

**CITY OF PORT ALBERNI - MEETING SCHEDULE
MONDAY, JULY 14, 2014**

6:00 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Wed. July 16 10:00 am	Advisory Traffic Committee <i>@ Committee Room</i>	OPEN MEETING
Thurs. July 17 Noon	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING
Mon. July 28 3:00 pm	Special Meeting of Council Review of 2015 Utility Rates <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

AGENDA

REGULAR MEETING OF COUNCIL

**MONDAY, JULY 14, 2014 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

PRESENT:

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

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

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

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

B. ADOPTION OF MINUTES - Page 14

1. Regular Council Meeting held June 23, 2014.

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.

C. DELEGATIONS

1. Alberni Valley Bid Committee 2016 U-18 Female National Hockey Championship - Page 22

Miranda Vallee, Aaron Vissia and Ron Paulson of the Bid Committee to advise of their progress to host the 2016 Under 18 Female National Hockey Championship in Port Alberni and requesting one half of the bid bond in the amount of \$500.00.

That the letter dated May 27, 2014 be received and the request for \$500 (1/2 of cost) to secure a bid bond to host the 2016 U-18 Female Hockey Championship, be received and referred to the Community Investment Program.

2. Johann van Schaik, Regional Transit Manager, BC Transit

In attendance to present the Port Alberni Fare Structure Review and discuss transit survey results, revenue collection and holiday service proposals.

D. PROCLAMATIONS

E. 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 District Fall Fair Association - Page 24

Two letters dated June 19, 2014 requesting use of space at the corner of Beaver Creek Road and River Road during Salmon Festival to sell raffle tickets for the Fall Fair car and also requesting permission to close City Streets on the Fall Fair Parade route on Saturday, September 6, 2014. *(Note: Administrative Assistant to coordinate Mayor/Designate attendance at Logger Sports Opening Ceremonies).*

That Council for the City of Port Alberni authorize the Alberni District Fall Fair Association to sell their car raffle tickets at the corner of Beaver Creek Road and River Road during this year's Salmon Festival event.

That the request to close City streets along 10th Avenue to the Fair Grounds from 11:00 am to the conclusion of the parade on Saturday, September 6, 2014, be received and Council concur with the request subject to the City's stated road closure conditions.

2. Bill Woollam - Page 26

E-mail dated June 19, 2014 providing a report from the City of Burnaby's Environment Committee regarding a request for a moratorium on hydraulic fracking and requesting Port Alberni City Council pass a similar resolution.

That the e-mail from Bill Woollam dated June 19, 2014 requesting Council pass a resolution requesting a moratorium on hydraulic fracking, be received.

3. Crystal McMillan, Bear Smart BC - Page 33

Letter dated July 3, 2014 on behalf of the Alberni Valley Bear Smart Committee requesting that the City consider erecting a welcoming sign at the Alberni Valley Chamber of Commerce showcasing Port Alberni as a designated "Bear Smart Community".

That the letter from Crystal McMillan dated July 3, 2014 requesting that the City consider erecting a welcoming sign designating the City as a "Bear Smart Community" at the entrance to Port Alberni, be received and staff be directed to meet with the Alberni Valley Chamber of Commerce and Bear Smart representatives to discuss the matter.

4. Alberni Valley Curling Club - Page 36

Letter dated June 17, 2014 advising that the "BC Provincial Seniors' Curling Championship" will take place in Port Alberni, February 16 to 22, 2015 and requesting support from the City.

That the letter dated June 17, 2014 from the Alberni Valley Curling Club, be received and that they be encouraged to attend the Community Investment Program Workshop in the Fall regarding support for hosting the "BC Provincial Seniors' Curling Championship".

F. 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. Selina Robinson, MLA Official Opposition Critic for Local Government - Page 37

Letter dated June 23, 2014 inviting Council to meet with her and the Official Opposition during the UBCM Convention at their breakfast meeting at the Whistler Hilton on Friday, September 26, 2014 at 6:45 am.

2. Marion Ambler - Page 39

E-mail dated June 22, 2014 expressing concern about the City allowing limited hunting of resident geese in the Somass Estuary and providing information on strategies and plans for goose population control.

3. Tsawaayuus (Rainbow Gardens), Westcoast Native Health Care Society - Page 41

Letter dated June 11, 2013 advising they cannot accommodate the request from the City's representative on the Society's Board of Directors to change the current meeting dates.

4. Minister of Community, Sport and Cultural Development - Page 42

E-mail dated June 27, 2014 providing information on the provincial Strategic Community Investment Fund and advising that Port Alberni will receive \$147,782 for a Small Community Grant and \$211,370 for Traffic Fine Revenue.

5. Carolyn Jasken - Page 43

E-mail dated June 28, 2014 suggesting the creation of special use or discretionary zones in certain parts of the City to encourage tourism-oriented business developments.

6. Marcus & Benita Schluschen - Page 44

E-mail dated June 29, 2014 expressing concerns about the health risks associated with wireless technology and providing links to videos regarding electromagnetic sensitivity.

7. North Island 9-1-1 Corporation - Page 45

News Release dated June 25, 2014 advising there will be a new call answering service model for North Island 911 starting in the Fall, 2014.

8. Catalyst Paper Corporation - Page 50

Letter dated June 26, 2014 enclosing a cheque in the amount of \$4,180,051.74 representing full payment of the 2014 municipal property taxes and advising they will continue to work constructively with Council and staff to address mutual challenges and identify opportunities.

9. Mayors of Tofino and Ucluelet - Page 51

Copy of a letter dated June 19, 2014 to the Minister of Health and Minister of Technology, Innovation and Citizen Services regarding the need for community-specific health information.

10. Private Managed Forest Land Council - Page 53

News Release dated June 18, 2014 providing a link to their report on forest management activities in China Creek and Honna River watersheds.

11. Vancouver Island Regional Library - Page 54

Letter dated June 11, 2014 providing a copy of their 2013 Annual Report.
(Note: Annual Report in the "Reading File")

12. Minister of Community, Sport and Cultural Development and Minister of Agriculture - Page 56

Letter dated June 26, 2014 advising that the Province has implemented a regulatory change to exclude medical marihuana from being eligible for farm classification for property assessment and tax purposes.

13. Minister of Health - Page 58

Letter dated June 30, 2014 responding to the Mayor's letter (*attached*) regarding a community paramedicine pilot program and providing a contact at BC Emergency Health Services and information on various local programs and initiatives focused on health and wellness

14. Glen Walushka - Page 67

E-mail dated July 3, 2014 expressing his thanks to the musicians, volunteers and partners in the Quay of the Sea Music Festival and providing suggestions for more public events and festivals at the Alberni Harbour Quay Spirit Square.

15. Geoff Bowering - Page 70

Copy of an e-mail dated July 7, 2014 to Cal Davies of the Alberni Valley Minor Softball Association congratulating him on an extremely well run 2014 U16 "C" Girls Softball Championships and expressing his appreciation to the players, volunteers and City staff who maintained the ballfields during inclement weather.

That Informational Correspondence items numbered 1 through 15 be received and filed.

G. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

H. 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. "Election Bylaw, No. 4589, 2005, Amendment No. 3, Bylaw No. 4849"

That "Election Bylaw, No. 4589, 2005, Amendment No. 3, Bylaw No. 4849", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4849.

2. "Recreation Facilities Fees and Charges 2014, Bylaw No. 4850"

That "Recreation Facilities Fees and Charges 2014, Bylaw No. 4850", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4850.

**3. City Planner - Zoning Amendment Application, 3960 Johnston Road
- Page 71**

Report dated July 4, 2014 advising the applicant has withdrawn their zoning amendment application on 3960 Johnston Road and it is recommended that City Council defeat the Bylaws to close the file.

That Council for the City of Port Alberni defeat "Zoning Amendment No. 2 (3960 Johnston Road - Jaworski), Bylaw No. 4841" and "Zoning Amendment No. T1 (3960 Johnston Road - Jaworski), Bylaw No. 4842".

I. 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 14, 2014 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. Director of Finance - Fare Review - Page 72

Report dated July 8, 2014 advising that BC Transit has undertaken a review of the City's transit fare structure and is providing three options for changes to the fares.

That the report dated July 8, 2014 from the Director of Finance, be received and Council for the City of Port Alberni receive BC Transit's "Fare Structure Review Port Alberni Transit Systems" report dated June 2014 and approve the fare structure and fare policy recommendation (Option #3) as described in the conclusion of the report.

3. City Manager - Annual Report - Page 88

That the 2013 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 28, 2014 as part of the Regular Meeting of Council.

4. City Engineer - Active Transportation Plan - Page 128

Report dated July 9, 2014 from the City Engineer is submitted to City Council and released to the public for information and input.

That the Active Transportation Plan Final Report submitted by the City Engineer be received for review with formal adoption to be considered at the July 28, 2014 Regular Meeting of Council.

5. Alberni Valley Curling Club - Lease Agreement - Page 220

That Council for the City of Port Alberni proceed with the renewal of the lease with the Alberni Valley Curling Club for the portion of the Old Arena to use for curling, for a five year term at a rate of \$1.00 per year, and the Mayor and City Clerk be authorized to execute the required lease document.

6. City Manager - Community Forest Legacy Committee Establishment - Page 229

Informational report dated June 26, 2014 from the City Manager to advise that a select committee; the "Community Forest Legacy Committee", has been formed as directed by Council to make recommendations regarding use of funds arising from the Alberni Valley Community Forest Corporation.

That the informational report from the City Manager dated June 25, 2014 regarding the "Community Forest Legacy Committee" to make recommendations about the use of funds arising from the Alberni Valley Community Forest Corporation, be received.

7. Director of Parks and Recreation - Name that Beach Contest Results - Page 239

Report dated May 21, 2014 providing the results of the "Name that Beach" contest.

That Council for the City of Port Alberni:

- 1. Officially name Lot C at the former plywood site as "Canal Beach"; and*
- 2. Direct staff to prepare appropriate commemorative signage for the sign name.*

8. City Planner - Secondary Suites - Page 243

Report dated July 8, 2014 to consider a process for allowing existing secondary suites to be recognized in the City of Port Alberni.

That the report dated July 8, 2014 from the City Planner, be received and Council for the City of Port Alberni direct staff to implement recognition of existing secondary suites through an "Authorization" process.

9. City Engineer - Contract Award - Bainbridge Water Treatment Plant Upgrade - Page 245

Report dated June 27, 2014 requesting Council's approval to award the tender for the construction of the Bainbridge Lake Water Treatment Plant Phase 1 that has been planned for 2014.

That the report dated June 27, 2014 from the City Engineer, be received and Council for the City of Port Alberni award the tender for the Bainbridge Water Treatment Plant Construction to the low bidder, Windley Contracting (2010) Ltd. for \$3,458,700 inclusive of GST with \$2 million funds provided from borrowing and the remainder from the Water Reserve Account.

10. City Planner - Keeping of Pot Bellied Pigs - Page 250

Report dated July 9, 2014 to consider if the City of Port Alberni would like to research the possibility of keeping certain types of pigs as pets.

That the report dated July 9, 2014 from the City Planner providing two options to consider first regarding the keeping of potbellied pigs as pets in the City of Port Alberni, be received and direction is requested from Council.

11. Current Status Report - Page 252

That the Current Status Report be received.

Managers' Monthly Reports

Providing information about current departmental operations.

12. Fire Department - Page 256

That the monthly report from the Fire Chief providing information about current departmental operations be received.

13. Planning Department - Page 258

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

14. Engineering Department - Page 259

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

15. Alberni Valley Heritage Commission - Page 260

That the minutes of the Alberni Valley Heritage Commission meeting held May 7, 2014, be received.

16. Mayor's Report

Urban Development Workshop - Page 265

At Council's request, the City recently held a workshop with invited stakeholders to explore options for increasing urban development and business diversity. Summary of the meeting is provided.

That the report dated June 27, 2014 from Mayor John Douglas along with the Summary of the Workshop held June 18, 2014, be received.

17. Regional District Report (Councillors Solda/McLeman)

That the Regional District report be received.

18. Councillors' Reports

That the Councillors' reports be received.

J. QUESTION PERIOD

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

K. OTHER COMPETENT BUSINESS

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

Resolutions proposed by Councillor Solda:

1. Community Meeting

That the City arrange an open meeting with the community and invite the uptown merchants; RCMP, bank managers or their representatives and Council to discuss safety concerns in the uptown area.

2. Garbage Bins for Johnston Road

That staff be directed to provide a report outlining options for new public garbage bins for lower Johnston Road.

Three Notice of Motions provided by Councillor Solda at the June 23, 2014
Regular Council Meeting:

3. Boulevard Mowing

That staff be directed to undertake a range of outreach activities, including newspaper advertisements and a notice with the utility bill, to encourage the public to mow the boulevard adjacent to their property in accordance with City Bylaws.

4. Bylaw Enforcement Files

That staff provide a report regarding the status of bylaw enforcement files for the current year and past three years.

5. Repairs and Upgrades at Harbour Quay

That lease payments received from the Port Alberni Port Authority for Lots A & B of the Plywood site be directed to a Parks and Recreation operating reserve for the purpose of repairs and upgrades at Harbour Quay.

6. Vision and Strategic Plan Input Session

Resolution proposed by Mayor Douglas:

That Council for the City of Port Alberni arrange to meet in late August to plan and organize a public input exercise in the early Fall to gather feedback on the City's Vision and Corporate Strategic Plan.

L. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, JUNE 23, 2014 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS

PRESENT: Mayor Douglas, Councillors Chopra, Cole, Kerr, McLeman, Solda and Washington

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

*Washington/Solda
That the agenda be approved as circulated.*

Carried

B. ADOPTION OF MINUTES

*Solda/Washington
That the minutes of the Regular Council Meeting held June 9, 2014, be approved.*

Carried

PUBLIC INPUT PERIOD

Jaques Savard, North Crescent, expressed his concerns about emergency vehicle sirens in the community and local RCMP services.

C. DELEGATIONS NIL

D. PROCLAMATIONS

1. United Way

*Chopra/Washington
That the letter be received and that September 14 to 20, 2014 be proclaimed as "United Way Week" in Port Alberni.*

Carried

E. CORRESPONDENCE FOR ACTION

1. Gary Robertson, Event Coordinator, Uptown Merchants Association

Solda/Chopra

That the letter from the Uptown Merchants Association received June 11, 2014 requesting closure of 3rd Avenue between Argyle and Mar Streets on Saturday July 26, 2014 to accommodate the Annual Uptown Street Market, 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. Union of British Columbia Municipalities (UBCM) Gas Tax Program Services / Community Works Fund Agreement

Cole/Washington

That Council for the City of Port Alberni authorizes the Mayor and Clerk to enter into the 2014-2024 Community Works Fund Agreement under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia with the Union of British Columbia Municipalities.

Carried

3. Benita and Marcus Schluschen

Washington/Chopra

That the email dated June 11, 2014 expressing concern regarding Shaw's city-wide Wi-Fi proposal and urging that Council decline their proposal, be received.

Carried

F. INFORMATIONAL CORRESPONDENCE

1. Dennis Urbonas

Email dated June 12, 2014 expressing appreciation to the City Engineer and City staff with regards to a flooding issue on Elizabeth Street and the attentive response received.

2. BC Ferry Coalition

Letter dated June 11, 2014 thanking Council for their letter to Premier Christy Clark of February 26, 2014 (*copy of Council's letter attached*) in support of the BC Ferry Coalition's initiatives.

3. **Dennis Chalmers, Fisheries Management Officer**
Email dated June 16, 2014 providing a copy of a report commissioned by the Province on the potential impact that Canadian Freezer trawlers may have on shore side processing.
4. **Jane Armstrong**
Letter dated May 2, 2014 expressing support for Port Alberni Firefighters and a four person response.

Chopra/Washington
That Informational Correspondence items numbered 1 through 4 be received and filed.

Carried

G. UNFINISHED BUSINESS

1. Alberni Valley Bulldogs

Kerr/Cole
That the Mayor and Clerk be authorized to sign the amended agreement with the Alberni Valley Bulldogs which reflects a 50% reduction in rental fees for the remaining two years of the contract.

Carried

2. City Planner – New Liquor Rules Report

McLeman/Washington
That the report dated June 18, 2014 from the City Planner regarding the issues involved in the new BC liquor rules, be received.

Carried

H. BYLAWS

1. "Sewer Connection and Regulation Bylaw, Amendment No. 8 (Sewer Rates and Septage Dump Fee) 2014, Bylaw No. 4845"

Chopra/Solda
That "Sewer Connection and Regulation Bylaw, Amendment No. 8 (Sewer Rates and Septage Dump Fee) 2014, Bylaw No. 4845", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4845.

Carried

2. **"5 Year Financial Plan Bylaw 2014-2018, Amendment No. 1, Bylaw No. 4847"**

McLeman/Kerr

That "5 Year Financial Plan Bylaw 2014-2018, Amendment No. 1, Bylaw No. 4847", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4847.

Carried

3. **"Traffic Regulation Amendment No. 1 (Parking Fines), Bylaw No. 4839"**

Solda/Washington

That "Traffic Regulation Amendment No. 1 (Parking Fines), Bylaw No. 4839", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4839.

Carried

4. **"Election Bylaw, No. 4589, 2005, Amendment No. 3, Bylaw No. 4849"**

Chopra/Washington

That the report dated June 16, 2014 from the City Clerk, be received.

Carried

Chopra/McLeman

That "Election Bylaw, No. 4589, 2005, Amendment No. 3, Bylaw No. 4849", be now introduced and read a first time.

Carried

Chopra/Cole

That "Election Bylaw, No. 4589, 2005, Amendment No. 3, Bylaw No. 4849", be read a second time.

Carried

Chopra/Washington

That "Election Bylaw, No. 4589, 2005, Amendment No. 3, Bylaw No. 4849", be read a third time.

Carried

5. **“Recreation Facilities Fees and Charges 2014, Bylaw No. 4850”**

Solda/Washington

That the report from the Director of Parks, Recreation and Heritage dated June 16, 2014, be received.

Carried

Solda/Chopra

That "Recreation Facilities Fees and Charges 2014, Bylaw No. 4850", be now introduced and read a first time.

Carried

Solda/Washington

That "Recreation Facilities Fees and Charges 2014, Bylaw No. 4850", be read a second time.

Carried

Solda/Cole

That "Recreation Facilities Fees and Charges 2014, Bylaw No. 4850", be read a third time.

Carried

I. **REPORTS**

1. **Accounts**

Chopra/Washington

That the certification of the Director of Finance dated June 23, 2014 be received and the cheques numbered 127508 to 127667 inclusive, in payment of accounts totalling \$647,482.50, be approved.

Carried

2. **Director of Parks, Recreation and Heritage – Esso Harbour Quay Beach Property**

Cole/Washington

That the report from the Director of Parks, Recreation and Heritage dated June 16, 2014, be received and Council direct staff to proceed with the installation of wooden stairs at the south end of the property at a cost of \$2,500 to be taken from Contingency.

Carried

3. Current Status Report

*Washington/Chopra
That the Current Status Report be received.*

Carried

*Solda/Chopra
That the planned public meeting to discuss the Raven Underground Coal project be removed from the status report and rescheduled upon the proponent's resubmission of their application to the Environmental Assessment Office.*

Carried

4. Managers' Monthly Reports

RCMP Department

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

Carried

Parks, Recreation and Heritage

*Washington/Solda
That the monthly report from the Director of Parks, Recreation and Heritage providing information about current departmental operations, be received.*

Carried

Economic Development

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

Carried

Corporate Services Department

*Kerr/Chopra
That the monthly report from the Director of Corporate Services providing information about current departmental operations, be received.*

Carried

5. Mayor's Report

*Chopra/Washington
That the Mayor's report be received.*

Carried

6. Regional District Report (Councillors Solda/McLeman)

*Chopra/Washington
That the Regional District report be received.*

Carried

7. Councillors' Reports

*Chopra/Washington
That the Councillors' reports be received.*

Carried

J. QUESTION PERIOD

Denis Sauve, Clegg Crescent, expressed concerns about individuals parking on the grass at various City parks and questioned whether Council is willing to be flexible with the scheduling of bylaw enforcement services. Mr. Sauve also expressed concern about new the provincial liquor laws.

Charles Thomas, Strathern Street, enquired about Council's participation in the Canada Day parade. It was confirmed that certain members of Council will be joining existing entries.

K. OTHER COMPETENT BUSINESS

1. Funding Proposal to Island Coastal Economic Trust (ICE-T)

*Solda/Chopra
That a Special Meeting of Council be scheduled to discuss funding priorities for an anticipated application to the Island Coastal Economic Trust.*

Carried

2. Notices of Motion

Councillor Solda provided two Notices of Motion regarding encouraging the public to mow the boulevard adjacent to their property and staff providing a report regarding the status of bylaw enforcement files for the current year and past three years.

L. ADJOURNMENT

*Chopra/Kerr
That the meeting adjourn at 8:55 pm.*

Carried

CERTIFIED CORRECT

Mayor John Douglas



Davina Hartwell, City Clerk

Ken Watson

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Alberni Valley Bid Committee
2016 U-18 Female National Hockey Championship

*c/o Meranda Vallee, Chair
4715 Gertrude Street
Port Alberni, BC V9Y 6K4
mvallee@avmha.com*

May 27, 2014

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

Dear Sir/Madam:

RE: 2016 U-18 Female National Hockey Championship Bid Support

We have formed a Bid Committee to bring the U-18 Female National Hockey Championship to the City of Port Alberni in November of 2016.

We have a few members on the Committee already with representation from local businesses, sports associations and government. The members so far are as follows:

Meranda Vallee, Chair
Stefanie Weber
Steve Bilodeau
Ron Paulson

Aaron Vissia, Co-chair
Robe Cole
Pat Deakin

We have held many events in our Multiplex, including the 2009 Under 17 World Hockey Challenge, which was a huge event for our community. Although this event will not be as big as the U-17 event, we are still very excited to be working with other communities to try to make this event possible on the Island. The communities who will be co-hosting the event are Cowichan Valley, Nanaimo, Parksville, Comox, Campbell River and Port Alberni.

Port Alberni could possibly see 4 out of 18 games being played within our facility. We would definitely see two semi-final games held here and we would also try to strive for the bronze and gold games to be held here as well.

.../2

As President of the Alberni Minor Hockey Association, we are having great difficulties in keeping our female program alive. The interest is just not there like it used to be and we have found that it is a very biased sport for females to partake in. This is not just within our community, but it is all along Vancouver Island. I believe an event like this held in our community and in any of the other communities would boost that interest again within the younger generations. Our hockey Associations needs this boost.

When we receive the bid, each community will be responsible for securing a bond for each game they hold. This bond will be \$2,500.00 per game and we will be asking for support with this as well. These bonds are not due right away as the event does not happen until November 2016.

The bid bond will be \$1,000.00 from each community. We are requesting for one half of the bid bond to be put forward by the City. The Alberni Valley Minor Hockey Association's general membership has already voted upon matching the other half of this bid bond.

And, we are at this time, asking for your support in our bid to co-host this great event!

Yours truly,

Meranda Vallee
Chair



ALBERNI DISTRICT FALL FAIR ASSOCIATION

RECEIVED

JUN 23 2014

CITY OF PORT ALBERNI

June 19, 2014

Davina Hartwell
City Clerk,
City of Port Alberni
4850 Argyle Street
Port Alberni V9Y 1V8

Dear Davina,

Re: Selling Raffle Tickets

As the 69th Annual Alberni District Fall Fair is just 10 weeks away, so is the Salmon Festival. We would like to once again request to sell our raffle tickets next to Solda's Restaurant during the Salmon Festival. Proceeds from our raffle benefit the community to offset costs to put on our annual event. We appreciate there more than likely will be other groups doing raffles in the vicinity as well. Thank you for this consideration.

Sincerely,

Ann Siddall
Office Administrator

ENTERED

E.I. (a)



ALBERNI DISTRICT FALL FAIR ASSOCIATION

RECEIVED

JUN 23 2014

CITY OF PORT ALBERNI

June 19, 2014

Davina Hartwell
City Clerk,
City of Port Alberni
4850 Argyle Street
Port Alberni V9Y 1V8

Dear Davina,

Re: Annual Parade

The 69th Annual Alberni District Fall Fair takes place September 4th to 7th and part of this tradition is to hold a parade on the City streets between Anderson Avenue, down Burde Street along 10th Avenue to Hollywood Street on the Saturday morning, September 6th between 11 am and noon. The Alberni District Fall Fair is requesting we be permitted to continue this tradition.

As we have done in the past, the RCMP, BC Ambulance Service and Fire Dept. will be informed of the parade. We have a group to oversee barricades along the streets and signage will be provided on the highway coming into town indicating the times of the parade and alternate routes to take. Our insurance broker will be providing a certificate of insurance to the city to cover our event.

If you require further information on the parade, please feel free to contact me at the fair office.

Sincerely,

Ann Siddall
Office Administrator

cc: Kristy Larsen
2014 Parade Marshal

ENTERED

E.L.(5)

From: Bill Woollam [<mailto:templelife@hotmail.com>]
Sent: Thursday, June 19, 2014 5:16 PM
To: becky@hudsonshope.ca
Cc: Jake Martens; Ken Watson; jcyr@surrey.ca
Subject: Re: banning 'Fracking' in your municipality

Mayor, Council, and Administrators:

Is it not vital to look into the future and envision the environmental impact on our land and water systems for our children and fellow citizens? Contained in the attachments is a Burnaby, BC City Council Resolution for a moratorium on hydraulic fracturing. Please have your own city council write up a similar resolution banning fracking in your region.

I am hoping that the short term dollar gain by unconventional natural gas drilling/extraction methods cannot justify the contamination of our limited drinking water sources here in BC.

Cement casing failures in the fracking shafts used in unconventional drilling extraction for natural gas range from one in twenty to as often as three out of four, according to a 2014 study "[Oil and gas wells and their integrity: Implications for shale and unconventional resource exploitation](#)", by Richard J. Davies et al. This breakdown of the concrete casing acts as a conduit for toxic chemicals in the fracking fluid ([and even radioactive radium](#)) to escape into aquifers, wells, ponds, and rivers as they make their way to the surface due to high underground pressure. Tailing ponds which hold fracking waste-water often leak, or overflow, into surrounding creeks and rivers.

.... /2

Another process known as coal bed methane extraction is just as questionable. In an area of Wyoming which entails a group of 82 wells, one and half million gallons of water a day are dumped locally (enough to fill a football field ten feet deep in just 57 hours). The surrounding dumping area becomes saturated with salts and sodium brought up from these deep coal bed methane

wells. <http://www.watershedsentinel.ca/content/coal-bed-methane-new-gas-wells-promise-vancouver-island-blast-past>

Even scientists are warning of earthquake risks from fracking operations.

<http://news.nationalgeographic.com/news/energy/2014/05/140502-scientists-warn-of-quake-risk-from-fracking-operations/>

Or consider what a simple [hauling truck spill](#) would do to an entire pond or lake where just one part per million of toxic fracking fluid is enough to contaminate and kill the life in that water system.

See: What is in Fracking fluid?

<http://www.watershedsentinel.ca/content/whats-frack-water>

There is growing [peer-reviewed scientific evidence](#) of the harmful effects of shale gas development. Meanwhile, 'pro-fracking' opinions focus on the big bucks and ignore the detrimental effects on our limited, freshwater systems.

... 3

For those who would like to understand what 'fracking' is....and why drilling for natural gas contaminates aquifers.... Here is a worthwhile 17 minute documentary https://www.youtube.com/watch?v=dEB_Wwe-uBM

There is also a growing list of communities, towns, cities, states and countries banning the unsafe process of hydraulic fracking for natural gas. <http://keptapwatersafe.org/global-bans-on-fracking/>

Sincerely
Bill Woollam
960 Marchmont Rd
Duncan, BC
V9L 2X1
250-746-0290

ENVIRONMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: HYDRAULIC FRACTURING

RECOMMENDATIONS:

1. THAT Council adopt a Resolution to request a moratorium on hydraulic fracturing until senior governments give full consideration to the potential human and environmental impacts of hydraulic fracturing, and undertake a comprehensive public consultation process.
2. THAT the Resolution be forwarded to the Federal Minister of Environment and the B.C. Minister of Environment.
3. THAT a copy of this Resolution be forwarded to Burnaby MLA's, Burnaby MP's and LMLGA.

REPORT

The Environment Committee, at its meeting held on 2013 February 12, received and adopted the *attached* report seeking Council consideration for a Resolution to request a moratorium on hydraulic fracturing.

Hydraulic Fracturing ('fracking') involves injecting water, sand and chemicals at high pressure down a well to crack rock formation to release natural gas and other petroleum deposits. The concerns related to fracking are high water use, disposal of wastewater, the potential for surface water and groundwater contamination, and the potential for air pollution.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor A. Kang
Vice Chair

Councillor N. Volkow
Member

Copied to:	City Manager Acting Director Engineering Director Planning & Building City Solicitor
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TO: CHAIR AND MEMBERS ENVIRONMENT COMMITTEE **DATE:** 2013 February 01

FROM: ACTING DIRECTOR ENGINEERING **FILE:** 36600 01

SUBJECT: HYDRAULIC FRACTURING

PURPOSE: To seek Council consideration for a Resolution to request a moratorium on hydraulic fracturing.

RECOMMENDATIONS:

1. **THAT** the Committee recommend Council adopt a Resolution to request a moratorium on hydraulic fracturing until senior governments give full consideration to the potential human and environmental impacts of hydraulic fracturing, and undertake a comprehensive public consultation process.
2. **THAT** the Resolution be forwarded to the Federal Minister of Environment and the B.C. Minister of Environment.
3. **THAT** a copy of this Resolution be forwarded to Burnaby MLA's, Burnaby MP's and LMLGA.

REPORT**1.0 INTRODUCTION**

The Chair of the Environment Committee received correspondence from the Council of Canadians requesting that the City adopt a resolution requesting a moratorium on hydraulic fracturing. This report provides a response to the request received.

2.0 BACKGROUND

Hydraulic fracturing, also known as "fracking," involves injecting water, sand and chemicals at high pressure down a well to crack rock formation to release natural gas and other petroleum deposits. The natural gas can then be extended to the surface under controlled conditions through the wellhead to be collected for processing and distribution. This process has been known for about 60 years, but has only been used extensively in the past decade. The expansion of its use was made possible by horizontal drilling which opened the door to access difficult-to-reach gas deposits, such as those found in non-porous shale basins.

The concerns related to hydraulic fracturing are similar to concerns echoed for other resource extraction techniques, including high water use, disposal of wastewater, the potential for surface

To: Environment Committee
From: Acting Director Engineering
Re: Hydraulic Fracturing: Impacts and Regulations
2013 February 01..... Page 2

water and groundwater contamination, and the potential for air pollution. The difference between hydraulic fracturing and other resource extraction technologies is the maturity of the scientific research on its impacts to the receiving environment.

3.0 REGULATORY OVERVIEW

Canada

Across Canada, provinces have taken a wide variety of stances on hydraulic fracturing. Quebec has a moratorium on hydraulic fracturing and all oil and gas exploration activities under the Saint Lawrence River. Other provinces, including British Columbia, Alberta and Saskatchewan, allow hydraulic fracturing. Nova Scotia had approved some operations but will not approve any more hydraulic fracturing until a review of the process is completed in 2014. A 2012 October report done for the New Brunswick government noted that the province should proceed with shale gas exploration but with a phased-in approach that would limit it to one to three sites to allow for research and development.

In British Columbia, the main basis for regulation on oil and gas development is the *Oil and Gas Activities Act* that came into effect on 2010 October 04. Within the Act are multiple sections that directly address the issue of hydraulic fracturing. In order to protect freshwater resources, the Act forbids fracturing operations at depths of less than 600m without a permit. Similarly, water licences and groundwater quality is under provincial jurisdiction. To this end, each well permit holder must submit detailed records indicating the date the fracture was completed, the types and amounts of every ingredient injected into the well and the supplier of each of the ingredients. This has led British Columbia to be the first province to require all operators to disclose their fluids. The chemicals that are used in the fracturing process are regulated by the Chemical Management Plan which assesses the toxicity of the substance before it can be manufactured or imported to Canada. In addition, the Canadian Environmental Protection Act (CEPA) assesses chemical substances and the management of toxins.

United States

The United States pioneered the hydraulic fracturing industry which has seen a wide array of technologies and processes quite different than the operations in Canada. The regulation and reporting process also varies from that in place in Canada. However given the implications of hydraulic fracturing to the receiving environment, the United States Environmental Protection Agency (USEPA) at the request of Congress is conducting a study to better understand potential impacts of hydraulic fracturing on drinking water and ground water, and to identify the driving factors that may affect the severity and frequency of such impacts. In 2012 December the US EPA released a progress report titled "Study of the Potential Impacts of Hydraulic Fracturing on Drinking Water Resources". A final draft report is expected to be released for public comment and peer review in 2014.

Given the concerns relating to impact to the receiving environment, and varied policies and approaches taken by Provinces across Canada on hydraulic fracturing, the following resolution has been prepared in response to the request received.

