

CITY OF PORT ALBERNI - MEETING SCHEDULE

MONDAY, JULY 11, 2016

2:15 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
3:00 pm	Special Meeting of Council Re: Sewage Treatment Upgrade <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Wed. July 20 10:00 am	Advisory Traffic Committee <i>@ Committee Room</i>	OPEN MEETING
Mon. July 25 7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, JULY 11, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

The following pages list all agenda items received by the deadline. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports refer to the City's website www.portalberni.ca or contact the City Clerk phone: (250 720-2810) or email: davina_hartwell@portalberni.ca

PRESENT:

A. CALL TO ORDER AND APPROVAL OF AGENDA (including introduction of late items)

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

1. Recognition of Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.

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

B. ADOPTION OF MINUTES - Page 10

1. Regular Council Meeting held at 7:00 p.m. on June 27, 2016.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. Introduction of new Officer in Charge of the RCMP Detachment.

Acting City Manager to introduce Inspector Brian Hunter, Officer in Charge.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. Infrastructure Strategic Renewal Plan

A notice of motion was provided at the regular meeting of June 27, 2016 to direct staff to develop an infrastructure Strategic Renewal Plan.

City Engineer to provide verbal comment.

**2. Acting City Manager – Organization and Compensation Review Costs -
Page 22**

Report providing a summary of costs from the Organization and Compensation Review report to be circulated and posted in advance of the meeting. (Report now included in the agenda, [click here to access](#)).

3. Response to Questions from June 27, 2016 Regular Council Meeting

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finance dated July 11, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. Presentation of the Annual Report - Page 27

Report previously circulated to Council and has been available to the public. It is available online at www.portalberni.ca and from the City Clerk's Department.

- 1) Questions and Comments from the Public
- 2) Questions and Comments from Council

That Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2015 as presented.

3. Director of Finance - 2015 Comprehensive Annual Financial Report - Page 59

That the Comprehensive Annual Financial Report for the year ending December 31, 2015, be received.

4. Director of Finance – Private Managed Forest Land – Page 145

Report dated July 4, 2016 in response to a request from Council to investigate the potential for reduction in tax rates for Managed Forest Lands and Farm Lands.

That the report dated July 4, 2016 from the Director of Finance regarding Managed Forest Lands and Farm Lands, be received.

5. Deputy City Clerk/Communications Coordinator – City Hall Elevator-Enabling Accessibility Grant Application – Page 161

Report dated July 5, 2016 requesting Council's consideration of committing funds from the Land Sale Reserve Fund to advance a grant application to the Enabling Accessibility Fund for the installation of an elevator at City Hall.

That the report from the Deputy City Clerk/Communications Coordinator dated July 5, 2016, be received and Council for the City of Port Alberni confirm the City's commitment (approximately \$100,000) from the Land Sale Reserve Fund for the installation of an elevator at City Hall, contingent on a successful application to the Enabling Accessibility Fund.

6. Current Status Report - Page 163

That the Current Status Report be received.

7. Managers' Monthly Reports

Providing information about current departmental operations.

Planning Department - Page 169

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

*** Recess ***

G. BYLAWS

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

1. City Clerk - Public Hearing Report - June 27, 2016 - Page 170

That the report of the Public Hearing held June 27, 2016 regarding Bylaws #4911, #4912, #4913 and #4914, be received.

2. City Planner - "Zoning Bylaw Map Amendment No. 15 (6031 River Road - Shaw), Bylaw No. 4911" – Page 174

Report dated July 6, 2016 from the City Planner requesting Council consider the final adoption of Zoning Bylaw Map Amendment No. 15 (6031 River Road – Shaw), Bylaw No. 4911.

That "Zoning Bylaw Map Amendment No. 15 (6031 River Road - Shaw), Bylaw No. 4911", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4911.

3. City Planner – Perimeter Drains – Page 177

Report dated July 6, 2016 from the City Planner requesting Council consider amending the Building Bylaw to add a charge to inspect perimeter drains.

That the report from the City Planner dated July 6, 2016, be received.

That Building Bylaw, Amendment No. 1, Bylaw No. 4915, be now introduced and read a first time.

That Building Bylaw, Amendment No.1, Bylaw No. 4915, be read a second time.

That Building Bylaw, Amendment No.1, Bylaw No. 4915, be read a third time.

4. City Engineer – Water and Sewer Rate Proposal - Page 179

Report dated July 6, 2016 from the City Engineer providing water and sewer rate amendment bylaws (rates approved in 2016 – 2020 Five Year Financial Plan)

That the report from the City Engineer dated July 6, 2016 be received.

“Waterworks Bylaw, Amendment No. 8 Rate Changes, Bylaw No. 4916”
- Page 184

That “Waterworks Bylaw, Amendment No. 8 Rate Changes, Bylaw No. 4916”, be now introduced and read a first time.

That “Waterworks Bylaw, Amendment No. 8 Rate Changes, Bylaw No. 4916”, be read a second time.

That “Waterworks Bylaw, Amendment No. 8 Rate Changes, Bylaw No. 4916”, be read a third time.

“Sewer Connection and Regulation Bylaw, Amendment No. 10 (Sewer Rates and Septage Dump Fee) 2016, Bylaw No. 4917” - Page 189

That “Sewer Connection and Regulation Bylaw, Amendment No. 10 (Sewer Rates and Septage Dump Fee) 2016, Bylaw No. 4917, be now introduced and read a first time.

That "Sewer Connection and Regulation Bylaw, Amendment No. 10 (Sewer Rates and Septage Dump Fee) 2016, Bylaw No. 4917, be read a second time.

That "Sewer Connection and Regulation Bylaw, Amendment No. 10 (Sewer Rates and Septage Dump Fee) 2016, Bylaw No. 4917, be read a third time.

H. CORRESPONDENCE FOR ACTION

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

1. Alberni Community and Women's Services Society - Page 192

Letter dated June 28, 2016 requesting funding of at least \$5,000 to produce an educational video regarding victims of crime and providing a copy of their Annual Report (*in the Reading File*).

That the letter dated June 28, 2016 requesting funding of at least \$5,000 to produce an Educational Public Video regarding victims of crime, be received.

I. PROCLAMATIONS

J. INFORMATIONAL CORRESPONDENCE

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

1. Alberni Valley Heritage Commission - Page 203

Minutes from December 2, 2015, January 6, 2015, February 3, 2015, March 2, 2015, April 6, 2016, and May 4, 2016 meetings.

2. Canadian Federation of Independent Business - Page 231

E-mail dated June 22, 2016 sharing the results of their Property Tax Gap Report regarding municipal business tax.

3. Corporation of the City of New Westminster - Page 236

Letter dated June 24, 2016 requesting support of their resolution submitted to the Union of British Columbia Municipalities regarding tenant evictions through renovations.

4. Maritime Heritage Society - Page 243

Letter dated June 27, 2016 thanking the City for providing the necessary equipment and staff for volunteering their time to help prepare the foundations necessary for building a shelter at their Harbour Road facility.

5. Alberni Pride – Page 244

Information regarding the Alberni Pride Annual BBQ on July 23, 2016 at Williamson Park.

6. Island Corridor Foundation – Page 245

Letter dated July 4, 2016 advising the first Local Government Liaison Committee Meeting will be held on July 22, 2016 in Nanaimo.

7. BC Transit – Page 246

Letter dated June 29, 2016 providing the BC Transit Annual Performance Summaries.

That Informational Correspondence items numbered 1 through 7 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

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

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

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

N. QUESTION PERIOD

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

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, JUNE 27, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

A. CALL TO ORDER AND APPROVAL OF AGENDA
(including introduction of late items)

It was moved and seconded:

That the agenda be approved with the addition of late item J.12 from the Port Alberni Air Quality Council.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 2:00 pm and Regular Council Meeting held at 7:00 pm on June 13, 2016 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Neil Anderson provided information regarding an upcoming Municipal Pension Retirees' Association meeting on July 6, 2016 at 7:00 pm at Char's Landing.

D. DELEGATIONS

1. R. Anderson & Associates Chartered Accountants

It was moved and seconded:

That the Auditor's Report (in regard to the 2015 Audited Financial Statements), be received.

CARRIED

2. **George Rogers, Alberni Valley Senior Citizens Homes Society**
Addressed Council regarding their loss of the statutory tax exemption for Pioneer Cottages and the resulting challenges being faced to adequately fund their property taxes.
3. **Roland Smith**
Provided his views on the recent decisions and conduct of City Council.

E. **UNFINISHED BUSINESS**

Notice of Motion from June 13, 2016

1. **Plywood Lands**

It was moved and seconded:

That the funds from the sale of the plywood lands be fully designated towards Canal Beach improvements and public consultation be held to determine best use of the funds, with work not to proceed unless and until CAE's investment milestones are met and the City does not require the funds for the purchase of the property.

Recorded Vote:

*For the Motion: Councillors McLeman, Minions, and Alemany
Against the Motion: Mayor Ruttan, Councillors Sauvé, Paulson, and Washington*
DEFEATED

It was moved and seconded:

That staff be directed to develop draft development plan options for Canal Beach with the intent that these will form the basis for public consultation regarding a long-term development plan.

CARRIED

It was moved and seconded:

That the proceeds from the sale of Lots A & B of the former Plywood Mill site be held in the Land Sale Reserve Fund for 3 years for the potential repurchase of the property in accordance with the terms of the development covenant.

CARRIED

2. Question Period - June 13, 2016 Regular Meeting

Mayor Ruttan provided responses to questions presented during the June 13, 2016 Regular Meeting.

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated June 27, 2016 be received and the cheques numbered 135398 to 135570 inclusive, in payment of accounts totalling \$1,659,430.88, be approved.

CARRIED

2. Director of Finance - Audit Committee

It was moved and seconded:

That the minutes of the May 24, 2016 Audit Committee; the Responses to Questions arising from that meeting dated May 25, 2016, the Quarterly Analysis of Mayor and Council Travel and Convention Expenses ending March 31, 2016, the financial statements ending March 31, 2016 and the Vendor Cheque Register Report ending May 12, 2016, be received.

CARRIED

3. Director of Finance - Statement of Financial Information for the Year Ended December 31, 2015

It was moved and seconded:

That the report from the Director of Finance dated June 20, 2016, be received and Council for the City of Port Alberni approve the statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act for the year 2015.

CARRIED

4. Director of Finance - Special Superannuation Agreement – Exempt Staff

It was moved and seconded:

That the report from the Director of Finance dated June 20, 2016 be received and Council for the City of Port Alberni direct the discontinuation of the Special Superannuation Agreement for exempt staff effective December 31, 2016 and provide a one-time payment incentive to staff equal to two years of contributions (\$34,000 total cost to City).

CARRIED

5. Acting City Manager - Annual Report

It was moved and seconded:

That the 2015 Annual Report be received, made available for public inspection immediately and that public questions, comments and formal approval be considered at the Annual Meeting to be held on July 11, 2016 as part of the Regular Meeting of Council.

CARRIED

6. City Planner – Lease of 5201 and 5231 Argyle Street - Uchucklesaht Capital Assets Inc.

It was moved and seconded:

That the report from the City Planner dated June 22, 2016 be received, and Council for the City of Port Alberni direct staff to advertise the City's intention to lease of city owned property, as per the attached draft Lease Agreement, located at 5201 and 5231 Argyle Street, to Uchucklesaht Capital Assets Inc.

CARRIED

7. Director of Community Services – West Coast Hockey Prep Camp Inc. Contract

It was moved and seconded:

That Council for the City of Port Alberni receive the report dated June 21, 2016 and approve the Agreement with West Coast Hockey Prep Camp Inc. as negotiated including a five year term (2016 – 2020) and annual increase of 5% as noted in the agreement.

CARRIED

8. City Planner – Development Permit 16-03 (3131 – 5th Avenue)

It was moved and seconded:

That the report dated June 22, 2016, be received and Council for the City of Port Alberni approve Development Permit 16-03 and that the City Clerk be authorized to sign the permit.

CARRIED

9. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

10. Managers' Monthly Reports

RCMP Department

It was moved and seconded:

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

CARRIED

Economic Development

It was moved and seconded:

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

CARRIED

The Mayor called a recess at 8:35 p.m.

The meeting resumed at 8:45 p.m.

G. BYLAWS

1. Deputy City Clerk – June 27, 2016 Public Hearing Report

It was moved and seconded:

That the verbal report of the Public Hearing held June 27, 2016 regarding Bylaws #4911, #4912, #4913, and #4914 be received.

CARRIED

“Zoning Bylaw Map Amendment No. 15 (6031 River Road – Shaw), Bylaw No. 4911”

It was moved and seconded:

That “Zoning Bylaw Map Amendment No. 15 (6031 River Road – Shaw), Bylaw No. 4911”, be read a third time.

CARRIED

“Official Community Plan Amendment No. 21 (4815 Argyle Street – Patterson), Bylaw No. 4912”

It was moved and seconded:

That “Official Community Plan Amendment No. 21 (4815 Argyle Street – Patterson), Bylaw No. 4912”, be read a third time.

CARRIED

“Zoning Bylaw Map Amendment No. 16 (4815 Argyle Street – Patterson), Bylaw No. 4913”

It was moved and seconded:

That “Zoning Bylaw Map Amendment No. 16 (4815 Argyle Street – Patterson), Bylaw No. 4913”, be read a third time.

CARRIED

“Zoning Bylaw Text Amendment No. T10 (Site Specific – RM3 High Density Multiple Family Residential), Bylaw No. 4914”

It was moved and seconded:

That “Zoning Bylaw Text Amendment No. T10 (Site Specific – RM3 High Density Multiple Family Residential, Bylaw No. 4914”, be read a third time.

CARRIED

2. “Portion of Lane Closure Adjacent to 3894 – 4th Avenue and Removal of Dedication Bylaw No. 4910”

It was moved and seconded:

That staff be directed to provide additional information regarding the proposed lane closure adjacent to 3894 4th Avenue.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Cathy Braiden, Director – Alberni Valley Regatta Club

It was moved and seconded:

That the letter dated May 27, 2016 requesting a temporary road closure on Margaret Street for a one block radius between Johnston Road and Southgate Street on Friday, July 15, 2016 from 3 pm to 8 pm, be received and Council concur with the request subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

CARRIED

2. **Canadian Union of Postal Workers (CUPW)**

It was moved and seconded:

That the letter dated June 6, 2016 advising that the federal government is conducting a review of Canada Post and requesting municipalities provide input to the Canada Post Review, be received and referred to the Seniors Advisory Committee.

CARRIED

3. **United Steelworkers**

It was moved and seconded:

That the letter dated June 14, 2016 advising that certain organizations are lobbying for an end to old growth logging in the Walbran area of TFL 46, be received.

CARRIED

4. **West Side Alternatives**

It was moved and seconded:

That the letter received June 22, 2016 from Aaron Brevick and accompanying support letters and petition, be received and staff be directed to continue enforcement action.

CARRIED

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

J. **INFORMATIONAL CORRESPONDENCE**

1. **Beta Sigma Phi**

Letter dated June 8, 2016 expressing concern regarding the changes being considered at the Alberni Valley Museum.

2. **Minister of Justice and Attorney General of Canada**

Letter dated June 7, 2016 responding to the Mayor's letter dated November 26, 2015 regarding the legalization and regulation of marijuana.

3. **Cameron Appleton, MyAlberni**
Email dated June 10, 2016 introducing the next launch of the MyAlberni App.
4. **Renaming 3rd Avenue / Stamp Avenue / Gertrude Street**
Correspondence opposed to the renaming of 3rd Avenue/Stamp Avenue/Gertrude Street received from:

Meloney Edghill – email dated June 13, 2016
Rod and Marilyn Clark – email dated June 13, 2016
5. **Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour**
Copy of a letter dated June 9, 2016 to the Union of British Columbia Municipalities providing an update on the arrival of Syrian refugees.
6. **Sale of the former Plywood Site, Lots A & B**
Correspondence opposed to the sale of the former plywood site, Lots A and B.

J. Gyori – letter received June 13, 2016
Rosalind Chapman – letter dated June 14, 2016
7. **Food Security and Climate Disruption Committee**
The minutes of the April 7, 2016 and May 5, 2016 meetings.
8. **Seniors Advisory Committee**
The minutes of the April 14, 2016 meeting.
9. **Ministry of Community, Sport and Cultural Development**
Email dated June 17, 2016 providing a summary of input on the Climate Leadership Team's 32 recommendations.
10. **Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI)**
Minutes of June 17, 2016 meeting as well as a copy of the job posting for the Project Coordinator – Housing and Homelessness.

11. Canadian Wood Council

Letter received June 22, 2016 inviting a submission for the 2016 Community Recognition Awards to be presented in September at the UBCM in Victoria.

12. Port Alberni Air Quality Council

Letter received June 27, 2016 providing recommendations regarding air quality concerns from the Cantimber Biotech facility.

It was moved and seconded:

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

CARRIED

It was moved and seconded:

That Council endorse the recommendations of the Port Alberni Air Quality Council regarding the Cantimber Biotech facility.

CARRIED

K. REPORT FROM IN-CAMERA

Council announced that the City and the Port Alberni Professional Fire Fighters Association (PAPFFA) have reached a new six-year collective agreement, retroactive to 2014. The agreement provides for a 3.95% wage increase in 2014 and 2.5% increase in each of the remaining years.

L. COUNCIL REPORTS

1. Mayor's Report

It was moved and seconded:

That the City nominate the Port Alberni Better at Home Program for the Fortis BC Community Giving award.

CARRIED

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

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

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS

1. Notice of Motion

A Notice of Motion was provided for staff to create a strategic infrastructure renewal plan.

N. QUESTION PERIOD

Neil Anderson asked how the City negotiates wage and benefit packages with exempt staff.

O. ADJOURNMENT

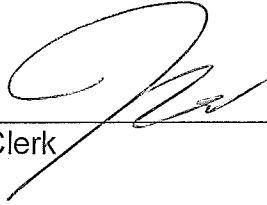
It was moved and seconded:

That the meeting adjourn at 9:30 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

J:\Clerks\Council\RegularCouncilMeetings\Minutes\June27_tf.doc



CITY OF PORT ALBERNI

CITY MANAGER'S REPORT

TO: City Council FILE

FROM: Tim Pley, Acting City Manager/Fire Chief

COPIES TO: Davina Hartwell, City Clerk
Cathy Rothwell, Director of Finance

DATE: July 8, 2016

SUBJECT: Summary of Costs – Organization and Compensation Review

Issue:

Council has directed that a report be provided outlining a summary of costs associated with the 2015 Organization and Compensation Review conducted on behalf of the City by Judy Rogers Consulting Inc.

Background:

In 2015, after completion of a Request for Proposals process, the City contracted Judy Rogers Consulting Inc. to conduct a review of the City's management structure and salary compensation for exempt (non-unionized, supervisory) employees. The stated purpose of the review was to provide advice and recommendations to Council on current structure and potential improvements to efficiency, while maintaining effective core services to the public.

In September 2015 Council for the City of Port Alberni received and reviewed Ms. Rogers' *Organization and Compensation Review* report. In February 2016 Council passed a number of motions based on recommendations within the Rogers report. In May 2016 Council passed further motions related to recommendations within the Rogers report.

Strategic Plan Implications:

5.2 Effective and efficient operations and delivery of service

We strive to provide high quality, reliable and friendly and efficient customer service through all of our programs and services. By reviewing services and staffing Council is committed to ensuring that public assets and funds are managed in the most responsible manner.

Discussion:

It is common for municipalities to periodically undertake third party organizational reviews. Recent third party reviews undertaken by the City of Port Alberni include;

- *Organizational Effectiveness: Developing a Systems Approach* 2011, Barbara Walker, Royal Roads University
- *Management Organizational Structure and Management Compensation Review* 2011, Chris Green and Associates
- *A Management Review of City of Port Alberni* 2001, Fiala Consulting Group

Some changes directed by Council, arising from recommendations within the Rogers report have or will result in cost increases or decreases. Tables below set out known or projected cost increases and decreases associated with the Organization and Compensation Review. In some cases cost increases or decreases could arguably not be directly associated with the Organization and Compensation Review. Staff have made best efforts to differentiate in that regard.

2015		
Item	Summary	Increase or (decrease)
Consulting Services	Retention of Judy Rogers Consulting Inc. to conduct review and provide report	\$49,883.00
Travel	Council travel costs associated with meetings for the Rogers report.	\$1,192
Legal	Fees paid to legal firms	\$4,889
Director of Corporate Services transfer to Community Services	Transferring of Director of Corporate Services to newly created position of Director of Community Services (salary increase)	\$ 1,822
Costs avoided in leaving the Director of Corporate Services position unfilled	The position of Director of Corporate Services was left vacant from November 15 2015 until May 30 2016 when the Manager of Human Resources was hired. This resulted in avoided costs in 2015.	(\$ 17,176)
NET	NET ANNUAL COST – 2015	\$40,610

2016		
Item	Summary	Increase or (decrease)
Legal	Fees paid to legal firms as of June 30	\$18,959
Deputy City Clerk/Communications Coordinator	Promoting of former Administrative Assistant to the newly created position of Deputy City Clerk/Communications Coordinator (salary increase)	\$15,728
Manager of Operations	Promoting of former Streets Superintendent to new position of Manager of Operations (salary increase)	\$13,781
Director of Community Services	Director of Community Services (salary increase over previous position of Director of Parks, Recreation and Heritage).	\$ 14,470
Manager of Human Resources	Developing and populating a new Manager of Human Resources position, and collapsing the former Director of Corporate Services position. Manager of HR will work for 7 months in 2016	(\$67,086)
Seconding of Fire Chief	Seconding of Fire Chief to Acting City Manager role estimated 6 month period (salary increase)	\$23,205
Deputy Fire Chief	Truncation of probation period to coincide with seconding of Fire Chief (salary increase)	\$3,684

Acting Pay for Managers	With the discontinuation of the Deputy City Manager position, a policy will be adopted to identify a pool of personnel who will act in the capacity of CAO on a rotational basis. A policy (not yet considered by Council) will set out costs estimated at \$4,000 annually.	\$2,000
Increased pension premiums on 4% salary increase	With the collapse effective July 1 2016 of the MEG benefit, exempt salaries were increased by 4%. Those 4% funds are subject to pension premiums (6 months).	\$3,572
Eliminate Special Agreement Pension	The City pays a 1% salary cost to the Superannuation Pension Plan as the Employer's share of costs of a special agreement pension plan. This provision will be discontinued as soon as possible, likely effective December 31 2016. The City will compensate all exempt employees with a one-time payment equal to 2 years of the Employer's premiums in compensation for loss of this benefit. The net cost of this change is estimated to be \$25,000.	\$25,000
Reduce Benefits	Benefits for exempt employees and Council members will be reduced to a plan similar to the City's CUPE employees (6 months).	(\$3,600)
Major Projects Advisor	In January 2016 the former City Manager was transferred to the newly created position of Major Projects Advisor. His work in that capacity has resulted in an unspecified avoidance of consultant fees on a list of projects that include; • Sewage Lagoon • Coal Creek • Millstone Park • Water Transmission Renewal • Watershed Protection Report	(Unspecified amount)
NET	NET ANNUAL COST – 2016	\$ 49,713

2017 and Beyond		
Item	Summary	Increase or (decrease)
Deputy City Clerk/Communications Coordinator	Promoting of former Administrative Assistant to the newly created position of Deputy City Clerk/Communications Coordinator (salary increase).	\$20,416
Manager of Operations	Promoting of former Streets Superintendent to new position of Manager of Operations (salary increase).	\$17,890

Director of Community Services	Director of Community Services (salary increase over previous position of Director of Parks Recreation and Heritage).	\$ 14,470
Manager of Human Resources	The position of Manager of Human Resources created in 2016 has a salary less than the previous position of Director of Corporate Services.	(\$15,000)
Acting Pay for Managers	With the discontinuation of the Deputy City Manager position, a policy will be adopted to identify a pool of personnel who will act in the capacity of CAO on a rotational basis. A policy (not yet considered by Council) will set out costs estimated at \$4,000 annually.	\$4,000
Transfer of former City Manager to Major Projects Advisor role	Upon transferring the former City Manager to the new role of Major Projects Advisor, the City negotiated a new employment agreement that included a payment effective January 1 2017 of \$26,750.	\$26,750 (one time cost) (not included in total below)
Increased pension premiums on 4% salary increase	With the collapse effective July 1 2016 of the MEG benefit, exempt salaries were increased by 4%. Those 4% funds are subject to pension premiums.	\$ 7,144
Eliminate Special Agreement Pension	Beginning January 1 2017 the City will no longer contribute to the Special Agreement pension plan. Employer's premiums will be avoided.	(\$17,000)
Reduce Benefits	Benefits for exempt employees and Council members will be reduced to a plan similar to the City's CUPE employees.	(\$7,200)
Reduction in banked annual vacation. This item is a funded liability. Reductions in banked annual vacation are reflected as reductions in liability, not operational savings	Some exempt employees have accumulated unused annual vacation entitlement from previous years. Beginning in the 2016/17 annual vacation year, exempt employees who possess unused annual vacation entitlement from previous years will be required to use at least one week of that entitlement each year. Reduction in City liability in this regard, which is projected to diminish over the coming years, is estimated to be; • 2016/2017 \$21,821 • 2017/2018 \$18,202 • 2018/2019 \$14,203 • 2019/2020 \$11,107	(\$16,333) average
NET	NET ANNUAL COST – 2017 and beyond	\$8,387

Pursuit of efficiencies, cost savings and improvements to service delivery are common reason why municipalities undertake third party reviews. Implementation of recommendations from third party review reports can result in short term cost increases. It may be possible that implementation of recommendations made in the Rogers report will result in long term improvements in service

delivery and/or cost savings. It is not possible at this point in time to define those potential efficiencies and/or cost savings with enough certainty to reflect in this report.

Costs that might be considered to be associated to implementation of recommendations within the Rogers report, but are deemed by staff to be costs that the City would likely have borne regardless are set out below:

Cost Changes Not Directly Resulting From Rogers Report		
Item	Summary	Increase or (decrease)
Executive Search Fees	Fees paid to Davies Park Executive Search firm to find new City Manager – projected. It is likely that the executive search fees to find a permanent CAO could have been incurred regardless of the Rogers report, upon the eventual retirement of the previous City Manager.	\$36,750.00
Costs avoided in leaving the Director of Parks, Recreation & Heritage position vacant for 3.5 months	These costs were avoided prior to receipt of the Rogers report, and thus not associated with implementation of the report recommendations. The Director of Parks, Recreation and Heritage position was effectively vacant from July 31 2016 through November 15 th 2016.	(\$ 39,570)
New CAO	Retaining a new CAO during 2016 while the previous City Manager is still employed by the City until the end of 2016 may result in a compounding of salary costs. At the time of the writing of this report there is no way to know if a CAO will be hired from outside of the organization, and if so what the start date will be. There is also no way to know if the compounding of salary costs would be a result of implementing recommendations from the Rogers report, or if those costs would have been borne regardless.	Undefined



Timothy Pley
Acting City Manager/Fire Chief

2015 ANNUAL MUNICIPAL REPORT



Table of
CONTENTS

Message from the Mayor	4
Organizational Chart	6
Vision, Mission, Values	7
Strategic Goals	8
Service Success Stories	13
Departmental Reports	14
Committees, Commissions & Boards	26
Permissive Tax Exemptions	27
Financial Statements	29

City of Port Alberni
2015 Annual Report for fiscal year
ending December 31, 2015

Cover Photo: Laurie L'Heureux
Page Photo: Kevin Head

QUICK FACTS

Port Alberni is situated at the heart of the west coast of Vancouver Island in a broad valley at the end of a 48 kilometre-long ocean inlet. Three large freshwater lakes are within 20 minutes of the City's center.

This location provides stunning views of majestic mountains, the inlet and a river estuary, terrific outdoor recreational opportunities and abundant quantities of high quality fresh water.

Land Area	1,218 hectares
Population	17,743 residents
Median Age	47.3
Households	6,243
Average Residential Value	\$185,876
Business:	600+ licensed businesses
Paved Roads	153km
Parkspace	270 hectares
Year of Incorporation:	1912
2015 Grant Funding:	\$3,395,538



Mayor & Council

Message from the Mayor

Ever mindful of creating a community that reflects our vision, we made great strides in 2015 in fostering a welcoming, accessible and attractive city. With a number of ambitious initiatives undertaken, Council demonstrated its commitment to our five strategic priorities that support that vision.

This annual report offers a look at our accomplishments in 2015 with a view towards the work ahead of us. These efforts are grounded in Council's commitment to prudent financial planning and spending.

2015 saw targeted investments in our city's beautification and public facilities. A revitalized street planter program along lower Johnston Road captured the attention of our community and those visiting. This initiative has sparked widespread interest in community beautification and revitalization efforts across Port Alberni.

The City also undertook a strategic management review focused on identifying improved efficiencies while maintaining effective core services. The report provides Council with a road map to an improved organizational model that embraces our values and priorities, while at the same time being responsible to our residents, businesses and employees. Implementation of this report begun in 2015 but will be an ongoing effort through 2016.

The City also began construction on the Dry Creek Improvement Project thanks to a \$1.8 million grant from the provincial and federal governments. Flooding issues in Dry Creek began in the 1940s but were most devastating in November, 2006, when the flooding shut down a four-block radius of residences and businesses, a major traffic corridor and caused hundreds of thousands of dollars in damages. By addressing this longstanding issue, this project will help protect businesses and residents and ensure economic well-being and prosperity.

These are just a few highlights of what was a year full of many positive achievements. I hope you will take some time to explore the City of Port Alberni's 2015 Annual Report to learn more about our services and the collective efforts to make this city the best it can be.

I look forward to continuing to build on this momentum and focus our energy and resources on building an even better, more livable city.



Mayor Mike Ruttan

Your City Council

City Council consists of a Mayor and six Councillors, elected for a term of four years. The positions of Mayor and Councillor are elected at large, meaning that each person elected represents the City as a whole.

As the governing body they are responsible for municipal leadership and decision making in the City of Port Alberni. City Council establishes policies and priorities and ensures that decisions consider the interests and well being of the public and the City.

Mayor and Council also serve on a wide variety of committees, boards and commissions. These serve an important function of providing input and direction to Council on areas such as community planning, heritage, traffic, and regional matters. In 2015 Council created four new committees: Seniors, Youth, Food Security and Climate Change, and McLean Mill. These committees were established to enable greater community involvement in these key areas.

Council greatly appreciates hearing from residents and businesses about ideas and initiatives for making Port Alberni a great place to live, work and play. You can attend a Council meeting, connect online, or drop by City Hall.



Mayor
Mike Ruttan



Dan Washington



Sharie Minions



Ron Paulson



Chris Alemany



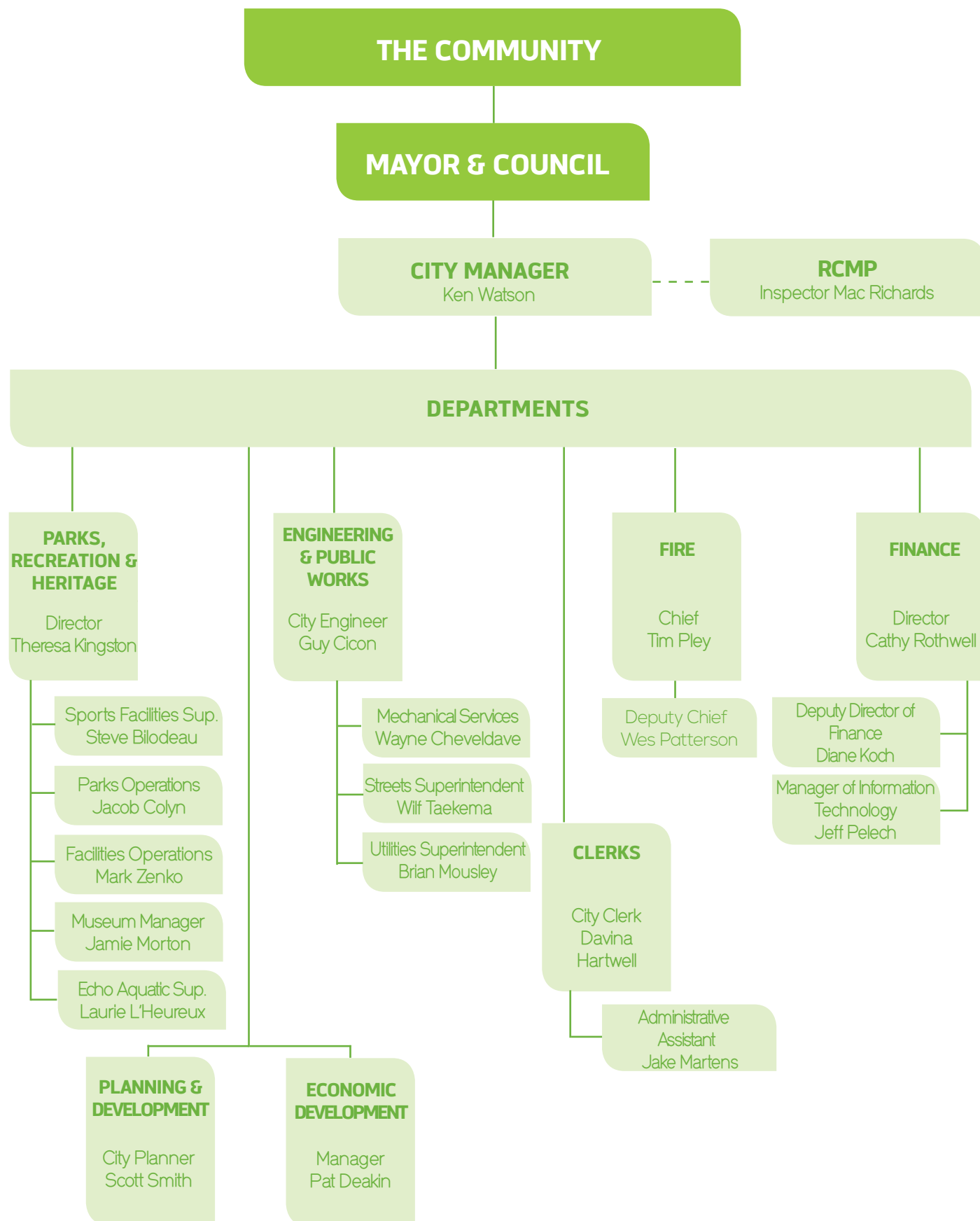
Jack McLeman



Denis Sauvé

In accordance with Section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under Section 111 of the Community Charter in the year 2015

ORGANIZATIONAL CHART



VISION

THE CITY OF PORT ALBERNI IS A VIBRANT WATERFRONT COMMUNITY AT THE HEART OF THE WEST COAST THAT...

- Is sustainable and environmentally responsible
- Is safe, caring, and healthy
- Has a robust and diverse economy
- Is welcoming, accessible and attractive
- Is actively creating its future

MISSION

OUR MISSION IS TO ENHANCE THE QUALITY OF LIFE OF RESIDENTS AND TAXPAYERS BY CREATING A VIBRANT, HEALTHY AND UNITED COMMUNITY THROUGH:

- Providing or facilitating the delivery of high quality core municipal services and programs
- Being fiscally responsible
- Planning and encouraging development to ensure a thriving economy and a strong tax base
- Maintaining infrastructure to support public health, growth and economic diversification
- Providing leadership and building partnerships (internal/external) of benefit to the City

VALUES

CITY COUNCIL, MUNICIPAL STAFF AND VOLUNTEERS ARE COMMITTED TO THE FOLLOWING VALUES:

- Service to Others: providing high quality, reliable and friendly customer service
- Respect: consideration for the beliefs and needs of others
- Integrity: honesty in all dealings and the courage to act and live by these values
- Innovation: open to change and learning in order to improve effectiveness and efficiency
- Contribution: pride in one's work and the recognition and appreciation of skills and accomplishments

LIVE WITHIN OUR MEANS

**Minimize tax increases
for residential taxpayers**

**Ensure efficient
utilization of tax dollars**

**Increase non-tax
revenue sources**

2015 PERFORMANCE

MEASURES	RESULTS
Overall Tax Increase (BC Cities Pop. 10,000- 25,000)	Port Alberni 2.5% Provincial Average 5.1%
Industrial Tax Rate (per \$1,000) (All BC Cities with Major Industry)	Port Alberni = \$54 Provincial Average \$37.5
Industrial Tax Class Multiple (All BC Cities with Major Industry)	Port Alberni 5.7 Provincial Average 8.7
Business Tax Rates (BC Cities Pop. 10,000- 25,000)	Port Alberni = \$15.44 Provincial Average \$12.40
Business Tax Class Multiple (BC Cities Pop. 10,000- 25,000)	Port Alberni = 1.6 Provincial Average 2.8
Municipal Tax to Average Residence (BC Cities pop 10-25,000)	Port Alberni \$1756 Provincial Average \$1759
Average Residential Tax Increase (BC Cities Pop. 10,000- 25,000)	Port Alberni 3% Provincial Average 2.9%

LOOKING FORWARD TO 2016

- Continued tax freeze for Industry.
- Continued adjustment to water and sewer rates in order to provide for sustainability within those service delivery areas.
- Investigate generation of non-tax revenues.
- Partner with Alberni Clayoquot Regional District to explore opportunities for strategic delivery of services.
- Complete review of exempt employee salaries and benefits and seek to enter into new employment agreements with those employees.
- Seek partnership and donor opportunities to complete Millstone Park project.

CONNECTED COMMUNITY

GOALS

Maintain infrastructure

Alternate transportation routes

Active Transportation Network

2015 PERFORMANCE

MEASURES	RESULTS
Active Transportation Planning and Implementation	Expansion of Roger Creek Trail System undertaken with \$70,000 grant from the province. New trail extension also completed along lower Dry Creek.
Improve Pedestrian Accessibility	Sidewalk improvements completed along lower Johnston Road.
Upgrades to Existing Road Network	Significant improvements to City streets at 9th Ave – China Creek Road to Montrose St. and Argyle Street – Kingsway Ave to 1st Ave.

LOOKING FORWARD TO 2016

- Traffic improvements on Johnston Road (Highway 4) in partnership with the Ministry of Transportation.
- Continue extension of sidewalk along Johnston Road corridor south side of street.
- Implementation schedule for connectivity improvements included in the Active Transportation Plan, including a designated and improved route from Harbour Quay to McLean Mill and bike lane installation along major routes.
- Complete capping of previously constructed trails within Scott Kenny trail system in Roger Creek area.
- Support Regional Transportation Committee efforts to secure development of a second highway access to Port Alberni and improvements to existing Highway #4.
- Complete renovation of Kitsuksis Creek Bridge on Gertrude Street to include improvements for pedestrians and cyclists.
- Continue progress on diversion of industrial truck traffic away from Uptown area.

ENVIRONMENTAL PROTECTION

Protect water, air & land quality

2015 PERFORMANCE

MEASURES	RESULTS
Carbon Neutral Operations	Continued carbon neutrality by funding of internal Port Alberni Carbon Trust Reserve.
Reduce GHG Emissions from City Operations	Reduction of 146 tonnes (tCO ₂) in 2015. 23.7% reduction in GHG emissions (679 t) since 2007
Sewage Treatment Effluent Meets or Exceeds Required Quality Criteria	Liquid Waste Management Plan 80% complete. Wastewater Treatment Plant upgrades 25% complete.
Solid Waste Reductions	5.7% reduction in residential solid waste collection in 2015. Reduction of 25% in residential solid waste since 2007.
Protect Water Quality in City Watershed	Multi-stakeholder meetings regarding watershed protection continued in 2015.
Provide Safe Drinking Water to all City Customers	New Bainbridge Water Treatment Plant completed in 2015 with enhanced UV disinfection treatment.
Improve Air Quality	Continued participation in Air Quality Council and related initiatives.
Implement District Energy System to Reduce GHG Emissions & Generate Energy	Continued planning for development of this utility. Grant funding \$1.5 million in hand.

LOOKING FORWARD TO 2016

- Complete de-sludging of new sewer lagoons.
- Explore potential for implementation of curbside collection of kitchen and yard waste in partnership with the Regional District.
- Continued support and involvement with multi-stakeholder Alberni Valley Watershed Committee.
- Explore potential for partnering on implementation of a District Energy Project.
- Effective April 15th implement a year-round ban on outdoor burning.

REVITALIZING THE ECONOMY & LIVABILITY

GOALS

Welcome investment

Attract businesses, new residents and visitors

Ensure an inviting community

Facility development & improvements

2015 PERFORMANCE

MEASURES	RESULTS
Implement Uptown & Waterfront Redevelopment Plan and Waterfront North Study	Purchased former "Esso Property" on Harbour Road and former Tidebrook Motel property on Gertrude Street. Issued Request for Proposals for Clutesi Haven Marina uplands with a \$500,000 development incentive.
Revitalization Tax Exemptions (RTE)	Issued 1 Revitalization Tax Exemption in 2015.
Community Forest Operating Success	Dividend of \$350,000 provided to City and distributed through the Community Forest Legacy Fund to local projects.
Business License Total #s	601 up 2% from 2014.
Construction Statistics	63 new residential units up 50% from 2014.
Increase Public Access to the Waterfront	Purchased former "Esso Property" on Harbour Road for public use.
Streetscape Beautification	Increased street planter program along Johnston Road. \$675,000 in paving and road construction undertaken in 2015.
Support Volunteer/non-profit Community Agencies	\$40,402 awarded in 2015 through the Community Investment Program.

LOOKING FORWARD TO 2016

- Develop a facade improvement funding program for key zones.
- Opening of West Coast Aquatic's Fisheries Stewardship Centre at Harbour Quay.
- Continued support of extension of the Alberni Valley Regional Airport runway.
- Partner with Port Authority to undertake an RFP process to find the best partner to develop a new tourist/commercial facility at Clutesi Haven Marina.
- Host BC Fire Training Officers' conference and Exercise Coastal Response.
- Consider adoption of additional Revitalization Tax Exemption Bylaw covering development in all commercial areas.
- Partner with Port Alberni Port Authority to enhance development of waterfront.
- Work with new RCMP Officer in Charge to provide for effective Crime Reduction Strategy.
- Continue implementation of Johnston Road corridor streetscape improvements including planters, signage and sidewalk improvements.
- Development of "Millstone Park" on the Somass River waterfront at the foot of Roger Street.
- Plan development of waterfront park on Harbour Road at former "Esso Property".
- Complete City Hall exterior renovations to upgrade the appearance of the building featuring locally manufactured wood products donated by industry.
- Develop a multi-year plan for refurbishing of City Hall.

RESPONSIVE GOVERNMENT

**Collaborative
relationship with other
levels of government**

**Effective and efficient
operations and delivery of
service**

**Informed and engaged
community**

2015 PERFORMANCE

MEASURES	RESULTS
Public Satisfaction Rating	City Budget Survey (2015) 80% satisfied with City services; 60% of respondents perceive good value for taxes. Continued similar to results of 2011 Ipsos Reid Survey.
Effective Public Communication	Continued enhancements to website and use of social media.
Independent Operational Reviews Undertaken	Safety Management Systems Audit received 92% score. Received Government Finance Officers Association award for financial reporting.

LOOKING FORWARD TO 2016

- Implementation of recommendations from Management Structure and Compensation Review.
- Reorganization of manner in which McLean Mill and steam train are operated.
- Reorganization of manner in which the City's museum is operated.
- Renewal of Collective Agreement between City and Firefighters Union (PAPFFA).
- Adoption of Bylaw Adjudication System to streamline bylaw enforcement.
- Development of newsletter for distribution with utility bills.



Johnston Road Beautification

Johnston Road serves as the front door to Port Alberni for the many visitors to the community and those traveling through. Despite it only being a small part of the community, first impressions are quickly made by the natural and built landscapes along this provincial highway.

With an eye to enhancing this important corridor, City Council gave the green light to additional streetscape beautification in 2015 through the installation of 26 planter boxes along the road. The City's two gardeners embraced this direction, building the street planter program with seasonal plants and regular maintenance to ensure it looked its best year-round.

The program was an instant success, generating positive feedback from local residents and businesses and the many of the visitors and passersby alike. The response has also generated interest in further expanding the program to other areas of the city and incorporating partnerships with local businesses.

SERVICE SUCCESS STORIES

Technology Aids Service Delivery



The City's expansive water and sewer network is a source of both pride and responsibility. With an aging infrastructure, the City's Engineering Department is kept busy performing necessary maintenance and responding to service requests from local residents and businesses. With the help of new innovative technology, these essential services are now being delivered more efficiently and effectively.

In a collaborative effort between the City's Information Technology and Engineering Departments, new software was developed to replace a cumbersome paper-based service system with a new mobile application fit for the modern world. The software, known as InspectWorx, brings together the City's detailed water and sewer information, including connection locations, pipe sizes and types, and service histories in a map-based application.

The software is readily accessible to staff through their mobile devices and provides all the information necessary to process and document service requests, meaning less time in the office entering data and more time at job sites.

The InspectWorx software is being used a model for other municipalities and was recognized at a recent Municipal Information Systems Association conference.



FINANCE

The Finance Department maintains the City's high standard of financial management by providing the citizens, elected officials, staff, and vendors with professional customer service through the collection and disbursement of funds, financial reporting, and management of assets.

