209,174	40,663	42,107	1,443	1,010
		70%			Russell	206,072	40,060	41,482	1,422	995
		70%			Selkirk	1,767,299	343,563	355,757	12,194	8,536
		70%			Souris	227,236	44,175	45,743	1,568	1,098
		70%			Stonewall	432,982	84,172	87,159	2,988	2,091
		70%			Swan River	593,623	115,400	119,496	4,096	2,867
		70%			The Pas	1,615,766	314,105	325,254	11,149	7,804
		70%			Thompson	3,684,220	716,212	741,633	25,421	17,795
		70%			Virden	429,736	83,541	86,506	2,965	2,076
		70%		FDIV	Humboldt	524,719	102,005	105,626	3,621	2,534
		70%			Martensville	1,055,125	205,116	212,397	7,280	5,096
		70%			Meadow Lake	852,698	165,764	171,648	5,884	4,119
		70%			Melfort	467,685	90,918	94,145	3,227	2,259
		70%			North Battleford	3,630,003	705,673	730,720	25,047	17,533
		70%			Warman	922,522	179,338	185,704	6,365	4,456
		70%		KDIV	Banff	1,443,273	280,572	290,531	9,959	6,971
		70%			Blackfalds	971,170	188,795	195,496	6,701	4,691
		70%			Bonnyville	1,108,483	215,489	223,138	7,649	5,354
		70%			Brooks	2,270,013	441,291	456,954	15,663	10,964
		100%			Coaldale	839,464	163,192	168,984	5,792	5,792
		70%			Devon	801,607	155,832	161,363	5,531	3,872

Impact of Change in Member Superannuation Rate
Based on FY 22/23 Final Expenditures
Source - CART FSR Database
November 17, 2023

Functional Area Number/Name	Contract Type	Contract Rate	Region	Division	Contract Partner Name	FY 22/23 Final Exp - Member Pensionable Pay	Member Superannuation - 19.44% Pension Rate	Member Superannuation - 20.13% Pension Rate	Variance (100%)	Variance @ Applicable Cost Share
		70%			Didsbury	426,860	82,981	85,927	2,945	2,062
		70%			Drayton Valley	1,256,757	244,314	252,985	8,672	6,070
		70%			Drumheller	1,085,370	210,996	218,485	7,489	5,242
		70%			Edson	1,640,578	318,928	330,248	11,320	7,924
		70%			High River	1,774,780	345,017	357,263	12,246	8,572
		70%			Hinton	1,983,133	385,521	399,205	13,684	9,579
		70%			Innisfail	1,019,730	198,236	205,272	7,036	4,925
		70%			Morinville	972,597	189,073	195,784	6,711	4,698
		70%			Olds	960,981	186,815	193,446	6,631	4,642
		70%			Peace River	1,203,633	233,986	242,291	8,305	5,814
		70%			Ponoka	1,061,165	206,290	213,612	7,322	5,125
		70%			Redcliff	680,809	132,349	137,047	4,698	3,288
		70%			Rocky Mountain House	1,298,422	252,413	261,372	8,959	6,271
		70%			Rockyview County	369,080	71,749	74,296	2,547	1,783
		70%			Slave Lake	1,325,481	257,674	266,819	9,146	6,402
		70%			St Paul	958,204	186,275	192,886	6,612	4,628
		70%			Stettler	927,927	180,389	186,792	6,403	4,482
		70%			Strathmore	1,707,751	331,987	343,770	11,783	8,248
		70%			Vegreville	822,287	159,853	165,526	5,674	3,972
		70%			Wainwright	762,459	148,222	153,483	5,261	3,683
		70%			Westlock	373,973	72,700	75,281	2,580	1,806
		70%			Wetaskiwin	2,874,592	558,821	578,655	19,835	13,884
		70%			Whitecourt	1,526,163	296,686	307,217	10,531	7,371
		70%	PACIFIC	EDIV	Armstrong	327,872	63,738	66,001	2,262	1,584
		70%			Castlegar	1,140,771	221,766	229,637	7,871	5,510
		70%			Coldstream	793,353	154,228	159,702	5,474	3,832
		70%			Comox	1,200,359	233,350	241,632	8,282	5,798
		70%			Creston	680,224	132,236	136,929	4,694	3,285
		70%			Dawson Creek	2,115,256	411,206	425,801	14,595	10,217
		70%			Duncan	803,854	156,269	161,816	5,547	3,883
		70%			Fernie	617,842	120,109	124,372	4,263	2,984
		70%			Hope	1,246,154	242,252	250,851	8,598	6,019
		70%			Kent	478,922	93,102	96,407	3,305	2,313
		70%			Kimberley	660,642	128,429	132,987	4,558	3,191
		70%			Kitimat	1,811,805	352,215	364,716	12,501	8,751
		70%			Ladysmith	624,455	121,394	125,703	4,309	3,016
		70%			Merritt	1,624,878	315,876	327,088	11,212	7,848
		70%			Metochosin	207,765	40,390	41,823	1,434	1,004
		70%			North Saanich	1,095,929	213,049	220,611	7,562	5,293
		70%			Oliver	433,799	84,331	87,324	2,993	2,095
		70%			Osoyoos	682,198	132,619	137,326	4,707	3,295
		70%			Parksville	1,644,315	319,655	331,001	11,346	7,942

Impact of Change in Member Superannuation Rate
Based on FY 22/23 Final Expenditures
Source - CART FSR Database
November 17, 2023

Functional Area Number/Name	Contract Type	Contract Rate	Region	Division	Contract Partner Name	FY 22/23 Final Exp -	Member	Member	Variance (100%)	Variance @
						Member Pensionable Pay	19.44% Pension Rate	Superannuation - 20.13% Pension Rate		Applicable Cost Share
		70%			Peachland	358,019	69,599	72,069	2,470	1,729
		70%			Powell River	1,847,809	359,214	371,964	12,750	8,925
		70%			Prince Rupert	3,319,874	645,384	668,291	22,907	16,035
		70%			Qualicum Beach	704,215	136,899	141,759	4,859	3,401
		70%			Quesnel	1,981,876	385,277	398,952	13,675	9,572
		70%			Revelstoke	1,117,723	217,285	224,998	7,712	5,399
		70%			Sechelt	979,498	190,414	197,173	6,759	4,731
		70%			Sidney	1,406,528	273,429	283,134	9,705	6,794
		70%			Smithers	944,823	183,674	190,193	6,519	4,563
		70%			Spallumcheen	390,440	75,902	78,596	2,694	1,886
		70%			Summerland	869,455	169,022	175,021	5,999	4,199
		70%			Terrace	2,324,625	451,907	467,947	16,040	11,228
		70%			Trail	1,123,099	218,330	226,080	7,749	5,425
		70%			View Royal	1,249,175	242,840	251,459	8,619	6,034
		70%			Whistler	2,298,854	446,897	462,759	15,862	11,103
		70%			Williams Lake	1,956,130	380,272	393,769	13,497	9,448
					MUNICIPAL UNDER Total	107,434,797	20,885,325	21,626,625	741,300	520,648
3002 - Municipal Policing Total						567,324,155	110,287,816	114,202,352	3,914,537	3,386,412
3003 - Indigenous Policing	FNCP	48%	ATLANTIC	BDIV	Nfld and Labrador - FNCP	1,690,521	328,637	340,302	11,665	5,599
		48%		HDIV	Nova Scotia - FNCP	3,927,918	763,587	790,690	27,103	13,009
		48%		JDIV	New Brunswick - FNCP	1,948,866	378,860	392,307	13,447	6,455
		48%		LDIV	Prince Edward Island - FNCP	266,357	51,780	53,618	1,838	882
		48%	NORTHWEST	DDIV	Manitoba - FNCP	4,340,925	843,876	873,828	29,952	14,377
		48%		FDIV	Saskatchewan - FNCP	12,331,643	2,397,271	2,482,360	85,088	40,842
		48%		GDIV	North West Territories - FNCP	935,361	181,834	188,288	6,454	3,098
		48%		KDIV	Alberta - FNCP	6,173,514	1,200,131	1,242,728	42,597	20,447
		48%	PACIFIC	EDIV	British Columbia - FNCP	10,150,323	1,973,223	2,043,260	70,037	33,618
		48%		MDIV	Yukon Territory - FNCP	1,603,136	311,650	322,711	11,062	5,310
					FNCP Total	43,368,564	8,430,849	8,730,092	299,243	143,637
3003 - Indigenous Policing Total						43,368,564	8,430,849	8,730,092	299,243	143,637
Grand Total						1,428,327,754	277,666,915	287,522,377	9,855,462	7,493,210

Note 1 - Report produced November 17, 2023, minor variances from Contract Policing Final Reconciliations may occur due to timing differences or rounding.
Note 2 - Amounts shown for Municipal Under Contracts are aggregated by Division and form part of the Municipal Per Capita Calculation
Note 3 - LMD Integrated Teams have not been allocated to the receiving partner and are shown at 100%

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CITY OF PORT ALBERNI

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

File # 0400-20 MOP **RCM Jan 8/24**

From: McLean, D [REDACTED] M FOR:EX <[REDACTED]>

Sent: Monday, December 11, 2023 11:38 AM

To: CityPa <citypa@portalberni.ca>

Cc: 'A [REDACTED] Guite' <[REDACTED]>

Subject: Pest Management Plan for Southern & Coastal BC

This letter is to inform you that the Ministry of Forests (FOR) has collaborated with the Ministry of Environment and Climate Change Strategy's Conservation and Recreation Division (CARD), the Ministry of Water, Land and Resource Stewardship (WLRS) and the Ministry of Transportation and Infrastructure (MOTI) to renew a multi-agency Pest Management Plan (PMP) for Invasive Plant Management on Provincial Public (Crown) Lands in Southern and Coastal BC. This plan replaces current multi-agency PMPs which expire in April 2024 and builds on previous versions which incorporated input and feedback. Feedback received on this DRAFT version through the consultation period will included that from numerous Indigenous communities throughout the PMP area as well as public consultation through posting of newspaper ads. The plan supports and enables comprehensive invasive plant management on all provincial public lands within the boundaries of the Plan. FOR is the lead agency on development of the plan and is the PMP holder as described in the Integrated Pest Management Act Regulation.

The PMP Area will be specific to Provincial Public Land under the jurisdiction of FOR, MOTI, WLRS and BC Parks within the following geographical areas:

1. Vancouver Island, the Southern Coast and Haida Gwaii including the following Regional Districts: Capital, Cowichan Valley, Nanaimo, Alberni-Clayoquot, Comox Valley, Strathcona, Mount Waddington, Central Coast, and North Coast (Haida Gwaii only).
2. South Coastal Mainland including the following Regional Districts: Metro Vancouver, Fraser Valley, Squamish-Lillooet, Sunshine Coast and Quathet.
3. Southern Interior including the following Regional Districts: Okanagan-Similkameen, Central Okanagan, North Okanagan, Kootenay Boundary, Central Kootenay, East Kootenay, Columbia-Shuswap, Thompson-Nicola and Cariboo.

The Provincial Public (Crown) lands within the above area include, but are not limited to, highway rights-of-ways, gravel pits; grasslands; provincial parks; conservancy, protected, and forested areas; ecological reserves, wildlife management areas; and watersheds.

The PMP outlines strategies to protect indigenous, ecological, social, and economic values on public land, and outlines an Integrated Pest Management approach to invasive plant management. The plan addresses prevention of new incursions or prohibited species, elimination of new invaders through early detection and rapid response; and presents options for the containment of existing invasive plant populations. Tools to accomplish invasive plant management include surveys and inventories, manual/mechanical treatment methods, biological and cultural controls, and the use of herbicides.

The draft PMP document and an FAQ document is posted on the website page entitled "Invasive Plant Pest Management Plans and Pesticide Use Permits" at

<https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species/integrated-pest-management/pmp-pup>.

If you have questions or comments regarding the PMP please contact our Agent at PMPrespond@gmail.com or [REDACTED]

Take care,

D. [REDACTED] McLean, P.Ag.

Invasive Plant Specialist

Ministry of Forests | Timber, Range & Economics Division

Range Branch, 2000 S Ospika Blvd.

Prince George, BC V2N 4W5

[REDACTED]
denise.mclean@gov.bc.ca

I acknowledge that I live and work on the traditional territory of Lheidli-T'enneh Band and Saik'uz First Nation.

I also work on the traditional territories of the many First Nations throughout BC who have all taken care of this land for many generations. It is an honor to continue that tradition.

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CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0400-20-MHA

RCM Jan 8/24

December 28, 2023

1268388

Via email: sharie_minions@portalberni.ca

Their Worship Sharie Minions
and Members of Council
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Minions and Council:

Thank you to your delegation for meeting with me at the Union of British Columbia Municipalities Convention in Vancouver.

I appreciated hearing about issues in your community, and I'm grateful for your advocacy. Topics raised during the meeting included the local Overdose Prevention Site, low-barrier pod housing, and the need for detox services within the community.

The Ministry is working hard across government to create an accessible, robust, and culturally safe system of mental health and addictions care that provides the right care at the right time and place for people. This includes the Port Alberni OPS, a life-saving response to the illicit drug toxicity crisis that has been highly utilized in the community and has been providing witnessed supervision of drug use and overdose response, drug checking, and connections to other health and social services since 2017. It also includes opening 16 new treatment and recovery beds in partnership with Kackaamin Family Development Centre and the Port Alberni Shelter Society.

Through Budget 2023, the Province continues to build the system of care. New models of care, like the Road to Recovery, will support people to move seamlessly through treatment and recovery services including withdrawal management (detox), bed-based treatment and recovery and outpatient supports – all supported by the same team for continuity of care. The Ministry is working with regional health authorities, including Vancouver Island Health Authority, to plan the implementation of this model in a number of sites across the province.

...2

Ministry of Mental Health & Addictions

Office of the Minister

PO Box 9087 STN PROV GOVT
Victoria BC V8W 9E4

- 2 -

As committed to during our meeting, ministry staff will follow up with Island Health regarding detox services for Port Alberni.

Thank you again for your leadership. I appreciate these important opportunities to exchange ideas and share information. Meetings like this help me better understand the challenges people and communities across BC face on a daily basis. Through a continued partnership, I am confident we can work together to improve mental health and substance use care in the City of Port Alberni and for all British Columbians.

Thank you again to your delegation for taking the time to meet with me.

Sincerely,



Jennifer Whiteside
Minister

pc: Mike Fox, Chief Administrative Officer

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CITY OF PORT ALBERNI



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

File # 0400-20-JED1 **RCM Jan 8/23**

Ref: 163825

December 8, 2023

Their Worship Mayor Sharie Minions
City of Port Alberni
Email: donna_monteith@portalberni.ca

Dear Mayor Minions:

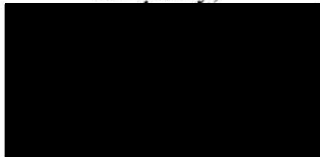
It was a pleasure to meet with your delegation at the Union of British Columbia Municipalities Annual Convention (UBCM). The UBCM Convention provides a great opportunity to discuss issues of significance to your community.

The Ministry of Jobs, Economic Development and Innovation will continue to collaborate with your team, providing resources, expertise, and funding where possible. Together, we can amplify the positive impact of your economic diversification projects and contribute to the overall well-being of your community.

Please reach out to Regional Manager Cheryl McLay to discuss specific areas where provincial support can be most effective. You can reach her by email at: Cheryl.McLay@gov.bc.ca.

Thank you again for meeting. I appreciate your dedication and commitment to help grow British Columbia's economy.

Sincerely,



Brenda Bailey
Minister

Ministry of Jobs,
Economic Development
and Innovation

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 301
Parliament Buildings
Victoria BC

www.gov.bc.ca

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CITY OF PORT ALBERNI

November 28, 2023

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

Canada Community-Building Fund BC | UBCM

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
Rmt Jan 8/23
File # 1855-07.

Dear Mayor Sharie Minions and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$436,132.09 is expected to occur in December 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

This payment marks the final CWF disbursement of the current 10-year Canada Community-Building Fund agreement. Spanning from 2014 to 2024, this agreement has successfully allocated over \$1.25 billion in CWF funding to local governments in British Columbia. Looking ahead, UBCM anticipates the implementation of a new agreement in April 2024. Information on a renewed program will be communicated in the following months.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](https://www.cbfbf.org/).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Trish Mandewo
UBCM President

PC: Andrew McGifford, Director of Finance

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DEC 08 2023

CITY OF PORT ALBERNI



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☒ Development Services
☐ Community Safety
☐ Other
File # 0400-20-1404 *Rec Jan 8/23*

VIA EMAIL

Ref. 63442

December 8, 2023

Her Worship Sharie Minions
Mayor of the City of Port Alberni
Email: sharie_minions@portalberni.ca

RE: New legislation to support local government housing initiatives

Dear Mayor Sharie Minions:

As you are aware, last week, the Province passed three bills that change the way local governments plan for new housing in their communities: Bills 44, 46, and 47, along with Bill 35, which regulates short-term rentals. While the legislation establishes the framework for the new rules, many of the details that describe how these changes will work on the ground are set out in regulation, and site standards and expectations around development are laid out in provincial policy manuals.

We have prioritized releasing the regulations and policy manuals to help local governments meet the June 30, 2024 requirements for small-scale multi-unit housing and transit-oriented development areas (TOD areas). Yesterday, the regulations and policy manuals for those requirements were released and are posted online here: [Local government housing initiatives - Province of British Columbia](#).

The regulation for small-scale multi-unit housing sets out the minimum number of dwelling units by parcel size and proximity to frequent transit, prescribes the frequency of transit bus stops, and establishes the minimum population threshold for legislation to apply to certain communities. It also includes an exemption to the legislation for hazardous conditions.

.../2

Office of the
Minister of Housing

Website:
www.gov.bc.ca/housing

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

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

The policy manual supports local governments to implement the zoning bylaw amendments required under the legislation. It establishes provincial expectations for implementation of the requirements, which must be considered when preparing, amending, or adopting a zoning bylaw to permit the use and density required by the small-scale multi-unit housing legislation. Further information will be provided in January about the criteria and process for extensions.

The regulations for TOD Areas designate the 52 TOD Areas that are now in effect by regulation (see attachment 1) and the full list of TOD Areas that must be designated by June 30, 2024 (see attachment 2). They also bring the provisions of Bill 47 into effect and set out the details for those provisions, such as the minimum allowable density (see attachment 3) and the applicable distance from transit stations. Bill 47 allows the Province to designate TOD Areas by order if a local government does not or designates incorrectly.

The TOD manual establishes provincial expectations for municipalities to implement the requirements, such as when designating TOD Areas by bylaw, making zoning decisions, and updating parking bylaws.

The regulations for the *Short-Term Rental Accommodation Act* (STRAA) set out where the principal residence requirement applies, exemptions, and how local governments and entities can opt-in or out of the requirement. The policy guidance provides information about how the STRAA, and related amendments to the *Local Government Act*, *Community Charter*, and *Vancouver Charter* apply to local governments, including local government bylaws related to short-term rentals. Yesterday, the regulations and policy guidance were released and are posted online here: [Policy guidance for local governments](#).

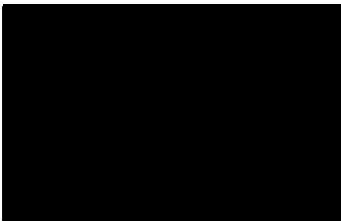
Early in the new year, we will be releasing regulations and a policy manual for updating Housing Needs Reports and policy guidance for implementing the new development finance tools [expanded Development Cost Charges (Levies) and Amenity Contribution Costs Charges.]

In my previous letter, I mentioned that we are exploring policy options and additional tools for facilitating the delivery of affordable housing, including the potential for inclusionary zoning and other tools to support a range of outcomes. I look forward to being able to share more in 2024 on these initiatives.

.../3

I appreciate how much work is in front of your local government to meet the requirements. The Ministry is committed to supporting your team in this work. We will be notifying you later this month of the amount your local government will receive from the \$51 million funding to support planning and capacity to meet these new requirements. Ministry staff will also be in touch with your administration about a webinar series for local government staff leading the work to implement the changes.

Sincerely,



Ravi Kahlon
Minister of Housing

Attachments

pc: The Honourable Rob Fleming, Minister of Transportation and Infrastructure
The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Michael Fox, Chief Administrative Officer, City of Port Alberni
(mike_fox@portalberni.ca)

Links:

- Local Government Housing Initiatives webpage with links to Bill 44 and 47 Housing Statute Regulations and the Provincial policy manuals for small-scale multi-unit housing and Transit-Oriented Development Areas:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>
- Bill 35 Policy Guidance for Local Governments: [Policy guidance for local governments](#).

Attachment 1: Transit-Oriented Development Areas Designated by Regulation (in effect)

Burnaby

- Brentwood Town Centre Station
- Burquitlam Station*
- Joyce – Collingwood Station*
- Lougheed Town Centre Station
- Metrotown Station
- Patterson Station
- Rupert Station*
- Sperling – Burnaby Lake Station

Chilliwack

- Downtown Chilliwack Exchange

Coquitlam

- Burquitlam Station
- Coquitlam Central Station
- Inlet Centre Station*
- Lafarge Lake – Douglas Station
- Lincoln Station
- Lougheed Town Centre Station*
- Moody Centre Station*

Kamloops

- Lansdowne Exchange
- North Shore Exchange

Kelowna

- Okanagan College Exchange
- Rutland Exchange

Maple Ridge

- Port Haney Station

Mission

- Mission City Station

New Westminster

- Columbia Station
- New Westminster Station

North Vancouver (District)

- Phibbs Exchange

Port Coquitlam

- Coquitlam Central Station*
- Lincoln Station*

Port Moody

- Inlet Centre Station
- Moody Centre Station

Richmond

- Aberdeen Station
- Bridgeport Station
- Capstan Station
- Lansdowne Station
- Marine Drive Station*
- Richmond – Brighthouse Station

Saanich

- Uptown Exchange

Surrey

- 152nd Street Station
- 160th Street Station
- 166th Street Station
- 184th Street Station
- 190th Street Station
- Columbia Station*

Vancouver

- 29th Avenue Station
- Arbutus Station
- Bridgeport Station*
- Broadway – City Hall Station
- Great Northern Way – Emily Carr Station
- Joyce – Collingwood Station
- King Edward Station
- Langara – 49th Avenue Station
- Marine Drive Station
- Mount Pleasant Station
- Nanaimo Station
- Oak – VGH Station
- Oakridge – 41st Avenue Station
- Olympic Village Station
- Renfrew Station
- Rupert Station
- South Granville Station
- Stadium – Chinatown Station
- VCC – Clark Station
- Waterfront Station

Victoria

- Legislature Exchange

*Overlap TOD Area from adjacent municipality

Attachment 2: TOD Areas that must be designated by June 30, 2024

140th Street Station	Haney Place Exchange	Patterson Station
152nd Street Station	Holdom Station	Peachtree Square Exchange
160th Street Station	Hospital Exchange	Penticton Plaza Exchange
166th Street Station	Inlet Centre Station	Phibbs Exchange
184th Street Station	Joyce – Collingwood Station	Pitt Meadows Station
190th Street Station	King Edward Station	Port Coquitlam Station
196th Street Station	King George Station	Port Haney Station
203rd Street Station	Kootenay Loop Exchange	Production Way – University Station
22nd Street Station	Lafarge Lake – Douglas Station	Renfrew Station
29th Avenue Station	Lake City Way Station	Richmond – Brighthouse Station
Aberdeen Station	Langara – 49th Avenue Station	Royal Oak Exchange
Arbutus Station	Langford Exchange	Royal Oak Station
Bourquin Exchange	Langley Centre Exchange	Rupert Station
Braid Station	Lansdowne Exchange	Rutland Exchange
Brentwood Town Centre Station	Lansdowne Station	Sapperton Station
Bridgeport Station	Legislature Exchange	Scott Road Station
Broadway – City Hall Station	Lincoln Station	Scottsdale Exchange
Burquitlam Station	Lonsdale Quay Exchange	South Granville Station
Burrard Station	Lougheed Town Centre Station	Sperling – Burnaby Lake Station
Capilano University Exchange	Main Street – Science World Station	Stadium – Chinatown Station
Capstan Station	Maple Meadows Station	Surrey Central Station
Columbia Station	Marine Drive Station	TRU Exchange
Colwood Exchange	Metrotown Station	UNBC Exchange
Commercial – Broadway Station	Mission City Station	Uptown Exchange
Coquitlam Central Station	Moody Centre Station	UVic Exchange
Country Club Exchange	Mount Pleasant Station	Vancouver City Centre Station
Downtown Chilliwack Exchange	Nanaimo Station	VCC – Clark Station
Downtown Exchange	New Westminster Station	VGH Exchange
Dunbar Loop Exchange	Newton Exchange	Village Green Centre Exchange
Edmonds Station	North Shore Exchange	VIU Exchange
Gateway Station	Oak – VGH Station	Waterfront Station
Gilmore Station	Oakridge – 41st Avenue Station	Woodgrove Exchange
Gondola Exchange	Okanagan College Exchange	Yaletown – Roundhouse Station
Granville Station	Olympic Village Station	
Great Northern Way – Emily Carr Station	Orchard Park Exchange	
Guildford Mall Exchange		

Attachment 3: Distances, Transit Stations and Densities by Category

Municipality	Transit Hub Type	Prescribed Distance	Minimum Allowable Density (FAR)	Minimum Allowable Height (Storeys)
Burnaby	Sky Train/ Canada Line (Rapid Transit Stop)	200m or less	Up to 5.0	Up to 20
Delta				
Coquitlam				
Langley (City + Township)		200m – 400m	Up to 4.0	Up to 12
Maple Ridge				
North Vancouver (City + District)	Prescribed Bus Exchange or West Coast Express Station	400m – 800m	Up to 3.0	Up to 8
New Westminster				
Pitt Meadows				
Port Coquitlam		200m or less	Up to 4.0	Up to 12
Port Moody				
Richmond				
Surrey		200m – 400m	Up to 3.0	Up to 8
Vancouver				
Abbotsford	Prescribed Bus Exchange	200m or less	Up to 3.5	Up to 10
Chilliwack				
Colwood				
Kamloops				
Kelowna				
Langford				
Mission				
Nanaimo				
Prince George		200m – 400m	Up to 2.5	Up to 6
Saanich District				
Vernon				
Victoria				
View Royal				

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CITY OF PORT ALBERNI



December 13, 2023

Sharie Minions

4850 Argyle St

Port Alberni, BC V9Y 1V8

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
File # 0400-90

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

Rec Jan 8/24

Dear Sharie Minions,

Please find enclosed the Island Health 2022/2023 Annual Report. The Annual Report provides an overview of programs, services and activities taking place across the organization for the fiscal year 2022/2023.