Google Search: Peer-reviewed Research on Fracking Contamination

To: Environment Committee
From: Acting Director Engineering
Re: Hydraulic Fracturing: Impacts and Regulations
2013 February 01..... Page 3

4.0 RESOLUTION

While hydraulic fracturing is not an issue of local concern in Burnaby, the City has from time to time advocated on environmental matters which have provincial or national significance. To this end, the following Resolution is provided for the Committee and Council's consideration:

Whereas hydraulic fracturing uses a large amount of water; and

Whereas more scientific study is needed on the impact of hydraulic fracturing and the receiving environment; and

Whereas more legal and regulation reporting support is required for hydraulic fracturing; and

Whereas water, air and resources are shared commons, and as such, require public consultation and a process that enables communities to be a part of the decision-making process; and

Whereas there is no consistent policy and approach taken by Provinces on hydraulic fracturing;

THEREFORE BE IT RESOLVED that the City requests a moratorium on hydraulic fracturing until senior governments give full consideration to the potential human and environmental impacts of hydraulic fracturing, and undertake a comprehensive public consultation process.

BE IT FURTHER RESOLVED that the Resolution be forwarded to the Federal Minister of Environment and the B.C. Minister of Environment.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Burnaby MLA's and Burnaby MP's and LMLGA.

With Council adoption, the resolution could be advanced for consideration in the UBCM and FCM resolutions process at upcoming annual conventions.


for Barry Davis, P.Eng
Acting Director Engineering

KC/DD:br

Copied: City Manager
Director Planning and Building
City Solicitor



539 Viking Way,
Parksville, BC V9P 2E9

July 3, 2014

Mayor, John Douglas and Council
4850 Argyle Street
City of Port Alberni

Dear Mayor and Council,

Re: City of Port Alberni Signage at the Chamber of Commerce Location

Since 2004, Bear Smart BC has been working in partnership with the Ministry of Environment to reduce human-wildlife conflict in local communities. Bear Smart BC prepares professional correspondence with Municipal and Regional representatives and coordinates the administrative details of implementing wildlife management strategies. Bear Smart BC has achieved a high level of success in communications and teamwork with Municipalities, Ministry of Environments Officials and other integral partners receiving a Premier's Award for Excellence in 2008.

At the Alberni Valley Bear Smart Committee pre-season meeting in May 2014, the members collectively decided that a sign be placed at the entrance to the City of Port Alberni showcasing our success as a designated "Bear Smart Community".

To move this sign project forward, members of the Bear Smart Committee met with Bill Collette, Executive Director of the Alberni Valley Chamber of Commerce to discuss the possibility of placing the signage at the Chamber of Commerce building at 2533 Port Alberni Hwy. The Chamber of Commerce Board of Directors has agreed to provide the real estate for the signage, but also suggested that the sign should include words welcoming visitors to the City of Port Alberni itself. The larger welcoming sign (with an added Bear Smart Community sign) seems to be a good idea but it adds another dimension to size, cost and jurisdiction. We have included some visual ideas and suggestions for your perusal.

We would like you to consider this welcoming sign suggestion and see if a Bear Smart Awareness message could be added. If you are interested we could help arrange a meeting with the Chamber of Commerce. Thank you for your continued support of the Bear Smart Community Program. Port Alberni is now recognized as a model community for its Bear Smart achievements.

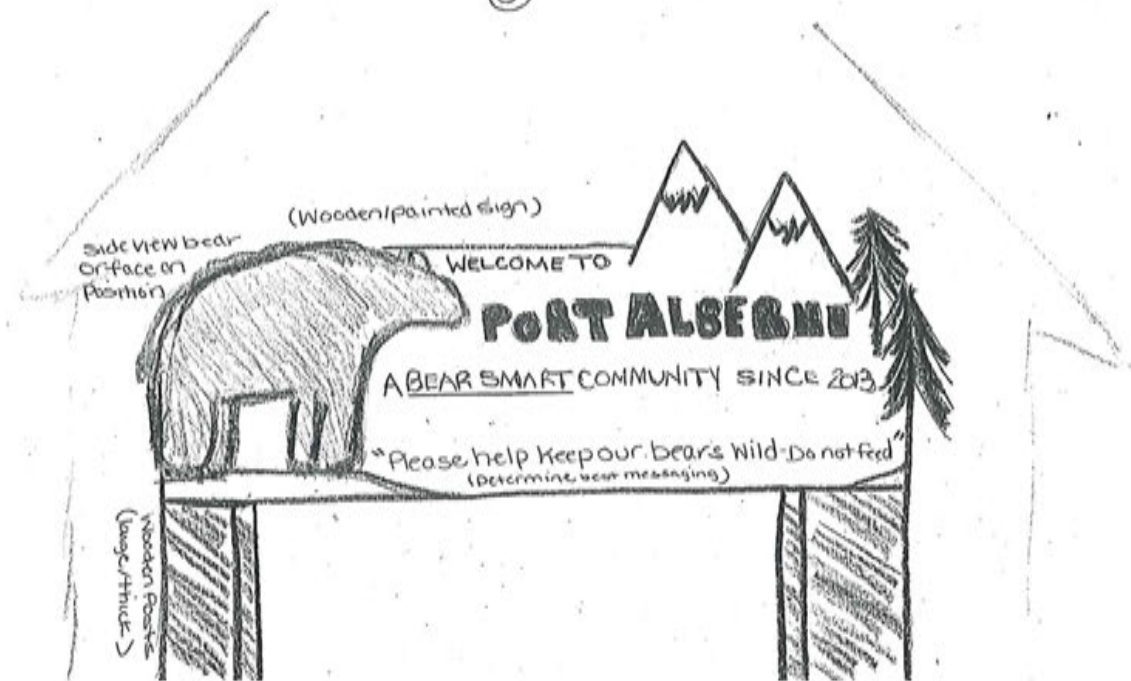
Regards,

Crystal McMillan, MA
Executive Director, Bear Smart BC
250-951-9453

Christina Brack
Director of Communications, Alberni Valley Bear Smart
250-723-9200

*Possible messaging:

- ① Reducing human & Bear Conflicts Since 2013
- ② Working together to coexist with Bears
- ③ Please keep our bears Wild-Do NOT FEED
- ④ Keep the WILD in Wildlife
- ⑤





Alberni Valley Curling Club
3250 - 9th Avenue, Port Alberni, BC, V9Y 4T2
Phone 250-723-3111 Fax 250-723-3160
E-mail albernicurling@shaw.ca



June 17, 2014

Mayor John Douglas and Councilors
City of Port Alberni
4850 Argyle Street,
Port Alberni, British Columbia
V9Y 1V8

Dear Mayor Douglas,

This letter is to advise you and your City Council of a special event coming up for the Alberni Valley Curling Club, and to request your support.

Our Curling Club has been successful in obtaining the BC Provincial Seniors Curling Championship, which will take place February 16 to 22, 2015. As you may know this is quite an achievement for our club and it will be a great benefit to the city to host this Provincial tournament. It will take many volunteer hours to plan and manage this event.

The week long event will see some 80 curlers as well as their coaches, family and friends travel to Port Alberni to take in this event. Our preliminary information is that some 50 hotel rooms will be needed for the week.

To give you an idea of the scope of the event we provide the following information preliminary agenda. There will be many items yet to be detailed.

- Welcoming Social, while providing goodie bags for curlers, with local dignitaries, organizing committee and local sponsors also in attendance.
- Opening Ceremonies, including a Piper, and RCMP honor guard, welcome from local dignitaries
- 14 draws for round robin curling, possible tie-breaker games and Playoffs
- Friday evening banquet
- Saturday Closing Ceremonies and Medal presentation

We are now in the process of forming a budget. We expect to have great support from local businesses however we may need financial assistance from the City.

We hope to have your support, and request that you advise us as soon as possible of any other significant event now scheduled during this time frame that could prevent us from providing adequate accommodation and services.

Sincerely,

Rob Brandon (250-720-5820)
AVCC President

ENTERED

E.A.



Selina Robinson, MLA
(Coquitlam-Maillardville)



Province of
British Columbia
Legislative Assembly

RECEIVED
JUN 25 2014
CITY OF PORT ALBERNI

Selina Robinson, MLA
(Coquitlam- Maillardville)
Victoria Office:
Room 201
Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102-1108 Austin Avenue
Coquitlam, BC V3K 3P5
Phone: 604 933-2001
Facsimile: 604 933-2002

June 23, 2014

His Worship Mayor John Douglas
and Members of Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Mayor Douglas and Councillors,

I thought I would reach out to you before the summer is fully upon us to remind you that the Members of the Official Opposition are willing and eager to meet with you at the upcoming Union of BC Municipalities annual conference in Whistler.

As the Opposition Critic for Local Government it's been a very full year in the Legislature. As you are likely aware, there has been tremendous activity on the local government file with election reform changes that will be tested out in a few short months as we head into the November municipal elections under the new legislation. I also travelled to four of the five area association meetings this year to hear directly from you about the decision-making and leadership challenges facing you and your communities.

Having been a City Councillor for Coquitlam from 2008-13 and on the Executive of the Lower Mainland Local Government Association, I must say that attending those area association meetings made me somewhat nostalgic for resolution debates, learning sessions, area tours and hallway discussions about our communities. No matter which area association meeting I was at I saw the passion and commitment that you all have for your communities. Thank you for bringing that to your role as an elected representative. It really does make a difference.

I continue to be very passionate about community development, strengthening our communities and our local leadership. I believe that local government is closest to our constituents and has the knowledge and flexibility to respond to community needs as they arise.

I would love the opportunity to meet with you at UBCM. I look forward to hearing about the needs of your local government, the challenges you are experiencing and to work with you on solutions and recommendations on how to address these challenges.

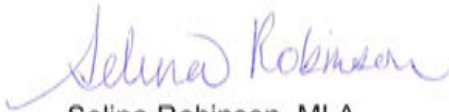
page.../2



page /2...continued

Our Caucus will be hosting the Official Opposition UBCM breakfast at the Whistler Hilton in the Mt. Currie Ballroom, for all delegates on Friday September 26, at 6:45 am, and I invite you to join us for breakfast. If you would like to set up a time to meet with myself or any of our opposition critics at UBCM, please contact Jared Butcher at jared.butcher@leg.bc.ca or phone at 250-953-4607.

All the best,



Selina Robinson, MLA
Official Opposition Critic for Local Government

From: Marion Ambler <ambermla77lyn@hotmail.com>
Sent: Sunday, June 22, 2014 10:30 AM
To: John Douglas
Cc: Hira Chopra; Rob Cole; Wendy Kerr; Jack McLeman; Cindy Solda; Dan Washington; Scott Kenny
Subject: 'Hunting' urban wildlife used to humans is not acceptable

John Douglas, Mayor of the City of Port Alberni:

I am writing you about this article that says you are going to ALLOW HUNTING OF RESIDENT GEESE IN THE CITY OF PORT ALBERNI. This is clearly a case of allowing those who created the problem to benefit and that is unacceptable.

"Port Alberni allowing company to hunt non-migratory Canada Geese"

<http://globalnews.ca/news/1397732/port-alberni-allowing-company-to-hunt-non-migratory-canada-geese/>

1) Resident geese are so used to people these great white 'hunters' will be able to walk up to them with their guns and shoot the geese as geese stand there looking at them.

2) Egg addling has been effective in the entire Okanagan Valley to manage their resident goose population, as it has been in many urban areas, so obviously our city has not even used an intelligent egg addling program. and I am going to complain about your plan to Environment Canada.

MEDIA RELEASE: Egg Addling Controls Goose Population

"In a continued effort to control the Canada Goose population in the Okanagan Valley, the Okanagan Valley Goose Management Program is about to begin its annual egg addling program. Over the PAST SIX YEARS, this program has prevented the exponential increase of the non-migratory resident goose population that inhabits the valley all year long.....Since the program began in 2007, approximately 7,700 *EGGS HAVE BEEN PREVENTED FROM HATCHING THROUGH THIS MINIMALLY INVASIVE APPROACH....*In order for the program to succeed, new nests need to be identified. The PUBLIC IS ASKED TO REPORT lone geese, pairs of geese or nest locations on private or public land."

<http://www.okanagangooseplan.com/?p=270>

In addition to ground surveys, aerial surveys were conducted in 2007 and 2011 to estimate the number of geese residing in the Okanagan Valley and to determine what proportion of the population were hatched that year. **THE CANADA GOOSE POPULATION APPEARS TO HAVE STABILIZED THROUGHOUT THE VALLEY.**

<http://www.okanagangooseplan.com/?cat=6>

..... /2

GOOSE STRATEGY AND ACTION PLAN.

http://www.okanagangooseplan.com/files/OVGMP_Strategy_Action%20Plan_2006.pdf

It is absolutely disgusting you would treat your urban wildlife like this...JUST DISGUSTING. And your resident Canada geese, are there thanks to groups like Ducks Unlimited's efforts to create a population for hunters.

A few years ago North Little Rock, Arkansas tried the same plan..intending to 'hunt' geese in one of their parks and there was such an outrage the plan was scrapped at the last minute and I guarantee if you try to go ahead with this plan you will face the same public outrage AS THE PUBLIC BECOMES AWARE OF IT.

"North Little Rock won't shoot geese in Burns Park"

The **Coalition to Save the Geese of Burns Park** has announced that the city of **North Little Rock** has agreed to a non-lethal method of controlling the **Canada geese** problem in the city's Burns Park. The city hopes to shoo them with dogs rather than shoot them.

<http://www.arktimes.com/ArkansasBlog/archives/2011/12/27/north-little-rock-scraps-geese-hunt-in-burns-park>

Sincerely,

Marion Ambler
208-1070 West 10th Avenue
Vancouver, BC
V6H 1H8
604 731-6016



Tsawayuuus
(Rainbow Gardens)

Westcoast Native Health Care Society

6151 Russell Place
Port Alberni BC V9Y 7W3
Phone: 250.724.5655
Fax: 250.724.5666
Email: info@rainbowgardens.bc.ca

RECEIVED

JUN 23 2014

CITY OF PORT ALBERNI

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

June 11, 2014

Dear Mayor and Council:

We are writing to you regarding the schedule of meetings for Westcoast Native Health Care Society (WNHCS).

We understand there was a request from the City of Port Alberni representative to our Board of Directors to consider changing our meeting dates to accommodate for other responsibilities.

The WNHCS has been meeting on the third Thursday of each month at noon for several years and we will continue that date and time. We look forward to the City of Port Alberni's participation at our Board meetings whenever possible. We value the City representative's contribution to our board meetings and we are very pleased to have her back.

Sincerely,

Darleen Watts
Chair

From: LGIF CSCD:EX
Sent: Friday, June 27, 2014 11:46 AM
To: Davina Hartwell
Subject: 2014 Strategic Community Investment Fund Letter

Ref: 155711

His Worship Mayor John Douglas
and Members of Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Email: citypa@portalberni.ca

cc: cathy_rothwell@portalberni.ca

Dear Mayor Douglas and Councillors:

Strategic spending by British Columbia communities stimulates local economies, encourages growth, creates local jobs, and helps offset the effects of the ongoing global economic downturn. Recognizing this, the Province of British Columbia developed the Strategic Community Investment Fund (SCIF) to provide accelerated grant funding to local governments. The current iteration of SCIF covers five payment installments over three calendar years (2012 through 2014).

To date, the current iteration of the SCIF program has provided local governments with \$232.4 million in accelerated grant funding. This resulted in local communities receiving more provincial funding sooner, giving greater certainty and improved financial flexibility for the future.

The June 2014 payment installment will total \$73.7 million, consisting of \$38.6 million for the Traffic Fine Revenue Sharing Program to help municipalities enhance policing and community-based public safety programs, and \$35.1 million for Small Community and Regional District Grants supporting local governments to provide services in areas with smaller tax bases.

For your community, the following amount(s) were transferred to you on or before June 30, 2014.

- Small Community Grant \$147,282
- Traffic Fine Revenue \$211,370

As with the previous Strategic Community Investment Fund program, we expect that local governments will continue to report publicly on the use of these funds through the annual reporting requirements.

Sincerely,

"Original signed by"

Coralee Oakes
Minister of Community, Sport and Cultural Development

ENTERED

From: carolyn jasken [mailto:carolyn_jasken@hotmail.com]
Sent: Saturday, June 28, 2014 9:47 PM
To: Jake Martens
Subject: Letter to council

Hi Council.

I am wondering if that area below the tracks on Johnston should have zones created where an area redevelopment plan or area structure plan is in place to address in accordance with the policies and objectives of a plan of a unique mix of uses and land regulations to promote tourism.

My concerns are with the old ford dealership on Johnston and the millions of tourists driving by or vacationing in the vicinity. Its quite possible another beer and wine, DIY business, office supply, automotive service etc etc could open on that prime piece of property. With the study of the north river concluding and the number of accommodation services in the area, recreation, marine use and culture growing, might be time to ensure good zonings will reflect the will of the cities objectives for that whole area. A number of tourists that stay in the area claim on trip advisor there is not much for them in walking distance.

A special use zoning? Discretionary? Discretionary uses are those which may be approved or refused at the discretion of the development officer, depending on how the proposed uses relate to surrounding areas and any applicable statutory plans.

Also some stricter building guidelines and landscape designs to reflect new and old character of the area, including types of designs, materials used, color that will enhance not detract from the natural areas and character of the neighborhood including non glare roofing materials and color choices. Signage, street scapes and benches should also reflect the character of the neighborhood. Maybe a restriction on advertisements on benches for this area as well and benches be of unique design made of wood to promote more character and wood value in our product for a well traveled tourism area

I would be in favor of creating more light manufacturing, light industry and institution zones allowed for uptown for good paying jobs so people can work, live and play in the area and push for more specialty shopping and discretionary use nearer lower argyle where the people and overnight accommodations will want to be including ease of walking for any cruise customers coming in and future developments around the harbor quay and train. For far too long we have been trying to establish retail in uptown. Might be time to rethink that plan through zonings and more mixed use for investment opportunities and land use that would promote investment in jobs and manufacturing/selling products for light and green industries up the hill

Carolyn Jasken

ENTERED

From: Photography by Marcus [<mailto:info@photomarcus.com>]
Sent: Sunday, June 29, 2014 11:09 AM
To: Photography by Marcus; John Douglas; Hira Chopra; Rob Cole; Wendy Kerr; Jack McLeman; Cindy Solda; Dan Washington; Davina Hartwell
Cc: Jeff Pelech; Timothy Pley
Subject: Shaw, City wide Wi-Fi - video

Mayor and Councilors,

You have 'no problems' with wireless technology, so far?

Unfortunately, like with any toxin, the body reacts over time to RF microwave radiation as many had to find out the hard way. I highly recommend watching this informative short video, where Brian Stein, CEO of a large company in the UK, speaks about *his personal experience with wireless technology he used for 15 years.*

CEO Brian Stein - Full Electromagnetic Sensitivity

<http://vimeo.com/24505286> Part - 1

<http://vimeo.com/24514653> Part -2

His video is a warning to others, about **health risks** of wireless technology use, **the signs to watch out for** and how governments and industry have covered up the health and safety risks for simple financial reasons (billions), as you will learn.

Mr. Pley, you might want to pass this on to your police counterpart, as this video also deals with a chief of police and several of his staff members.

I sent this out to one of you before, but all of you should have equal opportunity to learn more of the negative effects of RF radiation emitted by WiFi, cell towers etc.

Perhaps watch it with your family, as some of them will very likely be adversely effected by RF radiation in years to come.

Ask yourself after seeing this video - will Shaw and TELUS care?

Kind regards,

Marcus & Benita Schluschen
Citizens for Safe Technology - Port Alberni

Sent from a safely wired PC.



NEWS RELEASE

For immediate release

June 25, 2014

New call answering service model for north island 911

The North Island 911 Corporation will be using a new model to delivery primary 911 call answering services, following a study of options for 911 call-taking and fire dispatch.

The Corporation's board of directors voted to contract with E-Comm for 911 call answering services, and to continue to have fire dispatch services provided by the Campbell River fire department.

The Corporation had hired Pomax, a firm providing independent consulting expertise to public safety and public service organizations since 1996, to undertake an analysis of the options for 911 call answering after the RCMP, which had provided that primary call answering service, advised that it was not part of the force's core business and that the price would be going up. The analysis looked at current and future cost increases facing the service, efficiency and effectiveness of service delivery. There were no concerns with the performance of the existing contracted service providers – RCMP and Campbell River fire department.

"This is probably the most profound decision this board will ever make," said North Island 911 Corporation president Jon Ambler. "This is an operational business and in some cases the operations involve life and death. E-Comm has proven strength in primary call answering for 911, and Campbell River fire department has proven strength in fire dispatch. Both organizations are operationally ready, right now, to provide these vital services for our citizens and visitors."

The cost of the new model for the "public safety answering point" (PSAP) 9-1-1 call answering will be \$2,003,510 over a five year period, approximately \$1.7 million less than it would have been under a new agreement with the RCMP.

The new model is anticipated to take effect in the fall of 2014, with the agreement covering a five year period, able to be renewed. To see information about the service options review, go to www.ni911.ca, and click on "public information" from the menu on the left hand side of the page.

The North Island 911 Corporation was established in 1995, and manages the provision of 9-1-1 to the regional districts of Comox Valley, Strathcona, Mt. Waddington and Alberni-Clayoquot, Powell River and a portion of the Nanaimo Regional District. The Comox Valley Regional District provides administrative services for the corporation.

-30-

Media contact:

Jon Ambler, President, North Island 911 Corporation
Tel: 250-339-8162 (Comox Valley air force museum) or 250-465-9339 (cell)





Frequently Asked Questions (FAQs) – PSAP Service Delivery

June 25, 2014

Q. What has changed with 911 call answering for the north island?

A. The North Island 911 (NI911) Corporation has entered into an agreement with contract E-Comm for 911 call answering services. Previously, the Corporation contracted with the RCMP, which provided personnel at the Courtenay detachment to perform the 911 call answering service.

Q. The Campbell River fire department had been providing fire dispatch for the north island. Has that changed?

A. No. Along with the agreement for E-Comm to provide 911 call answering, the NI911 Corporation will continue to have fire dispatch services provided by the Campbell River fire department.

Q. How does the call answering system work?

A. With the system, known as the public safety answering point or PSAP, a 911 operator takes the call at the E-Comm emergency communication centre, and then transfers the call to a secondary safety answering point – fire, police or ambulance – to be dispatched.

Q. Was the system not working with the RCMP providing PSAP services?

A. The system worked very well for years. In 2013, the operators handled almost 63,000 calls for help, and each year, delivering the 911 service is becoming more complex – receiving text messages, accidentally emergency dialing from cell phones, increasing number of abandoned calls, global social media alerts – and RCMP dispatch had been required to “bolster” the PSAP call answerers. The RCMP completed a core review and advised the North Island 911 Corporation that a new cost allocation model would need to be created if it was to continue the service. The new model would have meant an annual cost to the NI911 Corporation of \$731,856 -- an increase of over \$250,000 per year.

Q. What is the cost of the agreement with E-Comm?

A. The cost is \$2,003,510 over a five year term, and is approximately \$1.7 million less than it would have been under the new agreement with the RCMP.

Q. Were there any other ways the PSAP 911 call answering can be provided, and still maintain the high level of service that we now have?

A. The NI911 Corporation hired Pomax, a firm providing independent consulting expertise to public safety and public service organizations since 1996, to undertake an analysis of the options for

600 Comox Road, Courtenay, B.C. V9N 3P6
Telephone (250) 334-6000 • Fax No. (250) 334-4358
TOLL FREE: 1-800-331-6007

a sustainable model. The analysis looked at maintaining the status quo, developing a stand-alone 911 Corporation call answer centre, having Campbell River provide PSAP and fire dispatch, having E-Comm provide PSAP and fire dispatch, or having a two-contract model – one with the City of Campbell River and one with E-Comm for PSAP. The analysis looked at current and future cost increases facing the service, efficiency and effectiveness of service delivery. You can see the Pomax report here: [*link to Pomax report*](#)

Q. What about ambulance dispatch?

A. Ambulances are dispatched by BC Ambulance Service through a centre in Victoria. They are contacted by a PSAP operator who takes the initial 911 call.

Q. Was the review just about the costs the RCMP model would require, or were there other reasons you looked at different options?

A. The memorandum of understanding (MOU) with the RCMP expired in March 2014, which made it an opportune time to review service delivery. In addition to the potential for increased costs to the North Island 911 Corporation – which are costs borne by the taxpayers of the area served --- there are several trends and factors that might have had an impact on the long term sustainability of the current service delivery model.

Q. What kinds of “trends and factors” might impact the way the service had been delivered?

A. They include things like the high incidence of abandoned 911 calls, the changes in technology by which people communicate – like text messaging, the fact that the 2012 RCMP core service review identified that 911 PSAP is not a core service of the force, and the always-increasing industry standards for call answering. The world of customer service and technology is constantly changing, so it is always a good idea to review ways of doing business to ensure that service is being delivered in the most cost-effective, efficient way possible.

Q. What are the “call-taking industry standards”?

A. The National Emergency Number Association (NENA) standards for call answering are that 90 per cent of all 911 calls arriving at the PSAP are to be answered within 10 seconds during times of the highest call volumes, and 95 per cent of all 911 calls are to be answered within 20 seconds during other times. E-Comm has a standard of operation even higher. It’s known as 95/5 – at least 95 per cent of calls are answered within five seconds of the call being received at the call answer centre.

Q. Will people calling in to 911 notice any difference?

A. No.

Q. What residents are covered by the North Island 911 Corporation's PSAP service?

A. The North Island 911 Corporation manages emergency 911 services to the regional districts of Comox Valley, Strathcona, Mt. Waddington, Alberni-Clayoquot, a portion (School District No. 69) of the Nanaimo Regional District and the Powell River Regional District (excluding Lasqueti Island).

Q. Are you comfortable with E-Comm, located in Vancouver, providing call answering for those on the north island?

A. Completely comfortable. E-Comm provides PSAP 911 call answering not only for Metro Vancouver region, but also for the Sunshine Coast Regional District, Whistler, Squamish, the south portion of the Squamish-Lillooett Regional District, and also provides dispatch for 30 police and fire departments. They are world-class experts in the field of 911 call answering, and are fully resourced to take on the service for us. You can see more about E-Comm here: www.ecomm911.ca

Q. What is the time frame for the agreements with E-Comm and with Campbell River fire dispatch?

A. The agreement with E-Comm is anticipated to begin in the fall of 2014 and covers five years. The agreement is able to be renewed. The current agreement with the Campbell River fire department runs until March 31, 2018, and is also able to be renewed.

9-1-1 Call Answer Contract Service Delivery

<i>Requisition Allocation 2014 – 2019 (prorated)</i>							
Regional District	2014 Allocations RCMP (Current Budget)	Proposed 2015 Allocations RCMP	Recommended 2015 Allocations E-Comm	2016 Allocations E-Comm	2017 Allocations E-Comm	2018 Allocations E-Comm	2019 Allocations E-Comm (9.65 months)
Comox Valley	\$671,796	\$769,533	\$657,856	\$678,410	\$693,533	\$715,170	\$572,602
Strathcona	\$364,941	\$418,035	\$357,368	\$368,534	\$376,750	\$388,504	\$311,055
Nanaimo (SD 69)	\$567,172	\$649,688	\$555,403	\$572,756	\$585,525	\$603,792	\$483,426
Mount Waddington	\$68,550	\$78,523	\$67,127	\$69,225	\$70,768	\$72,976	\$58,428
Alberni-Clayoquot	\$272,503	\$312,149	\$266,848	\$275,186	\$281,321	\$290,098	\$232,266
Powell River	\$174,438	\$199,817	\$170,818	\$176,155	\$180,083	\$185,701	\$148,681
Total	\$2,119,400	\$2,427,745	\$2,075,420	\$2,140,266	\$2,187,980	\$2,256,241	\$1,806,458

Total Projected Cost Savings in 2015	\$352,325
Total Projected 5 year Cost Savings	\$1,704,66

Regional District	2014 Allocations RCMP (Current Budget)	2015 Allocations RCMP	2015 Allocations E-Comm	2015 Projected Cost Savings for each Regional District
Comox Valley	\$671,796	\$769,533	\$657,856	\$111,677
Strathcona	\$364,941	\$418,035	\$357,368	\$60,667
Nanaimo (SD 69)	\$567,172	\$649,688	\$555,403	\$94,285
Mount Waddington	\$68,550	\$78,523	\$67,127	\$11,396
Alberni-Clayoquot	\$272,503	\$312,149	\$266,848	\$45,301
Powell River	\$174,438	\$199,817	\$170,818	\$28,999
Total	\$2,119,400	\$2,427,745	\$2,075,420	\$352,325



June 26, 2014

Catalyst Paper Corporation
2nd Floor, 3600 Lysander Lane
Richmond, British Columbia
Canada V7B 1C3

Tel: 604 247 4400
Fax: 604 247 0512

Mayor John Douglas
City of Port Alberni
4850 Argyle Street
Port Alberni, B.C.
V9Y 1V8

Dear Mayor Douglas:

Enclosed with this letter is our 2014 property tax payment in the full amount of \$4,180,051.74 of which \$3,805,424.97 is the municipal portion for our paper mill at Port Alberni.

We appreciate the leadership you and your Council have shown on the matter of Class 4 tax competitiveness and long-term municipal service and infrastructure requirements. Your continued support in the viability of our paper mill is welcome indication that the City recognizes our business as an important contributor to the existing and future economy of the municipal region.

Our Port Alberni mill currently employs 326 skilled workers, invests some \$50 million in local payroll, taxes and business with local vendors, and contributes to the larger scope of \$2 billion in spin-off economic benefit and 5,400 indirect jobs throughout the province of British Columbia. Continued cooperation between Catalyst and the communities where our mills are located and where employees, retirees and vendors live and work is vitally important for mutual sustainability and economic stability in the years ahead.

We remain committed to working constructively with your Council and administration in addressing mutual challenges and identifying opportunities for sustainable growth in community, economy and industry.

Yours truly,

Harold Norlund
Vice-President & General Manager, Port Alberni Division

Cc: Brian Baarda, Vice-President Finance & CFO



District of Tofino
PO Box 9
Tofino, BC V0R 2Z0



District of Ucluelet
PO Box 999
Ucluelet BC V0R 3A0

June 19, 2014

Honourable Terry Lake
Minister of Health
PO BOX 9050
STN PROV GOVT
Victoria BC, V8W 9K4

Honourable Andrew Wilkinson
Minister of Technology, Innovation
and Citizen Services
PO BOX 9680
STN PROV GOVT
Victoria BC, V8W 9E2

Dear Minister Lake and Minister Wilkinson;

Re: Need for community-specific health information

As the Ministers responsible for Vital Statistics and BC Statistics (respectively) we write to request your attention to a challenge we face in using provincial health information to make good decisions for our communities, and to suggest a solution to this problem.

As you know, health authorities such as Island Health collect information on a geographic basis to gauge, monitor, and communicate the health of communities in the form of 'health profiles.' The health profile for Local Health Area 70 (LHA 70: Alberni Valley, Tofino and Clayoquot Sound, Ucluelet and area) provides us with information about our area's population, health status and how often health services are used. Health profiles should help local governments and First Nations set priorities and make decisions that improve economic status, child development, education, housing, justice, social support and health services for our community members.

Due to the way data are reported as an aggregate for LHA 70, important trends that that demonstrate significant differences between the Alberni Valley and West Coast communities (Tofino, Ucluelet, Area C of the Alberni-Clayoquot Regional District, First Nations) are not being reported. For example, populations are increasing in West Coast communities yet remaining static or even decreasing slightly in the Alberni Valley. Because these data are reported as aggregate for the entire LHA, the growth trend on the West Coast is effectively masked, making it difficult to identify or justify key decisions.

We do not suggest the creation of a new LHA, but we do request that West Coast data be made available to Island Health staff and local communities independent of Alberni Valley data, and we are confident that this could be accomplished through small changes in reporting and data sharing within your ministries.

.../2

ENTERED

We think this would lead to better decision-making for healthier communities, not only for our Tofino and Ucluelet, but also for the Alberni Valley.

We appreciate your attention to this matter and look forward to your response.

Sincerely

ORIGINAL SIGNED BY

Josie Osborne
Mayor of Tofino

Bill Irving
Mayor of Ucluelet

Copy: Scott Fraser, MLA for Alberni-Pacific Rim
Chair Cindy Solda, Alberni-Clayoquot Regional District
Mayor John Douglas, City of Port Alberni
Georgina MacDonald, Executive Office, Island Health
Melanie Rusch, Planning and Community Engagement, Island Health

From: Private Managed Forest Land Council <office@pmflc.ca>
Sent: Wednesday, June 18, 2014 4:03 PM
To: John Douglas
Reply To: office@pmflc.ca
Subject: Council Releases Watershed Report: China Creek & Honna River



PRIVATE MANAGED FOREST LAND COUNCIL

FOR IMMEDIATE RELEASE
June 18, 2014

Dear John Douglas,

Report Released for China Creek and Honna River Watersheds

Victoria, B.C. -The Private Managed Forest Land Council has released a report into forest management activities in both the China Creek and Honna River watersheds. Approximately 84% of the private managed forest land in the China River watershed and 14% in the Honna River watershed is owned and managed by Island Timberlands. The focus of the study was on forest practices on private managed forest land and their relationship to the maintenance of water quality. Council initiated the study in the spring of 2013 in response to forest management concerns it received from the Forest Practices Board.