- The Finance Department is responsible for the financial well-being of our City, through the provision of effective and reliable financial advice, services and information to Council, staff and the public.
- Over \$35 million is collected annually from various sources including property taxes, utility payments, service charges, and senior government grants. The Finance Department oversees the expenditure of these funds through the annual budget process and the City's expenditure policies.
- Other roles of the Finance Department include accounts payable, the purchase of goods and services, inventory control, payroll, the provision of property tax and utilities information, preparation of the consolidated year-end financial statements, investment management, treasury services, insurance, and risk management.

Highlights – 2015

- Received Canadian Award for Financial Reporting from the Government Finance Officers Association for our 2014 Annual Financial Report.
- Prepared and updated budget documentation for the 2015 5 year Financial Plan process.
- Financial software upgrades completed, including improvements to payroll, and implementation of enhanced licencing, MyCity and e-billing in partnership with Tempest and the City's IT department.
- Business licencing transferred from Planning to Finance.
- Completed revision of Equipment Replacement Reserve Fund contributions to ensure sustainability of the Fund.
- Generated over 29,000 billings for property tax, utilities, and other city-related business.

Focus – 2016

- Continue development of department service plan contributing to achievement of City Strategic Plan including initiatives to increase non tax revenue.
- Continued development on asset management plan, incorporating GIS with water and sewer capital assets.
- Update water system capital assets inventory.
- Continue migration to paperless billing and electronic funds transfers.
- Enhanced internal reporting through new partnership with software support team.



ENGINEERING & PUBLIC WORKS

Services provided by the Engineering Department relate to municipal infrastructure and development in the City and include:

- Streets maintenance and upgrading including snow and ice removal, street sweeping, sidewalk maintenance, street lighting, traffic control signals, signage and road construction.
- Water system operation including provision of water supply and distribution and water quality monitoring.
- Sewage and drainage system operation including provision of sanitary and storm sewer collection and treatment.
- Garbage collection including pick up of residential and commercial solid waste.
- Cemetery administration and operation.

Highlights – 2015

- Significant improvements to the City's road infrastructure were completed, including 9th Ave – China Creek Road to Montrose Street and Argyle Street – Kingsway Avenue to 1st Avenue.
- Water Treatment Plant Upgrade was completed.
- Dry Creek Flood Protection project was substantially completed.
- The Liquid Waste Management Plan advanced in the approval process for Stage 2, including the discharge outfall configuration
- Implemented new water and sewer rate structures that increase equity and ensure sustainability.
- Completion of the upgrade to the Gertrude Street Bridge over Kitsuskis Creek.

Focus – 2016

- Continuation of the Liquid Waste Management Plan approval with First Nations consultation and engineering design and construction.
- Highway 4 traffic planning with the Ministry of Transportation with the intersections at Beaver Creek Road and at Helen St.
- Improvements to the City's infrastructure on 7th Ave – Argyle Street to Angus Street and 5th Ave – Redford Street to Bute Street and Craig Road – Regina Street to Tebo Ave.
- Improvements to the water network will include the design for a new twin water main along 21st Ave – Burde Street to the Cowichan Reservoirs.
- Sewage and drainage improvements to the Coal Creek Outfall.
- Active transportation and cycle lane program.
- Replacement of City owned street lights with high efficiency LED street lights.
- Design of the rehabilitation work to the Victoria Quay Bridge over Roger Creek.
- Planning for implementation of curbside collection of kitchen and yard waste.

PARKS, RECREATION & HERITAGE

The mission of the City's Parks, Recreation & Heritage Department is to enrich the quality of life of residents. This is done by: developing and maintaining efficiently operated parks and facilities; ensuring full and equitable access to a wide range of leisure opportunities; promoting an appreciation of our environment and our heritage; facilitating partnerships with the volunteer, public and private sector; and providing leadership and personal development opportunities promoting community values.

Highlights – 2015

Staffing

- Longtime Director of Parks, Recreation and Heritage, Scott Kenny, retired in August. Theresa Kingston was appointed the new Director of Community Services in November.
- Program and staff schedules were revamped at the Aquatic Centre resulting in a substantial savings in staff costs.

Facilities and Parks

- The first phase of trail development and fish enhancement in Roger Creek ravine was completed in partnership with West Coast Aquatic. The trail was dedicated as the Scott Kenny Trail.
- A number of upgrades took place at Gyro Recreation Park. The playground structure was upgraded with the assistance of a grant from Tire Stewardship BC. The tennis courts were resurfaced. A new pickle ball court was installed with assistance of a New Horizon for Seniors Grant for \$25,000.
- The first phase of the Pool Mural project was completed in partnership with the Community Arts Council and local artists. The project involved 11 local artists painting 16 different pieces of art on composite aluminum panels. Along with the murals, the pool décor was also upgraded.
- The dust control system in the woodwork room at the Industrial Heritage Centre was installed. This work was undertaken with the assistance of the Sunshine Club who paid 1/3 of the costs.
- A new entry sign was installed at the entrance to Harbour Quay with some assistance from the Port Authority. Washrooms at Harbour Quay were reconfigured and renovated.

Programming

- Winter Wonderland is always a big hit, and this was one of the biggest years yet. Revenue was up almost \$2000 from previous year (\$18,075.69 – \$16,257.11), attendance was at 6175 compared to 5850 in 2014, and concession sales were \$3585.75 compared to \$2178.50 in 2014.
- West Coast Hockey Prep Camp was held July 13 – August 7, 2015. The Prep Camp continues to grow with upwards of 800 participants attending the Camp in 2015 making it their largest camp to date.
- Celebrated the 30th anniversary of the Our Town and Seniors' Week.
- The Department continued to provide a wide array of programs, often in partnership with community organizations. A few of these included:
 - Men's Recreational Basketball League was another hit – we had 48 players on 6 teams in 2015 who competed in weekly games. Great to see high school players alongside longtime alumni and recreational enthusiasts! Delivered in partnership with the ADSS Athletics staff.
 - Spring Break Dino Camp – in partnership with the Jamie Collins: Legend & Legacy Fund, we were able to host a group of children ages 8-12 as they explored the age of the dinosaurs! Along with awesome games, crafts and activities, the campers joined



the Royal Tyrrell Museum in Alberta for exciting interactive video conference sessions to see the world of paleontology.

- Trail Building program with SD70 – this fun partnership with the Step-Up program had students from ADSS participate in a weekly session of trail building/maintenance along the Log Train Trail. They learned hands-on skills and were able to appreciate the hard work that goes into maintaining trail infrastructure, as well as enjoying the benefits of spending time outdoors!
- Survival Kids – another great and creative partnership with RCMP. Through hands-on experience and activities, Constable Peter Batt taught campers many different skills and techniques in outdoor survival, as well as concepts covering sustainability, environmental responsibility and respect for nature.

Focus – 2016

Administration

- The Judy Rogers Management Review report will continue to be implemented. Staffing changes will include the transfer of the Parks Supervisor and Facilities Supervisor to the Engineering/Public Works Department. Staff will work with community stakeholders to determine an alternate delivery model for Museum and Heritage Services.
- Develop a community engagement plan for a New Aquatic Centre. It is planned to have a referendum for the new facility on the 2018 Municipal Election ballot.
- Negotiate new contracts with the Junior Prep Camp and the AV Bulldogs.
- Implementation of new registration software program, Perfect Mind. The software will enable on-line registration.

Facilities and Parks

- Complete the installation of Fitness Equipment at Bob Dailey Stadium.
- Undertake an engineering review of the Harbour Quay Clock Tower and recommend structural repairs.
- Develop the mill stone and focal point park site at Victoria Quay.
- Phase 2 of the Pool Mural project.
- Installation of automatic doors at the Multiplex to ensure the facility is accessible for people with limited mobility.
- Echo Park Fieldhouse upgrades to ensure this facility is a premier meeting/workshop location for small groups.
- Work with community groups to obtain grants to upgrade the lacrosse box at Gyro Recreation Park. The upgrade will ensure that the facility is able to accommodate multiple sports including lacrosse, pickle ball, road hockey and basketball.
- Installation of water bottle filling station at the Multiplex. This project is supported by funding from the Regional District.

Programming

- The Department is taking the lead on establishing a Physical Literacy working group to increase the public's awareness of the importance of activity and physical movement.
- Increasing the number of youth activities including revamping the youth leadership program, partnering with Get Outside BC to develop an outdoor activities leadership program, working with youth to develop youth for youth special events.
- New direction for summer programs including a mobile play van and a focus on 'stay at home' programming.
- Introduction of #playinPA Instagram promotion of facilities and programs
- Implementation of the Emergency Social Services program as part of the Valley emergency response program. Department staff will be trained in setting up and running reception centres and undertaking the ESS function in the event of an emergency. Staff will be involved in the provincial Exercise Coastal Response event in June.

PARKS, RECREATION & HERITAGE

The mission of the Museum and Heritage Network is to conserve, strengthen and share the unique heritage of the Alberni Valley. This is done by: collecting, documenting and preserving material culture, oral traditions and traditional skills; holding heritage resources in the public trust in perpetuity; making heritage resources accessible for public understanding and appreciation; developing relevant and engaging exhibits and public and school programs; facilitating meaningful volunteer opportunities; and contributing to economic diversification through the development of heritage tourism attractions.

Highlights – 2015

- The AV Museum hosted three major temporary exhibits in 2015, opening the year with *We Are All One*, based on paintings created by children at the Alberni Indian Residential School. This exhibit was curated by Dr. Andrea Walsh of the University of Victoria and a committee of the artists and other residential school survivors, in collaboration with AV Museum staff.
- This exhibit had a particularly powerful educational component, with survivors and artists volunteering to present to school groups.
- This was followed by *The Sampson-Matthews Project: Art for the Nation*, featuring 33 silkscreen prints by iconic Canadian artists, assembled by Ian Sigvaldason, the owner/director of the Pegasus Gallery on Salt Spring Island, and curated by AV Museum staff. This exhibit was up for April and May, coinciding with the Heritage Fair, below.
- The third exhibit, *Pirates: From Treasure Island to Vancouver Island*, was developed in-house, opening in July. It presented and discussed the trope of the "pirate," locating the Vancouver Island experience from fur trade to smuggling in the context of global piracy. It combined genuine pirate artefacts borrowed from the Maritime Museum of BC with text & image panels, along with interactive activities.
- The successful 13th Annual North Island Regional Heritage Fair was hosted in early May by the AV Museum, sponsored by the Port Alberni Lions Club, Quality Foods, Alberni Valley Times, the Hughes Family, and the BC Heritage Fairs Society. Six students were chosen to attend the Provincial Heritage Fair. Special programming incorporated the exhibited Sampson-Matthews prints, and their role in building national identity.
- A number of generous donations of ethnographic, historic, and art objects were made to the AV Museum, along with cash donations to support the Industrial Collection.
- An off-site exhibit, *1965 Basketball Champions*, presented the story of the 1964-65 Alberni Athletics Senior A Men's basketball team, which won the Canadian national championship in 1965. This used photos, text panels, other graphic materials, and team objects, and was prepared in part by the Museum's summer students. It was displayed at the Train Station, Fall Fair, and City Hall from August to November.
- The Alberni Valley Museum and Heritage Commission worked throughout the year to develop a Collections Policy for the AV Museum Collection, which includes the Industrial Collection and the McLean Mill Collection, operated by the Western Vancouver Island Industrial Heritage Society. This provides basic guidelines for the preservation and use of the thousands of valuable historical artefacts owned by the City of Port Alberni.



- Had the exterior of the iconic Train Station and Water Tower refinished.
- City Council formed a McLean Mill Advisory Committee, intended to develop new operating models for the historic site, and to make it more financially self-sufficient.
- The volunteers of the WMHS continued to contribute countless hours to operate McLean Mill NHS & the Alberni Pacific Railway on behalf of the City of Port Alberni, for the benefit of some 10,860 visitors.
- WMHS volunteers cosmetically restored the famous 2-Spot Shay locomotive that was the start of the City Industrial Collection.
- The volunteers of the Port Alberni Maritime Heritage Society welcomed some 5,300 visitors to the Maritime Discovery Centre in the summer season, with increased donations, as well as developing an historic vessel component, and a successful Maritime Heritage Night series.

Focus – 2016

- To continue to present high quality, engaging, and locally-relevant museum exhibits.
- To encourage a collaborative approach to presenting the community's heritage, in cooperation with First Nations and other organizations.
- To continue to pursue alternate revenue streams, such as the recently revived and very successful Film Fest.
- To enhance the presentation of the City's Industrial Collection, by making it more accessible to the public.
- To continue to work toward the preservation and presentation of the resources at McLean Mill National Historic Site.
- In response to City Council's direction, to investigate alternate operating models for the Alberni Valley Museum that would remove it from the City of Port Alberni corporate structure.

PLANNING

The Planning Department administers land use regulations, building permits, bylaw enforcement and business licences to ensure an orderly and well planned community. The following services are provided by the Planning Department:

- Land use information to the general public and development industry.
- Processing of development applications including, Official Community Plan & Zoning amendments, Development Variance Permits, Development Permits and Subdivision.
- Upgrade and maintain the City of Port Alberni Geographic Information System & Mapping.
- Coordinate the Advisory Planning Commission for the City of Port Alberni.
- Building and Plumbing Inspections.
- Bylaw Enforcement.

Highlights – 2015

- A new boat maintenance/storage facility and a commercial card lock station completed construction on 2nd Avenue and Dunbar Street.
- Construction completed on a new liquor, beer and wine store on lower 3rd Avenue.
- Construction of a new Church of the Nazarene on Victoria Drive.
- A new 4-plex residential building completed construction on Melrose Avenue.
- The Uchucklesaht First Nation began construction of a mixed use commercial, cultural and residential building on Argyle Street.
- The Huu-ay-aht First Nation began and completed an office renovation on Adelaide Street.
- Riverside Motel on Roger Street began an exterior renovation.
- West Coast Aquatic began construction of a Stewardship Centre at Harbour Quay.
- LB Woodchoppers began construction on a small expansion on 3rd Avenue.
- The Port Alberni Friendship Centre began construction on a daycare facility on 4th Avenue.
- Worked with City Clerk and Economic Development Manager on Revitalization Tax Exemption program for all commercial areas.

Focus – 2016

- Prepare a 5 year Strategic Service Plan for the Planning Department. Develop realistic sustainable budgets by focusing on the 5 year budgeting cycle.
- Work with Economic Development to facilitate a Design Charette for the Johnston Road corridor. Potential review of Development Permit Area guidelines.
- Create environmental rebated initiatives for property owners.
- Initiative to rename route through city and better connect Harbour Quay to McLean Mill.
- Call for Proposal for the development of approximately 8 hectares of City owned land adjacent to Westporte Place.
- Prepare report on the two Waterfront Studies and recommend priorities for Council consideration.
- Continue to provide a high level of service to City Council, other City departments, the public and development industry. Effective and efficient operations and delivery of service
- Work with City Clerk regarding implementation of Bylaw Adjudication System.



ECONOMIC DEVELOPMENT

CITY SERVICES

The primary goals of the Economic Development office are increases in non-tax revenue sources, the tax base and jobs. Approaches to achieving this include:

- Diversification of economy fostering a broad range of businesses, industry and educational opportunities.
- Business retention including assistance for local relocation, expansion and development.
- New business attraction including both specific and general marketing efforts.
- Marketing of key properties in the community both City and privately owned.

Highlights – 2015

- Assist financial and regulatory preparations for Alberni Valley Regional Airport expansion.
- Assist preparations for West Coast Aquatic Aquarium & Stewardship Centre.
- Continued work of Rebranding for economic development purposes.
- Revised approach to District Energy System.
- Assisted ACRD Transportation Committee review of business case for 2nd road.
- Issued Clutesi Haven Marina Uplands RFP.
- Determine Feasibility of SPROUT (small storefront spaces) proposal.
- Secure Rights to Host 2017 Islands Agriculture Show.
- Conduct Business Walks.
- Assist Cantimber Biotech preparations for startup.
- Pursue water-intensive industries relocation.

Focus – 2016

- Increase investments in tourism and resident attraction initiatives.
- Continue assistance to Alberni Valley Regional Airport expansion.
- Assist development of Rotary Arts District.
- Address image stereotypes of community.
- Market community at trade & lifestyle shows.
- Organize 'Where is Here' Cultural Mapping Project in partnership with Vancouver Island University.
- Prepare for 2017 Islands Agriculture Show.
- Assist proposals for seniors multi-level care village.
- Secure partner for District Energy System.
- Secure financing for high-value wood-biomass ventures.



FIRE

The Fire Department provides the following services:

- Firefighting (residential, commercial, industrial, wildland)
- Rescue/extrication (including regional coverage)
- Medical 1st Responder supplementing the BC Ambulance Service
- Structural High Angle Technical Rope Rescue
- Confined Space Rescue
- Hazardous Material Spill response
- Fire Prevention, Inspection, Education & Code enforcement
- Contract Fire Suppression to multiple clients including industrial, residential and First Nations
- Emergency Preparedness Planning including management of the Tsunami Warning System

Highlights – 2015

- Supported City Council in adopting a comprehensive Fire Control Bylaw.
- Partnered with other Alberni Valley fire departments to prepare for hosting Fire Training Officers' conference in 2016.
- Partnered with Province's Wildfire Management Branch to assist in providing local coverage for wildfire initial attack services
- Expanded an industrial facility fire inspection program.
- Responded to 1186 incidents, including 43 structure/content fires, a significantly higher than normal number of structure fires.
- Due to extreme weather-related fire risk conditions, experienced a higher than normal number of outdoor fires.
- Supported ACRD in their Emergency Operations Center during the Dog Mountain fire event.

Focus – 2016

- Prepare department's service plan to contribute to achievement of City Strategic Plan
- Tsunami Warning System – support Tseshaht FN to install and operationalize their tsunami warning system tower, which will be integrated with the City system.
- Co-host 2016 Fire Training Officers conference
- Continue to advise and support Air Quality Council with woodstove exchange program, public awareness campaign.
- Partner with PAPFFA to provide a sauna facility for sweating out of contaminants after attending fires.
- Support our partners at Alberni Clayoquot Regional District in hosting Exercise Coastal Response, the first ever Provincial-scale emergency response exercise.
- Seek Fire Underwriters' support in extending beyond 20 years the life of Ladder Truck 2
- Implement a Naloxone injection protocol that will enable firefighters to inject life-saving Naloxone to overdose victims.
- Complete a Fire Underwriters Survey assessing the City's fire protection system.



The RCMP is Canada's national police service. Proud of our traditions and confident in meeting future challenges, we commit to preserve the peace, uphold the law and provide a quality service in partnership with our communities.

Highlights – 2015

- The Port Alberni Detachment has continued to make positive strides with respect to reducing violent crimes. This crime type has shown a downward trend over the past two years with 2015 falling 6% over that of 2014. Vancouver Island as a whole saw a 5% increase in persons violent crime.
- The Dog Mountain fire, a boating fatality in July and recreational users kept officers busy in the Sproat Lake area.
- The historical homicide of Kristey Morrey continued to be investigated and resulted in charges being laid. A homicide in July 2015 in the City of Port Alberni resulted in charges against a 19 year old female.
- Partnerships were developed with Mental Health and Addictions, the Assertive Community Response Team and West Coast General Hospital. A new referral system was also put into place.
- Attended in excess of 25 community events, undertook in excess of 1000 proactive patrols on foot, boat and bike within the Detachment area.
- Increased provincial traffic with over 2000 contacts made and increased detection of impaired driving offences with 70 interdictions completed.
- Completed over 1300 compliance checks of judicial release conditions.
- Crime Prevention Activities
Citizens on Patrol: volunteered a total of 2258 hours which included 79 patrols, checks on 9500 vehicles, 1700 Lock Out Auto Crime checks and security letters to over 550 residents.
Speed Watch: volunteered nearly 400 hours and checked over 27,000 vehicles in various locations throughout the Alberni Valley including school zones, local streets and highways.
Community Policing Office: continue to provide a service from Monday to Saturday at the Harbour Quay location with 22 active volunteers.

Focus – 2016

For 2016 the Port Alberni Detachment policing priorities are:

- Traffic
- Property Crime
- Crime Reduction/ Offender Management
- Continue to provide excellent service to our First Nations partners through contact with each Nation and the provision of youth programs such as DARE, Survival Kids and Cultural Share.

ADMINISTRATION

The goal of the Administration Department is to provide service to Council, staff and the public that supports informed, responsive and effective municipal government. Administration includes the offices of the City Manager and the City Clerk and support staff.

The City Manager is the chief administrative officer of the City and undertakes overall management and administration of City operations. He ensures that the policies and direction of City Council are implemented and is responsible to inform and advise Council on the operations and affairs of the City. The City Manager is the leader of the City's management group and supervisor of the Department Heads.

The City Clerk is the municipal Corporate Officer as defined by the Community Charter and established by bylaw of the City and is the designated Freedom of Information and Privacy Coordinator. The City Clerk prepares agendas for and attends meetings of City Council and committees, oversees records management, execution of legal documents on the City's behalf and conducts and administers the municipal election.

Highlights – 2015

- Provide comprehensive orientation for incoming Council.
- Participate in development of new Strategic Plan.
- Coordinate improvements to Council Chambers and webcasting.
- Review of Permissive Tax Exemptions.
- Orientation and coordination of four newly created City Committees.
- Facilitate independent Management Structure and Compensation Review.
- Development of extended Revitalization Tax Exemption Bylaw.
- Renew Clutesi Haven Marina Lease with Port Alberni Port Authority including redevelopment options.
- Negotiate new collective agreement with the Port Alberni Professional Fire Fighters Association (PAPFFA).

Focus – 2016

- Development of a bylaw adjudication process.
- Continued customer service excellence and responsiveness.
- Review of Policy Manual.
- Improvement to Procedures Bylaw to allow electronic participation in Council meetings.
- Upgrading of Administrative Assistant/Office Manager position to support coordinated communications service.



ALBERNI VALLEY COMMUNITY FOREST LEGACY FUND

With a healthy cash flow in 2015, the Alberni Valley Community Forest (AVCF) made some significant investments in community projects - to the tune of \$350,000. As the sole shareholder of the AVCF, the City of Port Alberni owns the 6,400 hectare tenure near Sproat Lake.

After receiving a significant dividend cheque from the AVCF, City Council established the Community Forest Legacy Committee to provide recommendations regarding the distribution of funds within the community. The committee solicited applications from local groups and received a number of proposals with broad community benefit.

Council endorsed the Legacy Committee's recommendations for the funding of six local projects (see right) and demonstrated the value of developing a financially viable forest resource business which benefits the community and manages the forest in a sustainable manner.

2015 Grant Recipients

<u>Alberni-Clayoquot Regional District</u> Alberni Valley Regional Airport Enhancement and Runway Extension	\$185,750
<u>Port Alberni Junior Hockey Society</u> Alberni Valley Multiplex - Bulldogs Office Addition	\$80,000
<u>Kiwanis Hilton Children's Centre</u> Building Energy Conservation and Safety Upgrades	\$53,000
<u>West Coast Aquatic</u> West Coast Aquatic Stewardship Centre	\$15,000
<u>Literacy Alberni</u> Little Libraries Project	\$11,250
<u>Alberni District Historical Society</u> Alberni Inlet Trail Interpretive Signage Project	\$5,000



COMMITTEES, COMMISSIONS & BOARDS

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Mayor Mike Ruttan and Councillor Jack McLeman

PERSONNEL COMMITTEE

Mayor Mike Ruttan, Councillors Sharie Minions, and Jack McLeman

AUDIT COMMITTEE

Councillors Chris Alemany, Denis Sauvé, and Dan Washington

COMMUNITY INVESTMENT PROGRAM / PERMISSIVE TAX EXEMPTION

Councillor Ron Paulson, Kenn Whiteman, Frances Ketteringham, Russ McLaughlin, and Ron Jorgenson

BOARD OF VARIANCE

Boris Lehner, Gerry Hickey, and Danese McDonald

COURT OF REVISION

Mayor Mike Ruttan, Councillors Denis Sauvé, and Sharie Minions

ADVISORY PLANNING COMMISSION

Linda Kelsall, Larry Ransom, Chris Coldough, Staff Sgt. Mike Coady, Randy Thoen, (Hupacasath), (Tseshah), Vern Barnett, Councillor Chris Alemany, Shelley Chrest, Wes Hewitt, Seva Dhaliwal, and Diana Curry

ALBERNI VALLEY HERITAGE COMMISSION

Judy Carlson, David Taberner, Bert Simpson, Paul McDougall, David Whitworth, Gareth Flostrand, Pam Craig, Jollen Dick, Gayle Stephen-Player, Penny Cote, Dennis Bill, Marta Williamson, Neil Malbon, Councillor Washington

ADVISORY TRAFFIC COMMITTEE

Sgt. Dave Paddock, Guy Cicon, Wilf Taekema, Chris Jancowski, Pat Dahlquist, Caroline Robinson, Cameron McKinnon/Phil Atkinson, and Councillor Ron Paulson

PORT ALBERNI PORT AUTHORITY

Ken McRae

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Jim Sears, Ed Proteau, Chris Duncan, Gary Swann, Chris Law, Warren Lauder, Jamie Jensen, and Councillor Dan Washington

ALBERNI VALLEY COMMUNITY FOREST LEGACY COMMITTEE

Chris Duncan, Gary Swann, Ken McRae, Directors Lucas Banton and Penny Cote, Councillors Jack McLeman and Ron Paulson

ALBERNI VALLEY BEAR SMART COMMITTEE

Guy Cicon, City Engineer

ALBERNI VALLEY AIR QUALITY COUNCIL

Councillor Sharie Minions and Tim Pley, Fire Chief

SENIORS ADVISORY COMMITTEE

Councillor Sauve, Maureen Brechin Sunshine Club, Darren Daare, Bill Randles, Susan Barnett, Margaret Vatamaniuck

FOOD SECURITY & CLIMATE CHANGE COMMITTEE

Councillor Alemany, Sam Brownlee (AV Transition Town), Gary Swann (Alberni Environmental Coalition), John Mayba, Guy Langlois, Bob Haynes, Sandra Gentleman, Rosalind Chapman

YOUTH ADVISORY COMMITTEE

Councillors Minions & Paulson, Jolleen Dick (YPAV), Rebecca Palmer (YPAV Alternate), Moriah Cootes (VAST), Freya Knapp (ADSS Gr. 11) Amy White

MCLEAN MILL ADVISORY COMMITTEE

Councillor McLeman, Rotating Reps from Island Timberlands, Jim Sears (AV Community Forest), Hugh Grist & Ken Rutherford (IHS Reps), Mike Kokura (ACRD), Cameron Oscienny (YPAV), David Whitworth (AVHC), Bill Collette (AVCC), Jan Lavertu, Bill Lekich, Robert Duncan, Sheena Falconer, Maggie Paquet, Melody Francoeur, Neil Malbon, Jamie Morton

PERMISSIVE TAX EXEMPTIONS

REGISTERED OWNER	EXEMPTION
Alberni Athletic Association	\$19,936.24
Alberni Clayoquot Continuing Care Society – Fir Park Village	\$32,049.74
Alberni Community & Women's Services Society	\$3,170.32
Alberni District Fall Fair Association	\$10,906.81
Alberni Valley Bull Dogs Hockey	\$1,218.76
Alberni Valley Child Care Society	\$4,703.87
Alberni Valley Curling Club	\$731.09
Alberni Valley Hospice Society (Ty Watson House)	\$1,719.17
Alberni Valley Junior Baseball Association	\$331.12
Alberni Valley Minor Hockey Association	\$1,649.45
Alberni Valley Minor Softball Association	\$598.18
Alberni Valley Rescue Squad	\$6,367.03
Alberni Valley Senior Citizens' Homes	\$51,779.82
Alberni Valley Youth Soccer Association	\$2,628.16
Bread of Life Society	\$1,867.11
British Columbia Society for Prevention of Cruelty to Animals (BC SPCA)	\$21,023.78
Canadian Mental Health Association – New Horizons Centre	\$2,465.53
Canadian Mental Health Association – 3131 5th Ave.	\$9,167.66
John Paul II Catholic School	\$6,644.90
Community Arts Council of the Alberni Valley	\$3,193.15
CTH Management Association	\$26,666.11
Echo Sunshine Club	\$5,996.54
Falls Road Eagles Hall	\$1,042.77
Island Corridor Foundation	\$10,011.67
Mount Arrowsmith Skating Club	\$1,715.83
Navy League of Canada	\$5,826.73
Port Alberni Aquatic Club – Tsunami Swim Club	\$715.51
Port Alberni Association for Community Living	\$13,078.69
Port Alberni Black Sheep Rugby Club	\$10,664.48
Port Alberni Gymnastics Association	\$14,332.57
Port Alberni Lawn Bowling Club	\$3,450.30
Port Alberni Maritime Heritage Society	\$7,570.35
Port Alberni Men's Slowpitch League	\$331.12
Port Alberni Players Dramatic Society	\$4,881.98
Royal Canadian Legion Branch 169	\$1,699.33
Western Vancouver Island Industrial Heritage Society	\$6,641.67
Western Vancouver Island Industrial Heritage Society	\$6,783.27
2015 Property Taxes Foregone Through Permissive Tax Exemptions	\$296,777.54

2015 TAXES & CHARGES COMPARISON

Municipality	Average House Value	General Municipal Taxes	External Taxes (e.g. School, Hospital, Regional District)	Total Residential Parcel Taxes	Total Residential User Fees (e.g. water, sewer)	Average Total Residential Property Taxes And Other Charges
Port Alberni	185,876	1,756	518	22	617	2,913
Campbell River	282,173	1,650	1,196	88	795	3,729
Castlegar	252,998	845	1,174	0	867	2,886
Comox	347,407	1,206	1,397	90	866	3,559
Courtenay	301,474	1,257	1,216	213	755	3,441
Dawson Creek	250,087	1,590	1,081	0	890	3,562
Hope	211,248	1,463	944	85	704	3,196
Kimberley	231,556	2,072	758	152	746	3,728
Ladysmith	287,397	1,578	1,094	429	626	3,728
Nanaimo	331,136	1,961	1,177	13	625	3,776
North Cowichan	312,021	1,425	1,177	355	378	3,334
Parksville	314,630	1,439	1,357	13	619	3,428
Port McNeill	180,589	942	1,064	0	549	2,555
Powell River	217,069	1,731	777	242	467	3,218
Prince Rupert	222,566	1,643	875	0	1,198	3,716
Qualicum Beach	422,299	1,614	1,753	208	352	3,927
Sooke	352,825	1,130	1,379	552	386	3,447
Squamish	490,155	2,449	1,048	73	1,132	4,703
Terrace	303,879	1,384	1,078	0	474	2,937
West Vancouver	2,306,945	3,901	3,614	0	1,602	9,117
Williams Lake	200,130	1,159	1,223	124	499	3,007



Source: Ministry of Community, Sport and Cultural Development

FINANCIAL STATEMENTS

Financial Overview

The City continued with infrastructure projects in 2015. Significant projects included road upgrades, storm drain, bridge, and water and sewer construction. Service levels were maintained at 2014 levels, and residential taxes were increased to cover the rising costs of provision of these services.

No further reductions were made in major industry taxes; however, as part of the sewage lagoon acquisition agreement, major industry taxes are to remain at 2012 levels until 2017.

The 2016-2020 Five Year Financial Plan adopted by Council reflects increases in revenues and expenses with some reductions in services, and making future provision for necessary infrastructure improvements.

The City completed the 2015 fiscal year with an increase of \$ 4,012,911 to its accumulated surplus. A summary of the accumulated surplus balances is as follows:

Operating funds	(5,550,934)
Capital funds	109,280,070
Reserve funds – statutory	7,339,306
Reserve accounts – internally restricted	8,967,641
	\$ 120,036,083

The City's capital program included streets and drainage upgrades of \$1,058,898; facility upgrades of \$1,621,425; water upgrades of \$392,331; sewer upgrades of \$136,539; equipment replacement of \$654,233. Funding for the capital program was comprised of government grants and donations of \$439,355; transfers from reserve funds of \$1,749,446; and operating revenues of \$1,614,326.



CONSOLIDATED STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
FINANCIAL ASSETS		
Cash	\$26,646,089	\$27,970,456
Accounts receivable	5,141,924	4,001,043
Inventory for resale	28,265	30,862
Long term investments	<u>2,161,231</u>	<u>1,062,445</u>
	<u>33,977,509</u>	<u>33,064,806</u>
LIABILITIES		
Interim capital financing	-	2,225,000
Accounts payable and accrued	5,123,795	5,301,182
Deferred revenue	3,861,206	2,739,087
Refundable deposits	370,325	372,310
Debenture debt	<u>11,147,582</u>	<u>8,611,376</u>
	<u>20,502,908</u>	<u>19,248,955</u>
NET FINANCIAL ASSETS	<u>13,474,601</u>	<u>13,815,851</u>
NON-FINANCIAL ASSETS		
Inventory of supplies	456,811	414,632
Prepaid expenses	1,483,308	1,433,054
Tangible Capital Assets	104,483,585	100,204,635
Intangible assets	<u>137,778</u>	<u>155,000</u>
	<u>106,561,482</u>	<u>102,207,321</u>
ACCUMULATED SURPLUS:	<u>120,036,083</u>	<u>\$116,023,172</u>

CONSOLIDATED STATEMENT OF FINANCIAL OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2015

	2015 Budget	2015 Actual	2014 Actual
REVENUES			
Taxes	\$ 21,808,437	\$ 21,854,111	\$ 21,354,953
Sales of services	8,427,006	8,863,836	8,853,719
Other revenue from own sources	651,640	1,438,981	1,868,120
Investment income	241,950	309,796	286,558
Grants	1,092,500	3,395,538	1,747,708
Developer contributions	-	1,226,328	62,583
Parkland dedication deposits	-	344,945	25,351
Gain (Loss) on disposal of assets	-	(84,592)	(16,011)
	<u>32,221,533</u>	<u>37,348,943</u>	<u>34,182,981</u>
EXPENSES			
General government services	3,441,174	3,897,542	3,970,532
Protective services	10,080,755	9,775,488	9,607,691
Transportation services	4,229,263	5,607,707	5,860,288
Environmental health services	898,901	1,014,982	1,132,995
Environmental development	951,377	908,791	943,186
Recreation and cultural services	6,477,923	7,300,586	7,503,696
Interest	679,254	311,363	313,042
Debt reserve	40,500	50,227	2,365
Water utility	1,414,549	2,099,625	1,848,594
Sewer utility	1,152,240	1,524,911	1,456,312
Cost of sales and service	-	844,810	29,979
	<u>29,365,936</u>	<u>33,336,032</u>	<u>32,668,680</u>
ANNUAL SURPLUS	2,855,597	4,012,911	1,514,301
Accumulated surplus – beginning of year restated	116,023,172	116,023,172	114,508,871
ACCUMULATED SURPLUS – END OF YEAR	\$ 118,878,769	\$ 120,036,083	\$ 116,023,172
	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>



4850 Argyle Street, Port Alberni
Phone: 250-723-2146
Email: cityservice@portalberni.ca

City of Port Alberni British Columbia

Comprehensive Annual Financial Report

For the year ended December 31, 2015



**THE CITY
OF PORT ALBERNI
BRITISH COLUMBIA, CANADA**

**COMPREHENSIVE
ANNUAL
FINANCIAL REPORT
2015**

FISCAL YEAR ENDED DECEMBER 31, 2015

This Document
Prepared by the Finance Department

Cover photo credit: Roland Smith

CITY OF PORT ALBERNI
INDEX TO COMPREHENSIVE ANNUAL FINANCIAL REPORT
DECEMBER 31, 2015

	PAGE
INTRODUCTORY SECTION	
Letter from the Director of Finance	1
GFOA Award	3
Directory of Officials	5
Municipal Council Responsibilities	7
Organization Chart	8
Map	9
Vision, Mission, Values	10
Economic Condition and Outlook	11
Significant Local Events	12
Municipal Infrastructure	13
Summary of Services & Regional Relationships	17
Budget Process and Timing	20
Sources and Uses of Capital Funding	21
 FINANCIAL SECTION	
Index to Financial Statements	26
Auditors' Report	27
Consolidated Statement of Financial Position (Statement A)	32
Consolidated Statement of Operations (Statement B)	34
Consolidated Statement of Change in Net Financial Assets (Statement C)	35
Consolidated Statement of Cash Flows (Statement D)	36
Notes to Financial Statements	37
Tangible Capital Assets (Schedule 1)	54
Segmented Information (Schedule 2)	55
Debenture Debt (Schedule 3)	57
Tax Levies and Grants in Lieu of Taxes (Schedule 4)	58
General Government Expenses (Schedule 5)	59
Protective Services (Schedule 6)	60
Transportation Services (Schedule 7)	61
Recreation and Cultural Services (Schedule 8)	62
Sale of Services (Schedule 9)	63
Other Revenue from Own Sources (Schedule 10)	64
Sewer and Water Utilities (Schedule 11)	65
 STATISTICS SECTION	
Miscellaneous Statistics	68
Assessment/Taxation Comparative Statistics	69
General Comparative Statistics	70
Demographic Statistics	72
Major Property Taxpayers in Port Alberni 2015	74
Five Year Plan 2015 - 2019	75
Consolidated Revenue – Last Five Years	76
Consolidated Expenses – Last Five Years	77
Capital Assets Acquired – Last Five Years	78
Surplus and Net Financial Assets – Last Five Years	79
Debt Retirement Graph	80
Debt Per Capita Graph	81

INTRODUCTORY SECTION

June 27, 2016
Mayor and Council
City of Port Alberni

In accordance with section 167 of the Community Charter, I herewith submit the Financial Report for the City of Port Alberni for the year ended December 31, 2015 as audited by R. Anderson & Associates.

The purpose of this Comprehensive Annual Financial Report is to present the financial operations results and the financial position of the City for the fiscal period December 31, 2015. The report is divided into three sections as follows:

- Introductory Section
 - Provides the reader with an overview of the political, economic and administrative context within which the City operates.
- Financial Section
 - Presents the consolidated financial statements, supporting notes and schedules, and the independent external auditors' report. These statements and schedules show comparative amounts for the current and prior years, and the current year's approved budget.
- Statistics Section
 - Presents relevant current and historical statistical and financial information.

The preparation and presentation of the financial statements and related information in the annual report is the responsibility of the Management of the City of Port Alberni. These statements have been prepared in accordance with Canadian public sector accounting standards. The preparation of financial information contained herein, necessarily involves the use of estimates and judgments which have been based on careful assessment of the data made available through the City's information systems. The City maintains a system of internal accounting controls designed to provide reasonable assurances for the safeguarding of assets and the reliability of financial records. Management recognizes the limits that are inherent in all systems of internal accounting control, however, management believes that the City has an effective and responsive system of internal accounting controls which is subject to regular review and revision.

Port Alberni City Council is responsible for ensuring that City Administration fulfills its responsibilities for financial reporting, internal control and risk management. To assist City Council with these responsibilities, Council appointed three Councillors to the Audit Committee. The committee meets with management on a quarterly basis to review financial reports and any concerns with the financial reporting process. Municipal governments are entrusted with providing services within approved budget amounts in an environment of transparency, accountability and responsibility. The Audit Committee provides a focal point for communication between Council, the external auditor and management, and facilitates an impartial, objective and independent review of management practices.

The audit firm of R. Anderson & Associates is appointed by the Council of the City of Port Alberni, and is responsible to report directly to you with their audit opinion.

The City of Port Alberni completed the 2015 fiscal year with an increase in the consolidated accumulated surplus of \$4,012,911.

A summary of the 2015 overall accumulated surplus increases (decreases) are as follows:

Operating Funds	\$ (688,423)
Capital Funds	3,582,586
Statutory Reserve Funds	345,229
Unrestricted Reserve Funds	<u>773,519</u>
	\$ 4,012,911

Financial management policies and procedures are in place to assist in the management of the City's financial affairs. The approved policies and procedures are designed to meet the requirements of legislated standards and Canadian public sector accounting standards. Significant financial management policies include:

- Investments - Funds that are not currently being used are invested in accordance with approved policies which meet the requirements of the various pieces of legislation that govern municipal investments. The City invests these funds in short term investment instruments to accommodate major capital project funding requirements.
- Utilities - The City's policy is to not use general taxation to fund the provision of water service, sewer service or solid waste collection services. These services are funded through user fees.

Investment earnings increased from \$286,558 in 2014 to \$309,796 in 2015. Total investment income was \$266,622 in 2013, \$254,999 in 2012, and \$243,196 in 2011.

The City's 2015 long-term debt increased from \$8,611,376 to \$11,147,582; and interim capital financing decreased from \$2,225,000 to nil. The City's 2015 capital program of \$3,753,588 includes capital items funded \$1,614,329 from current operations revenue; \$1,030,245 from grants and donations; and \$609,361 from Reserves.

Consolidated revenues increased by \$3,165,962 from \$34,182,981 in 2014 to \$37,348,943 in 2015. This increase is attributed mostly to: increase in grant funding of approximately \$1.6 million; increase in property tax levy of \$500,000; and increase in in-kind developer contributions of \$900,000. The increase in grant funding is a result of moving deferred Community Works Gas Tax funds into revenue on completion of gas tax funded capital projects. In-kind developer contributions also increased with the completion of capital construction. Water and sewer utility fees revenue increased as scheduled in accordance with the Water and Sewer Rates Review adopted in 2013. Increases in expenses are due to new debt interest in water, and amortization in both utilities. Consolidated expenses increased by \$667,372, from \$32,668,680 in 2014 to \$33,336,032 in 2015. This net increase is attributed to a combination of increases and decreases city-wide.

The municipal statistics section of the report indicates that total current taxes collected as a percentage of current levies is 97.2% for 2015 (96.6% in 2014).

The following reports are included in the introductory section and should be read in conjunction with this report:

Economic Condition and Outlook
Significant Local Events 2015
Municipal Infrastructure
Summary of Services and Regional Relationships
Budget Process and Timing
Source and Use of Capital Funding

Respectfully submitted,



Cathy Rothwell
Director of Finance

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the City of Port Alberni for our annual financial report for the fiscal year ended December 31, 2014. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting Program requirements, and we are submitting it to the GFOA.

2014 marks the twenty-second year the City has received the award.