The report features real-life stories and photos of patients, clients and staff to illustrate the work we do towards our vision to provide excellent health and care for everyone, everywhere, every time. Island Health has made strides delivering on the B.C. Government priority of improving access to and the quality of healthcare services people need, by strengthening primary care, expanding and improving care for seniors, increasing access to mental health and addictions program and services, and reducing wait times for surgery and diagnostics.

To help address priority needs, Island Health is committed to building a strong healthy workforce, and we are also taking action to support the health and wellness of our teams. Island Health is committed to embedding cultural safety and humility into the delivery of all health and care services. We are on an ongoing learning journey to eliminate systemic racism, increase Indigenous representation, and promote a 'speak-up' culture where staff and patients feel safe to report racism they witness or experience.

If you wish to share this report within your network, you can find it online at <http://viha.uberflip.com/i/1512348-island-health-2023-annual-report>

Thank you for your ongoing partnership in health and care.

Sincerely,

Leah Hollins

Board Chair, Island Health Board of Directors

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DEC 21 2023

CITY OF PORT ALBERNI

From: EMCR IER Funding EMCR:EX <EMCR.IERFunding@gov.bc.ca>
Sent: December 19, 2023 5:00 PM
To: EMCR IER Funding EMCR:EX <EMCR.IERFunding@gov.bc.ca>
Subject: Emergency and Disaster Management Act – Funding Announcement

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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File # RCM Jan 8/24
0400-20-MEMCR

Good afternoon, Mayors and Regional District Chairs:

As you are aware, Bill 31, the Emergency and Disaster Management Act (the Act), received Royal Assent on November 8th, 2023. Significant components of the Act came into effect immediately, while the remainder will come into effect through regulation, which will allow for phased implementation.

The Act includes Indigenous engagement requirements that promote relationship building across jurisdictions and the incorporation of available Indigenous knowledge and cultural safety across emergency management practices. Local authorities are now required to make reasonable efforts to reach agreement with Indigenous governing bodies on areas for consultation and cooperation in the response and recovery phases.

Last week, the Ministry announced the Indigenous Engagement Requirements Funding Program to support all municipalities and regional districts in this important work.

The following resources have been developed to support initial implementation, with additional guidance and updates to come:

- [News Release – December 15, 2023](#)
- [Indigenous Engagement Requirements Funding Program](#)
- [Interim Guidance on Indigenous Engagement Requirements](#)
- [Technical paper - B.C.'s Modernized Emergency Management Legislation: A New Framework for Disaster Risk Reduction, Response, and Recovery \(PDF\)](#)
- [Modernized Emergency Management Legislation website](#) (new materials will be added as available – please subscribe to the page to receive automated updates)

In January, the Ministry will be sending out information to your offices to facilitate delivery of this funding. In the interim, information about the funding program and eligible activities is available online now.

As a reminder, we are also conducting broad engagement to help inform the development of the regulations and there are several ways to participate by January 31, 2024:
<https://engage.gov.bc.ca/emergencymanagementregulations>.

If you have any questions about the funding program, please contact
EMCR.IERFunding@gov.bc.ca.

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From our team to yours, we wish you a wonderful holiday season.

Sincerely,

Monica Cox

Assistant Deputy Minister

Partnerships, Engagement & Legislation Division

Ministry of Emergency Management and Climate Readiness

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JAN - 2 2024

CITY OF PORT ALBERNI



BRITISH
COLUMBIA

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File # <u>7400-01</u>	

VIA EMAIL

Ref. 659436

December 21, 2023

His Worship Sharie Minions
Mayor of the City of Port Alberni
Pitt Meadows BC
Port Alberni BC V9Y 1V8
Email: sharie_minions@portalberni.ca

Dear Mayor Minions:

I am writing to invite you to work with the Province and the BC RCMP on a joint initiative to improve public safety outcomes for all Vancouver Island residents through the expansion of integrated major crime services to all communities. While homicides remain relatively rare events, they have been steadily increasing in the province over the years. The impact that homicides have on communities are significant and are felt well beyond victims and their families.

Additionally, the complexities and challenges associated with successfully concluding a file from investigation to prosecution are driving up the resource costs associated with all major crime files. Based on the feedback I have received from several communities across the Island, I know municipal leaders share these concerns and I appreciate your willingness to work together towards a viable and equitable solution.

With these considerations in mind, I have directed the Policing and Security Branch (PSB) to work with the BC RCMP to examine major crime service delivery with a view towards the creation of a single major crime service on Vancouver Island. While the Vancouver Island Integrated Major Crime Unit (VIIMCU) has served participating communities well, the time has come to modernize the model and provide the opportunity for all Island municipalities to join a new, expanded, Island-wide integrated unit.

A single Major Crime Unit across the Island will help ensure there are sufficient numbers of highly trained and skilled officers and civilians dedicated to solving homicides in all communities. This will help provide consistent levels of service across the Island and should aid in the retention of investigators and their subject matter expertise. Ultimately, this initiative will more effectively bring resolutions for victims and families impacted by homicides and create a safer, more resilient service delivery model for current and future Island residents.

.../2

Ministry of
Public Safety
and Solicitor General

Office of the Minister
and Deputy Premier

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

His Worship Sharie Minions
Page 2

I am pleased to advise that PSB and the RCMP have identified a proposed path forward and are looking forward to starting engagement with municipalities on this topic. We anticipate this will get underway in early 2024. Representatives from PSB will be reaching out to municipalities to initiate the engagement process.

Thank you for your ongoing dedication to improving public safety. We look forward to engaging with you on this initiative in the new year.

Sincerely,



Mike Farnworth
Minister of Public Safety and Solicitor General
and Deputy Premier

pc: Deputy Commissioner Dwayne McDonald, Commanding Officer, RCMP E-Division
(E_Commanding_Officer@rcmp-grc.gc.ca)
The Honourable Josie Osborne, MLA, Mid Island-Pacific Rim
(josie.osborne.MLA@leg.bc.ca)

流氷観光砕氷船「あーろら」



賀正



本年も相変わらず御交誼の程お願い申し上げます
令和6年 元旦

☎093-8555

北海道網走市南6条東4丁目

網 走 市 議 会

議 長	平 賀	貴 幸
副 議 長	立 崎	一 敏
事務局 長	岩 尾	弘 敏

電話 (0152) 44-6111 (ホ)

REGULAR COUNCIL AGENDA -



網走
19.12.23
ABASHIRI

日本郵便
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00037
0066565
FCDE707 PB1303216



0400-01

Air Mail

TO

Mayor Sharie Minions
& City Councillors

City of Port Alberni
4850 Argyle Street,
Port Alberni, B.C.

CANADA V9Y 1V8



*Season's Greetings and
Best Wishes for the New Year.*

*Takayuki Hiraga, Chairperson,
Soichi Tatsuzaki, Vice-chairperson
Abashiri City Council, Japan*



森林を守り育てることに
役立つ紙を使用しています。



抽せん日1月17日／お年玉のお渡し期間1月18日～7月17日／くじ番号を切り取らずに郵便局にお持ちください。

B0446 REGULAR COUNCIL AGENDA -





流水観光砕氷船

謹賀新年

皆さまのご健康とご多幸をお祈り致します
本年も何とぞよろしくお願い申し上げます

令和 6 年 元旦

〒093-8555 北海道網走市南6条東4丁目

網走市長 水谷 洋 一

TFL (0152) 44-6111

REGULAR COUNCIL AGENDA -



網走
19.12.23
ABASHIRI



TO Mayor Sharie Minions

City of Port Alberni
4850 Argyle Street,
Port Alberni, B.C.
CANADA V9Y 1V8

Air Mail

040001

Wishing you good health, happiness,
and success in this new year and always.

Mayor Yoichi Mizutani
City of Abashiri, Japan



森林を守り育てることに
役立つ紙を使用しています。

抽せん日1月17日／お年玉のお渡し期間1月18日～7月17日／くじ番号を切り取らずに郵便局にお持ちください。



B1295 REGULAR COUNCIL AGENDA - 025115



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<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0400-20-M011 **RCM Jan 8/24**

VIA EMAIL

Ref: 63760

December 21, 2023

Michael Fox
Chief Administrative Officer
City of Port Alberni
Email: mike_fox@portalberni.ca

Dear Michael Fox:

I am writing to notify you of the funding allocation for the City of Port Alberni from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The City of Port Alberni will receive \$237,804 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

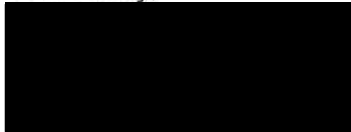
This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing



THE OFFICE OF THE LIEUTENANT GOVERNOR OF BRITISH COLUMBIA

The Honourable Janet Austin



Above: British Columbia Reconciliation Award recipients receiving their ceremonial blankets

JAN - 2 2024

CITY OF PORT ALBERNI

After a pandemic-driven pause of several years, His Honour and I were delighted to begin the year 2023 with the return of the annual New Years Day Levée. Accompanied by our beloved Vice Regal Canine Consort, MacDuff, we welcomed the Greater Victoria community to Government House to enjoy our festive décor and Chef prepared treats to embrace the New Year with good cheer and good will.

January brought the opportunity for Government House to host our first BC Reconciliation Awards ceremony, honoring 2021 and 2022 recipients. This program is undertaken in partnership with the BC Community Achievement Foundation and recognizes exceptional individuals and

organizations for leadership in advancing Reconciliation with Indigenous Peoples in BC. I was delighted to co-host the celebration with Chief Sophie Pierre of the Ktunaxa First Nation and was deeply moved by the examples of generosity, courage and healing that were honored with awards.

In March, I was pleased to co-host a Symposium for Women in Uniformed Service with Vice Admiral Angus Topshee, Commander of the Royal Canadian Navy. We brought together 100 women from the Canadian Armed Forces for a two-day program, beginning with an opening celebration of International Women's Day at Government House. The program agenda featured inspirational

- | | |
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| <input checked="" type="checkbox"/> Corporate Services | <input type="checkbox"/> Community Safety |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |
- REGULAR COUNCIL AGENDA - JANUARY 8, 2024
- File # _____



Above: Speaking at the Chinatown Autumn Gala

keynote speakers, including: BC Provincial Health Officer, Dr. Bonnie Henry; Rear Admiral Josée Kurtz, Commander Maritime Forces Atlantic and Joint Task Force Atlantic; Senator Rebecca Patterson; and Commanding Officer HMCS Vancouver, Commander Meghan Coates.

In April, we welcomed His Royal Highness, the Duke of Edinburgh, as he travelled to Canada to commemorate the 60th anniversary of the Duke of Edinburgh Award. It was inspiring to present awards to young people from across the country and to hear about their accomplishments. His

Royal Highness and I also visited the Odd Squad Productions Society, a charitable organization for youth empowerment run by serving and retired police officers and volunteers. Additionally, we met with local business and community leaders and hosted an intimate conversation with First Nations Leaders and youth delegates on youth priorities. His Royal Highness was delightful company and demonstrated his genuine interest in Canada and Canadians in all his interactions.

In honour of Her Late Majesty's Platinum Jubilee, I was pleased to launch the Lieutenant Governor's Journalism Fellowship, providing financial support for working journalists to undertake long-form projects on significant public interest topics. The first Fellowship was awarded in 2022 to Tyee reporter, Francesca Fionda, enabling her to document the stories of those displaced by extreme weather. Her resulting ten-part series was published in April 2023 and generated considerable interest as well as a Jack Webster Award nomination. Ms. Fionda also joined me in panel discussions with Simon Fraser University and the Union of BC Municipalities (UBCM), bringing further profile to her work.

The 2023 recipient of the Lieutenant Governor's BC Journalism Fellowship to Kim Bolan, a Vancouver Sun journalist whose courageous coverage of



Left: Touring South Okanagan communities



Right: His Royal Highness the Duke of Edinburgh at Odd Squad Productions Society



Above: Marching in the Victoria Pride Parade alongside the UVIC Chair in Trans Studies

BC gang activity is legendary. Ms. Bolan will investigate the increasing international tentacles of BC-based organized crime groups and examine the effectiveness of Canada's efforts to tackle organized crime. I am most grateful to the Jack Webster Foundation for their support in developing criteria and adjudicating Fellowship applications. It was especially meaningful to me to address the audience at the 2023 Jack Webster Awards on the importance of a credible, independent media ecosystem to the health of our democracy.

The highlight of 2023 was surely the Coronation of His Majesty King Charles III on May 6, 2023. This historic event was the first coronation of a Canadian Head of State and Monarch in seven decades. I was delighted to host a Coronation reception for our Patronage organizations and to open the Coronation Concert at Christchurch Cathedral, where we were treated to Handel's glorious Coronation Anthems.

The King's Coronation also gave us an opportunity to reflect on the constant presence of the Crown in the lives of Canadians, and the importance of our

constitutional monarchy as a stabilizing feature in the governance of our country that links us to the Commonwealth and to a tradition of parliamentary democracy, equality before the law and protection of our human rights.

Later in May, I embarked on an official community visit to the South Okanagan Region, during which I opened the inaugural BC Indigenous Golf Championship as Official Patron, along with His Honour Stephen Point, BC's 28th Lieutenant Governor. I also met with members of the South Okanagan Chamber of Commerce and the Royal Canadian Legion Branch 227; learned about the splendid work of the South Okanagan Immigrant and Community Services Society; toured historic sites such as the 1870's vintage Grist Mill; and visited farms, vineyards and wineries, including Indigenous-owned Nk'Mip Cellars and regenerative viticulture leader, Covert Farms. Altogether, it was a wonderful tour and I shall always be grateful for the warm welcome extended by everyone we met.

On June 1st, I had the special privilege of hosting the first BC Legends Day, honoring the



Top: Serving guests at the Victoria Native Friendship Centre Back to School Picnic Middle: Visiting Covert Farms while touring the South Okanagan Bottom: Joining the band on stage at Music on the Lawn

accomplishments of 26 extraordinary British Columbians who have contributed to our Province in diverse and meaningful ways. The Legends project is the creation of Stuart McNish and Carole Taylor, whose own contributions to BC may also be described as legendary.

July was the perfect month for Gardenfest, an outdoor coronation event inspired by His Majesty's Big Help Out, a celebration of volunteerism in the United Kingdom. Gardenfest featured live performances by the Victoria Conservatory of Music, Ballet Victoria, Pacific Opera Victoria and showcased the work of numerous community volunteer organizations. The South Malahat 4-H club was perhaps the most popular exhibit which featured adorable ducklings, babydoll sheep and a sweet little chicken named Janet!

In July, we also welcomed the surrounding community for three nights of "Music on the Lawn" featuring popular local bands and attracting diverse crowds of close to 1,000 each night.

Later in the summer, I attended the Annual Vice Regal Conference in Whitehorse and Carcross, along with the Governor General, Lieutenant Governors, and Territorial Commissioners from across Canada. Following the conference, I visited glorious Atlin on the BC Yukon border, where I met with local officials and enjoyed spectacular vistas and the warm hospitality of the community. The Taku River Tlingit First Nation welcomed me for a morning of "hands on" involvement in an inter-generational learning program and a delicious feast! I was honored, as well, to meet with Council and Elders and to learn about their innovative work in stewarding and protecting their traditional territory.

The 2023 UBCM Convention took place in Vancouver and attracted more than 2,000 delegates from local, regional, provincial and First Nations authorities. In my opening address, I took

the opportunity to express my heartfelt gratitude to local officials, Indigenous leaders and first responders for their splendid work in response to the worst fire season on record. The convention also enabled me to host a panel on Climate Adaptation, which brought together diverse voices for thoughtful and respectful discussion on this most challenging of topics.

The pandemic has given us a new appreciation for opportunities to gather and celebrate in person. For the Government House team, 2023 meant a return to pre-pandemic levels of activity and much “catching up” on awards and recognition events. Highlights of the Fall schedule included the investiture of 14 new members to the Order of BC; the Lieutenant Governor’s Award for Maritime Achievement; the Premier’s Education Awards; and 13 Long Service Award Dinners recognizing more than 2,000 of BC’s dedicated public servants.

Halloween was a most spooky affair, co-hosted with BC’s beloved Dr. Bonnie Henry, at which we welcomed young ghosts and goblins and their parents into the eerily-decorated entrance hall for some hospitality and to collect special treat bags. MacDuff was in his element, greeting our visitors with wagging tail and obvious enjoyment. He was also featured in “MacDuff and the Spectral Howl” a Government House ghost story documenting one of his many adventures.

Throughout the year, I had the privilege of speaking at many events and galas to honour the work of diverse organizations that contribute to the rich tapestry of BC community life; organizations like YWCA Metro Vancouver, Big Sisters of BC Lower Mainland, Success, Victoria Native Friendship Centre, Pacific Autism Family Network, Public Health Association of BC, BC Women’s Health Foundation, Inspire Health, BC Parks Foundation, Commonwealth Society, the Greater Vancouver



Top: Attending the Union of BC Municipalities (UBCM) Convention, hosting a dialogue on how to create climate resilient communities through collaboration Bottom: Honourary patronages, the South Malahat 4-H club at Gardenfest



*Above: Recipients of the 2021 and 2022 British Columbia Reconciliation Award
Below: Raising the flag for the Coronation of His Majesty King Charles III*

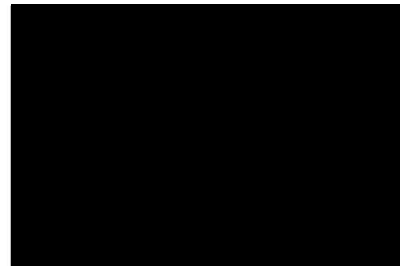
Board of Trade and the Greater Victoria Chamber of Commerce.

I greatly enjoyed presenting the BC Community Achievement Awards, the Audain Art Prize, the Polygon Art Awards and Exemplary Service Medals for Police, Coast Guard, Emergency Health Services. Also on my agenda were outdoor celebrations like the Chinatown Spring Parade, the Vaisakhi Parade and the Victoria Pride Parade where I joined the UVIC Chair in Transgender Studies.

I am so very grateful to all those who sustain the work of the Office of the Lieutenant Governor and who provide me with their personal support and encouragement: my Honorary Aides-de-Camp, all the volunteers with the Friends of Government House Gardens Society, the Government House Foundation and, of course, my wonderful colleagues here at Government House.

Please accept my heartfelt best wishes for a peaceful and joyous holiday season and for every possible happiness in the coming year.

With gratitude,



The Honourable Janet Austin
Lieutenant Governor of British Columbia



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CITY OF PORT ALBERNI

IslandRail

www.islandrailcorp.com

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
File # 0510-01 RCM Jan 8 PM

For Immediate Press Release 12-14-23

Island Rail Corporation, a Canadian company with its roots here on Vancouver Island, is ready and willing to assist the community of Vancouver Island with rebuilding Vancouver Island's railway network. A multi-billion-dollar investment!

While we appreciate the Ministry of Transportation has provided the Island Corridor Foundation members, those being fourteen Indigenous Communities and five Regional Governments, with \$18 Million to define their Path Forward. This is an Island Community opportunity that must be looked at for all her peoples on Vancouver Island, British Columbia, and Canada.

There are two criteria, and one request that we believe must be acted on by local, regional, Provincial and Federal Governments.

1. The decision by the Federal Government of Canada to return the lands on which rail exists to Snaw-naw-as First Nation (Nanoose First Nation) set a precedent for all railways placed on Indigenous Lands in Canada. To this end, the Island Corridor Foundation must utilize Sec. VI of its Letters Patent to wind down and transfer the lands that are under its legal control to an Indigenous Governance body made up of all fourteen Indigenous Communities on which rail was unlawfully placed.
2. The Provincial/Federal Governments must compensate all fourteen Indigenous Communities with a financial settlement for wrongdoing. We have publicly suggested one billion dollars.
3. An open and transparent dialogue with all fourteen Indigenous Communities regarding the importance of protecting the corridor on which rail was placed to be completely rebuilt from the ground up. This discussion must consider the concerns we know Indigenous Communities have regarding rail and the opportunities that available to them once the concerns are addressed.

Island Rail Corporation has over twenty companies that have expressed an interest in having contemporary rail established on Vancouver Island. In addition, we are aware of four additional Indigenous communities who would welcome having access to rail beyond the current rail corridor to support their economic endeavours.

Private sector capital is available, as is the range of rail expertise to build, own and operate a new railway, one we hope can be achieved in Partnership with the Indigenous Communities on Vancouver Island seeking the opportunities to build their socio-economic and green economies.

We encourage all the people of Vancouver Island to become engaged. The outcome will determine the successes of the next 7-Generations of people on Vancouver Island.

Respectfully Yours,

Dave Hayden, President/CEO Bill Williams, VP Transportation Alex Stuart, Managing Director



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www.bclc.com

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DEC 27 2023

CITY OF PORT ALBERNI

December 15, 2023

Her Worship Sharie Minions
City of Port Alberni
4850 Argyle Street
Port Alberni, British Columbia
V9Y 1V8

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

File # 0510-01 *RCH Jan 8/24*

Dear Madam Mayor:

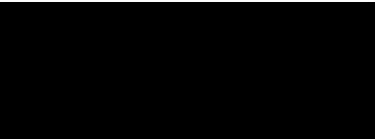
Re: 2022/23 Winning with Purpose: Annual Report

As a valued partner of BCLC we are pleased to share with you a copy of our 2022/23 Winning with Purpose: Annual Report.