"The report found that legacy forest management issues and the actions of other resource industries have the potential to impact water quality in these watersheds to a greater extent than current forest management activities of the private forest landowner" said Rod Davis, Chair of the Council. "Although the study identified minor isolated instances of sediment generation which could cumulatively impact water quality, the owner was performing well above the average for the coast in areas of terrain stability, blowdown management and hydrological assessments, all critical components to the maintenance of water quality".

A copy of the report for the China Creek and Honna River watersheds may be found on the Private Managed Forest Land Council website at: <http://www.pmflc.ca>

The Private Managed Forest Land Council is an independent provincial agency established under the Private Managed Forest Land Act to administer the Managed Forest Program. The Council regulates key public environmental values on private managed forest land in British Columbia.

For further information contact:
Phil O'Connor, Executive Director
Private Managed Forest Land Council

250-386-5737
execdirec@pmflc.ca



Vancouver Island Regional Library

Administration
Box 3333 | 711 Poplar Street
Nanaimo, BC Canada V9S 5L8
t: 250.758.4697 f: 250.758.2482
e: info@vir.bc.ca w: www.vir.bc.ca

June 11, 2014

RECEIVED

JUN 19 2014

CITY OF PORT ALBERNI

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

Dear Mayor Douglas,

I am very pleased to enclose a copy of our 2013 Annual Report.

This past year at Vancouver Island Regional Library, we celebrated the official opening of four bigger and better branches in the communities of Port Renfrew, Cumberland, Cowichan Lake and Cortes Island. We also welcomed over 73,000 visitors to 3,700 unique programs, held at our branches, which is an increase of 23% over 2012. Our libraries have been busy!

We are proud of the work done by our staff and our Board to develop strong library branches that are vital community destinations for knowledge, inspiration, innovation and renewal.

On behalf of the Board of Trustees of Vancouver Island Regional Library, I offer our thanks for the support and cooperation that we continue to receive from you. Your support helps us to maintain a strong public library system that connects people to information, ideas and experiences that enrich their lives and strengthen our community.

I invite you to take some time to read our report. Please feel free to contact Rosemary Bonanno, Executive Director at rbonanno@vir.bc.ca with any comments or questions.

Sincerely,

Bruce Jolliffe
Chair, Vancouver Island Regional Library Board of Trustees

Encl.

ENTERED

F.11

Strong Libraries ■ Strong Communities



**VANCOUVER ISLAND
REGIONAL LIBRARY**



ANNUAL REPORT 2013



Opening New Doors



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JUL 03 2014

CITY OF PORT ALBERNI

June 26, 2014

Ref: 155838

His Worship Mayor John Douglas
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Mayor Douglas:

We are writing in our capacities as Minister of Community, Sport and Cultural Development and Minister of Agriculture, regarding issues relating to medical marihuana production in British Columbia.

Many local governments have expressed concern regarding the potential establishment of medical marihuana production facilities in our communities, under the new federal regulations. Some local governments and stakeholders have written expressing an array of concerns, the most common messages concerning the exclusion of these facilities from qualifying for provincial farm class and if they would be considered an allowable farm use.

These concerns have been taken seriously and we understand that the establishment of these facilities within your communities will have a potential impact on services and costs. We brought your concerns to the attention of Honourable Christy Clark, Premier, and our Cabinet colleagues in the context of a larger discussion about medical marihuana production in the province.

After careful consideration, we are pleased to inform you that the Province of British Columbia has made a decision to implement a regulatory change that excludes medical marihuana, and any other federally regulated narcotic, from being eligible for farm classification for property assessment and tax purposes. This decision to treat medical marihuana as a restricted narcotic substance and a pharmaceutical is also consistent with the Province of Alberta. This change will apply to facilities located on both Agricultural Land Reserve (ALR) and non ALR lands.

In addition, please be advised that the Province will continue to view medical marihuana production facilities as an allowable farm use on ALR lands. The Ministry of Agriculture's policy position is that local governments should not prohibit medical marihuana production in the ALR. Any local government that has passed or is considering bylaws that address the issue of medical marihuana production within its boundaries may wish to seek legal counsel, as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government. This is consistent with the position of the Agricultural Land Commission's updated Information Bulletin from January 2014 (http://www.alc.gov.bc.ca/publications/ALC_Info_Bulletin_Marihuana_Amended_Jan_2014.pdf).

.../2

Ministry of Community, Sport
and Cultural Development

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 124
Parliament Buildings
Victoria BC V8V 1X4

www.gov.bc.ca/cscd

REGULAR COUNCIL AGENDA - JULY 14, 2014

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ENTERED

Any applicant for a license must comply with all federal requirements including security and building standards, as well as local bylaws regulating site-specific requirements.

Consistent with British Columbia government policy, the Minister of Agriculture does not intend to approve any bylaw that would prohibit the production of medical marihuana in the ALR.

The Ministry of Agriculture will, however, offer guidance to local governments on the degree in which one of their farm bylaws could regulate medical marihuana production in the ALR through a Minister's Bylaw Standard specific to the production of medical marihuana on ALR land and will involve local governments in the development of those standards.

Minister's Bylaw Standards establish standards for the guidance of local government in the preparation of various bylaws affecting agriculture. Examples of current Minister's Bylaw Standards include:

- o Building setbacks from lot lines
- o Maximum lot coverage
- o Maximum building heights

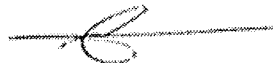
More information about Minister's Bylaw Standards is available on the Ministry of Agriculture's website at: [www.al.gov.bc.ca/resmgmt/sf/guide to bylaw development/Guide to ByLaw Dev index.htm](http://www.al.gov.bc.ca/resmgmt/sf/guide%20to%20bylaw%20development/Guide%20to%20ByLaw%20Dev%20index.htm).

Overall, we believe this decision reflects a balanced approach, which considers the interests of the federally licensed facility operators, the interests of the agricultural sector and the purpose of the Agricultural Land Reserve, and the concerns of local governments and communities. Also, enclosed for your reference are the Information Bulletin and Backgrounder (see: <http://www.newsroom.gov.bc.ca/2014/06/bc-preserves-local-governments-tax-revenues-from-medical-marijuana-growers.html>).

Sincerely,



Coralee Oakes
Minister of Community, Sport
and Cultural Development



Norm Letnick
Minister of Agriculture

Enclosures

INFORMATION BULLETIN

For Immediate Release
2014CSCD0039-000862
June 24, 2014

Ministry of Community, Sport and Cultural Development
Ministry of Agriculture

B.C. preserves local governments' tax revenues from medical marijuana growers

VICTORIA – The Government of British Columbia is excluding federally-licensed medical marijuana production from the list of agricultural uses that qualify for farm classification for assessment and property tax purposes.

The decision will ensure local governments do not lose potential property tax revenues from the Health Canada licensed-production facilities.

Medical marijuana is a federally-regulated narcotic produced by licensed operators in British Columbia. There are currently five federally-licensed facilities in British Columbia.

B.C.'s position takes into consideration the nature of the highly-regulated and secure facilities, and is consistent with the approach being taken in neighbouring Alberta.

The Government of British Columbia will also continue to view medical-marijuana production as an allowable farm use within the Agricultural Land Reserve that should not be prohibited by local government bylaws. This is consistent with the Agricultural Land Commission's interpretation of the Agricultural Land Commission Act.

Federal regulations for medical marijuana came into effect April 1, 2014. The exclusion from farm classification for property tax purposes will take effect for property assessments in the 2015 taxation year.

Media Contacts:

Shannon Hagerman
Ministry of Community, Sport and Cultural
Development
250 953-3677

Robert Boelens
Ministry of Agriculture
250 356-1674

Connect with the Province of B.C. at: www.gov.bc.ca/connect

BACKGROUND

For Immediate Release
2014CSCD0039-000862
June 24, 2014

Ministry of Community, Sport and Cultural Development
Ministry of Agriculture

Eligibility for farm classification for property tax purposes

In British Columbia, the BC Assessment Act specifies which farm uses qualify for farm classification for property tax assessment purposes. If the income derived from these qualifying uses meets the prescribed levels, the land and buildings in which the activities are carried out may be eligible for certain tax benefits. Farm class confers significant benefits to a property through low land values, reduced tax rates, PST exemptions and exemptions on farm buildings of up to 87.5% of value.

The B.C. government has amended the farm class regulation to exclude federally-licensed medical marijuana production facilities as a qualifying farm product for assessment and taxation purposes. This means the facilities would not be eligible for the benefits of farm classification. The regulatory amendment will take effect in the 2015 property taxation year.

There are already approved activities on Agricultural Land Reserve (ALR) land that are not eligible for farm classification for assessment and property tax purposes. Excluded products and activities include farm or ranch tourism operations; sand and gravel extraction operations and winery and cidery facilities.

Facilities are accepted farm use within Agricultural Land Reserve

Licensed medical marijuana production facilities may be located on both provincial ALR and non-ALR lands, subject to local government zoning and other site requirements. The Agricultural Land Commission has determined that medical marijuana production is consistent with the definition of a farm use under the Agricultural Land Commission Act. However, as a federally-regulated narcotic, it will not be eligible for farm classification for property tax purposes. Consistent with the federal government's direction and the Agricultural Land Commission's position, and based on legal guidance, the Province agrees local governments should not prohibit medical marijuana production in the ALR.

Local governments looking to propose a bylaw prohibiting medical marijuana may wish to seek legal counsel as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government.

Health Canada licensed facilities:

Since 2001, Health Canada has granted access to marijuana for medical purposes to Canadians who have had the support of their physicians. In June 2013, the Government of Canada introduced new regulations that treat medical marijuana as a controlled narcotic and created a new commercial industry that is responsible for its production and distribution. As of April 1, 2014, the only way to access medical marijuana for medical purposes is through commercial, licensed productions.

The federal government requires licensed producers to maintain specific security measures, including a detailed description of the measures and floor plans of the site, and to meet local government requirements as a condition of their license. As of May 5, 2014, five licenses have been issued to producers in Central Saanich, Maple Ridge, Whistler, Nanaimo and Spallumcheen.

Quick Links:

Health Canada (Medical Use of Marijuana): www.hc-sc.gc.ca/dhp-mps/marihuana/index-eng.php

BC Assessment: www.bcassessment.ca/Pages/default.aspx

Agricultural Land Commission: <http://www.alc.gov.bc.ca>

http://www.alc.gov.bc.ca/publications/ALC_Info_Bulletin_Marijuana_Amended_Jan_2014.pdf

Media Contacts:

Shannon Hagerman
Ministry of Community, Sport and Cultural
Development
250 953-3677

Robert Boelens
Ministry of Agriculture
250 356-1674

Connect with the Province of B.C. at: www.gov.bc.ca/connect



RECEIVED
JUL 04 2014
CITY OF PORT ALBERNI

JUN 30 2014

1006709

His Worship John Douglas
Mayor of the City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Douglas:

Thank you for your recent letter suggesting that the Ministry of Health (the Ministry) work more closely with the City of Port Alberni and the Regional District in order to pursue efficiencies and develop pilot projects focused on improving health and wellness for the residents of Port Alberni.

I commend you on being proactive in promoting good health for the residents of your community and in actively seeking ways this might be accomplished.

I realize that for patients requiring specialized health care services, travel can be draining, both physically and emotionally. Government has given the health authorities the flexibility and mandate to make decisions about how and where to best deliver health care, maintenance and employment services to meet the needs of their communities. Health authorities are accountable for looking at all opportunities to deliver these services in the most cost-effective manner possible, and sustainability is the key factor in ensuring prudent use of the resources available.

One of our Government's priorities is implementing an integrated and team-based approach to providing patient-centered care in a way that ensures health services and resources meet the needs of individual communities. We believe that ambulance services and paramedics are a key component of the solution. I have shared your request regarding potential community paramedicine opportunities in the Port Alberni area with Ms. Nikki Sieben, Chief Transformation Officer, BCEHS. For further discussion you may wish to contact Ms. Sieben by email at: Nikki.Sieben@bcehs.ca, or by phone at: 250 952-6133.

I understand you recently met with Vancouver Island Health Authority's (Island Health's) Chief Operating Officer. As you may be aware, Island Health has been working with community stakeholders in the Alberni-Clayoquot health area for several months to improve understanding of the health status and determinants of health of residents, identify health care system challenges, and determine how the health care system and collaboration with health care and community partners might need to evolve to better meet the needs of communities.

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Ministry of
Health

Office of the
Minister

Mailing Address:
PO Box 9050 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria

ENTERED

In order to improve the population health and health care services in the area, Island Health is considering population needs with a focus on vulnerable populations. It is also looking at local and geographic realities, service sustainability (including financial and human resources), emerging priorities for both Island Health and the Ministry, collaboration and integration, including with non-Island services, and prevention and health promotion.

Additionally, Island Health is currently engaged in community health planning with our health programs and services as well as community stakeholders to inform planning for future service delivery models in Port Alberni that include chronic disease management. As Island Health continues with their planning process, I'd like to bring to your attention a number of existing services that may be of interest to you and your community.

There is a Diabetes Education program in West Coast General Hospital, and the Ministry provides information online about self-monitoring of blood glucose at: <http://www.medmatters.bc.ca/info-public/smbg.html>. This website explains that people with type 2 diabetes who are not using insulin do not need to test their blood sugar levels as frequently as those who do. It goes on to explain why testing is important and when to test.

The Heart and Stroke Foundation provides information about blood pressure monitoring on their website at: http://www.heartandstroke.bc.ca/site/c.kpIPKXOyFmG/b.3644465/k.D049/Heart_Disease__High_blood_pressure_hypertension.htm

As you may be aware, an integral part of the Healthy Families BC Strategy, launched in May 2011, is bringing local governments, non-governmental organizations and health authorities together in innovative ways to create environments that encourage people to make the healthy choice the everyday, easy choice. The PlanH Program, developed in partnership with the Ministry and delivered through the BC Healthy Communities Society, supports local government engagement and partnerships across sectors for creating healthier communities. PlanH also provides learning opportunities, resources and leading-edge practices for collaborative local action. Community success stories are shared with other local governments across the province online at: <http://www.planh.ca>.

In 2013, the Alberni-Clayquot Regional District was one of 67 communities to receive a Healthy Communities Capacity Building Grant through the PlanH Program. The grant was used to host a "Health is Everyone's Business" workshop on May 9, 2014, and I understand it was a success.

By subscribing online to PlanH e-news, city staff can access information, event announcements and resources that are of special interest to local governments, and receive the latest information about provincial funding opportunities that support local government leadership in "good health activities" such as physical activity, healthy eating and tobacco reduction.

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The Ministry has also invested in the development of an Exercise Is Medicine BC program that is currently in the piloting and development stages. A key component of the program is developing training materials that will be made available to health professionals across BC to provide further training on the importance of assessing, monitoring and counselling patients in physical activity, as well as connecting patients to existing community resources and programs.

A key support for the Exercise Is Medicine BC program is the Physical Activity Line (PAL), a free resource that offers evidence-based physical activity information and practical physical activity and healthy living guidance. PAL is staffed by Canadian Society for Exercise Physiology Certified Exercise Physiologists® (CSEP-CEP) who have advanced training in clinical exercise prescription. Staff can prescribe exercise to a variety of populations, including individuals with chronic medical conditions, as well as educate individuals regarding the inter-related natures of healthy lifestyle behaviours (e.g., the importance of healthy eating practices, avoidance of tobacco, etc.). PAL can be contacted by telephone toll-free at: 1 877 725-1149, or by email at: info@physicalactivityline.com

There are two key tobacco cessation programs that may be of interest to your community. The BC Smoking Cessation Program offers 12 weeks of approved smoking cessation medication per year. Information is available online at: <http://www.health.gov.bc.ca/pharmacare/stop-smoking/>.

Also, a wealth of information and tools can be accessed 24 hours a day through the QuitNow website at: <http://www.quitnow.ca>, or by dialing 811. There are excellent care coaches, videos and brochures, as well as a range of support through sites like the QuitNow Facebook page. For in-person support, the Island Health Tobacco Control Program has staff that can provide helpful information for those wishing to stop smoking (contact information at: <http://www.viha.ca/mho/tobacco>).

The Food Skills for Families (FSF) program, a partnership between government and the Canadian Diabetes Association through Healthy Families BC, teaches healthy eating and cooking skills with a focus on reaching Aboriginal, new immigrant, Punjabi, and low-income families, as well as seniors. The success of this program demonstrates that building cooking and food preparation skills among adults improves healthy eating behaviors for participants and families. In 2013/2014, the Nuu-chah-nulth Tribal Health Council and Tseshaht First Nations both hosted a FSF program.

The Farmers' Market Nutrition Coupon Program (FMNCP), also through Healthy Families BC in partnership with the BC Association of Farmers' Markets, provides subsidies in the form of coupons to low-income pregnant women, families with children, and seniors to buy select BC-produced foods at local farmers' markets. Coupon participants must receive nutrition and skill-building classes, like Food Skills for Families, to be eligible to receive coupons. In 2013/2014, 96 families representing 300 beneficiaries spent \$16,000 in coupons purchasing BC foods from local farmers at the Port Alberni Farmers' Market.

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By increasing access to healthy foods linked to cooking and skill-building activities, government is fostering immediate behavioral changes that will improve health and decrease the burden of chronic disease.

The BC Government has worked closely with the restaurant industry to develop the Informed Dining program. Participating restaurants provide their guests with easy-to-access nutrition information for all standard menu items. Several Port Alberni businesses are participating in this program, including Subway, Boston Pizza, Starbucks and Tim Hortons.

Additionally, the *Healthier Choices in Vending Machines in B.C. Public Buildings Policy* outlines a minimum nutrition standard based on the most recent evidence and is a best practice policy guideline for providing healthier pre-packaged food and beverages. This policy, or a variation of it, can be voluntarily adopted in many community settings, including recreation centres. The policy can be expanded to include all pre-packaged foods offered in any given setting, not just those in vending machines.

Our government is also supporting the BC Recreation and Parks Association (BCRPA) to update their Stay Active, Eat Healthy program and supporting resources. BCRPA is engaging with recreation centres to assess their food and beverage environments and to develop and implement improvement plans for food and beverage practices and policies. Program resources are available to all recreation facilities in BC.

At the community level, the Ministry, through Island Health, can work with your staff and help support Port Alberni's healthy communities agenda by providing advice and expertise on health; acting as a resource for city staff and elected officials to develop healthy public policy; providing community health profiles; and facilitating opportunities and partnerships to work together on joint healthy living actions. The contact at Island Health is Dr. Paul Hasselback, Medical Health Officer, Central Island, and he can be reached at 250 739-6304 or by email at Paul.Hasselback@viha.ca.

Again, I applaud your leadership and continued interest in creating environments and opportunities that promote the better health and well-being of the citizens of Port Alberni.

Sincerely,



Terry Lake
Minister

pc: Ms. Nikki Sieben
Dr. Paul Hasselback



FILE COPY

CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146
www.portalberni.ca

Fax: 250-723-1003

COPY

June 11, 2014

Honourable Terry Lake
Minister of Health
PO Box 9050
STN PROV GOV
Victoria, BC
V8W 9E2

Jodi Jensen
Chief Operating Officer
BC Emergency Health Services
2261 Keating Cross Road
Saanichton, BC
V8M 2A5

Dr. Brendan Carr
President and CEO
Island Health
1952 Bay Street
Victoria, British Columbia
V8R 1J8

Dear Honourable Minister, Ms. Jensen and Dr. Carr,

RE: Community Paramedicine Pilot Program in Port Alberni

I am writing to you all to request your assistance in implementing a pilot project here in Port Alberni to increase the health and wellbeing of our many residents. As you may be aware, our region faces significant challenges with respect to the health status of our population. As a result of this, the City of Port Alberni is working more closely with health and social service providers and various stakeholders groups to try and reverse this concerning trend through health promotion and enhanced services.

As a result of this work it has become apparent that the concept of community paramedicine presents a valuable opportunity for our community to address some of our specific challenges and enhance the linkages and collaboration between service providers in the region.

Community paramedic medicine is a new and evolving model that has been implemented in various other jurisdictions with relative success. Essentially, the service functions by paramedics providing health services to patients at their home outside of their normal emergency response and transport role. This often provides early intervention in medical situations prior to them becoming acute issues requiring urgent transfer to emergency and acute care departments and subsequent hospitalization. Other benefits include the prevention of incidents at the home that often result in trauma and the ability to administer certain health services such as intravenous.

It is my understanding that implementing such a pilot will require very little, if any, capital costs as the equipment currently exists and is often sitting idle within the BCAS. Further, a number of organizations have come forward to express their support and potential willingness to help fund certain operational costs. To date, we have had preliminary discussions with the following stakeholders regarding this concept:

- Port Alberni Integrated Health Network
- Ellen Brown, Site Manager, West Coast General Hospital
- BC Nurses Union, Pacific Rim Region
- Dr. Paul Hassleback, Central Island Medical Health Officer

- BC Ambulance Service
- Ed Francoeur, Vice Chair, West Coast General Hospital Foundation
- Tim Pley, Fire Chief, Port Alberni Fire Department
- Barb Stevenson, Better at Home Program

Given our health challenges and the known benefits of such a program I would like to request that the Ministry of Health, BC Emergency Health Services and Island Health work cooperatively together and with willing stakeholders to initiate a pilot program of community paramedicine here in Port Alberni. If successful, it is my hope that this could eventually be applied across the province.

I recognize that implementing such a program across agencies may present certain challenges so I would also respectfully request that each of you designate one individual with a mandate to meet with myself and other partners to plan for funding and scheduling of this pilot program. My suggestions are as follows: Ellen Brown, Island Health; Dr. Hassleback, Ministry of Health; and Rick Ruppenthal, BC Emergency Health Services.

Thank you for your attention to this matter and I look forward to hearing from you.

Sincerely,
CITY OF PORT ALBERNI

ORIGINAL SIGNED BY

John Douglas
Mayor

pc. Dr. Paul Hassleback, Island Health
Ellen Brown, West Coast General Hospital
Mike Michalko, BCAS
Jo Salken, BC Nurses Union
Cathy Gislason, Port Alberni Integrated Health Unit
Ed Francoeur, West Coast General Hospital Foundation
Tim Pley, Fire Chief, Port Alberni Fire Department
Rick Ruppenthal, BCAS
John McKinstry, BCAS
Dr. James Lunney, MP Nanaimo-Alberni
Barb Stevenson, Better at Home Program
Penny Cote, Chair, ACRD Regional Hospital District

From: Glen Walushka [<mailto:analoginn@gmail.com>]
Sent: Thursday, July 03, 2014 1:38 PM
To: John Douglas; Scott Kenny; Ken Watson
Subject: Re: Quay of Sea Music Festival was a Huge Success

Happy to make a formal submission regarding this venue and its potential. There is a very simple formula that successful communities follow. Events draw people. People generate business and create synergy. Other events, people and business will follow. We need to make Spirit Square a version of the Victoria Inner Harbour, the Nanaimo Harbour Front, even Pier Street in Campbell River.

People are attracted to waterfront locales and Harbour Quay is usually filled with cars on any sunny day, event or no event. Unfortunately, business is limited as there are not enough successful draws to attract larger crowds. We have a profusion of talent, musical, artistic, artisan and street performer style, that could be easily attracted to Spirit Square to ply their trade, if the venue is made 'event friendly'.

While I don't normally ascribe to the notion of 'build it and they will come', in this case we have built it, and we proved on Canada Day that 'they will come'. I see the further development of Harbour Quay as a vital and necessary element in the revitalization of the South Port area and there is no better way than to optimize the utilization of public buildings and space that is already sitting there, waiting for something, anything, to happen.

If two 20x20 tents were left up all summer in the southeast and southwest corners of Spirit Square to provide shade and or shelter in the event of inclement weather, there is a natural amphitheater style feel to the square that will easily attract event organizers and the public. Initially, busking should be encouraged without fee and the City should not expect any additional third party liability insurance to be provided for small events. For larger events, the determination should be on a case by case basis, with plenty of involvement from Parks and Recreation, who we found to be extremely helpful and cooperative throughout the entire hosting of the Quay of Sea Festival.

We have the sound reinforcement and equipment capability to easily help with small to large events and we would be happy to try on a few 'experimental' small concerts with local musicians if we do not have to face the spectre of traffic in and out of the square, excepting for possibly two or three 'handicap accessible' stalls. The proximity of washrooms, community policing, the Maritime Discovery Centre and a number of other points of interest including the train station should make this an ideal location for a 'bottom driven', low budget events calendar that would need to be coordinated through Parks and Recreation.

The fact of the matter is that there are already a number of impromptu concerts and jams being held down at Harbour Quay, with or without official sanction, and it only makes sense for the City to come on board and help solidify the interest and the promotion of these events, in everyone's best interest.

ENTERED

Let me know if you think this idea is worth pursuing on a timely basis. As was the case with many taxpayers and residents, I was disappointed with the Lots A and B lease decision as it severely limits the potential of Canal Beach for a minimum of 25 years. Conversely, the easy access and far superior development of amenities at Harbour Quay makes it a much better venue for instant results if we are to make any significant strides towards revitalization. Events=People=Business. A simple, time-tested and proven formula for success.

Cheers!

On Thu, Jul 3, 2014 at 11:16 AM, John Douglas <john_douglas@portalberni.ca> wrote:

John Douglas

Mayor
City of Port Alberni,
B.C., Canada

[250-720-2822](tel:250-720-2822)(admin)

[250-735-7177](tel:250-735-7177)(mobile)

City of the Century

"Looking Forward , Moving Forward "

From: Glen Walushka

Sent: Thursday, July 3, 2014 10:56 AM

To: McKenzie, Scott (ALBERNI); bill@albernichamber.ca; Scott Kenny; Cindy Solda; Jack McLeman; John Douglas; Ken Watson; Samantha Barrowcliff; Dan Washington; Hira Chopra; Wendy Kerr; rcole@shaw.ca

Subject: Quay of Sea Music Festival was a Huge Success

Thank you, musicians, artists, sponsors and particularly the tireless volunteers who helped make the inaugural Quay of Sea Music Festival on Canada Day a success. Harbour Quay was awash with music throughout the day and into the late hours of the evening and hundred, perhaps tipping into the low thousands over the course of the day, attended.

It was apparent that Port Albernians love their waterfront - as well as their music and Spirit Square is a perfect venue for an event such as the Quay of Sea. We received vital cooperation from Scott Kenny and the Parks and Recreation Department and the event went off without a hitch.

It was also a great day for many of the merchants who have invested their business interests down at Harbour Quay. One merchant indicated that their particular business had the highest gross sales ever for one day during the Quay of Sea event.

We have a long, hot and sunny summer ahead of us. Perhaps consideration should be given to holding more events at Spirit Square this, and every summer, to maximize the ability of the residents and visitors to Port Alberni to enjoy events in a venue particularly suited to such activities. Spirit Square should be a 'wandering around enjoying people/events/things' space - not a parking lot.

How about leaving up two 20 x 20 open sided tents throughout the summer and restricting parking to perhaps one side of handicapped parking only stalls? That way, the Spirit Square could continue to be utilized as a happy, events-friendly venue that will appeal to musicians, artists, artisans and the public, alike, as we share this idyllic waterfront space, one of the few available in Port Alberni and the only easily accessible one available in South Port.

Glen Walushka, Analog Inn/Frog Fog Productions
on behalf of the Quay of Sea Organizing Committee

From: Geoff Bowering <gbowering@jenmarconcepts.com>
Sent: Monday, July 7, 2014 11:50 AM
To: info@albernisoftball.com
Cc: John Douglas
Subject: Congratulations

Cal Davies
Tournament Director
Alberni Valley Minor SOFTBALL Association

Dear Cal,

I'd like to congratulate you on an extremely well run 2014 U16 "C" Girls Softball BC Provincial Championships. I'm a parent of a player on the North Shore Wildcats. With the weather and field issues on Sunday morning we were concerned that we would not be able to play the tournament to its conclusion, but the hard work of you and your staff of volunteers brought the fields back to playing condition and allowed us to have a great day of exciting ball. I was particularly impressed to see players from the host team pitching in to clean up the fields. The response from the city to quickly bring in new sand showed the support that was given to the tournament from your mayor and local government.

The entire tournament was well organized and executed. You and your group should take great pride in the way you represented your community.

Thanks for a great weekend.

Best regards,

Geoff Bowering



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT

I concur, forward to next Regular Council Meeting for Consideration:

Ken Watson, City Manager

TO: Ken Watson, City Manager

FROM: Scott Smith, City Planner

DATE: July 4, 2014

**SUBJECT: Zoning Amendment Application
3960 Johnston Road**

Issue

To consider the withdrawal of the zoning amendment application on 3960 Johnston Road.

Background

The applicant has withdrawn their zoning amendment application for 3960 Johnston Road.

Zoning Amendment No. 2 (3960 Johnston Road – Jaworski), Bylaw No. 4841 and Zoning Amendment No. T1 (3960 Johnston Road – Jaworski), Bylaw No. 4842 received 1st and 2nd reading on April 28, 2014.

Given the withdrawal of the application, it is recommended that City Council defeat the bylaws to close the file.

Recommendation

That Council for the City of Port Alberni defeat “Zoning Amendment No. 2 (3960 Johnston Road – Jaworski), Bylaw No. 4841” and “Zoning Amendment No. T1 (3960 Johnston Road – Jaworski), Bylaw No. 4842”.

Respectfully submitted


Scott Smith, MCIP
City Planner



FINANCE DEPARTMENT REPORT

TO: Ken Watson – City Manager
FROM: Cathy Rothwell – Director of Finance
COPIES TO: Davina Hartwell – City Clerk
DATE: July 8, 2014

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: BC Transit Fare Structure Review

ISSUE:

BC Transit has undertaken a review of the City's transit fare structure and is providing three options for changes to the fares.

BACKGROUND:

Revenue and ridership have been consistently declining since 2008, as is the average fare collected, and cost recovery. The fares were last increased in 2003.

DISCUSSION:

The review was undertaken to examine the current fare structure and ways to improve revenue and ridership. BC Transit has provided three options of combinations of cash fares, sheets of tickets, monthly and day passes. The recommended fare structure (Option 3 as outlined in section 7.3 of BC Transit's presentation) will provide several benefits: increased revenue, increased ridership, fewer fare disputes, and more informative statistical information for future decision making. The proposed fare structure also brings the City into line with similar sized municipalities using Tier 3 systems. The proposed fare increases are nominal, however, the structure is more efficient, resulting in improved revenue.

STRATEGIC PLAN IMPLICATIONS:

Approval of Option 3 in this proposal will support the City's Strategic Plan:

Objective 2.3: "Ensure access to City programs and services. (physical & affordable)"; and
Initiative 2.3.2: "Effective Public Transit system."

RECOMMENDATION:

The following resolution is recommended:

That Council for the City of Port Alberni receive BC Transit's "Fare Structure Review Port Alberni Transit Systems" report dated June 2014 and approve the fare structure and fare policy recommendation (Option 3) as described in the conclusion of the report.

Respectfully submitted,



Director of Finance

Fare Structure Review

Port Alberni Transit Systems



June, 2014

Final Draft

City of Port Alberni
Regional District of Alberni-
Clayoquot



GLOSSARY

Average Fare – Total revenue from fare sources divided by ridership from fare sources.

Conventional transit – Serves the general population in urban settings using mid-sized, large or double-deck buses. The buses are accessible and low-floor and run on fixed routes and fixed schedules.

handyDART – Custom door-to-door service for those passengers who cannot use conventional transit due to a disability. Riders must be registered with the handyDART office before they can use the service. Also known as custom transit, handyDART stands for handy Dial-a-Ride-Transit.

Cost recovery – Reflects annual total revenue divided by total cost. This ratio indicates the proportion of costs recovered from total revenue. A strong cost recovery is desirable, as it reduces the subsidy from the taxpayer. This factor, however, is a municipal policy decision.

Performance measures – Statistical ratios combining system outputs and transit service area statistics to benchmark performance within the industry and operational trends over time.

Total revenue – Includes passenger and advertising revenue; excludes property tax and fuel tax revenue.

Discount fare – Discounts on cash fares and prepaid products are applicable to seniors and students upon proof of eligibility.

Regular fare – A regular fare must be paid by all passengers who do not qualify for a discount or cannot prove eligibility.

1.0 OVERVIEW

The development of any fare structure or the decision to change it will depend on the objectives of local government. Many governments set revenue targets designed to share the costs between property taxpayers and users of the system at a set percentage. Other goals might include increasing or retaining ridership, maintaining or improving public image, improving operational efficiency and reducing on-board fare disputes.

With the goals of local government in mind, many factors should be considered in establishing a fare structure: the history and trends of revenue and ridership over time, the composition of revenue and ridership by fare type, the fares of comparable transit systems and the fare guidelines recommended by BC Transit.

BC Transit has prepared this report for the City of Port Alberni and the Regional District of Alberni-Clayoquot to encourage discussion about fare strategy and to provide the relevant information to support a fare decision that reinforces the goals of the local government.

2.0 CURRENT FARES

For reference, the following two tables outline the conventional fare structure and the handyDART fare structure presently used in the Port Alberni Transit System.