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

**City of Port Alberni
British Columbia**

For its Annual
Financial Report
for the Year Ended

December 31, 2014

A handwritten signature in black ink, reading 'Jeffrey R. Emer'. The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Executive Director/CEO

Port Alberni

Mayor and City Council 2015



Back row: Councillor J. McLeman, Mayor M. Ruttan, Councillors D. Washington, R. Paulson
Front row: Councillors C. Alemany, S. Minions, D. Sauvé

Declaration and Identification of Disqualified Council Members:

In accordance with Section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under Section 111 of the Community Charter in 2014

Appointed Officials

City Manager	K. Watson
City Clerk	D. Hartwell
Director of Finance.....	C. Rothwell
City Engineer.....	G. Cicon
Director of Parks, Recreation and Heritage.....	S. Kenny
Director of Corporate/Community Services.....	T. Kingston
Fire Chief.....	T. Pley
Building Inspector	R. Gaudreault
Manager of Information Technology.....	J. Pelech
City Planner.....	S. Smith
Licence Inspector/Bylaw Enforcement Officer.....	T. Hautzinger
Area Assessor - B.C. Assessment	B. MacGougan
Solicitor	Young, Anderson
RCMP Officer In Charge	M. Richards
Emergency Planning Coordinator	R. Shanks
Chair – Island Health Authority	D. Hubbard
Auditors	R. Anderson & Associates
Bankers	BMO Bank of Montreal

Directory of Officials (continued)

2015/16 Advisory Planning Commission

C. Alemany (Council Liaison)
V. Barnett
H. Crowther
S. Dhaliwal
J. Douglas
J. Johnson
M. Millin
D. Paddock (RCMP Liaison)
L. Ransom
J. Tatoosh
R. Thoen (Fire Dept. Liaison)

2015/16 AV Heritage Commission

D. Bill	P. McDougall
J. Carlson	B. Simpson
P. Cote	D. Taberner
P. Craig	D. Washington
J. Dick	D. Whitworth
G. Flostrand	M. Williamson
N. Malbon	
L. Manson	



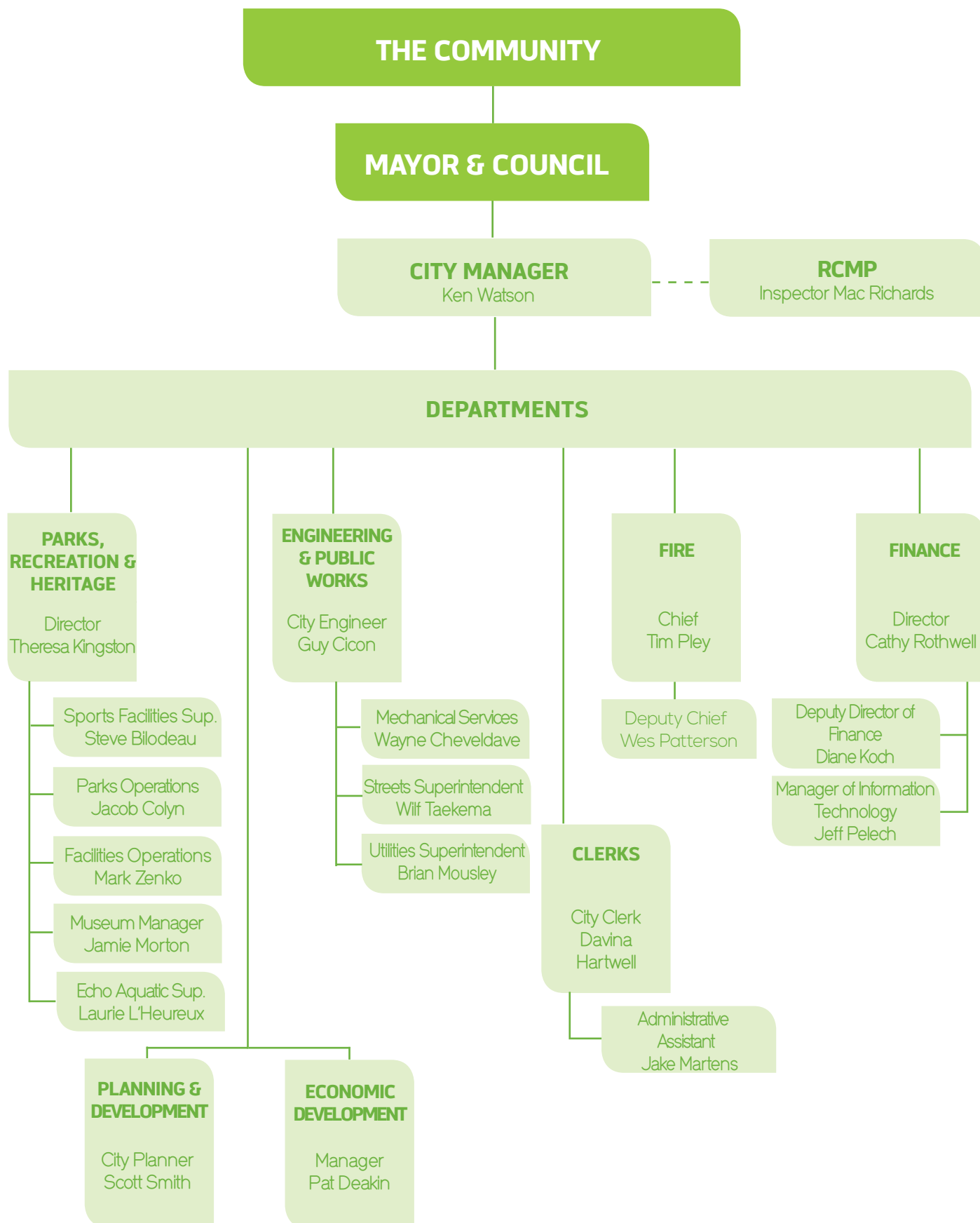
Photo credit: Charmead Schella

CITY OF PORT ALBERNI

MUNICIPAL COUNCIL RESPONSIBILITIES FOR CITY SERVICES DECEMBER 31, 2015

Mayor Mike Ruttan - Director, Alberni Clayoquot Regional District - Member, North Island-Sunshine Coast Regional Advisory Committee - Director, Upnit Power Corporation - Chair, Personnel Committee - Court of Revision
Councillor Chris Alemany - Liaison, Advisory Planning Commission - Air Quality Council - Member, Audit Committee - Member, ACRD Transportation Committee - Liaison, Community Stakeholders Initiative on Homelessness - Member, Food Security & Climate Change Committee
Councillor Jack McLeman - Director, Alberni Clayoquot Regional District - Member, AV Community Forest Legacy Committee - Liaison, AV Community Forest Corporation - Member, Personnel Committee - Member, McLean Mill Advisory Committee
Councillor Sharie Minions - Trustee, Vancouver Island Regional Library Board - Member, Personnel Committee - Liaison, Alberni Valley Chamber of Commerce - Liaison, West Coast Native Healthcare Society - Court of Revision - Member, Youth Advisory Committee
Councillor Ron Paulson - Liaison, Advisory Traffic Committee - Liaison, School District 70/North Island College - Member, Community Investment Program/Permissive Tax Exemption Committee - Member, AV Community Forest Legacy Committee - Member, Youth Advisory Committee
Councillor Denis Sauvé - Liaison, Port Alberni International Twinning Society - Liaison, Continuing Care Societies - Court of Revision - Member, Audit Committee - Emergency Planning Committee - Member, Seniors Advisory Committee
Councillor Dan Washington - Chair, Audit Committee - Liaison, Alberni Valley Heritage Commission - Liaison, West Island Woodlands Advisory Group

ORGANIZATIONAL CHART



Where we are



VISION

MISSION

VALUES

Vision

The City of Port Alberni is a vibrant waterfront community at the heart of the west coast that is:

- Sustainable and environmentally responsible;
- Safe, caring, and healthy;
- Economically robust and diverse;
- Welcoming, accessible, and attractive;
- Actively creating its future.

Mission

Our mission is to enhance the quality of life of residents and taxpayers by creating a vibrant, healthy, and united community through:

- Providing or facilitating the delivery of high quality core municipal services and programs;
- Fiscal responsibility;
- Planning and encouraging development to ensure a thriving economy and a strong tax base;
- Maintaining infrastructure to support public health, growth, and economic diversification;
- Providing leadership and building internal/external partnerships of benefit to the City.

Values

City Council, municipal staff and volunteers are committed to the following values:

- Service to others: providing high quality, reliable and friendly customer service;
- Respect: consideration for the beliefs and needs of others;
- Integrity: honesty in all dealings and the courage to act and live by these values;
- Innovation: open to change and learning in order to improve effectiveness and efficiency;
- Contribution: pride in one's work and the recognition and appreciation of skills and accomplishments.



Photo credit Erica Watson

Economic Condition and Outlook

Port Alberni is situated at the heart of the west coast of Vancouver Island in a broad valley at the end of a 48 kilometre ocean inlet. Three large lakes are within 20 minutes of the City's center. This location provides stunning views of majestic mountains, the inlet and a river estuary, many exciting outdoor recreational opportunities and abundant quantities of high quality fresh water.

Port Alberni has a deep sea port, a hospital, shopping malls, two post-secondary institutions, nine schools, many parks, a well-developed array of recreational facilities, significant tourism attractions, and a small airport.

While forestry and related manufacturing have long been the mainstays of the Port Alberni economy, diversification efforts are being directed into tourism, marine industry, deep sea port activities, the arts, agriculture, clean energy technologies, and investments in lifestyle amenities.

In spite of considerable downsizing in the forest and fishing industries over the last few decades, the population in Port Alberni has remained relatively constant, at approximately 17,500. Commercial and residential development in the City has been fueled by the fact that our community has exceptional quality of life and some of the lowest property costs in British Columbia. This is attracting investors, retirees, and young families wanting to own their own homes.

In Port Alberni, Western Forest Products, Island Health, School District 70, and Catalyst Paper are the major employers. The lumber and paper industries are the primary

individual taxpayers. These industries have a tremendously positive local impact.

In 2012 the City completed its commitment program of accelerated tax reductions for the Major Industry class totaling \$2.1 million over the five years (2008-2012). For the years 2013 through 2017, the City has committed to no tax increase for the Major Industry class as per the sewage lagoon purchase agreement reached with Catalyst in 2013. The City continues to work with Catalyst Paper Corporation and Western Forest Products Ltd., the two largest industrial operators in our community, to try and find ways of keeping their operations sustainable under challenging economic conditions.

Port Alberni, like many Canadian local governments, faces significant financial challenges in funding necessary upgrades to aging infrastructure. In 2015, capital works projects totaling \$1.7 million were completed. Significant projects included road upgrades on 9th Avenue and Dunbar Street; storm drain construction on 9th Avenue, Kingsway outfall extension to Argyle, Haslam Road, Dunbar Street, and 4th Avenue; water construction at Kingsway and Argyle, 4th Avenue, and chamber replacements at Neill Street and 4th Avenue; and sewer construction on 3rd and 9th Avenues. Work continues on the next phases of water construction on Neill Street, 6th Avenue, 21st Avenue, and supply upgrades at Bainbridge; and sewer construction on the Coal Creek outfall, and sewage treatment at the Catalyst lagoon. Funding for the completed projects included \$1.1 million in government grants; and \$365,000 in contributions from City reserves.

Capital construction plans over the next five years include necessary major projects for roads and water supply, aquatic facilities, and sewer treatment upgrades. Funding estimates require that \$14 million be raised from borrowing.

Total long term debenture debt per capita in 2015 has increased to \$628 from \$485 in 2014.

Significant Local Events 2015

Planning

The Planning Department processed 119 building permits with an aggregate value of \$13.5 million in 2015. New construction commenced on the Uchucklesaht First Nation mixed use commercial, cultural and residential building on Argyle Street; the Stewardship Centre at Harbour Quay; and day care facilities at the Port Alberni Friendship Centre on 4th Avenue. Renovations commenced on Huu-ay-aht First Nation's office space on Adelaide Street; the exterior of Riverside Motel on Roger Street; and a small expansion at LB Woodchoppers on 3rd Avenue. Construction completed on a boat maintenance and storage facility on 2nd Avenue and Dunbar Street as well as a commercial card lock station on the same property; a liquor, beer and wine store on lower 3rd Avenue; a Church of the Nazarene on Victoria Drive; and a fourplex residential building on Melrose Avenue. A substantial Revitalization Tax Exemption program was developed for all commercial areas to provide incentive for investment into commercial properties.

Fire Department

During 2015, Port Alberni Fire Department responded to 1,186 calls for service (1,272 in 2014). The department conducted 1,000 fire inspections in 2014 (1,046 in 2014) throughout the year, and monitored a number of third party inspections during the same time period. In 2015, Port Alberni continued to improve over 2014 levels

of fire protection service and is rated by Fire Underwriters as a "1" on the Dwelling Protection Grade scale and a "4" on the Public Fire Protection Classification scale. The scale ratings are maintained in part by continuing to provide fire suppression minimum on duty staffing of 4, maintaining the City's fleet of rated fire apparatus, and continuing to commit one full time employee to fire prevention.

In 2012, the Fire Department advanced Council's strategic initiative of developing a regional approach to the delivery of fire protection services. The 2012 Automatic Mutual Aid Agreement with Sproat Lake and Beaver Creek Fire Departments continues to result in a high level of coordinated service in 2015. Other highlights include scheduled replacement/upgrade of equipment.

Parks, Recreation & Heritage

Project highlights for 2015 include: trail development and fish enhancement in Roger Creek ravine in partnership with West Coast Aquatic; Gyro Recreation Park upgrades of a new playground structure with funding from Tire Stewardship BC, installation of a pickle ball court with funding from New Horizon for Seniors, and resurfacing of the tennis courts. Local artists participated in the Pool Mural project at the Aquatic Centre; a dust control system was installed at the Industrial Heritage Centre with funding from the Sunshine Club; construction was completed on washroom facilities and storage at Harbour Quay; and in cooperation with the Port Authority, a new entry sign greets people at the entrance of Harbour Quay.

Parks, Recreation & Heritage continues to work towards its mission by developing and maintaining efficient operations of parks and facilities; ensuring full and equitable access to a wide range of leisure opportunities; promoting an appreciation of the environment; facilitating partnerships with the volunteer, public and private sector; and providing leadership and personal development opportunities promoting positive community values.

Alberni Valley Museum

The Alberni Valley Museum mission is to conserve, strengthen and share the unique heritage of the Alberni Valley. The Museum partners with the community in acquiring, documenting and preserving artifacts and photographs, making collections accessible, developing exhibits and school and public programs, facilitating the work of volunteers and supporting economic diversification through heritage tourism.

Attendance in 2015: 18,410 (17,453 in 2014); and 818 children participated in the museum's educational programs. McLean Mill attendance decreased to 10,860 in 2015 from 11,388 in 2014. The gift shop generated sales of approximately \$9,000 in 2015 (\$11,000 in 2014). The BC Arts Council awarded \$65,000 for funding of operations.

Exhibits and community events in 2015 were very successful and well received by visitors. Highlights include We Are All One, based on paintings created by children at the Alberni Indian Residential School; Sampson-Matthews Project – Art for the Nation; and Pirates: From

Treasure Island to Vancouver Island.

The 13th annual Heritage Fair, a major museum educational initiative for grades 4 to 9, was supported financially by the Lions Club, Quality Foods, the Alberni Valley Times, the Hughes Family, and the BC Heritage Fairs Society.

Public Works

Each year a number of capital projects are undertaken to maintain and improve the City's infrastructure. In 2015 major street projects included 9th Avenue, Dunbar Street, and Argyle Street.

Construction of storm/sanitary sewers throughout the City included 4th and 9th Avenues, Kingsway outfall extension, Haslam Street, and Dunbar Street. Replacement of mains and decreasing the number of dead end mains is ongoing. Water construction on Argyle Street and 4th Avenue was completed. Work was substantially completed on the water supply upgrades at Bainbridge. Construction of major sewer infrastructure continues.

One pickup, a pup trailer, and a street sweeper truck were replaced as scheduled, funded from the Equipment Replacement Reserve Fund (ERRF).

Policing

The City of Port Alberni and adjoining rural areas are policed by the RCMP under contract from the Province of British Columbia and the Federal Government. The Port Alberni Detachment area encompasses some 1,528 square miles of west-central Vancouver Island. The

Detachment area includes the traditional territories of the Hupacasath, Tseshah and Uchucklesaht First Nations, as well as Sproat Lake and Great Central Lake. The total area population served by Port Alberni Detachment is approximately 30,000 full-time residents, plus increases due to summer tourism. Port Alberni Detachment provides policing services along three business lines or contracts – Municipal, Provincial and Aboriginal Policing. The municipal policing service includes disciplines such as General Duty Investigations, Drug Enforcement, Major or Serious Crimes, Police Dog Service, Forensic Identification, Traffic Enforcement, Community Policing, Youth Officer, Violence in Relationship Officer, and police based Victim Services. Our Community Policing Program engages volunteers who have donated thousands of hours in support of policing initiatives.

In 2015, the detachment continued to focus on its Crime Reduction Strategy, which began in late 2006. The strategy is multi-faceted with the goal of reducing crime and victimization in the community. 2015 saw a 6% reduction in person's violent crimes, where Vancouver Island as a whole saw a 5% increase. Reducing crime is a community effort and the RCMP are supported in this by a number of external partner agencies and organizations such as Corrections, Court Services, Citizens on Patrol, Block Watch, Island Health and First Nations.

Some of the highlights for 2015 include: continued focus on youth and youth at risk, and a number of initiatives aimed at increasing road

safety and community engagement. Partnerships were developed with Mental Health & Addictions, the Assertive Community Response Team, and West Coast General Hospital.

The RCMP managed public safety at our three popular annual events, the Salmon Festival, Thunder in the Valley, and the Fall Fair. The detachment continues to be committed to higher visibility through periodic foot and bike patrols in the downtown core and on site at community special events.

There were 11,820 files opened for offences in 2015, up slightly from 11,716 in 2014. The number of prisoners incarcerated in detachment cells in 2015 was 1,470, down from 1,742 in 2014.

Port Alberni RCMP's 2016/2017 Annual Performance Plan will focus on property crime, traffic safety, crime reduction/offender management, continued partnership with First Nations, and youth programs such as DARE, Survival Kids, and Cultural Share.

Municipal Infrastructure

The City of Port Alberni provides a wide range of services to the public.

Roads & Transportation

The City's road network consists of approximately 175 km of paved roadways. From a service capacity perspective almost all roads are adequate to handle current traffic volumes. The majority of roads in

Port Alberni are in excess of forty years old and in many areas reconstruction of original road surfaces is required. Road rehabilitation has been identified as a priority for Capital spending within the next five years.

The City has a pavement management system initiated in the mid 1980's which is used to prioritize maintenance strategies to extend the life of existing roads. In recent years the City has expanded the pavement maintenance strategies used to include crack sealing, sand sealing, and chip sealing as well as asphalt recycling.

There are a total of 10 bridges, in the City of varying age and type. Five are vehicular traffic bridges and five are pedestrian bridges. Most of the vehicular traffic bridges date from the 1950's. Construction to replace the Gertrude Bridge over Kitsuksis Creek commenced in 2015, and rehabilitation of Josephine Street Bridge and Victoria Quay Bridge over Roger Creek is scheduled for 2016.

Waterworks

The City of Port Alberni obtains water from China Creek and Bainbridge Lake and has an intake on the Somass River for use during peak demands. In addition, the City has a storage dam located on Lizard Lake, which feeds a tributary to China Creek. Growth of the City is limited by an inadequate volume in our China Creek and Bainbridge sources. The City and Regional District are jointly investigating development of new regional sources. The state of the waterworks infrastructure is good, and considerable investment has

been made in the last 10 years to upgrade facilities. A major upgrade to the supply main trestles from the China Creek supply began in 2006. Phase 1 of this project was completed in 2008. Phase 2 began in 2009 and was completed in 2011. Capital projects substantially completed in 2015 include the Bainbridge water treatment plant with ultra violet water disinfection treatment. Compliance with Island Health Authority regulations requires that the City upgrade treatment methods.

The condition of the City's 170 km of water mains is generally good, with some deterioration due to age. The condition of asbestos cement mains is being monitored for structural problems.

Storm and Sewer

The City's sanitary sewer utility provides service to approximately 98% of the residences and developments within the City. The collection system in the south portion of the City is mostly combined resulting in combined sewer overflows during rainfall events. The collection system in the northern part of the City is separate. Sewage from the whole City is pumped via 5 pump stations to an aeration lagoon located on the south side of the Somass River. The present treatment facility produces effluent that often fails permit parameters. Bio solids removal from the lagoon was undertaken in 2004. A major upgrade to the Argyle Street Pump station was completed in 2009.

Much of the collection system dates from before the 1950's and television inspection indicates that the general condition is fair. Some

particular areas have serious pipe deterioration and root intrusion and infiltration problems which will be focused on in upcoming capital spending programs.

Continuing inspection will likely reveal more problem areas. Sewer twinning in combined areas is also focused upon with the objective of reducing combined sewer overflows. The City drainage system includes outlets into the Alberni Inlet and Somass River as well as into several creeks within the City boundaries.

In 2013, the City acquired the sewage lagoon from Catalyst Paper, one of the first steps to upgrades planned in 2013 through 2017. Sewage treatment plant upgrades will continue for 2014 through 2018, funded through borrowing and federal grants. Plans include wetland restoration for the old lagoon when the Catalyst lagoon is operational.

Solid Waste

The City operates a residential collection service, and ceased operations of its commercial container collection service in July 2015. Solid waste is taken to the Alberni Valley Landfill operated by the Alberni-Clayoquot Regional District.

Curbside collection of recyclables is provided by Multi-Material BC (MMBC). The Alberni-Clayoquot Regional District operates a central depot on 3rd Avenue.

Cemetery

The City operates and maintains the Greenwood Cemetery, with a

section dedicated as a Field of Honour.

City Hall

The Port Alberni City Hall located at 4850 Argyle was constructed in 1958. Renovations to the roof, heating and lighting systems were completed in 2013. A cedar façade renovation was budgeted in 2015 with local business donations and completed in 2016.

City Hall houses the City Council Chambers and Committee Rooms, as well as the General Administrative Offices on the main floor. The Engineering, Planning, and Economic Development Departments' administration and technical offices are located on the lower floor.

Fire Hall

Port Alberni has one fire hall constructed in 1967 located at 3699 10th Avenue. This building houses the City's Fire Department consisting of 21 fire fighters, four fire trucks and an emergency rescue vehicle. Seismic upgrading of the fire hall was done in 2000.

Public Safety Building

The Public Safety Building at 4444 Morton Street was completed in the fall of 2006. This facility provides a safe and efficient building which houses our RCMP detachment. This \$6 million project was financed through City reserve funds and borrowing. Upgrades in 2014 included a closed circuit video system.

Works Yard

The Works Yard is at 4150 - 6th Avenue and was constructed in 1966. This facility houses the public works operations, parks operations, stores, purchasing, and inventory. Approximately 54 employees are dispatched from the various shops including water, sewer, streets, parks, facilities, and mechanical. A fleet of about 100 vehicles and equipment is maintained in the works yard mechanical shop.

Echo ' 67 Centre

Opened in 1967 as a Canada Centennial project and a celebration of the amalgamation of the Cities of Alberni and Port Alberni, Echo '67 Centre is the hub of community activity in the Alberni Valley. A most versatile facility, Echo Centre contains six meeting and activity rooms ranging in capacity from 33 to 133 persons. Three of these areas can combine into a large banquet, social, or conference setting capable of hosting groups as large as 332 persons. Two well-equipped kitchens are adjacent. The Centre also contains 2 craft studios, a branch of the Vancouver Island Regional Library, the Alberni Valley Museum and Echo Aquatic Centre. The Aquatic Centre facility provides a 25 metre pool, a shallow pool, a tot's pool, a whirlpool, 2 saunas and a fitness studio. Besides public swimming and swim lesson programs, the Aquatic Centre is home to the Tsunami Swim Club. Renovations to the roof, heating and lighting system were completed in 2013.

Community Arena

Construction of the Alberni Valley Multiplex facility was approved in a referendum held in November 1999. It was a \$6.5 million dollar project which saw Alberni Valley residents commit to pay \$5 Million through taxation, while the Arena Society covered the remaining \$1.5 Million through fund raising. As the project developed, the value of the facility increased to more than \$7.4 million due mainly to improvements supported by additional fund raising initiatives by the Arena Society. One of the most significant improvements was the purchase and installation of 1,500 stadium style seats in the Weyerhaeuser Arena.

The main features of the Alberni Valley Multiplex include:

- Two regulation size ice surfaces;
- Seating for 1,500 on the main ice arena;
- Four dressing rooms for each ice surface, and a Junior A hockey team room for the Alberni Valley Bulldogs;
- Fully accessible facility – including all change rooms, upper and lower lounge areas and main arena viewing. An elevator gives access to upper level viewing;
- Heated viewing and food services lounge that overlooks both ice surfaces;
- A sizeable deck off the upper lounge which gives a spectacular view of the Alberni Valley and some of the adjacent playfields.

The facility is equipped with a sound system with acoustic panels in the ceiling of both ice rinks and over ice flooring panels. Energy Audit Upgrades were completed in 2014 with funding from Gas Tax

grants. An office for the Alberni Valley Bulldogs was added in 2015 with funding from the Alberni Valley Community Forest Legacy Committee.

Glenwood Sports Centre

This is a major multi-purpose facility adjacent to both the Fall Fair Grounds and Bob Dailey Stadium field and athletic track. With its very large floor space, Glenwood Centre accommodates regular public roller blade sessions, a batting practice cage, indoor tennis practice courts, and a multitude of dances, socials, and annual community special events. Those events range from exhibitions and dog shows, to Fall Fair exhibits. Energy Audit Upgrades were completed in 2014 with funding from Gas Tax grants.

Gyro Youth Centre

Surrounded by parkland, the Centre houses an activity area for teens, seniors, and other groups. It is equipped with a small kitchen. Tennis courts, a lacrosse box, a spray park, and a children's playground are adjacent to the Centre. A number of upgrades were made to the tennis courts and playground in 2015.

Bob Dailey Stadium

Opened for the City of Port Alberni's hosting of the 1992 B.C. Summer Games, this stadium is the one of the jewels of our outdoor recreation facilities. This 400 metre synthetic surface track is complemented by an infield suitably sized for sports such as soccer, football, field hockey, etc. Areas for high jump, javelin, shot put, and pole vault

events are part of this stadium facility. A grandstand with a seating capacity of 650 overlooks the track and the field, with Mount Arrowsmith providing a spectacular backdrop to the setting. The track was resurfaced in 2013 with funding from Land Sale Reserve. The addition of outdoor exercise equipment is planned for 2016.

Echo Park and Fieldhouse

Echo Park is our major community outdoor recreation complex. It contains three junior baseball fields, six softball diamonds which accommodate soccer fields as well in the fall and winter season, two slow-pitch fields and a skateboard park. Central to these playing fields is the Echo Park Fieldhouse. This facility consists of a lounge/meeting area for up to 60 people, a kitchen/concession area beside the lounge, an outdoor patio/terrace area off the lounge, public washrooms, storage rooms as well as change rooms and an officials' room.

Klitsa Park Baseball Fields

Klitsa Park Baseball Fields were completed in 2010. It features two junior baseball fields and a playground area.

Alberni Harbour Quay

The "Quay" is Port Alberni's well used and popular park-marketplace by the sea. This facility is managed by the Parks, Recreation & Heritage Department. The area includes shops, charter services, seasonal booths and retail marketplace, generating rental revenue for the City. The area includes a park with a picnic area, lawn, Shipwreck

Playground, spray pool and the Clock Tower. The centrepiece of the site is the Babe Gunn "Life Cycle of the Pacific Salmon" stone sculpture in a central fountain.

The Harbour Quay Spirit Square project was completed in 2010, as well as improvements to the Farmers' Market. The project included an extension of the wharf and a boardwalk, providing much more space for waterfront viewing. The improvements to the former "Market Square" included a covered area that will accommodate additional vendors, street lighting, and an entrance canopy.

The "Quay" annually plays host to a number of community events such as the *Our Town Finale*, the *Farmer's Market*, the *Austin Healey Rendezvous*, and various "Show and Shines."

Municipal Computer System

The municipality operates with various municipal software for finance, planning, utilities, elections, parks and recreation program registration, and data management. Implementation of new financial software (Microsoft Dynamics GP) was completed in 2014. Migration to paperless billing is planned for 2016.

CITY OF PORT ALBERNI

SUMMARY OF SERVICES AND REGIONAL RELATIONSHIPS

The City is responsible for the provision of a wide variety of local government services. These include:

- Transportation network (roads, bridges, street cleaning, sidewalks, street lighting, etc. - except the Alberni Highway (#4) which is under Provincial Government jurisdiction.
- Drainage
- Sanitary Sewer Collection System
- Solid Waste Collection
- Waterworks Distribution and Collection System
- Parks
- Recreation and Cultural Facilities Programs
- Library Facilities
- Land Use Planning
- Police and Fire Protection
- Building Permits
- Business Licensing
- Domestic Animal Control
- Bylaw Establishment and Enforcement
- Emergency Preparedness
- Public Transit
- Heritage

Government services that are not the responsibility of the City of Port Alberni include:

- School System (Provincial Government and Local School Board)
- Social and Health Programs (Provincial Government)
- Hospital Care Systems (Provincial Government)
- Real Property Assessments (Provincial Government)
- Recycling Pickup
- Landfill (Alberni-Clayoquot Regional District)
- Municipal Pension Plan (Provincial Plan)
- Debt Marketing (Municipal Finance Authority)
- Flood Control (Provincial Government)
- Library System (Vancouver Island Regional Library)

The City of Port Alberni is represented on the following Regional Boards which provide a variety of services for the residents of Port Alberni:

Alberni-Clayoquot Regional District

Provides landfill operations and recycling services. Debt placement on behalf of the City of Port Alberni through the Municipal Finance Authority

Island Health Authority

Provides Regional Hospital Planning input to the Provincial Government on the Hospital system and raises local capital construction contributions.

Vancouver Island Regional Library

A regionalized library collection and distribution system that provides all of the operational aspects

of a library system. The members provide the local facilities.

City of Port Alberni obtains services from the following organizations:

Municipal Finance Authority

A Provincial organization that provides for marketing, placement and administration of all municipal debt requirements (except the City of Vancouver). This Authority also operates an investment pool on behalf of municipalities.

Royal Canadian Mounted Police (R.C.M.P.)

Contract with the Federal Government to provide police services (police officers); the City provides the clerical support services, custodial guards, and facilities.

B.C. Society for the Prevention of Cruelty to Animals (B.C.S.P.C.A.)

Contract to provide domestic animal pound and shelter services and to operate a large animal pound as required.

Alberni Valley Chamber of Commerce

Contract to provide tourism information to the general public.

Alberni Valley Tourism

A destination tourism marketing organization to promote the Alberni Valley's attractions and events to potential visitors.

The City of Port Alberni issues property tax notices and acts as a collection agent for all property taxes.

- (A) The following organizations' property tax levies are listed on the City's Property Tax Notice; however the City Council does not have control or responsibility over their levy rates, expenditure or operation:

B.C. Assessment
Municipal Finance Authority
Provincial Government School System (Residential and Non-Residential)

- (B) The following organizations' levies are listed on the City's Property Tax Notice, however the City Council does not have control or responsibility over their levy, expenditure or operation, except as a voting member:

Alberni-Clayoquot Regional District
Alberni-Clayoquot Regional Hospital District

This page left blank intentionally

CITY OF PORT ALBERNI

BUDGET PROCESS

BUDGET PROCESS FOR THE YEAR 2015

Bill 88, passed in the fall of 2000, requires municipalities to prepare a Five Year Financial Plan bylaw which is adopted annually, prior to the property tax rates bylaw adoption deadline of May 15. The Plan may be amended at any time by bylaw. Each year, the Financial Plan from the previous year remains in place until the Plan for the current year is adopted. As part of the Plan process, Council must undertake a process of public consultation regarding the Financial Plan before it is adopted. The Community Charter does not specify the format of the public consultation process and it may be varied at Council's discretion to suit the local community.

The year 2015 budget activities began with a public consultation process on the 5 year plan in the form of a public discussion held at Echo Centre in early 2015. In the months following the discussion City Council reviewed the input received both during the discussion and subsequent submissions. In February and March 2015 Council received presentations from City staff on departmental budgets and reports on reserves and debt levels. Council then provided direction for the 2015-2019 five year plan. The five year plan 2015-2019 Bylaw #4870 was adopted April 20, 2015.

**CITY OF PORT ALBERNI
SOURCES AND USES OF CAPITAL FUNDING**

USES OF FUNDING

FIRE PROTECTION:

Tsunami Warning System	\$ 164,308	
------------------------	------------	--

PUBLIC WORKS:

Transportation:

Pickup truck	33,237	
Tandem dump pup trailer	38,062	
Cab guard for Linkbelt excavator	5,214	
Compactor	7,436	
Street sweeper	<u>258,738</u>	342,687

Paving and Road Reconstruction:

9 th Ave – China Creek to Montrose	170,324	
Dunbar St sidewalks and paving	<u>172,209</u>	342,533

Traffic Upgrades:

Stamp Ave & Roger St traffic controller upgrade		21,866
---	--	--------

Storm Drain Construction:

9 th Ave – China Creek to Montrose	82,165	
Kingsway outfall extension to Argyle	299,576	
Haslam Rd – Tebo to Bishop	96,443	
4 th Ave & Neill St	78,524	
Dunbar St	<u>137,792</u>	694,500

Other:

Works Yard fuel system upgrade	24,006	
City Hall parking lot repaving	<u>20,021</u>	44,027

PARKS, RECREATION & CULTURE:

Industrial Heritage Centre – Dust control system	22,628	
McLean Mill log haul & lumber deck	68,148	
Ventrac mower replaced	41,361	
Gyro Recreation Park playground	158,926	
Roger Creek Water Park controller	11,675	

Roger Creek trail development	330,237	
Bob Dailey Stadium outdoor fitness circuit	48,829	
Stirling Park boat trailer parking & upgrades	13,289	
Harbour Quay glass windbreak	6,121	
Harbour Quay parking barriers	3,757	
Harbour Quay washrooms	62,024	
Pickle ball court	32,874	
Abbeyfield roof replacement	267,604	
Glenwood energy audit upgrades	34,027	
Multiplex energy audit upgrades	<u>491,425</u>	1,592,925

ADMINISTRATION:

Webcasting & streaming equipment – Council Chambers	21,872
---	--------

WATER SYSTEM:

Distribution system	392,331
---------------------	---------

SEWER SYSTEM:

Renewals and relines	<u>136,539</u>
----------------------	----------------

\$ 3,753,588

SOURCES OF FUNDING

Revenue Funds	\$ 1,614,329
Equipment Replacement Reserve Fund	384,048
Land Sale Reserve Fund	75,313
Capital Reserves	150,000
Government Grants (Gas Tax)	1,030,245
Other Sources	<u>499,653</u>
	<u>\$ 3,753,588</u>

This page left blank intentionally

FINANCIAL SECTION

This page left blank intentionally

**CITY OF PORT ALBERNI
INDEX TO FINANCIAL STATEMENTS
DECEMBER 31, 2015**

AUDITORS' REPORT

Statements

Consolidated Statements

Consolidated Statement of Financial Position.....	A
Consolidated Statement of Operations.....	B
Consolidated Statement of Change in Net Financial Assets.....	C
Consolidated Statement of Cash Flows.....	D

Notes to Financial Statements

Schedules

Supporting Schedules

Tangible Capital Assets.....	1
Segmented Information.....	2
Debenture Debt.....	3
Tax Levies and Grants in Lieu of Taxes.....	4
General Government Expenditures.....	5
Protective Services.....	6
Transportation Services.....	7
Recreation and Cultural Services.....	8
Sale of Services.....	9
Other Revenue from Own Sources.....	10
Sewer and Water Utilities.....	11

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of the City of Port Alberni

I have audited the accompanying financial statements of the City of Port Alberni, which comprise the consolidated statement of financial position as at December 31, 2015 and the consolidated statements of operations, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express an opinion on these consolidated financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

(continues)

Opinion

In my opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the City of Port Alberni as at December 31, 2015 and the results of its operations and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

My audit was made for the purpose of forming and opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included in Schedules I through II is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

R. Anderson & Associates Inc.

Port Alberni, BC
June 21, 2016

CHARTERED PROFESSIONAL ACCOUNTANTS

This page left blank intentionally

CONSOLIDATED FINANCIAL STATEMENTS

This page left blank intentionally

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF FINANCIAL POSITION (STATEMENT A)
FOR THE YEAR ENDED DECEMBER 31, 2015
(with comparative figures for 2014)

	<u>2015</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>
FINANCIAL ASSETS:		
Cash (Note 2)	\$ 26,646,089	\$ 27,970,456
Accounts receivable (Note 4)	5,141,924	4,001,043
Inventory for resale (Note 2)	28,265	30,862
Long Term Investments (Note 9)	<u>2,161,231</u>	<u>1,062,445</u>
	<u>33,977,509</u>	<u>33,064,806</u>
LIABILITIES:		
Interim capital financing	-	2,225,000
Accounts payable and accrued liabilities (Note 6)	5,123,795	5,301,182
Deferred revenue (Note 7)	3,861,206	2,739,087
Refundable deposits	370,325	372,310
Debenture debt (Note 8, Schedule 3)	<u>11,147,582</u>	<u>8,611,376</u>
	<u>20,502,908</u>	<u>19,248,955</u>
NET FINANCIAL ASSETS	<u>13,474,601</u>	<u>13,815,851</u>
NON-FINANCIAL ASSETS:		
Inventory of supplies (Note 2)	456,811	414,632
Prepaid expenses	1,483,308	1,433,054
Tangible Capital Assets (Notes 2 and 13, Schedule 1)	104,483,585	100,204,635
Intangible assets (Note 2)	<u>137,778</u>	<u>155,000</u>
	<u>106,561,482</u>	<u>102,207,321</u>
ACCUMULATED SURPLUS	<u>\$ 120,036,083</u>	<u>\$ 116,023,172</u>

Cathy Rothwell

Cathy Rothwell
Director of Finance

The notes to the financial statements are an integral part of this statement.

This page left blank intentionally

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF OPERATIONS (STATEMENT B)
FOR THE YEAR ENDED DECEMBER 31, 2015
 (with comparative figures for 2014)

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
REVENUES:			
Taxes (Schedule 4)	\$ 21,808,437	\$ 21,854,111	\$ 21,354,953
Sale of services (Schedule 9)	8,427,006	8,863,836	8,853,719
Other revenue from own sources (Schedule 10)	651,640	1,438,981	1,868,120
Investment income	241,950	309,796	286,558
Grants (Note 11)	1,092,500	3,395,538	1,747,708
Developer contributions	-	1,226,328	62,583
Sale of property and equipment	-	344,945	25,351
Gain (loss) on disposal of assets	-	(84,592)	(16,011)
	<u>32,221,533</u>	<u>37,348,943</u>	<u>34,182,981</u>
EXPENSES:			
General government (Schedule 5)	3,441,174	3,897,542	3,970,532
Protective services (Schedule 6)	10,080,755	9,775,488	9,607,691
Transportation services (Schedule 7)	4,229,263	5,607,707	5,860,288
Environmental health services	898,901	1,014,982	1,132,995
Environmental development	951,377	908,791	943,186
Recreation and cultural services (Schedule 8)	6,477,923	7,300,586	7,503,696
Interest	679,254	311,363	313,042
Debt reserve	40,500	50,227	2,365
Water utility (Schedule 11)	1,414,549	2,099,625	1,848,594
Sewer utility (Schedule 11)	1,152,240	1,524,911	1,456,312
Cost of sales and service	-	844,810	29,979
	<u>29,365,936</u>	<u>33,336,032</u>	<u>32,668,680</u>
ANNUAL SURPLUS	2,855,597	4,012,911	1,514,301
Accumulated surplus - beginning of year - restated (Note 15)	<u>116,023,172</u>	<u>116,023,172</u>	<u>114,508,871</u>
ACCUMULATED SURPLUS - END OF YEAR	<u>\$118,878,769</u>	<u>\$120,036,083</u>	<u>\$116,023,172</u>

The notes to the financial statements are an integral part of this statement.

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (STATEMENT C)
FOR THE YEAR ENDED DECEMBER 31, 2015
 (with comparative figures for 2014)

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
ANNUAL SURPLUS	\$ (412,600)	\$ 4,012,911	\$ 1,514,301
Acquisition of tangible capital assets	-	(9,225,631)	(5,600,195)
Amortization	15,299	4,788,134	4,342,164
(Gain) loss on disposal of assets	-	84,592	16,011
Proceeds from sale of assets	-	81,176	63,400
	<u>(397,301)</u>	<u>(258,818)</u>	<u>335,681</u>
Acquisition of supply inventory		(456,811)	(414,632)
Acquisition of prepaid expenses		(1,483,307)	(1,443,054)
Consumption of inventory of supplies		414,632	390,718
Use of prepaid expenses		<u>1,443,054</u>	<u>1,393,566</u>
		<u>(82,432)</u>	<u>(73,402)</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS		(341,250)	262,279
NET FINANCIAL ASSETS - BEGINNING OF YEAR		<u>13,815,851</u>	<u>13,553,572</u>
NET FINANCIAL ASSETS - END OF YEAR		<u>\$ 13,474,601</u>	<u>\$ 13,815,851</u>

The notes to the financial statements are an integral part of this statement.

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CASH FLOWS (STATEMENT D)
FOR THE YEAR ENDED DECEMBER 31, 2015
 (with comparative figures for 2014)

	<u>2015</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>
OPERATING ACTIVITIES:		
Annual surplus for the year	\$ 4,012,911	\$ 1,514,301
Non-cash items		
Add: amortization of tangible capital assets	4,788,134	4,342,164
Add: loss on disposal of tangible capital assets	84,592	16,011
(Increase) decrease in investment	(1,098,789)	533,856
(Increase) inventory of supplies	(42,179)	(23,914)
(Increase) prepaid expenses	(50,253)	(39,485)
Deduct: developer contributions	(1,226,328)	62,583
Changes in working capital balances		
Accounts receivable	(1,140,881)	(315,466)
Inventory for resale	2,597	(9,690)
Accounts payable and accrued liabilities	(177,387)	(540,383)
Deferred revenue	1,122,119	475,473
Refundable deposits	<u>(1,985)</u>	<u>41,161</u>
	<u>6,272,551</u>	<u>6,056,611</u>
FINANCING ACTIVITIES:		
Proceeds from temporary borrowing	-	2,225,000
Repayment of temporary borrowing	(2,225,000)	(5,000,000)
Proceeds from long term debt	2,912,000	5,750,000
Repayment of long term debt	<u>(375,794)</u>	<u>(262,597)</u>
	<u>311,206</u>	<u>2,712,403</u>
CAPITAL ACTIVITIES:		
Acquisition of tangible capital assets	(7,353,591)	(4,036,106)
(Increase) decrease in work-in-progress	(635,709)	(1,776,362)
Proceeds from sale of assets	<u>81,176</u>	<u>63,400</u>
	<u>(7,908,124)</u>	<u>(5,749,068)</u>
(DECREASE) INCREASE IN CASH FLOW	(1,324,367)	3,019,946
Cash and short term investments - beginning of year	<u>27,970,456</u>	<u>24,950,510</u>
CASH AND SHORT TERM INVESTMENTS - END OF YEAR	\$ <u>26,646,089</u>	\$ <u>27,970,456</u>

The notes to the financial statements are an integral part of this statement.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

1. General

The City of Port Alberni (the "City") is a municipality in the Province of British Columbia and operates under the provisions of the Community Charter. The activities of the corporation are carried out through the following funds: General Revenue Fund, General Capital Fund, Reserve Funds, Water Revenue Fund, Water Capital Fund, Sewer Revenue Fund, and Sewer Capital Fund.

In December, 2009 the City of Port Alberni incorporated a company known as Alberni Valley Community Forest Corporation. The City retains full ownership of the company. Alberni Valley Community Forest Corporation general operations include forestry and business activities associated with forestry including harvesting and selling timber and non-timber forest products.

2. Summary of Significant Accounting Policies

The accounting policies of the City conform to generally accepted accounting principles as applicable to British Columbia municipalities. The financial statements have been prepared using guidelines issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

Basis of Presentation

The City practises fund accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds currently in use are:

- 1) **General Revenue Funds** – to account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the City's operating fund including collection of taxation, administering operations, roads, policing, fire protection etc.
- 2) **Capital Funds** – to account for all capital assets and unfunded work-in-progress of the City and offset by long-term debt and investment in capital assets.
- 3) **Reserve Funds** – to account for activities within designated funds established for specific purposes with the approval of the Ministry of Community Development. The funds are governed by bylaws defining their purpose, and are funded primarily by budgetary contributions from the General Revenue Fund plus interest earned on the fund balances.
- 4) **Water and Sewer Funds** – to account for operations that are financed and operated in a manner similar to private business operations, where the intent is that costs of providing the services on a continuing basis be financed through user charges.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

Consolidated Financial Statements – the General Revenue Fund, Water Revenue Fund, Sewer Revenue Fund, General Capital Fund, Water Capital Fund, Sewer Capital Fund, Parkland Acquisition Reserve Fund, Equipment Replacement Reserve Fund, Capital Works Reserve Fund, Land Sale Reserve Fund, Development Cost Charges Fund, and Carbon Trust Fund belong to one economic entity under control of City Council.

The consolidated financial statements reflect the removal of internal transactions and balances. The Cemetery Trust Fund administered by the City is specifically excluded from the consolidated financial statement.

Basis of Accounting – Revenues and expenses are recorded on the accrual basis, except for cash flow information, in accordance with International Financial Reporting Standards (IFRS), replacing Generally Accepted Accounting Principles (Canadian GAAP). Revenues and expenses are recorded in the period that the events or transactions giving rise to the revenues and expenses occur.

Tangible Capital Assets – effective 2008 the City adopted the provisions of PSAB Accounting Handbook Section 3150 that required that tangible capital assets be recorded at cost and amortized over their useful lives.

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition, construction, or interest from financing of the tangible capital asset. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset. Assets under construction are not amortized. Contributed tangible capital assets are recorded as revenue at fair value at the time of contribution.

Estimated useful lives of tangible capital assets are as follows:

Land improvements	10 to 20 years
Buildings (including building components)	25 to 40 years
Machinery and equipment	5 to 30 years
Engineering structures	30 to 75 years
Storm systems	45 to 75 years
Transportation systems	15 to 60 years
Water systems	8 to 75 years
Sewer systems	8 to 75 years

Tangible capital assets do not include works of art or historical treasures. Costs related to the acquisition of such items are expensed in the year in which they are acquired.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

Revenue and Expense Recognition

- 1) **Taxation** – taxes are recognized as revenue in the year they are levied. Taxes may be adjusted by the Province by way of supplementary roll adjustments through the BC Assessment appeal process. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.
- 2) **Sales of services** – charges for water and sewer usage, solid waste collection and recreation programs and admissions are recorded as sales of services.
- 3) **Other revenue** – includes permit and licence fees, fines, and penalty charges.
- 4) **Investment income** – the City invests in pooled funds of the Municipal Finance Authority of BC. The Municipal Finance Authority distributes earnings of these funds to its investors from time to time based on the market value of the pool. The City recognizes only its share of the realized earnings of the pool. This revenue is recorded as investment income and the amount is added to the cost of the units held. To the extent that financial instruments have no stated rate of return investment income is recognized as it is received.
- 5) **Grants** – are recognized as revenues in the period that the events giving rise to the transfer occur.
- 6) **Expenses** - are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due.

Cash and Short Term Investments – cash consists of funds situate in till floats, ATMs, and bank accounts. Short term investments are considered cash equivalents when there is a maturity date of less than 90 days. All short term investments held by the City consist of money market funds, and are readily available. Short term investments are recorded at cost. Cash and short term investments as at December 31, 2015 were comprised as follows:

	<u>2015</u>	<u>2014</u>
Cash	\$ 2,909,562	\$ 2,138,592
Short Term Investments	<u>23,736,527</u>	<u>25,831,864</u>
	<u>\$ 26,646,089</u>	<u>\$ 27,970,456</u>

Inventories – inventories of materials and supplies are valued at cost with an allowance made for damaged or obsolete goods. Inventories for resale are classified as Financial Assets. Inventories of supplies for internal use are classified as Non-Financial Assets and are expensed in the year of acquisition.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

Contributed Tangible Capital Assets – land developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks and drainage, etc. At the end of the warranty period, they are turned over to the City for no consideration. The City is not involved in the construction and does not budget for either the contribution from the developer or the capital expenditure in its annual bylaw.