This year's report combines financial and Environmental, Social and Governance (ESG) performance to capture the broader story of the actions we have taken towards our social purpose – to generate win-wins for the greater good and, more importantly, the various and specific ways we are creating value. In addition to achieving a record net income of more than \$1.6 billion, BCLC continued efforts to further embed social purpose into the business and expand upon social and environmental commitments.

We hope you find this report valuable and invite you to reach out to us if you wish to learn more about our social purpose, ESG agenda and business.

Yours truly,



Pat Davis
President & CEO

Enclosure: 2022/23 Winning with Purpose: Annual Report

Winning With Purpose: BCLC's Annual Report

2022/23



Interested in reading this report at another time?
Scan this code to access an electronic version.



REGULAR COUNCIL AGENDA - JANUARY 8, 2024



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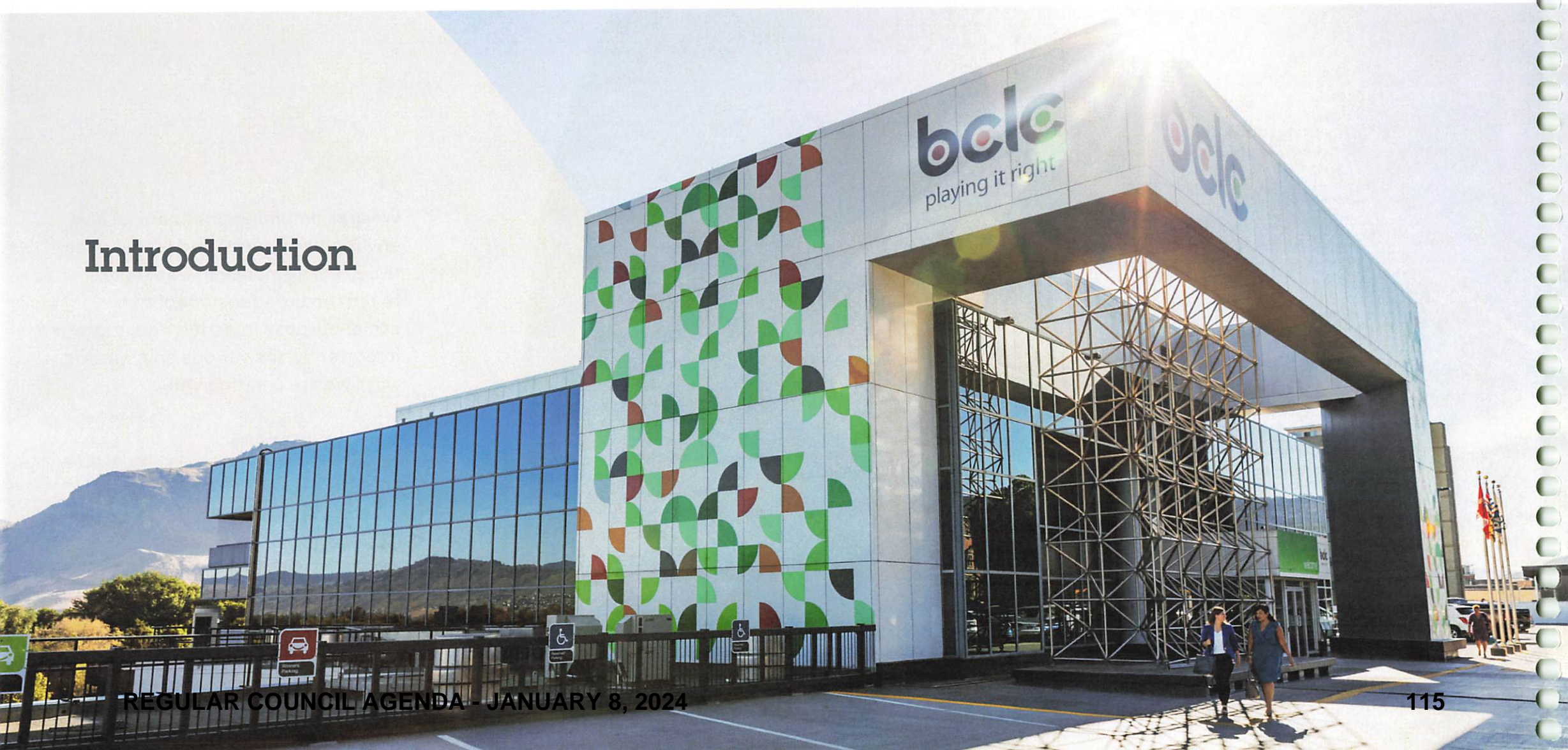
We are combining our financial and environment, social and governance (ESG) performance in this report to tell the broader story of our social purpose in action and, more importantly, the various and specific ways we are creating value.

Greg Moore
Board Chair

Pat Davis
President and Chief Executive Officer

For questions about this report contact:
consumerservices@bclc.com

Introduction



Message from our Board Chair and Chief Executive Officer

For the past 38 years, BCLC has contributed to the wellbeing of British Columbians: lottery, casinos and sports betting have generated a total of \$28 billion in funds, directly supporting First Nations, healthcare, education and provincial and community programs across B.C.

In 2021, BCLC adopted a "social purpose", meaning every business decision is made with the intention of positively contributing to society. BCLC's social purpose, "to generate win-wins for the greater good", further serves the best interests of our players and communities beyond revenue generation. Refining a world-class player health program, developing a plan to be net-zero by 2030 in which we reduce our operational greenhouse gas emissions, weaving our social purpose into events at every stage of the employee life cycle, and being nationally recognized for an inclusive culture, are just few examples of BCLC's social purpose in action.

In 2022, BCLC formalized an Environmental, Social, and Governance (ESG) framework and policy to support its social purpose while aligning with our provincial mandate and managing ESG-related risks and opportunities. The ESG framework has three main themes and four spans. In 2023, BCLC's social purpose was further refined to include a commitment to net-zero by 2030.

and climate change leadership, creating a positive social impact and strong ESG governance.

This report mirrors the framework and is part of an integrated thinking, planning and reporting cycle that allows for annual measuring, evaluating and calibrating towards continuous improvement of the ESG strategy.

We are combining our financial and ESG performance in this report to tell the broader story of our social purpose in action and, more importantly, the various and specific ways we are creating value. This year, in addition to achieving a record of over \$1.6 billion in net income, we continued our efforts to further embed social purpose into our business and expand upon our social and environmental commitments.

To reach our ambitious goals, BCLC took the following steps:

- **Integrated purpose** into our Senior Leadership goals and objectives for FY24.
- **Adopted a Stakeholder Governance Framework** that sets out the organization's approach to fostering strong and mutually beneficial relationships with stakeholders.
- **Formed an ESG cross-functional working group** to oversee the implementation of the newly developed ESG framework and strategy.

- **Enhanced Game Break, a voluntary self-exclusion program for players** by adding an active reinstatement process that provides players the opportunity to assess whether they are prepared to return to gambling and offers information, support and empowerment to make the right choices for themselves.
- **Built upon our diversity, equity, accessibility, inclusion and belonging** through initiatives including hosting the inaugural all-Crowns Accessibility, Diversity, and Inclusion conference and implementing a more inclusive policy approach to statutory holidays.
- **Expanded our Indigenous Reconciliation and relationship-building journey** by hiring a senior manager of Indigenous relations to lead our strategy.
- **Laid the groundwork for decarbonization roadmap** and began exploring science-based targets for Scopes 1, 2 and 3.

British Columbia continues to be heavily affected by the climate crisis that is accelerating and impacting the lives of billions annually. A new generation of sustainable consumers will demand more from businesses going forward and we must ensure we mitigate the climate crisis and exceed public expectations. There is tremendous engagement within the organization to advance our social purpose and ESG agenda to not only keep pace, but to lead the change while providing exceptional entertainment for our players.



Greg Moore
Board Chair



Pat Davis
President and
Chief Executive Officer



About this report

The report includes financial metrics and highlights and is guided by the goals outlined in our Environment, Social and Governance (ESG) Framework.

We draw on the performance highlights and management of our 2022/23 fiscal year covering our own operations. All data within this report spans the reporting period of April 1, 2022 to March 31, 2023, aside from performance data related to energy, greenhouse gas (GHG) emissions and waste.¹

We have prepared this report with reference to the Global Reporting Initiative (GRI) Standards, Sustainability Accounting Standards Board (SASB) Casinos and Gaming standards, the GHG Protocol, and the recommendations of the Task Force on Climate-Related Financial Disclosures (TCFD). As the landscape of ESG reporting continues to evolve, we will also mature our reporting, including how the standards published by the International Sustainability Standards Board (ISSB) can help us communicate our material risks, opportunities and the value we create.

¹This covers the 2022 calendar year to align with the reporting requirements for our Climate Change Accountability Report and Recycle B.C.; separate reporting mechanisms followed as required by the provincial government.

Why we exist

PURPOSE

We exist to generate win-wins for the greater good — this is our purpose — a driving force that informs our strategic goals, ways of working, collaborations and contributions to creating a lasting benefit to all our communities.

VALUES

Integrity

The games we offer and the ways we conduct business are fair, honest, transparent and trustworthy.

Respect

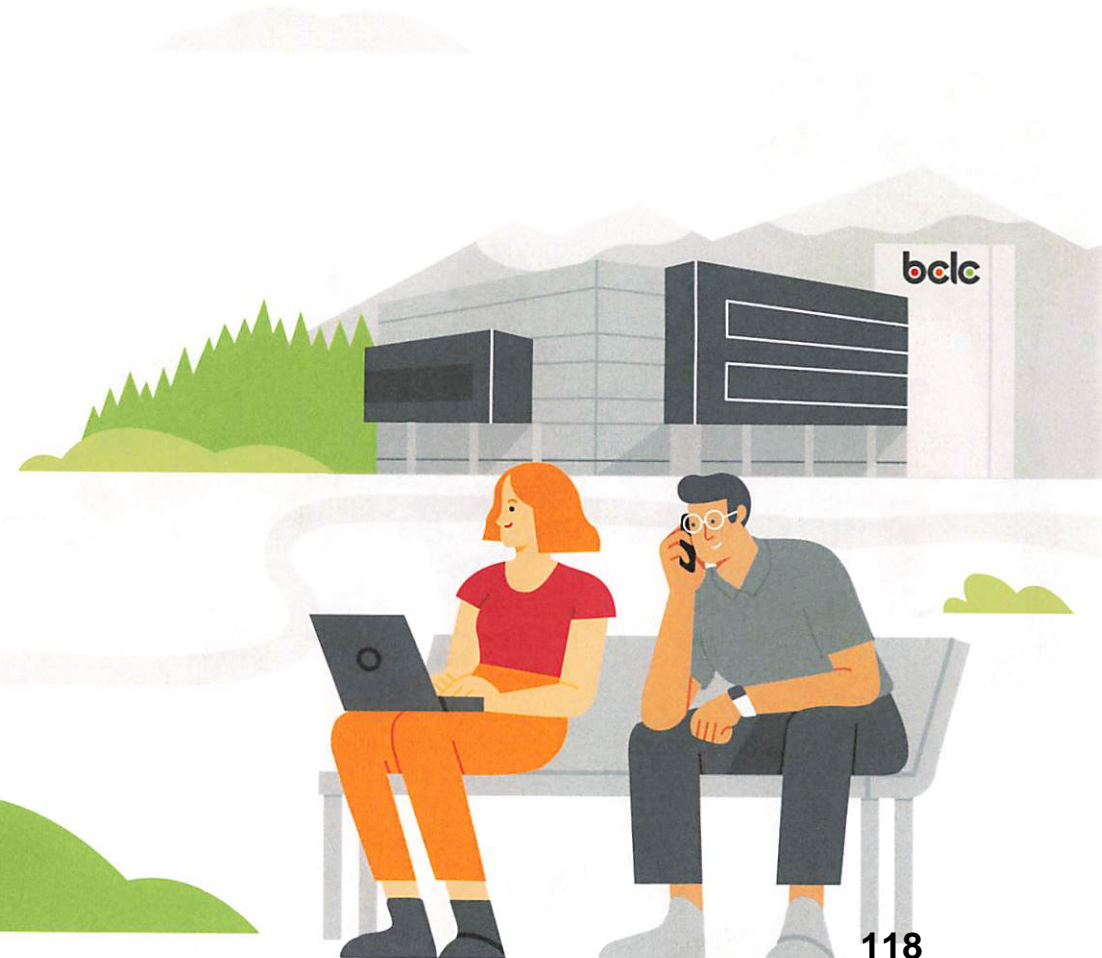
We treat all people with dignity and value diverse perspectives.

Community

We create a positive impact for people and the planet.

VISION

Revolutionize gambling entertainment through engaging experiences that build and benefit communities.



Who we are and how we create value

The Government of British Columbia established BCLC as a Crown corporation in 1984 to responsibly conduct and manage gambling for the benefit of British Columbians.

BCLC conducts and manages commercial lottery, casino, sports and bingo gambling through multiple distribution channels including online, at retail and land-based casinos.

BCLC's activities are governed by the *Gaming Control Act* and expanded upon through the Government's [Mandate Letter](#) to the Board Chair. In addition to the foundational principles (strengthen health care, safer communities, attainable and secure housing and a clean and fair economy that delivers affordability and prosperity), the Mandate Letter tasks BCLC to continue building lasting and meaningful Reconciliation by supporting opportunities for Indigenous Peoples to be full partners in the province, and directs BCLC to meet CleanBC targets. These priorities are incorporated into BCLC's goals, objectives and performance measures to generate win-wins for the greater good.

We create value through our core business in collaboration with a broad range of stakeholders including service providers, retailers, casinos, players and communities as well as First Nations across the province.

BCLC VALUE CREATION MODEL

OUR INPUTS

What are the types of value BCLC depends on?

OUR PLAYERS AND CUSTOMERS:

Individuals participating in gambling and entertainment activities delivered through our network and partners.

OUR PEOPLE:

Skilled and valued workforce.

OUR BUSINESS:

Games created with support from our suppliers and distributed via our diverse network of business partners.

OUR INDUSTRY:

Networks of casino service providers, lottery retailers, developers, manufacturers of games and equipment, governments and communities; provincial, national, and global industry associations, networks of peers in public and private sectors in Canada and beyond.

OUR COMMUNITY:

Partnerships with rights holders and key stakeholders inclusive of both the public and private sectors.

BUSINESS STRATEGY

What drives us?

BCLC PURPOSE:

We exist to generate win-wins for the greater good.

BCLC VISION:

To revolutionize gambling entertainment through engaging experiences that build and benefit communities.

GOALS²:

- Digital future
- Responsible growth
- Winning experiences
- Amplified impact
- Meaningful relationships

²Due to the forward looking nature of this Report, the goals incorporated in this model are a part of the latest business strategy, approved in 2023. Roll out of this strategy has commenced internally, and will be used to guide us moving forward.

ACTIVITIES

What are BCLC's tangible activities?

- Procurement and orchestration of gaming products and services
- Player health initiatives, programs and offers
- Employee training, resources and benefit offerings
- Security and anti-money laundering initiatives
- Technology management
- Climate action
- Community engagement
- Improve Indigenous Relations
- Social purpose amplification
- Stakeholder collaboration

ESG FRAMEWORK

What are our goals related to ESG?



Become an industry leader in addressing climate change and furthering the circular economy



Create a positive social impact



Govern in the public interest



THE VALUE WE CREATE

What value do we create, and for whom?

OUR PLAYERS AND CUSTOMERS:

Safe, reliable and responsible entertainment for British Columbians.

OUR PEOPLE:

Empowered employees and a workplace that is safe, diverse and engaging.

OUR BUSINESS:

Funds returned to the government that benefit communities, while creating an exceptional entertainment experience.

OUR INDUSTRY:

A forum for industry collaboration, where thought leadership, responsible gambling programs and climate action can be shared for the greatest impact.

OUR COMMUNITY:

Meaningful and equitable relationships with stakeholders and Indigenous communities focused on creating shared values and opportunities.

Click the tablet to
learn more about
our social purpose.

We exist
to generate
WIN-WINS
for the **greater
good.**

An evolution to a social purpose company

Social purpose has been embedded into our risk assessment practices to ensure full integration.

As an organization, we have always stood for the greater good. Our business activities create value and generate funds to support B.C.'s social and economic infrastructure. In 2019, the Board of Directors (Board) approved a Strategic Vision which included the aspiration to become a social purpose organization. In 2020, the Board approved a restructuring that included creating a chief social purpose officer position.

The governance restructure also:

- Amended the roles and responsibilities of the board to include purpose oversight.
- Amended the roles and responsibilities of the Governance and Social Purpose Committee (now the Governance committee) to monitor the company's approach to purpose integration.
- Added social purpose objectives in the CEO's Performance Goals.

EMBEDDING SOCIAL PURPOSE

In 2021, with full Board participation we set about formalizing our commitment through a clearly articulated social purpose; one we are now weaving into the fabric of everything we do including our stakeholder relationships.

We are in the early stages of embedding our social purpose across the breadth and depth of the company and its full range of operations. This past year we made progress in the following ways:

- **Board approved our annual business plan** that included social purpose deliverables.
- **Governance Committee reviewed and provided feedback on a social purpose and sustainable procurement policy** prior to implementation by management.
- **Adopted a Stakeholder Governance Framework** to ensure we are building strong and mutually beneficial relationships with the stakeholders we rely on for our success and social purpose implementation.
- **Board approved assessment criteria**, which includes social purpose implications, for use in determining whether a new strategy/initiative/project should be approved.
- **Board approved the ESG framework and policy.**
- **Integrated purpose into leadership and development programs and capstone projects.**
- **Included social purpose within job postings and in the interview process.**
- **Integrated purpose into our senior leadership goals and objectives for FY24.**
- **Incorporated social purpose into our recruitment process** and looked for opportunities to attract diverse candidates, including internationally.
- **Embedded purpose into the employee engagement survey** to enable monitoring of employee perception of BCLC's social purpose commitment.
- **Implemented a phased retirement program** to support transition from BCLC into retirement and strengthen our employee value proposition and commitment to employees even into retirement.

We also partnered with Deloitte Inc. to conduct research and co-author an industry white paper on How Risk and Internal Audit operate in social purpose companies. This helped us embed social purpose into our risk assessment practices to identify and address potential misalignments.

REGULAR COUNCIL AGENDA - JANUARY 8, 2024

SOCIAL PURPOSE SCORECARD

BCLC recently adopted a scorecard, as developed by the United Way BC Social Purpose Institute, to measure the maturity and progress of its social purpose. This framework will serve as our key performance indicator (KPI) that provides a baseline assessment of BCLC's social purpose progress while also outlining a future state vision.

In the year, the Board adopted the following social purpose integration target:

- To achieve an employee social purpose engagement score of 64 per cent on the question: I understand how I can advance BCLC's social purpose.

Using this tool to track and measure progress towards social purpose goals will provide BCLC leadership with clear insights, gap analysis and accountability which will enable informed decision-making, strategic alignment, and ultimately, the ability to demonstrate the positive impact of our purpose-related initiatives over time. Further, by quantifying and evaluating

key indicators, the scorecard enables BCLC to align its strategies and implementation plans to drive meaningful change.

HOW OUR SOCIAL PURPOSE RELATES TO ESG

Social purpose and ESG are related, but distinct. Our social purpose is our enduring North Star; it guides us in pursuing the greater good. Our ESG Framework helps us manage material environmental, social and governance risks and opportunities. Many of our decisions and actions in support of our social purpose produce benefits or reduce risks associated with common ESG issues. For example, our social purpose has inspired us to pursue leadership in diversity, inclusion and belonging, a common ESG priority. Our social purpose also helps us set out ESG priorities. A focus on win-wins for the greater good directs us to identify opportunities to collaborate with stakeholders on mutually beneficial strategies that create a positive benefit beyond the partnership.



ESG FRAMEWORK

The ESG Framework has three high-level goals for 2030, and considers known ESG risks, opportunities, impacts and dependencies across our business, value chain and operating context. This Framework will continue to evolve over time. This year, we have continued to work on identifying key performance indicators and setting targets to further implement aspects of the ESG Framework and measure our progress. In the interim, we will measure success based on the percentage of ESG actions that are on track or achieved by fiscal year 2025/26.

Each of our goals supports specific Sustainable Development Goals (SDG) advanced by the United Nations. Tying our goals to the SDGs is consistent with how our social purpose seeks the greater good.

Our Enterprise Risk Management Services group is currently conducting an ESG risk and opportunity assessment to identify any further key ESG risks or opportunities and as an input into further advancing our social purpose.

With its accountability and measurement structure, the ESG Framework is key to ensuring we are advancing on our governance, social and environmental risks and opportunities. We have three 2030 goals and nine objectives. These are:



Become an industry leader in addressing climate change and furthering the circular economy

- Become a climate leader.
- Become a zero-waste business.
- Exceed industry benchmarks for sustainable procurement.



Govern in the public interest

- Decolonize BCLC's operations and foster equitable relationships with Indigenous Peoples.
- Leverage our influence, reach and scale to inspire the global gambling industry to become a force for good.
- Build transformational relationships with stakeholders and embed ESG across the business.



Create a positive social impact

- Maintain an environment where our players gamble for good and influence the global gambling industry to adopt our goal that no player is harmed by gambling.
- Maintain a workplace where our employees have meaningful work and healthy work lives.
- Deepen our connection, commitment and support for B.C.'s communities, positioning BCLC as a stronger force for good.



Click on each of the **SDG icons** listed to learn more.



ESG POLICY

The ESG Policy sets out how BCLC will integrate ESG principles in the conduct of business in ways that align to and advance BCLC's social purpose and ESG agendas.

It is an umbrella policy directing BCLC's approach to managing ESG risks and opportunities in alignment with the Enterprise Risk Management Policy. It should be read in conjunction with supporting policies including, but not limited to, the Diversity, Inclusion and Belonging Policy and the Social Purpose and Sustainable Procurement Policy.

Objectives of this ESG Policy include engaging and enabling all BCLC employees and contractors to incorporate ESG principles into their work while encouraging BCLC's stakeholders to accelerate their efforts towards positive environmental and social change to garner maximum collective impact.

POLICY STATEMENT

BCLC's social purpose frames how ESG is approached at BCLC:

BCLC seeks to conduct business in a way that benefits people and the planet. All employees will harness their roles and use their influence and reach to go beyond simply doing better to creating just, equitable and positive outcomes that enable our social and environmental systems to heal and thrive and advance BCLC's social purpose while creating long-term value for stakeholders.



GOVERNANCE OF SOCIAL PURPOSE AND ESG

A government-appointed Board of Directors (Board) provides strategic oversight and direction for the corporation.

BCLC's Board, Governance Committee, President and CEO, as well as our executive team, provide direction and oversight to ensure social purpose is integrated into all aspects of the business and throughout our relationships. BCLC's Board and leadership team work to support, effectively communicate and align with government priorities and BCLC's social purpose objectives.

The Board's Governance Committee oversees the development and implementation of an effective corporate governance approach. This enables BCLC to fulfill its purpose, attain strategic goals and serve the public interest.

Environment

Our goal is to become
an industry leader
in addressing
climate change
and furthering the
circular economy



Climate change

Objective: Become a climate leader.

We have committed to reducing absolute Scope 1 and 2 GHG emissions³ 50 per cent by 2026 and 100 per cent by 2030, from a 2019 base year. We are also developing a decarbonization strategy to focus on reducing our Scope 3 emissions⁴ (which account for 99 per cent of our GHG emissions inventory).

Our climate priorities are aligned with the Task Force on Climate-related Financial Disclosures (TCFD) recommendations⁵. The TCFD provides a consistent reporting framework and guidance for understanding a company's risks and opportunities related to climate change. In Canada, the federal government requires large, federal Crown corporations to prepare climate-related financial disclosures; however, we choose to voluntarily follow these recommendations to demonstrate our ambition and commitment to climate action. At the same time, we are monitoring the development of international ESG reporting, including the International Sustainability Standards Board's (ISSB) sustainability disclosure standards, which are based on the recommendations of the TCFD.