TABLE 1: CONVENTIONAL FARES

	Cash Fares	20 Tickets	Monthly Passes	Day Passes
Regular	\$1.75	\$33.25	\$48.00	\$4.25
Discount (Senior)*	\$1.50	\$28.50	\$20.00	\$3.50
Discount (Student)**	\$1.50	\$28.50	\$30.00	\$3.50
Child 4 yrs. and under	No Charge	-	-	-
Family	-	-	\$48.00 [^]	\$7.00 ^{^^}

*Reduced fare for seniors age 65+, with valid ID

**Reduced fare for college students and students in full-time attendance up to grade 12 with valid Student ID

[^]Includes one adult monthly pass and one student monthly pass. Each additional student monthly pass costs \$10

^{^^}Reduced fare for families that consist of six or fewer persons, two of whom are adults

In addition to the fares shown above, a semester pass is sold to students of North Island College only, for \$100.

TABLE 2: handyDART FARES

	Within City & 6km Radius	6-13 km	13-30 km	Over 20 km
Passenger & companions	\$2.00	\$2.75	\$3.25	\$4.50
Attendants (needed to help passenger travel)	No Charge	No Charge	No Charge	No Charge

handyDART provides accessible door-to-door service for people with disabilities that prevent them from using fixed-route service. Customers need to register in order to use this service.

3.0 RIDERSHIP AND REVENUE HISTORY

The table below outlines some key performance statistics for the conventional system for 2012/13 and 2013/14.

TABLE 3: KEY FACTS AND FIGURES

	Revenue		Ridership	
	2012/13	2013/14	2012/13	2013/14
Growth Rate (5-year average compound rate)	-1.9%	-2.3%	-0.1%	-1.6%
Total	\$272,338	\$249,389	288,280	266,777
Revenue and Ridership from Fare Sources	\$183,677*	\$170,500*	184,463**	177,544**

*Excludes advertising, BC Bus Pass, and miscellaneous revenue

**Excludes BC Bus Pass ridership

	2012/13	2013/14
Average Fare	\$0.91	\$0.89
Total Cost Recovery [^]	16%	14%
Date of Last Fare Adjustment	September 1, 2003	

[^]Excludes provincial share of debt service

Please note that all analyses are based on ridership and revenue from fare sources which exclude BC Bus Pass, advertising, and miscellaneous revenue as these are not affected by a fare adjustment.

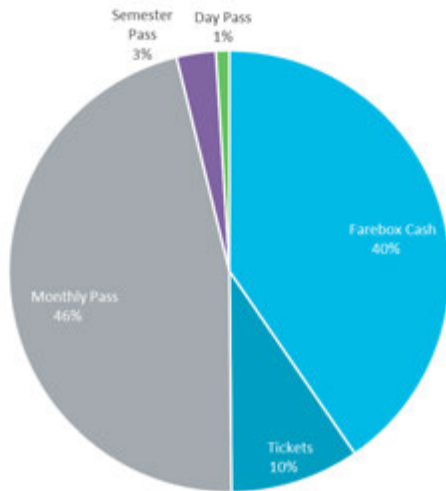
Since 2008/09, revenue and ridership have been consistently declining. The average fare and cost recovery measures have also been consistently declining over time.

The average fare is expected to be lower than the cash fare because of discounted prepaid fare products. The deeper the discounts on the prepaid products, the lower the average fare relative to the cash fare. The drop in the average fare from \$1.00 in 2008/09 to \$0.89 in 2013/14 may be the result of shifting payment preferences of riders from cash to discounted prepaid products. In 2013/14, comparing to 2008/09, the level of revenue from cash fares is 52% lower while revenue from tickets and passes is 12% lower. When considering a fare change, if average fare is an important consideration to the City, the discounts offered on prepaid fare products should be reconsidered.

4.0 REVENUE COMPOSITION

The chart below indicates how revenue from conventional fares is divided by fare type.

EXHIBIT 1: REVENUE BY FARE TYPE



The analysis of revenue composition can be considered from two different perspectives. On one hand, having a higher percentage of revenue from cash means that more often a full cash fare is being paid (with no discounts for prepayment) and revenue should be maximized. On the other hand, prepaid fares offer greater stability, predictability and security of revenue as well as promoting more frequent ridership from existing transit customers. In addition, increased use of prepaid products (especially passes since they don't require transfers) can improve operational efficiency (increasing on-time performance) and may help reduce the likelihood of on-board fare disputes. In general BC Transit

recommends the promotion of prepaid products. With 60% of conventional fare revenue coming from prepaid products, there may be an opportunity to increase this segment through a fare adjustment.

5.0 PERFORMANCE EVALUATION

In the next two sections, the report outlines how the Port Alberni Transit System's performance indicators compare to those of its peer systems and to general fare guidelines recommended by BC Transit.

5.1 Comparison to Peer Systems

In Table 4 below, the conventional fares are compared to other Tier 3 systems and to other nearby systems.

In considering this comparative analysis, the Tier 3 peer group should be given more weight than the regional system peer group as nearby systems don't necessarily share similar characteristics as the Port Alberni Transit System.

Compared to other Tier 3 systems, cash fares in the Port Alberni System are slightly lower (\$0.23) and monthly pass prices are slightly higher (\$0.73). Compared to other regional systems, the Port Alberni Transit System fares are quite a bit lower.

TABLE 4: COMPARISON TO PEER SYSTEMS

	Port Alberni Transit System	Average of Tier 3* Systems	Variance	Average of Regional** Systems	Variance
Regular Cash Fare	\$1.75	\$1.98	-\$0.23	\$2.08	-\$0.33
Regular Monthly Pass Price	\$48.00	\$47.27	\$0.73	\$54.08	-\$6.08
Average Fare	\$0.89	\$1.15	-\$0.26	\$1.27	-\$0.38
Cost Recovery	16%	19%	-3%	26%	-10%

*Average of 11 Tier 3 Systems: Dawson Creek, Fort St. John, Kitimat, Prince Rupert, Terrace, Squamish, Cranbrook, Kootenay Boundary, Nelson, Powell River and Sunshine Coast

**Average of 6 Vancouver Island Systems: Campbell River, Comox, Cowichan, Nanaimo Regional, Powell River and Sunshine Coast

The system performs below its peers in terms of the average fare indicator. The average fare indicator measures the average fare paid by all riders including BC Bus Pass holders. A lower average fare may suggest that the current fare structure may not be capturing the optimum level of revenue per passenger. As mentioned, one possible explanation for the lower average fare is the deep discounts on senior and student pass prices, along with the program offering families one free student pass with each adult pass purchased, and each additional student pass offered for \$10.

Finally, the cost recovery indicator, on which the system measures below its peers, measures the percentage of total costs that are recovered by passenger revenue. When the percentage of cost recovery is higher, the percentage of costs that must be recovered by other funding sources (including taxation) is lower. Cost recovery is a policy decision and so it may or may not be appropriate to compare across transit systems. However, Local Governments commonly prefer to have a higher cost recovery and less reliance on local taxation.

We have already touched on some of the potential causes of the lower average fare, not just compared to peers, but the decrease over time. The cost recovery measure has also decreased over time. In 2008/09, the cost recovery measure was 23%. It has declined each of the last five years to 14% in 2013/14. At the same time as revenue and ridership have been declining, service hours and costs have been increasing. Total revenue is 25% less than 2008/09 levels while costs are 21% higher than 2008/09 levels. These two factors combine to rapidly drive down the cost recovery measure.

5.2 Comparison to BC Transit Fare Guidelines

The table below compares Port Alberni's current transit fare structure to BC Transit's recommended fare guidelines. The regular cash fare is the base from which other fares are calculated.

These guidelines ensure that the cost of all methods of fare payment are considered together as a complete strategy, as the price of one fare product affects the sales of another.

TABLE 5: COMPARISON TO BC TRANSIT FARE GUIDELINES

	BC Transit Fare Guideline	Port Alberni Fare Structure
CASH FARES		
Regular	Base Fare	\$1.75
Discount	Equal to Base Fare	Base Fare less 14%
TICKETS (10)		
Regular	9 times Base Fare	9 times Base Fare plus 5%
Discount	9 times Base Fare less 15%	9 times Base Fare less 10%
MONTHLY PASSES		
Regular	20 - 30 times Base Fare	27 times Base Fare
Senior	20 - 30 times Base Fare less 15%	27 times Base Fare less 58%
Student	20 - 30 times Base Fare less 15%	27 times Base Fare less 38%
DAY PASSES		
Adult	2.5 times Base Fare	2.4 times Base Fare
Discount	2.5 times Base Fare less 15%	2.4 times Base Fare less 17%

Previously BC Transit had suggested discounted cash fares for seniors and students. This recommendation has recently changed to a single cash fare with discounted prepaid products. The single cash fare is becoming a popular choice for numerous transit systems across Canada. A single cash fare has several benefits: it offers simplicity in the fare structure, increased quality of data collected from fareboxes, reduced reliance on operators to enforce age-based fares thereby reducing the likelihood of fare disputes, and provides incentive for riders to switch to prepaid products potentially encouraging more consistent ridership all while reducing fare collection costs. The Victoria Regional Transit Commission recently approved a single cash fare. During the public consultation process that was undertaken, a surprising 84% of the seniors and students surveyed voted in favour of a fare structure that included a single cash fare as it was complimented by deeper discounts on monthly passes. There are other BC communities which have adopted a single cash fare including the West Kootenay region (Nelson, Castlegar and Trail), Salt Spring Island and Kimberley.

The table shows that when compared to BC Transit fare guidelines, the fare structure differs in three notable ways: (1) by offering age-based discounted cash fares, (2) by offering tickets firstly in quantities of 20 rather than 10 and secondly for a higher discount than is recommended, and (3) by offering higher than recommended age-based discounts on tickets and passes.

The fact that the discounts are quite substantially deeper than the guideline suggests contributes to the lower average fare and likely to the lower cost recovery as well.

The guideline for semester passes is that they are priced at four times the underlying monthly pass (in this case, the student pass) price less 20%. Following the guideline, the semester pass would be priced at \$96, very close to the current price of \$100.

The guideline for handyDART fares is that they equal the conventional cash fares. handyDART is more costly to operate, so fares should not be set below those of conventional services, and so as not to discriminate, users of the handyDART system should not be charged more than users of the conventional system. To meet this guideline the handyDART fare for service within the City would be decreased by \$0.25, assuming no change to the base fare. There would be no need to change the prices for handyDART zones beyond zone 1 as there is no comparable conventional service.

Finally, not shown in the table is the guideline for transfer policy. BC Transit recommends a 60-minute one-direction policy for transfers. Presently, transfers are valid for the first connecting bus at transfer points only. The 60-minute one-direction policy would allow passengers slightly more flexibility on some routes. Since the policies are very similar the revenue impact of changing to the guideline policy is not expected to be material.

6.0 FARE PRODUCT OFFERINGS

There are three reasons we need to examine not only fares but also the mix of fare products available. Firstly, it should be easy and convenient for riders to purchase prepaid fare products, especially for new riders who may not be familiar with the assortment of fare products available. Secondly, it should be easy and convenient for fare product vendors to be able to sell prepaid fare products. The fewer fare products available, the simpler for customers and vendors to choose the right product to suit the rider's needs. Finally, complex or confusing fare products and programs are more challenging to enforce which can lead to higher levels of fraud.

While a differential pricing strategy is important to ensure that transit services remain affordable for all market segments, BC Transit believes in simplifying the fare structure and reducing the number of fare product and program offerings.

There are two main topics to consider when reviewing fare product offerings: (1) the number and type of fare products and programs on offer, and (2) the design and qualities of the fare products themselves.

(1) The number and type of fare products and programs

When looking to reduce the number of fare product offerings in the conventional system, we can consider (a) the pass/program types (monthly, day, and semester) or (b) the rider categories (regular, senior, student, and post-secondary).

- (a) The pass types that are currently offered are standard for most transit systems and each fills, or has potential to fill, a unique passenger need. The Port Alberni Transit System does however have a unique program that allows for provision of a free student monthly pass with the purchase of an adult monthly pass. Additional student passes can be purchased for \$10 each, a savings of 67% off the student monthly pass price. Giving away monthly passes to any adult who buys a pass is fraught with potential for fraud. Any adult who buys a monthly pass, whether a parent or not, could obtain a student pass for free and give it away or sell it. This potential to cheat the system undermines the social value of the program.

There is also a day pass product, called the family day pass, which allows up to six passengers, two of whom must be adults, unlimited access to the conventional service for a day. Currently there is no definitive product that BC Transit produces to depict a family day pass. For this reason it may not be clear to vendors or to drivers the purpose for which each pass is meant to be used.

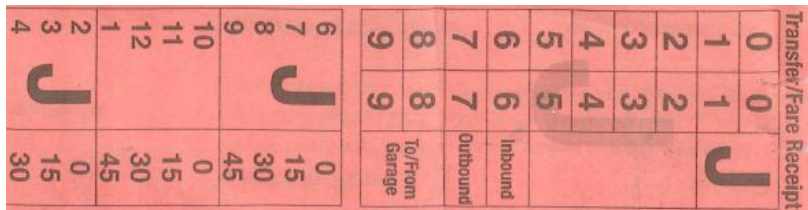
There may be an alternative program that accomplishes similar objectives to the two programs described but without the noted issues. This program, known as the Family Pass Program, enables an adult passenger to bring up to four children aged 12 years and younger on-board for free when paying a fare with a monthly pass, semester pass, or BC Bus Pass. The adult must be a parent or guardian over 19 years of age. This program is policy-based so there is no need to manage fare products, and enforcement occurs on-board.

- (b) The rider categories could be condensed without having to limit product offerings to riders. For example, senior and student products could be condensed into one category ("discount"). This simple change would reduce the number of pass types offered from 5 down to 3, simplifying pass distribution without changing how the passes work for the public. The only downside is that the ability to segment product sales and usage by age category will be lost. Product pricing would have to be adjusted, as in the fare structure options below.

(2) Design and quality of fare products

The design of the fare products themselves can influence the level of fraudulent use of the products and can have an effect on the level of on-board disputes. Anecdotally, the primary cause of both fare fraud and on-board disputes is transfers. The Port Alberni Transit System uses a lettered transfer product as depicted below.

EXHIBIT 2: LETTERED TRANSFER



20 letters are in circulation, and a new letter is randomly selected for each service day. Riders therefore have the ability to retain transfers and reuse them on days when the specific transfer letter is valid.

An alternative to the lettered transfer is a dated transfer that is only valid on the date printed on the transfer. The possibility of reusing the transfer on multiple days is virtually eliminated.

EXHIBIT 3: DATED TRANSFER



To minimize fraud, BC Transit recommends that the City of Port Alberni consider switching from lettered to dated transfers.

7.0 FARE STRUCTURE OPTIONS

Using the above analysis, we can derive some options for building a fare structure. Ultimately, the choice of fare structure depends on the goals and concerns of the local government. The following three fare structure options have been prepared for consideration.

7.1 Option 1: \$0.25 Fare Increase

This option, shown in Table 8 below, maintains the traditional fare structure with discounted cash fares.

TABLE 6: OPTION 1: \$0.25 INCREASE (CURRENT FARES IN BRACKETS)

	Cash Fares	10 Tickets	Monthly Passes	Day Passes
Regular	\$2.00 (\$1.75)	\$18.00 (\$16.63)	\$54.00 (\$48.00)	\$4.25 (\$4.25)
Discount (Senior)*	\$1.75 (\$1.50)	\$15.25 (\$14.25)	\$30.00 (\$20.00)	\$4.25 (\$3.50)
Discount (Student)**	\$1.75 (\$1.50)	\$15.25 (\$14.25)	\$30.00 (\$30.00)	\$4.25 (\$3.50)
Child 4 yrs. and under	No Charge	-	-	-
Family	-	-	(\$48.00) ^Δ	(\$7.00) ^{ΔΔ}

*Reduced fare for seniors age 65+, with valid ID

**Reduced fare for college students and students in full-time attendance up to grade 12 with valid Student ID

^ΔIncludes one adult monthly pass and one student monthly pass. Each additional student monthly pass costs \$10

^{ΔΔ}Reduced fare for families that consist of six or fewer persons, two of whom are adults

TABLE 7: handyDART FARES

	Within City & 6km Radius	6-13 km	13-30 km	Over 20 km
Passenger & companions	\$2.00 (\$2.00)	\$2.75 (\$2.75)	\$3.25 (\$3.25)	\$4.50 (\$4.50)
Attendants (needed to help passenger travel)	No Charge	No Charge	No Charge	No Charge

The above fare structure raises adult cash fares by \$0.25 to \$2.00.

For all three options that have been identified, it is recommended that tickets be sold in sheets of 10 instead of 20. In this option, although the absolute price would increase (from \$16.63 for 10 to \$18 for 10), the relative cost would decrease (from 9.5 times the cash fare to 9 times the cash fare) and a lower initial cash outlay would be required to purchase a sheet of tickets making the savings more evident. The price of \$18 for 10 tickets would align prices with the recommended guideline.

This option maintains the regular pass price multiple at 27 times the cash fare. It then aligns the discount monthly pass price for seniors with that for students. Presently the discount passes for seniors are priced much lower than the discount passes for students, and much below the fare guideline. The recommended fare structure aligns the two at a discount of 45% off the regular monthly pass price. This is still heavily discounted compared to the guideline discount of 15%.

A major change from the present fare structure in this option is the elimination of the family monthly pass (which entitles the purchaser of an adult monthly pass to a free student monthly pass and additional student passes for \$10) as well as the family day pass, and the introduction of the Family Pass Program, discussed previously. The heavily discounted or free student passes awarded under the family pass may not align with the City's its revenue goals. In 2013/14, 330 student monthly passes

were given away free of charge while another 321 were purchased at a deep discount. The potential incremental revenue that would have been earned if those passes were sold at the full student pass price is over \$16,000, or 9.5% of fare-based revenue. It should be noted that, discontinuing the offer will likely have a negative political and ridership impacts but replacing it with the Family Pass Program should help mitigate these impacts.

It is proposed that the current 3 day passes (Adult, Concession and Family) are replaced with one day pass that is valued at a price of 2.5 times the *discount* cash fare as opposed to 2.5 times the adult cash fare. This way the day pass is priced more attractively and may become a more popular product. Passengers who pay their fares with day passes do not require transfers, which are known to contribute to confrontation and on-board fare disputes.

The College semester pass price is assumed to remain unchanged at \$100.

As in all options, consideration should also be given to implement dated, timed transfer. The current policy is that transfers are valid in one direction only and BC Transit proposes that it be expanded to a 60-minute one-directional transfer policy.

Consideration should also be given to the handyDART fare structure described and recommended in Section 5.2 above. If this fare option is selected, the handyDART and conventional fares would align as per the guidelines and no change to the handyDART fares would be recommended.

Option 1 is projected to result in the highest annual conventional revenue increase of \$27,700 or nearly 15% of fare revenue. In estimating revenue gains, we have assumed a ridership decline of 11,500¹ riders per year. We have also conservatively assumed that 50% passes now given away for free will not be purchased.

7.2 Option 2: \$1.75 Single Cash Fare Option

Option 2 proposes a fare structure that incorporates the single cash fare guideline described in Section 5.2 above.

TABLE 8: OPTION 2: SINGLE CASH FARE (CURRENT FARES IN BRACKETS)

	Cash Fares	10 Tickets	Monthly Passes	Day Passes
Regular	\$1.75 (\$1.75)	\$15.75 (\$16.63)	\$48.00 (\$48.00)	\$4.25 (\$4.25)
Discount (Senior)*	\$1.75 (\$1.50)	\$13.50 (\$14.25)	\$30.00 (\$20.00)	\$4.25 (\$3.50)
Discount (Student)**	\$1.75 (\$1.50)	\$13.50 (\$14.25)	\$30.00 (\$30.00)	\$4.25 (\$3.50)
Child 5 yrs. and under	No Charge	-	-	-
Family	-	-	(\$48.00) ^Δ	(\$7.00) ^{ΔΔ}

^{*}Reduced fare for seniors age 65+, with valid ID

^{**}Reduced fare for college students and students in full-time attendance up to grade 12 with valid Student ID

^ΔIncludes one adult monthly pass and one student monthly pass. Each additional student monthly pass costs \$10

^{ΔΔ}Reduced fare for families that consist of six or fewer persons, two of whom are adults

TABLE 9: handyDART FARES

	Within City & 6km Radius	6-13 km	13-30 km	Over 20 km

¹Revenue forecasts take into account a 0.3% drop in ridership for every 1% increase in fares. This guideline, known as the Simpson-Curtin Rule, is commonly applied in transit analyses.

Passenger & companions	\$1.75 (\$2.00)	\$2.75 (\$2.75)	\$3.25 (\$3.25)	\$4.50 (\$4.50)
Attendants (needed to help passenger travel)	No Charge	No Charge	No Charge	No Charge

Option 2, maintains the \$1.75 regular cash fare but eliminates the discounted cash fare for seniors and students. Based on data collected from the GFI fareboxes, about 13% of cash-paying riders presently benefit from the discounted cash fare. Considering that 16% of fare-paying riders pay cash and 13% of those riders pay the discount fare that leaves roughly 2% of fare-paying riders who would be affected by the introduction of the single cash fare.

This option also proposes that tickets would be sold in sheets of 10 rather than 20 and would be priced at the guideline of 10 tickets for the price of 9 rides and 15% off for riders who qualify for discounted tickets. Selling tickets in sheets of 10 keeps the outlay down and keeps tickets both affordable and accessible. It also makes good sense since tickets are manufactured 10 per sheet.

Regular monthly pass prices would remain the same price and discount monthly pass prices would merge to \$30 for all discount riders. This would reduce the number of fare products in the system, promoting simplicity. Since tickets will be reduced in price, students will still be offered an accessible alternative to a monthly pass in the event that the fare increase restricts the affordability of the monthly pass.

The three day pass products are merged into one “universal” day pass in this option. This further promotes simplicity by eliminating two more fare products. The universal day pass would be priced at \$4.25, or roughly 2.5 times the single cash fare. As in Option 1, the family monthly and family day passes are eliminated in favour of the Family Pass Program.

Students of North Island College have the option of purchasing a four-month semester pass for \$100 under the current fare structure. This is roughly in alignment with the fare guidelines, so with no change to the student pass price the semester pass should remain at its current price of \$100.

Currently children four years and under ride free. Although not shown in Option 2, a slight modification could be made to help mitigate the impact of the single cash fare on families. The policy could be changed to include children five years and under as many transit systems in BC offer free rides to children five years and under.

The 60-minute one-direction transfer policy is also recommended with this fare option.

The handyDART fare structure should be reviewed in terms of the policies described and recommended in Section 5.2. According to this policy, the single zone handyDART fare would have to decrease to \$1.75 to equal the regular conventional cash fare. This will result in an estimated decrease in revenue of \$4,300².

If this fare structure was implemented, the resulting revenue increase from the conventional service is estimated at \$15,300 annually or 8% over revenue from fares. A substantial portion of this estimated revenue increase is due to eliminating the free and highly discounted student passes. In estimating revenue gains, we have assumed a ridership decline of 5,000 riders per year³. We have also conservatively assumed that 50% passes now given away for free will not be purchased. It should be noted, that this fare structure may not follow the usual pattern of decreasing ridership and increasing

²Assumes no ridership loss since demand for handyDART service is generally not sensitive to small price changes

³Revenue forecasts take into account a 0.3% drop in ridership for every 1% increase in fares. This guideline, known as the Simpson-Curtin Rule, is commonly applied in transit analyses.

revenue. As observed in Victoria, implementing a single cash fare structure may have contributed to increasing ridership but decreasing revenue per ride.

This fare structure can help to accomplish several goals that may be important to the Port Alberni Transit System. It addresses primary goals of increased ridership and reduced fare disputes and secondary goals of improving the quality of data collected from fareboxes, providing incentive for riders to switch to prepaid products and reducing fare collection costs. This fare structure offers moderate revenue gains but does not bring the fares closer to other Tier 3 system fares, and does not align well with BC Transit guidelines.

7.3 Option 3: \$2.00 Single Cash Fare Option

Option 3, like Option 2 presents a fare structure option that incorporates the single cash fare guideline but with a fare increase to the regular cash fare.

TABLE 10: OPTION 3: SINGLE CASH FARE (CURRENT FARES IN BRACKETS)

	Cash Fares	10 Tickets	Monthly Passes	Day Passes
Regular	\$2.00 (\$1.75)	\$18.00 (\$16.63)	\$48.00 (\$48.00)	\$5.00 (\$4.25)
Discount (Senior)*	\$2.00 (\$1.50)	\$15.25 (\$14.25)	\$25.00 (\$20.00)	\$5.00 (\$3.50)
Discount (Student)**	\$2.00 (\$1.50)	\$15.25 (\$14.25)	\$25.00 (\$30.00)	\$5.00 (\$3.50)
Child 5 yrs. and under	No Charge	-	-	-
Family	-	-	(\$48.00) ^A	(\$7.00) ^{AA}

*Reduced fare for seniors age 65+, with valid ID

**Reduced fare for college students and students in full-time attendance up to grade 12 with valid Student ID

^AIncludes one adult monthly pass and one student monthly pass. Each additional student monthly pass costs \$10

^{AA}Reduced fare for families that consist of six or fewer persons, two of whom are adults

TABLE 11: handyDART FARES

	Within City & 6km Radius	6-13 km	13-30 km	Over 20 km
Passenger & companions	\$2.00 (\$2.00)	\$2.75 (\$2.75)	\$3.25 (\$3.25)	\$4.50 (\$4.50)
Attendants (needed to help passenger travel)	No Charge	No Charge	No Charge	No Charge

Option 3 increases the cash fares to \$2.00 across the board. A \$2.00 cash fare offers the qualitative advantage of ease of use; it is easier to drop a toonie into the farebox than to have to hunt for several coins to make up a fare that isn't a whole-dollar denomination.

As in Option 2, tickets would be sold in sheets of 10 rather than 20 and would be priced at the guideline of 10 tickets for the price of 9 rides with 15% off for riders who qualify for the discount. The discount monthly pass prices merge, as do the day pass prices. In addition, the family passes are replaced with the Family Pass Program. All of the guidelines relating to semester pass pricing, handyDART pricing and transfers have been applied.

This fare structure addresses the primary goals of increased ridership and reduced fare disputes and secondary goals of improving the quality of data collected from fareboxes, providing incentive for riders to switch to prepaid products and reducing fare collection costs. This fare structure also offers decent revenue gains, and brings the fares closer in line with other Tier 3 system fares.

If this fare structure was implemented, the resulting revenue increase from the conventional service is estimated at \$25,000 annually or 13% over revenue from fares. In estimating revenue gains, we have assumed a ridership decline of 10,600 riders per year. We have also conservatively assumed that 50% passes now given away for free will not be purchased.

8.0 CONCLUSION

- (1) BC Transit recommends Option #3 that would see an increase in the regular cash fare together with the introduction of a single cash fare for the following reasons:
 - This fare structure is better aligned with Tier 3 peer systems
 - It aligns closer with BC Transit fare guidelines
 - It offers all the benefits of a single cash fare (simplicity and reduced confrontation)
 - Establishes a simplified fare product structure through reduced fare product offerings and through the introduction of a Family Pass Program
 - Offers potential for significant revenue gains
 - Does not require a decrease in handyDART fares
- (2) To minimize fraud, BC Transit recommends that the City of Port Alberni consider switching from lettered to dated transfers and implementing a 60-minute one-directional transfer policy
- (3) Fare changes should be introduced when transit service improvements are implemented and specifically at the very beginning of the month. BC Transit requires at least eight weeks' notice after Council and Board approval to implement a fare change.

9.0 RECOMMENDATIONS

It is recommended that the City of Port Alberni and the Regional District of Alberni-Clayoquot:

- (1) Receive this report as information
- (2) Consider BC Transit's fare structure and fare policy recommendation (Option 3) as described in the conclusion of this report, for approval.

CITY MANAGER'S REPORT

TO: City Council FILE

FROM: City Manager – Ken Watson

COPIES TO: City Clerk – Davina Hartwell
Director of Corporate Services/Deputy City Manager – Theresa Kingston
Cathy Rothwell – Director of Finance

DATE: July 9, 2014

SUBJECT: 2013 Annual Municipal Report

Issue:

The City's 2013 Annual Municipal Report is being made available for review by the public.

Background:

Section 98 of the *Community Charter* requires that all BC municipalities prepare an annual report which must include:

- The audited annual financial statements for the previous year;
- List of agencies provided Permissive Tax Exemptions and the amount of property taxes exempted;
- A summary of municipal services and operations for the previous year;
- A progress report respecting the previous year in relation to the objectives and measures established for that year;
- Any declarations of disqualification of Councillors and the nature of the disqualification;
- A statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;
- Any other information Council considers advisable.

Strategic Plan Implications:

Release of a readable and informative Annual Report to the public on our website and in hard copy supports our Strategic Plan Objective 5.5 “to Provide proactive public access to information”

Discussion:

The *Community Charter* requires that the Annual Municipal Report be released to the public for inspection for at least 14 days prior to consideration and adoption of the report at a public meeting which includes receiving submissions and questions from the public regarding the report. The Annual Report is available at City Hall and on the City's website for public inspection.

Recommendation:

It is recommended that Council formally receive the Annual Municipal Report along with submissions and questions from the public regarding the report at the July 28nd, 2014 Regular Meeting of Council.

The following resolution is proposed:

That the 2013 Annual Report be received, made available for public inspection immediately and that public questions, comments and formal approval of the Report be considered at the Annual Meeting to be held on July 28th, 2014 as part of the Regular Meeting of Council.

Respectfully submitted

A handwritten signature in black ink, appearing to read "John White", is written over a light-colored rectangular background.

City Manager

* * * *

The Corporation of the City of Port Alberni



2013 ANNUAL MUNICIPAL REPORT



City of Port Alberni
2013
Annual Municipal Report

Cover Photo: Canal Beach

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SUCCESSSES

Uptown Revitalization

The Uptown commercial district is a core part of our community - a place for meeting friends, grabbing a bite to eat and shopping for unique products and services. In 2013, we launched a new initiative to enhance the area through a revitalization tax exemption program that encourages property owners to create new commercial space, new multi-family residential space, and improve existing buildings. The program is designed to encourage density and aesthetic appeal to further the area's unique and existing style, history and vibrancy.

Community Beach

We're excited to be working cooperatively with service clubs and businesses on revitalizing a former industrial site into a new community beach. In 2013, the City invested \$100,000 to make the former Alberni Plywood mill site safe, presentable and usable as a community beach. This funding was then leveraged through donations and volunteer contributions to perform further landscaping and other works. While improvements are still ongoing, we're proud to welcome residents and visitors to the beach to enjoy waterfront recreation including swimming, kiteboarding, windsurfing, sailing and kayaking.

ACHIEVEMENTS



Home & Property Use

Rules and regulations for how property is used are contained in the City's Zoning Bylaw. In 2013, we engaged the community in a conversation about how you would like to use your property. This raised a number of important issues, including market gardens, boat and RV parking, secondary suites, and chicken and bee keeping. The result was a revised Zoning Bylaw that will help implement the community's vision by reflecting our unique interests and values.

Retention - Promotion - Attraction

We're focussed on growing our community and economy by showcasing our unique features and working with businesses to enhance local conditions. In 2013, we partnered with the Chamber of Commerce and Community Futures to conduct a comprehensive business retention survey. This initiative identified the the "Top 10 to Tackle", profiling issues that we're pursuing and continuing to report on each month. We also launched a new marketing campaign to promote Port Alberni and attract new investment. The campaign targeted industry, families, retirees and artists through magazine, billboard and online advertisements.

MAYOR JOHN DOUGLAS



On behalf of City Council, it is my honour to present the 2013 Annual Municipal Report for the City of Port Alberni. This report provides a valuable look back at our work over 2013 providing high quality services to our many residents, businesses and visitors.

City Council is committed to realizing our community's vision and as such, has remained focussed on addressing the goals and objectives set out in our Corporate Strategic Plan. I encourage you to review these goals and our progress detailed within this document.

As a municipality, we provide over one hundred different services across the community each and every day. These include such programs as recreational classes, business attraction and retention, street maintenance, animal control, medical first response, public transit and policing. Managing the budget that provides for all these services is a challenging exercise but one that Council holds with great responsibility and diligence. In 2013, we worked hard to move opportunities forward and deliver on our plan, by investing in infrastructure and public spaces that add to our quality of life, by creating an aggressive revitalization program to stimulate development, and by engaging the community in important conversations through public forums and new online tools. Of course, these are just a few highlights of what was a year full of many positive achievements that have laid the foundation for our growth and continued prosperity. Looking ahead, there are many beneficial projects and services to consider but we remain ever mindful of the prevailing economic conditions. Affordability is a comparative strength we have going forward and we intend to keep it that way.

As always, this document serves to provide you with information on the finances, operations and level of service that we provide. I want to acknowledge the hard work and dedication of City staff, as well as the countless citizens and businesses that gave their time and resources to projects and programs that benefit the community. This type of work strengthens our sense of community and promotes what were known best for – our heart. I hope you enjoy reading this document and reflecting on our work as a community to move towards an even more vibrant future.

John Douglas
Mayor

You can reach me via email at john_douglas@portalberni.ca
or by phone at 250-735-7177.