Intangible Assets - Intangible assets consist of the fair value of a permanent lease acquired for access to properties on which sewage infrastructure is situated. Amortization will be recorded over the remaining term of the lease plus one renewal term. No amortization has been recorded prior to 2015 as the infrastructure was not in use until 2015.

Reserve Accounts – reserves for future expenditures are non-statutory reserves, which represent an allocation of revenue for specific purposes.

Employee Future Benefits - The City and its employees participate in a Municipal Pension Plan. The Plan is a multi-employer contributory defined benefit pension plan. Payments in the year are expensed. Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefit costs as employees earn the future benefits.

Use of Estimates/Measurement Uncertainty – the preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring use of management estimates relate to the useful lives of tangible capital assets for calculation of amortization, determination of employee future benefits, collectability of accounts receivable, and provisions for contingencies.

Financial Instruments – the City's financial instruments consist of cash and temporary investments, portfolio investments, accounts receivable, other assets, accounts payable and accrued liabilities, refundable deposits and long term debt. Unless otherwise indicated, it is management's opinion that the City is not exposed to any significant interest, credit, or currency risks arising from these financial instruments.

Adoption of New Accounting Policy - on January 1, 2015, the City adopted PS 3260 Liability for Contaminated Sites. The standard was applied on a retroactive basis to January 1, 2014 and did not result in any adjustments to financial liabilities, tangible capital assets or accumulated surplus of the City.

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

3. Trust Funds

The City holds trust funds under British Columbia law for the purposes of maintaining a public cemetery. This fund is excluded from the consolidated statement of financial position and is comprised of the following:

	<u>2014</u>				<u>2015</u>
	Balance	Interest	Receipts	Expenditures	Balance
Cemetery Trust	\$ <u>165,944</u>	\$ <u>2,364</u>	\$ <u>3,455</u>	\$ <u>(10,316)</u>	\$ <u>161,447</u>

4. Accounts Receivable

	<u>2015</u>	<u>2014</u>
Property taxes	\$ 1,024,817	\$ 983,931
Provincial government	4,464	1,965
Federal government	22,378	14,380
General	<u>4,090,265</u>	<u>3,000,767</u>
	\$ <u>5,141,924</u>	\$ <u>4,001,043</u>

5. Municipal Finance Authority Debt Reserve Fund

The Municipal Finance Authority of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of a debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The Authority pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. When this occurs the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The proceeds from these discharges will be credited to income in the year they are received. As at Thursday, December 31, 2015 the total investment of the Debt Reserve Fund was comprised of:

	<u>2015</u>	<u>2014</u>
General Revenue	\$ 175,638	\$ 147,953
Water Revenue	41,759	-
Sewer Revenue	<u>169,843</u>	<u>222,990</u>
	\$ <u>387,240</u>	\$ <u>370,943</u>

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

6. Accounts Payable and Accrued Liabilities

	<u>2015</u>	<u>2014</u>
Due to senior governments	\$ 3,469	\$ 1,461
Other local governments	599	16,111
Trade accounts	2,700,089	2,611,678
Salaries and wages	524,813	850,513
Accrued debenture interest	90,034	104,187
Accrued employee benefits	<u>1,804,791</u>	<u>1,717,232</u>
	<u>\$ 5,123,795</u>	<u>\$ 5,301,182</u>

Employee future benefits:

The City provides benefits for sick leave, vacation pay and certain retirement benefit arrangements to its employees.

a) Retirement benefit payments

The City provides retirement benefits to qualifying employees who cease employment with the City after a specified length of service. Retirement benefits are estimated for individual employees as per the appropriate collective agreement, based on estimated salary costs at the time of anticipated retirements, and discounting expected pay-outs over estimated years of service.

	<u>2015</u>	<u>2014</u>
Benefit liability - beginning of year	\$ 577,353	\$ 547,753
Add: current service costs	39,300	38,000
interest on accrued benefit obligation	22,800	22,600
amortization of actuarial loss	10,100	11,200
Less Benefits paid	<u>(49,100)</u>	<u>(42,200)</u>
Benefit liability - end of year	600,453	577,353
Add ERIP reserve	93,000	93,000
Unamortized actuarial loss (gain)	<u>47,847</u>	<u>57,947</u>
Accrued benefit obligation - end of year	<u>\$ 741,300</u>	<u>\$ 728,300</u>

The retirement liability requires no contribution from the employees.

	<u>2015</u>	<u>2014</u>
b) Accrued vacation liability as at Thursday, December 31, 2015	<u>\$ 933,491</u>	<u>\$ 858,932</u>

c) Accumulated sick leave liability

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

the appropriate collective agreement. Sick leave for management employees does not accumulate. At Thursday, December 31, 2015 this liability is estimated at \$130,000 (2012 - \$130,000)

d) Employee benefit obligations:

	<u>2015</u>	<u>2014</u>
Accrued Retirement Benefits	\$ 741,300	\$ 728,300
Accrued Vacation Payable	933,491	858,932
Accum. Sick Leave Liability	<u>130,000</u>	<u>130,000</u>
	<u>\$ 1,804,791</u>	<u>\$ 1,717,232</u>

The Employee Benefit Obligations liability was determined by actuarial valuation, with the exception of accrued vacation pay, which is recorded at actual. The actuarial valuation was performed by AON Hewitt in accordance with sections PS3250 and PS3255 of the CPA Canada Public Sector Accounting handbook. Actuarial valuations for accounting purposes are performed triennially using the projected accrued benefit cost method. The most recent valuation was completed December 31, 2014. The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation are as follows:

Discount rates	3.50% per annum
Expected future inflation rates	2.25% per annum
Expected wage and salary increases	2.50% per annum

7. Deferred Revenue

Capital grants are restricted to spending on capital project expenses. Other deferred revenue is not restricted. Federal Gas Tax Agreement funding has broad guidelines for use for projects that result in cleaner air, cleaner water, or decreased greenhouse gas emissions.

	<u>2015</u>	<u>2014</u>
Capital grants, opening balance	\$ 133,170	\$ 60,530
Capital projects in progress, end of year	1,223,694	78,740
Capital projects completed during year	<u>(74,240)</u>	<u>(5,500)</u>
Capital grants, ending balance	1,283,224	133,770
Prepaid property taxes	987,082	880,440
Other	518,565	356,716
Federal Gas Tax Agreement	<u>1,072,335</u>	<u>1,368,161</u>
	<u>\$ 3,861,206</u>	<u>\$ 2,739,087</u>

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

8. Debenture Debt

All debenture debt is owed to the Municipal Finance Authority of British Columbia, and is reported at gross amount. The City has no debt assumed by others on its behalf, and has assumed no debt for others.

The annual principal and interest requirements for the next five years as of Thursday, December 31, 2015 are as follows:

		Principal	Interest	Total
2016	\$	298,471	\$ 365,811	\$ 664,282
2017		254,557	295,628	550,185
2018		254,557	295,628	550,185
2019		254,557	295,628	550,185
2020		254,557	295,628	550,185

9. Long Term Investments

The City of Port Alberni owns 100% of the issued and outstanding shares of Alberni Valley Community Forest Corporation. The original investment is recorded at cost, and accumulated earnings to date are recorded on the equity basis.

	<u>2015</u>	<u>2014</u>
Alberni Valley Community Forest Corporation		
Shares	\$ 1	\$ 1
Accumulated earnings to date	<u>2,161,230</u>	<u>1,062,444</u>
	<u>\$ 2,161,231</u>	<u>\$ 1,062,445</u>

10. Expenses by Object

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Salaries Wages and Benefits	\$ 14,099,861	\$ 15,006,477	\$ 14,196,562	\$ 13,996,077	\$ 14,011,368
Debt Servicing	372,593	325,003	266,266	248,810	248,658
RCMP Contract	4,677,793	4,338,968	4,328,960	4,483,615	3,978,661
Grants	124,900	113,440	102,904	141,376	97,956
Other Contracts	1,296,074	1,219,318	1,303,941	1,362,344	1,413,647
Goods and Services	7,976,677	7,323,310	7,322,267	6,817,219	6,880,855
Amortization	<u>4,788,134</u>	<u>4,342,164</u>	<u>4,040,821</u>	<u>3,775,049</u>	<u>3,694,491</u>
	<u>\$ 33,336,032</u>	<u>\$ 32,668,680</u>	<u>\$ 31,561,721</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,636</u>

CITY OF PORT ALBERNI
 NOTES TO FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2015

11. Grants and Transfers

	<u>2015</u>	<u>2014</u>
Operating Grants		
Federal		
Gas Tax - Liquid Waste Management Plan	-	39,026
Total Federal Grants	-	39,026
Provincial		
Strategic Community & Revenue Sharing	\$ 489,164	\$ 489,164
Community Gaming	390,000	444,500
BC Arts Council - Museum	65,000	65,000
Water Study	-	10,000
Age Friendly Community Projects & Planning	-	5,686
Total Provincial Grants	944,164	1,014,350
Total Government Operating Grants	944,164	1,053,376
Local - Alberni-Clayoquot Regional District		
Economic Development	28,833	27,833
Local - Port Alberni Port Authority		
Waterfront North Study	-	22,391
Capital		
Federal		
Federal Gas Tax Revenue (UBCM)	1,951,719	280,050
RCMP	-	14,723
Provincial		
BC Hydro Power Smart Incentive Program	-	108,615
Ministry of Transportation and Infrastructure-Bike BC	70,000	-
	2,021,719	403,388
Total Government Grants and Transfers	2,994,716	1,506,988
Other Grants - Non-Government	400,822	240,720
Total Grants and Transfers	3,395,538	1,747,708

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

12. Contingent Liabilities

Regional District Debt

Debt issued by the Regional District of Alberni Clayoquot is a direct joint and several liability of the District and each member municipality including the City.

Claim for Damages

In the normal course of a year, the City is faced with lawsuits and other claims for damages of diverse nature. At year end, the City's estimated exposure for such liabilities is not considered to be significant. The City carries general liability insurance with a private insurance carrier in the amount of \$5 million, plus an umbrella liability policy in the amount of \$45 million. When claims are paid the expense is charged to the General Government expense category.

Pension Liability

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2015 with results available in 2016.

Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City of Port Alberni paid \$1,182,500 (\$1,119,482 in 2014) for employer contributions to the plan in fiscal 2015, which represents 0.07% of the total plan contributions. The City expects to pay approximately \$1,206,000 for employer contributions for 2016. Employees contributed \$981,217 to the plan in fiscal 2015 (\$925,889 in 2014).

CITY OF PORT ALBERNI
 NOTES TO FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2015

13. **Tangible Capital Assets**

Tangible Capital Assets are stated at net book value.

	<u>2015</u>	<u>2014</u>
Land	\$ 3,883,555	\$ 3,731,840
Land Improvements	5,112,840	4,837,863
Buildings	20,409,380	20,457,499
Machinery and Equipment	5,413,261	5,815,224
Engineering Structures	2,207,073	1,767,213
Storm Drains	14,185,496	13,808,057
Transportation	10,122,363	10,637,170
Water	20,489,730	16,921,392
Sewer	<u>18,717,406</u>	<u>18,921,605</u>
	100,541,104	96,897,863
Work-in-progress - assets under construction not being amortized	<u>3,942,481</u>	<u>3,306,772</u>
	<u>\$ 104,483,585</u>	<u>\$ 100,204,635</u>

For more information on additions, disposals, and amortization, refer to Schedule 1 (Schedule of Tangible Assets)

There were no writedowns of tangible capital assets in 2015 (2014 - \$ nil). Contributed assets recognized in 2015 were \$60,450 (2014 - \$63,240) recorded at fair market value at the end of the warranty period. These include land, transportation, storm, sewer and water infrastructure. Interest capitalized in 2015 was \$125,304 (2014 - \$47,756). No amortization has been recorded on assets not in use in 2015.

14. **Segmented Information**

The City of Port Alberni provides a wide range of services to its citizens including police, fire, recreation, roads, sewer and water. For reporting purposes the City's operations and activities are organized and reported by Fund as described in Note 1. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide are as follows:

General government services

General government provides internal support services to Council and other departments who provide direct services to its citizens. General government consists of governance, corporate management and program support. Internal departments include Legislative (Council), City Manager's Office, City Clerk's Department, Financial Services, Information Services and Human Resources.

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

Protective services - Police, Fire, and Building Inspection

The Royal Canadian Mounted Police is Canada's national police service. They are committed to preserving the peace, upholding the law and providing quality service in partnership with Canadian communities and for all Canadian citizens. The mandate of the Port Alberni Fire Department is to provide fire suppression services; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders. Building inspection services are provided in order to assist residents and builders in constructing projects which meet minimum construction standards.

Transportation services

The Public Works Department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, traffic control and street lighting.

Environmental health services

The function of environmental health services is to provide for the collection and disposal of solid waste as well as providing cemetery services to the citizens of Port Alberni.

Environmental and economic development

Environmental development provides services relating to planning, economic development and tourism. The Planning Department develops and administers land use regulations to ensure an orderly and well planned community. Economic Development includes responsibilities for diversification of the economy through business retention, business attraction and marketing key properties owned by the City.

Recreation and cultural services

The mission of the Parks and Recreation Department is to enrich the quality of life of residents and visitors. The parks, facilities, programs and services are designed and delivered to provide the greatest benefit to the community as a whole. The Museum Department works with the community to collect, document, preserve and present all aspects of the cultural heritage of the Alberni Valley and West Coast of Vancouver Island. Cultural services also contribute towards the information needs of citizens through the provision of library services in partnership with the Vancouver Island Regional Library.

Water utility

The Water Department provides for the supply and treatment of safe drinking water to the citizens of Port Alberni.

Sewer utility

The Sewer Department provides for the collection and treatment of wastewater.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2. For additional information see Segmented Information (Schedule 2).

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

15. Prior Period Adjustment

Subsequent to the issue of the December 31, 2014 consolidated financial statements, accounting errors were discovered with regards to allocation of certain balance sheet amounts expensed; omission of accrued debenture interest expense; and historical cost corrections to tangible capital assets as a result of an internal capital asset audit. The corrections are as follows:

2014 Accumulated Surplus

Accumulated surplus, as previously reported	\$ 113,722,306
Add: Corrections of historical capital costs	2,366,324
Less: Deferred revenue closed to profit & loss	(8,253)
Debt interest and borrowing costs not expensed	(57,205)
	-
Accumulated surplus, as restated	<u>\$ 116,023,172</u>

16. Comparative Figures

Certain of the comparative figures have been reclassified to conform with the current presentation.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

17. Accumulated Surplus

Accumulated surplus consists of individual fund surplus, surplus invested in tangible capital assets and reserve fund and accounts as follows:

	<u>2015</u>	<u>2014</u>
Operations		
General	\$ (9,381,347)	\$ (6,678,385)
Water	3,635,708	2,088,394
Sewer	194,705	(272,520)
	<u>(5,550,934)</u>	<u>(4,862,511)</u>
Capital		
General	12,705,046	11,771,894
Water	1,065,980	3,172,076
Sewer	2,035,266	1,138,256
	<u>15,806,292</u>	<u>16,082,226</u>
Equity in tangible capital assets		
General	60,133,095	58,723,627
Water	18,863,332	16,508,966
Sewer	14,477,351	14,382,665
	<u>93,473,778</u>	<u>89,615,258</u>
Reserves		
Reserve funds - statutory		
Parkland Acquisition	37,529	138,906
Capital Works	1,255,809	1,356,256
Equipment Replacement	4,981,668	4,623,632
Land Sale	499,659	461,259
Development Cost Charges	161,308	147,371
Carbon Fund	341,117	266,923
Alberni Valley Community Forest Corporation Reserve	62,486	-
Reserve funds - unrestricted		
General Fund - projects and purchases	3,275,780	2,223,514
Loss on taxation	1,351,000	1,351,000
Museum purchases	48,040	53,494
RCMP - contract surplus	1,000,000	332,770
Parks and Recreation building	1,699,471	1,249,994
Water Fund - projects and purchases	1,253,080	2,643,080
Sewer Fund - projects and purchases	340,000	340,000
	<u>16,306,947</u>	<u>15,188,199</u>
	<u>\$ 120,036,083</u>	<u>\$ 116,023,172</u>

This page left blank intentionally

SUPPORTING SCHEDULES

This page left blank intentionally

CITY OF PORT ALBERNI
SCHEDULE OF TANGIBLE CAPITAL ASSETS (SCHEDULE 1)
AT DECEMBER 31, 2015

	ASSETS				ACCUMULATED AMORTIZATION				NET BOOK	
	Balance December 31, 2014 (Restated)	2015 Additions	2015 Disposals	Balance December 31, 2015	Balance December 31, 2014 (Restated)	2015 Additions	2015 Disposals	Balance December 31, 2015	NET BOOK VALUE 2015	NET BOOK VALUE 2014 (Restated)
Land	\$ 3,731,840	\$ 206,896	\$ 55,181	\$ 3,883,555	\$ -	\$ -	\$ -	\$ -	\$ 3,883,555	\$ 3,731,840
Land Improvements	10,369,288	643,212	33,066	10,979,434	5,531,424	368,236	33,066	5,866,594	5,112,840	4,837,863
Buildings	34,888,876	923,208	94,553	35,717,531	14,431,375	943,885	67,111	15,308,149	20,409,382	20,457,499
Machinery & Equipment	13,289,213	455,353	505,799	13,238,767	7,473,989	803,019	451,498	7,825,510	5,413,257	5,815,224
Engineered Structures	3,033,609	495,174	193,900	3,334,883	1,266,396	32,046	170,632	1,127,810	2,207,073	1,767,213
Storm Drains	20,585,695	660,283	-	21,245,978	6,777,638	282,843	-	7,060,481	14,185,497	13,808,057
Transportation	41,554,866	342,533	11,942	41,885,457	30,917,696	857,339	11,942	31,763,093	10,122,364	10,637,170
Water	30,436,320	4,258,417	39,517	34,655,220	13,506,314	698,693	39,517	14,165,490	20,489,730	16,921,392
Sewer	27,231,668	259,202	3,032	27,487,838	8,310,063	463,118	2,749	8,770,432	18,717,406	18,921,605
Work in progress	3,306,772	3,942,481	3,306,772	3,942,481	-	-	-	-	3,942,481	3,306,772
	<u>\$ 188,428,147</u>	<u>\$ 12,186,759</u>	<u>\$ 4,243,762</u>	<u>\$ 196,371,144</u>	<u>\$ 88,214,895</u>	<u>\$ 4,449,179</u>	<u>\$ 776,515</u>	<u>\$ 91,887,559</u>	<u>\$ 104,483,585</u>	<u>\$ 100,204,635</u>

Financial Statements

CITY OF PORT ALBERNI SEGMENTED INFORMATION (SCHEDULE 2) FOR THE YEAR ENDED DECEMBER 31, 2015

	General Government	Protective Services	Transportation Services	Environmental Health Services	Environmental & Economic Development
Revenue					
Taxes	\$ 21,854,111	\$ -	\$ -	\$ -	\$ -
Sales of services	46,251	532,996	372,021	966,347	139,065
Other revenue from own sources	273,329	178,395	-	11,360	136,364
Investment income	211,067	-	-	-	-
Grants	891,449	15,000	-	-	28,833
Developer contributions	-	-	-	-	-
Gain/loss on disposal of assets	-	-	-	-	-
Other	-	-	-	-	-
Total revenue	23,276,207	726,391	372,021	977,707	304,262
Expenses					
Operating:					
Salaries, wages and benefits	2,182,283	4,007,080	2,296,566	406,143	425,437
Debt servicing	35,674	186,480	-	-	-
RCMP contract	-	4,677,793	-	-	-
Grants	40,900	-	-	-	84,000
Other contracts	67,841	141,048	1,037,060	-	50,124
Goods and services	1,474,829	609,998	345,451	605,318	182,499
	3,801,527	9,622,399	3,679,077	1,011,461	742,060
Amortization	237,088	346,934	1,928,705	3,520	54,500
Total expenses	4,038,615	9,969,333	5,607,782	1,014,981	796,560
Excess (deficiency) in revenue over expenses	\$ 19,237,592	\$ (9,242,942)	\$ (5,235,761)	\$ (37,274)	\$ (492,298)

**CITY OF PORT ALBERNI
SEGMENTED INFORMATION (SCHEDULE 2)
FOR THE YEAR ENDED DECEMBER 31, 2015**

Recreation and Cultural Services	Water Utility	Sewer Utility	Other Funds	Consolidated 2015	Budget 2015	Consolidated 2014
\$ -	\$ -	\$ -	\$ -	\$ 21,854,111	\$ 21,808,437	\$ 21,354,953
1,416,037	2,527,846	2,068,218	795,055	8,863,836	8,427,006	8,853,719
-	30,741	25,114	783,678	1,438,981	651,640	1,868,120
-	387	1,719	96,623	309,796	241,950	286,558
139,181	-	-	2,321,075	3,395,538	1,092,500	1,747,708
-	-	-	1,226,328	1,226,328	-	62,583
-	-	-	(84,592)	(84,592)	-	(16,011)
-	-	-	344,945	344,945	-	25,351
1,555,218	2,558,974	2,095,051	5,483,112	37,348,943	32,221,533	34,182,981
3,696,528	693,233	392,591	-	14,099,861	15,223,812	15,006,478
-	64,196	86,243	-	372,593	538,818	325,002
-	-	-	-	4,677,793	5,091,474	4,338,968
-	-	-	-	124,900	94,608	113,440
-	-	-	-	1,296,073	1,672,507	1,408,611
2,576,935	705,403	631,435	844,810	7,976,678	6,729,418	7,134,017
6,273,463	1,462,832	1,110,269	844,810	28,547,898	29,350,637	28,326,516
1,015,990	700,512	500,885	-	4,788,134	15,299	4,342,164
7,289,453	2,163,344	1,611,154	844,810	33,336,032	29,365,936	32,668,680
\$ (5,734,235)	\$ 395,630	\$ 483,897	\$ 4,638,302	\$ 4,012,911	\$ 2,855,597	\$ 1,514,301

**CITY OF PORT ALBERNI
DEBENTURE DEBT - SCHEDULE 3**

ALL FUNDS AT DECEMBER 31, 2015 - SHOWING REQUIREMENTS FOR PRINCIPAL AND INTEREST FOR 2016

Security Issuing Bylaw	Purpose	Original Issue	Amount Outstanding Dec. 31, 2015	Term in Years	Annual Interest Rate	Maturity Date	2016 Requirements Interest	2016 Requirements Principal	2015 Sinking Fund Addition	Debt Reserve Cash Balance Dec. 31, 2015
4280	General	98,120	7,498	20	4.43%	25-Sep-16	4,347	2,967	4,174	3,751
4575		3,375,064	2,517,414	25	1.75%	19-Apr-31	108,171	81,042	29,870	47,494
4807		428,300	421,123	30	3.00%	14-Oct-44	12,075	7,177	-	4,157
4846		912,000	912,000	20	2.20%	8-Apr-35	20,064	32,249	-	9,297
		<u>4,813,484</u>	<u>3,858,035</u>				<u>144,657</u>	<u>123,435</u>	<u>34,044</u>	<u>64,699</u>
4848	Water	<u>2,000,000</u>	<u>2,000,000</u>	30	2.20%	8-Apr-45	<u>44,000</u>	<u>38,743</u>	<u>-</u>	<u>20,387</u>
4280	Sewer	147,180	11,248	20	4.43%	25-Sep-16	6,520	4,451	6,261	2,501
4559		797,642	-	10	4.55%	6-Apr-15	-	-	28,123	-
4601		438,170	51,945	10	4.65%	19-Apr-16	10,209	36,496	13,451	6,166
4807		5,321,700	5,226,354	30	3.00%	14-Oct-44	160,425	95,346	-	55,225
		<u>6,704,692</u>	<u>5,289,547</u>				<u>177,154</u>	<u>136,293</u>	<u>47,835</u>	<u>63,892</u>
		<u><u>13,518,176</u></u>	<u><u>11,147,582</u></u>				<u><u>365,811</u></u>	<u><u>298,471</u></u>	<u><u>81,879</u></u>	<u><u>148,978</u></u>

CITY OF PORT ALBERNI
TAX LEVIES and GRANTS IN LIEU OF TAXES (SCHEDULE 4)
FOR THE YEAR ENDED DECEMBER 31, 2015
 (with comparative figures for 2014)

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
MUNICIPAL PURPOSES:			
Tax Levies:			
General purpose	\$ 20,823,582	\$20,813,595	\$ 20,279,351
Local improvement - sewer	-	30,699	32,003
Off-street parking	6,120	5,437	5,333
Utility	130,000	125,609	129,946
Parcel Tax	<u>131,535</u>	<u>131,550</u>	<u>160,986</u>
	21,091,237	21,106,890	20,607,619
Grants in lieu of taxes	<u>717,200</u>	<u>747,221</u>	<u>747,334</u>
Total Municipal Taxes	<u>21,808,437</u>	<u>21,854,111</u>	<u>21,354,953</u>
COLLECTIONS FOR OTHER GOVERNMENTS:			
Tax Levies:			
School	5,400,000	5,381,262	5,433,730
Alberni Clayoquot Regional Hospital District	658,537	658,537	785,893
Alberni Clayoquot Regional District	963,582	963,582	817,342
B.C. Assessment	180,000	169,132	174,120
Municipal Finance Authority	<u>500</u>	<u>451</u>	<u>449</u>
Total Collections For Other Governments	<u>7,202,619</u>	<u>7,172,964</u>	<u>7,211,534</u>
Total Taxes Collected	<u>\$ 29,011,056</u>	<u>\$ 29,027,075</u>	<u>\$ 28,566,487</u>

**CITY OF PORT ALBERNI
GENERAL GOVERNMENT EXPENSES (SCHEDULE 5)
FOR THE YEAR ENDED DECEMBER 31, 2015
(with comparative figures for 2014)**

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
Legislative	\$ 193,446	\$ 194,235	\$ 176,486
City manager's office	199,500	194,690	203,063
Municipal clerk's office	374,984	372,156	375,889
Legal and bylaw prosecution services	40,000	20,953	51,311
Financial management	716,900	705,679	738,902
Administration vehicle	8,448	13,398	15,079
External audit	30,000	38,313	33,000
Purchasing	228,530	209,352	227,290
Buildings	118,320	226,639	344,747
Information services	667,187	893,810	798,737
Personnel	343,054	272,155	294,579
Election expenses	10,000	-	34,610
Training and development	185,556	157,413	154,095
Damage claims	30,000	2,244	11,906
Grants and grant funded programs	10,608	20,072	16,271
Office equipment supplies and printing	264,062	373,951	294,364
Public liability insurance	250,000	257,534	320,549
Other general services	208,800	410,163	157,095
Administration recoveries	<u>(438,221)</u>	<u>(465,215)</u>	<u>(277,441)</u>
	\$ <u>3,441,174</u>	\$ <u>3,897,542</u>	\$ <u>3,970,532</u>

CITY OF PORT ALBERNI
PROTECTIVE SERVICES (SCHEDULE 6)
FOR THE YEAR ENDED DECEMBER 31, 2015
(with comparative figures for 2014)

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
Police protection	\$ 6,572,774	\$ 6,355,227	\$ 6,016,069
Fire protection	3,252,753	3,168,358	3,348,671
Emergency measures	900	7,042	8,295
Building and plumbing inspections	105,328	99,939	105,182
Animal pound operations	<u>149,000</u>	<u>144,922</u>	<u>129,474</u>
	<u>\$ 10,080,755</u>	<u>\$ 9,775,488</u>	<u>\$ 9,607,691</u>

**CITY OF PORT ALBERNI
TRANSPORTATION SERVICES (SCHEDULE 7)
FOR THE YEAR ENDED DECEMBER 31, 2015
(with comparative figures for 2014)**

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
COMMON SERVICES:			
Engineering administration	\$ 572,574	\$ 562,521	\$ 548,488
Engineering consulting services	140,500	101,877	121,187
Public works supervision	357,000	347,842	362,389
Equipment and supplies	56,657	116,816	110,459
Building and yard maintenance	197,000	191,824	206,176
Equipment maintenance	<u>853,797</u>	<u>1,092,534</u>	<u>1,127,676</u>
	<u>2,177,528</u>	<u>2,413,414</u>	<u>2,476,375</u>
ROADS AND STREET MAINTENANCE:			
Roadway surfaces maintenance	962,400	1,942,915	1,994,468
Snow and ice removal	200,000	44,360	174,308
Parking	1,323	11,350	12,981
Gravel	160,000	199,785	179,199
Ditch and dyke maintenance	138,500	102,859	157,763
Storm sewers	<u>250,400</u>	<u>507,642</u>	<u>415,757</u>
	<u>1,712,623</u>	<u>2,808,911</u>	<u>2,934,476</u>
Bridges and retaining walls	50,000	88,724	24,483
Street lighting	355,000	363,903	379,470
Traffic control	253,040	224,051	247,050
Public transit	1,082,379	1,037,060	1,020,751
Other	136,500	107,729	156,506
Recoveries	<u>(1,537,807)</u>	<u>(1,436,085)</u>	<u>(1,378,823)</u>
	<u>\$ 4,229,263</u>	<u>\$ 5,607,707</u>	<u>\$ 5,860,288</u>

**CITY OF PORT ALBERNI
RECREATION AND CULTURAL SERVICES (SCHEDULE 8)
FOR THE YEAR ENDED DECEMBER 31, 2015
(with comparative figures for 2014)**

	2015 Budget Revenue	2015 Actual Revenue	2015 Budget Expense	2015 Actual Expense	2015 Budget Operating Deficit	2015 Actual Operating Deficit	2014 Actual Operating Deficit
RECREATION SERVICES:							
Administration	\$ -	\$ -	\$ 446,800	\$ 458,252	\$ (446,800)	\$ (458,252)	\$ (448,621)
Leisure Centre	254,925	237,196	425,779	643,640	(170,854)	(406,445)	(257,452)
Swimming pool	290,500	255,009	460,994	498,002	(170,494)	(242,993)	(233,159)
Arena	592,750	517,782	945,762	1,398,923	(353,012)	(881,140)	(890,409)
Parks, playgrounds and other	34,000	28,820	1,383,049	1,519,370	(1,349,049)	(1,490,550)	(1,652,989)
Programs	<u>341,225</u>	<u>351,536</u>	<u>1,459,066</u>	<u>1,345,779</u>	<u>(1,117,841)</u>	<u>(994,243)</u>	<u>(1,154,618)</u>
	<u>1,513,400</u>	<u>1,390,343</u>	<u>5,121,450</u>	<u>5,863,966</u>	<u>(3,608,050)</u>	<u>(4,473,623)</u>	<u>(4,637,248)</u>
CULTURAL SERVICES:							
Museum services	15,000	25,695	472,135	509,030	(457,135)	(483,336)	(509,873)
McLean Mill	-	-	224,000	267,250	(224,000)	(267,250)	(289,381)
Regional library	-	-	660,338	660,340	(660,338)	(660,340)	(641,180)
	<u>15,000</u>	<u>25,695</u>	<u>1,356,473</u>	<u>1,436,620</u>	<u>(1,341,473)</u>	<u>(1,410,926)</u>	<u>(1,440,434)</u>
	<u>\$ 1,528,400</u>	<u>\$ 1,416,038</u>	<u>\$ 6,477,923</u>	<u>\$ 7,300,586</u>	<u>\$ (4,949,523)</u>	<u>\$ (5,884,549)</u>	<u>\$ (6,077,682)</u>

**CITY OF PORT ALBERNI
SALE OF SERVICES (SCHEDULE 9)
FOR THE YEAR ENDED DECEMBER 31, 2015
(with comparative figures for 2014)**

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
GENERAL REVENUE:			
General Services	\$ 1,704,413	\$ 1,913,959	\$ 1,906,672
Arena	592,750	517,781	547,756
Leisure Centre	254,925	237,196	235,243
Parks, playgrounds and other	34,000	28,820	30,343
Pool	290,500	255,009	277,352
Programs	341,225	351,536	311,293
Museum	<u>15,000</u>	<u>25,695</u>	<u>24,026</u>
	<u>3,232,813</u>	<u>3,329,996</u>	<u>3,332,685</u>
MISCELLANEOUS REVENUE:			
Miscellaneous receipts/sales	-	795,057	808,131
SERVICES PROVIDED TO OTHER GOVERNMENTS:			
Services provided to other governments	167,000	142,722	258,437
SEWER REVENUE:			
Connections and sundry charges	57,494	106,879	146,580
Sale of sewer service	<u>2,234,088</u>	<u>1,961,339</u>	<u>1,881,818</u>
	<u>2,291,582</u>	<u>2,068,218</u>	<u>2,028,398</u>
WATER REVENUE:			
Sale of water	2,693,042	2,496,594	2,370,411
Connections and sundry charges	<u>42,569</u>	<u>31,249</u>	<u>55,657</u>
	<u>2,735,611</u>	<u>2,527,843</u>	<u>2,426,068</u>
	<u>\$ 8,427,006</u>	<u>\$ 8,863,836</u>	<u>\$ 8,853,719</u>

CITY OF PORT ALBERNI
OTHER REVENUE FROM OWN SOURCES (SCHEDULE 10)
FOR THE YEAR ENDED DECEMBER 31, 2015
 (with comparative figures for 2014)

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
Licences and permits	\$ 240,100	\$ 165,287	\$ 240,956
Fines and costs	10,000	13,108	8,551
Land and building rentals	136,000	136,364	135,760
Penalties and interest	165,540	231,323	242,417
Miscellaneous revenue	100,000	109,221	254,824
Other revenue from own sources - capital fund	<u>-</u>	<u>783,678</u>	<u>985,612</u>
	<u>\$ 651,640</u>	<u>\$ 1,438,981</u>	<u>\$ 1,868,120</u>

**CITY OF PORT ALBERNI
SEWER AND WATER UTILITIES (SCHEDULE 11)
FOR THE YEAR ENDED DECEMBER 31, 2015
(with comparative figures for 2014)**

	2015 <u>Budget</u>	2015 <u>Actual</u>	2014 <u>Actual</u>
SEWER UTILITY:			
Administration	\$ 321,000	\$ 386,375	\$ 286,757
Sewage treatment and disposal	278,000	343,239	435,537
Sewage collection system	337,240	454,570	490,420
Sewage pump stations	213,500	339,710	241,935
Other operating costs	<u>2,500</u>	<u>1,017</u>	<u>1,663</u>
	<u>\$ 1,152,240</u>	<u>\$ 1,524,911</u>	<u>\$ 1,456,312</u>
WATER UTILITY:			
Administration	\$ 329,000	\$ 517,791	\$ 310,442
Service of supply	175,299	238,546	273,051
Pumping	243,200	326,162	242,298
Transmission and distribution	659,550	1,016,648	1,022,803
Other operating costs	7,500	-	-
Water utility - capital fund	<u>-</u>	<u>478</u>	<u>-</u>
	<u>\$ 1,414,549</u>	<u>\$ 2,099,625</u>	<u>\$ 1,848,594</u>

STATISTICS SECTION

This page left blank intentionally

Statistics

CITY OF PORT ALBERNI MISCELLANEOUS STATISTICS

Date of Incorporation	1912
Form of Government	City/Council/Manager
Number of employees (excluding police and fire)	
Bargaining Unit (Full Time)	96
Exempt	21
Area in Hectares	2,151
City of Port Alberni Facilities and Services:	
Kilometers of streets	175
Number of street lights	672
Culture and Recreation:	
Community centers	6
Parks	46
Parks in hectares	271
Swimming pools	1
Tennis courts	5
Fire Protection:	
Number of stations	1
Number of fire personnel and officers	21
Number of calls received - Fire/Rescue/First Responder	1,186
Number of inspections conducted	1,000
Police Protection:	
Number of stations	1
Number of police personnel and officers	33
Number of law violations:	
Incarcerations	1,470
Total files	11,820
Sewerage System:	
Kilometers of sanitary sewers and storm sewer	258
Number of treatment plants	1
Number of service connections	6,632
Daily average treatment of cubic meters	18,800
Water System:	
Kilometers of water mains	163
Number of service connections	6,856
Number of fire hydrants	729
Daily average consumption in cubic meters	8,000
Maximum daily capacity of plant in cubic meters	48,000
Facilities and services not included in the reporting entity:	
Education:	
Number of elementary schools	8
Number of secondary schools	1
Number of community colleges	2
Hospitals:	
Number of hospitals	1
Number of patient beds	53

**CITY OF PORT ALBERNI
ASSESSMENT/TAXATION COMPARATIVE STATISTICS
AT DECEMBER 31, 2015**

	2015	2014	2013	2012	2011
Population (based on last census) ⁽¹⁾	17,743	17,743	17,743	17,743	17,743
Assessed valuations for General Purposes⁽²⁾					
Land					
Residential	\$ 454,907,350	\$ 478,343,100	\$ 473,029,400	\$ 517,212,200	\$ 533,863,900
Commercial	\$ 50,749,463	\$ 69,146,168	\$ 72,295,032	\$ 71,236,667	\$ 69,831,231
Industrial	\$ 9,002,300	\$ 9,543,200	\$ 10,196,500	\$ 10,367,200	\$ 10,614,800
Other	\$ 1,641,111	\$ 2,030,027	\$ 2,043,802	\$ 2,281,287	\$ 2,037,087
	\$ 516,300,224	\$ 559,062,495	\$ 557,564,734	\$ 601,097,354	\$ 616,347,018
Improvements					
Residential	\$ 859,774,451	\$ 838,943,601	\$ 859,408,301	\$ 851,604,700	\$ 862,491,700
Commercial	\$ 174,994,182	\$ 149,608,082	\$ 136,721,642	\$ 128,740,419	\$ 125,348,361
Industrial	\$ 83,690,900	\$ 84,646,900	\$ 88,702,400	\$ 90,300,800	\$ 92,260,300
Other	\$ 2,565,200	\$ 2,203,500	\$ 2,161,300	\$ 2,277,600	\$ 3,247,500
	\$ 1,121,024,733	\$ 1,075,402,083	\$ 1,086,993,643	\$ 1,072,923,519	\$ 1,083,347,861
Total	\$ 1,637,324,957	\$ 1,634,464,578	\$ 1,644,558,377	\$ 1,674,020,873	\$ 1,699,694,879
General & Debt Tax Rates					
Residential	\$ 9.4476	\$ 9.1145	\$ 8.7996	\$ 7.8638	\$ 7.4227
Utilities	\$ 38.4756	\$ 37.9708	\$ 38.8888	\$ 39.5794	\$ 40.3643
Major Industrial	\$ 53.7788	\$ 53.1950	\$ 50.6778	\$ 49.8032	\$ 53.1288
Light Industrial	\$ 48.5543	\$ 39.6821	\$ 36.5106	\$ 35.5130	\$ 33.7527
Business & Other	\$ 15.4371	\$ 15.4923	\$ 15.8269	\$ 16.0400	\$ 16.1459
Seasonal Recreational	\$ 9.4476	\$ 9.1145	\$ 8.7996	\$ 7.8638	\$ 7.4227
Farm	\$ 9.4476	\$ 9.1145	\$ 8.7996	\$ 7.8638	\$ 7.4227
School Tax Rates					
Residential	\$ 2.6405	\$ 2.6596	\$ 2.6425	\$ 2.5672	\$ 2.4926
Utilities	\$ 13.6000	\$ 13.6000	\$ 14.0000	\$ 14.2000	\$ 14.1000
Major Industrial	\$ 5.8000	\$ 6.0000	\$ 6.2000	\$ 6.4000	\$ 6.6000
Light Industrial	\$ 5.8000	\$ 6.0000	\$ 10.8000	\$ 6.4000	\$ 6.6000
Business & Other	\$ 5.8000	\$ 6.0000	\$ 6.2000	\$ 6.4000	\$ 6.6000
Seasonal Recreational	\$ 3.3000	\$ 3.4000	\$ 3.4000	\$ 3.4000	\$ 3.4000
Farm	\$ 6.9000	\$ 6.9000	\$ 6.9000	\$ 6.9000	\$ 6.6000
Tax Rates for Residential Class					
General	\$ 9.3015	\$ 9.0050	\$ 8.6919	\$ 7.7623	\$ 7.3269
Debt	\$ 0.1461	\$ 0.1095	\$ 0.1077	\$ 0.1015	\$ 0.0958
School District-Residential	\$ 2.6405	\$ 2.6596	\$ 2.6425	\$ 2.5672	\$ 2.4926
Regional Hospital District	\$ 0.2946	\$ 0.3533	\$ 0.3400	\$ 0.3479	\$ 0.3865
Municipal Finance Authority	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002
Regional District	\$ 0.3722	\$ 0.2950	\$ 0.2650	\$ 0.2470	\$ 0.2408
B.C. Assessment	\$ 0.0596	\$ 0.0619	\$ 0.0610	\$ 0.0599	\$ 0.0621
Total Residential Rate	\$ 12.8147	\$ 12.4845	\$ 12.1083	\$ 11.0860	\$ 10.6049

**CITY OF PORT ALBERNI
GENERAL COMPARATIVE STATISTICS
AT DECEMBER 31, 2015**

	2015	2014	2013	2012	2011
Current Tax Levy					
General	\$ 20,489,626	\$ 20,033,774	\$ 19,671,143	\$ 18,770,602	\$ 18,781,245
Debt	\$ 323,969	\$ 245,577	\$ 245,674	\$ 245,477	\$ 245,488
School District-Residential	\$ 3,154,967	\$ 3,173,194	\$ 3,143,905	\$ 3,110,259	\$ 3,074,561
School District-Non-Residential	\$ 2,224,589	\$ 2,260,537	\$ 2,324,319	\$ 2,346,336	\$ 2,379,409
Other Levies-Special Assessments	\$ 408,763	\$ 446,598	\$ 445,658	\$ 451,924	\$ 466,054
Regional Hospital District	\$ 658,282	\$ 785,893	\$ 759,170	\$ 783,222	\$ 879,720
Municipal Finance Authority	\$ 451	\$ 449	\$ 451	\$ 455	\$ 459
Regional District	\$ 831,678	\$ 817,342	\$ 751,668	\$ 718,172	\$ 709,622
BC Assessment	\$ 169,037	\$ 174,120	\$ 176,849	\$ 176,325	\$ 182,763
Total Levy	\$ 28,261,362	\$ 27,937,484	\$ 27,518,837	\$ 26,602,772	\$ 26,719,321
Per Capita Levy	\$ 1,592.82	\$ 1,574.56	\$ 1,550.97	\$ 1,499.34	\$ 1,505.91
Tax Collection					
Current Taxes Payments	\$ 22,790,422	\$ 22,343,502	\$ 21,907,832	\$ 20,932,925	\$ 21,302,153
Provincial Home Owner Grants	\$ 4,674,586	\$ 4,645,975	\$ 4,640,835	\$ 4,640,757	\$ 4,632,235
Total Current Taxes Collected	\$ 27,465,008	\$ 26,989,477	\$ 26,548,667	\$ 25,573,682	\$ 25,934,388
Percentage of Current Levy	97.18%	96.61%	96.47%	96.13%	97.06%
Arrears and Delinquent Collected	\$ 1,146,300	\$ 1,187,235	\$ 1,045,556	\$ 992,503	\$ 1,008,092
Percentage of Current Levy	4.06%	4.25%	3.80%	3.73%	3.77%
Total Taxes Collected	\$ 28,611,308	\$ 28,176,712	\$ 27,594,223	\$ 26,566,185	\$ 26,942,480
Percentage of Current Levy	101.24%	100.86%	100.27%	99.86%	100.84%
Unpaid Taxes					
Current	\$ 681,999	\$ 684,364	\$ 707,706	\$ 611,354	\$ 602,282
Arrears	\$ 342,818	\$ 299,567	\$ 287,127	\$ 280,632	\$ 258,774
Total Unpaid Taxes	\$ 1,024,817	\$ 983,931	\$ 994,833	\$ 891,986	\$ 861,056
Per Capita	\$ 57.76	\$ 55.45	\$ 56.07	\$ 50.27	\$ 48.53
Summary of Surplus and Reserves					
Funded Reserves	\$ 16,306,947	\$ 15,188,199	\$ 13,871,198	\$ 14,219,588	\$ 10,913,767
Capital Fund	\$ 15,806,292	\$ 16,082,226	\$ 12,231,069	\$ 2,838,102	\$ -
Equity in Capital Assets	\$ 93,473,778	\$ 87,248,934	\$ 88,549,284	\$ 90,582,600	\$ 87,308,272
Operating Surplus (Deficit)	\$ (5,550,934)	\$ (4,797,053)	\$ (2,500,750)	\$ 231,832	\$ 5,364,165

**CITY OF PORT ALBERNI
GENERAL COMPARATIVE STATISTICS
AT DECEMBER 31, 2015**

	2015	2014	2013	2012	2011
Debenture Debt					
Water	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -
Sewer	\$ 5,289,547	\$ 5,540,111	\$ 367,561	\$ 510,882	\$ 648,601
General	\$ 3,858,035	\$ 3,071,265	\$ 2,756,413	\$ 2,865,434	\$ 2,970,203
Gross Debenture Debt	\$ 11,147,582	\$ 8,611,376	\$ 3,123,974	\$ 3,376,316	\$ 3,618,804
Per Capita	\$ 628.28	\$ 485.34	\$ 176.07	\$ 190.29	\$ 203.96
Less: Sewer and Water Utilities Debt	\$ 7,289,547	\$ 5,540,111	\$ 367,561	\$ 510,882	\$ 648,601
Net Debt Excluding Utilities	\$ 3,858,035	\$ 3,071,265	\$ 2,756,413	\$ 2,865,434	\$ 2,970,203
Per Capita (funded by property tax)	\$ 217.44	\$ 173.10	\$ 155.35	\$ 161.50	\$ 167.40
Liability Servicing Limit					
Liability Servicing Limit	\$ 7,704,185	\$ 7,930,217	\$ 7,661,877	\$ 7,158,364	\$ 6,926,394
Less Actual Debt Servicing Cost	\$ 2,891,526	\$ 5,587,880	\$ 445,859	\$ 579,733	\$ 568,078
Less Estimated Cost - Unissued Debt	\$ -	\$ 61,830	\$ 67,500	\$ -	\$ -
Liability Servicing Capacity Available	\$ 4,812,659	\$ 2,280,507	\$ 7,148,518	\$ 6,578,631	\$ 6,358,316
Debt Payment as a percentage of non-capital expenditures					
Debt payments - gross	0.9%	1.0%	1.0%	1.1%	1.1%
General Revenue Fund Statistics					
Budget	\$ 34,728,119	\$ 35,101,209	\$ 34,349,157	\$ 33,454,891	\$ 33,604,329
Actual Revenues	\$ 37,348,943	\$ 34,182,981	\$ 35,840,401	\$ 31,836,088	\$ 30,756,807
Actual Expenditures	\$ 33,336,032	\$ 32,668,680	\$ 31,561,720	\$ 30,824,491	\$ 30,325,637
Surplus	\$ 4,012,911	\$ 1,514,301	\$ 4,278,681	\$ 1,011,597	\$ 431,170
Expenditure per Capita	\$ 1,878.83	\$ 1,841.22	\$ 1,778.83	\$ 1,737.28	\$ 1,709.16
Capital Expenditures					
Financed from General Revenue	\$ 1,076,457	\$ 1,185,820	\$ 1,167,298	\$ 794,796	\$ 779,186
Other Sources of Revenue					
Provincial Unconditional Grants	\$ 944,164	\$ 933,664	\$ 1,042,897	\$ 1,094,894	\$ 1,015,578
B.C. Hydro Grant	\$ 631,753	\$ 629,005	\$ 600,056	\$ 584,535	\$ 442,982
Building Permits					
Number Issued	119	92	91	114	125
Construction Values	\$ 13,501,167	\$ 11,159,320	\$ 12,404,980	\$ 14,945,710	\$ 53,041,064

SOURCES:

¹ Statistics Canada. 2012. Port Alberni, British Columbia (Code 5923008) and Alberni-Clayoquot, WE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E> (accessed July 11, 2013).