In 2023/24, we will finalize our climate change strategy, which will demonstrate our approach to establishing climate leadership.

³Scope 1 emissions are direct emissions from owned or controlled sources. Scope 2 emissions are indirect emissions from the generation of purchased energy.

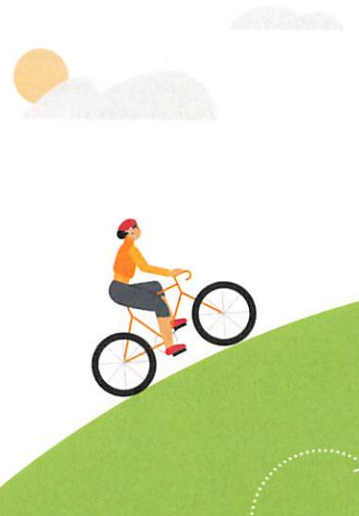
⁴Scope 3 emissions are all indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including both upstream and downstream emissions.

⁵Up to this point, the Financial Stability Board has been responsible for monitoring progress on TCFD reporting. In 2024, this role will be transferred to the IFRS Foundation. We will continue to monitor such developments.

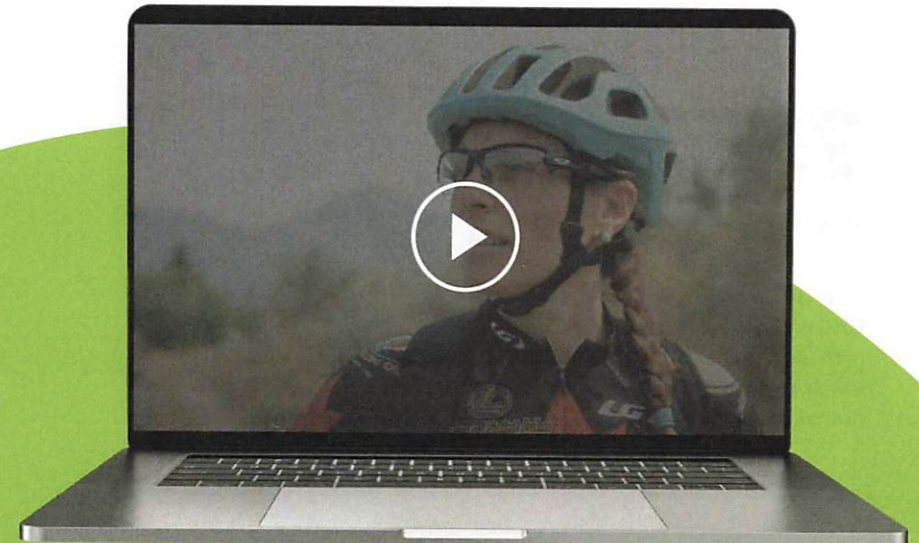
⁶Source: Government of British Columbia, "CleanBC Climate Plan," www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_2018-bc-climate-strategy.pdf. 2018

We will create value by being a climate and circular economy leader.

To do this, we ensure our business operations align with — and exceed — British Columbia's CleanBC⁶ climate plan, including targets and strategies for reducing greenhouse gas (GHG) emissions, and continuously moving towards a low-carbon and zero-waste economy.



BCLC's Green Committee leads awareness events such as GoByBike week, a commuting challenge that engage staff in alternate transportation options.



BUILDINGS AND AIR QUALITY

Like many organizations, most of our Scope 1 emissions are tied to the energy we use to heat and cool our buildings.

As we reduce our Scope 1 emissions, we also reduce other forms of pollution. We are exploring new ways to reduce our Scope 1 emissions and this past year we made upgrades to our Kamloops building, replacing older equipment to make the facility more energy efficient and resilient to climate change. This included installing LED lighting across our parking deck and meeting rooms.

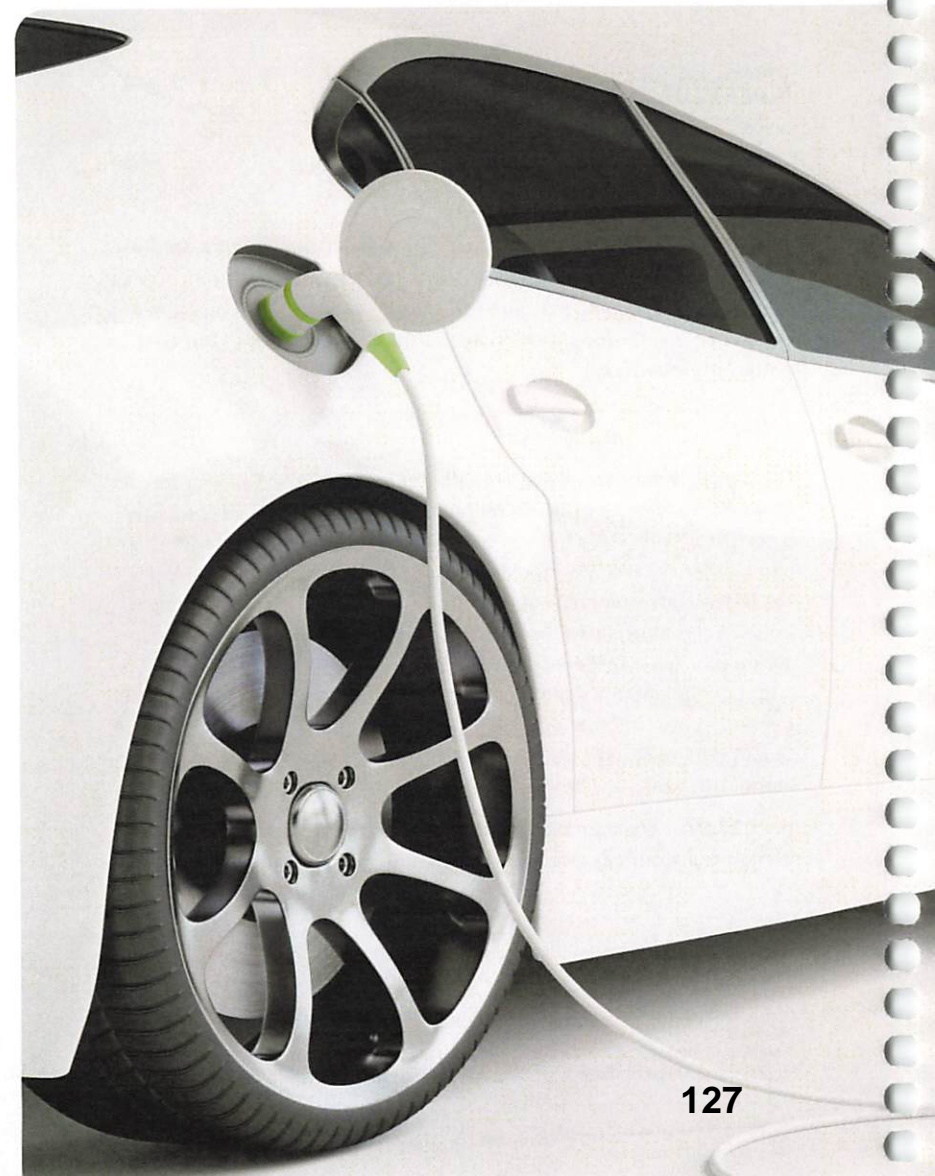
75%
reduction

in Scope 1 and Scope 2
GHG emissions will be
realized through our
Kamloops building
renovations.

TRANSPORTATION

We are transitioning our corporate fleet vehicles to a low-carbon, fully electrified fleet by 2030.

This spans 13 vehicles that our employees use to travel between our Kamloops and Vancouver offices, as well as gambling facilities. BCLC's fleet currently consists of two electric vehicles and three hybrid vehicles. The remainder are internal combustion. We have also reduced vendor transportation emissions by increasing our lottery ticket storage capacity.



OUR CLIMATE-RELATED FINANCIAL DISCLOSURES

We are working to align our reporting to the Recommendations of the Taskforce on Climate-Related Financial Disclosures (TCFD), while following international developments, to communicate our climate-related risks and opportunities under the pillars of governance, strategy, risk management, as well as metrics and targets.



CLIMATE GOVERNANCE

CREATING ACCOUNTABILITY

Our governance structure is designed to strengthen our climate change goals and commitments with the rigor needed to marshal and measure progress effectively.

The Board is responsible for:

- **Overall governance:** Following Government direction and law, and giving consideration to the BCLC's positive and negative impacts on the environment and stakeholders, including the public, Government, employees, customers, service providers, suppliers and communities. Climate change is included in this overall governance mandate.
- **Corporate strategy and planning:** Approving the annual business plan, operating and capital budgets that support BCLC's ability to meet its strategic and service plans, with consideration given to social, environmental, stakeholder and governance implications.
- **Risk governance and oversight:** Directing management to establish, implement and maintain an effective enterprise risk management program. The program focuses on identifying, assessing and managing both threats and opportunities in areas such as finance, social factors, the environment and climate. The Board ensures climate is taken into account in the risk management.
- **Our Strategy Committee** maintains oversight responsibility for climate risk.
- **The chief social purpose officer,** through the ESG working group, ensures managers and directors from across the organization are apprised of, and managing, climate-related risks.
- **The director, social purpose and stakeholder engagement, and manager, sustainability innovation** liaise with senior leadership and our Board of Directors to communicate climate-related risks and opportunities on an ongoing basis.
- **Our director, enterprise risk management services & corporate insurance** is responsible for ensuring climate change risks are identified and mitigation strategies are in place.
- **Our chief financial officer** has been involved in the review and validation of our climate targets and decarbonization strategy.
- **The Governance Committee** oversees the development and implementation of the company's climate change initiatives.

CLIMATE STRATEGY

We are channeling our analysis into developing the strategy itself. Once complete, this strategy will outline how we treat climate risks and opportunities (e.g., adaptation, mitigation and resilience building) in relation to foreseeable business, customer, employee and stakeholder impacts. This includes everything from managing our stakeholders' eco-anxiety and fear of environmental disaster, to seizing opportunities that emerge across the value chain as we decarbonize and support the transition to a low-carbon economy (i.e., an economy that is based on low GHG emission energy sources). We align these efforts with the government's CleanBC Roadmap to 2030 and net-zero by 2050 ambition.

Our climate strategy will integrate our plans to decarbonize Scope 1, Scope 2 and Scope 3 emissions across our value chain. Given that plans are established to decarbonize our Scope 1 and Scope 2 emissions through building renovations at our Kamloops and Vancouver offices and fleet upgrades, we are now focusing on further evaluating methods to decarbonize our Scope 3 emissions. Throughout this fiscal year, we have worked with internal stakeholder groups and BCLC's executive leadership team to prioritize and develop an implementation plan for a series of value chain decarbonization measures that address our Scope 3 emissions. This includes engaging our service providers and internal teams to manage energy consumption across casinos, which contribute significantly to our baseline Scope 3 emissions.



REGULAR COUNCIL AGENDA - JANUARY 8, 2024

RISK MANAGEMENT

MANAGING CLIMATE RISK

In 2021/2022, our Enterprise Risk Management Services department conducted a climate change risk assessment and it is now one of our top five enterprise risks. This assessment blended methodologies and approaches from both BCLC and TCFD risk frameworks. The risk assessment process encompassed engaging a cross-section of employees from various departments to better understand the climate-related risks and opportunities affecting our operations and value chain. This approach enabled us to identify, evaluate and prioritize these risks based on their likely impact over the short, medium and long term.

Most significant physical risks (i.e., risks created from a changing climate):

1. Extreme weather events, such as forest fires, heat waves, flooding, landslides and coastal storm surges
2. Sea level rise

Most significant transition risks (i.e., risks created through the transition to a low-carbon economy):

1. Emerging regulations related to emissions reduction
2. Consumers moving away from traditional gambling offerings

For a detailed account of the risks we identified, refer to our 2022 ESG Report. We are now in the phase of implementing targeted strategies to address these climate-related risks, which align with the TCFD's four-pillar recommendations. This year, we:

- **Formalized our climate change governance structure.** With our ESG Framework and ESG Policy finalized, our Board and executive leadership received education on managing climate risk. We also developed a responsibility assignment matrix to define and agree on roles and responsibilities for managing climate risks across the organization.
- **Began developing a climate strategy.** Including actions to reduce Scope 1 and Scope 2 emissions and completing a Scope 3 assessment in accordance with Science-Based Targets initiative (SBTi¹) and identifying pathways to decarbonize material Scope 3 emissions by 2030.
- **Enhanced our climate change contingency planning.** By validating our list of critical BCLC suppliers and product distributors and considering potential impacts to them, this allows us to maintain business continuity plans that prepare us for climate change-related events that may impact our business operations.

Continuous monitoring and updates are integral to our effective risk management, which covers a wide range of risk categories. Recognizing the importance of climate risks, they are identified as a key area of focus for BCLC. In line with this, our quarterly risk reports to the Board include specific updates on how we are managing climate-related risks.

¹SBTi defines and promotes best practices in emissions reductions and net-zero targets in line with climate science. It also provides target setting methods and guidance to companies to set science-based targets in line with the latest climate science.

METRICS AND TARGETS

MEASURING PROGRESS

The *Canadian Net-Zero Emissions Accountability Act* (2021) lays the groundwork for reducing GHG emissions by 40 to 45 per cent by 2023. In B.C., the province has committed to cutting GHG emissions by 40 per cent by 2030, and 80 per cent by 2050. At BCLC, we are working to meet or exceed these provincial GHG reduction targets. With the SBTi as our guide, we are set on the path to becoming a net-zero organization⁸ by 2050⁹.

Part of this process involves establishing clear targets:

- BCLC commits to reducing absolute Scope 1 and 2 GHG emissions 50 per cent by 2026 and 100 per cent by 2030, from a 2019 base year.
- BCLC is establishing a workplan to reduce absolute Scope 3 GHG emissions from purchased goods and services, capital goods, waste generated in operations, business travel, employee commuting and use of sold products by 46 per cent by 2030 from a 2019 base year¹⁰. These emissions are considered tier 1, direct- use-phase emissions (see Scope 3 boundary definitions on the right for further explanation).
- BCLC is establishing a workplan to reduce absolute Scope 3 GHG emissions from use of sold products by 46 per cent by 2030 (2019 base year). These emissions are considered tier 2, indirect use-phase emissions, see Scope 3 boundary definitions on the right for further explanation.

⁸According to the Intergovernmental Panel on Climate Change (IPCC), net-zero emissions are achieved when anthropogenic emissions are balanced globally by emission removals over a specified period. For companies, this is inclusive of Scope 1, 2 and 3 emissions.

⁹As a Crown Corporation, BCLC is not able to obtain verification of its GHG emission reduction targets through the SBTi. However, we have been following closely and applying the SBTi guidance throughout our baseline and target setting process.

¹⁰Our Scope 3 emissions are calculated using the SBTi Net-Zero Standard, which requires companies to keep global temperature increase to 1.5°C compared to pre-industrial temperatures.

Scope 3 boundary definitions¹¹

TIER 1 GHG EMISSIONS

Tier 1 covers GHG emissions related to products BCLC owns, sells or leases.

Our tier 1 Scope 3 emissions meet the minimum boundaries described in the GHG Protocol Scope 3 Corporate Value Chain Standard, as well as the near-term target boundary requirement as per the SBTi Criteria (version 5.1).

TIER 2 GHG EMISSIONS

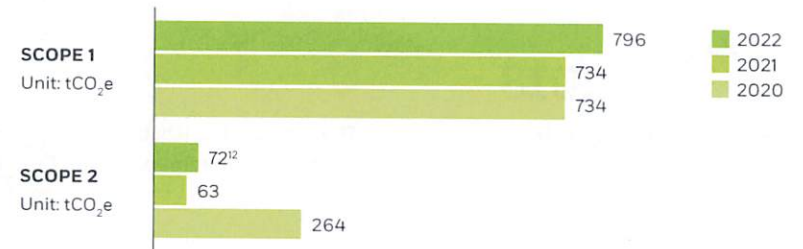
Tier 2 covers GHG emissions related to casino operations that enable customers to use our slot machines.

Categories: use of sold products (indirect use-phase). This includes heating/cooling, food and drink sourcing, waste, employee commuting and transport of customers at service-provider casinos.

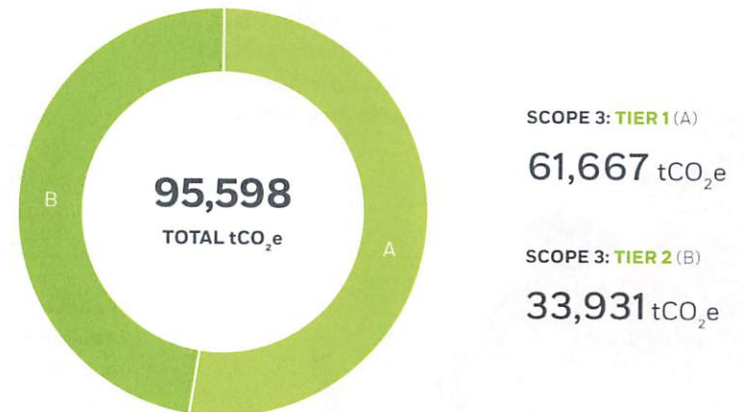
Our tier 2 Scope 3 emissions do not contribute to the SBTi minimum boundary requirement, which is already met through our tier 1 emissions. There is a significant opportunity for BCLC to collaborate with service providers to decarbonize tier 2.

¹¹A tiered approach is used to setting the boundary around our Scope 3 emissions in order to separate emissions within and outside the near-term target boundary described in the SBTi Criteria (Version 5.1).

Performance trend: Scope 1 and Scope 2 GHG emissions (2020-2022)



Performance trend: Scope 3 GHG emissions (2019)¹³



¹²Emissions increased in 2022 due to increased need for heating and cooling due to weather patterns.

¹³In this report we disclose our 2019 Scope 3 data for the purpose of target setting. We will disclose our 2022 Scope 3 data in our next report. This approach allows us the time to present more meaningful data given the current complexities in this emerging field of disclosure.

OUR JOURNEY TO DATE



Circular economy

Objective: Become a zero-waste business.

Embracing circular business models improves resource efficiency, enhances resiliency and prepares us for any future resource constraints and regulations. BCLC's circular approach involves reducing our waste, introducing circular innovation and reducing resource use.

WASTE MANAGEMENT

Across our operations, we are increasing our waste diversion rates and eliminating single-use items.

This year, we:

- **Partnered with a composting vendor** that accepts a broader range of materials (e.g., paper plates) to divert waste from landfills.
- **Introduced soft plastics recycling** in the Kamloops office.
- **Implemented the incineration for all end-of-life Scratch & Win tickets** as a means of disposal after being informed that shredded Scratch & Win ticket materials should not be disposed of in landfills.
- **We launched a re-usable smoothie cup program** by giving away 50 cups at each office, and discounting smoothie purchases by \$0.05 every time an employee brings their own cup to our café.
- **Brought back reusable utensils and dishes** (after switching to disposable during the pandemic) and we now provide fully recyclable take-away containers as well.
- **Reported – as a registered B.C. Environmental Product Steward – to Recycle BC, detailing paper sold** (i.e., as lottery Scratch & Win tickets) as well as other paper and packaging materials used. The fees paid through this extended producer responsibility program help fund downstream waste management and recycling programs.

WASTE BY DISPOSAL TYPE	Unit	2022 ^{1a}	2021
LANDFILL	Tonnes	27.7	15.61
DIVERTED FROM LANDFILL	Tonnes	88.1	68.22
RECYCLABLE	Tonnes	79.2	59.71
COMPOSTABLE	Tonnes	2.5	3.46
E-WASTE (RECYCLED OR RESOLD)	Tonnes	6.4	5.05
DIVERSION RATE	%	76.1	81.38

WASTE GENERATION

As our employees continue to work in hybrid realities, we have reduced furniture and other unused office materials (including personal employee items) at our offices. Whenever possible, we send office supplies and furniture to asset disposal for auction or extend their life by donating items to local charities, emergency services and nearby schools.

PAPER CONSUMPTION

While our office paper consumption increased by 24 per cent compared to 2021, paper use remains at approximately 50 per cent of pre-pandemic numbers. The 2022 increase reflects more staff returning to our offices. Strategies to reduce paper consumption result in less waste, which is an effective component of waste management.

Looking ahead, we aspire to advance our waste management efforts by developing and implementing our own waste guidelines for BCLC construction and renovation.

^{1a}The diversion rate increased in 2022 due to more BCLC employees returning to office and waste disposal for remote employees.

CIRCULAR INNOVATION

We are always exploring additional ways to extend the life of our electronic gaming devices (EGDs), such as slot machines.

For example, BCLC harvests useful slot machine components whenever possible. When EGDs are at their end of life, BCLC will trade the EGDs back to the originating vendor in exchange for purchase credits, our recycling partner will harvest required components for BCLC use, resell the EGDs to other jurisdictions on BCLC's behalf or breakdown and dispose in the most responsible way possible.

Electronic gaming device end of life

	2022/23	2021/22	2020/21
SOLD	1,309	997	1,064
TRADED	143	132	0
RECYCLED	0	309	0

We continue to be open to new ideas from service providers, suppliers, employees and others to adopt circular practices and innovate.



RESOURCE REDUCTION

We are reducing paper use within our offices and business centres by encouraging people to cut back on the number of posters and handouts required for events.

Instead, our teams optimize the number of posters printed per page, reducing blank space that would otherwise go unused. We are also beginning to explore recyclable replacements for foam core mounting boards for on-site signage.

We are exploring recyclable replacements for plastic courier mailers and bags used to distribute lottery products and corporate shipments. Early investigation shows that biodegradable materials may be harmful to birds and other wildlife that frequent landfill sites.

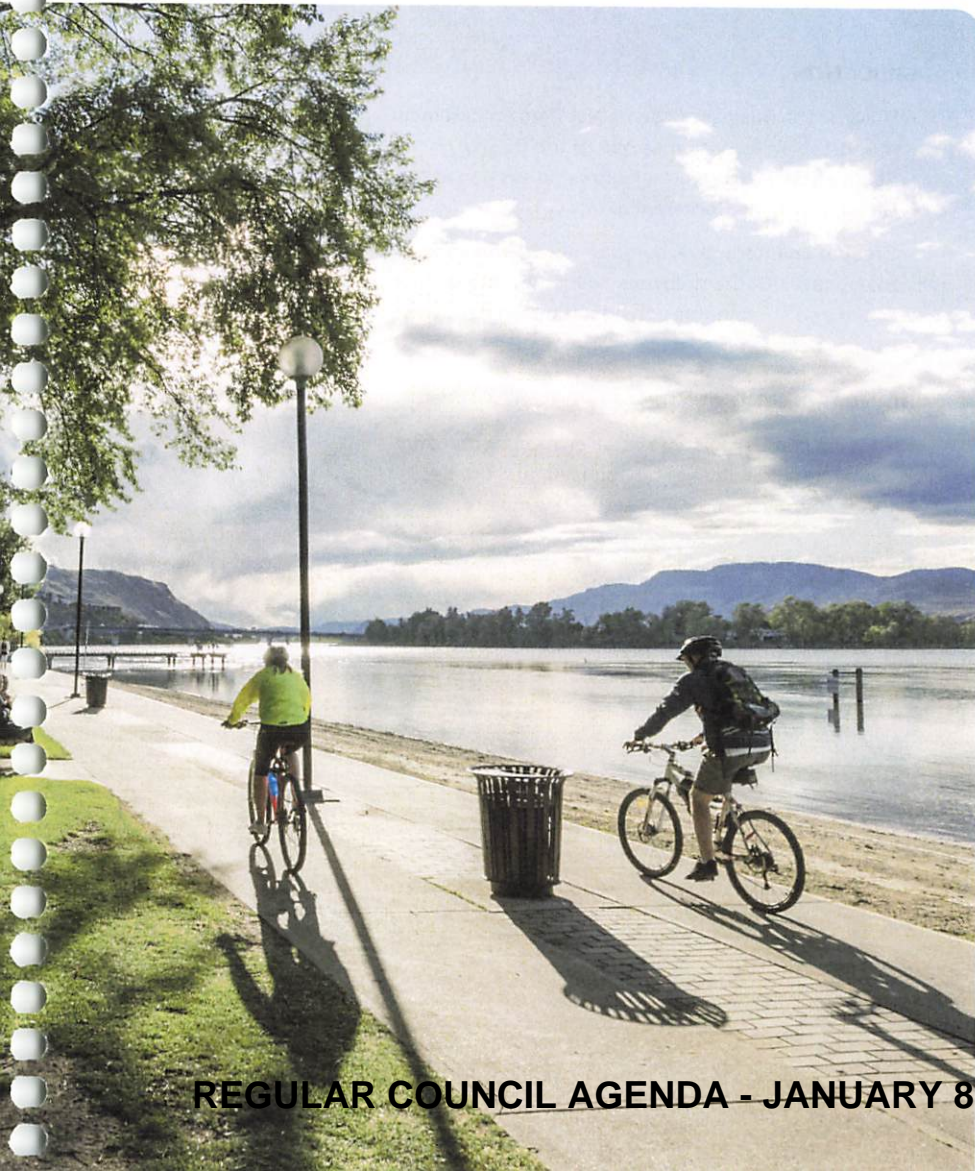
This past fiscal year, our Kamloops office began shipping end-of-life printer parts (such as toners and waste cartridges) directly back to a sole manufacturer for repurposing and recycling. This is improving our environmental footprint compared to our previous process of shipping parts from multiple brands to a recycling company in the United States.