KEN WATSON, CITY MANAGER

On behalf of the Mayor and Council, I am pleased to submit the 2013 Annual Municipal Report. This report provides information regarding our community, organization, operations and finances in 2013 and meets the requirements set out in Section 98 of the Community Charter.

In 2013 City Council began implementing its new Strategic Plan which sets out updated goals and objectives to be achieved. This report outlines the annual progress made on Council's stated goals and objectives.

Significant progress was achieved on Strategic Goals in 2013. Needed water and sewer treatment improvements were furthered by completion of the designs for our water treatment upgrade and by acquisition of Catalyst's sewer lagoon to be integrated into the upgrade of our sewage treatment works. Revitalization of our Uptown Core was supported by adoption of an aggressive new revitalization tax exemption for that area. In addition an updated Zoning Bylaw and new Building Maintenance bylaw were developed in 2013.

Overall taxes collected by the City increased by 5.5% in 2013. Industrial taxes were frozen at 2012 levels and business taxes were increased only slightly. Residential taxes collected increased by 8.5%. Council recognizes the strong resistance of residents to ever increasing property taxes. All our Departments continue striving to find efficiencies and new revenue sources to allow us to deal with this reality in the face of escalating costs and the demand to continue providing high quality services to our citizens.

We continued to move forward with our goal for environmental sustainability. The City has implemented a number of sustainability initiatives including undertaking building upgrades to reduce energy consumption and GHGs as well as sewer upgrades to reduce combined sewer overflows. Since 2007 the City has reduced our Greenhouse Gas emissions arising from energy use by 7%. By creation and funding of the internal Port Alberni Carbon Fund we believe we have met our commitments under the Climate Action Charter to be carbon neutral by the end of 2012. We recognize our continuing role in minimizing our carbon footprint and look forward to continued progress. Going forward, the City will continue to show leadership in sustainable economic development through partnerships and initiation of local projects in renewable energy and urban core revitalization. The City will be implementing required upgrades to both our sewer and water treatment facilities to meet new regulations. Road improvements to address industrial traffic issues as well as implementation of a kitchen/yard waste composting program will also be a focus in upcoming years.

I would like to thank Council, City employees and the citizens of Port Alberni who have dedicated their energy and resources toward making this community more vibrant, healthy, and safe in 2013. More detailed information regarding the City's objectives, services and operations is available on our website at www.portalberni.ca. This includes our 2013 Strategic Plan, Official Community Plan, 2013 Comprehensive Annual Financial Report, 2014-2018 Five Year Financial Plan and 2014 Sustainability Report.

I welcome input from citizens regarding the format and content of this report and on the City's performance in general.

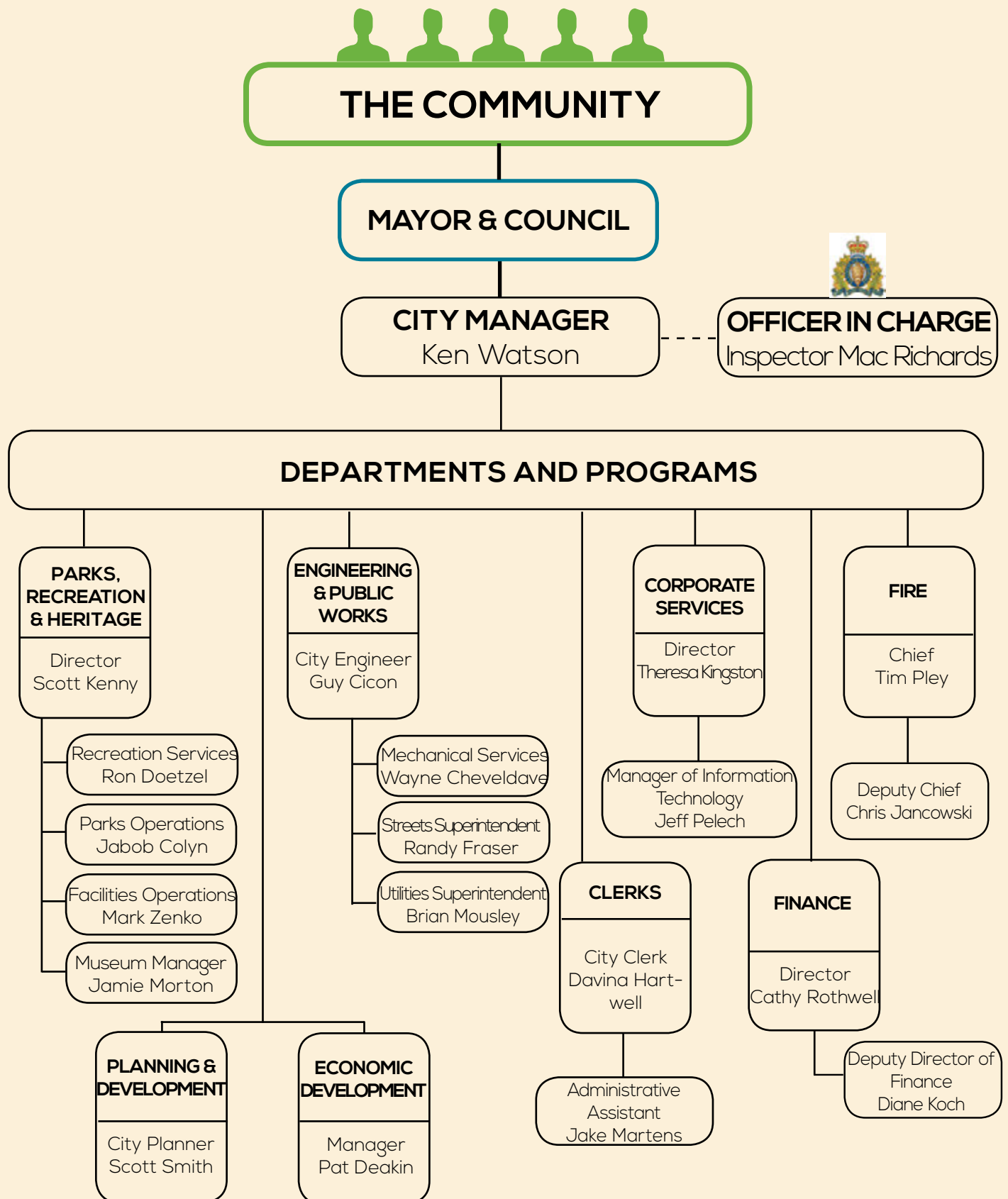


Ken Watson
City Manager

Please feel free to contact me at 720-2824 or at ken_watson@portalberni.ca with any questions or suggestions you may have.



ORGANIZATIONAL CHART



DIRECTORY OF OFFICIALS



Elected Officials 2011 – 2014

Back Row (L-R): Councillors Rob Cole, Jack McLeman, Hira Chopra, Cindy Solda
 Front Row (L-R): Councillor Wendy Kerr, Mayor John Douglas, Councillor Dan Washington

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 2013

2012 CITY OFFICIALS	NAME	CONTACT
City Manager	Ken Watson	250-720-2824
City Clerk	Davina Hartwell	250-720-2810
Director of Finance	Cathy Rothwell	250-720-2821
City Engineer	Guy Cicon	250-720-2838
Director of Parks, Recreation and Heritage	Scott Kenny	250-720-2507
Fire Chief	Tim Pley	250-720-2540
City Planner	Scott Smith	250-720-2808
Director of Corporate Services/Deputy City Manager	Theresa Kingston	250-720-2506
Manager of Economic Development	Patrick Deakin	250-720-2527
Building Inspector	Dave Cappus	250-720-2832
Manager of Information Technology	Jeff Pelech	250-720-2829
Licence Inspector/Bylaw Enforcement Officer	Tim Hautzinger	250-720-2831
Officer In Charge (OIC), RCMP Detachment	Mac Richards	250-723-2424
Auditor	Duncan Sabine Collyer LLP	250-724-5717
Banker	Bank of Montreal	250-723-2431

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

STRATEGIC GOALS

1

A responsible, livable and environmentally sustainable community

2

An engaged, inclusive, healthy and socially sustainable community

3

A vibrant, prosperous and economically sustainable community

4

A creative and culturally sustainable community

5

An effective organization with responsive leadership and service excellence

1

STRATEGIC GOAL

A responsible, livable and environmentally sustainable community

ISSUES & TRENDS

Port Alberni is becoming more aware of environmental sustainability and livability issues. Through facility and fleet upgrades GHG emissions were reduced by 17% since 2007 and the "Port Alberni Carbon Fund" is in place offsetting remaining GHG emissions and available for funding future projects to further decrease emissions. The first investment planned from the Carbon Fund is the purchase of an electric Zamboni in 2014.

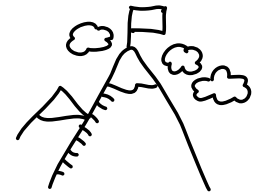
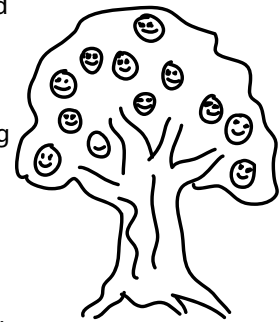
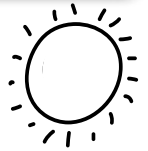
In partnership with the Alberni Valley Air Quality Council the City is working to help improve air quality by mandating that all woodstoves in the City meet CSA standards by 2017 and by offering free inspection for new woodstove installations. In addition the City installed electric vehicle charging stations in two locations in 2013 to promote use of electric vehicles.

The City is also working to improve the aquatic environment in our community. Significant upgrades to our sewage treatment works are currently in the design stages. As part of this plan Catalyst Paper's Sewage Treatment Lagoon was acquired in 2013. Treatment upgrades will allow us to meet regulations and improve the water quality in the Alberni Inlet.

In order to increase public accessibility to our waterfront, a new park was opened at the old Plywoods site on the Alberni Inlet. Opening of this Park was celebrated with a well-attended Polar Bear Swim event held New Year's Day.

SUCCESSES

- Continued Greenhouse gas reductions and energy savings through building & fleet upgrades. City Hall & Echo Centre upgraded.
- Awarded "Bear Smart Community" status.
- Installation of public electric vehicle charging stations at Harbour Quay and Victoria Quay.
- Acquisition of Catalyst Lagoon.
- Opening of waterfront park at Plywood Site.



PERFORMANCE	
MEASURES	RESULTS
Meet Climate Action Charter commitment to be carbon neutral in our operations by 2012	Achieved Carbon Neutrality by creation and funding of internal Port Alberni Carbon Fund.
Reduce GHG emissions from City operations	Reduction of 60 tonnes (tCO2) in 2013. 20% reduction in GHG emissions (450 t) since 2007
Meet Prov. & Federal Sewer Discharge Criteria	Required upgrade designs and LWMP in progress.
Solid Waste Reductions via composting and recycling	No reduction in 2013. Reduction of 24% in residential solid waste since 2007

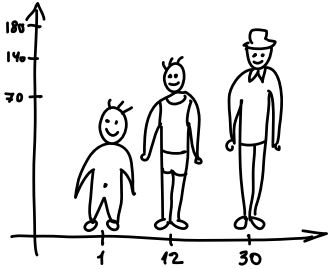
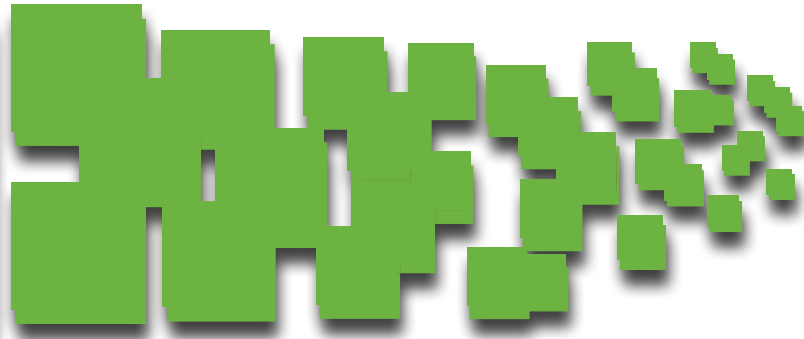
LOOKING FORWARD - 2014

- Sewer collection system improvements to reduce combined sewer overflows.
- Adoption of Stage 2 Liquid Waste Management Plan and completion of sewage treatment facility upgrade designs.
- Completion of an Active Transportation Plan and Trails Master-plan to better accommodate cyclists and pedestrians.
- Further development of the waterfront park on Alberni Inlet at the old Plywood Mill site.
- Trail system expansion and upgrades in Roger Creek area.

STRATEGIC GOAL

2

An engaged, inclusive, healthy and socially sustainable community



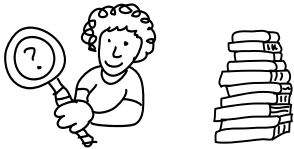
ISSUES & TRENDS

While Port Alberni has excellent drinking water quality, provincial regulations require us to upgrade our water treatment to make it even safer and healthier. We are currently planning these improvements.

Also in the planning stages is road construction to provide a waterfront industrial route that will divert trucks out of residential and commercial areas increasing safety, and decreasing noise.

The RCMP's success in decreasing crime continued in 2013 with significant reductions in crimes against people. This continues to increase the safety and security of our community.

Port Alberni has a legacy of excellent Parks and Recreation facilities supporting the health and leisure pursuits of our citizens. Keeping these aging facilities in good operating condition presents both budget and physical challenges.



SUCCESSES

- RCMP "Crime Reduction Strategy" continuing to reduce crime statistics.
- The Community Investment Program (CIP) distributing grants to community groups.
- Bob Dailey Stadium Track surface replaced.
- Water treatment plant upgraded designs completed.



LOOKING FORWARD - 2014

- Construction of water treatment upgrades providing for UV disinfection.
- Detailed design and property acquisition for a waterfront industrial route completed.
- Completion of an Active Transportation Plan promoting cycling and trails systems.
- Improvement and extension of our Roger Creek Trails system.

PERFORMANCE	
MEASURES	RESULTS
Crime statistics decreasing	2.5% reduction from 2012 for statics on all offences
Increase Fire Service efficiency through Regional Cooperation	Automatic Aid Agreements achieved with 2 of 3 Volunteer Fire Departments
Increase attendance at Parks & Rec programs & facilities	Increased by 2% in 2013
Drinking water quality meets VIHA criteria.	Current treatment does not meet all new criteria. Upgrade designs completed

3

STRATEGIC GOAL

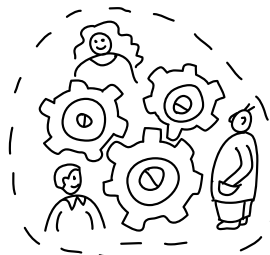
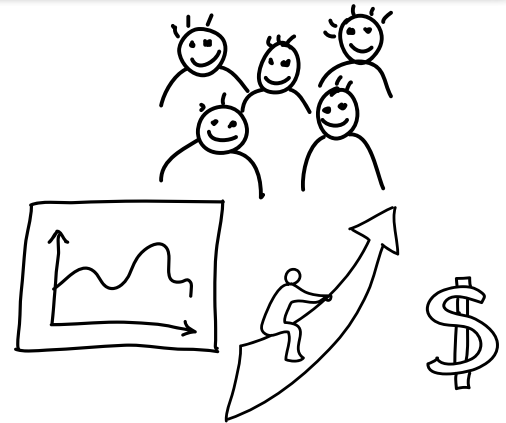
A vibrant, prosperous and economically sustainable community

ISSUES & TRENDS

Construction activity continued a slowing trend with residential construction down 10% from 2012 and lower than any year since 2003. Commercial construction was about \$5 million which is down somewhat from a peak in 2011.

In the South Port "Uptown" area empty storefronts persist showing lack of economic vitality in this area. "Uptown" revitalization efforts continued in 2013 with adoption of a new more aggressive Revitalization Bylaw for that area.

Industrial taxes were frozen following 6 years of reductions to promote retention of industry. Residential taxes were increased by slightly more than the provincial average for similar sized cities.



PERFORMANCE	
MEASURES	RESULTS
Implement Uptown Waterfront Plan	PAPA undertaking Fisherman's Harbour Upgrades
Use revitalization tax exemptions	New Bylaw Adopted targeting Uptown Commercial area
Community Forest Operating Success	Payment of \$50,000 offsets startup costs
Business License #s	630 up 10 % from 2012
Construction Statistics	26 new Residential units down 7% from 2012.
Overall Tax increase (pop 10,000-25,000)	Port Alberni 5.5% Prov. Avg. 4.8%
Industrial Tax Increase	Port Alberni 0.0% Prov. Avg. = 0.5%
Industrial Tax Rates	Port Alberni = \$51 Prov. Avg. = \$36
Industrial Tax Multiple	Port Alberni = 5.7 Prov. Avg. = 8.4
Business Tax Rates (pop 10,000-25,000)	Port Alberni = \$16 Prov. Avg. = \$13
Business Tax Multiples	Port Alberni = 1.8 Prov. Avg. = 2.9
Residential Tax Increase	PA Avg. 8.6% Prov. Avg. 8.0%

SUCCESSSES

- Promotion of Port Authority's Asia Pacific Gateway/ Transshipment Hub initiative and feasibility study.
- Opening of Port Authority new "Centennial Pier" at Harbour Quay.
- Residential property tax on average home below average for B.C. similar cities.
- Business tax levels steady and below average multiple for B.C.
- Industrial Taxation freeze continued to help ensure vitality of local industry.

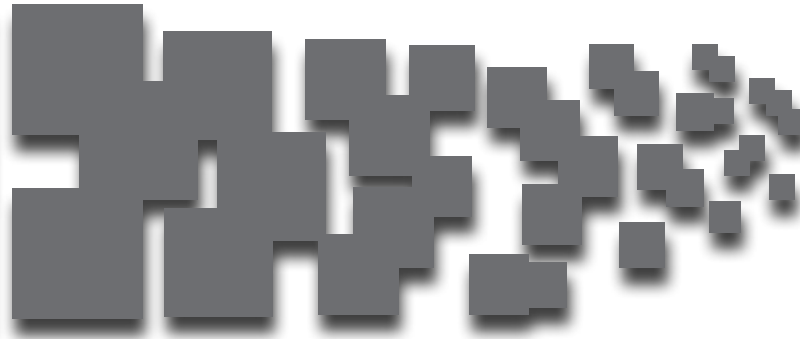
LOOKING FORWARD - 2014

- Marketing key parcels of City owned land including the "Plywoods" site.
- Implementing new Revitalization Tax Exemption Bylaws to help increase vibrancy Uptown.
- Continued tax freeze for Industry.
- Business tax held steady with increase only from new construction.
- Water and Sewer Rate review factoring cost of new treatment.

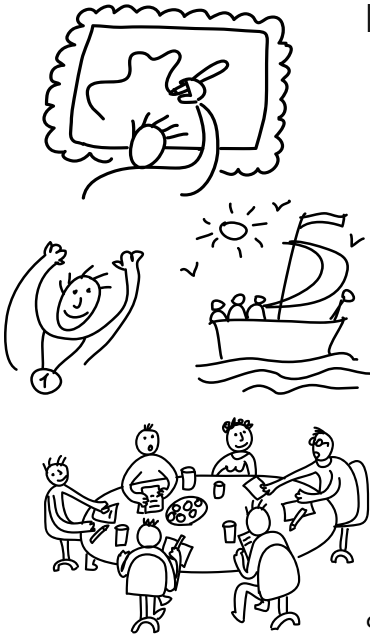
STRATEGIC GOAL

4

A creative and culturally sustainable community



ISSUES & TRENDS



Port Alberni has always had strong community support for arts, culture and heritage. This is reflected in the Heritage network of attractions including the A.V. Museum, McLean Mill, Maritime Discovery Centre, and Alberni Pacific Railway. The Museum staff, the Industrial Heritage Society and the Maritime Discovery Society take lead roles programming these facilities. Salmon Festival and Fall Fair are held annually and international tall ships festivals have twice been hosted in recent years all organized by dedicated volunteers. The arts have long been supported by the Community Arts Council with their Rollin Arts Centre as well as Portal Players Dramatic Society in their Capitol Theatre. Recently the Port Alberni Arrowsmith Rotary Club, with broad community support, successfully promoted an "Arts Corridor" along Argyle Street incorporating banners, public art, and other improvements. This has led to increased commercial vibrancy and hosting of new arts and culture related events Uptown and on the waterfront. These include Puddle Ducks, ArtRave, and Fringe Festival.

In early 2013 Jean McIntosh retired. Jean was the long time Museum, Heritage and Culture Director and a community leader in area of the arts and heritage. Jamie Morton was hired as Manager of Museum, Heritage & Culture.

SUCCESSES



- Puddle Ducks World Regatta at Harbour Quay.
- Erection of new Spar Tree by Steam Donkey event at McLean Mill.
- Pirate Train event for kids trip to McLean Mill Sponsored by Rotary.
- Improvements completed to Entry, Gift Shop and Storage at AV Museum.

LOOKING FORWARD - 2014

- Heritage Signage and Public Art programs implemented.
- Celebration of completion of millpond dam upgrades and diversion of Kitsuksis Creek at McLean Mill.
- 50th Anniversary of 1964 Tsunami Event.
- Development of exhibit partnerships with First Nations.

PERFORMANCE	
MEASURES	RESULTS
Increased attendance at Heritage & Culture events and facilities	Total for 2013 was 27,660 down 33% from our Centennial year in 2012
Increase Community Group Grants through CIP	Grants awarded for 2013 up 2% from 2012 awards

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STRATEGIC GOAL

An effective organization with responsive leadership and service excellence

ISSUES & TRENDS

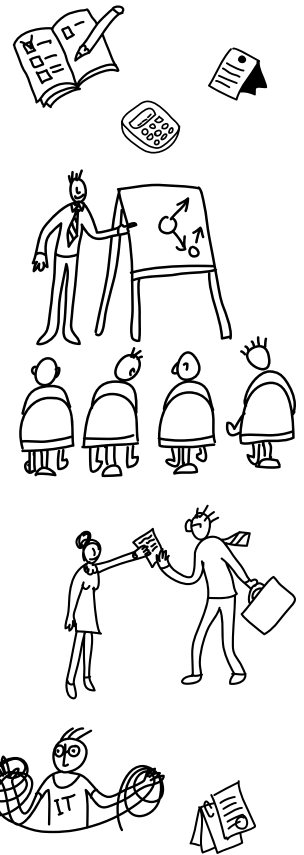
The City's Strategic Plan identifies objectives for economic, social, cultural and environmental sustainability with an overall objective of service excellence. Service excellence can be measured by gauging satisfaction levels of those served as well as comparison with local government "best practices".

To gauge public satisfaction, the City undertook an in-house public satisfaction assessment in 2013 making use of open houses, a web based survey and social media. This process was a follow-up to the Ipsos Reid Satisfaction Survey undertaken in 2011. Results were consistent showing that most citizens (75%+) are satisfied with services in general and very satisfied with services of Police, Fire, Public Works, and Parks & Recreation. Citizens were less satisfied with the value of services received compared to taxes paid. Almost half of respondents would choose service cuts to avoid tax increases.

With respect to outside comparison, in 2013 the City was audited by the Auditor General of Local Government's Office (AGLG) in the area of effectiveness of police contract administration. Results of this audit are pending. In recent years independent reviews have been undertaken evaluating the effectiveness of our Fire Department and our overall Management structure. Recommendations from these reviews are being implemented as directed by Council.

SUCCESSES

- BCMSA Certificate of Recognition updated with independent audit of occupational health and safety.
- Creation of Corporate Services Department including HR, IT, Community Development
- Merged Heritage and Parks & Recreation Departments.
- Provided AGLG with all documentation required for audit within required times.
- Signed new collective agreement with CUPE 118 with 5 year term.
- Mayor and five City staff recognized with Queen's Diamond Jubilee medals in recognition of community contributions.



LOOKING FORWARD - 2014

- Completion of Corporate wide succession plan.
- Renewal of Collective Agreement between City and Firefighters Union (PAPFF).

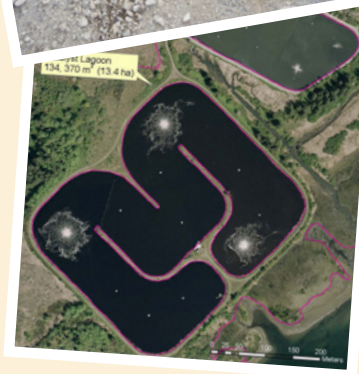
PERFORMANCE	
MEASURES	RESULTS
Safety Management System Audit result	95% score
Public Satisfaction	City Budget Survey(2013) 76% Satisfied with City Services 60% with value for taxes.
GFOA award for Financial Reporting	Achieved in 2013 for 20th year.
Independent Operational Reviews	AGLG Policing Audit pending. Management & Fire Dept. Completed & Implemented



Department Reports 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 - 2013

- Significant improvements to the City's infrastructure were made through major street projects in the Pierce Rd., Swanson St. and 3rd Ave. areas.
- Design Plans completed for Water Treatment Plant upgrade to include UV disinfection at Bainbridge Pumpstation.
- Industrial Waterfront Road alignment designs completed through APD Mill Site.
- Agreement reached for Industrial Road ROW across Catalyst property connecting to Redford Street.
- Sewage Treatment Lagoon Upgrade project advanced with acquisition of Catalyst Paper's Treatment Lagoon and continuation of designs.
- Electric Vehicle Charging Stations were installed at Victoria Quay and Harbour Quay

FOCUS - 2014

- Sewage Treatment Lagoon Upgrade project engineering designs and approvals underway.
- Water Treatment Plant Upgrade UV disinfection station construction in 2014.
- Work with ACRD and Catalyst toward Regional Water Supply option from Catalyst's Sproat Lake supply.
- Dry Creek flood protection designs complete and funding approval from Build Canada Fund.
- Completion and adoption of an Active Transportation Plan that focuses on walking and cycling.
- Improvements to the water networks on North Cres., Wallace St., and 2nd Ave.
- Sewage and Drainage improvements to the Coal Creek Outfall.
- Road upgrades on 16th Ave, Athol St. and Beaver Creek Road.
- Plan for implementation of curbside collection of kitchen and yard waste.



Department Reports

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 - 2013

- Significant improvement in turn out times bringing us very close to NFPA optimum standards.
- Operation of the Alberni Valley Automatic Mutual Aid agreement on 13 fire calls providing a higher level of coordinated service to citizens of the City, Beaver Creek and Sproat Lake.
- Continued regional training initiative in partnership with NIC providing training to smaller departments including Ucluelet, Tofino, Beaver Creek and Coombs-Hilliers.
- Replacement of all SCBA units with new more ergonomic, safer units.
- Continued phased upgrade of Tsunami Warning System equipment with replacement of the Golden St. station.
- Election of Fire Chief Tim Pley as the President of the B.C. Fire Chief's Association.

FOCUS - 2014

- Continue phased Tsunami Warning System renewal
- Update Fire Dept enabling bylaws to current standards.
- Continued focus to Improve turn out and response times, targeting NFPA standards.
- Explore solutions to PAFD records management challenges.
- Build on regional partnerships. Focus on Improving benefits to all parties from Automatic Mutual Aid.
- Assist Air Quality Council with improving local air quality, primarily through education.



Department Reports

RCMP

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.



Community partners at the Port Alberni RCMP Detachment

HIGHLIGHTS - 2013

- Crimes against persons (homicide, robbery, assault) decreased by 18% in 2012.
- Property crimes (thefts, break and enters, mischief) increased 8% from 2012.
- The Crime Reduction Strategy and Repeat Offender Management Program has continued to produce positive results with 1568 curfew checks conducted.
- Overall calls for service continue to decrease and have declined 19% from 2008.
- A police officer was assigned full time to address Violence in Relationship occurrences.
- Crime Reduction achieved through community engagement and volunteers. Community programming undertaken: Citizens on Patrol (COP), Speed Watch, Crime Stoppers, Block Watch, Community Policing Office and Victim Services.

FOCUS - 2014

- Reduce the number of complaints associated to theft and build a safe community through offender management, police presence and intelligence led enforcement.
- Focus on substance abuse by reducing its prevalence and harm in the community through education, enforcement and community involvement.
- Increase community engagement through police visibility, bicycle, boat and traffic patrols, working with community groups, volunteers and media.
- Decrease youth involvement in the Criminal Justice System both as offenders and victims.



Department Reports

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
- Providing leadership and personal development opportunities promoting community values



HIGHLIGHTS - 2013

- Energy and roofing upgrades were completed at Echo Centre and City Hall with projected savings of \$30,000/yr.
- Recreation Manager Ron Doetzel and Arena Maintenance worker Co Quach retired.
- The track surface at Bob Dailey Stadium was replaced.
- After extensive site cleanup, a new waterfront park and beach at the former plywood site was opened to the public. The first annual Polar Bear swim at the new beach attracted 200 swimmers and 600 supporting family members!
- With assistance of SD70 Civics Studies class, the "Walkway to Success" pathway was completed between the new high school and North Island College.
- Energy upgrades to the Multiplex mechanical systems were initiated at a total cost of \$500,000, a payback of 5 years and estimated energy savings of 333,000kwh/yr.
- The whirlpool and main pool heat exchanger at the Aquatic Centre both underwent a major overhauls.
- 89,000 residents were admitted to our facilities and 5500 residents registered for a variety of programs.
- Family Day, Easter Bunny Express, Our Town, Walk with Your Doc, Movie Night and Winter Wonderland were once again extremely popular community events.

FOCUS - 2014

- Complete the energy upgrades to the Multiplex and Glenwood Centre.
- Repair and resurface the Gyro Recreation Park tennis courts.
- Initiate construction of the Rogers Creek trail network.
- Replace the playground at Gyro Recreation Park.
- Install outdoor fitness equipment at Bob Dailey Stadium.
- Continue with facility repairs at Echo Centre including replacement of the south windows and replacing the siding on the Aquatic Centre offices.
- Develop conceptual plans for the new waterfront park.
- Continue to attract sponsorships to support recreation programs and park development.



Department Reports

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
- Contributing to economic diversification through the development of heritage tourism attractions

HIGHLIGHTS - 2013

- McLean Mill was commissioned to do a large cut of cedar for the Ucluelet First Nation community building.
- Pacific Yachting article by Marianne Scott, "Destination Port Alberni," appeared in the November issue, featuring a very positive review of her visit to the AV Heritage Network in 2013.
- Curator K. Smith, prepared and installed the "in-house" exhibit, "Picturing Alberni," using a representative sample of the prints, drawings, and paintings from the City Art Collection.
- Preceptor XI Chapter - held a fashion show and luncheon at Echo Centre raising \$2,150, in support of education programs.
- Successful Heritage Fair funded by: Port Alberni Lions Club; Quality Foods; Alberni Valley Times; Alberni Valley Community Foundation; BC Heritage Fairs Society. Three students from Port Alberni, and three from the Comox Valley, were selected to attend the BC Provincial Heritage Fair in Victoria.
- The summer exhibits at the Museum, "Leonard Frank, BC's Master Photographer," and at the Maritime Discovery Centre, "A View From the Bridge: The Uchuck Vessels & the Lady Rose" were well-received by visitors.
- The very successful Pirate Train event was organized by McLean Mill and sponsored by the Rotary Club of Port Alberni.
- Museum attendance: 16,607, including 1784 school children
- Attendance at McLean Mill: 11,053.



FOCUS - 2014

- Development of exhibit partnerships with local First Nations.
- Celebrating the 50th anniversary of the 1964 Tsunami.
- Completing the Kitsuksis Creek bypass and dam improvements at McLean's Mill.
- Increasing gift shop offerings and revenues.



Department Reports

Planning, Building & Bylaw

The Planning Department administers land use regulations, building permits, bylaw enforcement and business licenses 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 Subdivisions.
- Upgrade and maintain the City's Geographic Information System & Mapping.
- Coordinate the Advisory Planning Commission for the City of Port Alberni.
- Building and Plumbing Permits and Inspections.
- Bylaw Enforcement and Business Licensing

HIGHLIGHTS - 2013

- The North Island College completed a new teaching kitchen building.
- Major renovations were completed to the Alberni Mall. Home Hardware, The Brick, Paws & Claws and Aaron's were new tenants added to the mall.
- A new warehouse building was completed at the Beaver Creek Home Centre.
- Construction of a new Tim Horton's completed on Redford Street at 10th Ave.
- A new Ford dealership began construction on Beaver Creek Road.
- A new 6 bay carwash began construction on the corner of Southgate Road and Gertrude Street.
- Substantial work was completed on a review and rewrite of the City of Port Alberni Zoning Bylaw.
- Substantial work was completed on the Waterfront North Study with the Hupacasath First Nation, Tseshahat First Nation and Port Alberni Port Authority.



FOCUS - 2014

- Continue to provide a high level of service to City Council, other City departments, the public and development industry. Strategic Goal 5: "An effective organization with responsive leadership and service excellence."
- Complete the Waterfront North Study with the Hupacasath and Tseshahat First Nations and Port Authority. Strategic Goal 3.1 "Promote the development of the waterfront".
- Complete rewrite of the City of Port Alberni Zoning Bylaw with Council adoption of a new bylaw in early 2014. Strategic Goal 2.4.1 "Sustainable Land Use Regulations".
- Continue to review many of the City's enforcement bylaws. Strategic Goal #4.1 "To ensure a positive image of the City of Port Alberni".