² BC Assessment

**CITY OF PORT ALBERNI
DEMOGRAPHIC STATISTICS¹**

Population Composition

<u>Age</u>	<u>2011</u>			<u>2006</u>		
	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
0 - 4 years	465	475	940	470	400	870
5 - 9 years	465	435	900	475	480	955
10 - 14 years	515	495	1010	590	535	1,125
15 - 19 years	570	535	1105	585	545	1,130
20 - 29 years	795	845	1640	860	860	1,720
30 - 39 years	915	980	1895	875	950	1,825
40 - 49 years	1105	1180	2285	1280	1325	2,605
50 - 59 years	1450	1508	2958	1470	1415	2,885
60 - 64 years	685	670	1355	615	575	1,190
65 - 69 years	580	545	1125	455	475	930
70 - 74 years	410	445	855	390	405	795
75 + years	750	925	1675	650	885	1,535
Total	<u>8,705</u>	<u>9,038</u>	<u>17,743</u>	<u>8,715</u>	<u>8,850</u>	<u>17,565</u>

Legal Married Status

	<u>2011</u>		
	<u>Male</u>	<u>Female</u>	<u>Total</u>
Population 15 years and over	7270	7625	14895
Married or living with a common law partner	4145	4165	8310
Married	3395	3415	6810
Living common law	755	750	1505
Not married and not living with a common law partner	3120	3460	6580
Single	2010	1565	3575
Separated	225	275	500
Divorced	605	715	1320
Widowed	275	905	1180

¹ Statistics Canada. 2012. Port Alberni, British Columbia (Code 5923008) and Alberni-Clayoquot, WE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E> (accessed July 11, 2013).

CITY OF PORT ALBERNI DEMOGRAPHIC STATISTICS¹

Top Occupations and Industries for the Employed Labour Force

	2011 Port Alberni		2011 British Columbia	
	<u>Number</u>	<u>Rank</u>	<u>Number</u>	<u>Rank</u>
<u>Top Occupations</u>				
Industrial, electrical and construction trades	655	1	117,675	1
Service support and other service occupations	600	2	115,570	2
Sales representatives (wholesale and retail)	520	3	110,490	4
<u>Top Industries</u>				
Health care and social assistance	1,450	1	240,275	2
Retail trade	1,390	2	250,140	1
Manufacturing	870	3	139,695	7

Labour Force Indicators

	2011 Port Alberni	2011 British Columbia
Participation rate	51.4%	64.6%
Employment rate	46.0%	59.5%
Unemployment rate	10.4%	7.8%

¹ Statistics Canada. 2012. Port Alberni, British Columbia (Code 5923008) and Alberni-Clayoquot, WE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E> (accessed July 11, 2013).

CITY OF PORT ALBERNI

MAJOR PROPERTY TAXPAYERS IN PORT ALBERNI

2015 TAXATION YEAR

	Registered Owner	Primary Property	Taxes Levied
1	Catalyst Paper Corporation	Paper Mill	\$ 4,097,883
2	Western Forest Products Inc.	Sawmills	\$ 1,262,653
3	Wal-Mart Canada Corp.	Building	\$ 486,265
4	Port Alberni Retail Development	Alberni Mall	\$ 458,874
5	SRF3 Pacific Rim Shopping Centre	Pacific Rim Shopping Centre	\$ 394,661
6	Loblaw Properties West Inc.	No Frills	\$ 222,904
7	Jim Pattison Developments Ltd.	Building	\$ 182,667
8	BC Hydro & Power Authority	Building	\$ 180,867
9	Marlow-Yeoman Limited	10th Avenue Plaza	\$ 156,080
10	Kelland Foods Ltd.	Building	\$ 122,430
11	Telus	Poles, Lines, Building	\$ 115,505
12	Fortis BC	Gas Utility	\$ 107,706
13	GDP Investments Ltd.	Building	\$ 87,733
14	Alberni Valley Gaming Association	Chances Rim Rock	\$ 82,134
15	Marco Investments Ltd.	Building	\$ 72,711
16	Northport Plaza Limited	Johnston Road Plaza	\$ 71,905
17	PCBG Land Corporation	Automobile Dealership	\$ 63,289
18	Van Isle Ford	Automobile Dealership	\$ 58,358
19	PA Hospitality Inns Ltd.	Hospitality Inn	\$ 50,593
20	522521 BC Ltd.	Creek's Edge Development	\$ 49,295

**CITY OF PORT ALBERNI
FIVE YEAR PLAN
2015-2019**

REVENUES	2015	2016	2017	2018	2019
Taxes					
Property Taxes	\$ 20,955,117	\$ 22,642,400	\$ 23,184,718	\$ 23,184,047	\$ 23,637,681
Other Taxes	173,482	179,941	186,827	194,180	202,042
Grants in Lieu of Taxes	717,200	717,200	717,200	717,200	717,200
Fees and Charges					
Sales of Service	3,330,363	3,182,733	3,230,026	3,277,527	3,326,374
Sales of Service/Utilities	5,027,194	5,526,507	6,075,684	6,294,956	6,523,500
Service to other Government	167,000	167,000	167,000	167,000	167,000
User Fees/Fines	250,100	250,100	250,100	250,100	250,100
Other Revenue					
Rentals	136,000	138,720	141,494	144,324	147,211
Interest/Penalties	507,440	508,694	510,073	511,591	513,260
Grants/Other Governments	2,779,000	1,017,000	1,069,000	1,069,000	6,069,000
Other	328,500	75,000	75,000	25,000	1,025,000
	<u>\$ 34,371,396</u>	<u>\$ 34,405,295</u>	<u>\$ 35,607,122</u>	<u>\$ 35,834,925</u>	<u>\$ 42,578,368</u>

EXPENSES

Debt Interest	474,670	446,314	425,238	425,235	425,238
Capital Expenses	7,968,700	4,950,900	5,638,036	3,877,635	24,532,200
Other Municipal Purposes					
General Municipal	3,384,773	3,358,206	3,352,208	3,393,574	3,416,387
Police Services	6,572,774	6,790,221	6,999,628	7,177,965	7,292,614
Fire Services	3,252,753	3,328,457	3,398,983	3,453,707	3,531,064
Other Protective Services	255,228	258,372	261,487	264,663	267,903
Transportation Services	4,211,263	4,289,344	4,468,173	4,568,965	4,657,851
Environmental Health and Development	1,756,678	1,577,965	1,605,192	1,633,338	1,662,657
Parks and Recreation	5,104,450	5,178,336	5,281,902	5,387,540	5,495,291
Cultural	1,356,473	1,392,889	1,435,955	1,492,508	1,548,848
Water	1,414,550	1,442,841	1,471,698	1,501,132	1,531,154
Sewer	1,152,240	1,175,283	1,198,790	1,222,766	1,247,222
Contingency	150,000	150,000	150,000	150,000	150,000
	<u>\$ 37,054,552</u>	<u>\$ 34,339,128</u>	<u>\$ 35,687,290</u>	<u>\$ 34,549,028</u>	<u>\$ 55,758,429</u>

OTHER

Borrowing Proceeds	687,000	-	-	-	14,000,000
Debt Principal	(391,705)	(325,269)	(281,355)	(281,355)	(281,355)
Transfer from Equipment Replacement Reserve	729,600	521,900	1,585,800	377,635	1,035,000
Transfer from Land Sale Reserve	125,000	250,000	-	-	-
Transfer from (to) other reserves	1,533,261	(512,798)	(1,224,277)	(1,382,177)	(1,573,584)
	<u>\$ 2,683,156</u>	<u>\$ (66,167)</u>	<u>\$ 80,168</u>	<u>\$ (1,285,897)</u>	<u>\$ 13,180,061</u>

BALANCED BUDGET

<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
-------------	-------------	-------------	-------------	-------------	-------------

CITY OF PORT ALBERNI
CONSOLIDATED REVENUE
LAST FIVE YEARS COMPARISON

	2015	2014	2013	2012	2011
Taxes					
Property Taxes	\$ 20,813,595	\$ 20,279,350	\$ 19,916,817	\$ 18,853,588	\$ 18,864,937
Parcel Taxes	131,550	160,986	160,022	162,098	161,522
Other Taxes	161,745	167,282	167,563	170,936	179,732
Grants in Lieu of Taxes	747,221	747,335	718,128	703,425	567,782
Fees and Charges					
Sales of Service	3,329,996	3,332,685	3,428,372	3,538,128	3,747,513
Sales of Service/Utilities	4,596,061	4,454,466	3,859,860	3,359,371	3,293,608
Service to other Government	142,722	258,437	167,297	160,421	169,646
User Fees/Fines	178,395	249,507	211,862	227,705	308,517
Other Revenue					
Rentals	136,364	135,760	159,396	136,888	116,519
Investment Earnings	309,796	286,558	266,622	254,999	243,196
Grants/Other Governments	3,395,538	1,747,708	3,851,394	1,909,839	1,724,127
Developer Contributions	1,226,328	62,583	112,058	640,777	33,628
Gain/loss on Disposal of Assets	(84,592)	(16,011)	409,979	237,489	3,602
Parkland dedication deposits	-	-	-	-	22,450
Sale of property and equipment	344,945	25,351	211,600	-	-
Other	1,919,279	2,290,984	2,199,431	1,480,424	1,320,028
	<u>\$ 37,348,943</u>	<u>34,182,981</u>	<u>35,840,401</u>	<u>31,836,088</u>	<u>\$ 30,756,807</u>

**CITY OF PORT ALBERNI
CONSOLIDATED EXPENSES
LAST FIVE YEARS COMPARISON**

	2015	2014	2013	2012	2011
<u>Analysis by function</u>					
General government	\$ 3,897,542	\$ 3,970,532	\$ 3,826,346	\$ 3,386,625	\$ 3,460,247
Protective services	9,775,488	9,607,691	9,077,118	9,300,588	8,920,744
Transportation services	5,607,707	5,860,288	5,711,745	5,494,076	5,411,991
Environmental health services	1,014,982	1,132,995	1,101,466	1,079,067	1,138,853
Environmental development	908,791	943,186	1,046,250	805,281	708,188
Recreation and cultural services	7,300,586	7,503,696	7,428,513	7,320,997	7,232,444
Interest	311,363	313,042	253,516	237,038	239,007
Debt reserve	50,227	2,365	3,153	1,897	2,070
Water utility	2,099,625	1,848,594	1,736,030	1,762,178	1,825,531
Sewer utility	1,524,911	1,456,312	1,371,351	1,403,343	1,383,249
Cost of sales and services	844,810	29,979	6,232	33,400	3,313
	<u>\$ 33,336,032</u>	<u>\$ 32,668,680</u>	<u>\$ 31,561,720</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,637</u>

Analysis by object

Salaries and benefits	\$ 15,006,478	\$ 14,196,562	\$ 13,995,197	\$ 14,011,369	\$ 12,389,259
Debt Servicing	267,799	266,266	248,810	248,658	237,003
RCMP contract	4,338,968	4,328,960	4,483,615	3,978,661	3,597,767
Grants	113,440	102,904	141,376	97,956	93,982
Other contracts	1,408,611	1,448,168	1,362,343	1,413,647	1,056,025
Goods and services	7,134,016	7,178,039	6,818,100	6,880,855	7,303,137
Amortization	4,342,164	4,040,821	3,775,049	3,694,491	3,655,293
	<u>\$ 32,611,476</u>	<u>\$ 31,561,720</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,637</u>	<u>\$ 28,332,466</u>

**CITY OF PORT ALBERNI
CAPITAL ASSETS ACQUIRED
LAST FIVE YEARS COMPARISON**

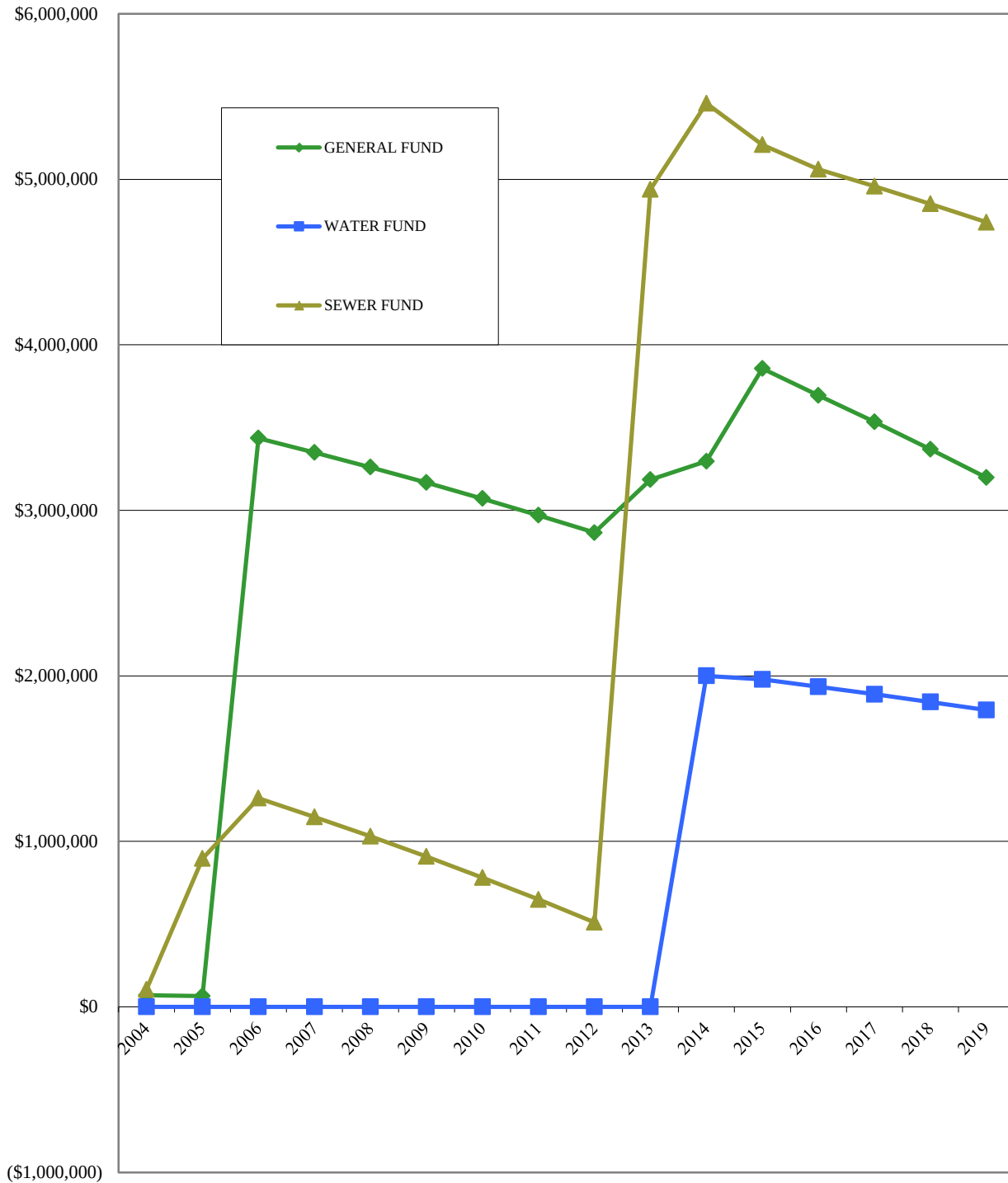
CAPITAL ACQUISITIONS	2015	2014	2013	2012	2011
General government	\$ 21,872	\$ 314,664	\$ 314,594	\$ 198,757	\$ 49,308
Protective services	164,308	127,057	179,942	68,506	187,533
Transportation services	1,445,613	795,927	1,870,430	1,967,095	2,243,477
Recreation and cultural	1,592,925	1,337,748	2,675,473	263,711	109,387
Water	392,331	368,866	284,759	728,132	2,149,989
Sewer	136,539	170,807	3,934,786	471,133	348,376
	<u>\$ 3,753,588</u>	<u>\$ 3,115,069</u>	<u>\$ 9,259,984</u>	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>

SOURCE OF FUNDING	2015	2014	2013	2012	2011
Revenue Funds	\$ 1,614,329	\$ 1,331,049	\$ 1,691,292	\$ 1,413,429	\$ 1,265,384
Reserve Funds	609,361	1,534,714	2,343,659	981,804	2,009,938
Long Term Borrowing	-	-	3,608,051	-	-
Grants	1,030,245	249,306	1,526,982	607,284	1,750,000
Other	499,653	-	90,000	694,817	62,748
	<u>\$ 3,753,588</u>	<u>\$ 3,115,069</u>	<u>\$ 9,259,984</u>	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>

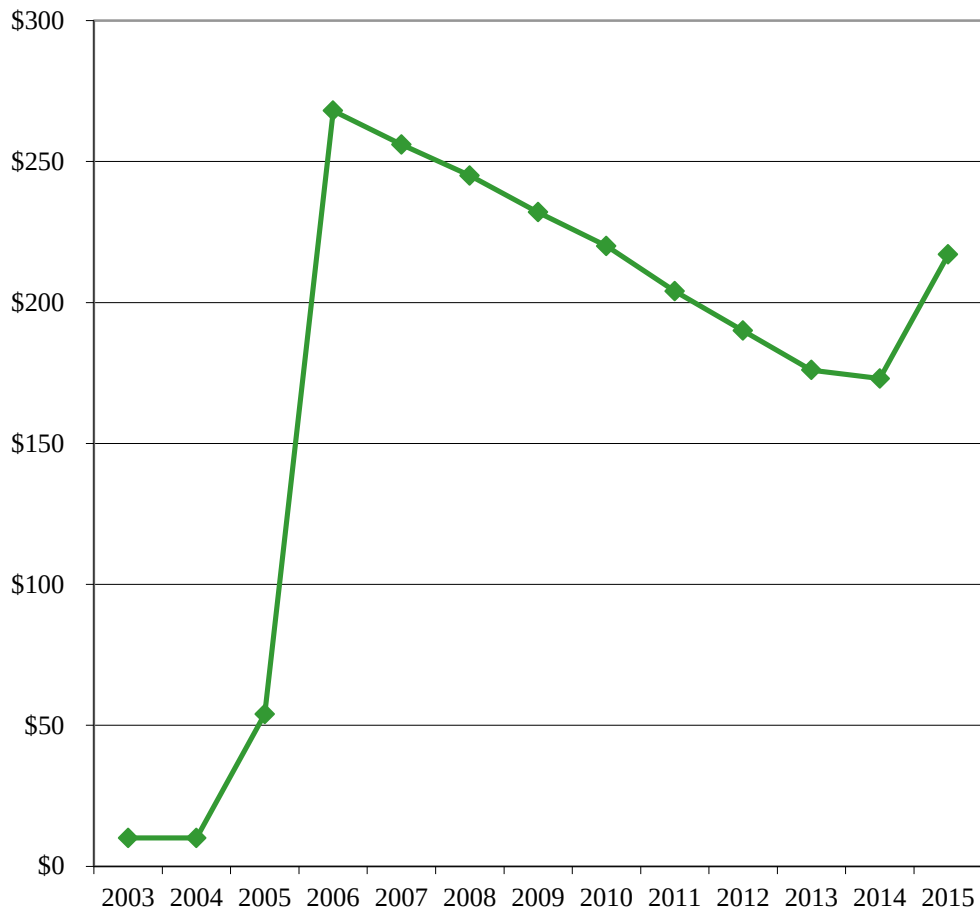
CITY OF PORT ALBERNI
SURPLUS AND NET FINANCIAL ASSETS
LAST FIVE YEARS COMPARISON

SURPLUS	2015	2014	2013	2012	2011
Annual surplus	\$ 4,012,911	\$ 1,514,301	\$ 4,278,681	\$ 1,011,598	\$ 431,170
Accumulated surplus, beginning of year	116,023,172	114,508,871	107,872,120	106,860,522	106,429,352
Accumulated surplus, end of year	<u>\$ 120,036,083</u>	<u>\$ 116,023,172</u>	<u>\$ 112,150,801</u>	<u>\$ 107,872,120</u>	<u>\$ 106,860,522</u>
NET FINANCIAL ASSETS	2015	2014	2013	2012	2011
Increase (decrease) in financial assets	\$ (341,250)	\$ 262,278	\$ (2,939,024)	\$ 343,515	\$ (243,605)
Net financial assets, beginning of year	13,815,851	13,553,573	16,492,597	16,149,082	16,392,687
Net financial assets, end of year	<u>\$ 13,474,601</u>	<u>\$ 13,815,851</u>	<u>\$ 13,553,573</u>	<u>\$ 16,492,597</u>	<u>\$ 16,149,082</u>

CITY OF PORT ALBERNI-DEBT RETIREMENT



CITY OF PORT ALBERNI - DEBT PER CAPITA



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

**Phone: 250-723-2146
Fax: 250-723-1003**



www.portalberni.ca



CITY OF PORT ALBERNI

FINANCE DEPARTMENT

TO: Tim Pley, A/CAO
FROM: Cathy Rothwell, Director of Finance
COPIES TO: Mayor and Council
Davina Hartwell, City Clerk
DATE: July 4, 2016

SUBJECT: Tax Rates for Private Managed Forest Lands and Farm Lands

Issue

Council requested staff to investigate potential for reduction in tax rates for Class 7 Managed Forest Lands and Class 9 Farm Lands.

Discussion

At present, the City of Port Alberni does not have any Class 7 Managed Forest Land within its boundaries; however, expansion of those boundaries into lands owned by forest companies may result in the City having the ability to tax on those lands assessed under Class 7 Managed Forest Land.

BC Assessment established Managed Forest Land Class 7 in 1988 to encourage long term forest production on privately owned forest land. The Managed Forest Council (established by the *Private Managed Forest Land Act*) administers the forestry requirements and application process for Managed Forest Land classification.

Certain eligibility requirements must be met, including minimums for size of the property and production, and a formal commitment by the owner that the property will be used for production and harvest of timber and forest management activities. Certain obligations must be met by the owner of managed forest lands, for example: administration fees paid to the Managed Forest Council; annual reporting on forest management activities; compliance with the Private Managed Forest Land Act; debris deposits into streams; payment of fees if the property is withdrawn from the managed forest land class within 15 years; and notice of sale.

Benefits include generally lower property assessments, owners' rights to harvest trees unrestricted by City bylaws, stable assessments through no-harvest years, and increased assessments apply only following harvest years. Assessment values are determined on the basis of legislated rates prescribed by BC Assessment in two ways – land is assessed based on soil type, and topography

(land capability to produce trees); and if timber is cut, the value of the cut timber is added to the assessment for the following two years.

If the Managed Forest Council determines that the property meets the requirements for Managed Forest Land, the Council then notifies BC Assessment, which assigns the Class 7 designation the following year.

According to an article in the *Campbell River Mirror*, *City's managed forest land bylaw stands*, dated March 31, 2016, the 2014 provincial average tax rate was \$13.98 per \$1,000 of assessed value. This rate translates to \$13,980 per million dollars of assessed value. For 2016, the rate is \$13.52 per \$1,000 and the class multiple is 2.46 x the residential rate (provincial class multiple is 3.0). The City does have flexibility in determining the class multiple.

Information from BC Assessment and the Managed Forest Council websites is attached to this report for your convenience. For further or more specific information, the links are:

BC Assessment <http://www.bccassessment.ca/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia>

Managed Forest Council <http://mfcouncil.ca///landowners/>

The City of Port Alberni currently has seven Class 9 Farm Lands under its jurisdiction, with an aggregate net taxable assessed value of \$88,911, resulting in approximately \$1,200 in municipal tax levies for 2016. Farm Lands are taxed at the residential rate on very low assessments. There is no flexibility in applying the residential tax rate to Farm Lands, however, the "tax break" for farms is in the low assessed value.

Recommendation

The following resolution is proposed:

That the report dated July 4, 2016 from the Director of Finance regarding Managed Forest Lands and Farm Lands, be received.

Respectfully submitted,



Cathy Rothwell
Director of Finance

Understanding Managed Forest Classification in British Columbia

BC Assessment's Managed Forest Land Class refers to privately-owned forest land property for which an acceptable forest management commitment has been made that is approved and complies with the *Private Managed Forest Land Act* and the regulations under that Act; or the *Forest and Range Practices Act*, and which satisfies the requirements of the *Assessment Act*.

Application for Managed Forest Land Classification under the Private Managed Forest Land Act

The Managed Forest Council, established by the *Private Managed Forest Land Act* administers the forestry requirements and application process for Managed Forest Land Classification.

Before private land may be classified as managed forest land under the *Private Managed Forest Land Act*, or managed forest land under the *Assessment Act*, the owner must submit to the council a proposed management commitment that is in a prescribed form. This form must include the legal description of the lands to which the management commitment relates and any other information specified by the council, as well as acknowledgement of the requirements to otherwise comply with this Act. Copies of the commitment form are available through the council.

Approval for Managed Forest Land Classification under the Private Managed Forest Land Act

If the council determines that a proposed management commitment or amendment meets the applicable requirements of the *Private Managed Forest Land Act* and complies with the regulations of the council, the council must notify BC Assessment and recommend to the assessor that the land that is the subject of the management commitment or amendment be classified as managed forest land under the *Assessment Act*.

Owner Notification of Approval for Managed Forest Classification

After classifying land that is the subject of a management commitment as managed forest land under the *Assessment Act*, the assessor will then notify the council and the owner.

More Information

For more information on how to obtain the managed forest class for a property, contact the Managed Forest Council at (250) 386-5737, or visit their website at www.mfcouncil.ca (<http://www.mfcouncil.ca/>)

What are the benefits of the Class?

The calculation of managed forest land assessments is based on a two-step process:

1. The lands capability to grow, harvest and deliver trees to market and;
2. The value of the trees on the land when harvested

This assesses the land at a forest value which is not influenced by other market forces. The land is valued based on forest use only and not based on any other potential use.

What are the requirements for Managed Forest Class?

To be classified as managed forest, the land must be at least 25 hectares and be managed as a single unit.

If the land measures 50 hectares or less, at least 70% of the land must be productive during the year ending on October 31.

If the land measures more than 50 hectares, at least 50% of the land must be productive during the year ending on October 31.

Land owners must also commit to good forest practices and comply with the legislated requirements of the *Private Managed Forest Land Act*.

What are the legislated requirements and how do I apply?

Legislation was passed in November 2003 and came into force in the summer of 2004. This legislation regulates the approval of, and forest practices on private managed forest land.

The *Private Managed Forest Land Act* replaces the *Forest Land Reserve Act*.

The Managed Forest Council, independent of BC Assessment, is established, under the *Private Managed Forest Land Act*, to administer the legislation and process applications for managed forest classification from forest land owners.

Once BC Assessment is notified by the Managed Forest Council that a property meets the requirements, BC Assessment will assign managed forest classification of that property for the next assessment year.

Is there a deadline every year for application?

Questions on application dates should be directed to the Managed Forest Council. The council must notify BC Assessment of changes to land that qualify for Managed Forest classification by September 30 each year for the following assessment year.

Where can I get more information on the requirements of the *Private Managed Forest Land Act* for Managed Forest Classification?

Contact information for the Managed Forest Council is available on their website at www.mfcouncil.ca (<http://www.mfcouncil.ca/>) or the office can be reached by phone at 250-386-5737.

What if my private land is managed with the Forest and Range Practices Act?

Private land which is managed in accordance with the Forest and Range Land Act, and where a management plan has been approved under the Forest Act, may also qualify for Managed Forest Classification under the Assessment Act. For more information about qualifying for Managed Forest Class under the Forest and Range Practices Act, please contact BC Assessment at the number below.

Managed Forest Land: A Warning to Potential Purchasers. More here ([/Shared%20Documents/Purchasers%20of%20Private%20Managed%20Forest%20Land%20Bulletin.pdf](#)).

For more information about Managed Forest classification and assessment, or for details on your Managed Forest property assessment, please contact:

BC Assessment - Managed Forest

400 - 3450 Uptown Blvd.

Victoria BC V8Z 0B9

Phone: 250 595-6211

Toll Free: 1-866-valueBC (1-866-825-8322) - Extension 00225

Email: managedforest@bcassessment.ca (<mailto:managedforest@bcassessment.ca>)

Updated 01/2016

Disclaimer: Where information presented is different from legislation, legislation shall prevail.

How Managed Forest Land is Assessed

BC Assessment assesses managed forest land using a two-step process:

Step One: Bare Land

BC Assessment determines the value of the land without trees. The factors considered in the valuation process include the location, parcel size, soil quality, topography, and accessibility of the property.

BC Assessment applies a schedule of regulated rates to the bare land. These regulated values are used to help BC Assessment fairly and uniformly determine the assessed value of all managed forest land in British Columbia.

In Step One, trees are not assigned a value.

Step Two: Value of Harvested Timber

Only after the trees on managed forest land have been harvested will BC Assessment add the assessed value of the cut timber to the bare land value of the land. The value of the timber harvested in any year is determined using the scale of the timber under the *Forest Act*, and added two years later to the property's assessed value. For example, the value of the timber harvested in 2014 is added to the bare land value for the 2016 assessment of the property.

If the property owner sells the managed forest land before the assessment notice is issued, the owner of the land on December 31 in the year following the harvest will be liable for any outstanding taxes.

The result of using this two-step process is that managed forest land assessments remain fairly stable.

Only at the time of harvest, when the property owner receives the benefits of the harvest, will the value of cut timber be assessed and added to the bare land value of the property.

The *Forest Land and Cut Timber Values* regulation (BC Reg. 90/2000) contains the schedules of value for land and timber.

Declaring the Amount of Harvested Timber

Section 24(10) of the *Assessment Act* states that owners of managed forest land in British Columbia are required to submit an annual declaration (Timber Harvesting Return) to report any timber harvesting which occurred on their properties.

BC Assessment will review the declaration and value the cut timber in accordance with the *Forest Land and Cut Timber Values* regulation (BC Reg 90/2000).

More Information

For more information on how to obtain the managed forest land class for a property, contact the Managed Forest Council at (250) 386-5737, or visit their website at www.mfcouncil.ca (<http://www.mfcouncil.ca/>).

For information about Managed Forest Land classification and assessment, or for details on your Managed Forest property assessment contact:

BC Assessment - Managed Forest

400 - 3450 Uptown Blvd

Victoria, BC V8Z 0B9

Toll Free: 1-866-valueBC (825-8322) Ext 00225

Email: managedforest@bcassessment.ca (<mailto:managedforest@bcassessment.ca>)

Updated 01/2016

Disclaimer: Where information presented is different from legislation, legislation shall prevail.

Name

[Appealing a Managed Forest Property \(/services-and-products/Pages/Appealing a Managed Forest Property.aspx\)](/services-and-products/Pages/Appealing a Managed Forest Property.aspx)

[Classifying Farm Land \(/services-and-products/Pages/Classifying Farm Land.aspx\)](/services-and-products/Pages/Classifying Farm Land.aspx)

[Classifying Horse Operations for Farm Purposes \(/services-and-products/Pages/Classifying Horse Operations for Farm Purposes.aspx\)](/services-and-products/Pages/Classifying Horse Operations for Farm Purposes.aspx)

[Classifying Land Leased to Farmers \(/services-and-products/Pages/Classifying Land Leased to Farmers.aspx\)](/services-and-products/Pages/Classifying Land Leased to Farmers.aspx)

[Classifying Land Used for a Retired Farmer's Dwelling \(/services-and-products/Pages/Classifying Land Used for a Retired Farmer's Dwelling.aspx\)](/services-and-products/Pages/Classifying Land Used for a Retired Farmer's Dwelling.aspx)

[Farm Classification in British Columbia \(/services-and-products/Pages/Farm Classification in British Columbia.aspx\)](/services-and-products/Pages/Farm Classification in British Columbia.aspx)

[Farm land assessment \(/services-and-products/Pages/Farm land assessment.aspx\)](/services-and-products/Pages/Farm land assessment.aspx)

[Farm Property Inspections \(/services-and-products/Pages/Farm Property Inspections.aspx\)](/services-and-products/Pages/Farm Property Inspections.aspx)

[How Managed Forest Land is Assessed \(/services-and-products/Pages/How Managed Forest Land is Assessed.aspx\)](/services-and-products/Pages/How Managed Forest Land is Assessed.aspx)

[Managed Forest Classification in British Columbia \(/services-and-products/Pages/Managed Forest Classification in British Columbia.aspx\)](/services-and-products/Pages/Managed Forest Classification in British Columbia.aspx)

[Medical Marihuana and Property Class \(/services-and-products/Pages/Medical Marihuana and Property Class.aspx\)](/services-and-products/Pages/Medical Marihuana and Property Class.aspx)



BC ASSESSMENT

Toll Free: 1-866-valueBC (825-8322)
bcassessment.ca

Managed Forest Land: A Warning to Potential Purchasers

Purchasers of private managed forest land should be aware that the land may be assessed at a higher value to account for the economic benefit of timber that was previously harvested on that land. Exit fees may also be charged if the property is removed from Private Managed Forest Class.

The property class that deals with private managed forest land is Class 7 Private Managed Forest Land. Land in this class is valued on a two-part basis, as detailed in Section 24 of the *Assessment Act*.

- The bare land value, which incorporates such factors as soil quality, accessibility, topography, parcel size and location; and
- The added value of the timber on the land, which becomes assessable when it is harvested. For example, timber harvested in the calendar year 2014 will show up as added value on the assessment notice of a forest land property for the 2016 Assessment Roll. For property taxes payable in the summer of 2016, part of the value may come from the harvesting of trees two years previously.

The land and harvested timber are valued on the basis of legislated rates prescribed by BC Assessment through regulation each year.

Prospective purchasers of property classed as forest land are advised to enquire about previous harvesting on the property, and its possible property tax implications.

Exit fees may be incurred for those properties removed from Managed Forest Class. The exit fee is intended to encourage long-term participation in the Managed Forest Program and is applied to property that is removed from Managed Forest Class prior to a fifteen year timeframe. Exit fees are administered by the Managed Forest Council (MFC).

Information on exit fees is available on the website of the MFC at mfcouncil.ca or by phone at (250) 386-5737.

For more information on Managed Forest Land assessments or details on your Managed Forest property assessment, please contact:

BC Assessment – Managed Forest
400 – 3450 Uptown Blvd
Victoria, BC V8Z 0B9

Phone: 1-866-valueBC (825-8322) Ext 00225
Email: managedforest@bcassessment.ca



MANAGED FOREST
COUNCIL



What is Managed Forest Land?



Managed Forest Classification

Managed Forest is a BC Assessment property classification (class 7) established in 1988 to encourage private landowners to manage their lands for long-term forest production.

ELIGIBILITY & REQUIREMENTS

- A minimum of 25 hectares is required. The property may consist of more than one parcel provided the parcels are contiguous. If the land is 50 hectares or less, at least 70% of

the land must be productive. If the land is more than 50 hectares, at least 50% of the land must be productive.

- A signed Management Commitment filed with the Council that signifies the owner's commitment to use the property for production and harvesting of timber and associated forest management activities.

OBLIGATIONS

- Annual administration fee paid to the Council. The fee is determined each year by Council based on a rate applied to the bare land assessed value of the land and a general administration fee to distribute the cost of the program equitably among managed forest owners.
- Annual declaration form that highlights forest management activities completed during the year, including harvesting, destroyed timber, road construction, road deactivation and reforestation.
- Comply with the Private Managed Forest Land Act and regulations, including protection of key environmental values.
- Notify council within 24 hours of becoming aware that a landslide or debris flow has occurred and has deposited debris into a stream.
- Pay an exit fee if the property is withdrawn from managed forest land class within 15 years. The fee is based on the difference between the tax that was paid as managed forest land and the tax that would have been paid had the property not been managed forest land class, with a discount related to the number of years classed as managed forest. Exemptions apply in certain circumstances, such as the expropriation or donation of land for public purposes.
- Provide a Notice of Sale within 30 days if the property is sold, that notifies the Council that the property has been sold and provides contact information for the new owner.

Additional Information:

VALUATION & TAXATION

Visit the BC Assessment website for more information on the valuation and taxation of managed forest land.

PRESENTATION TO THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES APRIL 2014

Includes:

- Historical Context
- Overview of Council
- Management Objectives on private managed forest land
- Legislation & Regulation

 **DOWNLOAD**
PDF

FACT SHEETS

Managed Forest
Information for Real Estate
Agents and Purchasers

BENEFITS

- Property assessed values are generally lower than for other classes such as residential
- Owners are assured the right to harvest trees, unrestricted by local government bylaws
- Assessments are reasonably stable through years of no harvesting, and increased assessments apply only following a year in which harvesting occurs

▼ DOWNLOAD
PDF

Council & the Managed
Forest Program

▼ DOWNLOAD
PDF

© Copyright 2004-2015 Managed Forest Council

- British Columbia, Canada

Privacy Statement
Log in

Back to Top ^

Sitemap



MANAGED FOREST
COUNCIL



Private Managed Forest Land Legislation

PRIVATE MANAGED FOREST LAND ACT

- The Private Managed Forest Land Council, including its objectives, scope of operations, and authority
- Managed forest land objectives for soil conservation, water quality, fish habitat, critical wildlife habitat, and reforestation
- Procedures for private Managed Forest land application, withdrawal of management commitment, exit fees, annual declarations and local government restrictions with respect to land uses

➤ [LINK TO THE ACT](#)

PRIVATE MANAGED FOREST LAND COUNCIL REGULATION

- Council powers and administrative requirements
- Owner requirements with regard to:
 - Administration
 - Soil conservation
 - Structures and activities near streams
 - Fish streams and water supply areas
 - Reforestation

➤ [LINK TO THE REGULATION](#)

PRIVATE MANAGED FOREST LAND COUNCIL MATTERS REGULATION

- Establishment of water quality objectives
- Council review of requests with respect to administration and exit fees
- Remediation orders
- Offences

➤ [LINK TO THE REGULATION](#)

PRIVATE MANAGED FOREST LAND REGULATION

- Determination of exit fees
- Provisions for critical wildlife habitat, including appeals
- SCHEDULE A: list of forest management activities with respect to restrictions on local government authority regarding land use
- SCHEDULE B: Exit fee adjustment factors based on number of years property is assessed as Managed Forest
- SCHEDULE C: list of species at risk with regard to establishment of critical wildlife habitat
- Amendment December 2004 adds definition of 'local government'

➤ [LINK TO THE REGULATION](#)

© Copyright 2004-2015 Managed Forest Council

- British Columbia, Canada

[Back to Top](#) ↗

[Privacy Statement](#)
[Log in](#)

[Sitemap](#)



MANAGED FOREST
COUNCIL



How to Apply

01. ENSURE ELIGIBILITY

Ensure the land is eligible for Managed Forest class – see Managed Forest Land Class Requirements & Obligations to learn more.

02. REVIEW REGULATIONS

Review the Private Managed Forest Land Act and regulations to ensure willingness to comply with these standards – see Managed Forest Legislation.

03. FILL OUT A MANAGEMENT COMMITMENT FORM

Refer to the Management Commitment Form Instructions for details about the information required in the Management Commitment. If the property has more than one owner, then:

- All owners can sign the Management Commitment, OR,
- The owners can use the Authorization to Act as Agent form to appoint an agent or one of the owners to act as agent with respect to the Management Commitment. The form is signed by all owners.

RELATED INFORMATION:

- Managed Forest Land Class Requirements & Obligations
- Managed Forest Legislation

FORMS:

- Management Commitment
- Management Commitment Instructions
- Management Commitment Amendment
- Authorization to Act as Agent

04. SUBMIT APPLICATION

Send the completed Management Commitment to the Managed Forest Council at:

Managed Forest Council
305 – 1627 Fort Street
Victoria, BC V8R 1H8

OR

Submit by email to the address at the bottom of the form.

AMENDING A MANAGEMENT COMMITMENT

A managed forest owner may wish to amend the management commitment to:

- Add land to existing Management Commitment
- Change specifications of existing Management Commitment

Note that applications for managed forest land class must be received by the Council by August 31 of each year in order to be considered and processed for the next year's assessment.

ACCEPTANCE PROCESS

Council reviews the management commitment to ensure that it complies with the requirements of the *Private Managed Forest Land Act* and regulations. Council will contact the Owner if there are questions or deficiencies. If the commitment meets the requirements of the private managed forest land legislation,

Council sends the
Owner a letter to
advise that the
management
commitment has

been accepted and
forwarded to BC
Assessment who
determines whether
the property may be
classed as managed
forest land (property
class 7) under section
24 of the *Assessment
Act*. BC Assessment
contacts the owner
advising of their
decision.

Once the property
becomes managed
forest land, the
*Private Managed
Forest Land Act* and
Regulations apply.

© Copyright 2004-2015 Managed Forest Council

- British Columbia, Canada

[Privacy Statement](#)
[Log in](#)

[Back to Top](#) 

[Sitemap](#)



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, Acting City Manager
FROM: Jake Martens, Deputy City Clerk/Communications Coordinator
COPIES TO: Mark Zenko, Facility Operations Supervisor; Cathy Rothwell, Director of Finance
DATE: July 5, 2016

SUBJECT: City Hall Elevator - Enabling Accessibility Grant Application

Issue:

Council to consider the commitment of \$100,000 in funding from the Land Sale Reserve Fund to advance a grant application to the Enabling Accessibility Fund for the installation of an elevator at City Hall.

Background:

Port Alberni City Hall was constructed in 1959 during a time when disability access was not a major building consideration and was not a requirement of the building code. The split-level design provides a large foyer at the main entrance with offices and meeting rooms located on the upper and lower floors. This design creates barriers barring access through the main entrance for individuals with mobility challenges.

After many years, a chair lift system was installed to accommodate wheelchair access to City Hall. The system eventually proved problematic as its weight and size restrictions could not accommodate the new larger style wheelchairs and scooters. In addition, the lift was slow, required a helper to be present and had both lights and an audible safety alarm that brought unwanted attention to individuals who used it. These factors were a significant deterrent to use of the lift system and general access to City Hall.

With limited use and a number of mechanical issues, the electric stair lift was removed in 2012 and signage and building alternations performed to provide for disability access via the 4th Avenue alleyway and staff entrance. While the adjustments provided functional access the building, they were recognized as being temporary, not permanent solutions.

City staff has identified the installation of an elevator as being the best solution to this issue. The installation of an elevator would provide quick, unaided, dignified, and unimpeded access between the foyer and the upper and lower floors.

Discussion:

Given the nature and importance of the building to the community functioning, it is important that all community members and City employees not face physical barriers in accessing City Hall. These barriers impede people with disabilities, parents with small children, and seniors from actively engaging in their community through meeting attendance.