4%

**Target for food waste reduction
in our Kamloops office.**

Since launching this goal this past fiscal year, we are tracking in line with this target.

133



Sustainable procurement

Objective: Exceed industry benchmarks for sustainable procurement.

We are using our purchasing power to influence broader, systemic change across our supply chain. BCLC's sustainable procurement approach works to build capacity of procurement teams, develop a supplier engagement program and identify and address ESG supply chain risks.

BCLC has launched a Social Purpose and Sustainable Procurement Policy. It is intended to guide all employees and contractors on understanding and applying social purpose and sustainability when making purchases on behalf of BCLC. The Policy also provides guiding principles, such as considering sustainability-related impacts, prioritizing collaboration with existing suppliers to promote social purpose, sustainability and innovation across our supply chains, and aiming for continuous progress, as BCLC and our suppliers grow and learn in this space.

At BCLC, our Sustainable Procurement Policy has four pillars:

- | | |
|-----------------|--------------|
| 1 ENVIRONMENTAL | 3 ETHICAL |
| 2 SOCIAL | 4 INDIGENOUS |

Within each of these pillars, we are actively working to:

- **Review processes.**
- **Collaborate with underrecognized and equity-deserving groups** to identify barriers-to-entry.
- **Identify training opportunities** for our sourcing team.
- **Develop our supplier diversity program** and consider sustainability-related questions in the vendor selection process.
- **Advance social purpose with suppliers** to ensure alignment between BCLC's objectives and the work being done in procurement with vendors.

We are delivering on this promise in different ways. For example, this year, we enhanced internal awareness by reviewing sustainability opportunities with our BCLC stakeholders. This included participating in workshops and training with both the British Columbia Social Procurement Initiative (BCSPI) and the Canadian Collaboration for Sustainable Procurement (CCSP). We have standardized a list of request for proposal (RFP) questions that align with BCLC's ESG goals and implemented a minimum weight to these questions. Questions are reviewed by subject matter experts and additional questions are added based on the sourcing opportunity.

SUPPLIER CODE OF CONDUCT

The BCLC Supplier Code of Conduct sets out the minimum standards for our suppliers and their subcontractors/suppliers to promote safe and healthy workplaces, basic fair labour practices and environmental responsibility.

This touches on the way we treat people (i.e., no forced labour, minimum employment age, non-discriminatory practices) and health/safety policies right through to what it means to be environmentally responsible.

Explore BCLC's
Supplier Code of Conduct



SUPPLIER DIVERSITY PROGRAM

Working with diverse suppliers enriches our results and fosters a more inclusive marketplace overall.

At BCLC, we are diversifying our supplier network by gathering baseline information on existing suppliers and looking for new ways to collaborate with a more diverse supplier group. This insight allows us to compare baseline data, understand how many certified-diverse suppliers we work with currently and set targets to further develop our procurement practices. To continue building out this supplier diversity program, we have joined:

- Canadian Council for Aboriginal Business (CCAB).
- Canadian Aboriginal and Minority Supplier Council (CAMSC).
- Women Business Enterprises (WBE).
- Canada's 2SLGBTQI+ Chamber of Commerce (CGLCC).

Since signing on with these organizations, our procurement teams have attended onboarding sessions and participated in supplier diversity programming.

Other ways we made progress include:

EDUCATION

- Hosted "The Business Case for Net-Zero Procurement" round-table discussion as part of the CBSR Sustainable Procurement Fellowship session at the Globe Exchange Conference.
- Created an interactive, company-wide workshop to educate BCLC employees on incorporating social and sustainable considerations in daily buying decisions.

STANDARDIZATION

- Added a standard list of social, environmental and Indigenous Reconciliation-focused questions to BCLC's request for proposal (RFP) template.

RELATIONSHIPS

- Attended an engagement session with the Tk'emlúps te Secwépemc First Nation and took further steps toward improving our relationship with Tk'emlúps Business Economic Development (TteSBED)'.

PARTNERSHIPS

- Connected with four top-tier suppliers from BCLC's Vendor Performance Management Program to communicate our ESG Framework and goals and develop collaborative plans around our sustainable supply chain objectives.

Social

Our goal is to
create a positive
social impact



Player experience

Objective: Maintain an environment where our players gamble for the greater good and influence the global gambling industry to adopt our goal that no player is harmed by gambling.

BCLC's approach to player experience focuses on implementing a world leading player health strategy and implementing measures to protect players. We will also look to engage our players on social purpose opportunities in the future.

PLAYER HEALTH

We strive to keep gambling fun and have the healthiest players in the world.

That means providing information and tools that support healthy play behaviours, applying high standards of care and supporting players — all while positively influencing the global gambling industry as a whole. We actively encourage other organizations to adopt our overarching goal that no player is harmed by gambling.

We have built our Player Health Framework around four key commitments:

1.
Informed
decisions

2.
Positive
play

3.
Referral
and support

4.
Safer
products and
environments

Year over year, we invest in resources, programs and initiatives that align with our Player Health commitments, influence healthy play and support those experiencing problems associated with gambling.

PLAYER EXPERIENCE

EMPLOYEE WELLBEING

COMMUNITY IMPACT

INFORMED DECISIONS

This year, we enhanced player protection on [PlayNow.com](https://www.playnow.com) by offering more tools to support informed decisions when gambling online. We also increased access to timely and effective information whenever players need assistance.

Since February 2023, all new PlayNow.com games that screen as high risk must communicate this information to players through clear, visible messaging. We successfully rolled this out across mobile and desktop casino games, as well as Keno.

POSITIVE PLAY & SAFER PRODUCTS AND ENVIRONMENTS

Our new high-risk indicators (HRI) project uses player data to detect high-risk play behaviours. This intervention program spots high-risk behaviours and uses personalized emails to nudge players towards healthy play at key moments.

REFERRAL AND SUPPORT

We have always focused on helping players take a break from gambling through our Voluntary Self-Exclusion (VSE) program, which launched over twenty years ago.

This year we re-conceptualized the program to Game Break. From the language used to various options for the length of breaks, Game Break reduces stigma and empowers players to make the right choices for themselves. We launched Game Break this year alongside a new active reinstatement process to offer players the choice, support and empowerment to decide their own path. The Game Plan online course (offered in English, simplified Chinese and Punjabi) encourages players to make a game plan for positive play once their Game Break ends.

PLAYER HEALTH
PERFORMANCE DATA

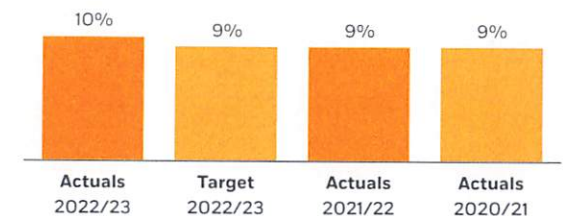
We measure our comprehensive, evidence-based player health programs using the Problem Gambling Severity Index (PGSI).

WHAT IS THE PGSI?

The PGSI is a self-reported, standardized measure of assessing high-risk gambling behaviours. This global tool is based on common signs and consequences of problematic gambling. It allows us to track progress and maintain focus and accountability while facilitating learning and monitoring the proportion of high-risk players in our player base.

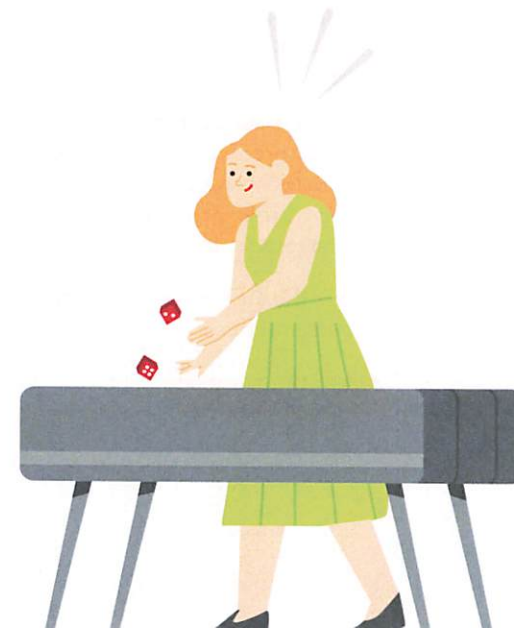
BY THE NUMBERS: 2022/2023

Players who scored as high risk on the PGSI Index



This year, our PGSI score was one per cent higher than target.

BCLC has noticed a gradual increase in the [PlayNow.com](https://www.playnow.com) scores throughout the year, which could be attributed to the increase in participation of core players with two of our highest PGSI products online – Keno and sports betting. We are focused on improving PGSI scores over the long term and are prioritizing this goal as we finalize our next Player Health Strategy to be adopted in 2023.



The new Player Health Strategy will continue to be centered around our four player health commitments (informed decisions, positive play, referral and support, safer products and environments) that help encourage healthy play while taking health-informed approaches to minimize harms that may be experienced from BCLC products.

At BCLC, we continue to innovate in new spaces recognizing that the gambling environment is quickly evolving and offering new opportunities for players to engage in with different products in different ways. The new strategy is moving us towards a more person-centered approach where understanding our players and their behaviours help us to implement strategies to support them in safer play. Recognizing that PGSI scores are higher for some products and some player groups, Keno and sports betting are an area of focus in the new strategy to better understand what drives potential problem gambling behaviours and developing and implementing strategies to mitigate these risks.

PLAYER PRIVACY AND SECURITY

At BCLC, player privacy and security are two distinct — but equally important — priorities.

We invest continually in these areas to protect personal information through fair, accountable and accessible strategies. This includes the way we manage player data. All privacy and security complaints or requests submitted to BCLC are taken seriously and investigated. Looking forward, we will continue to invest in technology and resources to maintain high-level standards for player privacy and security.

PRIVACY

Managing and providing recommendations on BCLC's collection, access, use, disclosure and disposal of personal information. This year, we:

- Carried out mandatory online privacy awareness training for all BCLC employees to support privacy best practices across the organization.
- Updated our Privacy Management and Accountability Policy to maintain compliance with *British Columbia's Freedom of Information and Protection of Privacy Act* (FIPPA).
- **What is the goal?** BCLC's policy establishes requirements for managing personal information and protecting privacy in compliance with FIPPA, addressing the entire personal information lifecycle (collecting, viewing, using, disclosing or disposing of data).
- **What is our approach?** After reviewing existing BCLC practices and analyzing their alignment with FIPPA, we strengthened our policy by being more prescriptive about information privacy roles and responsibilities.

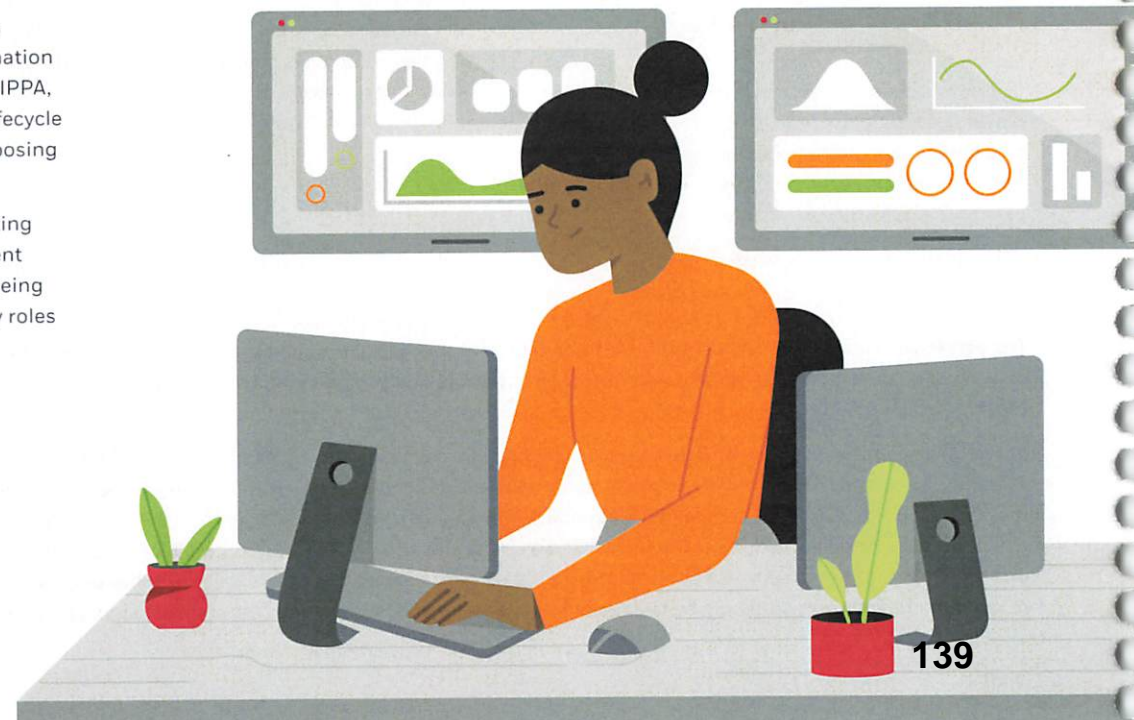
Explore BCLC's Privacy Management and Accountability Policy:

[EXPLORE THE POLICY](#)

SECURITY

Protecting all data, safeguarding player information from cyber attacks and keeping infrastructure secure. This year, we:

- Continued evolving our approach to protecting systems, networks, programs, devices and data to comprehensively safeguard player data and revenue from cyber attacks.





Employee wellbeing

Objective: Maintain a workplace where our employees have meaningful work and healthy work lives.

BCLC's approach to employee wellbeing focuses on diversity, inclusion and belonging (DI&B), prioritizing employee health, safety and wellbeing initiatives and embedding social purpose into the employee life cycle to create meaningful work.

This year, we were named one of BC's Top Employers for the sixteenth year in a row. We are proud to be recognized as an employer that leads in offering exceptional places to work. What stood out? Our remote workplace policy which empowers employees to complete their work at the location that works best for each employee, mental healthcare coverage benefit¹⁵, defined benefit pension plan and strong health benefit coverage and a diverse and inclusive workplace that enables each of our employees to thrive. These programs distinguished BCLC among the competition, telling us: we are on the right track. We will keep building on that momentum across every aspect of the working environment we create together, as we seek to generate win-wins for our people and strengthen the communities where we work and live.

DIVERSITY, INCLUSION AND BELONGING

We have embraced diversity, inclusion and belonging to reflect the diversity of the communities we serve and maximize the potential of our workforce.

Prioritizing DI&B is a vital business practice; one that has elevated our collective thinking and is essential to attracting and retaining the best people. Our BCLC DI&B policy guides our day-to-day practices. It is built on four strategic pillars:

1.
Inclusive
culture and
leadership

2.
Employee
experience

3.
Barrier-free
systems and
processes

4.
Community
influence and
engagement



INCLUSIVE CULTURE AND LEADERSHIP

Regular training helps our leaders understand diverse perspectives, learning methods and means of co-creating work and innovating by involving inspiring employees.

This year, we introduced mandatory Board and executive leadership training on

Indigenous Reconciliation,

in partnership with the
First Nations University of Canada.

This training builds understanding of how to foster positive relationships with Indigenous rights holders and provides information on working effectively and respectfully with them.



EMPLOYEE EXPERIENCE

We are always exploring ways to evolve the employee experience in line with our people's needs and goals. To continue improving employee experience, we:

- **Addressed systemic barriers** by enabling our employees to use their chosen name across multiple key systems within our organization. All our employees can now select the name (different from their legal first name) they wish to be known by. This is gender affirming for 2SLGBTQIA+ employees.
- **Approved the implementation of an inclusive holiday policy** to enable employees to substitute statutory holidays for days off on days of personal significance, as per the *B.C. Employment Standards Act* (section 48).
- **Launched an inclusive hiring initiative** focused on diverse recruitment and retention, as well as proactive outreach to diverse candidate pools. This year we also created a specialist position to support recruitment efforts among diverse communities.
- **Created the BCLC Indigenous and Allies Employee Resource Group** as part of our commitment to improve Indigenous Relations.
- **Created the BCLC Accessibility Employee Resource Group** to strengthen inclusion through the application of accessibility best practices.
- **Delivered a "Finding Your Personal Purpose" workshop** to help employees better understand how their work connects to BCLC's social purpose if generating win-wins for the social goods, and the ways our ESG goals and objectives support that purpose.
- **Conducted a workplace audit** as a first step toward implementing the National Standard for Psychological Health and Safety in the Workplace. Next, we will implement the resulting recommendations, which include integrating psychological health and safety (PH&S) into BCLC policies and training programs.
- **Provided planning and financial resources** for employee-led committees, programs and activities which support DI&B, including the:
 - DI&B Committee
 - PRIDE
 - Mental Health Ambassadors
 - Wellness Committee
 - AIM Committee (Acts of Kindness, Inspiration and Mentorship, which supports those in the workplace who identify as a woman)



BARRIER-FREE SYSTEMS AND PROCESSES

Inclusion of employees with different abilities is top of mind at BCLC. To evolve our barrier-free systems and processes, we:

- **Hosted workshops on developing organizational accessibility plan**, with guidance from the Accessibility Employee Resource Group and Disability Alliance BC. The plan will guide our investments to eliminate barriers and improve inclusion across BCLC.
- **Joined the Community of Accessible Employers network and undertook the Pledge to Measure for disability inclusion in our workplace.** This initiative will inform our accessibility programs, policies and practices for years to come.
- **Completed the Rick Hansen Accessibility Audit** of our offices in Kamloops and Vancouver. Using anonymous surveys, we gathered insight into the ways our employees experience inclusion and respect. Now, we are exploring potential processes that would provide external verification of Reconciliation progress across accessibility efforts.

COMMUNITY INFLUENCE AND ENGAGEMENT

We create opportunities, channels and networks that empower our employees to support our social purpose and make a difference in the community. To grow our community influence and engagement, we:

- **Created an all-Crown corporation Accessibility, Diversity and Inclusion Dialogue Network.** We chair this network of 45 members from 25 Crown corporations and organize regular meetings every six weeks.
- **Led the first-ever all-Crown corporation accessibility, diversity and inclusion conference in 2022.** We conceptualized, organized and hosted this in-person and virtual event, which was attended by 140 participants from 25 Crown corporations across B.C., and coincided with provincial multiculturalism week.
- **Focused on targeted outreach and engagement** by attending job fairs and events focused on women, immigrants, Indigenous Peoples and students. We also designed and launched a new internship program for co-op and newly graduated students to develop skills and make the leap from university to full-time employment.
- **Signed an agreement to hire Indigenous interns** into our business technology division.
- **Recognized the second annual National Day for Truth and Reconciliation** by organizing a learning opportunity to amplify employee understanding of Indigenous culture, heritage and history.
- **Incorporated DI&B into the reporting templates** of annual business plan reports from all gaming facilities.
- **Hosted learning events to mark Black History Month** with external guest speakers.

EMPLOYEE HEALTH, SAFETY AND WELLBEING

As a first step toward implementing components of the National Standard of Canada for Psychological Health and Safety in the Workplace, our advisory team has conducted a workplace review. We have also implemented a health and wellness strategy that supports social, career, physical, mental and financial wellness.



LEARNING AND DEVELOPMENT

To support employee learning, we launched our BCLC Leadership Academy for senior leaders and directors. This will help our leaders develop new skills and strategies for leading through transformational change. Programming also encompasses an engaged and integrated approach to leadership development.



of our employees have completed requisite training in line with the Public Interest Disclosure Act (PIDA) implemented on December 1, 2022.

This learning ensures current and former BCLC employees have a safe, legally protected manner of reporting serious or systemic incidences of wrongdoing. We are also integrating this program into BCLC onboarding to make sure new employees complete the training, too.

MEANINGFUL EXPERIENCE

We are weaving our social purpose into events at every stage of the employee lifecycle, to create win-wins throughout the BCLC journey. From including social purpose and DI&B commitments within job postings to adding questions about values to our interview process: we are creating additional ways for people to understand and embrace our social purpose — from day one.



of BCLC leaders with people oversight responsibilities took part in a three-part hybrid leadership learning series over the last year, gaining new strategies for building a connective and productive workforce.

These opportunities will continue to support people leaders and employees work collaboratively and enhance meaningful moments in a hybrid work environment.

WORKING REMOTELY

At BCLC, our remote working program continues to offer eligible employees a chance to work in a hybrid environment from anywhere in B.C. We continue to evolve the program in line with emerging best practices to support the employee experience.



Community impact

Objective: Deepen our connection, commitment and support for B.C.'s communities, positioning BCLC as a stronger force for good.

From our beginnings we have generated revenues that build and benefit communities¹⁶.

In 2022/23, BCLC generated

\$2.96 billion
in gaming revenues



PRIZES

Every year, people from all over B.C. win hundreds of millions of dollars in lottery prizes – from tickets to jackpots worth millions of dollars. During this past year, the people from B.C. won **\$912 million** in lottery prizes.



We have a long-term strategic intent to “**revolutionize gambling entertainment through engaging experiences that build and benefit communities**,” putting us on a path to generate even greater impact in the years ahead.

PAYMENTS, SALARIES AND OTHER OPERATING EXPENSES

Through normal course of operations, our business expenses have both direct and indirect economic benefits.

For example, this year **\$771.3 million¹⁷** was paid in commission fees to lottery retailers and service providers and we paid **\$151.4 million¹⁸** to BCLC employee salaries and benefits. These all have ripple effects in the local economies where we operate and where our employees live and work in the province.

\$1.62 BILLION INCOME GENERATED FOR THE PROVINCE OF B.C. (which it allocates as follows)

\$1.11 billion

Health care, education and consolidated revenue

Government allocates BCLC's net income to health care, education and other important programs and services.

\$147.2 million

Provincial Health Special Account

To support health initiatives, including new hospitals, facility upgrades and community health programs.

\$139.8 million

Community Gaming Grants

Net income generated by BCLC goes back to the province of B.C. to support not-for-profit organizations through its Community Gaming Grants program.

\$113.6 million

B.C. First Nations Gaming Revenue Sharing Limited Partnership

The Province of B.C. shares seven per cent of BCLC's net income (net of payments to the federal government) with First Nations through the BC First Nations Gaming Revenue Sharing Limited Partnership.

\$100.8 million

Host local government payments

Net income generated goes back to B.C. communities that host gaming facilities to help fund important services, benefitting communities in numerous ways.

\$4.5 million

Provincial responsible gambling programs

Public awareness and education, treatment and prevention, research, training, evaluation and policy development.

\$3 million

Joint Illegal Gaming Investigation Team (JIGIT)

To fund the policy and the Gaming Policy and Enforcement Branch investigative team to maintain the integrity of the public gambling in B.C.

¹⁶For the detailed breakdown of gaming revenues, net income, and expenses, please refer to the Financial Section.