Department Reports

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 \$30 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.
- 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, treasury services, insurance, and risk management.



Photo: AVTimes

HIGHLIGHTS - 2013

- Received Canadian Award for Financial Reporting from the Government Finance Officers Association for our 2012 Annual Financial Report.
- Prepared and updated budget documentation for the 2013 5 year Financial Planning process.
- New financial software implementation in progress.
- Generated over 29,000 billings for property tax, utilities, and other city-related business.

FOCUS - 2014

- Continue to work with Council and other departments to develop multi-year financial plans that address both immediate needs and long-term financial sustainability
- Perform annual review of fee structures to improve cost recovery and service delivery.
- Continue to develop Asset Management plans and financial plans that integrate asset requirements with financing strategies.
- Complete, in partnership with the City's Information Technology department, implementation of financial software that will result in more effective and informative reporting.



Department Reports

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 - 2013

- Completed acquisition agreement for Catalyst treatment lagoons to augment City sewage treatment.
- Negotiated terms of water supply from City to Beaver Creek.
- Achieved Paperless Agendas and on-line social media presence.
- Negotiated new 5 year term collective agreement with CUPE 118.
- Developed Uptown Revitalization Tax Exemption terms and Bylaw.

FOCUS - 2014

- Negotiate access to Catalyst Sproat Lake water supply for regional water supply.
- Negotiate new collective agreements with the Port Alberni Professional Fire Fighters Association (PAPFFA) Local 1667 and CUPE Local 118.
- Continue to provide excellence in customer service and support to Council.



Department Reports

Corporate Services

The Corporate Services Department exists to ensure a qualified, motivated workforce in a healthy, safe, work environment which is supported with an integrated, comprehensive information technology system in order to deliver high quality programs and services to the residents and taxpayers of Port Alberni.

Corporate Services provides the following services for all departments and staff of the City of Port Alberni:

- Recruitment and Selection
- Training and Development
- Information Technology Support
- Performance Management
- Job Evaluation
- Occupational Health and Safety
- Labour Relations
- Advising and Support
- Policy Development
- Employee Recognition
- Wellness Program
- Process Facilitation and Privacy Coordinator

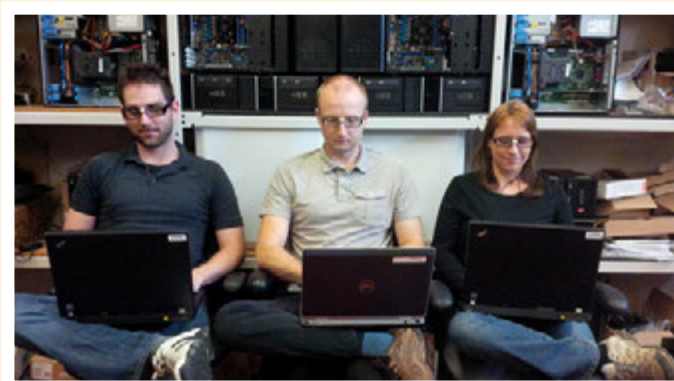
FOCUS - 2014

- Corporate Sustainability Plan.
- Complete Succession Plan and implement individualized training programs.
- Development and implementation of Performance Management System.
- Development of new City website to address need for mobile compatibility and information.
- Implement Mobile computer in vehicles for cost and time savings while on jobsites.



HIGHLIGHTS - 2013

- Creation of the Corporate Services Department merging Human Resources and Information Technology into one Department.
- Completed all requirements in the WorkSafeBC Certification of Recognition Audit Follow-up Plan and for the third year received an incentive rebate. A follow up action plan has been developed for 2014.
- A city-wide Succession Plan is underway. The program includes meeting with all employees to discuss their future direction and identify appropriate training. In 2013, 9 long time employees retired. It is expected that 14 – 15 employees will retire over the next 3 years.
- The Community Investment Program (CIP) distributed grants for the 2013 budget year in January and approved grants for 2014 in the Fall. The program provides community groups with the opportunity to apply for in-kind and cash grants. For 2013, the City received grant applications totaling \$97,000 with grants being awarded total \$30,015. For 2014, grant requests totaled over \$67,000 with \$33,147 awarded.
- The Employee and Family Assistance Program (EFAP) and Wellness Committee was active throughout 2013. The Committee has representation from all worksites and has developed a calendar of activities including: Family Picnic, Annual Clean Up Day, Staff Appreciation luncheons.





Department Reports

Economic Development

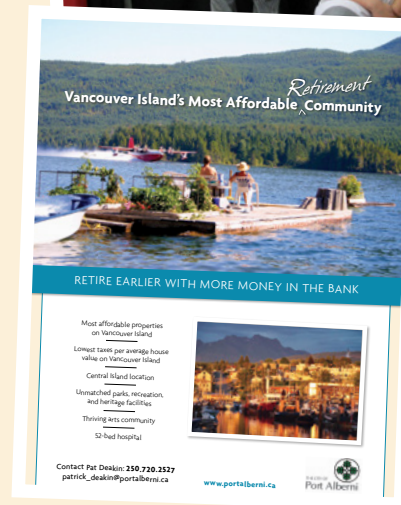
The primary goals of the Economic Development department are diversification of the economy, business retention & business attraction. Responsibilities of the Economic Development Manager include:

- 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 - 2013

- District Energy System received low interest loan of \$4.3 million and additional grant funding of \$430,000 from FCM Green Municipal Fund.
- Completion of Business Retention Survey in partnership with Chamber of Commerce and Community Futures.
- Commercial Revitalization Tax Exemption Bylaw developed and adopted for Uptown area.
- Two key building acquisitions Uptown.
- Alberni Valley as Feature Farm Community at Islands Agriculture Show.
- Community Profile Updated.
- Assisted Pacific Coast University for Workplace Health Sciences degree accreditation process.
- Hosted Uptown Revitalization webinars.
- Assisted Port Alberni Port Authority initiatives including cruise ship visit, Centennial Pier and the Port Alberni Trans-shipment Hub.



FOCUS - 2014

- Market the Alberni Valley with a focus on Affordable Living.
- District Energy System Implementation.
- Enhanced Marketing of Heritage Attractions.
- Expanded Commercial Revitalization Tax Exemption Bylaw
- Arts Showcase development.
- Investment Attraction.
- Sale of Key Development Properties.
- 'Top Ten to Tackle' issues identified in Business Retention Survey.
- Social Media Plan development.

COMMITTEES, COMMISSIONS & BOARDS

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Councillor Cindy Solda, Councillor Jack McLeman

PERSONNEL COMMITTEE

Mayor John Douglas, Councillor Wendy Kerr, Councillor Hira Chopra

AUDIT COMMITTEE

Councillors Hira Chopra (Chair), Jack McLeman, Dan Washington

COMMUNITY INVESTMENT PROGRAM / PERMISSIVE TAX EXEMPTION

Councillor Rob Cole (Chair), Kenn Whiteman, Frances Ketteringham, Russ McLaughlin, Theresa Kingston

BOARD OF VARIANCE

Boris Lehner, Gerry Hickey, Danese McDonald

COURT OF REVISION

Ray Kwok, Councillors Hira Chopra, Cindy Solda

ADVISORY PLANNING COMMISSION

Linda Kelsall, Larry Ransom, Chris Colclough, Staff Sgt. Mike Coady, Randy Thoen, Brenda Sayers (Hupacasath), Cindy Stern (Tseshaht), Vern Barnett, Councillor Hira Chopra, Shelley Chrest, Wes Hewitt, Seva Dhaliwal

ALBERNI VALLEY HERITAGE COMMISSION

Judy Carlson, Shirley Steven, Dave Tranfield, Bert Simpson, Mike McDowall, Gareth Flostrand, Gayle Stephen-Player, Pam Craig, Penny Cote, Marta Williamson, Neil Malbon, Luke George, Dan Washington

ADVISORY TRAFFIC COMMITTEE

Sgt. Dave Paddock, Guy Cicon, Randy Fraser, Chris Jancowski, Pat Dahlquist, Alison Wong, Cameron McKinnon, Phil Atkinson, Councillor Rob Cole

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, Councillor Dan Washington

ALBERNI VALLEY BEAR SMART COMMITTEE

Guy Cicon, City Engineer

ALBERNI VALLEY AIR QUALITY COUNCIL

Councillor Wendy Kerr; Tim Pley, Fire Chief

COUNCIL APPOINTMENTS

MAYOR JOHN DOUGLAS

- Board Member, ICET North Island Sunshine Coast Regional Advisory Committee
- Director of Upnit Power Corporation
- Chair, Personnel Committee
- Emergency Planning Program member
- Liaison, Port Alberni International Twinning Society
- Member, Court of Revision

COUNCILLOR HIRA CHOPRA

- Liaison, Advisory Planning Commission
- Liaison, A.V. Chamber of Commerce
- Chair, Audit Committee
- Member, Personnel Committee
- Member, Court of Revision

COUNCILLOR WENDY KERR

- Vancouver Island Regional Library Board Member
- Member, Personnel Committee
- Liaison, Continuing Care Societies
- Liaison, Community Stakeholders Initiative on Homelessness
- Liaison, Air Quality Council

COUNCILLOR CINDY SOLDA

- Director, Alberni Clayoquot Regional District
- Chair, Regional Hospital District
- Director, AVICC
- Member, RCMP Contract Management Committee
- Member, Court of Revision

COUNCILLOR ROB COLE

- Chair, Community Investment Program /Permissive Tax Exemption Committee
- Liaison, Advisory Traffic Committee
- Liaison, SD70/North Island College
- Emergency Planning Committee

COUNCILLOR JACK MCLEMAN

- Director, Alberni Clayoquot Regional District
- Member, Audit Committee

COUNCILLOR DAN WASHINGTON

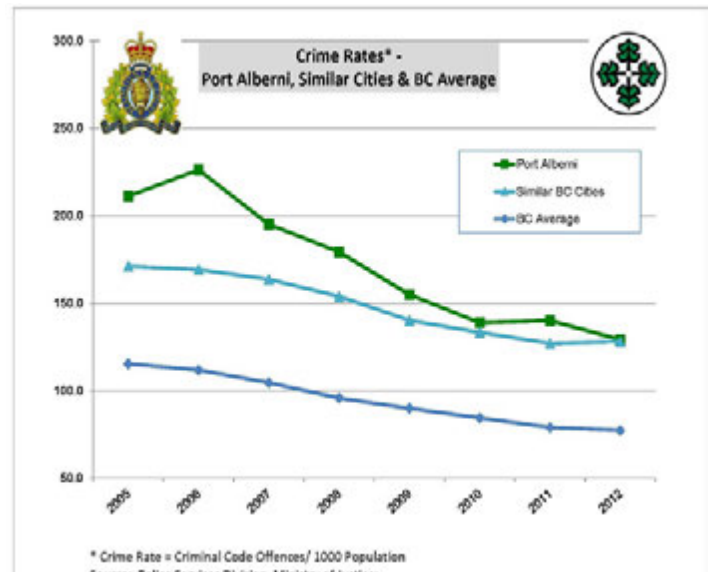
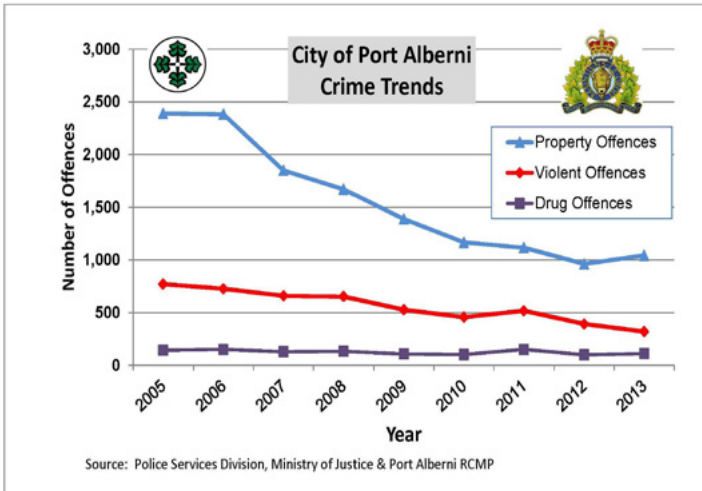
- Member, Audit Committee
- Liaison, Alberni Valley Heritage Commission
- Liaison, AV Community Forest Corp
- Member, West Island Woodlands Advisory Group

PERMISSIVE TAX EXEMPTIONS

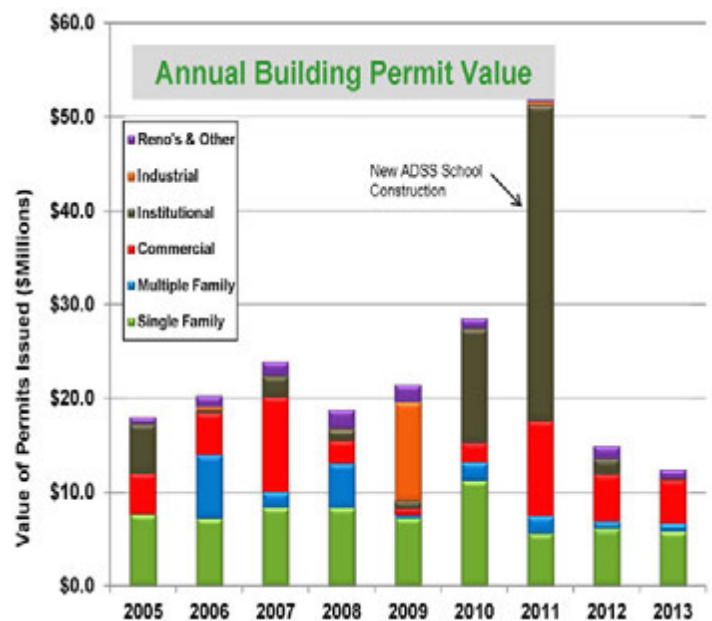
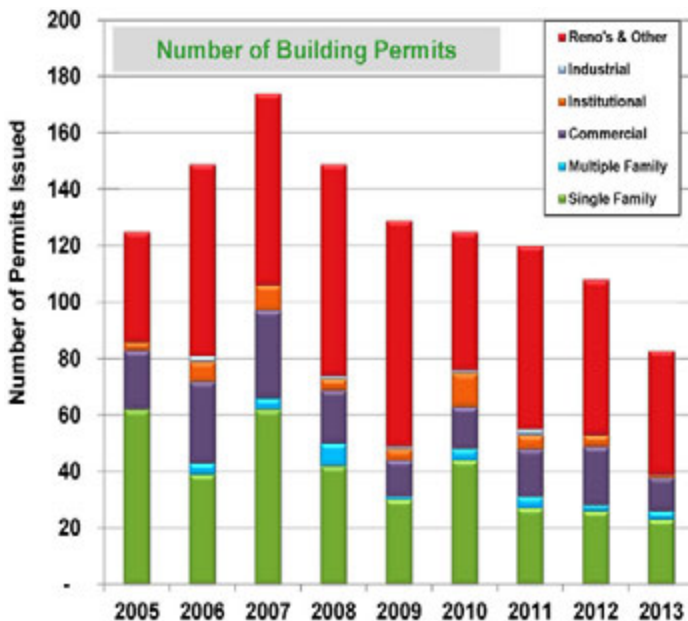
REGISTERED OWNER	EXEMPTION
Alberni Athletic Association	\$19,937.45
Alberni Clayoquot Continuing Care Society – Fir Park Village	\$25,282.06
Alberni Community & Women's Services Society	\$2,781.48
Alberni District Fall Fair Association	\$10,513.86
Alberni Valley Child Care Society	\$4,119.95
Alberni Valley Curling Club	\$2,096.83
Alberni Valley Hospice Society (Ty Watson House)	\$1,828.49
Alberni Valley Junior Baseball Association	\$226.63
Alberni Valley Minor Hockey Association	\$1,628.89
Alberni Valley Minor Softball Association	\$530.51
Alberni Valley Rescue Squad	\$7,086.01
Alberni Valley Senior Citizens' Homes	\$47,481.62
Alberni Valley Youth Soccer Association	\$2,708.29
Bread of Life Society	\$1,920.11
British Columbia Society for Prevention of Cruelty to Animals	\$24,048.01
Canadian Mental Health Association – New Horizons Centre	\$2,297.51
Canadian Mental Health Association - 3131 5th Ave	\$5,773.35
Catholic Independent Schools, Diocese of Victoria	\$12,943.54
Community Arts Council of the Alberni Valley	\$3,737.65
CTH Management Association	\$26,645.58
Echo Sunshine Club	\$5,853.09
Falls Road Eagles Hall	\$1,073.37
Island Corridor Foundation	\$9,076.58
Italian Canadian Fraternal Society	\$2,704.05
Mount Arrowsmith Skating Club	\$1,696.95
Navy League of Canada	\$6,421.28
Port Alberni Aquatic Club - Tsunami Swim Club	\$684.03
Port Alberni Association for Community Living	\$12,582.52
Port Alberni Black Sheep Rugby Club	\$10,885.45
Port Alberni Gymnastics Association	\$15,585.05
Port Alberni Lawn Bowling Club	\$3,883.79
Port Alberni Maritime Heritage Society	\$8,229.01
Port Alberni Men's Slowpitch League	\$226.63
Portal Players Dramatic Society	\$4,859.16
Royal Canadian Legion	\$1,352.43
Southside Community Church of the Nazarene	\$2,401.25
Western Vancouver Island Industrial Heritage Society	\$8,408.66
2013 PROPERTY TAXES FOREGONE THROUGH PERMISSIVE TAX EXEMPTIONS	\$299,511.12

PERFORMANCE GRAPHS & CHARTS

PUBLIC SAFETY

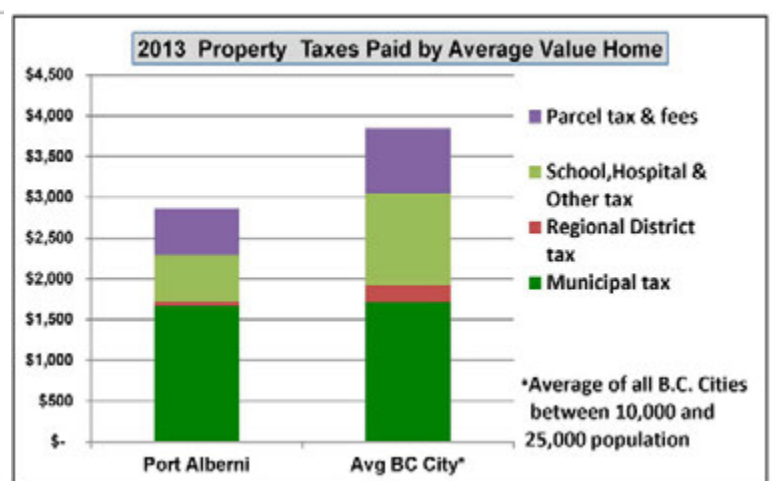
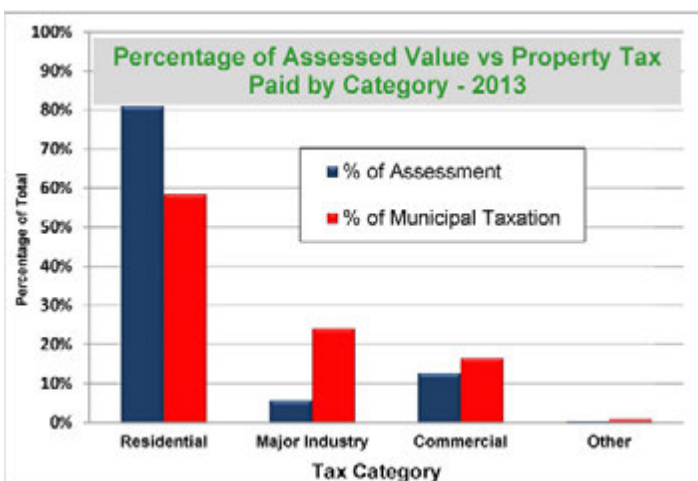
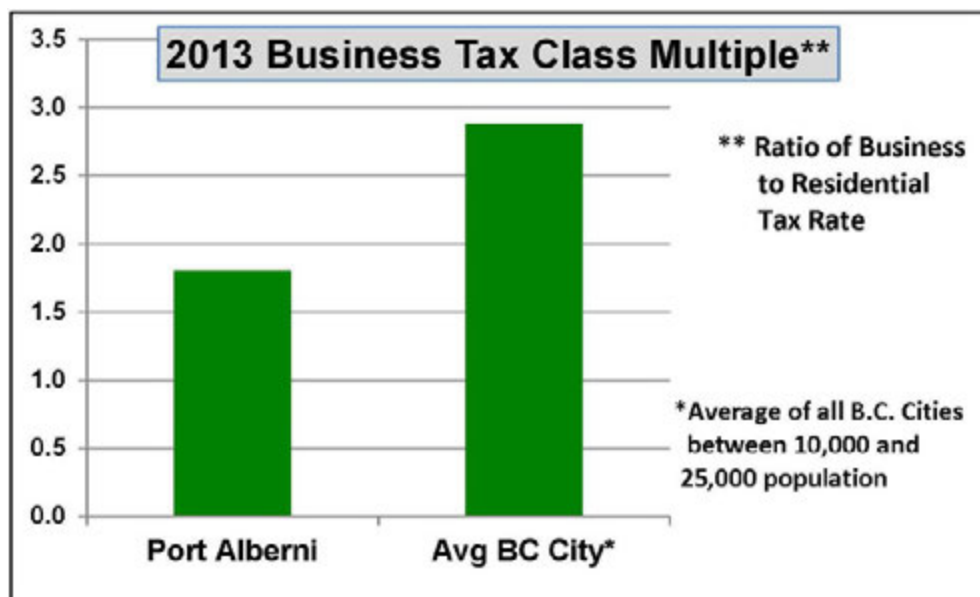
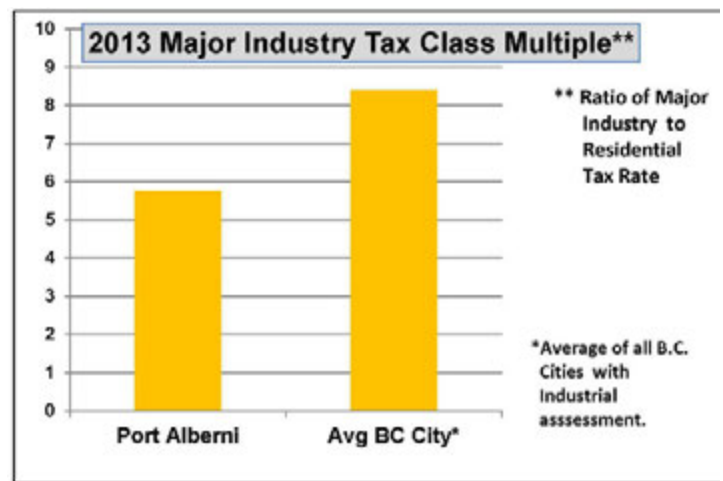
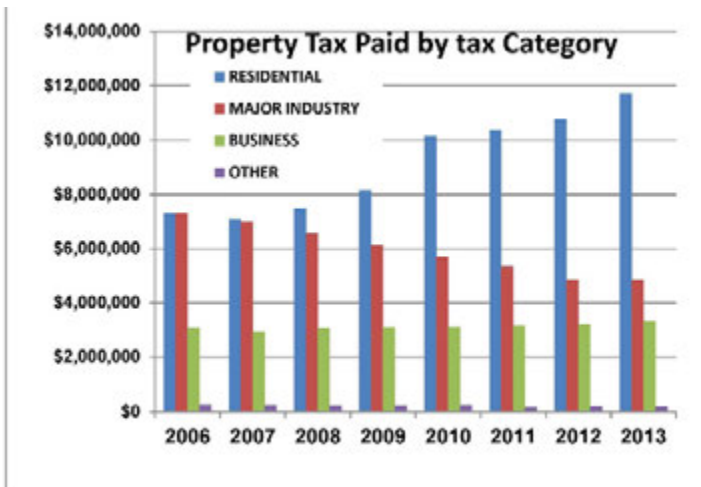


BUILDING VALUES



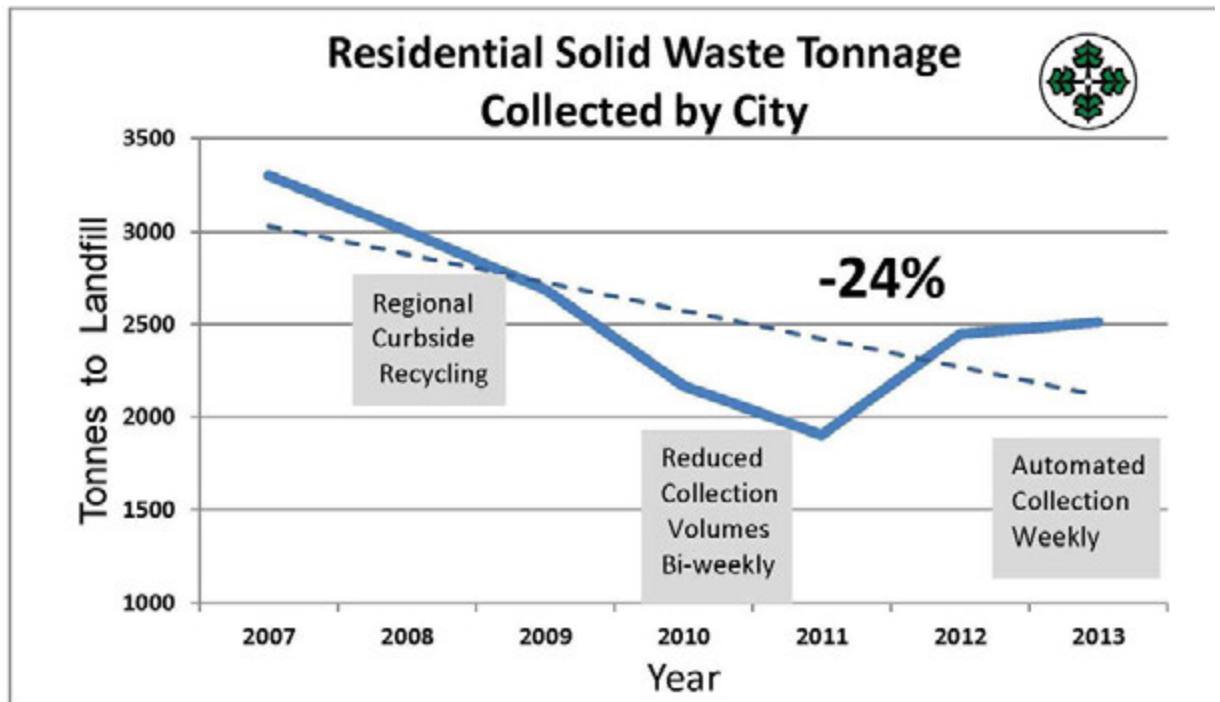
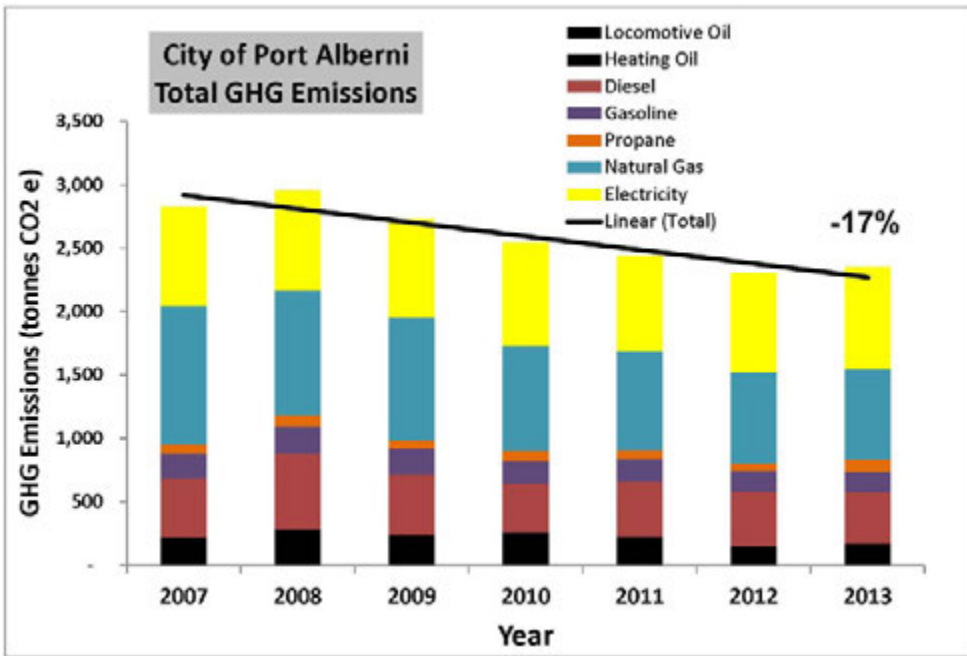
PERFORMANCE GRAPHS & CHARTS

TAXES



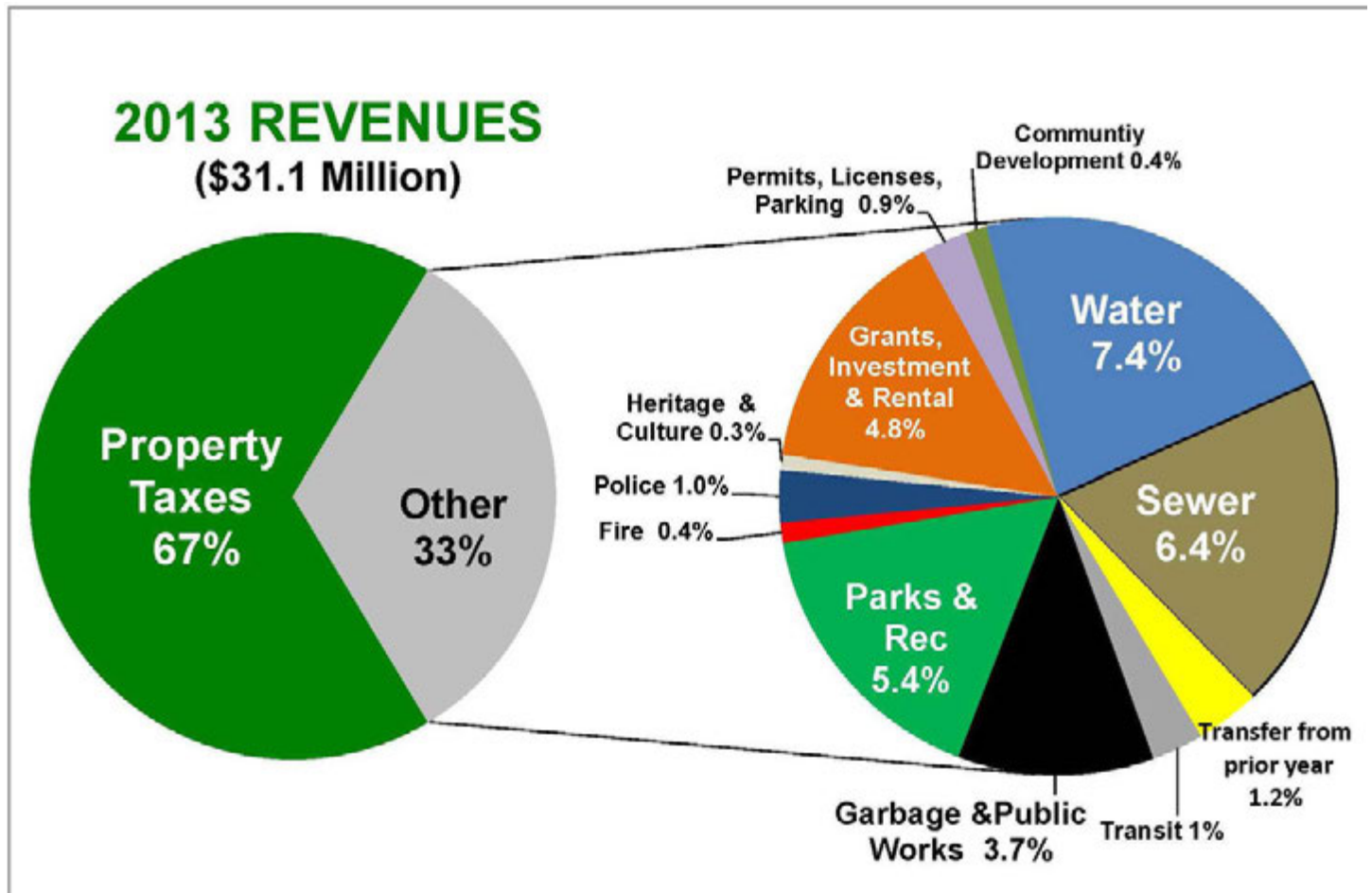
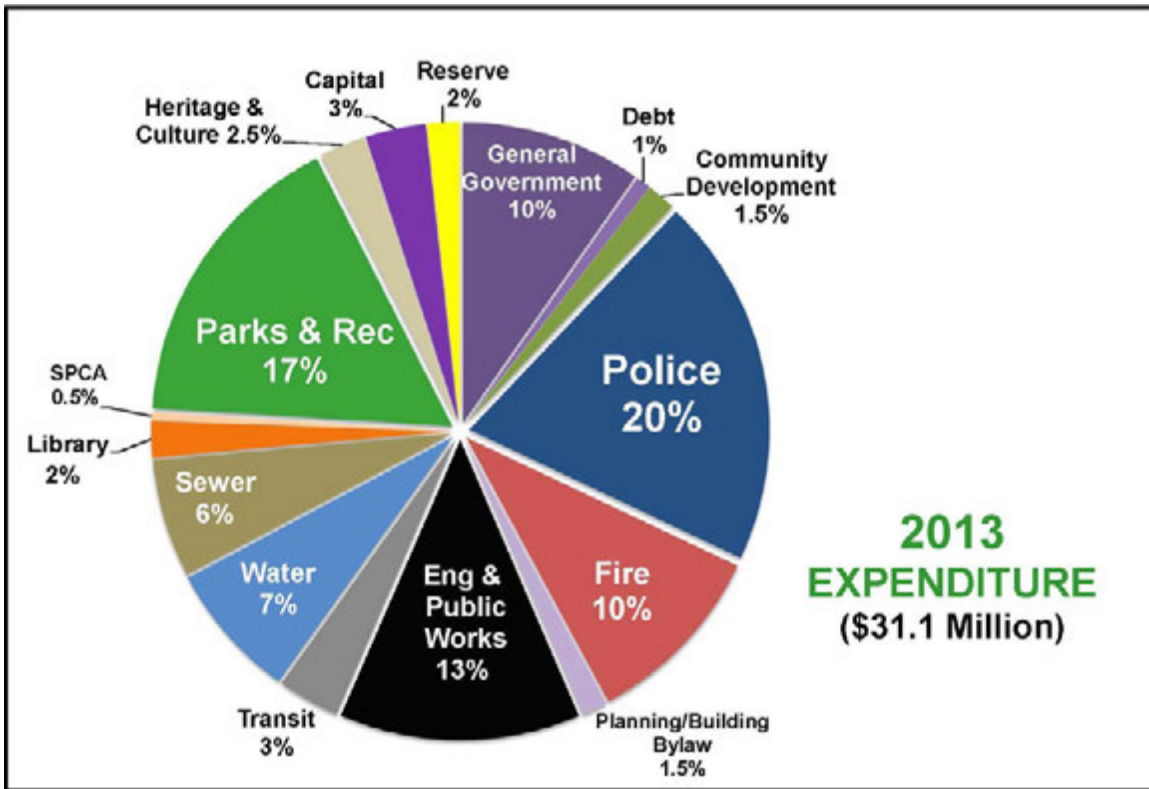
PERFORMANCE GRAPHS & CHARTS