A grant funding opportunity has been identified through the federal government that could partially fund the costs associated with the installation of an elevator. The Enabling Accessibility Fund is a program administered by Employment and Social Development Canada that supports capital costs of construction and renovations related to improving physical accessibility and safety for people with disabilities in Canadian communities and workplaces.

\$50,000 is the maximum grant available and the project must be funded with a minimum of 35% of the costs from other sources. With the deadline for the 2016 intake being July 26, 2016, Council approval is requested to commit an expenditure of \$100,000 towards the project costs in order to move forward with preparing and submitting a grant application.

Recommendation:

That the report from the Deputy City Clerk/Communications Coordinator dated July 5, 2016, be received and Council for the City of Port Alberni confirm a commitment \$100,000 from the Land Sale Reserve Fund for the installation of an elevator at City Hall, contingent on a successful application to the Enabling Accessibility Fund.

Respectfully submitted,



Jake Martens
Deputy City Clerk/Communications Coordinator

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
City Manager					
1	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	City Manager/Clerk's Dept. - Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council – Early 2016	High
2	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	City ownership of property March 23/16. Works planned.	Medium
3	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	HR Manager - Following implementation of return to work program.	Medium
4	Regular Jan 11/16	City to task the Community Forest to investigate and report on implementing longer harvesting rotations (FSCDC Report).	Goal #3: Environmental Protection		Low
5	Regular Jan 11/16	Re-affirm Vision in the Strategic Plan to improve access to the Waterfront while also developing a plan in coordination with provincial authorities to address sea level rise and flood concerns from climate disruption (FSCDC Report).	Goal #3: Environmental Protection		Low
6	Regular Jan 11/16	Community urban food inventory webpage and information (FSCDC Report).			Low
7	Regular May 24/16	Review Navcanada action undertaken by North Saanich and implications for Port Alberni			Low
Clerk's Dept.					
8	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Clerk's Dept./Planning Dept. Order in Council effective July 14, 2014. Bylaws and policies being prepared. (Sept/16)	High

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
9	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		City Clerk/City Manager/HR Manager	Medium
10	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
11	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
Community Services Dept.					
12	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Medium
13	Special Budget – Feb 23/16	Prepare a report outlining a comprehensive plan for the replacement of the Echo Aquatic and Fitness Centre	Goal #4: Revitalize Economy/Liveability	By end 2016	Medium
14	Regular Jan 11/16	Public water bottle stations in City facilities - Multiplex and Echo Fieldhouse (FSCDC Report).	Goal #3: Environmental Protection	Multiplex complete (partially funded by ACRD).	Medium
15	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans	Low
16	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
17	Regular Jan 11/16	Develop and bring to FSCDC a community garden implementation policy (FSCDC Report).	Goal #3: Environmental Protection		Low
18	Regular June 13/16	Work with Baby Bed Committee to assist in finding suitable storage space for baby beds.			Low
19	Regular June 27/16	Draft development plan options for Canal Beach for public consultation regarding a long-term development plan.			Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Economic Development Dept.					
20	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	RFP extended to June 30, 2016	High
21	Regular Feb 22/16	Prepare contract re implementation of SPROUT Program	Goal #4: Revitalize Economy/Liveability	In progress	High
22	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	AVTA partnering with Tourism Tofino and Tourism Ucluelet on a marketing campaign – not ready to meet	Medium
Engineering Dept.					
23	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	On hold pending further discussions with WFP – high priority?	Medium
24	Regular Jan 11/16	Create a phased implementation plan for all-abilities protected bike lanes including possible tree and garden planting (FSCDC Report)	Goal #2: Connected Community		Medium
25	Regular Jan 11/16	Implement a pilot kitchen/yard waste pickup compost project (FSCDC Report).	Goal #3: Environmental Protection		Medium
26	Special Budget – Feb 23/16	Community Solar	Goal #3: Environmental Protection	Feasibility and implementation plan for single city owned location of solar panel "farm" to sell energy to Grid. \$15,000 allocated in 2016 budget.	Medium
27	Regular Mar 29/16	Report regarding request from Grandview Road residents for walking path on Grandview	Goal #2: Connected Community		Low
28	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	Report in progress	Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Finance Dept.					
29	Regular April 11/16	Review potential for reduction in tax rates for Private Management Forest Lands and Farm Lands		Report July 11	High
Fire Dept.					
30	Regular June 13/16	Work with BC Wildfire Service, ACRD and other stakeholders to create wildfire management plan for CPA			High
Planning Dept.					
31	Regular May 9/16	Proceed with process of renaming Gertrude/Stamp/3 rd Avenue and notification to owners/tenants/emergency services/utility providers	Goal #2: Connected Community	Report regarding City costs provided at June 13/16 meeting. Process to be identified – will need additional report to Council.	High
32	Regular Jan. 11/16	Prepare draft Call for Proposals for the development of approximately 8 hectares (or less) of land adjacent to Westporte Place, for Council's consideration.	Goal #4: Revitalize Economy/Liveability	In progress – September 2016.	High
33	Special Budget – Feb 23/16	Create environmental rebate initiatives for property owners (FSCDC Report).	Goal #3: Environmental Protection	Recommendation from the FSCDC to create 3 rebate programs: Oil to Electric, Energy Audit, and Energy Retrofit Half-the-Tax Challenge. \$30,000 allocated in draft 2016 budget.	High
34	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium
35	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Not a strategic priority	Meeting held on Nov 12 th . City Planner met with Alberni Paving Feb. 1/16 to discuss alternative locations. They are considering options.	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
36	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability	Report September 2016	Medium
37	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government	September 2016	Medium
38	Regular Mar 14/16	Report reviewing options for potential amendments to home occupation regulations – comparison to regulations in other municipalities and enforcement complaints	Not a strategic priority		Medium
39	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
40	Regular May 24/16	Report (based on Engineer's May 17 report) recommending amendments to the City's property maintenance bylaw to address vacant property concerns			Low
41	Regular June 27/16	Additional report regarding the proposed lane closure adjacent to 3894 4 th Avenue.			Low

Organizational Structure Review (adopted by Council February 9/16)			
	Council Direction:	Assigned To:	Target Completion Date:
1	Parks & Facilities Maintenance divisions become function of Public Works – Facilities Ops Supv and Parks Ops Supv report to designated Public Works Supt.	CAO/Director of Community Services	May 1, 2016 Transition complete
2	Hire exempt Manager of Human Resources as soon as possible	CAO	June 30, 2016 (Complete May, 2016) Krista Tremblay commences in position May 30, 2016
3	Identify pool of senior exempt staff to act in City Manager's absence in succession plan and develop policy outlining compensation for employees acting in such capacity	CAO	September 30, 2016
4	Modify one Public Works Supt. position to include increased responsibility – review through JE process	CAO	May 1, 2016 (Complete April 2016) Wilf Taekema promoted to Manager of Operations – announcement made April 11, 2016
5	Upgrade Administrative Assistant position to include Communications and Deputy City Clerk role – review through JE process	CAO/City Clerk	May 1, 2016 (Complete April, 2016) Jake Martens promoted to Deputy City Clerk/ Communications Coordinator – announcement made April 11, 2016.
6	Expand role of Fire Chief to include responsibility for fire protection, emergency services, oversight of RCMP municipal staff and bylaw enforcement	Fire Chief	September 30, 2016
7	Pursue shared service opportunities with ACRD	CAO	In progress - Meeting with ACRD Board April 20 th , 2016.
8	Update City's succession plan	CAO/Mgr Human Resources	September 30, 2016
9	Review non-tax revenue opportunities (incl. review of all external contracts – best practices from other local govt's and input from working group	CAO/Director of Finance	November 1, 2016
10	Review non-core services that could be provided by different level of gov't or could be discontinued	CAO	November 1, 2016
11	Work with community and partners to determine alternate service delivery model for museum and heritage services – proposed work plan to be completed	CAO/Director of Community Services	July 1, 2017 In progress - Councillor Washington appointed to Stakeholder working group.

Respectfully Submitted



Tim Pley - Acting City Manager/Fire Chief

CITY OF PORT ALBERNI
PLANNING AND BUILDING DEPARTMENT
 MONTHLY REPORT FOR JUNE, 2016

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

- The City Planner/Approving Officer attended a one day Subdivision Approving Officer Workshop in Nanaimo through the Local Government Management Association.

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Year to Date - 2015	Year to Date - 2016
Subdivision	2	2
OCP and/or Rezoning	9	8
Development Variance	2	1
Development Permit	1	3
Temporary Use Permit	1	0
Sign Bylaw	0	0
Total Applications	15	14

RESIDENTIAL BUILDING UNITS COMPARISON		
Type	Year to Date - 2015	Year to Date - 2016
Single Family	12	15
Duplex	0	0
Multiple	0	2
Secondary Suite	3	2
Total Units	15 units	19 units

**REPORT OF THE PUBLIC HEARING HELD ON MONDAY, JUNE 27, 2016
AT 5:45 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO
PROPOSED AMENDMENTS TO THE ZONING BYLAW**

PRESENT:

Council:	Mayor Ruttan (Chair) Councillor Alemany Councillor Minions Councillor Paulson Councillor Sauvè Councillor Washington
City Staff:	Tim Pley, A/City Manager Jake Martens, Deputy City Clerk Scott Smith, City Planner

Members of the Public: 8

The Chair explained the Public Hearing procedures for the meeting.

Part A - Applicant: T. Shaw, 6031 River Road

A1. Description of the Application

The Deputy City Clerk provided a summary of the application:

T. Shaw is applying to amend the Zoning Bylaw to facilitate the construction of a residential duplex on the subject property.

The proposed bylaw is "Zoning Map Amendment No. 15 (6031 River Road - Shaw), Bylaw No. 4911".

A2. Background Information from the City Planner

The City Planner provided background information regarding the proposed amendment by way of summarizing his report of June 20, 2016, attached hereto and forming part of this report.

A3. Correspondence

None.

A4. Late Correspondence Regarding the Matter

None.

A5. Input from the Public regarding the Bylaw

None.

A6. Questions from Council:

None.

Part B - Applicant: C. Patterson, 4815 Argyle Street

B1. Description of the Application

The Deputy City Clerk provided a summary of the application:

C. Patterson is applying to amend the Official Community Plan and the Zoning Bylaw to allow for residential use with accessory uses such as hostel, restaurant, pub and assembly.

The proposed bylaws are:

- "Official Community Plan Amendment No. 21 (4815 Argyle Street - Patterson), Bylaw No. 4912"
- "Zoning Map Amendment No. 16 (4815 Argyle Street - Patterson), Bylaw No. 4913"
- "Zoning Text Amendment No. T10 (Site Specific Use - RM3 High Density Multiple Family Residential), Bylaw No. 4914"

B2. Background Information from the City Planner

The City Planner provided background information regarding the proposed amendment by way of summarizing his report of June 20, 2016, attached hereto and forming part of this report.

B3. Correspondence

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

29 e-mails dated June 22, 2016 received in support of the amendments:

Matt Girven	Jim Wright	Harold Bethel
Sharean Van Volsen	Cathy & Kerry McDonald	Ann McIvor
Gary Swann	B. Hintz	Judy Nelson
Darlene Ross	Rory Rickwood	Walter Kusmin
Mark Snow	Gale Cyr	Gayle Stephen-Player
Linda LaRoche	Annie Humphries-Loutit	John Pippus
Judith Hutchison	June & Bill Windley	Helen Gardener
Rina Knoesen	Nancy Blair	Joe Netzer
PA Peace	Belinda Williams	S. Nadudvary
Brent Ronning (Portal Players Dramatic Society)	Nora Lande	

B4. Late Correspondence Regarding the Matter in Support of the Amendments

Attached hereto and forms part of this report:

- E-mail dated June 22, 2016 from Bonnie Patterson and David Frayn
- E-mail dated June 23, 2016 from Fran Thiessen
- E-mail dated June 23, 2016 from Gail and Dave Morton
- E-mail dated June 23, 2016 from Joanne and Vaughan Chase
- E-mail dated June 23, 2016 from Gabriele "Gabby" Osborne
- E-mail dated June 23, 2016 from Allan Zimmerman

B5. Input from the Public regarding the Bylaw

None.

B6. Questions from Council:

In response to questions from Council:

- The City Planner explained that the tax changes will be proportional for the uses of residential and commercial.
- The City Planner confirmed that modifications to the building are not dependent on the proposed rezoning.

7. Calling for any Further Input:

The Chair asked for any further input from the public. There was none.

The Chair called a second time for input. There was none.

The Chair asked for input for a third and final time. There was none.

8. Closing Remarks by the Chair:

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

It was moved and seconded:

That the Public Hearing terminate at 6:00 pm.

CARRIED

Pursuant to Sections 464, 465 and 466 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held June 27, 2016 regarding:

- "Zoning Map Amendment No.15 (6031 River Road - Shaw), Bylaw No. 4911".
- "Official Community Plan Amendment No. 21 (4815 Argyle Street - Patterson), Bylaw No. 4912".
- "Zoning Map Amendment No. 16 (4815 Argyle Street - Patterson), Bylaw No. 4913".
- "Zoning Text Amendment No. T10 (Site Specific Use - RM3 High Density Multiple Family Residential), Bylaw No. 4914".



Jake Martens
Deputy City Clerk/Communications Coordinator

J:\Clerks\PublicHearing\2016\RiverRdShaw_ArgylePatterson\Report_jmac.doc



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT

TO: Tim Pley, Acting City Manager

FROM: Scott Smith, City Planner

DATE: July 6, 2016

SUBJECT: Zoning Bylaw Amendment

Issue

To consider final adoption of Zoning Bylaw Map Amendment No. 15 (6031 River Road - Shaw), Bylaw No. 4911

Background

The Zoning Bylaw amendment is to rezone the 6031 River Road to the R2 – One and Two Family Residential zone to allow the construction of a duplex.

Zoning Bylaw Map Amendment No. 15 (6031 River Road - Shaw), Bylaw No. 4911 received 1st and 2nd reading on June 13, 2016 and received 3rd reading on June 27, 2016.

Final adoption of the bylaw is subject to approval by the Ministry of Transportation. The Ministry approved the bylaw on July 6, 2016.

Recommendation

That Council for the City of Port Alberni give final adoption to Zoning Bylaw Map Amendment No. 15 (6031 River Road - Shaw), Bylaw No. 4911

Respectfully submitted

Scott Smith, MCIP
City Planner

CouncilAdoptionMemoJuly2016

CITY OF PORT ALBERNI

BYLAW NO. 4911

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

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

1. Title

This Bylaw may be known and cited for all purposes as "Zoning Bylaw Map Amendment No. 15 (6031 River Road - Shaw), Bylaw No. 4911".

2. Zoning Amendment

2.1 That Lot 38, Block 17, District Lot 9, Alberni District, Plan VIP1585 (PID: 007-178-778), located at **6031 River Road**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'RR2 Semi Rural Residential' to **'R2 One and Two Family Residential'**.

3. Map Amendment

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

READ A FIRST TIME THIS 13TH DAY OF JUNE, 2016.

READ A SECOND TIME THIS 13TH DAY OF JUNE, 2016.

A PUBLIC HEARING WAS HELD THIS 27TH DAY OF JUNE, 2016.

READ A THIRD TIME THIS 27TH DAY OF JUNE, 2016.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF , 2016

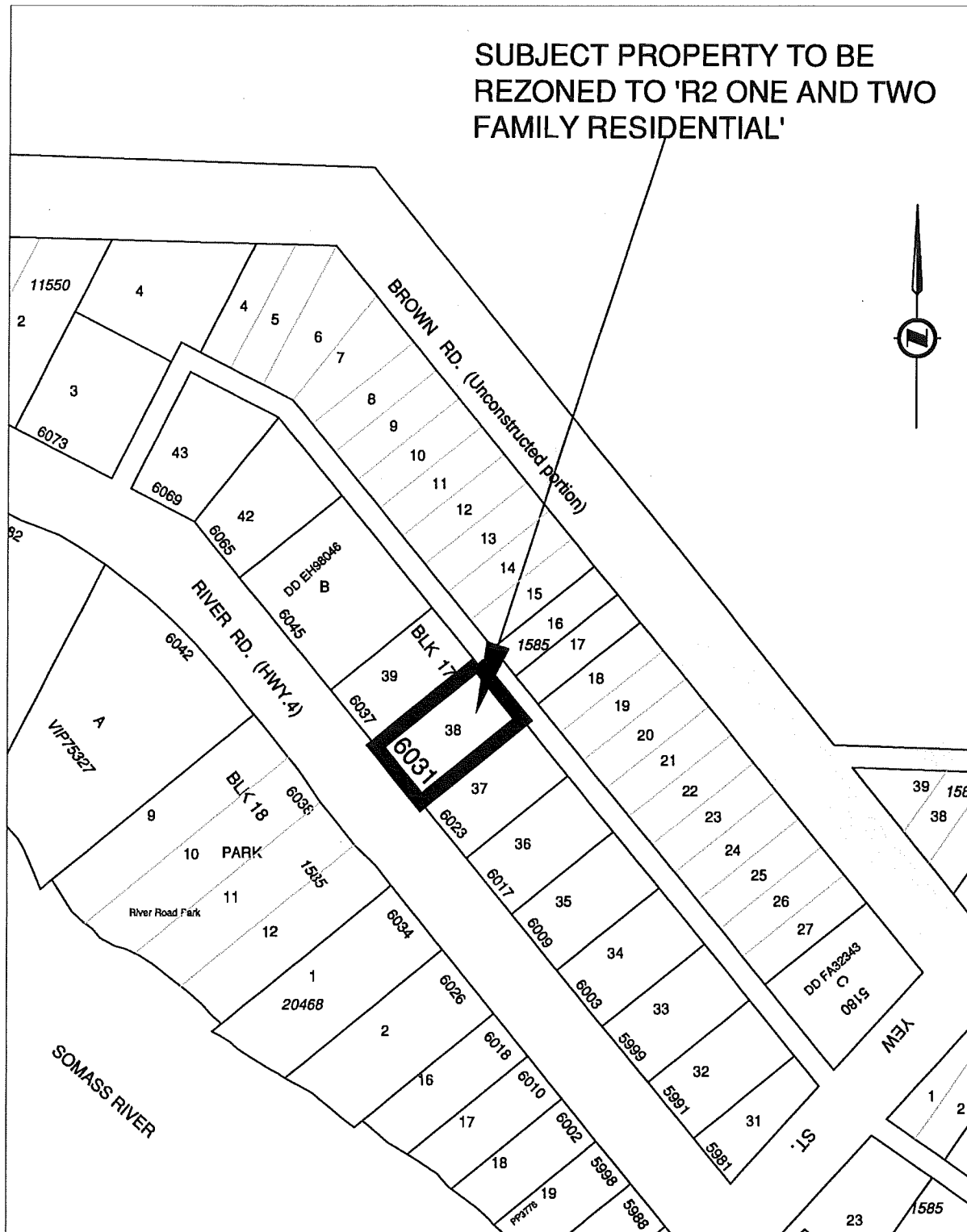
FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4911_ZoningMapAmendNo15_6031RiverRoad_Shaw_tf.docx

Schedule "A" to Bylaw No. 4911





CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Tim Pley, Acting City Manager

FROM: Scott Smith, City Planner

DATE: July 6, 2016

SUBJECT: Perimeter Drains

Issue

To consider amending the City of Port Alberni Building Bylaw to add a charge to inspect perimeter drains.

Background

The Engineering Department and Building Inspector will be requiring the replacement of perimeter drains to take out a building permit. The past practice of not requiring a permit has meant no inspections were conducted and over the last few years, the City has been made aware of several perimeter drains having to be redone because the original work was improperly installed. Requiring a building permit for perimeter drains will result in an inspection of the work and a proper clean-out being installed.

The current building bylaw gives the City the authority to require a permit, but does not have a fee related to perimeter drains. The proposed fee is \$200.00 to cover a portion of the cost, without being prohibitive in order to encourage people to apply for a permit.

Recommendation

That the report from the City Planner dated July 6, 2016 be received.

That Building Bylaw, Amendment No. 1, Bylaw No. 4915 be now introduced and read a first time.

That Building Bylaw, Amendment No. 1, Bylaw No. 4915 be read a second time.

That Building Bylaw, Amendment No. 1, Bylaw No. 4915 be read a third time.

Respectfully submitted,

Scott Smith, MCIP
City Planner

CITY OF PORT ALBERNI

BYLAW NO. 4915

A BYLAW TO AMEND PORT ALBERNI BUILDING BYLAW NO. 4577, 2005

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

1. Title

This Bylaw may be known and cited for all purposes as **"Building Bylaw, Amendment No. 1, Bylaw No. 4915"**.

2. Amendment

Port Alberni Building Bylaw No. 4577, 2005 is hereby amended as follows:

- a) By adding the following text under Schedule "A" – Plumbing Permit Fees:
 "(g) Perimeter Drain \$200"

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4915_BuildingBylawAmendmentNo.1_tf.docx

ENGINEERING DEPARTMENT

MEMORANDUM

Date: June 30, 2016
To: Tim Pley – City Manager
From: Guy Cicon - City Engineer
Copy to: Cathy Rothwell - Director of Finance
Davina Hartwell - City Clerk
Brian Mousley – Utilities Superintendent

Re: Water and Sewer Rates Amendment 2016

Issue:

Subsequent to City Council adopting the 2016 – 2020 Financial Plan, the water and sewer rate bylaws require amending before the September 2016 billing.

Background:

On June 24, 2013 JP Joly from Econics Enterprises was in attendance at the Regular meeting of Council to present information regarding the City's water and sewer rates outlining the need for increases over the next 20 years in order for the system to be sustainable and to provide incentives for water conservation.

The City Engineer also presented a report recommending implementing a Water Conservation Plan. The Water Conservation Plan was adopted by Council May 9, 2013.

On July 28, 2014 JP Joly from Econics Enterprises was in attendance at Regular meeting of Council to present an overview of the proposed water conservation rate structure. He outlined the three step approach taken which is full cost recovery (long term sustainability); establishing the cost of the service and equity (fairness and public acceptability) and to design rates to meet objectives (promote conservation, minimize billing impacts). The City Engineer also advised that senior government will no longer grant funding to the City unless we demonstrate that we have a conservation oriented rate structure in place.

On February 5, 2015 JP Joly from Econics Enterprises was in attendance at the Special Meeting of Council for the 2015 – 2019 Financial Plan to present further information on the water and sewer rate structures as requested by Council.

The 2016 – 2020 Financial Plan adopted by City Council included a general 10% increase in water and sewer rates based on the existing rate structures.

Discussion:

City Council has adopted the 2016 – 2020 Financial Plan, the water and sewer rate bylaws require amending before the September 2016 billing. The amendment would include a general 10 % rate structure adjustment as presented to City Council in the Financial Plan.

The rate reviews were completed for Council to ensure;

- revenue sufficiency for system maintenance and capital replacements
- rate equity for fairness
- resource conservation to improve management and reduce operating costs

The **proposed water rate structure** is attached. The rate structure identifies 6 categories of users where residential users have an inclining block conservation based structure and the others have a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.

The **proposed sewer rate structure** is attached. The rate structure identifies 3 categories of users with a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.

Recommendation:

That the report dated June 30, 2016, be received and that Council for the City of Port Alberni approve the water and sewer rate structure proposed and amend the bylaws accordingly.

Regards,



Proposed Schedule “A” to Waterworks Bylaw

1. Rates for Water Consumption

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.48 per m ³ Over 60 m ³ : \$0.64 per m ³
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.48 per m ³
Commercial	Service to commercial and light industrial units	\$0.41 per m ³
Industrial	Service to specific high volume customers	\$0.28 per m ³
Outside City Residential	Outside City boundaries single family residential	First 60 m ³ : \$0.65 per m ³ Over 60 m ³ : \$0.86 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshah First Nation; Beaver Creek	\$0.36 per m ³

2. Water Fixed System Charge

Meter Size (millimetres)	Meter Size (inches)	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 14.64	\$ 19.77
19	3/4	\$ 14.64	\$ 19.77
25	1	\$ 30.43	\$ 41.07
38	1 1/2	\$ 39.28	\$ 53.03
50	2	\$ 51.36	\$69.33
75	3	\$ 81.31	\$ 109.77
100	4	\$ 115.16	\$ 155.46
150	6	\$194.94	\$263.18
200	8	\$285.43	\$385.33
250	10	\$386.67	\$522.01

Proposed Schedule “A” to Sewer Connection Bylaw

1. Rates for City Sewerage System

Customer Category	Description	Volume Rate
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.33 per m ³
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.48 per m ³
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high rate	\$0.42 per m ³

2. Sewer Fixed System Charge

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$15.97
19	3/4	\$15.97
25	1	\$15.97
38	1 1/2	\$33.28
50	2	\$33.28
75	3	\$93.17
100	4	\$93.17
150	6	\$93.17
200	8	\$93.17
250	10	\$199.65

CITY OF PORT ALBERNI

BYLAW NO. 4916

A BYLAW TO AMEND WATERWORKS BYLAW NO. 4494

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

1. Title

This Bylaw may be known and cited for all purposes as "**Waterworks Bylaw, Amendment No. 8 Rate Changes, Bylaw No. 4916**".

2. Amendments

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A", "B" and "C" attached to Waterworks Bylaw No. 4494 are hereby deleted and the Schedules "A", "B" and "C" attached hereto are substituted and shall become effective for the third billing period of 2016 (September 1, 2016).

3. Repeal

Upon effect of Bylaw No. 4916, "Waterworks Bylaw, Amendment No. 7 Rate Changes, Bylaw No. 4881" shall be hereby repealed.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2016.

Mayor

Clerk

SCHEDULE "A" TO WATERWORKS BYLAW, NO. 4494

METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Rates for Water Consumption are calculated on the basis of cubic metre (m³).
One m³ equals 1,000 litres.

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.48 per m ³ Over 60 m ³ : \$0.64 per m ³
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.48 per m ³
Commercial	Service to commercial and light industrial units	\$0.41 per m ³
Industrial	Service to specific high volume customers	\$0.28 per m ³
Outside City Residential	Single family residential outside City boundaries	First 60 m ³ : \$0.65 per m ³ Over 60 m ³ : \$0.86 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshaht First Nation; Beaver Creek	\$0.36 per m ³

2. Fixed System Charge

Fixed System Charges are calculated monthly, based on the size of Meter in metric (millimetre or mm) measure.

Meter Size millimetres	Meter Size inches	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 14.64	\$ 19.77
19	3/4	\$ 14.64	\$ 19.77
25	1	\$ 30.43	\$ 41.07
38	1 1/2	\$ 39.28	\$ 53.03
50	2	\$ 51.36	\$69.33
75	3	\$ 81.31	\$ 109.77
100	4	\$ 115.16	\$ 155.46
150	6	\$194.94	\$263.18
200	8	\$285.43	\$385.33
250	10	\$386.67	\$522.01

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

SCHEDULE "B" TO WATERWORKS BYLAW, NO. 4494
UNMETERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Category of Single Family Residential or Commercial Premises	Monthly Rate
(a) Unmetered (refusals)	\$119.26
(b) Inside City Boundaries - awaiting Meter installation	\$ 29.83
(c) Outside City Boundaries - awaiting Meter installation	\$ 40.23

The establishment of a rate for unmetered (refusals) Premises in (a) above does not interfere with or relieve an Owner from the obligation under Section 34 of this Bylaw to have a Meter installed on their Premises.

2. Fire Line Rates

The monthly rate for all Fire Lines shall be \$19.90.

3. Billing Period

Unless otherwise determined by resolution of Council, accounts for the above shall be billed every four months in advance and shall be due and payable on the date stated on the invoice. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any Owner.

SCHEDULE "C" TO WATERWORKS BYLAW, NO. 4494

CUSTOMER SERVICE CHARGES

(1) Water Service Connections

Size of Service Connection	Inside City Boundaries Charge	Outside City Boundaries Charge
25 mm	As per current Fees & Charges Bylaw	As per current Fees & Charges Bylaw or At Cost*
Larger than 25 mm	At Cost*	At Cost*
* Note: "At Cost" is a term as defined in Section 2 of this Bylaw.		

(2) Use of Fire Hydrant for Water Supply

Application charge of \$50.00 plus \$50.00 for each week or portion thereof of connection to the Fire Hydrant plus \$50.00 non-refundable equipment use fee for use of City supplied backflow assembly.

(3) Turn Off and Turn On

(i) A charge of \$50.00 shall be charged for turning OFF a Supply of Water.

(ii) A charge of \$50.00 shall be charged for turning ON a discontinued Supply of Water.

(iii) A charge of \$50.00 shall be charged for turning water on/off after usual City business hours for the purposes of emergency repair or maintenance.

(iv) The charges noted in (i), (ii) and (iii) above do not apply where turning off the Supply of Water was required due to the Premises being substantially damaged by fire

(4) Meter Testing

\$ 75.00 per test

(5) Interim Meter Read

\$25.00

(6) Account Adjustment due to Meter Failure

\$10.00

(7) Processing of Application for Account Adjustment due to Leak

\$50.00

CITY OF PORT ALBERNI
BYLAW NO. 4917
A BYLAW TO AMEND
SEWER CONNECTION AND REGULATION BYLAW, NO. 3224

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

1. Title

This Bylaw may be known and cited for all purposes as "**Sewer Connection and Regulation Bylaw, Amendment No. 10 (Sewer Rates and Septage Dump Fee) 2016, Bylaw No. 4917**".

2. Amendments

Sewer Connection and Regulation Bylaw, Bylaw No. 3224 is hereby amended by:

- (a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw.
- (b) Amending Schedule 'B' Customer Service Charges as follows:

1. Septage Dump Fee

A charge of \$126.00 per load shall be charged for dumping of septage by tanker trucks.

3. Effective Date

The effective date of this Bylaw shall be September 1, 2016.

4. Repeal

Upon effect of Bylaw No. 4917, "Sewer Connection and Regulation Bylaw, Amendment No. 9 (Sewer Rates), Bylaw No. 4882", shall be hereby repealed.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

READ A THIRD TIME AS THIS DAY OF , 2016.

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2016.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4917_SewerAmendmentNo_10_tf.docx

BYLAW NO. 4917

**CITY OF PORT ALBERNI
SEWER CONNECTION AND REGULATION BYLAW
SCHEDULE "A" TO BYLAW NO. 3224**

METERED CONSUMPTION RATES AND BILLING

1. Rates for City Sewerage System

1.1. Rates for Sewer User Consumption

Rates for connection to the City Sewerage System for all users are based on water consumption in of cubic metres (m³). One cubic metre is 1,000 litres. Sewer user consumption rates are as follows:

Customer Category	Description	Volume Rate
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.33 per m ³
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.48 per m ³
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high use rate	\$0.42 per m ³

1.2. Fixed System Charge

Fixed System Charges are calculated monthly based on the size of water meter.

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$15.97
19	3/4	\$15.97
25	1	\$15.97
38	1 1/2	\$33.28
50	2	\$33.28
75	3	\$93.17
100	4	\$93.17
150	6	\$93.17
200	8	\$93.17
250	10	\$199.65

2. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption and Fixed System Charge determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

J:\Clerks\Bylaws\BYLAWS\4917_SewerAmendmentNo_10_tf.docx



Alberni Community and Women's Services Society

Promoting Equality & Building Community

Mayor and Council Members,
City of Port Alberni,
4850 Argyle St,
Port Alberni, BC V9Y

June 28, 2016

Dear Mayor Ruttan and Members of the City Council,

Re: Educational Public Video regarding Victims of Crime

I am writing today to advise you of an initiative, and to request special funding outside the normal Community Granting process. This project falls under the Community Based Victim's Services program (Ministry of Public Safety) and our agency as a whole.

Since the beginning of my three year contract as leader of ACAWS I have been trying to find a way to produce a visual that would assist people to feel comfortable calling 911 when they were assaulted. Our recent annual general report (attached) talks statistically of a recent 11% rate of reporting in a short time period. (3 people out of 26 assaulted) We are all well aware of the ongoing social problems and traumas that result from unaddressed assaults in the valley. The biggest deterrent to reporting is being afraid of what will happen if 911 is called, and what will happen at the courthouse.

We are very pleased to have a recently-new member of the community, who is also a former award winning documentary film maker from South Africa, agree to take this project on for us. Lorna Bennet has come to the valley with her son's family and is a professional script writer and producer. Attached is her very impressive resume. The whole project, called WITNESS has been scripted and shot-sequenced professionally by her, and we are now at the fund-seeking stage. The domestic violence officer and the community based victim services worker were included in the script development. Please access the promo piece online at YOUTUBE by putting ACAWS WITNESS into your computer search page. You can also just ask Jake Martens to email it to your city address or show you in person.

Attached is the budget and script of the piece as well as Lorna's CV and our annual report. The PA Business Women's Network has already committed \$500, and individuals are dropping off small donations. I am asking the City for at least \$5000.00 towards this project. The Ministry of Public Safety and the Solicitor General has received the promo video and the full package enclosed for you and our search for funding is making its way up the chain of

3082 3rd Avenue
Port Alberni, BC V9Y 2A5

www.acaws.ca • office@acaws.ca

Tel: (250) 724-7111
Fax: (250) 724-7113

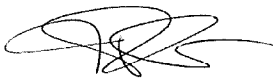


command. We are also requesting funds from the NTC and specific Nations as well as the Coulson Group. The RCMP has been very supportive and the head of media relations for their BC Branch is impressed with our promo quality.

As an active partner with the previous Commanding Officer on many joint initiatives, and especially the Domestic Violence Officer procurement, we ask that the City participate in the production of this video and add their name to the list of funders in the credits.

I am ever available to speak with you and so is Lorna Bennet. As I leave Port Alberni, this is one project that I sincerely hope will find its way to the public domain and be used in the schools, clubs and libraries of the valley, and tweeted, texted and emailed to all citizens.

Yours truly,



Joanne R. Silver
Executive Director

CURRICULUM VITAE LORNA COLLEEN BENNET



I've been involved in the film industry for over 35 years, primarily as a Script Writer and Script Supervisor. I moved to Canada from South Africa four years ago in order to be closer to my family and have returned to South Africa sporadically to work on International Features, but I hope to spend the rest of my life in Canada and would like to be involved in the film industry here in whatever capacity I can.

I started my career as a free-lance journalist and became interested in script writing. I free-lanced as a scriptwriter of insert programs at first, then documentary and finally drama and series for television. In order to improve my program content and gain more insight into Film Production, I volunteered to work on set. Lionel Friedburg, the Director of a made-for-TV movie I had written, thought that I would enjoy doing Continuity on it and this was the beginning of my career as a Script Supervisor. I was nominated for Best Script for that movie. "Umuntu Umgaziwayo" (The Man with No Identity). Lionel Friedburg won a Best Director award for it. It also won awards for Best Actor and Best D.O.P. (Director of Photography.)

I have at times written, produced and directed various projects of my own, including Training and Induction programs and several childrens animated series based on the myths and legends of Africa. These series were sold internationally and won several awards, as did several of my Training and Induction programs. Various episodes of my animated series have been exhibited at animation festivals around the world.

I also developed and taught the original course in **Traditional Animation** at City Varsity, a film school based in Cape Town, South Africa. I believe it has grown and flourished. I have lectured film students on various aspects of Continuity.

I hope to continue working in the Film Industry in one way or another for many years to come and will happily contribute in any way I can.

Yours Sincerely

Lorna Bennet
Contact: lornabennet@yahoo.ca

CURRICULUM VITAE



BACKGROUND

I've been involved in the film industry for almost 35 years, primarily as a Script Writer and Script Supervisor. I also owned an animation company for several years and produced and directed various children's series based on myths and legends of Africa. I developed and taught the first ever Traditional Animation course at City Varsity, an accredited film school in Cape Town South Africa. Here is the work I have done, starting with most recent.

SCRIPT SUPERVISOR/CONTINUITY. FEATURES/SERIES

2014 Hard To Get. Zulu Feature. South Africa. Director Zee Ntuli.
2012 My Sisters Kids in Africa. Danish Feature Film. Director; Martin Mieh-
Renard
2011 Flight of the Storks. 2 pt. series. Canal Plus French TV. Dir. Jan Kounen, with
Harry Treadaway, Rutgar Hauer, Perdita Weeks.
2011 The Lion Girl. Int.Feature. Germany. Director; Stefanie Sycholt.
2011 Erfsondes. TV Series. SABC. South Africa.
2011 Chronicle. Feature. 20th Century Fox.U.S.A. Director Josh Trank
2011 Material. Feature Film.TOM Pictures.Director Craig Freimond.
2011 Strikeback. UK Series. 2nd Unit. Out Of Africa. (Durban)
2010 Mr Bob.French Feature for Canal Plus.Director; Thomas Vincent.
2009 Chanda's Secrets.(Life Above All) Feature. Director Oliver Schmitz.Accepted
as S.A's. official entry for OSCAR 2010reached final 5
2008 District Nine.Int.feature.2nd Unit re-shoot. 2009 OSCAR entrant.
2007 Generation Kill.SFX/VFX Unit.U.S.A. Producers : HBO/Out Of Africa.Series
on Iraqi war. Shot in S.A., Namibia and Mocambique.
2006 The three Investigators. 2 Oceans Productions. International feature.
Germany.
2005 Interrogation room. Fremantle Media.Director; Tim Spring. Series for SABC,
S.A..
2005 MAMA JACK.Delta Films. Director; Gray Hofmeyr.; Feature. S.A.
2005 Soko 5113. 2 Oceans Productions/ZDF Germany. TV Feature.
2005 African Sky Mapping. Penguin Films. Series for SABC, S.A.
2004 The Mysteries. Do Films. Feature, Director; Mark Dornford May.

2004 Interrogation. Room.Freemantle Media Int. Director: Tim Spring. Series for SABC. S.A.

2004 The woman in the Red Dress. 2 Oceans/ZDF Germany.Feature.

2004 Stars Over Madeira. 2 Oceans /Network. TV series. Germany. Director, Marco Serafini. With Denise Zich, Antje Schmidt, Michael Mendl,

2003 Rose Grower. 2 Oceans/Ziegler TV Series, Germany. Director. Erhardt Riedisperger. DOP Frank Bruhne. With Hannelore Elsner, Ruth-Maria Kubitschek, Frank Giering, Vadim Glowna.

2003 King Solomon's Mines. Int. Feature.HBO/SA Co-Production. USA. Director; Steve Boyum. DOP Bill Wages, with Patrick Swayze and Alison Doody.

2003 Girlfriend. 2 Oceans Productions/ZDF Germany. T.V.Series .With Mariella Millowitsch, Walter Sittler.

2003 The Light in Africa. 2 Oceans Productions/Objectiv Film. German TV Feature. Director Gabriel Barylli, DOP Mike Gast, Christiaan Wolff. 2002 Birds Bees and Advertising. Dancing Light Prod. Short S.A. film.

2002 White Lies. Paris team. Short S.A. film.

2002 Forever Lost.2 Oceans Productions. 2 Part series for German TV Director: Uwe Janson, with, Veronica Ferres, Walter Sittler

2002 Eine Liebe in Africa. 2 Oceans Prod. 2 Part Series.Director; Xava Schwarzenburger, with Heine Lautebach, Hannelore Elsner.

2001 Othello. The Other Theatre Company.S.A. Feature.

2001 Crane Man. 2 Oceans Productions. TV Feature. Germany. Director Michael Karen, DOP Peter J Krauze, with Bernhard Shir.

2001 Check in to Disaster German T V Feature. 2 Oceans Productions. Director; Uwe Freissner, DOP Roger Hinrich, with Jurgen Lehmann.

2001 Decision In Mauritius. 2 Oceans productions. TV Feature for ZDF Germany. Director; Richard Engel, with Yutta Speidel,Christiaan Wolff,

2000 Malunde. Feature. Do Productions/Traumwerk Filproduktion. Director; Stefanie Sycholt, DOP Jurgen Junges, with Ian Roberts.

2000 The Last Holiday. German TV Feature. 2 Oceans Productions. Director; Reiner Matsutani, with Yuta Speidel.

2000 The Diamond Hunters. Int. Feature. Film Afrika. Director; Dennis Berry, starring Roy Scheider, Allyssa Milano, Sean Patrick Flannery.

2000 Bush Decision. German TV Feature. 2 Oceans Productions. Director Richard Engel DOP Bernd Neubauer. Christiaan Wolff, Patrick Wolff.

1999 The Angel That Fell From The Sky. French feature. Film Africa .

1998 Cape Short Film Project. 3 short films. 1) Stompie and the Red Tide. 2) Kap Aan Driver. 3) On the Rocks. For SABC.

1998 Hunt for The Man in The Moon. C Films. 26 part series.SABC

1997 Kaalgat Tussen Die Daisies. C Films. Feature film.

*1996 African Myths and legends.: Writer/Producer/Director. Animation

*1995 African Myths and Legends: 2 x 26 pt. series (52 in total) for SABC

*1994 African Myths and Legends : Sold to several countries. Won several awards.

1993 Paradise Bar. Toron/USA co-production. International feature.

1993 Cybercop 2. 2nd Unit. Nu Metro. USA. International feature.

1992 The Line. Channel Four/SABC Int. TV feature.

1992 Panasonic Corporate Video. Hampstead Productions.

1992 Poison Butterfly. Trillion. Promo for a feature film.

1991 Fugitives. C Films. 13 part series. SABC S.A.

1991 SOS Part 2. C Films. 13 part series. SABC S.A.
 1991 SOS part 1. C Films. 13 part series. SABC
 1990 3 to 1. C Films. 26 part series. SABC. S.A.
 1990 Succeed Success. C Films. 26 part series. SABC. S.A.
 1989 That Englishwoman. C Films. International feature film. S.A.
 1989 The Devil and the Song. Brigadiers/Leasureco. International feature film. S.A.
 1988 Arende 1. C Films. 10 part series. SABC. S.A.
 1988 Friends, Food and Wine. C Films. 13 part series. SABC. S.A.
 1987 Stickfighters. C Films. 13 part series. SABC. S.A.
 1987 Honeyball se Toere. C Films/SABC pilot. SABC. S.A.
 1987 The Chief's Son. C Films. 13 part series. SABC. S.A.
 1987 Mof en Mat. The Little Film Co. 26 part series. SABC. S.A.
 1987 Star Shooters. Karat Film International. 5 part series. SABC. S.A.
 1986 Poopedi. C Films. 26 part series. SABC. S.A.
 1985 Nozibele. C Films. 13 part series. SABC. S.A.
 1984 Pitso. C Films. 26 part series. SABC. S.A.
 1984 Dope For Diamonds. C Films. 13 part series. SABC. S.A.
 1983 Umuntu Umgaziwayo . ("Isihogo Sisemhlabeni) " The Man With No Identity".
 C Films. Feature. SABC. S.A. Dubbed into French .Sold Internationally. I wrote the
 script for this film which was nominated for 5 awards and won three.

SCRIPT SUPERVISOR ADS.

2006 Red Meat – Ground Glass Productions
 2006 Virgin Atlantic. Reel Africa Productions
 2004 Being Best – Cynergy
 2004 Coke Lite Gatehouse
 2003 Neutrogena – Ground Glass
 2003 Molson Canadian Beer. Moonlighting
 2003 Gothaer – Cinergy
 2003 Toyota Avensis – Gatehouse
 2002 Coors – Big Picture
 2002 Burger King – Reel Africa
 2002 Sommerfield – McKenzie Rudolph
 2002 Tropicana – Gatehouse
 2002 Labatta Bleue – Big Picture Co.
 2002 Dimple Whisky – The Film Co.
 2002 Liberty Life – Giant
 2002 F6 Red – Cynergy
 2002 rac – Ground Glass
 2002 Gillette – Peter Gird
 2002 Corny – Vinyard
 2000 Oral B Toothbrushes – Rising Tide
 2000 When Harry met Sally – Old Mutual/Freshwater films
 2000 MTN Please God – Thunderbird Productions
 1999 Pepsi/7Up – UK
 1999 Omo – Cape Direct
 1999 Cadbury – Moonlighting

1992 Sanlam – Hampstead

SCRIPT SUPERVISOR : ACTUALITY/DOCUMENTARIES. Etc..

1981/2 Continuity on many of the Actuality programs I wrote for UCA/DN for the SABC's JIKELELE. Slot., I began my career in the Film Industry as a script writer and continued to write, as well as filling other positions, such as Script Supervisor, Director and Producer. I owned an animation company for several years and was nominated for Best Script three times. I won several awards for animated films for children, produced by my company.

WRITING EXPERIENCE;CORPORATE AND TRAINING

- Oasis Asset management Part 2. Induction Program.
- OASIS Asset management. Induction program
- Sterilisation & Vasectomy. Training program for clinics countrywide.
- * SPUR. "Secret Tribe". Induction and Training.
- * Kiwi – Leathercare. Hampstead Productions.
- * Engen – Sharing in Your Future. Hampstead Productions.
- * Berco. Facing the Future With Pride. Hampstead Productions.
- * Mirror Cards. Promo. Jack Russel Images.

ACTUALITY PROGRAMMES

- * Guguletu School Library.
- * Peace Child South Africa. Jack Russel Images.
- * We Create Our Future. Jack Russel Images.