¹⁷This amount includes payments to BCLC employees and contractors both within and outside of BC. This also includes the costs of benefits including those paid outside of BC, such as employer CPP and EI premiums.

¹⁸This amount includes payments to BCLC employees and contractors both within and outside of BC. This also includes the costs of benefits including those paid outside of BC, such as employer CPP and EI premiums.

COMMUNITY IMPACT STORIES

DAWSON CREEK

In 2022, the City of Dawson Creek allocated its share of provincial gambling revenue for hosting Chances Dawson Creek to a range of community initiatives. Several community organizations received grant funding, including Step Up & Ride, Dawson Creek Art Gallery and Mile 0 Park Society.

Additionally, \$144,190 went to support the annual Dawson Creek Agricultural Fair, Rodeo & Exhibition in 2022. Over 30,000 visitors attended the event which featured professional rodeo events, chuckwagon races, food trucks, amusements and rides, concerts and a midway. This was the event's hundredth anniversary, drawing visitors from all over Peace Country, Northern Alberta and beyond.

ABBOTSFORD

The City of Abbotsford used a portion of its share of provincial gambling revenue generated at Chances Abbotsford to support various community initiatives, including grants for special community events. Nearly \$100,000 in funding was distributed among seven organizations to host local community events, such as the Abbotsford International Airshow, Sikh Nagar Kirtan Procession, Symphony in the Park, Winter Jubilee and the Abbotsford Agrifair.

Additionally, Abbotsford's Neighbourhood Spirit Grants program, which funds small-scale projects that foster connection between local residents, received \$15,000 to help build and strengthen communities. In 2022, these grants funded block parties, community gardens and other fun events like fitness sessions in the park.

VERNON

In 2022, the City of Vernon allocated over \$1.4 million of provincial gambling revenue for hosting Lake City Casino Vernon to a range of community initiatives. Grant funding was provided to O'Keefe Ranch and Heritage Society, a local tourist attraction.

Additionally, gambling revenues were invested in the construction of the BX Creek Sediment Pond project for flood mitigation, new flood plain mapping and various other infrastructure projects.

The City also supported the BC Winter Games with these funds. The event, which was postponed to early 2023, hosted more than 1,800 athletes who participated in 17 sport competitions.

CAMPBELL RIVER

In 2022, the City of Campbell River allocated its share of provincial gambling revenue from hosting Chances Campbell River to a variety of community programs. \$80,000 helped fund CR Live Streets, which hosted six major family events and concerts, along with

other downtown activations. One example is 'A Night Out Downtown,' a celebration of the city's downtown business district, where visitors enjoyed music, live comedy, food and special discounts. Attendees were encouraged to pick up a passport which they could then have stamped by various merchants to earn entries for prizes.

Additional funds supported initiatives such as warming shelters, Q*alayu House and the Wounded Warrior Run. Wild Wise Campbell River also received funding in an effort to reduce human-wildlife conflicts in the area.

NORTH VANCOUVER

The Lynn Valley Lions Club has played a pivotal role in supporting its community over the years, in part thanks to BCLC players and the Province of B.C.'s community Gaming Grants program.

Since 2007, the Club has redistributed \$435,000 in Community Gaming Grants into the local community to benefit many not-for-profit organizations, including local food banks, arts programs and disability assistance programs.

Each year,

municipal and First Nation governments in B.C. that host a **gambling facility** receive a 10 per cent share of net gambling income generated at those facilities.

This year, BCLC began building a Community Ticketing Program with corporate partners throughout B.C.

The program goal is to create access to sports and arts and culture events for those who might not otherwise have the opportunity to attend by providing charities and not-for-profits the opportunity to apply for tickets. The pilot program is underway in Kamloops and Vancouver, providing people with the chance to attend events and explore interests — and potentially inspiring the next generation of music lovers or sports fans. Current program partners include the Kamloops Symphony, Western Canada Theatre, Kamloops Film Festival, Vancouver Jazz Festival and the Vancouver Whitecaps FC.



CRIME AND ANTI-MONEY LAUNDERING

As an organization responsible for conducting and managing commercial gambling in B.C., we are committed to safeguarding the industry against criminal activity and money laundering.

As a reporting entity for the casino sector, we ensure that BCLC complies with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* (PCMLTFA) through robust, province-wide programs. Expansive anti-money laundering (AML) policies and processes help us take action when we detect criminal activity in and around casinos, or on [PlayNow.com](https://www.playnow.com). To reinforce these efforts, we:

- **Continued training all employees through mandatory AML compliance learning** as part of their onboarding. We refresh these programs regularly to reflect any new AML requirements.
- **Engaged an external consultant to carry out a third-party AML assessment in 2022.** The audit covered our physical and online gambling operations and identified seven documentation and recordkeeping obligations that required attention. We have since taken action on each of those areas.
- **Worked with government to begin addressing the Cullen Commission findings.** In May 2019, the B.C. government announced the Commission of Inquiry into Money Laundering in British Columbia. Hearings spanned two years, with Commissioner Austin Cullen's final report released in May 2022. BCLC is supporting the government's work to respond to the four recommendations for the gambling sector.
- **Collaborate with law enforcement and the provincial regulator to ensure criminal threats are identified,** reported, and appropriately addressed while ensuring any risks to BCLC are mitigated.
- **Procured a new AML transaction monitoring system through Everi Compliance.** We know that bad actors are continuously adapting strategies and approaches. We are piloting this system at a large, lower mainland casino prior to the province-wide rollout. The system will help to further close gaps and meet federally legislated AML compliance requirements (such as reporting timelines, ongoing monitoring requirements and anticipated future regulatory and business needs).

Governance

Our goal is to
govern in the
public interest

10

REDUCED
INEQUALITIES

16

PEACE, JUSTICE
AND STRONG
INSTITUTIONS

17

PARTNERSHIPS
FOR THE GOALS

Improve Indigenous Relations

Objective: Decolonize BCLC's operations and fostering equitable relationships.

Our approach focuses on relationships, employee knowledge and revenue sharing.

RELATIONSHIPS AND EMPLOYEE KNOWLEDGE

We are establishing a clear and sustainable path to lasting and meaningful Reconciliation with Indigenous Peoples.

Since becoming law in November 2019, we have worked to understand the *Declaration of the Rights of Indigenous Peoples Act* – which establishes the United Nations Declaration on the Rights of Indigenous Peoples as B.C.'s framework for Reconciliation. Building on that foundation, we continuously evaluate and align BCLC policies, programs and communications to support this priority. We are diligently and thoughtfully building relationships that foster cooperation and collaboration between BCLC, Indigenous communities and non-Indigenous stakeholders.

BCLC also participates in the BC First Nations Gaming Revenue Sharing Limited Partnership, sharing seven per cent of BCLC's net income (net of payments to the federal government) with First Nations in order to access a stable, long-term source of funding to invest

in their communities' priorities. Since the initiation of this partnership, approximately \$328 million has been transferred.

We partnered with the First Nations University of Canada to create this educational programming for all our BCLC people across the organization." The training is called '4 Seasons of Reconciliation' and covers:

- The history and culture of Indigenous Peoples with an emphasis on the impact of colonialism.
- The realities of the residential school system in Canada.
- United Nations Declaration on the Rights of Indigenous Peoples: A Global Solution & Framework.
- Reconciliation and Restitution.

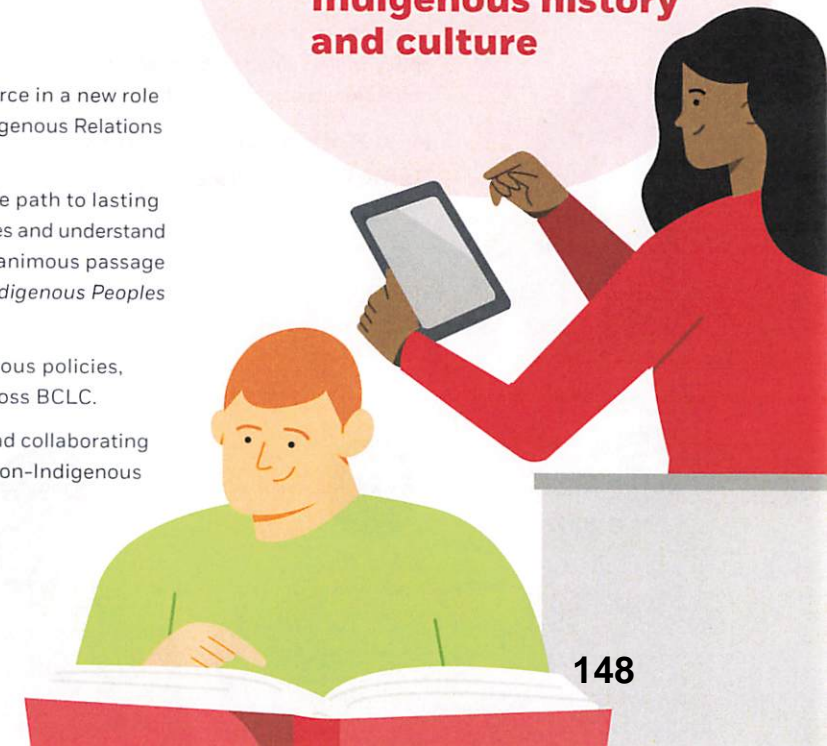
We have also hired a dedicated resource in a new role within BCLC. The Senior Manager, Indigenous Relations is responsible for:

- Establishing a clear and sustainable path to lasting Reconciliation with Indigenous Peoples and understand what the provincial governments unanimous passage of the Declaration of the Rights of *Indigenous Peoples Act* means for BCLC.
- Implementing and aligning Indigenous policies, programs and communications across BCLC.
- Building relationships, consulting and collaborating with Indigenous communities, and non-Indigenous stakeholders.

1,200 employees

participated in mandatory training this year, focused on

Indigenous history and culture



Industry influence

Objective: Leverage our influence, reach and scale to inspire the global gambling industry to become a force for good.

INDUSTRY STANDARDS

BCLC actively participated in creating the Canadian Purpose Economy Project.

What's the vision? Ensure that 30 per cent of Canadian businesses have a social purpose, are implementing it and collaborate with others to achieve it. To contribute to that vision, BCLC commissioned a paper on how risk and internal audit change in a social purpose company.

BCLC also advised a number of service providers in other gambling jurisdictions on ESG, with a goal to move towards a common ESG standard for the industry.

We are dedicated to working across our industry to support player health innovation, insight and industry thought leadership. Contributing our strategies — and learning from others — helps us make progress against our goal of having the healthiest players in the world. It also reinforces progress against our social purpose of generating win wins for the greater good.

We also ran smaller, focused sessions throughout the year, providing subject matter experts with opportunities to present a variety of curated content.

Through these collaborative player health initiatives, we sparked progress by:

Sharing ideas
and best practices

Driving critical
conversations

Advancing
knowledge

400

researchers, industry representatives,
policymakers and treatment/prevention
professionals attended BCLC's 10th Annual

**New Horizons Responsible
Gambling Conference**



NEW
HORIZONS
CONFERENCE

DISCOVERING AND SHARING BEST PRACTICES

To seek and share best player health practices, and amplify our impact, BCLC has built a program to promote open-source sharing of research and learning. This includes thought leadership papers which encourage knowledge sharing within the industry.

THE WORLD LOTTERY SUMMIT 2022 (WLS)

In October 2022, BCLC hosted this five day event in Vancouver in collaboration with the North American Association of State and Provincial Lotteries (NASPL) and the World Lottery Association (WLA). The conference facilitated engagement among over 1,200 delegates and 300 global suppliers, fostering discussions and networking focused on cutting-edge lottery innovations and sharing best practices. As the host jurisdiction, BCLC further solidified its stature as an industry leader and force for good.

This global event took place at the Vancouver Convention Centre, recognized as the world's first double LEED Platinum certified convention centre. Under BCLC's leadership, the 2022 summit achieved the distinction of being the most environmentally sustainable WLS conference in the history of the organization.

The amalgamation of international expertise, progressive initiatives and sustainable practices showcased during the WLS 2022 conference highlights the commitment of BCLC and its partners to inspire change and drive meaningful advancement within the global lottery landscape. With approximately 151 lottery jurisdictions in attendance, the event provided a unique opportunity to drive innovation, bring sustainability to the forefront of the discussion and highlight the positive impact of the lottery industry as a whole.



REGULAR COUNCIL AGENDA - JANUARY 8, 2024

Indigenous Peoples and stakeholder accountability

Objective: Build transformational relationships with Indigenous Peoples and stakeholders and embed ESG across the business.

BCLC's approach prioritizes stakeholder governance, integrates ESG risks into the business and establishes transparency and accountability.

INDIGENOUS AND STAKEHOLDER GOVERNANCE

The BCLC Stakeholder Governance Framework sets the governance framework for our approach to stakeholder engagement and collaboration, enabling the Board with necessary oversight to fulfill its duties and responsibilities.

Indigenous Peoples are rights holders — not stakeholders. As rights holders, we consider them separately within our broader governance context rather than within our Stakeholder Governance Framework. Our relationships with Indigenous Peoples remain paramount and we want to ensure our efforts to support Indigenous Reconciliation, decolonize BCLC's operations and foster equitable relationships are making an impact.

TRANSPARENCY AND ACCOUNTABILITY

The landscape of ESG reporting is highly dynamic.

BCLC is closely monitoring the global convergence of major reporting frameworks and standards as we refine our own reporting moving forward.



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Financial review

FINANCIAL SUMMARY

BCLC generated a record net income of \$1,636 million for fiscal year 2022/23, surpassing the pre-pandemic record net income of \$1,415 million set in fiscal year 2018/19. \$1,624 million was delivered to the Province of B.C. and \$12 million to the federal government, from total revenue of \$2,957 million.

Of the current year's net income, \$1,624 million was distributed to the Province of B.C. to benefit British Columbians and create value through investments in programs and services such as education, health care, communities and culture. Income was also distributed through a revenue sharing agreement with First Nations and financial sharing agreements with Indigenous or municipal governments that host casinos or community gaming centres.

(\$M) ¹⁹	2022/23 BUDGET	2022/23 ACTUAL	2022/23 VARIANCE ²⁰	2021/22 ACTUAL
TOTAL REVENUE	2,761	2,957	196	2,362
EXPENSES				
DIRECT COSTS	825	882	(57)	658
GAMING SUPPORT COSTS	65	64	1	54
OPERATING COSTS	244	229	15	200
AMORTIZATION AND OTHER	94	75	19	79
TOTAL EXPENSES	1,228	1,250	(22)	991
NET INCOME BEFORE TAXES	1,533	1,707	174	1,371
INDIRECT TAX	81	71	10	57
NET INCOME	1,452	1,636	184	1,314

¹⁹Financial information was prepared based on current International Financial Reporting Standards.

²⁰Favourable (unfavourable) variance vs 2022/23 Budget.

VARIANCE AND TREND ANALYSIS SUMMARY

In 2022/23, we generated **\$2,957 million in revenue**, representing a 25 per cent increase from last year and a seven per cent favourable variance to budget. The increase over prior year is due to a full year of activities at our casinos and community gaming facilities versus only nine months the previous year due to restrictions related to COVID-19. The variance from budget was driven by the casino and community gaming operations which saw a stronger return to pre-pandemic levels of play than forecasted.

Our direct costs, which vary with revenue, include commissions paid to private-sector gambling facility service providers, lottery retailers and revenue share payments to PlayNow.com gaming content providers. In 2022/23, actual costs increased by 34 per cent from the previous year, seven per cent higher than our budget - in line with increased revenues.

Our gaming support costs are largely for gaming systems maintenance and upkeep and, therefore, do not vary significantly with gaming activity. In 2022/23, they increased 19 per cent from the prior year, a two per cent favourable variance to budget, due to increased cloud service costs, and one-time project costs for hosting infrastructure updates and Lotto 6/49 game enhancements.

Our operating costs are made up of items such as salaries and benefits, marketing and advertising, professional fees, cost of premises and equipment. This year, our operating costs increased 15 per cent over last year, a six per cent favourable variance to budget. The increase was due to higher salaries to compensate for

inflation and benefits costs partially offset by reduced pension expense, increased consulting costs in support of the development of the company's new strategic plan and other initiatives. We also invested in sports marketing and sponsorship; and increased corporate software purchases. The variance from budget is attributed to salaries and benefits due to a lower pension expense than anticipated. Additionally, supply chain impacts resulted in project delays and, therefore, shifted spending for contract labour and equipment costs into future periods.

Our amortization and other costs relate primarily to depreciation of property and equipment, amortization of software costs, interest income, financing costs and other miscellaneous items. This year, costs are five per cent lower than last year, representing a 20 per cent favourable variance to budget. The decrease from prior year and variance to budget is primarily due to BCLC's share of the Interprovincial Lottery Corporation's (ILC) operating surplus, and a reduction in post-retirement benefits costs arising from the most recent valuation.

Indirect tax represents Goods and Services Tax (GST) as prescribed under the Games of Chance (GST/HST) *Regulations of the Excise Tax Act (Canada)*, and Provincial Sales Tax paid on purchases as prescribed under the *Provincial Sales Tax Act*. 2022/23 actuals are 25 per cent higher than the prior year, a 12 per cent favourable variance from budget. The increase from prior year is in line with the overall increase in expenses. The variance to budget is in line with the favourable variance in gaming support costs, operating costs, amortization and other costs, partially offset by the unfavourable variance in direct costs (a large portion of which are taxed at a lower rate).



Appendix

PERFORMANCE DATA

Nd represents data not previously disclosed.

CLIMATE CHANGE

	UNIT	2022	2021	2020
EMISSIONS				
SCOPE 1	tCO ₂ e	796	734	734
DIRECT FUEL COMBUSTION	tCO ₂ e	766	719	710
MOBILE ENERGY USE	tCO ₂ e	30	15	24
FUGITIVE EMISSIONS	tCO ₂ e	0	0	0
SCOPE 2	tCO ₂ e	72	63	264
SCOPE 3 – OFFICE PAPER²¹	tCO ₂ e	13	10	8
TOTAL EMISSIONS²²	tCO ₂ e	881	807 ²³	1,006
ACTIVITY DATA FOR SIGNIFICANT EMISSION SOURCES				
NATURAL GAS	GJ	15,296	14,256 ²³	14,116
ELECTRICITY	GJ	22,500	23,373	23,655
FLEET GAS	L	16,874	7,678 ²³	11,081
OFFICE PAPER	PKG	1,990	1,609	1,234
BUILDING ENERGY PERFORMANCE INDEX (BEPI)				
KAMLOOPS	ekWh/ft ²	63	63	Nd
VANCOUVER	ekWh/ft ²	12	12	Nd
BUILDING CERTIFICATIONS				
LEED	No.	1	1	Nd
BOMA	No.	0	0	Nd
PASSIVE HOUSE	No.	0	0	Nd
VEHICLE REPLACEMENT PLAN				
TOTAL NUMBER OF VEHICLES IN BCLC FLEET	No.	13	13	Nd
ELECTRIC VEHICLES	No.	2	-	Nd
LOW-EMISSION VEHICLES (HYBRID)	No.	3	2	Nd

Data covering climate change covers the calendar year, consistent with reporting requirements from the government.

²¹Emissions from office paper have been separated from Scope 1 and Scope 2 emissions as this is included in BCLC's Scope 3 Category 1: Purchased goods and services emissions.

²²Scope 1 includes direct fuel consumption, mobile energy use and fugitive emissions. Scope 2 includes purchased energy only. Emissions from office paper have been separated from Scope 1 and 2 emissions as this is included in BCLC's Scope 3 Category 1: purchased goods and services emissions. For details see BCLC's 2022 Climate Change Accountability Report.

²³2021 total emissions, fleet gas and natural gas has been restated due to change in measurement methodologies.

CIRCULAR ECONOMY

	UNIT	2022	2021	2020
WASTE GENERATED				
TOTAL WASTE GENERATED	Tonnes	115.8	83.83	Nd
WASTE BY DISPOSAL TYPE				
LANDFILL	Tonnes	27.7	15.61	Nd
DIVERTED FROM LANDFILL	Tonnes	88.1	68.22	Nd
RECYCLABLE	Tonnes	79.2	59.71	Nd
COMPOSTABLE	Tonne	2.5	3.46	Nd
E-WASTE (RECYCLED OR RE-SOLD)	Tonnes	6.4	5.05	Nd
DIVERSION RATE	%	76.1	81.38	Nd
END-OF-LIFE ELECTRONIC GAMING DEVICES				
	UNIT	2022/23	2021/22	2020/21
SOLD	No.	1309	997	1064
TRADED	No.	143	132	0
RECYCLED	No.	0	309	0

SUSTAINABLE PROCUREMENT

	UNIT	2022/23	2021/22	2020/21
PERCENTAGE OF SOURCING TEAM STAFF WHO RECEIVE TRAINING ON SUSTAINABLE PROCUREMENT POLICY AND ESG CRITERIA	%	100	100	Nd
PERCENTAGE OF SOURCING EVENTS (RFX) THAT HAVE INCLUDED SUSTAINABLE CRITERIA	%	75	87	Nd
PERCENTAGE OF SOURCING EVENTS (RFX) THAT HAVE SCORED ABOVE AVERAGE ON SUSTAINABLE CRITERIA (WHERE SUSTAINABILITY CRITERIA WAS INCLUDED)	%	100	92	Nd
AVERAGE WEIGHT APPLIED TO SUSTAINABLE CRITERIA	%	7	6.8	Nd

Data covering circular economy covers the calendar year (January - December), consistent with reporting requirements from the government, with the exception of the end of life electronic gaming devices data, which follows the fiscal year.

Circular economy data covers both our Kamloops headquarters and Vancouver offices and their associated wastes.

BCLC engages with authorized business partners to dispose recyclable, compostable and electronic waste. For the Vancouver office, the property management company manages all waste disposal, which is collected and transported to a universal collection point within the building complex. Figures in the table above are based on amounts procured by material type and their ability to be recycled, composted, etc. Landfill is defined as materials that cannot be reused, recycled or recovered; recyclable is defined as plastic, cardboard, glass, metallic packaging, paper, etc.; compostable is defined as organic materials such as food scraps and yard waste; and e-waste covers electronic devices such as desktops, monitors, notebooks, printers, servers, phones, etc.

Data covering sustainable procurement covers the fiscal year.

PLAYER HEALTH

	UNIT	2022/23	2021/22	2020/21
PERCENTAGE OF BCLC PLAYERS WHO SCORED AS HIGH RISK ON THE PROBLEM GAMING SEVERITY INDEX (PGSI) ²⁴	%	10	9	9

Data covering player health covers the fiscal year.

²⁴Continuous tracking survey conducted online by a third-party research professional. Study uses market research industry standard techniques to randomize the sample while retaining gender, age and regional balance that is consistent with B.C. population figures available from Statistics Canada's Census. To qualify for these measures, a respondent will need to have played at least one BCLC game in the past year.

EMPLOYEE WELLBEING

	UNIT	2022/23	2021/22	2020/21
DIVERSITY, INCLUSION AND BELONGING (DI&B)				
EMPLOYEE SENSE OF BELONGING, AS INDICATED BY SURVEY DATA ²⁵	%	88	78	81
EMPLOYEE HEALTH, SAFETY AND WELLBEING				
NUMBER AND ENROLLMENT IN VOLUNTARY HEALTH PROGRAMS (SAFETY, MENTAL HEALTH, WELLBEING) ²⁶	No.	142	178	Nd
EMPLOYEE HEALTH AND WELLBEING, AS INDICATED BY SURVEY DATA	%	-	78	Nd
ANNUAL SPEND ON EMPLOYEE HEALTH PROGRAMS	\$	5,916,445	5,268,377	Nd
MEANINGFUL WORK				
PERCENTAGE OF EMPLOYEES RECEIVING REGULAR PERFORMANCE AND CAREER DEVELOPMENT REVIEWS	%	100	100	Nd
EMPLOYEE CAREER ADVANCEMENT INTO LEADERSHIP POSITIONS ²⁷	%	5.5	11	Nd

Data covering employee wellbeing covers the fiscal year.