SUSTAINABILITY

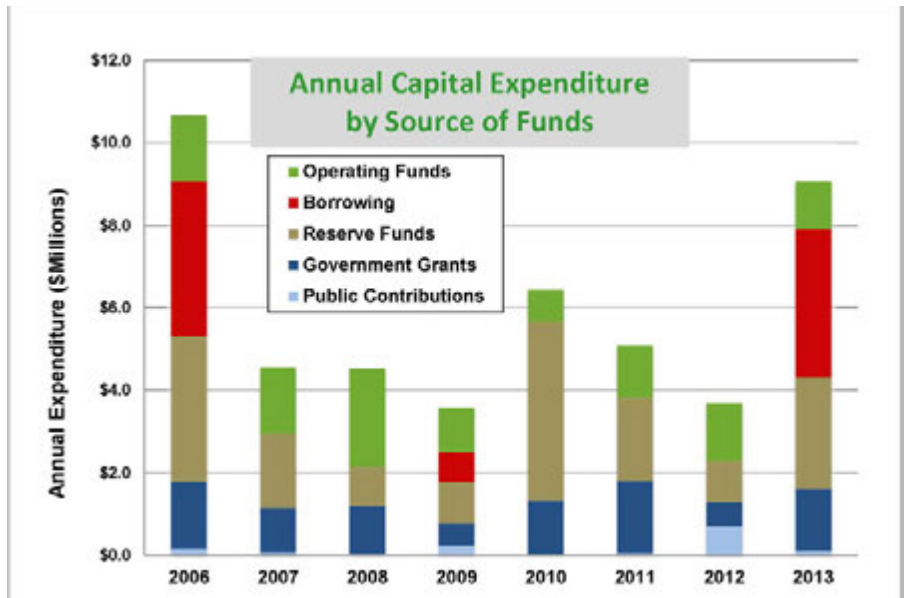
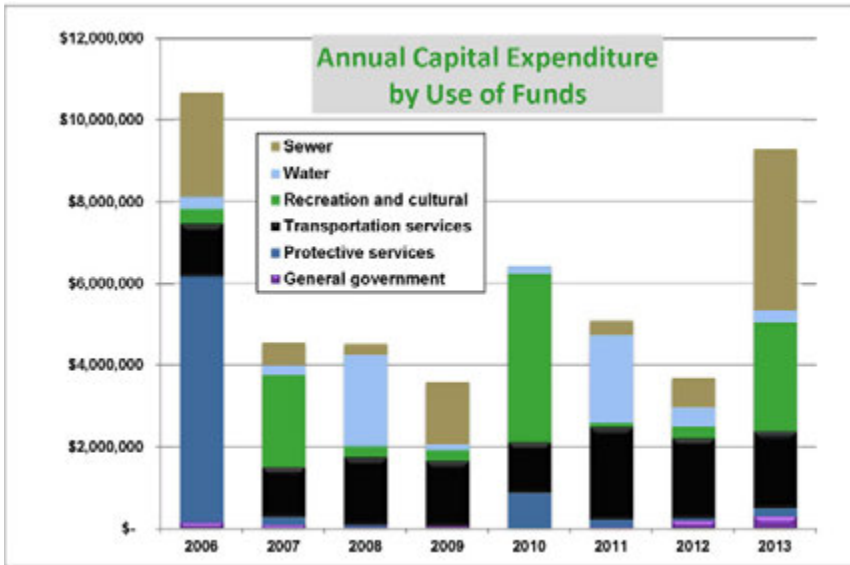


PERFORMANCE GRAPHS & CHARTS

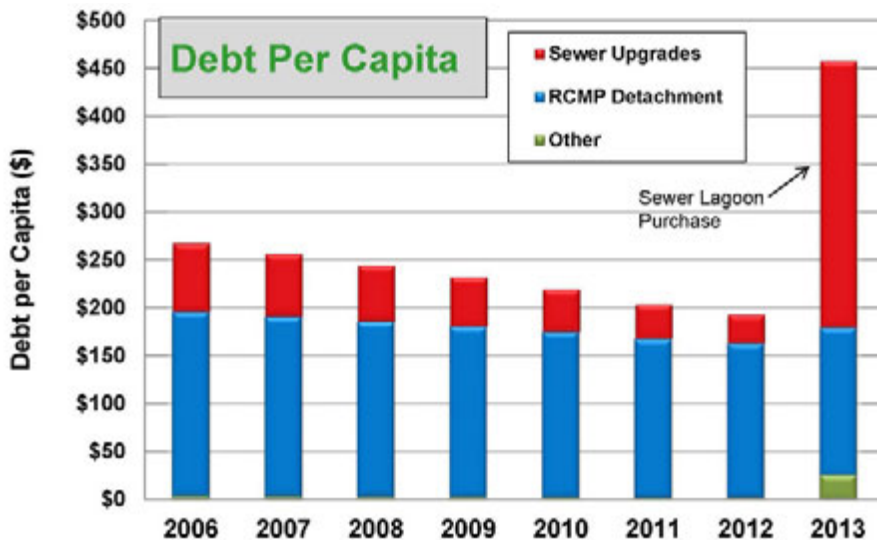
REVENUE & EXPENDITURE



CAPITAL EXPENDITURES



DEBT



At \$458/person Port Alberni's municipal debt /capita is about one half the average for B.C. Municipalities.

FINANCIAL OVERVIEW

The City took some significant steps forward in 2013, notably in acquisition of waste water treatment infrastructure and making energy efficient renovations to City buildings. Service levels were maintained at 2012 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 2014-2018 Five Year Financial Plan adopted by Council reflects increases in revenues and expenses with no reduction in services, and making future provision for necessary infrastructure improvements. The City completed the 2013 fiscal year with an increase of \$4,588,480 to its accumulated surplus. A summary of the accumulated surplus balance increases (decreases) is as follows:

Operating funds	\$ (2,135,571)
Capital funds	98,531,461
Reserve funds – statutory	9,268,568
Reserve accounts – internally restricted	<u>6,796,142</u>
	\$ 112,460,600

The City's capital program included streets and drainage upgrades of \$1,410,574; facility upgrades of \$3,033,622; water upgrades of \$284,759; sewer upgrades of \$3,934,786; and equipment replacement of \$610,405. Funding for the capital program was comprised of government grants and donations of \$1,541,144; transfers from reserve funds of \$2,966,001; operating revenues of \$1,158,950; and borrowings of \$3,608,051.

Changes in fund balances for reserve funds are the net of funds received for projects and amounts transferred that contribute to operating and capital expenses.



CONSOLIDATED STATEMENT OF FINANCIAL POSITION (UNAUDITED)

	2013	2012
FINANCIAL ASSETS		
Cash and short term investments	\$24,949,087	\$24,572,184
Accounts receivable	3,685,577	3,298,222
Inventory for resale	21,172	22,744
Long term investments	<u>1,596,300</u>	<u>796,706</u>
	<u>30,252,136</u>	<u>28,689,856</u>
LIABILITIES		
Interim capital financing	5,139,685	139,685
Accounts payable and accrued liabilities	5,530,341	5,283,448
Deferred revenue	2,263,614	3,044,773
Refundable deposits	331,151	353,036
Debenture debt	<u>3,123,974</u>	<u>3,376,316</u>
	<u>16,388,765</u>	<u>12,197,258</u>
NET FINANCIAL ASSETS	<u>13,863,371</u>	<u>16,492,598</u>
NON-FINANCIAL ASSETS		
Inventory of supplies	390,718	377,847
Prepaid expenses	1,393,568	93,742
Tangible Capital assets	96,657,943	90,907,934
Intangible assets	<u>155,000</u>	=
	<u>98,597,229</u>	<u>91,379,523</u>
ACCUMULATED SURPLUS:		
	112,460,600	\$107,872,121
Operating funds	(2,135,571)	\$ 231,832
Capital funds	98,531,461	93,420,702
Reserve funds – statutory	9,268,568	8,322,542
Reserve accounts	<u>6,796,142</u>	<u>5,897,045</u>
	<u>\$112,460,600</u>	<u>\$107,872,121</u>

CONSOLIDATED STATEMENT OF FINANCIAL OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2013 (UNAUDITED)

	2013 Budget	2013 Actual	2012 Actual
REVENUES			
Taxes	\$ 20,909,896	\$ 20,962,530	\$ 19,890,047
Sales of services	8,255,452	8,305,262	7,682,686
Other revenue from own sources	616,200	1,720,956	1,220,251
Investment income	145,000	266,622	254,999
Grants	1,126,664	3,851,394	1,909,839
Developer contributions	-	112,058	640,777
Parkland dedication deposits	-	211,600	-
Gain on disposal of assets	-	409,979	237,489
	31,053,212	35,840,401	31,836,088
EXPENSES			
General government services	3,022,688	3,474,988	3,386,625
Protective services	9,621,082	9,077,118	9,300,589
Transportation services	4,040,311	5,711,745	5,494,076
Environmental health services	1,074,161	1,101,465	1,079,067
Environmental development	949,393	1,046,250	805,281
Recreation and cultural services	6,364,473	7,470,072	7,320,997
Interest	810,875	253,516	237,038
Debt reserve	40,475	3,153	1,897
Water utility	1,513,650	1,736,030	1,762,178
Sewer utility	1,089,240	1,371,351	1,403,343
Cost of sales and service	-	6,233	33,400
	28,526,348	31,251,921	30,824,491
ANNUAL SURPLUS	2,526,864	4,588,480	1,011,597
Accumulated surplus – beginning of year	107,872,120	107,872,120	106,860,523
ACCUMULATED SURPLUS – END OF YEAR	\$ 110,398,984	\$ 112,460,600	\$ 107,872,120

STAFF RETIREMENTS

The City of Port Alberni thanks our staff members who retired in 2013 for their many years of dedicated service to our community: Pete Aspinall, Steve Crowshaw, Pat Kanuit, Vince Lauzon, Chris Lowe, Diane Mayba, Jean McIntosh, Norm Parker, Co Quach, Shelley Sloan, and Loren Smith



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Councillor Rob Cole	250 720-6084
Councillor Jack McLeman	250 723-5851
Councillor Wendy Lee Kerr	250 724-5409
Councillor Cindy Solda	250 723-7139
Councillor Dan Washington	250 724-5681

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Davina Hartwell, City Clerk	250 720-2810
Jake Martens, Admin. Assistant	250 720-2822
Cathy Rothwell, Director of Finance	250 720-2821
Theresa Kingston, Director of Corporate Services	250 720-2506
Jeff Pelech, Manager of Info Technology	250 720-2829
Pat Deakin, Manager of Economic Development	250 720-2527
Scott Smith, City Planner	250 720-2808
Dave Cappus, Building Inspector	250 720-2832
Guy Cicon, City Engineer	250 720-2838

WORKS YARD

Wayne Cheveldave, Mechanical Services Superintendent 250 720-2846

Randy Fraser, Streets Superintendent 250 720-2845

Brian Mousley, Utilities Superintendent 250 720-2849

PARKS & RECREATION

Scott Kenny, Director of Parks, Recreation and Heritage 250 720-2507

ALBERNI VALLEY MULTIPLEX

Ron Doetzel, Manager of Recreation Services 250 720-2519

ECHO AQUATIC CENTRE 250 723-2181

Barb Wilkins, Aquatics Program Supervisor 250 720-2514

PARKS YARD 250 720-2504

Mark Zenko, Facility Operations Supervisor 250 720-2511

Jacob Colyn, Parks Superintendent 250 720-2516

FIRE DEPARTMENT 250 724-1351

Timothy Pley, Fire Chief 250 720-2540

ALBERNI VALLEY MUSEUM

Jamie Morton, Manager 250 720-2501

MCLEAN MILL 250 723-1376

RCMP

Inspector Mac Richards, OIC 250-723-2424



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Port Alberni BC

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Fax. 250-723-10033

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CITY OF PORT ALBERNI

Engineering Department Report

Date: July 9, 2014
To: Ken Watson, City Manager
From: Guy Cicon, City Engineer
Copies to: Wilf Taekema, Streets Superintendent

Forward to next Regular
Council Meeting
for Information:

Ken Watson, City Manager

RE: **Active Transportation Plan Report**

Issue:

The Active Transportation Plan report is submitted to City Council and released to the public for information and input at this time. It is intended that questions, comments and formal approval will be addressed at the July 28, 2014 meeting of Council.

Background:

Transportation consultant, Urban Systems was hired in 2013 to help develop an Active Transportation Plan for walkers, joggers, and cyclists. The plan was also identified as an "Other Initiative" in our Strategic Plan as: Objective 2.2: To ensure a high quality of life through the promotion of active living.

Discussion:

A Council approved Active Transportation Plan is valuable to integrate active transportation considerations with other capital works initiatives, and other planning documents such as the Waterfront North Study and the ACRD Trails Plan. Approved planning documents are also essential in making applications to grant programs. The plan provides recommendations regarding upgrades to improve connectivity of active transportation infrastructure including sidewalks, crosswalks, bike-lanes and trails.

Recommendation:

The Active Transportation Plan Final Report submitted by the City Engineer be received for review with formal adoption to be considered at the July 28, 2014 Regular Meeting of Council

Respectfully Submitted

Guy Cicon, City Engineer

City of Port Alberni Active Transportation Plan Final Report



URBAN
systems



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Appendices

Appendix A- Consultation (Stakeholder meeting, Survey and results, Farmer's Market)

Appendix B- Topography

Appendix C- Greenhouse Gas Emissions

Appendix D- Pedestrian crossings

Appendix E- On-street Bicycle Network

Appendix F- Detailed Phasing of Infrastructure Improvements

1.0 Introduction

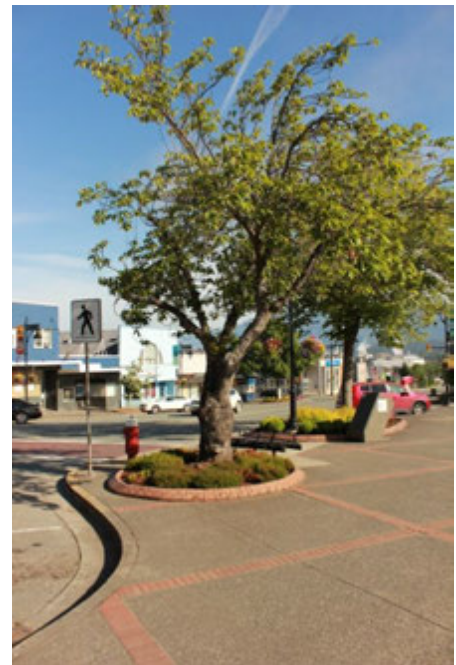
The City of Port Alberni is a vibrant community of nearly 18,000 residents located at the head of the Alberni Inlet on central Vancouver Island. The City is strategically located along Highway 4 in the Alberni-Clayoquot Regional District (ACRD) between Parksville to the east and Ucluelet and Tofino to the west. The City is defined by its geography, as it is located at the heart of the Alberni Inlet and adjacent to Somass River. In addition, the layout of the community is defined by the many hills, creeks and ravines that cut through the City and create natural barriers and amenities for residents travelling throughout the community. According to the 2011 National Household Survey 9% of all trips to work in Port Alberni are made by either walking or cycling. 7.7% of commute trips are made by walking and 1.3% by cycling. This combined active transportation mode share is equal to the provincial average.

The City prepared a Bicycle Route Proposal in 1983 which documents the basis for a bicycle route system that would satisfy both the utilitarian and recreational needs of cyclists in Port Alberni. The Bicycle Route Proposal outlines three overarching goals for cycling in Port Alberni: provide pleasant and functional cycling routes which will increase cyclist safety, establish cycling routes to meet both the recreational and utilitarian needs, and establish cycling as a viable, alternative method of transportation. Most recently, the City's Official Community Plan (2007) includes a number of policies supporting walking and cycling. The Plan documents the City's support for developing a comprehensive system of pedestrian and bicycle corridors that serve to link neighbourhoods, community services and amenities. These documents illustrate the City's goal of promoting and increasing active transportation mode share.

Since the release of the 1983 Bicycle Route Proposal, the City has developed an off-street pathway network but has yet to develop a complementary on-street bicycle network. Additionally, the City has not prepared a plan for pedestrians. There are a number of challenges for walking and cycling in the City including, but not limited to:

- Topography
- Major barriers such as Highway 4 as well as the presence of creeks and ravines;
- Lack of on-street bicycle facilities; and
- Difficult connections within and between several neighbourhoods.

Recently there has been a renewed public interest in cycling in Port Alberni with a petition submitted for safer bicycle routes and requests for facilities such as bicycle racks. Citizens have been meeting with the Mayor and City staff to discuss their concerns. Furthermore, Council has had an initial discussion regarding the potential for designated bike lanes on main roads in the



City. The City has recognized the need to make walking and cycling safe and attractive transportation choices for people of all ages and abilities, for both commuting and recreational purposes. As a result, this report is a comprehensive Active Transportation Plan, which builds on the 1983 Bicycle Route Proposal, to further promote walking and cycling throughout the community.

History and Land Use Development

The City of Port Alberni is located in a region that is rich in resource-based industry and has a long historic connection with the natural environment. The Hupacasath and Tseshaht First Nations have territory within the City of Port Alberni. European settlement of Port Alberni began in the early 1800's and soon grew quickly due to the forestry industry and the unique geographical location of the City, recognized for its port facilities. This period also saw the development of the first sawmills on the City's waterfront. The City of Port Alberni, as it is now, was originally two individual towns. The Town of Port Alberni (incorporated in 1912) and the Town of Alberni (incorporated 1913). The downtown centres of the two towns were referred to as Northport (Alberni) and Southport (Port Alberni).



The City of Port Alberni as it is today was formed in 1967 when the two towns amalgamated. This amalgamation continues to have an impact on the land use patterns seen within the City. The amalgamation resulted in the creation of one City with two distinct downtown cores. This distinction between the two town centres is intensified by the segregation that is a result of the geography and topography in the area. In addition, the development along Alberni Highway has built out commercial activity away from the downtown. Larger scale commercial retail is located in the Johnston Commercial Area in the north eastern segment of the City. This development provides convenient services to residents and visitors travelling along the highway. However, the highway location enables visitors to bypass most of the City and the downtown core. The large number of commercial areas found throughout the City does have a positive impact on travel distance. Within the City the majority of residents are within an 800 metre travel distance from some form of commercial activity. This 800 metre travel distance is an approximate 10-minute walk and outlines the potential opportunities and viability of walking and cycling as alternative travel options.



With an existing network of pedestrian and cycling off-street trails, sidewalks, parks, a variety of commercial activity, and world renowned natural attractions, the City of Port Alberni offers spectacular opportunities for residents and visitors to walk and bicycle for transportation or recreational purposes. The rich network of forest trails and waterfront opportunities associated with the City of Port Alberni's geography in conjunction with the favourable climate has the ability to attract visitors from all over the region and province.

With the Bicycle Route Proposal having been developed in 1983 there is a need for an updated active transportation vision for the

community. This Active Transportation Plan will guide the plans and investment in walking and cycling facilities and support strategies over the next 25 years and beyond. The vision in the Active Transportation Plan must be supported by the strategies and actions of the City of Port Alberni. These strategies are aimed at improving active transportation corridors and increasing network connectivity in the community, the region, and with the extensive trail network. The report will also identify opportunities and outline plans for providing support facilities, programs and policies to further encourage walking and cycling in Port Alberni. Further, the Active Transportation Plan will outline an investment strategy with short, medium and long term priorities. While ensuring that existing and future walking and cycling facilities are safe, enjoyable and accessible for Port Alberni residents and visitors alike.

Promoting walking and cycling as attractive and convenient transportation choices can help reduce automobile dependence, increase physical activity levels, improve public health, reduce infrastructure demands, and create more livable and vibrant communities.

1.1 Study Process

The Active Transportation Plan has been developed over a three phase process, as summarized below:

- **Phase 1: Inventory, Assessment and Setting Future Direction.** This study phase was designed to develop a detailed understanding of the City's existing active transportation facilities. This phase provided a definition of the opportunities and challenges facing the transportation system currently and in the future. This phase also involved reviewing relevant policies and documents that influenced active transportation activity in the City of Port Alberni. This phase was intended to chart the course for the future of walking and cycling in Port Alberni. This was done by establishing the goals and objectives for the Active Transportation Plan and by developing a future network plan for active transportation as well as supportive policies and standards.
- **Phase 2: Implementation Strategy.** The purpose of this phase was to develop an affordable and manageable strategy for implementing the Active Transportation Plan in the City of Port Alberni. This phase took the recommendations outlined in Phase 1 and created a strategy that identified priorities based on short, medium, and long-term timeframes.
- **Phase 3: Reporting.** This phase brought together the components identified in the previous phases and formed the Active Transportation Plan. The Plan ultimately describes the City's desired direction for encouraging walking, cycling and other non-motorized modes of transportation among residents and visitors.

This document addresses all phases of this study process. The document begins with a review of the existing active transportation conditions and provides a detailed inventory and assessment of the pedestrian and cycling facilities. It later goes on to present the results of Phase 2 and 3 of the project. This includes a vision and supporting goals for the future of the active transportation network in Port Alberni, as well as more specific strategies and actions to help the City achieve its goals. The purpose of the final section of this document is to present an implementation

strategy for the Active Transportation Plan, which includes cost estimates, priorities, and a phasing approach.

1.2 Communications and Consultation

The Active Transportation Plan was developed based on input from the public and key stakeholders, using a range of communications and consultation approaches as shown and described below. A summary of the feedback from these events and the survey are provided in **Appendix A**.

- **Site Visits** to observe existing walking and cycling facilities.
- **Stakeholder meeting.** A meeting was conducted on June 4th 2013 and was made up of representatives from a variety of interests. The individuals included representatives from the City of Port Alberni, the RCMP, cycling enthusiasts, and staff from the Regional District of Alberni-Clayoquot.
- **Public Event.** A public input event was held on July 20, 2013. Boards were on display at the Port Alberni Farmers Market where residents had the opportunity to find out more about the plan, the study process, and provide input regarding the proposed Plan and identify any issues and opportunities they identified.
- **Survey.** A survey was developed and made accessible on SurveyMonkey during the months of June and July 2013. The survey was used to obtain input on existing conditions, issues and opportunities as well as preliminary Plan directions. Surveys were available on-line and hard copies were also available at City Hall and the Public Event. Approximately 40 responses were received.

2.0 Setting the Context

This section provides an outline of the planning context for the Active Transportation Plan. This section is designed to describe why the City of Port Alberni wishes to promote walking and cycling and discusses some of the current conditions and influences that relate to transportation and more specifically cycling and walking.

2.1 Why Promote Walking and Cycling

With an extensive network of trails, sidewalks, wide roads, parks, and natural and heritage attractions the City of Port Alberni offers excellent opportunities for residents and visitors to walk and bicycle for transportation and recreation. The exceptional outdoor opportunities associated with the trails and routes that wind through the scenic landscape of Port Alberni include forested areas, waterfront views, historic character, and the proximity to industrial activity. These unique features have the potential to create a pedestrian and cycling network that provides connections to all these amenities and allows pedestrians and cyclists to travel through the city with ease in a safe, connected and accessible network.

Despite these appealing characteristics, there are also a number of natural and physical barriers that can have an impact on walking and cycling in Port Alberni. There is also room for improvement to support and encourage people of all ages and abilities to walk and cycle by ensuring these modes are safe, convenient, and competitive travel options. Communities throughout the world, including the City of Port Alberni, have recognized that increasing walking and cycling mode share will result in a more balanced transportation system that has many benefits. The benefits to supporting an active walking and cycling culture in Port Alberni include:

- **Economic benefits.** Local economic development is a major priority of the City, and a pedestrian- and bicycle-friendly community can contribute to the development of a healthy and diverse local economy in Port Alberni. As a result of its extensive trail network and natural environment people travel to Port Alberni to walk and ride their bicycles for leisure, recreation and sport. A pedestrian- and bicycle-friendly community and atmosphere can attract more visitors to the City who will in turn be patrons of Port Alberni's services and amenities.
- **Quality of life.** A pedestrian- and bicycle-friendly community can encourage a more livable and enjoyable place to be, with a stronger sense of place and freedom of mobility. Communities that support walking and cycling can also contribute to safer streets and improved social interactions.
- **Health.** Walking and cycling are effective conduits for supporting mental and physical health and building a healthier and happier community. The World Health Organization has identified physical inactivity as one of the main leading risk factors for global mortality, and as an underlying factor for many chronic diseases.
- **Decreased costs.** Constructing pedestrian and bicycle facilities are typically cheaper per kilometre than the cost to construct many road infrastructure projects. In turn, residents receive an easy and convenient travel option and decreased congestion, roads experience

less wear and tear, and the City's budget can benefit from a financially sustainable transportation solution.

- **Environmental quality.** Walking and cycling have many environmental benefits, as they can reduce vehicle trips, congestion, air pollution, and can help to reduce greenhouse gas emissions. This can also help in the City's efforts towards climate change mitigation. Environmental sustainability is a priority of the City, and supporting cycling can protect and improve Port Alberni's natural environment. Specific information regarding the City's Greenhouse Gas Emissions is provided in Appendix B.

2.2 Community Context

The City of Port Alberni is a vibrant unique municipality of just under 18,000 residents, located at the head of the Alberni Inlet on central Vancouver Island, approximately 48 kilometres from Barclay Sound. The City has a rich industrial history which continues to this day, based around resource industries, including forestry and fishing. The City offers a deep sea port with direct access to the Pacific Ocean despite being a City located in central Vancouver Island. This geographical location has allowed the city to function as a hub and service centre for the large Alberni-Clayoquot Regional District and communities in Barkley Sound located on the Pacific west coast. The unique mix of industry, history, geography, and eco-tourism opportunities continues to attract visitors to the region.



Port Alberni is a City surrounded by natural beauty and spectacular geography, including a number of fresh water lakes and stunning forests that define its local character and economic development. The City is one of three incorporated areas in the Regional District. The population of the Regional District including the City of Port Alberni is approximately 30,000 residents within a land area of 6597 km². Port Alberni is home to nearly 60% of all residents in the region. The City of Port Alberni covers approximately 20 km² of land area and as mentioned above, it plays a key role for the region. Highway 4 provides the primary access into the region. The City has a

prominent road system that facilitates the movement of people and goods locally and regionally, and is critical to local economic development. BC Transit runs bus service throughout the City.

With substantial road infrastructure and corridors, the City also recognizes the importance of developing a multi-modal and sustainable transportation system. The City has sought improvement opportunities for transit and active transportation in the past, including the 1983 Bicycle Route Proposal and current waterfront plans focusing on providing access and links for pedestrians and cyclists.



This section summarizes key demographics, land use, and transportation characteristics that influence the direction of the Active Transportation Plan.

2.2.1 Demographics

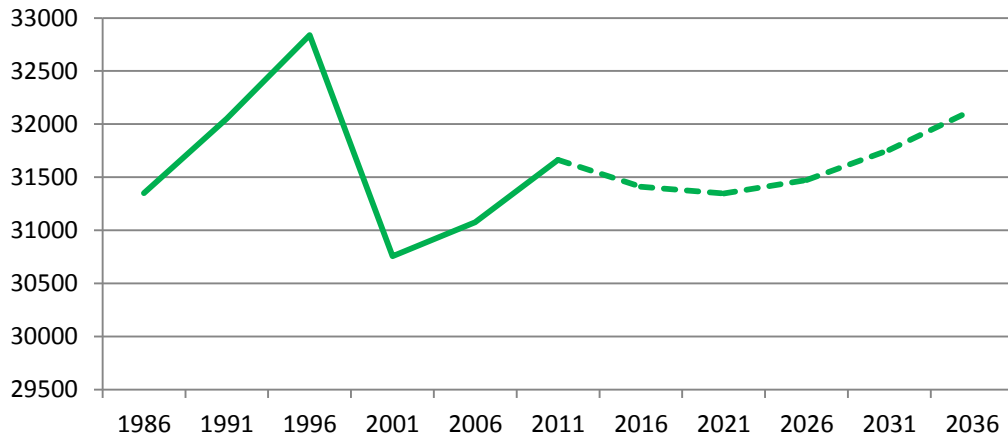
Demographics play a significant role in influencing transportation choices and travel patterns. This section summarizes key demographic characteristics of Port Alberni residents.

- **A gently growing region.** Population growth in Port Alberni and the ACRD are heavily influenced by economic trends. The City's economy is driven by resource based industry and as a result population level tends to fluctuate in relationship to economic prosperity. However, in recent years and future trends see an overall increase in population. The projected population for the Regional District is outlined below in **Figure 1**.

Figure 1

Population Projections for Alberni-Clayoquot Regional District

Source: Statistics Canada

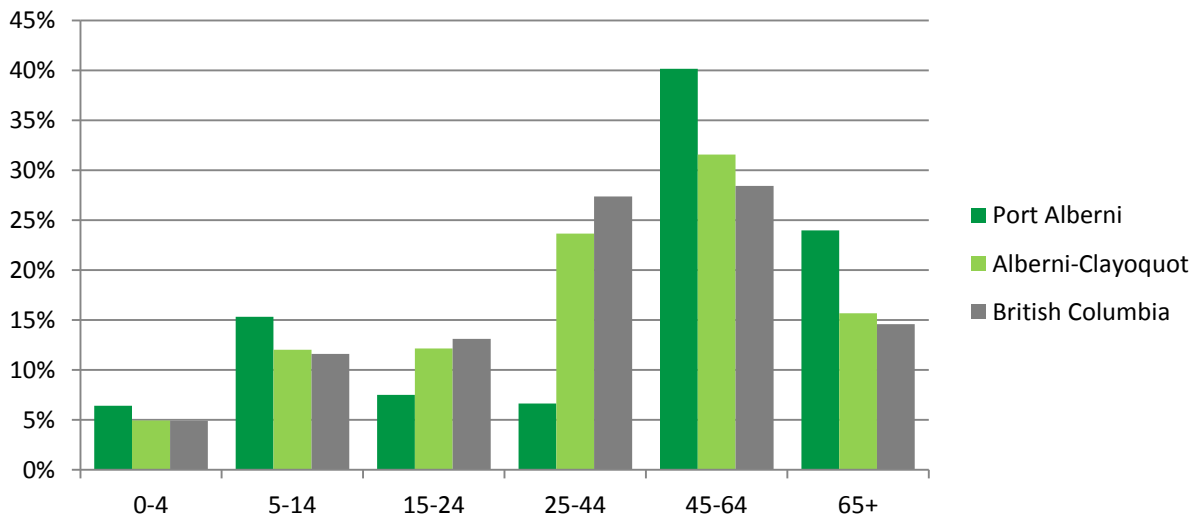


- **An aging population.** Approximately 24% of the City's residents are currently aged 65 and older, with an additional 40% of Port Alberni's residents in their pre-retirement years (45-64 years old). The majority of the residents in Port Alberni are over the age of 45. These percentages are considerably larger than the Provincial and Regional District averages. As the population ages, travel behaviour will change considerably. Seniors and older residents tend to create new and varied transportation needs for the City. For example, seniors tend to be more reliant on non-automobile transportation such as walking, cycling and transit as compared to people in the labour force. Seniors also require accessible, safe, and well-connected transit and active transportation infrastructure to move freely around their communities without a vehicle.