SERIES/DOCUMENTARIES/DRAMA'S/MUSIC VIDEO'S

- * African Myths and legends 2. Jack Russel Images 20 episodes
- * African Myths and Legends 1. Jack Russel Images. 20 episodes.
- * Succeed Success. 10 episodes. C Films.
- * Bimbo's Books. Claybow Animation. 8 episodes.
- * Pitso. C Films. 2 episodes.
- * Itreyini. C Films. 8 episodes.
- * Navy Days, Jack Russel Images. Promo Documentary.
- * Isihogo Sisemhlabeni. Feature. C Films. Translated into French and sold world wide. Won several awards.
- * Namibia. Africa's Diamond. Travel Documentary for Bon Voyage.
- * Sproetjies Kom Terug. Music video.
- Alien Vegetation. Promo documentary.

RADIO/STAGE PLAYS

- Little red and the Hoods. Pantomime which was performed in Durban in
- 1985.
- Night of Terror. Radio Drama.

INSERTS/PRIME TIME/POT POURRI/ 50/50/JIKELE

- * Trapeze
- * Frizbees
- * Model Helicopters
- * Float To Relax
- * Computer Warehouse, Cape Town
- * IBM Launch
- * Bushman Gallery. International Trade Fair. New York.
- * Golwekrag/ Wave Power.
- * Cape Point Nature Reserve
- * Day in the Life of a Game Ranger
- * Funfair
- Easter Eggs
- * Baboons
- * Pepper Street Art Gallery
- Rondevlei Bird Sanctuary
- * Re-introduction of Hippo's to Rondevlei
- * Rag Day and the night before
- * Noel Makinana. Leather worker
- * Mouille Point Lighthouse
- * Jonkershoek Fish Hatcheries
- * Students of Contemporary Dance
- * NRSC Pre Drivers Course
- * The Big Bake Off
- * Milk and it's By Products
- * A Day in the Life of a Milkie
- * Reservoirs on Table Mountain
- * Bona/Square Meals kiddies Camp
- * Steam Train Excursion
- * Cremation. It's Social Significance in the Black Community
- * Mkonto Xhosa Choir
- * Kirby collection of African musical instruments at UCT
- * Zone 16 Anti Litter Campaign
- * Taxidermy
- * Kirstenbosch
- * Dance Science Symposium
- * Blood Transfusions
- * The Cable Restorer

- * World Environment day
- Ecology/Anti Litter. 8 part series.
- Kirby Opening. Attended by Gatsha Butelezi and Princess Magogo
- * Tembalethu School
- * Shaka's day Celebration
- Re-introduction of wild game into Karoo farms,
- * Patricia Gouwa
- * Family Fitness Competition
- * Spring Flowers of Namaqualand
- * The Kronendal Auction
- * Jewelry Making
- * Sir Lowry's pass
- * The Golden Acre Reservoir
- * Sea Survival
- * Penny Point Ferry
- * Save The Dolphins
- Fazeka Matiyane - Politician
- Flora '83
- * Wave Power
- * Businessmen in Transport
- * Diving. 4 part series

NOMINATIONS/AWARDS/FESTIVALS

1984 ARISTA/ARTES for ISIHOGO SISEMHLABENI. (The Man With No Identity). This feature for television was translated into French and sold world wide. Apart from the nomination for Best DOP (Rene Smith) and Best Actor (Michael Fini).

1985.STAR TONIGHT Nominated for best Script. "Isihogo Sisemhlabeni"

1987. NTVA/AVANTI. Several awards for programs produced for Hampstead Prod, Rap Song and The Adventures of Anchorman.

1992. BAFTA. British Association for Film and Television Arts. Chosen to Exhibit THE SPELL, a short animated film I wrote, produced and directed.

1994. Hiroshima International Animation Festival. Chosen to exhibit THE SPELL. There were 800 entries world wide. 62 were accepted and only two were from Africa. Mine was one of them.

1995. ARTES. Nominated for Best Production for Youth TV. For African Myths and Legends. This series sold internationally.

1996. NTVA/AVANTI. 5 Awards for Jack Russel Images productions in the animation category. 1 x Gold and 2 x Silver awards for Best Animation

**Production, as well as Best Music and Best Artwork on an animation/
Computer Graphics program.**

To date I have had several short animated films from my children's series "African Myths and Legends" (which I wrote, Directed and Produced), exhibited at many international festivals, including: Japan, Russia, Germany, France, Holland, Spain, Portugal, England, Scotland, Canada, USA, Brazil and Australia.

I am now a Permanent Resident – soon to become a Canadian Citizen. I settled on Vancouver Island BC to be with my family and am semi-retired. However I intend to continue working on developing my own projects. I hope to continue writing, producing and directing in the future and am happy to teach or assist in any way I can, be it on my own or assisting with other projects.

Sincerely

Lorna Bennet



PRELIMINARY BUDGET BREAKDOWN.

PRODUCTION : "WITNESS"

PRE PRODUCTION

SCRIPT; EXPENSES; OFFICE, RESEARCH AND DRAFTS TO FINAL DRAFT. 1,000.00

PRELIMINARY BREAKDOWN

PRE PRODUCTION

MANAGER	1 X week	200.00 per day	1,000.00
OFFICE EXPENSES	1 X week		400.00
V/O ARTIST	1 day	500.00 per day	500.00
SOUND EDITOR V/O	1 X day	1,000.00 per day	1,000.00

PRODUCTION

DAYS SHOOTING

RATE PER DAY

AMMOUNT

CREW

DIRECTOR	4	500.00	2,000.00
DOP & EQUIPMENT	4	1,000.00	4,000.00
ASSISTANT	4	100.00	400.00
HAIR & MAKE-UP	2	250.00	500.00
CATERING	70 meals in total	15.00	1,050.00
LOCATION FEES	3	100.00	300.00
VEHICLE HIRE	2	100.00	200.00

CAST

LEADS & FEATURED EXTRA'S

NINA	4	250.00	1,000.00
JENNY	4	80.00	320.00
RCMP #1	2	80.00	160.00
RCMP#2	1	80.00	80.00
TRANS HOUSE MANAGER	2	80.00	160.00
PROSECUTOR	2	80.00	160.00
JUDGE	1	80.00	80.00
SHERRIF	1	80.00	80.00
DEFENSE LAWYER	1	80.00	80.00
COURT CLERK	1	80.00	80.00
C.C. ADMIN CLERK	1	80.00	80.00

EXTRA'

3 X BYSTANDERS	1	80.00	240.00
5 COURTHOUSE VISITORS	1	80.00	400.00
15 VISITORS IN GALLERY	1	80.00	1,200.00

POST PRODUCTION

DIRECTOR/PRODUCER	5	200.00	1,000.00
EDITOR; SOUND & PICTURE	3	1,000.00	3,000.00

PRELIMINARY TOTAL

20,470.00

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday December 2, 2015
6:30 pm in Echo Centre

Minutes

Attending

Pam Craig
David Whitworth
Bert Simpson
Judy Carlson
Dennis Bill
Penny Cote
Gayle Stephen Player
Gareth Flostrand
Marta Williamson
Paul McDougall
Dan Washington
David Taberner
Neil Malbon
Jamie Morton, Manager of Museum, Heritage & Culture

Regrets:

Jolleen Dick

Guest:

Theresa Kingston, Director of Community Services

Called to order 6:30 PM.

1. Moved by Pam Craig, seconded by Dennis Bill, that the agenda of the December 2 meeting, as distributed, be approved.
2. Moved by David Whitworth, seconded by Judy Carlson, that the minutes of the November 4, 2015 meeting, as distributed, be adopted.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

3. Chair Gareth Flostrand introduced Theresa Kingston as the recently-appointed Director of Community Services, the City department which includes the AV Museum, Heritage & Culture.
4. Updates:
 - David Whitworth, Jamie Morton, & Dan Washington reported on the McLean Mill Advisory Committee.
 - a. The Committee met twice in November, and presented its recommendations to City Council on November 30.
 - b. The final decision was to present one key recommendation – that City Council appoint a small Board of Directors to focus on management of McLean Mill and train operations, and to work in collaboration with the Western Vancouver Island Industrial Heritage Society and City Council. Other suggestions and strategies discussed by the Committee also were included in the report to Council.
 - c. Council received the Committee's recommendations, and directed that a follow-up meeting be scheduled in the next two weeks, at which City Council, the McLean Mill Advisory Committee, and the Directors of the WVIHS will determine how best to move forward in implementing the recommendations.
 - Jamie Morton noted that PAMHS coordinator Jules Hamilton was receiving museological & collections training at the AV Museum.
 - Jamie Morton noted that the latest revised version of the Collections Policy developed throughout 2015 was not ready for this meeting, but would be distributed electronically before the holidays, with hard copy optional, for review and endorsement by the Heritage Commission at its January 2016 meeting.
5. Reports:
 - 5.1 Neil Malbon reported for McLean Mill
 - The Santa Train was next weekend – December 5-6 – with a good turnout expected.
 - The Christmas Market – in association with the Community Arts Council – took place successfully last weekend – November 27-29.
 - An increased program of speeder runs was being planned for 2016.
 - Work is proceeding on the lumber deck reconstruction project.
 - A second painted promotional sawblade is now installed at the Chamber of Commerce visitor centre.
 - 5.2.a David Taberner reported for the WVIHS
 - The BCIT conductor training practicum November 13-25 went well – other than one derailment of the RS3 locomotive, without any damage. 4 classes of 6 students each.
 - The Two Spot Shay locomotive will be on display at the Station for the Santa Trains.
 - 5.2.b Bert Simpson reported for the WVIHS
 - Following the interest in, and continuing work on, steam machinery, a "steam corner" has been designated at the IHC, creating a new attraction at that facility.
 - One of the V12 GMC diesel engines from Franklin is being worked on.
 - Other machines being worked on, including brakes on a Bullmoose, and a skidder being partially converted to work as a snow plow.
 - A partly-built running model of a Challenger truck has been taken on as a project.

5.3 David Whitworth reported for the PA Maritime Heritage Society

- The November 26 Maritime Heritage Night featuring boom boats in general, and the *Tatoosh* in particular, was a big success, with over 65 attending – featured Hupacasath dancers, people that worked with the boat, and those who know some of its history – some research leads were opened.
- The steam launch *Swan* was successfully moved to the Hutcheson Gallery on November 28 – now under tarps for the winter, before going on display next year.
- The acquisition of the Tsessaht canoe from Polly's Point is proceeding.
- PAMHS has been offered a model of the *Maquinna*.
- Jules Hamilton's coordinator position has been extended through the end of January 2016.
- Preliminary discussions are taking place concerning harbour/waterfront development with PAPA & NETP.

5.4 Judy Carlson reported for the Alberni District Historical Society

- The newspaper digitization project continues, with newspapers up to mid-1935 now complete – this will allow searches of the articles.
- A luncheon workshop is planned for January 22, 2016, with 3 programs in total to be offered in 2016.

5.5 Jamie Morton reported for the AV Museum

- Occupied with the City of Port Alberni budget cycle.
- Intending to apply again for CMA/YCW assistance to hire summer students.
- Busy with preparations for the Heritage Commission Social and Heritage Awards!

5.6 Dennis Bill reported for the Tsessaht First Nation.

- Nothing to report this month.

5.7 Marta Williamson reported for the Community Arts Council

- Thursday, December 10, at 7:00 PM – will be the 50th Anniversary celebration of the Community Arts Council – Commissioners are invited.
- Tsessaht Chief Councillor Hugh Braker's collection will be exhibited at the Rollin Art Centre, starting in January 2016.

5.8 Neil Malbon reported for the Chamber of Commerce

- The Chamber is promoting a shop local program – “Try Home First” – and is offering surprise prizes for local shoppers.
- The Alberni Valley Visitors' Guide project may be taken over by the Chamber.
- The May 2016 Number 7 Challenge road race event has 35 registered participants.
- Bill Collette is working toward developing this idea into the “Iconic Challenge” triathlon, including a swim around the Mars water bomber on Sproat Lake and a bicycle race to Bamfield, in addition to the Number 7 Challenge event.

5.9.a Gayle Stephen Player reported for the Community at Large.

- The Uptown & Harbour Quay Christmas Light Up took place on November 28 – a nice night and event – followed by the Telus-sponsored “Shop the Neighbourhood” event.
- The Uchucklesaht building project is coming along well – good progress.
- The Second Annual Christmas Sail-Past will be taking place this Sunday, December 6, and may be viewed from Harbour Quay.

5.9.b Gareth Flostrand reported for the Community at Large.

- Please support local businesses and artisans when you are Christmas shopping.

5.10 Pam Craig reported for the School Board

- Trustees have a full schedule until December 18, with 3-5 events per day.
- Noted the restaurant guide being prepared by Anne Ostwald's class at ADSS in cooperation with the Chamber of Commerce.
- Dual credit courses – high school & college – have good registrations at North Island College.
- The BC School Trustees Association held a province-wide meeting for school trustees in Vancouver November 26-28 to examine the topic of "Transformation in Education."
- A service will be held at ADSS on Saturday December 5 for former principal Nora Moncur.

5.11 Penny Cote reported for the ACRD

- Nothing to report this month.

5.11 Dan Washington reported for the City of Port Alberni

- December 7 is the annual Organizational Meeting of Council.
- For the December 14 Council meeting, Dan Washington will be Acting Mayor.
- The annual City budget process will be starting in January.

6. Other Business

- On the occasion of her term ending, Gayle Stephen Player was thanked by Chair, Gareth Flostrand, and by the Commissioners, for her service and contribution to the Alberni Valley Museum and Heritage Commission.

7. Next Meeting

- 7:00 PM, Wednesday, January 6, 2016, at the AV Museum.

8. Adjournment

- Moved at 6:57 by David Taberner to adjourn the meeting, and proceed to the Heritage Awards event at the AV Museum.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday January 6, 2015
7:00 pm in the AV Museum

Minutes

Attending:

Gareth Flostrand
Jolleen Dick
David Whitworth
Neil Malbon
Bert Simpson
Dan Washington
Marta Williamson
Libby Manson
Pam Craig
Paul McDougall
Penny Cote

Regrets:

Dennis Bill
Judy Carlson
Meg Scoffield
David Taberner
Jamie Morton, Manager of Museum, Heritage and Culture

Guests:

Theresa Kingston, Director of Community Services
Shelley Harding, AV Museum Education Curator

Called to order 7:00 PM.

1. Introduction of Libby Manson, the new Commissioner representing the Community at Large, and welcome to the Heritage Commission. Round table introductions.
2. Moved by Pam Craig, seconded by Neil Malbon, that the agenda of the January 6, 2016 meeting be approved.
3. Moved by Marta Williamson, seconded by Bert Simpson, that the minutes of the December 2, 2015 meeting, as distributed, be approved.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

4. Updates:
 - Dan Washington and David Whitworth reported on the McLean Mill Advisory Committee.
 - a. The Committee held an in-camera meeting with City Council at Gyro Centre on December 10, to determine how best to move forward in implementing the recommendations of the Committee.
 - Approval of Collections Policy.
 - a. The collections policy as distributed was discussed, and a list of questions was generated for Jamie Morton to review prior to the next Commission meeting.
 - b. Moved by Pam Craig, seconded by Marta Williamson, that approval of the collections policy be tabled to the February 2016 meeting.
5. Setting Heritage Commission Priorities for 2016:
 - This was discussed, leading to a list of potential priorities – starting with those identified in the agenda:
 - a. Identification of regional heritage resources & historic sites.
 - b. Promotion and marketing.
 - c. Fundraising.
 - And those potential priorities identified in the discussion:
 - d. Young adults and youth as volunteers.
 - e. Insert flyer for real estate packages.
 - f. Revision of the "Four Cool Attractions" brochure.
 - g. Display of artefacts and small exhibits in local venues, such as City Hall, Court House, etc.
 - h. Preparation of a document on heritage for the Alberni Clayoquot Regional District.
 - i. Making greater use of social media tools for promotion and marketing.
 - j. Promoting Heritage through other City services, such as the Fire Department.
6. Reports:
 - 6.1 Neil Malbon reported for McLean Mill
 - Concrete footings for the lumber deck restoration will be poured when the weather improves.
 - The Somass Boardwalk project will mean a large lumber order.
 - The Santa Train passenger numbers were up a little from 2014.
 - The 2016 McLean Mill budget will be presented to City Council on January 20.
 - 6.2 Bert Simpson reported for the WVIHS
 - In November and December 2015 the WVIHS spent \$16,000 with local merchants.
 - Number 7 locomotive is being worked on at the Roundhouse – winter maintenance.
 - Work is continuing on the Strathcona Parlour Car at the IHC.
 - David Hooper has produced 2016 calendars for sale.
 - 6.3 Paul McDougall and David Whitworth reported for the PA Maritime Heritage Society
 - A temporary cover is being placed over the steam launch *Swan* to protect it through the winter. A permanent shelter structure is being planned for it and the recently-acquired dugout canoe, which will be funded by grants.

- The next Maritime Heritage Night will feature a presentation by Darrell Ross on the different varieties of Tseshahat canoes.
- Jules Hamilton's coordinator position has been extended to January 31, 2016. She has completed a training program in collections management with the AV Museum.
- The PAMHS board will be meeting with Jamie Morton next week for a discussion of developing collections policy in response to the society's growing collection & fleet.

6.4 Gareth Flostrand reported for the Alberni District Historical Society

- The next public meeting of ADHS will be in March 2016.
- The newspaper digitization project continues, as well as cataloguing births, deaths, and marriages from the newspapers.
- A reminder that the Archives will accept records of groups and organizations that are folding.
- The Archives are looking into obtaining copies of the *Ha Shilth Sa* newspaper.

6.5 Shelley Harding reported for the AV Museum

- January 13 at 7:00pm the Grade 12 Comparative Civilizations class from ADSS opens their exhibit at the AV Museum.
- Planning is under way for the 2016 Heritage Fair in May.

6.6 Jolleen Dick reported for the Hupacasath First Nation.

- The Language Map has been completed – with 244 place names noted in both English and Nuuchah Nulth.
- Research staff tapped 125 maple trees on Klehkoot Reserve to harvest maple syrup with plans to produce and market a product next year.
- The Young Professionals of the Alberni Valley Tsunami project monument should be installed later this month.

6.7 Marta Williamson reported for the Community Arts Council

- Two major events in December were affected by snow and power outages.
- Another Pool Mural Project is underway, with applications by artists now being accepted.
- The next exhibit at the Rollin Art Centre, displaying Tseshahat Chief Councillor Hugh Braker's collection, will open on January 22.
- Books for the book sale will be accepted starting Jan. 12

6.8 Neil Malbon reported for the Chamber of Commerce

- An application to the Canada 150 program is being prepared for the Triconic Challenge Triathlon in 2017.
- Community Excellence Awards will take place on April 22 – applications to nominate are available at the Chamber office.

6.9.a Libby Manson reported for the Community at Large.

- The Totem Tournament is being held at ADSS this weekend.

6.9.b Gareth Flostrand reported for the Community at Large.

- The AV Bulldogs Fundraising Dinner and Silent Auction is coming up on February 12.

6.10 Pam Craig reported for the School Board

- "Tech Buddies" – a joint project with Literacy Alberni – partners Gr3/4 students with an older student to do projects together on tablet computers.

6.11 Penny Cote reported for the ACRD

- The airport project is going forward with airport – so the ACRD is looking for grants.
- Penny Cote has been elected Vice Chair of the Regional District.
- Penny Cote is putting her name forward for a seat on the Association of Coastal Communities.
- It is a priority to work with Regional Directors to raise awareness of Heritage in the Regional District – including the recognition of heritage sites and trails.
- An agricultural conference is taking place in February 2017 – it would be good to include an Heritage Farming exhibit.

6.12 Dan Washington reported for the City of Port Alberni

- The City budget process starts on January 18.
- January 11 is the next regular City Council meeting.
- Dan Washington is the new branch manager of Berk's Intertruck.

6.13 Theresa Kingston reported for Parks, Recreation and Heritage

- January 20 at 6pm Theresa will be presenting the Parks, Recreation and Heritage Budget to City Council – it would be good to have the Heritage Commission represented at the presentation.
- February 29 at 7pm there will be a meeting for not for profit organizations at Echo Centre.

7. Other Business

- On the occasion of her term ending, Gayle Stephen Player was thanked by Chair, Gareth Flostrand, and by the Commissioners, for her service and contribution to the Alberni Valley Museum and Heritage Commission.

8. Next Meeting

- 7:00 PM, Wednesday, February 3, 2016, at the AV Museum.

9. Adjournment

- Moved at 8:10 by Pam Craig to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday February 3, 2015
7:00 pm in the AV Museum

Minutes

Attending:

Gareth Flostrand
Dennis Bill
David Whitworth
Judy Carlson
Neil Malbon
Bert Simpson
Dan Washington
Marta Williamson
Libby Manson
Pam Craig
David Taberner
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

Jolleen Dick
Paul McDougall
Penny Cote

Called to order 7:02 PM.

1. Moved by David Whitworth, seconded by Pam Craig, that the agenda of the February 3, 2016 meeting be approved.
2. Moved by Marta Williamson, seconded by Pam Craig, that the minutes of the January 6, 2016 meeting, as distributed, be approved.
3. Correspondence
 - Card from Gayle Stephen Player thanking the Heritage Commission for her enjoyable three years of volunteering.
 - Letter from the ACRD confirming Penny Cote's appointment as the Regional District's representative on the Heritage Commission.
 - Letter from the BC Arts Council confirming a \$65,000 annual operating grant for the Alberni Valley Museum as a result of the September application.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

4. Setting Heritage Commission Priorities for 2016:
 - Vision, Mission, and Role of the Heritage Commission
 - a. Review of AVM & Heritage Commission Vision handout.
 - b. Discussion.
 - Potential priorities for 2016
 - a. Review and discussion of supplied list.
 - b. Discussion of specific ideas.
 - i. Combining #1 – identification of resources, and #2 – promotion and marketing, by developing and mounting plaques for the first five buildings on the Community Heritage Register – this could be integrated with the revised walking tours under development.
 - ii. #3 – fundraising – for a variety of reasons relating to volunteer commitments, not seen as a viable priority.
 - iii. #7 – small exhibits in off-site venues – AV Museum program already in place.
 - c. More ideas requested prior to the Commission's March meeting.
5. Updates:
 - Collections Policy
 - a. Presentation and discussion of the points raised at, and following, the January 6 meeting.
 - b. Following discussion, it was moved by Marta Williamson, seconded by Pam Craig; that the collections policy, as amended, be approved; carried.
6. Reports:
 - 6.1 Pam Craig reported for the School Board
 - Working on determining the catchment areas for elementary schools – data being collected until February 9, before proceeding to late spring planning.
 - The 33rd Armada Invitational wrestling tournament is being held at ADSS this weekend.
 - 6.2 Marta Williamson reported for the Community Arts Council
 - A draft collections policy has been prepared.
 - The appraisal of the CAC collection has implications for insurance and collections preservation – noted the options of loaning objects to the AV Museum, or selling them.
 - As fundraisers, a Christmas house tour is being planned for the first or second weekend in December – as well as a beer & burger night earlier in the year.
 - The AGM is on March 3 at 7:00 PM, at the AV Museum, with Kerry Mason presenting on the subject of art appraising.
 - Many books have already been received for the annual book sale – this year a two day event on May 13-14, the Mothers' Day weekend.
 - 6.3 Jamie Morton reported for the AV Museum
 - Working on developing the *Pleasurable Diversions* exhibit – to open in May – outlined the focus and approach – emphasis on the attractions that drew people to the Alberni Valley for recreation – hiking, fishing, hunting, climbing, etc. – the facilities they stayed in when they were here, and the ways they came – by water, road, & air.

- Afternoon event/tea to be held at the Museum on Thursday February 18 from 2:00 to 4:00 – to present the exhibit, and request information, and possibly artefacts, from the community for the exhibit.
- BCAC grant is now on a multi-year funding cycle, so more predictable for budget purposes.
- Work is proceeding on the 2016 Heritage Fair in May.

6.4 Dennis Bill reported for the Tseshah First Nation

- The Hugh Braker collection is on exhibit at the Rollin Art Centre – a great collection to see.
- The “West Coast Wednesdays” program has been initiated as a weekly cultural event, including activities such as crafts and drumming, with an emphasis on cultural teaching.
- The Tseshah First Nation has been approached by Bill Collette of the Chamber of Commerce to participate in the Triconic Challenge, both with cultural presentations and general participation.
- This raised the idea of a Tseshah event – the “Salmon Run” – over the roughly 10 km from Polly’s Point to the Paper Mill Dam – with associated cultural events.

6.5.a Bert Simpson reported for the WVIHS

- The AGM is coming up on February 17 at Echo Centre – with a presentation on the restoration of the #112 Baldwin locomotive, and videos of railways and logging.
- A number of projects are underway at the IHC, including the Barko log loader, the Hiab, which is nearly done, the A6 speeder, which is done, and waiting on some repainting, the Lobster right-of-way mower, the Strathcona Parlour Car, the 1941 International fire truck, and Ken Fyfe’s steam drill.
- Development continues at Coombs, with the proposed siding for display and promotion of APR rail equipment, and a proposal to operate pump car rides there.

6.5.b David Taberner reported for the WVIHS

- Noted the vandalism of the passenger coaches of the APR in January – estimated cost of repairs in the \$4,000-5,000 range – a number of donations received in support – including surplus bus seats from Victoria.
- The RS3 diesel-electric locomotive requires a new radiator.
- The annual maintenance and inspection of the #7 Baldwin locomotive is going well.
- Volunteer work on the locomotives decreased, as Ted Mollet’s part-time retirement job has turned into full-time.

6.6 David Whitworth reported for the PA Maritime Heritage Society

- A new electronic newsletter has been produced and will be distributed.
- A grant-in-aid application has been submitted to the ACRD to assist in constructing a permanent shelter over the steam launch *Swan* – a design has been prepared, with an estimated construction cost of \$10,000.
- Jules Hamilton’s coordinator position ended on January 31, 2016.
- The next Maritime Heritage Night, on February 18, will feature a presentation by Darrell Ross on the different varieties of Tseshah canoes.
- This will be followed by similar events on March 31, featuring sternwheelers, April 21, with a *Master & Commander* theme, and May 21, with Caroline Woodward presenting on lighthouses.

- The Tseshaht whaling exhibit will be travelling to the BC Maritime Museum in Victoria.
- The new summer exhibit will feature outboard motors from the Bob Cole collection.
- Dave McCormick of PAPA has approached PAMHS about reviving and expanding the scope of "Port Days," to be held the weekend of May 28.
- The PAMHS Board has resolved to not hold collections, but to concentrate on presentation and interpretation, using borrowed objects.
- The PAMHS Board has resolved to hire a part-time Executive Director to assume many of the operational duties of the organization.

6.7.a Libby Manson reported for the Community at Large.

- The Variety Children's Charity 50th Show of Hearts Telethon is coming up on Global TV – February 13-14 weekend.
- A reminder about the Community Arts Council's Book Sale in support of the Rollin Art Centre.

6.7.b Gareth Flostrand reported for the Community at Large.

- A busy time at the Multiplex, with the Peewee & Bantam Tournament coming up this weekend, as well as Bulldogs games.
- The Port Alberni Junior Hockey Society/AV Bulldogs Fundraising Dinner and Silent Auction is coming up on February 12, at the Barclay Hotel.

6.8 Dan Washington reported for the City of Port Alberni

- Budget meetings as focus right now – some marathon sessions – about ¾ done, with currently a 0.3% increase over last year.
- Public budget session to be held at Echo Centre on February 10 at 6:30 – will provide more input on priorities.

6.9 Neil Malbon reported for McLean Mill

- There is a project underway to move the food services and gift shop at McLean Mill – the Steampot Café has been stripped bare, with the floor refinished, and the walls to be painted – sponsored by Jan Lavertu of West Coast Home Hardware. The gift shop will be moved to the former café, Neil's office will be moved, and the food services relocated to the current Visitor Centre.
- The concrete footings, posts, and beams for the lumber deck restoration are in place, and the project will be completed in March.
- Neil Malbon is acting as a peer reviewer for Young Canada Works grant applications from the province of Ontario.

6.10 Judy Carlson reported for the Alberni District Historical Society

- Working on signage for the Inlet Trail – supported by a grant in aid.
- The Archives Association of British Columbia is holding a workshop in Campbell River on March 3-4, and 3-4 ADHS volunteers are expected to participate. There will also be a visit from one of the AABC professional archivists to the ADHS Archives.
- The next public meeting hosted by the ADHS will be on March 17, with a focus on the community's Italian heritage, with author Lynne Bowen as the guest presenter.

6.11 Neil Malbon reported for the Chamber of Commerce

- The Community Excellence Awards are coming up on April 22 – applications to nominate are available at the Chamber office.

- The Chamber is partnering in the Alberni Valley Visitor Guide produced by the *Alberni Valley News*, which has taken over publication from the defunct *Alberni Valley Times*.
 - The Chamber presented its budget request to City Council, including an additional \$25,000 to participate in more trade shows to promote the region.
 - Work continues on the food & restaurant guide in partnership with ADSS – it is now up to 40 pages.
 - Seven local businesses were nominated for the Prime Minister's Award, and two were contacted in follow-up – West Coast Home Hardware, and Intergalactic Agency Ltd., the producer of the "Heart of Vancouver Island" website.
7. Other Business
- David Taberner mentioned that a model train show, with WVIHS participation, would be held on April 24 at Beban Park in Nanaimo.
8. Next Meeting
- 7:00 PM, Wednesday, March 2, 2016, at the AV Museum.
9. Adjournment
- Moved at 8:44 by Pam Craig to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday March 2, 2015
7:00 pm in the AV Museum

Minutes

Attending:

Gareth Flostrand
Dennis Bill
David Whitworth
Judy Carlson
Paul McDougall
Penny Cote
Dan Washington
Marta Williamson
Libby Manson
Pam Craig
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

David Taberner
Jolleen Dick
Neil Malbon
Bert Simpson

Called to order 7:02 PM.

1. Moved by Pam Craig, seconded by David Whitworth, that the agenda of the March 2, 2016 meeting be approved.
2. Moved by Judy Carlson, seconded by Pam Craig, that the minutes of the February 3, 2016 meeting, as distributed, be approved.
3. Correspondence
 - February 19 letter from the BC Arts Council confirming that the Alberni Valley Museum has been placed on Streamlined Status for a two-year funding cycle, with an annual award of \$65,000.
 - Also included comments on the evaluation criteria, relating to the role of the Heritage Commission, and encouraging higher levels of community input – this will be discussed as part of Item 4, below.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

4. Discussion of how the Heritage Commission could contribute to establishing exhibit and programming strategies for the AV Museum.
 - Penny Cote noted that 2016 was the 50th anniversary of the ACRD, and that some grant support may be available to develop commemorative exhibits or programs.
 - Dennis Bill noted that there were a number of potential Tsehshat First Nation initiatives:
 - a. Recognition of the 40th anniversary of Haahuupayak School.
 - b. The overall narrative history of the Tsehshat First Nation in the region.
 - c. An exhibit dealing with the Nuuchah Nulth language.
5. Setting Heritage Commission Priorities for 2016:
 - Presented City Council's February 9 motions relating to the development of an "alternate delivery model" for the AV Museum:

Recommendation No. 7

That Council conduct a review of non-core services, currently delivered by the Municipality.

It was moved and seconded:

That the City undertake a review of services currently provided that could be provided by a different level of government, by the private sector, or for which the City's service delivery could discontinue – target completion date November 1, 2016.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni announce that the City desires to work with the community and partners to determine an alternate delivery model for the museum and heritage services and further, that the City Manager and Director of Community Services be directed to provide a report including a proposed work plan for Council's consideration – target completion date July 1, 2017.

CARRIED

- Discussion followed – consensus that no direct action was to be taken by the Heritage Commission at this time, but that it would play an integral part in the development of a new operating model, under the leadership of Director of Community Services Theresa Kingston.
- Discussion concerning maintaining the relevance of the Heritage Commission – a number of possible initiatives were presented and discussed:
 - a. Producing a regular newsletter or series of reports on local heritage topics.
 - b. Developing and improving the Museum & Commission's web presence.
 - c. Developing a stronger social media presence.
 - d. Providing information sessions to City Council to educate it on heritage issues.
 - e. Promotional exercises such as "guess the artefact" contests.
 - f. Participate in the upcoming Cultural Mapping exercise being carried out by Vancouver Island University, examining "what's great about Port Alberni?"

6. Updates:

- McLean Mill – City Council moved to form a Management Board of up to seven people to operate McLean Mill & the APR, reporting to Council through the City's CAO – with terms of reference TBD. A meeting of Council's Personnel Committee will make appointments to the Board next week.

7. Reports:

7.1.a Libby Manson reported for the Community at Large.

- With support from the Christian Reformed Church and volunteers, the Upper Room Seafarer's Centre has been opened next to the Blue Door Café, as a place where visiting seamen can relax on shore and communicate with their homes.
- March 8 is International Women's Day, and a variety of activities and events are taking place locally to commemorate it.

7.1.b Gareth Flostrand reported for the Community at Large.

- The AV Charity Golf Classic is taking place on July 8-9 – now accepting applications from organizations to share in the proceeds – in exchange for supplying prizes and volunteers – with a deadline of April 8.
- Jane Austen Fest is holding a costume workshop on Saturday March 5, from 11-2, at the Alberni Youth Centre.
- The Port Alberni Rock & Gem Show is taking place March 12-13 from 10-5, at the Cherry Creek Hall.
- Arrowsmith Rotary is presenting its Hops Festival on Saturday March 19 from 7-9 PM at Echo Centre.
- The Community Arts Council is holding its AGM at the AV Museum on March 3, with Kerry Mason presenting on Art Appraisal.

7.2 Dan Washington reported for the City of Port Alberni

- Council has received a number of letters in support of a City-operated Museum.
- Esso Beach has now been purchased.
- Five budget meetings were held in February, with the next one scheduled for March 14 – the current projection results in a 3.6% increase in property taxes.
- Council is working on the 2016 Action Plan, which includes a replacement swimming pool as one item.
- Russell Dyson had presented to Council on the subject of organic waste pickup – but such as program remained on hold, without a suitable site for composting.

7.3 Jamie Morton reported for the AV Museum

- Reported for the McLean Mill Advisory Committee concerning the development that was proceeding at the entry to McLean Mill NHS – stripping furnishings, refinishing floors, reconfiguring buildings, stocking the gift shop, landscaping, etc. under the direction of Jan Lavertu of Home Hardware.
- Film Fest is proceeding, with three scheduled films and good pre-sales – it should generate significant revenue for the Museum's education programs – the first showing will be Brooklyn, on March 13. Working on developing the ch – emphasis on the attractions that drew people to the Alberni Valley for recreation – hiking, fishing, hunting, climbing, etc. – the facilities they stayed in when they were here, and the ways they came – by water, road, & air.
- Afternoon event/tea was held at the Museum on February 18 in support of the upcoming *Pleasurable Diversions* exhibit – about 35 people attended, with a number offering further interviews, information, and artefacts in support of the exhibit.
- Work continues on preparations for the 2016 Heritage Fair, May 5-6.

7.4 Judy Carlson reported for the ADHS

- The planned March event has been cancelled.
- The next public event is Susan Quinn presenting "From Typewriter to Twitter," about the history of communication technology, at 7:00 PM on April 21 at the AV Museum.
- Three volunteers participated in an archives workshop in Campbell River, with an introductory day, and a description workshop the second day.
- The Archives had a visit from a professional archivist from the Vancouver Maritime Museum, who was pleased with the condition and operation of the ADHS Archives.

7.5 Penny Cote reported for the ACRD

- The ACRD is celebrating its 50th anniversary this year.
- It is expected that the 2016 budget will be approved on March 23-24.
- The Airport expansion project is to go to tender soon – MP Gord Johns is still researching additional sources of funding.
- If the Airport project goes over \$6 million, the ACRD will need to go to referendum for approval.
- A new airport terminal could provide an opportunity to place historic artefacts, etc., to promote the region's heritage.

7.6 Pam Craig reported for the School Board

- February 24 was Pink Shirt/anti-bullying day, with all schools and students participating – led by the ADSS leadership class.
- Alberni Elementary held its Carnivale – a great event, with Bonhomme, etc. and a slideshow following.
- A lockdown exercise was held with the RCMP at A.W. Neill School – all went well.
- A Day of Mourning will be recognized on April 28 to commemorate the workers killed or injured in the workplace.
- The School Board will be meeting with the Ministry of Education on March 15-16, including a visit to the West Coast.
- The elementary school basketball program is being rebuilt, focused on a Jamboree as a culminating event.

7.7 Marta Williamson reported for the Community Arts Council

- The Community Arts Council is holding its AGM at the AV Museum on March 3, with Kerry Mason speaking on Art Appraisal.
- Please continue to bring books, audio-visual materials, etc. in support of the annual book sale.

7.8 David Whitworth reported for the PA Maritime Heritage Society

- Working on the planning and implementation of the outboard motor exhibit for the summer of 2016 – "The Cole Family Collection."
- The AGM is to be held on April 28, with the business meeting to be followed by a *Master & Commander*-themed Maritime Heritage Night.
- The next Maritime Heritage Night is to be held March 31, at the AV Museum, featuring Wayne Loiselle and Robert Turner presenting on sternwheelers in the Yukon.
- Former City Manager Ken Watson has agreed to join the Board of PAMHS.

- Some young [!] potential volunteers have come forward to assist with the wooden boat and shelter initiatives.
8. Other Business
- Penny Cote noted that the Island Agricultural Show had been hosted in Duncan, and that local advocates were excited about hosting it in the Alberni Valley in 2017 – it could provide an opportunity for heritage presentation.
 - David Whitworth mentioned that he, along with Bill Collette, Dwayne Parfitt, and Maggie Hodge Kwan, were engaged in the preparation of a \$300,000 grant application for the proposed Triconic Challenge event in 2017.
9. Next Meeting
- 7:00 PM, Wednesday, April 6, 2016, at the AV Museum.
10. Adjournment
- Moved at 8:48 by Pam Craig to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday April 6, 2016
7:00 pm in the AV Museum

Minutes

Attending:

Gareth Flostrand
Bert Simpson
Dennis Bill
David Whitworth
Judy Carlson
Penny Cote
Dan Washington
Marta Williamson
Libby Manson
Pam Craig
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

David Taberner
Jolleen Dick
Paul McDougall
Neil Malbon

Called to order 7:03 PM.

1. Moved by Pam Craig, seconded by Marta Williamson, that the agenda of the April 6, 2016 meeting be approved.
2. Moved by David Whitworth, seconded by Pam Craig, that the minutes of the March 2, 2016 meeting, as distributed, be approved.
3. Correspondence
 - No correspondence to report.
4. Setting Heritage Commission Priorities for 2016:
 - Discussion of 2016 priorities, other than City Council's demand for alternate governance models for the AV Museum – resulted in the suggestion of two already-initiated projects that could be carried out regardless:

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y 3Y6
TEL (250) 723 2181 FAX (250) 723 1035

- a. Pam Craig recommended that the project to prepare heritage factsheet inserts to provide to VIRA members for distribution with listing materials be completed.
 - b. Marta Williamson recommended that the project to prepare and install plaques on the buildings included in the Community Heritage Register be completed.
- 5. Updates:
 - McLean Mill Governance – Bert Simpson and Jamie Morton outlined some of the developments:
 - a. The establishment of a Board of Management (BOM) by City Council and appointing of four people – Jan Lavertu (Chair), Bill Collette (Vice-chair), Sheena Falconer, and Ken Fyfe as voting members.
 - b. For 2016 the BOM will work in cooperation with the WVIHS, which holds the contract for the operation of the Mill and the APR. For 2017, the BOM will establish its own legal identity, with the intent of taking over this contract for the operation of the facilities.
 - c. Members of the BOM met with the WVIHS Directors and volunteers April 5, to attempt to clarify the working arrangements for 2016.
 - d. The BOM has directed and implemented development at the entry to the site, including trail and landscape development, a signage program, the development of a gift shop in the former Steam Pot Café, and the conversion of the Visitor Centre into a food service facility/restaurant.
 - e. The BOM is concentrating on promotion and delivery of the Number 7 Challenge event, to be held May 1, 2016, at which the entry development will be unveiled to the public and media.
 - f. Discussion ensued – Commissioners expressed concern about the removal of all interpretive materials, created with community input and funding, from the Visitor Centre, to be replaced with food services.
 - Alternate Governance Models for the AV Museum – Gareth Flostrand and Jamie Morton outlined the current situation:
 - a. Director of Community Services Theresa Kingston will be taking the lead in eliciting community input. A report is being submitted to Council concerning the formation and composition of a community committee to work on this question.
 - b. Discussion ensued – concerns about the motivation and rationale of this initiative were raised.
 - c. Commissioners were asked to informally investigate and provide information on models employed in other communities that they may be aware of.
- 6. Reports:
 - 6.1 Judy Carlson reported for the ADHS
 - The next public event is April 21, with Susan Quinn presenting "From Typewriter to Twitter," about the history of communication technology, at 7:00 PM at the AV Museum.
 - Three volunteers participated in an archives workshop in Campbell River, and a visiting professional archivist was impressed by the operation of the ADHS Archives.

6.2 Jamie Morton reported for the AV Museum

- Received federal funding to hire two students this summer – up from one last year.
- Work proceeds on research, design, and preparation for *Vacationland: Pleasurable Diversions in the Alberni Valley* – the summer exhibit for the AV Museum. The Parks carpenters built a display unit & wall for a lodge exhibit & staging the McLaughlin Buick, volunteers at the IHC are preparing car for exhibit, photo murals are being prepared and printed as a major feature of the exhibit, and walls were prepared with paint and wallpaper sections to define exhibit zones.
- Preparation is increasing in anticipation of the 14th Annual Regional Heritage Fair, with over 100 students registered, to be hosted by the AV Museum May 6-7.
- The AV Museum Film Fest is a great success, with the first showing, *Brooklyn*, on March 13, attracting 397 viewers, as well as good pre-sales for all three films. This will result in significant revenue to support educational and outreach programs. The next showing, *Lady in the Van*, takes place at the Paramount Theatre on April 10.

6.3 Dennis Bill reported for the Tseshaht First Nation.

- Hosted a Chamber of Commerce dinner event on March 30 – and artist Connie Watts has been commissioned to prepare artwork for the Chamber.
- Tseshaht First Nation has been emphasizing the use of traditional foods, and today herring roe was the featured food.
- Tseshaht social media response to possible Museum exhibit ideas was strong – two featured themes were: the story of how the Tseshaht came to the Alberni Valley; and Tseshaht place names, supported by accompanying stories and art work.

6.4 Penny Cote reported for the ACRD

- The Sproat Lake Community Association wants to revive its tennis courts – is fundraising to support development and improvements around its community hall.
- ACRD trail work is continuing – supported by gas tax money – including the Sproat Lake Trail, Faber Road trails, along Stirling Arm Drive, and the Stuart Ave. trail – also cleaning up dump sites along the Sproat River.
- The ACRD 2016 budget has been approved, including \$30,000 to McLean Mill and funds to PAMHS to construct a shelter for the *Swan*.
- Will be meeting with the City of Port Alberni on shared services – eg. water services – but heritage is not a service on the list.

6.5 Bert Simpson reported for the WVIHS.

- The BCIT Conductor Training was completed this weekend.
- Work is proceeding on the Number 7 Baldwin locomotive to have it ready for the May 1 Number 7 Challenge event – steam inspection etc. still required.
- Repair work has been completed on sections of the rail track.
- At the IHC, work is continuing on the Strathcona parlour car, the HIAB and Barko, and the Fyfe steam drill restoration is nearly complete.
- WVIHS members met with the McLean Mill Board of Management last night, and WVIHS volunteers have been implementing BOM plans at the entry to the Mill – the BOM is hosting an open house to display the changes on April 29.
- JJ Logging is working on a new A-frame for McLean Mill.
- The Triconic Challenge event is being proposed for 2017, with a \$113,000 Canada 150 grant proposal submitted in support.

6.6.a Libby Manson reported for the Community at Large.

- The Port Alberni Port Authority is working on the development of its new boardwalk/walkway on the waterfront at Fisherman's Harbour.

- ADSS hosted a Youth Empowerment Summit on April 5 & 6, with a range of events and speakers.

6.6.b Gareth Flostrand reported for the Community at Large.

- AV Hospice Society fundraisers coming up, including Art Sale April 9 & Butterfly Effect event April 30.
- Portal Players Youth Group is presenting "The Diary of Anne Frank" on April 8-10 & 15-17.
- Portal Players will be presenting "Someone Who Will Watch Over Me" starting April 29 through May 14.
- Char's Landing is hosting Celtic Chaos this weekend.
- The Timbre Choir has two concerts coming up, most notably on April 24, in honour of the retirement of long-time accompanist Pat Miller.

6.7 David Whitworth reported for the PA Maritime Heritage Society

- The March 31 Maritime Heritage Night at the AV Museum, featuring Wayne Loiselle and Robert Turner presenting on sternwheelers in the Yukon, was very successful, enjoyed by over 70 guests.
- The AGM is to be held on April 28, with the business meeting to be followed by a *Master & Commander*-themed Maritime Heritage Night, featuring authentic eighteenth-century naval food and sea shanties.
- The next Maritime Heritage Night, May 26, will feature Caroline Woodward, author of "Light Years," presenting on lighthouses on the coast of BC.
- Former City Manager Ken Watson has agreed to join the Board of PAMHS.
- Working on the planning and implementation of the outboard motor exhibit for the summer of 2016 – "The Cole Family Collection."
- The Board is interviewing candidates for the new part-time coordinator position.
- May 28 has been designated "Port Day" – the event seems to be expanding, with participation by PAPA, PAMHS, WVIHS, First Nations, & the City.