²⁵Completed annual engagement survey. Reporting on question: "I feel like I belong at BCLC."

²⁶Employees are actively encouraged to make use of BCLC's employee and family assistance program, which provides psychological counselling, legal support, marriage support among a wide range of services.

²⁷BCLC strongly encourages development of our employees through development conversations and goals, a variety of training and development opportunities, and a preference toward internal candidates. Metric is calculated based on the total number of promotions during the financial year, divided by the number of employees, multiplied by 100.

COMMUNITY

	UNIT	2022/23	2021/22	2020/21
NET INCOME	\$ million	1,635.5	1,313.7	430.2
DISTRIBUTED				
GOVERNMENT OF CANADA	\$ million	12.0	11.2	10.6
GOVERNMENT OF B.C.	\$ million	1,623.5	1,302.5	419.3
GOVERNMENT OF B.C. ALLOCATIONS				
PROVINCE OF B.C. GENERAL REVENUE DISTRIBUTION	\$ million	1,089.6	826.9	78.9
PROVINCIAL HEALTH SPECIAL ACCOUNT	\$ million	147.2	147.2	147.2
COMMUNITY GAMING GRANTS	\$ million	139.8	139.8	139.8
FIRST NATIONS REVENUE SHARING	\$ million	113.6	91.2	29.4
HOST LOCAL GOVERNMENT PAYMENTS	\$ million	100.8	66.9	0.0
GAMING POLICY AND ENFORCEMENT BRANCH	\$ million	15.1	15.9	16.1
HORSE RACING SUPPORT	\$ million	9.9	7.1	0.0
RESPONSIBLE GAMBLING STRATEGIES	\$ million	4.5	4.5	4.9
JOINT ILLEGAL GAMING INVESTIGATION TEAM	\$ million	3.0	3.0	3.0

Data covering community impact covers the fiscal year.

BCLC's annual net income is fully distributed each year to the Government of B.C., net of payments made to the Government of Canada on behalf of the Government of B.C.

HEAD OFFICE

74 West Seymour Street
Kamloops, B.C. V2C 1E2
Telephone: 250 828 5500

REGIONAL OFFICE

2940 Virtual Way
Vancouver, B.C. V5M 0A6
Telephone: 604 215 0649

CONSUMER SERVICES

Telephone: 1 866 815 0222
consumerservices@bclc.com

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REGULAR COUNCIL AGENDA - JANUARY 8, 2024



RECEIVED
JAN - 2 2024
CITY OF PORT ALBERNI

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

File # 0400-80 **RCM Jan 8/24.**

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

January 1, 2024

Re: Public Consultation on the proposed sale of 3816 Anderson Avenue (PID# 004-119-410)

Dear City of Port Alberni,

The Pacific Rim School District is pleased to inform you that a public consultation is scheduled to take place in our community from December 22, 2023 to January 31, 2024, regarding the proposed sale of the property located at 3816 Anderson Avenue (PID# 004-119-410).

We highly value the input of all stakeholders and feel that your feedback is crucial to our decision-making process. To ensure that your valuable feedback is considered, we kindly request that you provide input **by 4:00pm on January 31, 2024** to the following address:

By Mail:

Attn: Paula Mason, Manager of Corporate Services
4690 Roger Street,
Port Alberni, BC
V9Y 3Z4

By Email: pmason@sd70.bc.ca

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

Thank you for your continued partnership in enhancing our community.

Sincerely,

Pacific Rim School District
4690 Roger Street,
Port Alberni, BC
V9Y 3Z4
www.sd70.com



RECEIVED

JAN - 2 2024

CITY OF PORT ALBERNI

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

File # 7500-20-CS **D. Gussan Jan 8/24 PM**

2023.12.20

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

Mayor and Council:

My name is Brian Cornborough and I am President of Central Vancouver Island Crime Stoppers (formerly known as Nanaimo and District Crime Stoppers). I am reaching out to introduce myself and inform you about the support our program can offer to your community.

Until recently, each municipality, including yours, may have had a its own Crime Stoppers group. Unfortunately, several of these groups in the mid-Island area began to falter due to a lack of volunteers. In response, our CS program, based in Nanaimo, offered to take on the responsibilities of these programs being North Cowichan, Port Alberni and Oceanside. In order to keep Crime Stoppers active in central Vancouver Island, our program now oversees Crime Stoppers programs throughout central Vancouver Island stretching from Ahousaht on the west coast of the island to the east coast of the island from Bowser to Mill Bay which includes detachments in Lake Cowichan, Shawnigan Lake, Duncan/North Cowichan, Saltspring Island, Ladysmith, Gabriola Island, Oceanside, Port Alberni, Tofino and Ucluelet. Tips for each of these areas are managed by the Crime Stoppers Coordinator attached to the Nanaimo RCMP, a position currently occupied by Reserve Constable Gary O'Brien.

Besides online tip management, our program is continually pursuing fundraising initiatives to support our program and assist with paying potential tips. To raise money, we advertise ourselves on our web page, Facebook, and other social media platforms. Our largest event is the annual shredding day where the public can have their confidential documents professionally shredded by donation.

We are eager become involved in your community to assist in reminding people of the benefits of Crime Stoppers. We would appreciate being notified of any upcoming events that may be appropriate for Crime Stoppers to participate in.

I am available for any questions that you may have. Thank you for supporting our program and we look forward to the opportunity to contribute to the safety and well-being of your community.

Best regards

B. Cornborough

President | Central Vancouver Island Crime Stoppers

president@cvicrimestoppers.com | [REDACTED]

BC:2023.12.20

cc: R/Cst. Gary O'Brien

Stay safe, keep your family safe, keep your community safe.

RECEIVED

JAN - 2 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 1855-01 **RCM Jan 8/24**

From: Lahti, Matt <Matt.Lahti@bchydro.com>

Sent: December 20, 2023 11:33 AM

To: Sharie Minions <sharie_minions@portalberni.ca>

Cc: Mike Fox <mike_fox@portalberni.ca>; Olynyk, Ted <Ted.Olynyk@bchydro.com>

Subject: BC Hydro's Community ReGreening Program

Sending on behalf of Ted Olynyk.

Dear Mayor Minions and Chair:

BC Hydro is proud to assist local governments through our Community ReGreening Program which supports the planting of trees and other vegetation that help enhance ecological networks across the province. The program also helps to ensure the right trees are planted near our power lines.

Our ReGreening grants fund small-scale community planting projects and are open to all municipal and Indigenous Nations' governments within [BC Hydro's service area](#).

The program was updated two years ago to include:

- A new online application process administered directly by BC Hydro*
- An expanded scope to fund a wider variety of projects
 - Street or park trees that don't interfere with electrical equipment
 - Trees and other vegetation for habitat restoration or enhancement
 - Plants for pollinator gardens
 - Plants of cultural significance to Indigenous Nations (qualifying plants are at the discretion of the applying Nation, so long as plants' mature height meet our [requirements](#) if planted in proximity to power lines)

**If you are a recipient of a 2023 BC Hydro ReGreening grant, please complete your final report and submit it by December 31, 2023.*

All new applications for 2024 ReGreening grants need to be submitted directly to BC Hydro through our online form. Applications are now being accepted and the deadline to apply for a 2024 ReGreening grant is **January 31, 2024**. All applicants will be notified of funding decisions after March 2024.

The online application and additional details regarding the Program, including evaluation criteria, can be found at: www.bchydro.com/regreening.

Sincerely,

Ted Olynyk | Mgr., Community Relations
Vancouver Island – Sunshine Coast
P 250 755 7180
M 250 618 6267

Smart about power in all we do.

bchydro.com

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**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on October 19, 2023 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Stefanie Weber (Vice-Chair)
Sandy McRuer
Dan Holder
Christine Washington, (SD70 Liaison)
Derrin Fines (P.A.F.D. Liaison)
Councillor Dustin Dame (Council Liaison)

Regrets

Haley Stevenson, Planner I
S./Sgt. Mike Thompson, (R.C.M.P. Liaison)
Wayne Mihalicz (Parks Liaison)
Councillor Serena Mayer, (Hupačasath F.N)
Ken Watts (ECC, Tseshah (č išaa?ath) F.N)
Callan Noye
Joe McQuaid

Staff

Brian McLoughlin, Manager of Planning
Cara Foden, Planning Technician
Scott Smith, Director of Dev. Services/Deputy CAO

Guests

Applicant/s: L. Shaver, A. Guiry, P. Johannknecht

Alternates (not in attendance)

Larry Ransom (Alt.- S.D.70)

TBD (Alt.- RCMP)
Councillor Deb Haggard (Alt. Council Liaison)
Harley Wylie (Alt. - Tseshah (č išaa?ath) F.N)



1. Acknowledgements and Introductions

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

2. Adoption of previous meeting minutes:

- Summary Report / Minutes from the APC Meetings held on September 21, 2023
(Weber / McRuer) CARRIED

3. DEVELOPMENT APPLICATION: Zoning bylaw

3045 Kingsway Ave. - Lot 17, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-272-925

3053 Kingsway Ave. - Lot 18, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-272-968

3063 Kingsway Ave. - Lot 19, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-273-000

APPLICANT: Streamside Homes Inc.

- The Manager of Planning presented a summary of the application. A full report dated October 19, 2023 was included in the Agenda package for this meeting.
- Attendees discussed the proposed Zoning Bylaw text and map amendments as follows:
 - APC expressed support for the application and indicated it was a positive development for the community.
 - Unit configuration (1 and 2-bedroom units) was noted.
 - It was expressed that parking seemed sufficient.

- There was discussion regarding Comprehensive Development zones (why and where they are often used, i.e. greater flexibility). The City has 3 CD zones in place and two more applications under review.
- APC asked for information on the proposed bike patio concept. The Planner explained it is an "end of trip" facility to support bicycle use and storage by residents.
- It was noted the applicant has not yet engaged a civil engineer. The Planner explained that the applicant will be required to engage an engineer to determine if infrastructure improvements are required. Staff recommend this be required prior to a Public Hearing.
- APC noted that the area likely contains aging infrastructure.
- APC asked about Density Bonusing. The Planner explained that density bonusing does not apply to this application, but typically it allows a developer to increase density by meeting conditions specified in the Zoning Bylaw.
- It was noted the proposed roof top patio will not be fully covered.
- The APC suggested that plugins for electric vehicles be provided.
- When asked about ground floor security / windows the applicant indicated that the design plans were not at that level of detail yet, but CPTED principles can be applied.
- The development will be strata / condominium and will be geared to market housing.
- The APC discussed a recommendation that Council waive the Public Hearing as the application aligns with the current OCP land use designation.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that Council support the application and waive a Public Hearing.*

(Washington / Weber) CARRIED

4. Updates from the Director of Development Services

- Zoning Bylaw 5074 was adopted by Council on October 10, 2023 and current applications that will now move forward include those located at 2780 Burde Street and at 3690 Loewen Rd / 2791 Burde St.
- OCP project – an update went to COW meeting on October 16. No deadline has been set for completion but staff hope to have a draft for Council in April, 2024.
- Sage Haven second stage housing project is almost complete and the Mother's Centre on Kendall Ave. is due to start building soon.

5. Other Business

6. **Adjournment** – The meeting adjourned at 12:50 pm. The next meeting is scheduled for 12:00 pm on Thursday, November 16, 2023.

(Chair)

Councillor Report January 3, 2024

Diane Naugler of North Island College met with myself to discuss plans for enhancing their campus as well as enhancing their curriculum offered at the Port Alberni Campus. Some ideas mutually suggested were follow up meetings with our Mayor as well as NIC representation at the upcoming AVICC and UBCM conventions. In addition, I suggested that our Council could consider post-secondary educational initiatives and resolutions for those conventions. NIC will be attending a Council meeting in the very near future to discuss and get feedback.

Sincerely,
John

John Douglas, City Councillor
(He, Him, His)

I have the honour of living, playing and working on the unceded territories of the Tseshaht and Hupacasath First Nations.

City of Port Alberni, BC

"Best Place. Best Time. Ever."

Council Report for Dec 11, 2023 to January 3, 2024

Greetings and salutations with wishes for your blessing in this new year.

Since our last meeting I have not been involved in any formal events for the City. However, my councilor duties continued with many informal discussions with members of the public.

It is on this topic of individual conversations that I should like to report.

Recently, council voted to send a letter to Prime Minister Trudeau calling for the Canadian Government to call for a ceasefire in the Israeli Palestinian conflict. My paraphrase.

In response, a good friend of mine reached out with their concerns and we had a meaningful discussion about how such a statement reflects on the individual residents of the city.

For anonymity's sake I shall refer to my friend as Freddy.

Freddy was upset that council would make a statement on their behalf, representing them as an individual, when that statement was not one that they themselves would make. A situation which may be characterized in a number of ways ranging from "you are putting words in my mouth" through to "you are not representing me therefore you are failing in your duty as my representative", and many variations in between.

Just for context the logical reasoning that caused Freddy to disagree with the council's motion was that it implied that by asking for a ceasefire, council was choosing sides in an international conflict, which was not within our legislative jurisdiction, and was essentially condoning the actions of Hamas. That was the message that Freddy did not want anyone making on their behalf.

Thus, today my council report is direct at identifying who is speaking for whom.

- 1) Does council speak for each citizen in the city? ABSOLUTELY NOT! Being that I personally was elected with the least number of votes of anyone of my fellow councilors, I can safely say that there is a large portion of Port Alberni who may not agree with my actions or intentions. I clearly am not always speaking in accordance with them, or therefore for them. However, I am still obligated to representing their best interests.
- 2) Council is like a choir. We speak together and we speak independently at different times in the process. We each have opportunities to speak independently, and we each respect each other's opportunity to sing a solo. Yet all our individual voices are, by agreement, harmonized together so that in the final result, council speaks as one. On the most part, I have observed this council to be very conscious of not imputing our individual statements to all of council, but also of being bound by council's statements when council decides together.
- 3) Council is only a choir. This is not a solo performance. No one individual councilor has the right, ability, or authority to act or speak on behalf of the city or council, unless council has agreed to give them that right. As an aside, and for no other reason than clarity, I will point out to those who may not know, that this rule includes the Mayor.

To conclude, it is important to identify who is speaking.

No-one person speaks for city council, as city council can only speak together as one voice.

That is a voice that represents the city as a collective whole and not each the individual that makes up the city.

Each Individual has their own voice to use and I encourage them to do so within the limits as set out in the Canadian Charter of Rights and Freedoms and are justifiable in a free and democratic society.

With respect to myself, I am not speaking for anyone else, ever. Even, when I stumble and use an incorrect pronoun such as we.

However, I trust the words I speak to you, are valuable, meaningful, and may be agreeable to you in the hopes of improving our world.

CITY OF PORT ALBERNI COUNCIL APPOINTMENTS

1. Mayor Sharie Minions

The Mayor is the head and chief executive officer of the City with duties prescribed by the Community Charter. Further to these duties the Mayor will participate in the following:

- Court of Revision
- Director, Alberni-Clayoquot Regional District
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Forestry Worker Supports and Community Resilience Council [Provincial]
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRAC)
- Member, Tsawak-qin Public Advisory Group

2. Councillor Dustin Dame

- Liaison, Advisory Planning Commission (*Alternate: Councillor Haggard*)
- Liaison, AV Transition Town Society
- Liaison, Uptown Merchants Association
- Member, Audit Committee

3. Councillor John Douglas

- Liaison, AV Community Forest Corporation
- Liaison, Learning Council/North Island College
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Liaison, School District #70
- Liaison, Community Investment Program

4. Councillor Debbie Haggard

- Director, Alberni-Clayoquot Regional District
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Member, Alberni Clayoquot Health Network
- Member, Alberni-Clayoquot Regional District Alberni Valley Aquatic Centre Advisory Committee
- Member, Community Action Team

5. Councillor Charles Mealey

- Member, Advisory Traffic Committee
- Member, Alberni Clayoquot Continuing Care Society
- Member, Alberni Valley Heritage Commission

6. Councillor Todd Patola

- Court of Revision
- Member, Air Quality Council
- Member, Audit Committee
- Trustee, Vancouver Island Regional Library Board (VIRL) (*Alternate: Councillor Haggard*)

7. Councillor Cindy Solda

- Court of Revision
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, Alberni Valley Regional Airport Advisory Committee
- Liaison, West Coast Native Healthcare Society
- Member, Alberni-Clayoquot Regional District Accessibility Committee (*Alternate: Councillor Dame*)
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Audit Committee
- Member, Alberni-Clayoquot Regional District Transportation Advisory Committee (*Alternate: Councillor Mealey*)

SCHEDULE OF APPOINTMENTS FOR THE DEPUTY MAYOR FOR REGULAR AND COMMITTEE OF THE WHOLE MEETINGS

January & July	Cindy Solda	April & October	Debbie Haggard
February and September	Todd Patola	May and November	Charles Mealey
March & August	John Douglas	June and December	Dustin Dame

Deputy Mayor outside of formal meetings will be determined based on Council liaison appointments

CITY OF PORT ALBERNI COUNCIL APPOINTMENTS
<p>Regional District of Alberni Clayoquot Representatives Mayor Minions (allocated 5 votes), Councillor Haggard (allocated 5 votes) Alternates (in order) Councillors Patola, Solda, Mealey, Douglas & Dame</p>
<p>Audit Committee Councillors Dame, Patola & Solda</p>
<p>Community Investment Program John Douglas (Councillor), Colleen May (City), Willa Thorpe (City) Community Members: Joshua Dahling, Callan Noye, Colin Schult</p>
<p>Court of Revision Mayor Minions, Councillors Patola & Solda</p>
<p>Board of Variance Gerry Hickey, Boris Lehner, Danese McDonald</p>
<p>Advisory Planning Commission Dustin Dame (Councillor), Serena Mayer (Hupacasath), Sgt. Mike Thompson (RCMP), Derrin Fines (Fire), Manager of Parks [Wayne Mihalicz] (City), Chris Washington (SD70), Ken Watts (Tseshahat) Community Members: [Vacant], Daniel Holder, Joe McQuaid, Sandy McRuer, Callan Noye, Stefanie Weber</p>
<p>Alberni Valley Heritage Commission Charles Mealey (Councillor), Claudia Romaniuk (AVCAC), Jolleen Dick (AVCC) Elliot Drew (McLean Mill), Penny Cote (ACRD), Pam Craig (SD70), Gareth Flostrand (ADHS), Ed Ross (Tseshahat), Richard Spencer (WVHHS), Willa Thorpe (City), Ken Watson (PAMHS), Vacant (YPAV), Vacant (Hupacasath) Community Member: Colin Schult</p>
<p>Advisory Traffic Committee Charles Mealey (Councillor), Kathy Deschamps (Diversified Transportation), Jim MacDonald (City), A/Sgt. Jordan Hamlyn (RCMP), Jessica Learn (MOTI), Travis Cross (Fire), Larry Ransom (SD70), Caroline Robinson (ICBC)</p>
<p>Port Alberni Port Authority Arne Elias (July 1, 2021 - June 30, 2024)</p>
<p>Air Quality Council Todd Patola (Councillor) & Mike Owens (Fire)</p>

Distribution: PACMA, Tanis Feltrin/Annie O'Connor - via email
File Drawer in Reception Area, Council Members

Updated: December 5, 2023

Date: December 14, 2023
File No: 0390-01
To: Mayor & Council
From: M. Fox, Chief Administrative Officer
Subject: COFI | BC Council of Forest Industries Annual Convention | Authorize Council Registration

Prepared by: <i>S. DARLING</i> Deputy Director of Corporate Services	Supervisor: <i>D. MONTEITH</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION[S]

THAT Council authorize [insert names] to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 10-12, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy 3009-2.

PURPOSE

To provide Council with information regarding the BC Council of Forest Industries [COFI] Annual Convention taking place April 10-12, 2024 and request direction regarding the registration of Council members.

BACKGROUND

Held on an annual basis, the COFI annual convention brings together industry executives, managers, suppliers, business and professional services with government, community and First Nations leaders to discuss key challenges and opportunities for the forest sector in British Columbia and Canada.

Travel Expense Policy 3009-2 requires authorization by Council as it pertains to members of Council attending a conference/convention other than AVICC and UBCM.

ALTERNATIVES/OPTIONS

1. That Council authorize [insert names] to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 10-12, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per Travel Policy 3009-2.
2. That Council decline attendance of Council to the COFI Convention.

ANALYSIS

Option 1- COFI is offering one complimentary registration including all meals and receptions and one night's accommodation for the Mayor and/or designate with additional registrations offered at the member rate of \$625 per registrant. An early bird discount of \$100 per person is applicable to delegates who register for the full convention and submit funds prior to March 8, 2024. Should Council wish to authorize member's attendance at this convention, staff estimate total costs to be approximately \$2000 per person. This estimate includes convention registration, accommodation, travel via ferry, per-diem and vehicle mileage. The 2023-2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development.

Option 2 – It is Council’s prerogative to either support and/or deny the attendance of Council members at a particular conference/convention/summit outside of those identified in the City’s *Travel Policy No. 3009-2*. When considering an item based on policy, Council is encouraged to consider the merits and how City representation will contribute to the betterment of the City.

IMPLICATIONS

Financial implications associated with attendance at the COFI Convention are estimated to be approximately \$2000.00 per person which includes convention registration, accommodation, travel via ferry, per-diem and vehicle mileage. The 2023-2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In accordance with *Travel Policy No. 3009-2*, Council attendance outside of AVICC and UBCM requires a resolution of Council authorizing attendance.

The request also aligns with Council’s Strategic Priorities, in particular, No. 2 | Enabling the New Economy. Council’s representation at this Convention will assist in providing information on key challenges and opportunities for the forest sector in British Columbia as it relates to the City of Port Alberni.

SUMMARY

The BC Council of Forest Industries Annual Convention is scheduled to take place April 10-12, 2024 in Vancouver, BC. COFI is offering one complimentary registration including all meals and receptions and one night’s accommodation for the Mayor and/or designate with additional registrations offered at the member rate of \$625 per registrant [\$525 before March 8, 2024]. Full costs associated with additional participants are approximately \$2000.00 per registrant. The 2023-2027 Financial Plan includes \$ 73,233 to fund 2024 Council and Travel Development. Participants will benefit from receiving information on key challenges and opportunities for the forest sector in British Columbia to assist the City in charting a path forward for a healthy and sustainable economic future.

ATTACHMENTS/REFERENCE MATERIALS

1. *Travel Expense Policy 3009-2 [ref.]*
2. *2023-2027 Corporate Strategic Plan [ref.]*

C: A. McGifford, Director of Finance

Date: December 28, 2023
File No: 6480-20-2023
To: Mayor & Council
From: S. Smith, Acting CAO
Subject: Official Community Plan (OCP) Update | Engagement Strategy for Policy Development Phase

RECOMMENDATION

THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated December 2023 prepared by FRANK planning collaborative.

PURPOSE

Staff are requesting Council support of the draft Engagement Strategy for the policy development phase of the OCP review and update.

BACKGROUND

Community engagement informed the Vision and Touchstones Council supported in December 2022. The Vision and Touchstones (guiding principles) outline what is important to the community and what the community aspires to work toward over the next 20 years (the timeframe for the OCP). The Vision and Touchstones will help guide policy development for the OCP.

OCP engagement was paused in May 2023 in consideration for background report compilation, engagement timing with the Hupacasath First Nation and Tseshaht First Nation and the Port Alberni community. City staff have reviewed the strategy and provided feedback. This document is now ready for Council consideration.

ALTERNATIVES/OPTIONS

1. *THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated December 2023 prepared by FRANK Planning Collaborative.*
2. *THAT Council can pass a resolution to provide alternative direction to staff.*
3. *THAT Council can recommend not proceed.*

ANALYSIS

Engagement Approach

The Engagement Strategy is designed based on a global best practice in engagement using the International Association of Public Participation (IAP2) approach.

Project Constraints

The project scope is provided to be transparent about certain realities the project manager and team must manage.

1. Budget – there is a finite amount of budget available to complete the OCP review and update project.

2. Schedule – staff has committed to Council that an OCP bylaw will be prepared for their consideration by October/November 2024.
3. Capacity – City staff have limited capacity, time, and a number of competing interests. The public also face these same constraints, so the process has been designed to acknowledge this reality and adapt as needed.

Project Engagement Goals

1. **Ensure Participation Reflects the Diversity of Port Alberni.** While some individuals or organizations may have more time and capacity than others, it will be important to find ways to hear from those that are often not represented in public processes. A diversity of engagement tactics will be designed to hear from underrepresented groups such as school aged children, youth aged 18 – 25 and those that identify as Indigenous and as visible minorities.
2. **Make Engaging Easy.** Communication well in advance of events, the frequency and ways participants can be involved will assist in making engagement easy (and hopefully fun!). Where possible, the project team will go to where people are already gathering. This may be community events, organizations' meeting times, classroom time at schools, pop ups at places where people regularly gather and online options.
3. **Participants Feel Safe and Respected.** Engagement in today's context can elicit passionate opinions and ideas. The aim of public engagement is to gather ideas in a manner that people feel respected and safe enough to offer their thoughts. All participants will be expected to conduct themselves in a manner that is respectful of fellow participants.
4. **Transparency.** To help build trust in the process and the outcomes, the project team is committed to transparency which will be actioned through reporting back to the public. There will be situations where public ideas or feedback cannot be used, included or are not implementable. Reporting back on why something was not used will increase process transparency.

Project Roles

Council

Council is the legislated decision maker. That means that Council will be tasked with making the final decision about officially adopting the OCP as a bylaw. Council will be involved in the process through updates from City staff on research outcomes, engagement plans and outcomes and will be invited to engagement sessions. Council will have opportunities to ask questions of staff and the project team when the OCP is brought before them at Committee of the Whole meetings. Council will be presented information at key milestones and be asked to support, provide revisions or alternatives before the project team moves to the next phase of work.

Indigenous Communities

The City is committed to working directly with the Hupačasath Nation and the Tseshaht Nation to understand how best to work together on developing the OCP. Initial meetings have been scheduled with each Nation to discuss how they would like to be engaged on the OCP. Updates will be provided to Council throughout the process.

OCP Project Manager

The project manager is the Director of Development Services, Scott Smith who is responsible for project management and ensuring the process is on time and on budget. The Director manages consultants, the engagement process, and reporting to City management and Council.

The OCP Project Team (OPT)

OCP engagement requires buy in and support from City departments. The OPT is comprised of representatives from the following departments: planning, engineering, corporate services, parks and recreation, community safety, emergency services and economic development. This team will meet for key project milestones and provide insight and feedback on technical information, promote and champion the engagement process internally with their department staff and externally.

Consulting Team. The OPT will be supported by FRANK planning collaborative. FRANK will provide overall project support, communication, engagement, and planning services (research, policy development). FRANK is collaborating with sub-consultants the Community Energy Association (climate mitigation and adaptation support) and with ProActive Planning (Indigenous engagement support). The City is also working with other consultants to provide technical analysis throughout the process (housing needs, ecological mapping, complete communities analysis).

Community Representative Team (CRT)

CRT members will be tasked with providing advice, insights, and feedback from a diversity of perspectives to the project team. CRT will help get the word out to their networks about the OCP project and promote how the community can be involved. The CRT will meet during key milestones as shown in the Engagement Strategy. CRT is ONE of the ways the public will be involved.

As directed by Council, a senior's organization representative (the Sunshine Club) has been added to the CRT as well as a young adult representative (18 – 24).

Youth Representation. The City worked with teachers and community members to recruit school aged youth representatives to participate in the CRT. It was determined after speaking with several students and teachers directly, the approach that worked best for youth was to engage them as a group at the schools. Logistics are progressing to arrange having engagement sessions in schools in Port Alberni (to date: Tsuma-as Elementary School and Alberni District Secondary School have expressed interest).

*Community*The Engagement Strategy outlines several key milestones where the public will be engaged or have the opportunity to provide feedback.

Engagement Tactics and Timeline

In the attached Engagement Strategy, a timeline graphic is provided that outlines who will be engaged how they will be engaged, and when they will be engaged.. There are three key stages prior to the OCP Bylaw being presented to Council for consideration: OCP Ideas, Policy Development, and the Draft OCP stages.

A focus on equitable engagement.

Often in municipal projects, community organizations that have the capacity and know how are heavily involved in engagement. While this is valuable participation from certain sectors of the community, it sometimes misses other perspectives that are directly impacted by the municipal project. Monitoring who has been engaged in the OCP process so far has demonstrated which community groups or community members should have *engagement designed to better support their involvement*. These groups include:

- School aged participants: Grades 4 – 12
- Young Adults: 19 – 25
- Indigenous residents
- Visible minorities

-
- Social sector practitioners and the community members they support

The project team will continue to monitor involvement from these groups and adjust the approach as we learn what is working and what could improve.

Communication

A communications approach is included within the Engagement Strategy and provides the following guidelines for the project team:

- **Consider all audiences:** Review all stakeholders affected by the work underway and use tactics to best meet their needs.
- **Open and honest:** Adhere to the commitment of sharing information and other materials to help establish trust and credibility.
- **Factual, relevant, and accurate:** Present information clearly, outlining the need and benefits of the process, as well as the considerations being reviewed, such as potential challenges and the implications for various decisions.
- **Linked to strategy:** All communications key messages align with the OCP Engagement Strategy to demonstrate the OCP project purpose, how and when engagement is being completed and who is involved.
- **Timely:** Information is provided to stakeholders at regular intervals.

Key messages the team will use when communicating to the public include:

Primary

- Engagement has already taken place to create a 20-year community OCP vision and touchstones. The vision and touchstones will help guide policy development.
- Port Alberni community members will have opportunities to be involved and provide feedback.
- Port Alberni City Council is the legislated decision-maker. That means that Council is tasked with making the final decision about officially adopting the OCP as a bylaw.
- **By the end of 2024**, the City of Port Alberni Council, with the involvement of the community and First Nations, will consider adoption of the Official Community Plan.

Secondary

- The process to develop the Port Alberni OCP involves Council, the Hupacasath First Nation, the Tseshaht First Nation, residents, the Community Representative Team, City staff, community organizations, businesses, and schools.

IMPLICATIONS

Risks and opportunities that could impact the success of the engagement process have been identified as follows:

1. **City Staff Capacity:** Staff time is required to execute items such as webpage posting, media advertisements, responding to inquiries, engagement work, etc. If there is limited staff availability for engagement events or communication implementation, there may be scheduling delays.
2. **Community Interest:** Day-to-day responsibilities and other interests for community members will likely affect the interest level and capacity to engage on a topic like the OCP. The project team will continually adjust, be flexible and learn of ways to make communications materials and engagement opportunities accessible for community members.

3. **Provincial Requirements:** Recently, the Province of BC have announced several changes to how Housing Needs Assessments are to be completed by municipalities. The project team has adjusted to these changes. However, if new announcements are released that potentially affect OCPs in the Province, the staff team will engage in discussions with Council on how to best proceed.

COMMUNICATIONS

As per section 475 and 476 of the *Local Government Act*, this Engagement Strategy is providing early consultation to the development of the Official Community Plan review and update prior to consideration of Council in the formal public hearing process as per section 464 of the *Local Government Act*.

BYLAWS/PLANS/POLICIES

The Official Community Plan is a document, created by a bylaw, that informs our community's growth and success over a long term 20-year horizon. The OCP has objectives and policies that guide planning and land use management. It provides direction related to elements such as location and type of residential, commercial, and industrial development; availability of transportation choices and utility servicing; and environmental, social and economic issues. '

An OCP must align with the requirements in the *Local Government Act* and *Community Charter* which include green house gas emission targets, housing targets, and environmental policies. Most recent municipal OCPs in British Columbia have been developed from extensive community engagement and input.

SUMMARY

Staff support the Engagement Strategy prepared by FRANK planning collaborative dated December 2023 to initiate the policy development phase of the OCP review and update.

ATTACHMENTS/REFERENCE MATERIALS

- Engagement Strategy prepared by FRANK planning collaborative [OCP Policy Development] | December 2023

Copy: D. Monteith, Director of Corporate Services



ENGAGEMENT STRATEGY

OFFICIAL COMMUNITY PLAN PROJECT
CITY OF PORT ALBERNI



Submitted to City of Port Alberni, Planning Department

December 2023

A person wearing a bright yellow raincoat and dark boots is walking away from the camera on a wooden boardwalk. The boardwalk is surrounded by a dense forest with large, moss-covered tree trunks and lush green ferns. The scene is misty and atmospheric.

INTRODUCTION

It's been 15 years since the City of Port Alberni updated its Official Community Plan (OCP), and much has changed in that time. An OCP affects all lands within the City and by extension all people who live and work in Port Alberni. Council, City staff, developers, planners, engineers, and architects use the OCP to understand what the community wants as it relates to land uses. This could be affordable housing, parks, shopping, transportation, utility infrastructure or other community amenities.

The OCP is also used to understand which areas are suitable for development and which are not (environmentally sensitive areas, steep slopes, hazardous areas, etc.). The public can also use the OCP to gain a better understanding of local issues and how they are planned to be addressed or what changes may happen in their neighbourhood.

The process to develop the Port Alberni OCP will involve Council, the public, City staff, community organizations, businesses, schools, and the Hupacasath First Nation and Tseshah First Nation communities. Port Alberni Council will be the decision maker when it is time to consider adopting the OCP. **The purpose of the OCP engagement strategy** is to outline who will be involved, to what extent they will be involved, how we will report the results back as well as how we will measure success of the approaches being used.

BACKGROUND

The City began the OCP project in November 2021. So far, background information has been compiled and analyzed to understand the current situation in Port Alberni and engagement has taken place to create a 20-year community vision and touchstones (guiding principles). The vision and touchstones will be used to guide policy development – the focus of this engagement strategy.



ENGAGEMENT APPROACH

The Engagement Strategy is designed based on a global best practice in engagement: the International Association of Public Participation (IAP2). The following section provides an overview of the engagement context: the decision statement (what the engagement is leading up to); project constraints; engagement goals; and roles in engagement.

Decision Statement

By **November 2024**, the City of Port Alberni Council is to consider adoption of an Official Community Plan developed by engaging a diversity of community perspectives and in discussions with the Hupacasath First Nation and Tseshaht First Nation.

Project Constraints

The project scope is provided to be transparent about certain realities the project manager and team must manage.

1. **Budget** – there is a finite amount of budget available to complete the OCP project
2. **Schedule** – Staff has committed to Council that an OCP bylaw will be prepared for their consideration by October/November 2024
3. **Capacity** – City staff have limited capacity, time, and several competing interests. The public also face these same constraints, so the process has been designed to acknowledge this reality and adapt as needed.

Project Engagement Goals

1. **Ensure Participation Reflects the Diversity of Port Alberni.** While some individuals or organizations may have more time and capacity than others, it will be important to find ways to hear from those that are often not represented in public processes. A diversity of engagement tactics will be designed to hear from underrepresented groups such as school aged children, youth aged 18 – 25 and those that identify as Indigenous and as visible minorities.
2. **Make Engaging Easy.** Communication well in advance of events, the frequency and ways participants can be involved will assist in making engagement easy (and hopefully fun!). Where possible, the project team will go to where people are already gathering. This may be community events, organizations' meeting times, classroom time at schools, pop ups at places where people regularly gather and online options.
3. **Participants Feel Safe and Respected.** Engagement in today's context can elicit passionate opinions and ideas. The aim of public engagement is to gather ideas in a manner that people feel respected and safe enough to offer their thoughts. All participants will be expected to conduct themselves in a manner that is respectful of fellow participants.
4. **Transparency.** To help build trust in the process and the outcomes, the project team is committed to transparency which will be actioned through reporting back to the public. There will be situations where public ideas or feedback cannot be used, included or are not implementable. Reporting back on why something was not used will increase process transparency.



ROLES IN PROJECT ENGAGEMENT

For the engagement strategy to be implemented, there are a variety of people involved along the way. The following outlines who is involved and what their roles are in the process.

Council

Council is the legislated decision maker. That means that Council will be tasked with making the final decision about officially adopting the OCP as a bylaw (a bylaw means it is a statutory document, has legal standing and must be adhered to). Council will be involved in the process through updates from City staff on research outcomes, engagement plans and outcomes and will be invited to engagement sessions. Council will have opportunities to ask questions of staff and the project team when the OCP is brought before them at Committee of the Whole meetings. Council will be presented information at key milestones and be asked to support, provide revisions or alternatives before the project team moves to the next phase of work.

Indigenous Communities

The City is committed to working directly with the Hupačasath First Nation and the Tseshaht First Nation to understand how best to work together on developing the OCP. Initial meetings have been scheduled with each Nation to discuss how they would like to be engaged on the OCP. Updates will be provided to Council throughout the process.

OCP Project Manager

The project manager is the Director of Development Services, Scott Smith who is responsible for project management and ensuring the process is on time and on budget. The Director manages consultants, the engagement process, and reporting to City management and Council.

The OCP Project Team (OPT)

OCP engagement requires buy in and support from City departments. The OPT is comprised of representatives from the following departments: planning, engineering, corporate services, parks and recreation, community safety, emergency services and economic development. This team will meet for key project milestones and provide insight and feedback on technical information, promote and champion the engagement process internally with their department staff and externally.

Consulting Team. The OPT will be supported by FRANK planning collaborative. FRANK will provide overall project support, communication, engagement, and planning services (research, policy development). FRANK is collaborating with sub-consultants - the Community Energy Association (climate mitigation and adaptation support) and with ProActive Planning (Indigenous engagement support). The City is also working with other consultants to provide technical analysis throughout the process (housing needs, ecological mapping, complete communities analysis).



Community Representative Team (CRT)

CRT members will be tasked with providing advice, insights, and feedback from a diversity of perspectives to the project team. CRT will help get the word out to their networks about the OCP project and promote how the community can be involved. The CRT will meet during key milestones as shown on page 6. CRT is ONE of the ways the public will be involved.

The application process for the CRT was designed to strive for a diversity of perspectives, demographics, local knowledge and a variety of professional backgrounds and expertise. The CRT members include (in alphabetical order by organization):

Organization	Name
Alberni Clayoquot Regional District (ACRD)	Mike Irg
ADIRP, North Island College	Marissa Bennett
Alberni Climate Action	Robert Gunn
Alberni Valley Transition Town Society	Leonora King
Community Arts Council of the Alberni Valley	Melissa Martin
Community Futures Alberni-Clayoquot	Reana Miller
Island Health	Angela Wheeler
Port Alberni Association for Community Living	Nicole Uzelman
Port Alberni Port Authority	Mike Carter
Sage Haven Society	Ellen Frood
San Group	Kevin Sommerville
School District 70 Board	Pam Craig
Sunshine Club	Rob Slade
Tsuma-as Elementary School	Sarah Williams
Uptown Merchants Association	Chris Washington
Public Member at Large (development industry)	Dion Hopkins
Public Member at Large (young adult 18 – 25)	Jacqueline Walker
Public Member at Large	Lil Tardiff

The Hupačasath Nation and the Tseshaht Nation will determine if they wish to have representatives on CRT.

The City worked with teachers and community members to recruit school aged youth representatives to participate in the CRT. It was determined after speaking with several students and teachers directly, the approach that worked best for youth was to engage them as a group at the schools. This is outlined in the plan below.

Community

The public will have several opportunities to have their say during key milestones of the process. The graphic on page 6 outlines when and how the public can be involved.

LEVEL OF ENGAGEMENT

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. **The OCP**

Engagement Strategy uses this spectrum to describe the public participation goal and the City's promise to the public. The Port Alberni OCP project will be engaging at inform, consult, involve and collaborate levels.

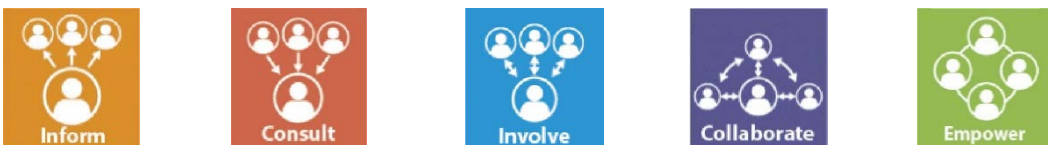
Equitable Engagement

Often in municipal projects, individuals and organizations that have the capacity and know how are heavily involved in engagement. While this is valuable participation from certain sectors of the community, the way processes are designed sometimes miss other perspectives that are directly impacted by the municipal project. Monitoring who has been engaged in the OCP process so far has demonstrated which community groups or community members should have *engagement designed to better support their involvement*. These groups include:

- School aged participants: Grades 4 – 12
- Young Adults: 19 – 25
- Indigenous residents
- Visible minorities
- Social sector practitioners and the community members they support

The project team will continue to monitor involvement from these groups and adjust the approach as we learn what is working and what could improve.

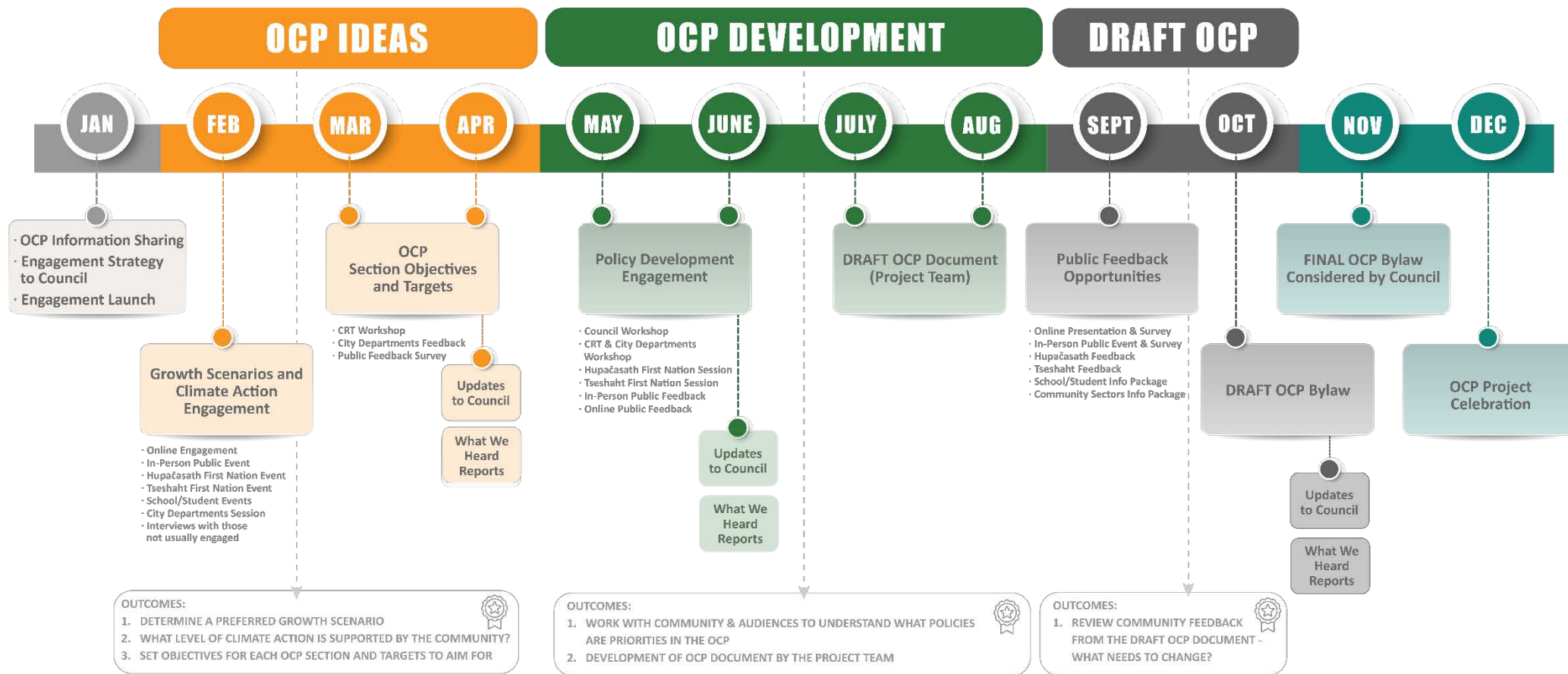
International Association of Public Participation (IAP2) - Engagement Spectrum



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

ENGAGEMENT TACTICS AND TIMELINE

The City of Port Alberni has committed to utilizing different levels of engagement during various milestones of the project. The level of engagement ranges from inform to collaborate (see IAP2 spectrum on previous page for engagement descriptions). The graphic below provides an overview of what is taking place, who is involved, when they are involved and how they are involved.





ENGAGEMENT AND COMMUNICATION RISKS AND OPPORTUNITIES

Risks and opportunities that could impact the success of the engagement process have been identified as follows:

1. **City Staff Capacity:** Staff time is required to execute items such as webpage posting, media advertisements, responding to inquiries, engagement work, etc. If there is limited staff availability for engagement events or communication implementation, there may be scheduling changes or delays.
2. **Community Interest:** Day-to-day responsibilities and other interests for community members could affect the interest level and capacity to engage on a topic like the OCP. The project team will continually adjust, be flexible and learn of ways to make communications materials and engagement opportunities accessible for community members.
3. **Provincial Requirements:** Recently, the Province of BC has announced several changes to how Housing Needs Assessments are to be completed by municipalities. The project team has adjusted to these changes. However, if new announcements are released that potentially affect OCPs in the Province, the staff team will engage in discussions with Council on how to best proceed.

COMMUNICATIONS APPROACH

The communications plan is designed with the following guidelines in mind:

- **Consider all audiences:** Review all sectors affected by the work underway and use tactics to best meet their needs.
- **Open and honest:** Adhere to the commitment of sharing information and other materials to help establish trust and credibility.
- **Factual, relevant, and accurate:** Present information clearly, outlining the need and benefits of the process, as well as the considerations being reviewed, such as potential challenges and the implications for various decisions.
- **Linked to strategy:** All communications key messages align with the OCP Engagement Strategy to demonstrate the OCP project purpose, how and when engagement is being completed and who is involved.
- **Timely:** Information is provided to the public at regular intervals.

How we will communicate – recommended tactics

Continue to use the following for communication/engagement/feedback as per the initial phase of the OCP project:

- OCP vision engagement plan brand/combined with PA logo
- Email Address: OCP@portalberni.ca
- Port Alberni – Let's Connect site: letsconnectpa.ca/ocp

Tactics will include (but are not limited to) these items:



- Let's Connect OCP page Engagement Site
 - Subscriber's newsletter
 - Process graphic – updated to show current process milestone
 - Homepage updates
 - Surveys/Polls/Feedback
- Advertising (Alberni Valley News)
- Direct emails to stakeholder lists
- City Staff email communication (276 internal employees)
- Social Media campaign: FB, X (post frequency TBD)
- Poster(s)
- Press Releases
- Bookmarks (or other promotional)
- City Connect Newsletter (quarterly newsletter)
- Port Alberni.ca website: portalberni.ca/official-community-plan (updates to OCP landing page – content and graphics)
- First Nations' Newsletters

First Nations Communication

- First Nations' communication (Hupačasath First Nation and the Tseshaht First Nation) will be facilitated separately by the City's senior management team.

KEY MESSAGES

Primary

- Engagement has already taken place to create a 20-year community OCP vision and touchstones. The vision and touchstones will guide policy development.
- Port Alberni community members will have opportunities to be involved and provide feedback.
- Port Alberni City Council is the legislated decision-maker. That means that Council is tasked with making the final decision about officially adopting the OCP as a bylaw.
- By **the end of 2024**, the City of Port Alberni Council, with the involvement of the community and First Nations, will consider adoption of the Official Community Plan.

Secondary

- The process to develop the Port Alberni OCP involves Council, the Hupacasath First Nation, the Tseshaht First Nation, residents, the Community Representative Team, City staff, community organizations, businesses, and schools.

For project documents, announcements, and opportunities to engage:

The City's online engagement hub is: <https://www.letsconnectpa.ca/ocp>

Consultant project engagement contact:

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