6.8 Dan Washington reported for the City of Port Alberni

- Based on current budget projections, the residential tax rate is expected to rise 2.7% in 2016.
- Council has approved the deployment of the Art Thompson banners again in 2016.
- The Association of Vancouver Island and Coastal Communities conference is being held next weekend – two resolutions are going forward from the City of Port Alberni – and Heritage Commissioner Penny Cote is running to become an AVICC Director at Large.
- The 2016 Salmon Fest will again be held at the Clutesi Haven Marina.

6.9 Pam Craig reported for the School Board

- April 12 the next School Board meeting will be held in Ucluelet – to accept public submissions.
- Next week the AGM of the British Columbia School Trustees Association will be held in Vancouver.
- The Youth Empowerment Summit was held at ADSS on April 5 & 6 – Grade 7 students attended "Yes 2 Know" events yesterday, and Grade 8 students today – this drug awareness/prevention program was presented with the help of 47 local sponsors, with the RCMP playing a major role – it included keynote presentations last night by Gary Anaca, concerning the development of the teenage brain, and by Jesse Miller, discussing the idea of citizenship online – with about 90 people attending the talks.

- Exit interviews are being held with graduating Grade 12 students, to gather information on their school experiences and future plans – education, work, etc.
- April 9 is the VIU/City of Port Alberni "Where is Here" cultural mapping event, with short video interviews to determine how people connect to their community – it is intended to build a sense of community & community pride.

7.7 Marta Williamson reported for the Community Arts Council

- The Community Arts Council has developed an approved Collections Policy – thanks to the Heritage Commission & AV Museum for developing the basis for this policy.
- The annual book sale will be held on May 13-14 at Echo Centre.
- Fall 2016 events include a hamburger & beer night on October 20, and a Celtic music afternoon event at ADSS on November 20.
- The CAC will be decorating display windows in the former Woodward's building in Uptown.
- The Summer 2016 Tea on the Terrace series has been modified, with four lunch and music events to be presented, at a cost of \$20 per ticket – two will be held the second and fourth weeks of July, and two the second and fourth weeks of August.

7. Other Business

- David Whitworth asked if any groups had received notification of approval of federal summer employment grants yet – the AV Museum has heard about its CMA/YCW application, but it sounds like Service Canada notifications have not gone out yet.

8. Next Meeting

- 7:00 PM, Wednesday, May 4, 2016, at the AV Museum.

9. Adjournment

- Moved at 8:27 by Pam Craig to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday May 4, 2016
7:00 pm in the AV Museum

Minutes

Attending:

Gareth Flostrand
Bert Simpson
Dennis Bill
Judy Carlson
Jolleen Dick
Penny Cote
Dan Washington
Marta Williamson
Libby Manson
Neil Malbon
Pam Craig
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

David Whitworth
David Taberner
Paul McDougall

Called to order 7:02 PM.

1. Moved by Pam Craig, seconded by Marta Williamson, that the agenda of the May 4, 2016 meeting be approved.
2. Moved by Penny Cote, seconded by Judy Carlson, that the minutes of the April 6, 2016 meeting, as distributed, be approved.
3. Correspondence
 - No correspondence to report.

Museum and Heritage Commission City of Port Alberni

4255 Wallace Street Port Alberni BC Canada V9Y3Y6

TEL (250) 723 2181 FAX (250) 723 1035

4. Setting Heritage Commission Priorities for 2016:
 - Discussion of 2016 priorities, raised at the April meeting – and confirmation to proceed with two already-initiated projects:
 - a. The preparation of heritage factsheet inserts to provide to VIRA members for distribution with listing materials.
 - b. The preparation and installation of plaques on the buildings already included in the Community Heritage Register.
5. Updates:
 - McLean Mill Governance – Jamie Morton outlined current developments:
 - a. The Board of Management (BOM) hosted an open house at McLean Mill on April 29, to present the changes being made to the contemporary use buildings and facilities at the entry to the site.
 - b. The BOM intends to establish itself as a non-profit Society, and to then take over the City of Port Alberni contract for the operation of McLean Mill NHS currently held by the WVIHS. The WVIHS contract expires in February 2017, and there is some discussion of ending it on December 31, 2016, to coincide with the calendar and fiscal years.
 - Gaiga Family Uptown Park Initiative:
 - a. Discussions have been held with Tseshaht and Hupacasath representatives concerning the presentation of First Nations interpretive themes in the new park. Historical content is also to be included in the interpretive material, with the AV Museum consulted.
 - Millstone Park Initiative:
 - a. Planning and grant application processes are to begin again for this project, to be completed for 2017.
6. Reports:
 - 6.1 Jolleen Dick reported for the Hupacasath First Nation.
 - Noted participation and consultation in the Gaiga park initiative.
 - Arrangements are being made for the Sunset Market for the 2016 season.
 - Preparations are under way for the fishing season.
 - A traditional territory map has been prepared and posted to the Web – hard copies are being printed also.
 - Preparation has started on a Clutesi Haven Development Proposal – this will start with a feasibility study, followed by a detailed business plan. The end result is envisioned as following the model of the Pike Place market in Seattle or the Granville Island market in Vancouver. The ACRD is supporting the initiative. There is discussion of including a community kitchen and food laboratory as part of the development – potentially partnering with other First Nations. A boat launch will be retained as part of the development.
 - 6.2 Neil Malbon reported for the Chamber of Commerce
 - Restaurant Guides are being printed for distribution.
 - The Community Excellence Awards were very well-received, with Patty Edwards being recognized as the Citizen of the Year.

- The Number 7/Feet vs. Steam Challenge was a big success, with 204 registrants, and 160 completing the route. There were many compliments about how well the event was run.
- Neil Malbon is stepping down as a Director of the Chamber, so will no longer be representing the organization on the Heritage Commission. A new representative will be appointed.

6.3.a Libby Manson reported for the Community at Large.

- The Solstice Arts Festival is to be held June 17-19, including the Days With the Arts tour, Art Rave, and other events, focused on the Rotary Arts District along Argyle Street.
- Van Isle Ford is holding a "Drive One 4 UR Community" event at John Howitt School on Saturday May 7, a fundraiser, with the dealership donating funds for each test drive. A portion of the proceeds will go to John Howitt School, and a portion to the Red Cross fund in support of those affected by the Fort McMurray fire.

6.3.b Gareth Flostrand reported for the Community at Large.

- The Sunday Craft Market has returned at Spirit Square, held from 10:00 to 3:00.
- Portal Players continues to present "Someone Who'll Watch Over Me" at the Capital Theatre, with performances on May 6, 7, 13, & 14.
- The Scotiabank MS Walk on the Dyke is taking place on Sunday May 15, with either 3 or 6 km options – check-in is at 9:30 and the walk at 10:30.
- The Black Ty Gala to raise funds for Ty Watson House is taking place Saturday May 28 – tickets are \$100 each, and available at Echo Centre, from Ty Watson House, or online.
- The AV Bulldogs are holding a "Garage Sale" fundraiser on Wednesday, May 11 from 10:00 – 3:00 at the Multiplex.

6.4 Dan Washington reported for the City of Port Alberni

- The Dry Creek project is now complete – and came in on budget.
- The Gertrude Bridge is now open – but this project ended up costing nearly double the projected budget.
- Councilor Sharie Minions gave birth to her expected baby on May 1.

6.5 Neil Malbon reported for McLean Mill NHS

- The Alberni Bowmen event attracted 176 registered shooters – a successful event, with a two-day event discussed for next year.
- Cruise ship tours are starting, with 2 groups in May, of 44 and 78 visitors, respectively – more are coming later in the season.
- J.J. Logging has completed the new log dump/A-Frame structure.
- It is expected that the new kitchen/food services facility will be ready for operation by June 1.

6.6 Pam Craig reported for the School Board

- Thanks for community participation in the interviews for the graduate exit survey – another session is scheduled for May 20.
- The School District has received grant funding for a "Shoulder Tapping" program, in cooperation with the career centre, which will present the various career options available to students.

- Heritage Fair preparation is intense the week before the event, with the train ride, workshops, judging, etc. all being organized and coordinated.
- Dennis Bill noted the activity at ADSS, hosting a band festival, and with a track meet being held today/May 4.

6.7 Marta Williamson reported for the Community Arts Council

- The next exhibit at the Rollin Art Centre will feature the work of Linda Ross.
- June 17-19 is the Solstice Arts Festival, including the Days With the Arts.
- Two windows in the Coulson/former Woodward's building have been donated to be decorated to promote the Solstice Arts Festival, as well as the Jane Austen Festival.
- The CAC Book Sale has "a trillion" books available, and will be held from 6:00-9:00 PM on Friday, May 13, and all day on Saturday, May 14.
- A garden "blitz" was held last Saturday, and Val Deakin is working on the new Native Garden.
- The CAC is one of the charities that is included in the upcoming Charity Golf event.
- The CAC is promoting the use of the Rollin Centre and Gardens for Celebration of Life events – with a rental fee of \$250.

6.8 Judy Carlson reported for the ADHS

- The organization's AGM is coming up on Thursday, May 19, at the AV Museum. Glen Mofford, author of "Aqua Vitae," an upcoming book on the bars of Victoria, will be presenting on the history of the Arlington Hotel.

6.9 Jamie Morton reported for the AV Museum

- In the staffing process for the two grant-funded summer student positions, with 19 qualifying applications received.
- Work continues on research, design, and preparation for *Vacation Land: Pleasurable Diversions in the Alberni Valley* – the summer exhibit for the AV Museum. The Parks carpenters & WVHHS volunteer Mike Hobson installed and staged the McLoughlin Buick, volunteers at the IHC prepared the car for exhibit, photo murals were installed and wall exhibit sections were defined with wallpaper and wooden boards define exhibit zones. Objects in the collection from the Cameron Lake Chalet were moved from permanent galleries to the temporary gallery for inclusion in the exhibit.
- Museum birthday parties remain popular, with several held in the past month.
- Preparation activity is increasing in anticipation of the 14th Annual Regional Heritage Fair, with 100 students registered, to be hosted by the AV Museum May 6-7.
- The success of the AV Museum Film Fest following the two April showings resulted in a total attendance of over 1,000 viewers for the three films. This should generate nearly \$3,500 net revenue, after expenses, in support of the Museum's educational and outreach programs. We anticipate offering a Fall 2016 series to build on this success. Thanks are due to Education Curator Shelley Harding, and the volunteer Film Fest Committee of Denny Durocher, Robert Gunn, and Daniel Webb, who with their hard work have made this program possible.

6.10 Dennis Bill reported for the Tseshah First Nation.

- As a participant, noted how impressive the Number 7 Challenge event had been.
- Met with Stacey Gaiga concerning First Nations interpretation in the new Uptown park.
- Connie Watts is hosting an art show at her residence this weekend – May 7-8 – at her home on Hector Road – all are welcome.

- The Tseshaht First Nation elections are coming up, and Dennis Bill is not running this time, so will be leaving his seat on Council, and will no longer be the Tseshaht representative to the Heritage Commission – a new representative will be appointed.

6.11 Penny Cote reported for the ACRD

- Penny Cote was elected Member at Large in the Association of Vancouver Island and Coastal Communities at the recent AVICC conference.
- Bowerman Excavating was awarded the contract for the airport expansion.
- The June 6-7 Provincial Emergency Preparedness event is coming up, and Penny Cote intends to raise the issue of the handling of the Dog Mountain Fire in the summer of 2015 with the provincial authorities. She noted the existence of a jointly funded [CPA, ACRD, UBCM] "Fire Smart" wildfire study commissioned in 2010, but with few of its recommendations implemented. Some discussion ensued concerning local forest fire fighting strategies, and who should manage them.
- Pam Craig noted that there was a public call for volunteers for the Emergency Preparedness events, with an informational event to be held at the Capital Theatre on May 17 at 7:00 PM. The province's "shaker trailer" earthquake simulation device would be in Port Alberni on May 31.

6.12 Bert Simpson reported for the WVIHS.

- The Number 7 Baldwin locomotive was completed and running for the May 1 Number 7 Challenge event – the "Big Yellow Speeder" also running.
- Catalyst has donated rail and switches from its decommissioned rail lines, which will be salvaged by WVIHS volunteers.
- McLean Mill is starting seasonal operations in June, but with the Cruise Ship tours, Mother's Day, and other events taking place in May – WVIHS volunteers are working at the Mill, on preparations for the steam logging show, and on getting the trucks ready for the season. The log dump/A-Frame is complete, and a logging arch has been moved to the entry as part of the development there.
- The WVIHS has accepted the donation of a very original and operating Ottawa Drag Saw to incorporate into the steam logging demonstration area.

7. Next Meeting

- 7:00 PM, Wednesday, June 1, 2016, at the AV Museum.

8. Adjournment

- Moved at 8:13 by Pam Craig to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

From: CFIB_BC <MS.BC@cfib.ca>
Sent: Wednesday, June 22, 2016 4:35 PM
To: CFIB_BC
Subject: CFIB's 2016 BC Property Tax Gap Report

Dear Mayor and Council,

As you may know The Canadian Federation of Independent Business (CFIB) is a non-profit, non-partisan business association that seeks to give independent business a greater voice in determining the laws that govern business and the country. With 109,000 members across Canada, and 10,000 in BC, we are the largest organization exclusively representing the interests of small- and medium-sized businesses (SMEs) to all levels of government.

I would like to take this opportunity to share the results of the [10th edition of our Property Tax Gap Report](#) with you. For additional ratings and breakdowns by region, please also review the [charts and news release](#) applicable to your area.

BC's largest municipalities continue to levy an unfair property tax burden on small business. The 2016 edition of the BC Property Tax Gap Report focuses on the 20 largest municipalities in BC and examines recent trends in the disparity between commercial and residential property tax rates, also known as the "tax gap". The gap is a measure of property tax fairness for small business. Scrutiny of this gap is critical as property taxes cripple businesses – a recent survey showed 61 per cent of small businesses consider it the most harmful tax.

The report contains a comprehensive list for the tax gap in 161 municipalities across the province, with details on their tax gaps and how they've progressed over the past one, five, and ten years. In 2015, the average tax gap for all BC municipalities was 2.60, meaning business owners pay over 2.5 times what residents pay on the same valued property.

However, after ten years of the Canadian Federation of Independent Business (CFIB) highlighting the unfairness of the tax system, some municipalities are starting to take action. The tax gap once again narrowed – after rising from 2.74 in 2005 to a peak of 2.90 in 2009, the gap now stands at 2.60 in 2015.

The report also highlights a worrisome trend; as municipalities grow, they tend to put a greater tax burden on businesses. The tax gap for the twenty largest cities in BC stood at 3.04 in 2015, far above the provincial average of 2.60. The worst tax gaps were among some of the most populous municipalities in BC: Coquitlam at 4.24, Vancouver at 4.15 and Burnaby at 3.98.

On a brighter note, the major municipalities' tax gap has also fallen in recent years, down from a 2006 peak of 3.64. However, it remains far too high and continues to burden businesses, slowing down economic growth in BC.

To ease the municipal property tax burden on small business, municipal governments should:

1. Cap the property tax gap between businesses and residents at a maximum of 2 to 1.
2. Provide earlier property tax notices for commercial taxpayers.

3. Allow commercial taxpayers to remit taxes in monthly or quarterly installments.
4. Extend the homeowners' grant to business owners occupying live/work spaces.
5. Close the gap without raising the business tax rate.
6. Move away from utilizing a flat tax rate for residential properties.

We look forward to receiving a written response from you regarding the property tax gap in your municipality. Please do not hesitate to call if you have questions.

Sent on behalf of Aaron Aerts, BC Economist

Sean Rognon

T: 604-684-5325 | 1 888-234-2232

F: 604-684-0529

[@cfibBC](#)

CFIB: Defending Small Business for 45 Years


[About Us](#) [Careers](#)
[Home](#) [Research](#) [Economics](#) [Contact Us](#)
Lobbying

Advocating better taxes, laws and regulations for your business

Business Support

Advice to help you manage your business

Savings & Benefits

Privilege Programs to reduce costs exclusively for CFIB members

[Sign In](#)
[Become a Member](#)
[Lobbying » Tax Policy](#)
[Follow us on:](#)

Big BC Municipalities Still Have Big Tax Imbalance

BC's largest municipalities continue to levy an unfair property tax burden on small business. The 2016 edition of the BC Property Tax Gap Report focuses on the 20 largest municipalities in BC and examines recent trends in the disparity between commercial and residential property tax rates, also known as the "tax gap". The gap is a measure of property tax fairness for small business. Scrutiny of this gap is critical as property taxes cripple businesses – a recent survey showed 61 per cent of small businesses consider it the most harmful tax.

The report contains a comprehensive list for the tax gap in 161 municipalities across the province, with details on their tax gaps and how they've progressed over the past one, five, and ten years. In 2015, the average tax gap for all BC municipalities was 2.60, meaning business owners pay over 2.5 times what residents pay on the same valued property.

However, after ten years of the Canadian Federation of Independent Business (CFIB) highlighting the unfairness of the tax system, some municipalities are starting to take action. The tax gap once again narrowed – after rising from 2.74 in 2005 to a peak of 2.90 in 2009, the gap now stands at 2.60 in 2015.

The report also highlights a worrisome trend; as municipalities grow, they tend to put a greater tax burden on businesses. The tax gap for the twenty largest cities in BC stood at 3.04 in 2015, far above the provincial average of 2.60. The worst tax gaps were among some of the most populous municipalities in BC: Coquitlam at 4.24, Vancouver at 4.15 and Burnaby at 3.98.

On a brighter note, the major municipalities' tax gap has also fallen in recent years, down from a 2006 peak of 3.64. However, it remains far too high and continues to burden businesses, slowing down economic growth in BC.

To ease the municipal property tax burden on small business, municipal governments should:

1. Cap the property tax gap between businesses and residents at a maximum of 2 to 1.
2. Provide earlier property tax notices for commercial taxpayers.
3. Allow commercial taxpayers to remit taxes in monthly or quarterly installments.
4. Extend the homeowners' grant to business owners occupying live/work spaces.
5. Close the gap without raising the business tax rate.
6. Move away from utilizing a flat tax rate for residential properties.

FOR MORE DETAILS



Tax Gap Report 2016
British Columbia Big Municipalities Have Major Property Tax Imbalance



Property Tax Backgrounder
20 Largest BC Municipalities Tax Gap Charts

Of further interest:

News Release: Big BC Municipalities Still Have Big Tax Imbalance

Join CFIB today

Do something positive for your business!

[Tiny URL](#)

Like Share 2

Tweet

G+ 0

[Lobbying](#)
[Business Support](#)
[Savings & Benefits](#)
[Economics](#)
[About Us](#)
[Research](#)
[Media Centre](#)
[Contact Us](#)
[Follow us on:](#)
[Careers](#)
[Privacy Policy](#)
[Terms of Use](#)
[Accessibility](#)
[Manage your subscription](#)


©2016 Canadian Federation of Independent Business. All Rights Reserved.


[About Us](#) [Careers](#)
[Home](#) [Research](#) [Economics](#) [Contact Us](#)
Lobbying

Advocating better taxes, laws and regulations for your business

Business Support

Advice to help you manage your business

Savings & Benefits

Privilege Programs to reduce costs exclusively for CFIB members

[Sign In](#)[Become a Member](#)[Lobbying » Tax Policy](#)**Follow us on:**

Vancouver Island municipalities do little to make tax system fair for small business

Kootenay & Cariboo

Thompson-Okanagan

Northern BC

Vancouver Coast

Vancouver Island

BC Provincial

Region's 2015 overall tax gap was second highest in the province

In the lead up to the deadline for property tax payments, the Canadian Federation of Independent Business (CFIB) released its tenth annual Property Tax Gap Report that reveals some Vancouver Island businesses pay up to five times as much municipal property tax as a resident on the same assessed property value.

The report analyzes the disparity between what residential and business property owners pay in taxes (based on the same assessed property value) for each municipality and scrutinizes their inclination to place a much larger tax burden on businesses. The ratio between business and residential rates is known as the property "tax gap" and is an indicator of tax fairness (not tax levels).

This year's report shows the tax gap grows as municipalities grow. The tax gap for the twenty largest municipalities in BC stood at 3.04 in 2015, compared to the provincial average of 2.60. And the worst tax gaps were some of the most populous cities – Coquitlam (4.24), Vancouver (4.15) and Burnaby (3.98). "CFIB has long warned municipalities, as they grow, to resist the urge to over-burden small businesses. This report makes it crystal clear that there is still a large discrepancy between how small and large cities treat the local business community," notes Richard Truscott, vice-president for BC and Alberta.

On Vancouver Island, the average property tax gap in 2015 was 2.71, the second largest regional gap in the province and above the provincial average of 2.60. A tax gap of 2.71 means a commercial property owner pays over two and a half times the taxes of a residential property owner on the same assessed property value.

"Vancouver Island municipalities collectively made no progress in making their property tax systems more small business friendly between 2014 and 2015," notes Richard Truscott, vice-president for BC and Alberta. "The region's 2015 tax gap remains the same as 2014, a troubling finding when the region also maintains the second highest average gap in the province."

Of the 37 municipalities in region, the least small business friendly municipality (i.e. the worst tax gap) in 2015 belonged to North Saanich at 4.83, followed by Lantzville at 4.00 and then Colwood at 3.95 (see table below). Conversely, Port Alberni had the most equitable gap at 1.63, then Port McNeill at 1.68 and Port Alice at 1.84. The two largest cities in the region, Victoria and Saanich, both have high tax gaps which increased in 2015. Victoria's gap of 3.12 is up 3.4 per cent in 2015 from 2014, while Saanich is at 3.40 and up 1.6 per cent.

"Mayors and councils need to ensure they are actively working on ensuring the property tax system is fairer for business. That takes real political will, which appears to be missing in the region at present," Richard Truscott concluded.

To arrange a media interview with Richard Truscott or Aaron Aerts, please call 604-684-5325. The full CFIB report is available here: [British Columbia Big Municipalities Have Major Property Tax Imbalance](http://cfib.ca/a8456e)
<http://cfib.ca/a8456e>.

CFIB is Canada's largest association of small- and medium-sized businesses with 109,000 members across every sector and region, including 10,000 in B.C.

Join CFIB today
Do something positive for your business!

Tiny URLLike Share 0

Tweet

G+1 0

2015 Municipal Property Tax Gap – Vancouver Island

Municipality	Municipal Tax Gap 2015	Rank – Region (best to worst)	Rank – BC (1 = best, 161 worst)	One Year Change (2014-15)
Port Alberni	1.63	1	11	-3.9%
Port McNeill	1.68	2	12	-4.5%
Port Alice	1.84	3	16	0.0%
Central Saanich	1.85	4	17	-0.8%
Cumberland	2.00	5	25	0.0%
Oak Bay	2.06	6	36	3.1%
Gold River	2.13	7	39	6.0%
Zeballos	2.15	8	42	-2.2%
Campbell River	2.16	9	44	3.4%
North Cowichan	2.18	10	46	0.5%
Tahsis	2.20	11	49	7.7%
Sooke	2.32	12	58	-3.8%
Sidney	2.36	13	61	0.9%
Belcarra	2.45	14	71	0.0%
Qualicum Beach	2.45	15	77	0.1%
Parksville	2.46	16	78	-1.3%
Esquimalt	2.49	17	80	0.9%
Nanaimo	2.49	18	81	-0.7%
Duncan	2.52	19	84	-4.6%
Ucluelet	2.53	20	85	-3.9%
Lake Cowichan	2.60	21	89	0.0%
Lions Bay	2.72	22	102	20.8%
Alert Bay	2.75	23	106	-8.3%
Courtenay	2.80	24	111	0.0%
Tofino	2.84	25	116	-3.3%
Laqsmith	2.86	26	118	-3.2%
Langford	3.00	27	125	0.0%
Victoria	3.12	28	129	3.9%
Port Hardy	3.29	29	132	5.3%
Saanich	3.40	30	136	1.6%
Comox	3.44	31	139	-1.4%
View Royal	3.47	32	141	0.6%
Metchosin	3.65	33	148	-1.8%
Highlands	3.71	34	149	-11.1%
Colwood	3.95	35	152	0.0%
Lantzville	4.00	36	155	0.0%
North Saanich	4.83	37	160	1.7%
Average	2.71	~	~	0.0%

Decreased

15

Increased

14

Static

8

Kootenay &
CaribooThompson-
Okanagan

Northern BC

Vancouver Coast

Vancouver
Island

Lobbying

Business Support

Savings & Benefits

Economics

About Us

Research

Media Centre

Contact Us

Follow us on:

Careers

Privacy Policy

Terms of Use

Accessibility

Manage your subscription



©2016 Canadian Federation of Independent Business. All Rights Reserved.



Jonathan X. Côté
Mayor

June 24, 2016

Via Email

Dear Mayor and Council,

I am writing to request your support of a resolution submitted by New Westminster City Council to UBCM regarding tenant evictions through renovations.

There is evidence that the practice of 'renovictions,' in which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent on those units, is becoming more commonplace in New Westminster and elsewhere in the province.

Research strongly suggests that many tenants do not understand their rights and are not aware of the *Residential Tenancy Act* or the dispute resolution process. They are also not aware of resources to assist them such as the Pivot Legal Society or the Tenants Rights Action Coalition. Additionally, some tenants are reluctant to exercise their rights given the cost or time involved or the fear of the potential repercussions. This is particularly true of certain groups such as isolated seniors, new immigrants and refugees, people with disabilities, and those with low levels of literacy.

For these reasons, at a meeting on June 13, 2016, New Westminster City Council approved the following resolution for submission to UBCM for consideration at the 2016 Convention:

Whereas the practice of 'renovictions,' by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province; and

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness; and

Office of the Mayor

Corporation of the City of New Westminster

Doc # 892718 511 Royal Avenue, New Westminster, BC • Canada V2L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca

ENTERED

Page 1

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them;

THEREFORE, BE IT RESOLVED:

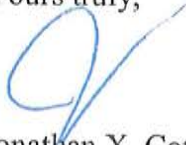
THAT the Union of BC Municipalities urge the Provincial Government to amend the Residential Tenancy Act to allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could have lawfully have charged, including allowable annual increases, if there had been no interruption in the tenancy.

A staff report giving more information on this matter is attached.

If you have any questions or would like more information, please contact me at jcote@newwestcity.ca or 604-527-4522.

Your support of this resolution is appreciated.

Yours truly,



Jonathan X. Côté
Mayor

Encl. Staff Report: Union of BC Municipalities Resolution Related to Tenant Evictions through Renovations

REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 6/13/2016

From: Beverly Grieve **File:** 13.2630.09
Director of Development Services

Item #: 206/2016

Subject: Union of BC Municipalities Resolution Related to Tenant Evictions
through Renovations

RECOMMENDATION

THAT Council endorse the recommended Union of BC Municipalities (UBCM) resolution related to tenant evictions through renovations.

THAT Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.

PURPOSE

The purpose of this report is threefold: (1) to seek Council endorsement of the recommended Union of BC Municipalities (UBCM) resolution; (2) to direct staff to forward the resolution and background information to UBCM by the June 30, 2016 deadline; and (3) to direct staff to actively seek municipal support for the resolution.

SUMMARY

There is evidence that the practice of 'renovictions,' in which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent on those units, is becoming more commonplace in New Westminster and elsewhere in the province. New Westminster City Council recently endorsed a number of actions to inform tenants of their rights and to facilitate enhanced access to information and resources. These actions, while important, will have limited impact, as it does not take the incentive out of the practice of 'renovictions.' For this to occur, amendments will have to be made to the

Residential Tenancy Act. To this end, Council approved a resolution for consideration by the Lower Mainland Local Government Association, which was endorsed. Council also directed staff to prepare a resolution for consideration by the Union of BC Municipalities, which is the focus of this report.

BACKGROUND

At the City's Seniors Advisory Committee (SAC) meeting of February 11, 2016, the membership raised the issue of 'renovictions' and requested that staff explore how widespread this practice is in New Westminster and how other municipalities are addressing this issue. Based on this discussion, staff conducted case study research in Metro Vancouver and did some preliminary consultation, including with the Tenants Rights Action Coalition. This information was shared back with the SAC membership at its meeting of April 14, 2016.

Based on the research and consultation, City staff forwarded a Report to Council on May 2, 2016. This report recommended a number of actions, the majority of which were intended to inform tenants of their rights and facilitate enhanced access to information and resources. One of the actions called for amendments to the *Residential Tenancy Act* to allow tenants the right of first refusal to return to their unit at a rent that is no more than the landlord could lawfully have charged, including allowable annual increases, if there had been no disruption to the tenancy.

Based on the report, Council prepared a resolution for consideration by the Lower Mainland Local Government Association (LMLGA) at its Annual General Meeting and Conference in May 2016. This resolution, which called for amendments to the *Residential Tenancy Act*, was endorsed by the LMLGA.

Based on the resolution to the LMLGA, Council directed staff to prepare a more refined resolution for consideration at the Union of BC Municipalities Conference in September 2016. This resolution is detailed later in this report.

DISCUSSION

Definition

According to the Pivot Legal Society, 'renoviction' is defined as *the practice of exploiting a clause in the Residential Tenancy Act which allows a landlord to evict their tenants under the guise of performing major renovations and then significantly increasing the rent on the unit or units.*

Legislation

The *Residential Tenancy Act* discusses evictions for the purpose of renovations in section 49, noting that: *A landlord may end a tenancy in respect of a rental unit if the landlord has all the necessary permits and approvals required by law, and intends in good faith, to do any of the following: renovate or repair the rental unit in a manner that requires the rental unit to be vacant.* The *Residential Tenancy Act* also sets out levels of compensation (equivalent compensation to one month's rent) and notice (two months' notice) for tenants who have to vacate their unit due to major renovation or repair.

Case Study Research

Case study research was conducted on 16 Metro Vancouver municipalities. A number of the municipalities responded that 'renovictions' are not a major issue or priority at this time, with several reporting that they are currently studying the issue. Only the City of Vancouver has developed a policy and it is not applicable in situations where only a building permit is required, which describes most renovation scenarios. The most common refrain from respondents was that municipalities cannot stall or stop building and other permits to prevent 'renovictions.'

Of note, the City of Vancouver, in a Report to Council on December 3, 2015, advocated for the Province to amend the *Residential Tenancy Act* to allow renters the right of first refusal to return to their unit at a rent that is no more than what the landlord could have lawfully charged (e.g., including allowable annual increases) if there has been no interruption in the tenancy.

The above cited action related to advocacy forms part of the City of Vancouver's *Tenant Relocation and Protection Policy*. In discussions with this municipality, it was learned that this action has not been raised with the Provincial Government or other municipalities and that a related resolution has not been developed for consideration by the Lower Mainland Local Government Association or the Union of BC Municipalities.

Impacts

The case study research and consultation strongly suggests that many tenants do not understand their rights and are not aware of the *Residential Tenancy Act* or the dispute resolution process. They are also not aware of resources to assist them such as the Pivot Legal Society or the Tenants Rights Action Coalition. Additionally, some tenants are reluctant to exercise their rights given the cost or time involved or the fear of the potential repercussions. This is particularly true of certain groups such as isolated seniors, new immigrants and refugees, people with disabilities, and those with low levels of literacy.

RECOMMENDED RESOLUTION

That the below recommended resolution be forwarded to the Union of BC Municipalities for consideration at its Annual Conference in September 2016.

Whereas the practice of 'renovictions,' by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province.

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness.

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them.

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to amend the Residential Tenancy Act to allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could have lawfully have charged, including allowable annual increases, if there has been no interruption in the tenancy.

OPTIONS

There are three options for consideration:

1. That Council endorse the recommended Union of BC Municipalities (UBCM) resolution related to tenant evictions through renovations.
2. That Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.
3. That Council provide staff with other direction.

Staff recommends options 1 and 2.

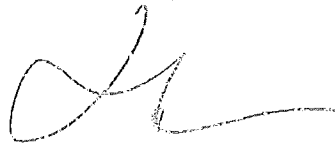
This report has been prepared by
John Stark, Senior Social Planner
Tristan Johnson, Planning Analyst

This report was reviewed by:
Jackie Teed, Manager of Planning

Approved for Presentation to Council



Beverly Grieve
Director of Development Services



Lisa Spitale
Chief Administrative Officer



MARITIME
HERITAGE
SOCIETY
PORT ALBERNI

"Preserving, Presenting, Promoting
Our Maritime History"

RECEIVED

JUN 29 2016

CITY OF PORT ALBERNI

Copy To: Guy Cicon ✓
Wilf Taekema ✓

Honorary Patrons

JF

DR. JAMES P. DELGADO, FELLOW ROYAL GEOGRAPHICAL SOCIETY
BARBARA MARK, FOUNDING MEMBER, DIRECTOR EMERITUS

MEMBER

Canadian Museums Association
British Columbia Museums Association
Alberni Valley Heritage Network

Port Alberni Maritime Heritage Society
Box 336 Station Main
Port Alberni, B C
V9Y 7M8
June 27, 2016

Mayor and Council
City of Port Alberni
4850 Argyle Street
Port Alberni, B C
V9Y 1V8

Dear Mayor Ruttan and Councillors,

I am writing on behalf of the Port Alberni Maritime Heritage Society to express our thanks for your making available the equipment which City workers Dave Heiman and Brandon Colclough, as volunteers, used at our Harbour Road facility where a shelter is to be built over "The Swan". In preparing the foundations, this help was essential and most appreciated.

The City's support of community groups like ours is invaluable.

Thank you.

Yours sincerely,

Kenn Whiteman
President
Port Alberni Maritime Heritage Society

ENTERED

**Alberni Pride
Annual BBQ
July 23rd 12:00
Williamson Park**

ISLAND CORRIDOR FOUNDATION

Box 375 Stn A Nanaimo, BC V9R 5L3
office 250 754 7254 | fax 888 662 4197
islandrail.ca

July 4th 2016

Councillor Chris Alemany
City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8
VIA Email

Re: ICF Local Government Liaison Committee – Meeting

Dear Councillor Alemany,

The Island Corridor Foundation Board of Directors has been working to improve communication and understanding between local government and the Island Corridor Foundation (ICF).

We invite you to attend our first liaison committee meeting, **July 22nd 10am to 2pm at our office in Nanaimo, BC**. ICF and Southern Railway staff will be in attendance to hear first-hand concerns being expressed by local government and to provide information.

Attendees will start the day with an overview of the excursion rail proposal and a hy-rail ride to view railroad conditions. Our Railway Roadmaster will provide a short 'Railroad 101' explanation and the process of replacement. A luncheon meeting at the Nanaimo Station from noon to 2pm will be held to discuss rail crossings and future regulations. A more detailed agenda will be sent to you closer to the meeting.

If you have any items you'd like to discuss at this meeting please let us know.

Please RSVP by July 15th 2016 to Janice Roberts, ICF Office Administrator 250-754-7254 or jroberts@islandrail.ca.

Please call if you have any questions.

Yours truly,



Graham Bruce
Chief Executive Officer



June 29, 2016

Attn: Cathy Rothwell

Dear Cathy,

As per the Annual Partner Communications Calendar attached, BC Transit provides Annual Performance Summaries (APS) each year to our funding partners as a means to inform local decisions on service levels. This provides the means for ongoing discussion with our funding partners on opportunities to optimize the available investment in transit and guide future decisions related to the level of service (ie. cost saving measures, service hour reallocation, and expansion priorities). As such, I will be contacting you in the near future to share observations and opportunities based on your system performance with the goal of achieving alignment on strategies going forward for the Port Alberni Transit System.

This process is part of BC Transit's continued commitment to provide efficient and effective transit. BC Transit Systems continue to outperform peer systems across Canada in large part due to the shared services model and the cost mitigation strategies enabled by this. We continue to build upon these strategies recognized by the 2012 Independent Review Panel as being significant contributors to our favourable comparison to peer systems across Canada.

I look forward to reviewing the APS with you and welcome any questions you may have until then.

Sincerely,

Myrna Moore
Senior Regional Transit Manager

Annual Partner Communications Calendar



Annual Partner Communication Key Processes		
Process	Description and Deliverables	
Transit Improvement Program (TIP)	The TIP communicates to local government (LG) the expansion initiatives proposed for the next three years. It seeks the commitment to the expansion initiatives from LG which thereby allows BC Transit to proceed with requesting sufficient funding within the Provincial Budget. This includes the allocation process and results of expansion priorities from Transit Future Plans, other Service Plans, local initiatives as well as major capital initiatives necessary for the development of the transit system.	
	April	BCT to send out Expansion Initiatives to LG
	August	LG to confirm Expansion Initiatives by way of sign-off and return to RTM
	March	BCT to provide confirmation to LG of the intent to fund expansion initiatives
Annual Performance Summary (APS)	The APS offers a high level analysis of the system's performance, in comparison to prior years, and where established, the opportunity to measure against service standards established by the local government. The intent is to inform council prior to decision on expansion initiatives for future years and subsequent budgeting. This document also serves as an opportunity to present results to council and to engage in discussion on decisions aimed at future year initiatives.	
	June	BCT to send out APS to LG
	On Request	LG to extend invitation, if desired, to RTM to present APS to council
Three Year Budgets (3YB)	The 3YB provides LG with budget expectations for the coming year and two year projections for base service levels. Additionally, a calendar year budget estimate is provided for the convenience of LGs. Where the LG has confirmed their desire to pursue expansion initiatives, a separate budget will follow with expansion budget projections.	
	September	BCT to send out 3YB based on existing, or known, service levels to LG
	October	BCT to send out 3YB based on calendar year estimates to LG; and, BCT to send out 3YB based on expansion initiatives confirmed by the LG in August
	December	LG to advise RTM of any budget concerns to expedite the execution of the AOA
Annual Operating Agreement (AOA)	Defines the service to be delivered, the provincial and municipal funding contributions, and the tariff schedule. Any changes to services defined in the AOA require the establishment of a Memorandum of Understanding which defines the objectives and scope of the service change. The intent is to ensure that all parties are in agreement to changes to the defined service in the AOA. Additionally, it defines the appropriate timeline, from the time of this agreement, necessary for the provision of service including planning, scheduling, operator training, shift changes, and fleet procurement if necessary.	
	March	BCT to send out 3 copies of AOA to LG for signature
	March/April	LG to ensure timely approval of AOA and forward all copies to operating company

Port Alberni Regional Transit System



The Annual Performance Summary (APS) is a key component of the Annual Partnership Communications Calendar. It provides a snapshot of transit investment and performance within your community as compared to previous years, to budget, to system level performance targets and to peer communities.* This information is intended to support local decisions on service priorities and potential investments into service and capital initiatives. Upon alignment of future initiatives through the Transit Improvement Program, this information is used to update your three year budget forecasts and inform BC Transit's Service and Capital Plan.

2015/16 BC Transit Initiatives

BC Transit's shared services model continues to result in transit system costs well below those of industry averages. According to the Canadian Urban Transit Association, BC Transit consistently has lower costs per hour, and costs per passenger.

BC Transit's mandate in 2015/2016 was to find further efficiency and effectiveness within the current investment in transit throughout the province. As such, our efforts aimed at identifying opportunities for service optimization, improving on-time performance and streamlining operational processes with a mind to providing an overall better transportation network in BC Transit communities.

The provision of service delivery, maintenance and fuel represent the largest operating costs. Our contracting strategy has enabled us to contain lifts associated to the provisioning of service, including labour, to near inflation and significantly lower than those of industry peers. In regards to efforts to reduce costs associated to maintenance, shortened amortization periods of vehicles and the introduction of pooled lease fees by vehicle type and year have eliminated the need for major mid-life repairs, allows for major maintenance campaign work to be delivered in a more strategic way, and has eliminated the impact of bus-specific costs incurred in an individual system. These efforts, combined with lower than anticipated fuel prices in 2015/2016, have positively contributed to performance indicators related to operating costs.

In October 2015, changes made to the BC Transit Regulations promoted and rewarded efforts towards achieving efficiencies. These changes allowed for savings from budget realized in communities through corporate and system level efforts to be carried forward in an operating reserve purposed for offsetting future year increases. You will note the amount accumulated in your operating reserve for 2015/2016 with your April 2016 municipal invoice.

2015/16 Port Alberni Regional Initiatives and Highlights

Operational issues surrounding an investigation that occurred in 2014 has resulted in improved revenue reporting for the 2015/16 period, therefore, positively impacting performance metrics when compared to 2014/15.

* The Port Alberni Regional APS report provides performance information for the conventional service business unit (851).

Conventional Service (Business Unit 851)

Local Investment Measures	2015/16 Actual	2014/15 Actual	YoY Var	2015/16 AOA Budget	AOA Budget Var	TFP Target	TFP Target Var	2015/16 Peer Average	Peer Average Var
Revenue service hours (000)	12	12	1%	12	0%	N/A	N/A	12	5%
Total cost (\$000)	\$1,738	\$1,790	-3%	\$1,835	-5%	N/A	N/A	\$1,471	18%
Service hours per capita	0.71	0.70	1%	0.71	0%	N/A	N/A	0.78	-10%
Fleet size	5	5	0%	5	0%	N/A	N/A	6	-11%
Return on Investment	2015/16 Actual	2014/15 Actual	YoY Var	2015/16 AOA Budget	AOA Budget Var	TFP Target	TFP Target Var	2015/16 Peer Average	Peer Average Var
Passenger trips (000)	280	261	7%	250	12%	N/A	N/A	220	27%
Total revenue (\$000)	\$308	\$262	17%	\$258	19%	N/A	N/A	\$268	15%
Passenger trips per capita	16.0	14.9	8%	14.3	12%	N/A	N/A	14.7	9%
Revenue per trip	\$1.04	\$0.97	8%	\$0.99	5%	N/A	N/A	\$1.19	-12%
Performance	2015/16 Actual	2014/15 Actual	YoY Var	2015/16 AOA Budget	AOA Budget Var	TFP Target	TFP Target Var	2015/16 Peer Average	Peer Average Var
Operating cost per service hour	\$95.40	\$95.96	-1%	\$101.24	-6%	N/A	N/A	\$109.83	-13%
Operating cost per passenger trip	\$5.45	\$5.18	5%	\$5.49	-1%	N/A	N/A	\$5.88	-7%
Passenger trips per service hour	17.5	18.5	-5%	18.4	-5%	N/A	N/A	18.7	-6%
Operating cost recovery	20.2%	21.6%	-7%	20.1%	0%	N/A	N/A	20.7%	-3%

Key Conventional Service Outcomes

Increased fares introduced in October 2014 and improved revenue reporting strategies have contributed to a strong 17% increase in revenue and 8% increase in passenger trips per capita.

The 7% growth in ridership continues a year over year upward trend for the system, indicating that customers are satisfied with the level of service delivered in the Port Alberni system.

* Peer Average is the average of thirteen Tier 3 systems.

Future Priorities

BC Transit is undertaking the development of Service Design Standards and Performance Guidelines for all tier three systems across the Province. These will increase the number of tools for BC Transit to monitor the system and the routes within the Port Alberni transit system. The objective of this undertaking will be to provide tangible recommendations to help optimize the service and create opportunities to improve ease of use and help to maintain the solid transit ridership.

Investigate improvements to the Rider's Guide to improve ease of use for the customers and review the schedule to ensure service reliability is maintained.

Continue to collaborate with the local government to improve transit stop infrastructure across the network

Key Performance Indicator (KPI) Glossary

Key Performance Indicator	Definition
Fleet size	The total number of transit vehicles providing a given type of service for the year.
Operating cost per passenger trip	Total cost for the year less the local contribution to lease fees (debt service) per total passenger trips for the year.
Operating cost per service hour	Total cost for the year, not including taxi, less the local contribution to lease fees (debt service) per total revenue service hours delivered for the year.
Operating cost recovery	Total revenue for a system for the year divided by total cost for the year less the local contribution to lease fees (debt service).
Passenger trips	Total passenger trips for the year. An estimated measure of system ridership.
Passenger trips per capita	Total passenger trips for the year per the defined population of the area being served by the type of service. For Conventional systems this is the population that falls within 400m of the fixed route conventional service by linework. For Custom and Paratransit systems this is the population within the defined limits of service. In systems that do not have defined limits of service this is the population that falls within the boundaries of the system as described in Schedule A of the Annual Operating Agreement (AOA).
Passenger trips per service hour	Total passenger trips for the year, not including taxi, per total revenue service hours delivered for the year.
Revenue per trip	Total revenue, less advertising revenue, for a system for the year per non-Taxi Saver trips for the year.
Revenue service hours	Total revenue service hours delivered for the year. (Does not include Taxi)
Service hours per capita	Total revenue service hours vehicles were on the road (excluding deadhead) for the year per the defined population of the area being served by the type of service. For Conventional systems this is the population that falls within 400m of the fixed route conventional service by linework. For Custom and Paratransit systems this is the population within the defined limits of service. In systems that do not have defined limits of service this is the population that falls within the boundaries of the system as described in Schedule A of the AOA.
Total cost	Total AOA cost, which includes the local contribution to lease fees (debt service) but not the provincial contribution.
Total revenue	Total revenue for a system for the year, which include fares (cash, ticket, passes but not including Taxi Saver recoveries) and advertising revenue.