Figure 2

Current Population by Age Group

Source: Regional Transportation Model



- **A young community.** As seen in **Figure 2**, Port Alberni has a significant population of residents that are over the age of 45. The city also has a fairly significant youth population of 30% under the age of 24. The percentage of residents within the age 0-4 and 5-14 are higher than the Provincial and Regional District averages. This segment of the population is particularly important to focus on for travel demand as youth often do not have access to automobiles and are reliant upon transit, walking, cycling and carpooling. By attracting youth to sustainable modes of transportation early in their lives, there is a considerable opportunity to continue these trends into adulthood, although the declining share of the youth population may present challenges in the future.



- **Industry.** Port Alberni has a history rich in resource based industry. There are three major industrial sites currently in operation today including the Catalyst Paper Mill site. The City is also a major port for the region and a hub of economic and industrial activity. This however, results in a waterfront that has considerable industrial activity that for security, safety, and practical issues results in some areas that are not accessible to pedestrians and cyclists. The evidence of the City's industry can also be seen on the roads, as large logging trucks travel along many of the City Streets. The industry is a major contributor to Port Alberni's economy and played a significant role in its history and future.

2.2.2 Land Use

The most significant factor affecting how people travel is the proximity of where people live to where they work, shop and play. The type, scale and mixture of land uses along with the densities of those uses, will largely determine how far, and consequently what mode of transportation, individuals use to get to their destinations. The closer people are to their desired destination, the more opportunities there are for them to walk, cycle, or take transit. Key land uses that act significant trip generators for pedestrians and cyclists are shown in **Figure 3** and described in further detail below.



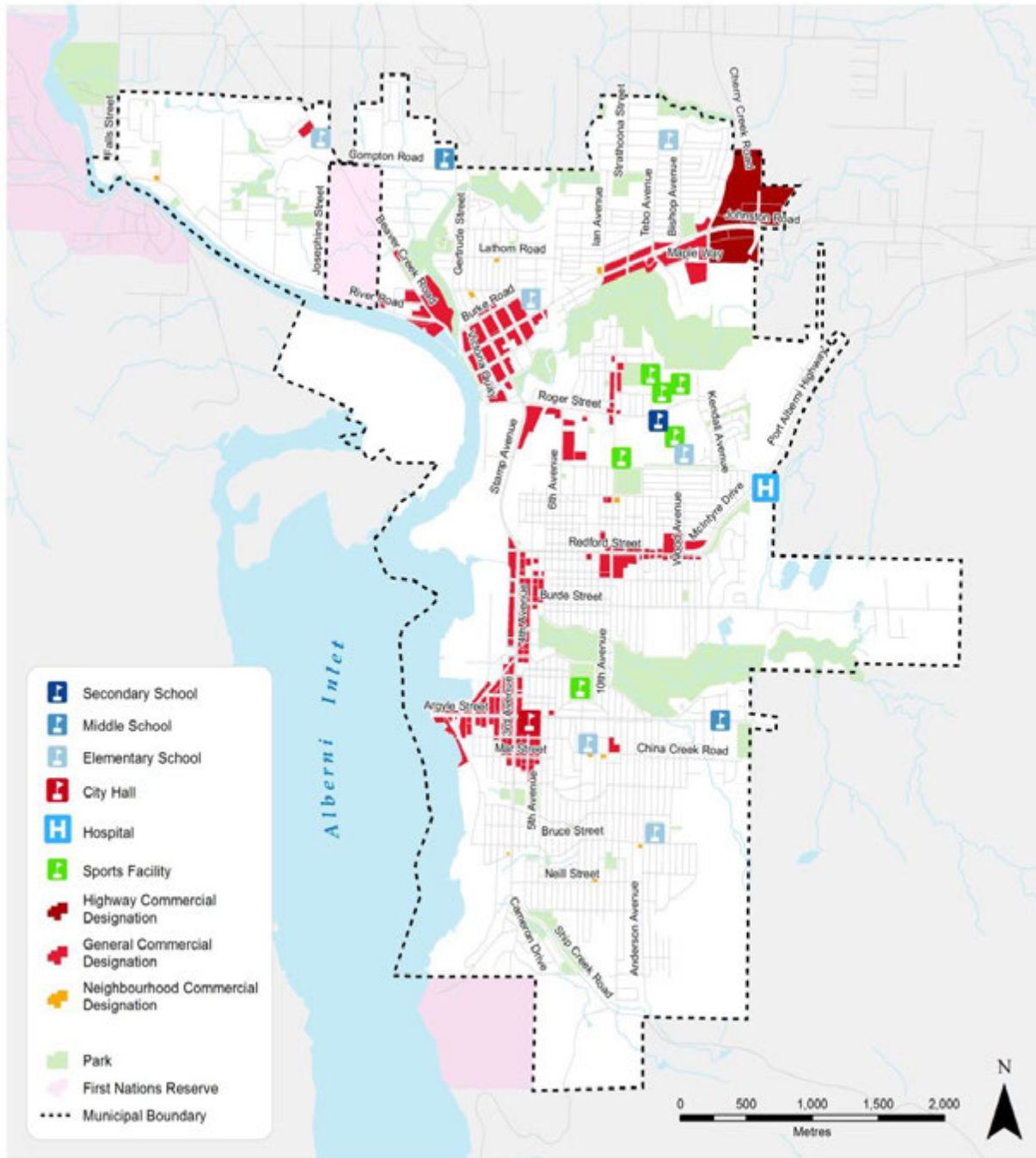
- **Community Size.** Port Alberni is a relatively small municipality, with a total land area of approximately 20km². The City has a population density of 897.9 persons per square kilometre.
- **Commercial areas.** There are several major commercial areas in Port Alberni, which is quite unique for a City of this size. Part of the reason this is the fact that Port Alberni is an amalgamation of two separate cities. The city centres associated with Alberni (Northport)

and Port Alberni (Southport) make up two of the City's commercial areas. There is large scale commercial activity along Highway 4/Johnston Road (Johnston Commercial Area) which includes the Pacific Rim Shopping Centre. A concentration of commercial activity is also located along Redford Street (Redford Commercial Area). With four major commercial areas plus smaller scale commercial developments throughout the City the majority of residents are located within 800m (10 minute walk) of some type of commercial activity.

- **Community facilities.** The important cultural and civic facilities in Port Alberni are located in various areas throughout the City. There is a concentration of sport facilities, including an aquatic centre, and schools located in the area known as Echo Park located along Rogers Street and 10th Avenue. Other facilities such as schools, the hospital and the City Hall are located throughout the City in various locations. Port Alberni also hosts the majority of sport facilities in the Region.
- **Other key employment areas.** Although much of the employment within the City is located in the commercial areas and other community facilities noted above, other key employment areas throughout the City include Industrial lands located along the waterfront, Alberni Harbour Quay, and large scale commercial activity along Johnson Road near the outer boundary of the City.

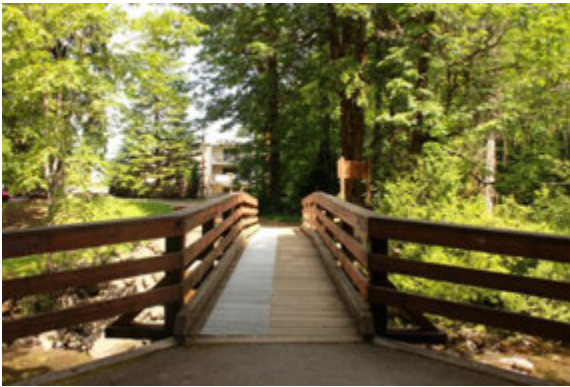


Figure 3
Key Active Transportation Generators



- **Schools.** There are nine public schools in Port Alberni, including six elementary schools, 2 middle schools, and one secondary school found in a variety of neighbourhoods in the City. There are also two post-secondary institutions. The schools located in the City of Port Alberni are:

- Maquinna Elementary
- Eighth Avenue Elementary
- Wood Elementary
- Alberni Elementary
- John Howitt Elementary
- Gill Elementary
- Eric J. Dunn Middle School
- AW Neill Middle School
- Alberni District Secondary
- North Island College



- **Parks.** Port Alberni is home to 45 parks and numerous recreational opportunities, including Echo Park, Paper Mill Dam Parks, Dry Creek Park, Gyro Recreation Park, Kaleidoscope Park, 11th Avenue Park, and Blair Park.

2.2.3 Roads and Trails

The City generally has very wide roads that connect to an extensive network of City and

Regional trails. Another defining characteristic of the road and trail system is the hilly topography of Port Alberni.

- **Wide Roads.** The City of Port Alberni is characterized as having wide roads. These roads create both opportunities and challenges for pedestrians and cyclists. The wide roads allow for spacious lanes and a separation of vehicles from cyclists and pedestrians. There is a significant amount of on street parking which creates a buffer for pedestrians. The wide roads also offer great opportunities for on road bike lanes and buffers for cyclists, and provide space for additional pedestrian infrastructure such as curb extensions and pedestrian islands. The wide roads however can create issues for both pedestrians and cyclists. Some of these issues include long crosswalks, which can take time to cross and can make it difficult for vehicles to see pedestrians. The wide roads also provide additional space that vehicles may use to pass others illegally on the right. They can also make it difficult for pedestrians and cyclists to see past parked cars or stopped vehicles.

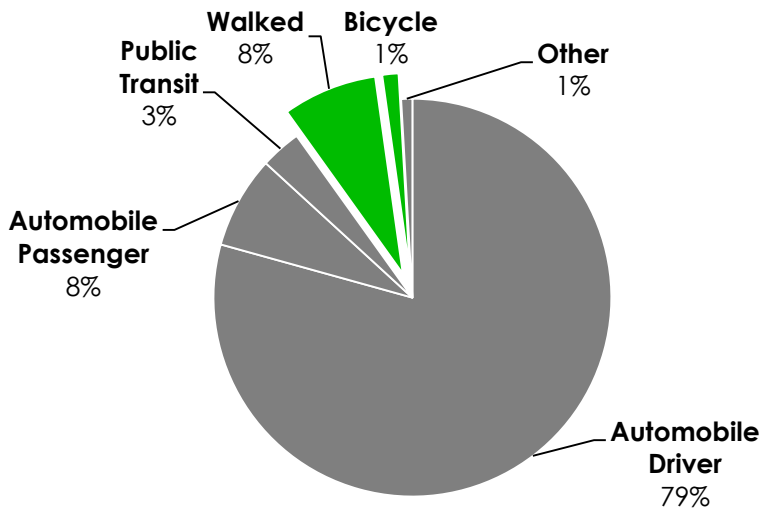


- City and Regional Trail Network.** The City has exceptional access to the region through an extensive trail network. The trail network in and around the City and Region include routes along dykes, creeks, ravines and provides access to many of the recreational amenities throughout the Regional District. Some of the trails are contained within Port Alberni, and the regional connectors have access points and trailheads located within the City. Some of the most popular City trails include: Rogers Creek Nature Trail, Kitsuksis Dike Walking Path, Ship Creek Trail, Maquinna Trail, Grieve Park Trail, Wallace Street Trail, and Maplehurst Trails. Some of the most popular regional trails that have trail heads in Port Alberni include the Log Train Trail and the Alberni Inlet Trail. This project is not looking specifically at these trails however, providing well marked and accessible connections to these trails is an important aspect of this Plan.
- Topography.** Port Alberni has some steep slopes that can have a significant impact on both walking and cycling. A number of locations have slopes that are greater than 8%, which can make walking and cycling difficult, and act as a deterrent. Some of the steepest areas of the City include the Southport Commercial Area and the 10th Ave crossing of Dry Creek. More detail on the topography of the city is provided in **Appendix B**.

2.2.4 Travel Patterns

- Mode Share of Commute Trips.** According to the 2011 National Household Survey, walking and cycling together account for approximately 9% of all trips to work in 2011 (8% walking and 1% cycling trips), as shown in **Figure 4**. The majority of commuter trips in the City are made by car, as 87% of Port Alberni residents use a car to get to work either as a driver or as a passenger. This mode share is relatively average when compared to other communities located in Central and Southern Vancouver Island. Communities with significantly more walking and cycling are Sidney and Duncan (approximately 15% of all trips to work) and Tofino and Victoria (approximately 33-35% of all trips to work). More detailed graphs and information regarding mode trips and green house gas emissions can be seen in **Appendix C**.

Figure 4
 Mode Share of Commute Trips (2011)
 Source: National Household Survey



- **Commute Distance.** Most people will make the decision to walk or cycle if the commute distance is short. In Port Alberni 82% of the trips in the City are 5 kilometres or less and based on findings from the 2011 National Household Survey the medium commuting duration is 10.3 minutes.

2.3 Policy Context

There are a number of relevant plans and strategies that have been developed locally and throughout the region that provide direction on active transportation throughout Port Alberni. The City's active transportation policies and objectives as well as its broader aspirations are contained within many local policy documents which strongly influence transportation movements within and beyond municipal boundaries. In addition, several senior government initiatives provide guidance on regional directions for planning and development of pedestrian and cycling facilities. This section provides an outline of the important policies, plans, and strategies that can help shape the direction of Port Alberni's Active Transportation Plan at both the local and regional and provincial level.

2.3.1 Local Directions

The City has developed several overarching plans and strategies that guide local planning and development activities, and which provide direction on the integration of walking and cycling within the transportation landscape. In particular, three documents provide the overarching framework for the Active Transportation Plan, including the City's Official Community Plan, Corporate Strategic Plan, and the Port Alberni Bicycle Route Proposal. Each are summarized below, in addition to other planning documents developed by the City.

Official Community Plan (2007) is the City's key policy document that is the vision for growth and development throughout the City of Port Alberni. The OCP is a long-range blue-print for decisions made relating to: residential, commercial, and industrial development; the provision and maintenance of parks and recreation amenities; the natural environment; transportation infrastructure and the orderly provision of utilities. The goals and objectives of the Port Alberni Official Community Plan and the future vision (20 years) are outlined below:

- To Support and promote growth patterns that are economically, socially, and environmentally sustainable through efficient land use and development.
- Enhance the economic and social vitality of key areas that can boost the pedestrian experience, stimulates social activity, generates a distinctive experience, and promotes tourism.
- Encourage diversification and promote development of the industrial sector in order to achieve a more stable employment base.
- To protect significant natural ecosystems, habitat, green space linkages, and environmentally sensitive areas, and promote stewardship of these valuable resources.
- Maintaining the environmental quality of the community by providing alternative transportation options, relying less on automobile travel and encouraging community choices that minimize impact on the environment.

- Ensure a range of housing choices and ensure that neighbourhoods are safe, walkable, and well connected by a variety of transportation networks, including pedestrian and bicycle corridors.
- Maintain and enhance where possible the existing inventory of parks, trails, open space, and recreational facilities within the community
- Ensure services are available to promote a vibrant, healthy, united, sage and liveable community.
- Preserve and showcase the rich history and culture of Port Alberni.



To support this vision the Official Community Plan outlines policies in nine key areas: Natural Environment, Parks and Open Space, Community, Residential, Commercial, Industrial, General Economic Development, Home-Based Business, Transportation, and Servicing. When looking specifically at transportation, walking, cycling, and transit are considered important components to the transportation system, as a result the Official Community Plan outlines several key goals and policies that would enhance and expand the City's active transportation network, including:

- Supporting the development of a comprehensive connected system of pedestrian and bicycle corridors that serve to link neighbourhoods, community services and amenities.
- Bicycle corridors shall be developed as:
 - On-road routes through dedicated bicycle lanes or shared automobile/bicycle lanes; and
 - Off-road routes utilizing the primary trail network
- Pedestrian corridors shall include:
 - Sidewalks;
 - Pathways; and
 - Multiple-use trails.
- Providing end of trip facilities including bike parking.
- New developments shall provide connectivity to the existing network of bicycle and pedestrian corridors when physically possible.

Corporate Strategic Plan (2012 - 2016) provides a plan for future policy and resource decisions. The Strategic Plan outlines a mission to *enhance the quality of life of residents and taxpayers by creating a vibrant waterfront community*. The Strategic Plan focuses on a 'Four Pillars' approach recognizing the need for balance between social, environmental economic and cultural perspectives. Transportation is addressed in this plan in a number of ways as it can be a part of all 'Four Pillars', some of the specific objectives related to transportation include:

- Providing sustainable transportation corridors
 - Investigate additional Roger Creek crossing
 - Develop waterfront Industrial Road
 - Investigate additional East Bypass Ring Road

- Provide and sustain needed municipal infrastructure for now and future
 - Implement a sustainable road maintenance program
- Ensure high quality of life through the promotion of active living
 - Draft and implement a Trails and Bikeways Network Master Plan
 - Jointly develop a Master Plan with ACRD and stakeholder input
 - Develop mapping, brochures, signage promoting trails and bikeways
 - Undertake or support others on trail development projects especially those that increase interconnectivity of existing trails
 - Plan and install street improvements, signage and laning that promotes safe cycling routes on City streets

Port Alberni Community Assessment: Taking Action for Community Sustainability Planning (2008).

This report was prepared for the City of Port Alberni to assess the community's readiness to engage in long-term sustainability planning. Through working with the City of Port Alberni and community stakeholders recommendations emerged for the City to focus on long term sustainable planning. Some of the key findings specific to transportation included:

- Expand the trail network in Alberni Valley for tourists and locals
- More trails and outdoor activities
- Improved/integrated transportation network
- More people walking, using bikes, and public transportation
- Reduce reliance on traditional transportation

Port Alberni Environmental Sustainability Progress Report and Plan (2007-2012). This report is a progress report of the City of Port Alberni's commitment in a variety of ways to move toward a more environmentally sustainable community. The focus for transportation is on promoting sustainable transportation. Making recommendations to facilitate public education workshops/engagement in areas directly related to the provision of city services in reference to sustainable transportation.

Age Friendly Report (2013). This report was funded by an Age Friendly grant from the Province of British Columbia. The study process includes focus groups and a survey to identify how age friendly the community of Port Alberni is. In the initial consultation, stakeholders discussed the importance of transportation. Participants voiced the need for more infrastructure and education related to outdoor trails, including benches, connections to services, signage and trail maps. The discussion also noted the need for infrastructure and education for seniors who use mobility scooters.

Waterfront North Study (In progress). This Plan is currently in process and is a study of Port Alberni's Waterfront North Area. The plan focuses on providing a guide to improving access to the waterfront area. The Plan assists in creating policies and prioritizing realistic short, medium, and long-term actions for land use and development. The waterfront study is looking at increasing pedestrian facilities along River Road.

Port Alberni Uptown and Waterfront Redevelopment (2007). This Plan provides strategic recommendations to move forward the implementation of the Shoreline Master Plan and provide direction for the revitalization of Argyle Street and 3rd Avenue in the Uptown area. The

objectives for this report are the same as those identified in the Shoreline Master Plan Review that was undertaken in 2000. Goals identified in this report are noted below. Each of the goals was addressed in terms of a low level of investment and a high level investment. The goals related to active transportation include:

- Improve linkage between waterfront and uptown, up and down Argyle;
- Showcase environmental sustainability;
- Improve appearance and function of 3rd Avenue retail district;
- Improve land use and social conditions of 3rd Avenue retail district;
- East pedestrian crossing of Harbour Road at Argyle;
- Plan redevelopment of the Water Street Wharf/Esso Property area to improve public waterfront access and address economic development;
- Identify redevelopment and waterfront access potential for Plywood Site;
- Allow gradual redevelopment of the Harbour Quay and Fisherman's Harbour area; and,
- Increase waterfront public access.



Strategic Sign Plan (2004). The Strategic Sign Plan is intended to inform both visitors and residents of the different districts within the City. It focuses on identifying and key features within the City and making them well marked and easy to find by everyone. Key destinations identified include Harbour Quay, the historic steam train, and the First Nations Cultural Centre.

Port Alberni Bicycle Route Proposal (1983). In 1983 the City of Port Alberni developed a bicycle route proposal. The purpose of the plan was to outline a bicycle network for the City of Port Alberni that would satisfy the utilitarian and recreational needs of cyclists. The plan identified some goals which included:

- Providing pleasant and functional cycling routes which will increase the safety of cyclists within the City of Port Alberni.
- Establishing cycling routes to meet both the recreational and utilitarian needs of cyclists in Port Alberni.
- Establishing cycling as a viable, alternative method of transportation.

The objectives outlined in the document regarding bikeway development were:

- To serve cyclists commuting to and from various centres in Port Alberni.
- To provide interconnecting links between major and minor routes to create a network serving the entire community.
- To establish design standards compatible to other communities in BC.
- To be compatible with other land uses.
- To establish a policy for the provision of bicycle support facilities (e.g. Parking)

- To utilize rights-of-way whenever possible

The Plan also identifies some long term strategies which include providing public education on bike safety, information on cycle routes, actively encouraging cycling as a form of everyday transport, and encouraging the city to pass policies concerning bicycle legislation. The proposed network identifies Class I (Bike path or bike trail), Class II (bike lanes), and Class III (bike routes) facilities located for the most part along the City's arterial roads.

Key concepts of the plan aim to provide:

- Direct links to key areas
- Accessible routes, close to residential areas (1/2 mile)
- Avoid heavily congested areas (use Angus, Fourth, Montrose and Second Street as detours)
- Different classes of bikeways (Bike path, Bike lanes, Bike routes)
- Signage and markings
- Safety and education programs

2.3.2 External Directions

- **Regional Parks and Trails Policy Report (2008).** This report outlines the current role of regional parks and trails within the ACRD and future direction and vision for the existing and future regional parks and trails. It is identified that the parks and trails are already playing an important role in the lives of residents and visitors and this role has the potential to grow. The report focuses on providing an approach for moving forwards which recommends:
 - Completing an overall plan/vision for regional parks and trails – starting with taking inventory of existing services;
 - Establishing long-term prioritized objectives;
 - Determining the best administration strategy – Regional District vs. Non profit; and,
 - Financing.
- **Climate Action Plan (2008).** The Provincial Government has developed several plans and strategies to encourage alternatives to the single occupant vehicle and reduce greenhouse gas emissions. The Provincial Climate Action Plan sets targets for British Columbia to reduce its GHG emissions by 33% from 2007 levels by 2020 and by 50% by 2050
- **Climate Action Charter (2007).** The Province of British Columbia developed the Climate Action Charter with the Union of BC Municipalities (UBCM) in 2007. Today, almost all of the municipalities in the Province – including Port Alberni– have signed the Charter with a pledge to be carbon neutral by 2012. By signing the Climate Action Charter, local governments commit to measuring and reporting on their community's GHG emissions profile and working to create compact, more energy efficient communities.
- **Alberni Valley Trails Planning Study (2006).** This study was conducted by the Friends of the Log Train Trail Society, a volunteer organization based in the Alberni Valley. The report notes that to date there has been no formal, overall planning for trail development throughout the Alberni Region.

3.0 Existing Conditions

This section describes the existing features of the walking and cycling environment in Port Alberni, including infrastructure, bylaw requirements, safety aspects, topography and land uses that shape walking and cycling in and around the community. Also included are residents' feedback and input on common walking and cycling issues and opportunities within the community. An assessment of the current walking and cycling environment in Port Alberni can provide a good picture of where the City is, and next steps for moving forward with the Active Transportation Plan.

3.1 Walking

Walking is a part of every trip that is made, whether it is made by car, public transit, or bicycle. The pedestrian environment plays a significant role in impacting the frequency of walking trips of residents. If suitable conditions exist within a community – such as having a complete, connected sidewalk network and major destinations nearby to where people live – walking can also be a convenient alternative to the automobile for almost all short trips.

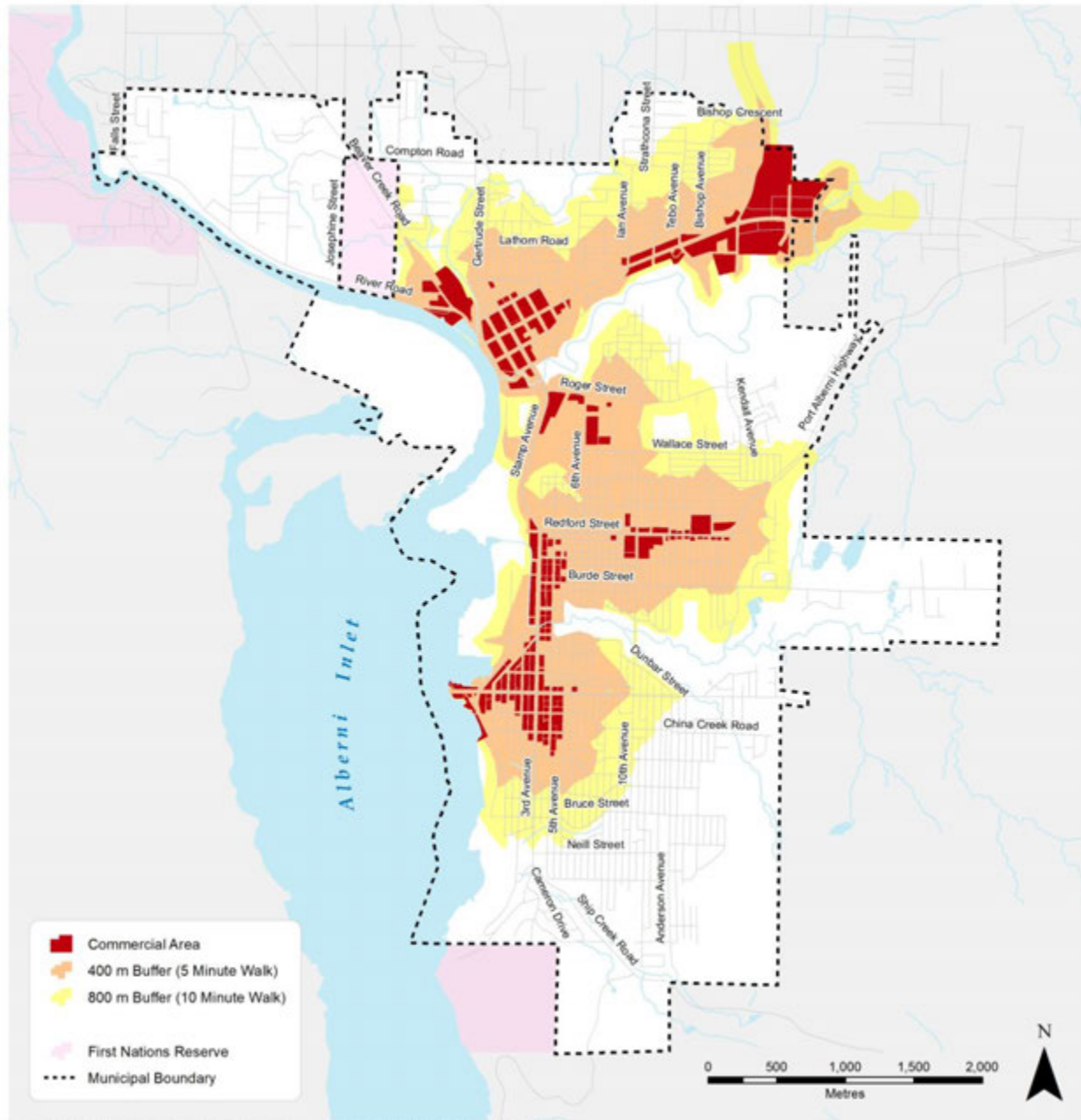
Pedestrian Generators. There are key areas of the community that are significant hubs of pedestrian activity, including the Northport and Southport Commercial areas, Johnston Commercial Area, and Redford Commercial Area. There is also a number of park and recreational facilities particularly Echo Park, located in the central part of Port Alberni, where there is a concentration of sporting and education facilities. Schools, elementary, middle, secondary, and post secondary, are also found throughout the City and are considered generators for pedestrian activity.

Pedestrian Walksheds. Due to the fact that the City of Port Alberni has commercial activity located throughout the City, most residents are within walking distance of commercial uses and



other destinations such as schools and parks. In fact, as shown in **Figure 5**, a significant portion of the City is located within a five- or ten-minute walking distance to key commercial uses throughout the community.

Figure 5
Commercial Walksheds (Five- and Ten-Minute Walking Distance)



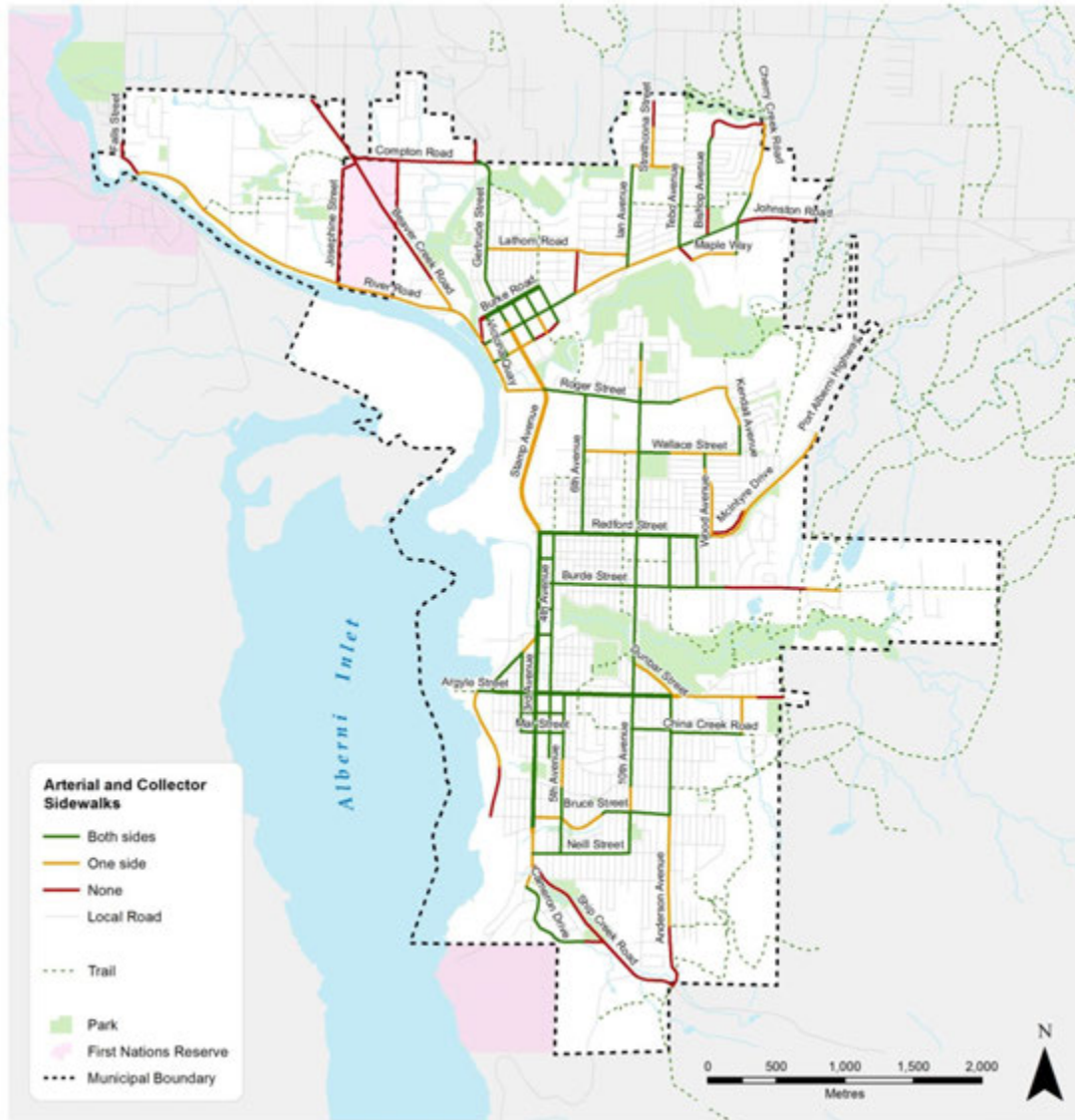
3.1.1 Existing Pedestrian Facilities

Sidewalks and Crossings. Figure 6 identifies the number of sidewalks on the arterial and collector roads in Port Alberni. The map identifies that the majority of collector and arterial roads in Port Alberni have sidewalks on both sides of the road. The commercial core and the major pedestrian routes provide a well connected, safe, and accessible pedestrian network. There are, however, some areas where there are gaps in the network. For example, Anderson Road, 5th Avenue, Bruce Street, 10th Avenue, Kendall Avenue, Johnston Road and Bishop Avenue have areas where there are gaps in the network and the connectivity of the sidewalks is limited by these deficiencies.

There are a number of the local roads that surround the schools and parks in Port Alberni have only one or no sidewalks. The Echo Park area, which is a hub of recreational activity and a significant pedestrian generator would benefit from having a continuous and complete pedestrian network. It is recommended that roads around schools, parks and recreational facilities have sidewalks on at least one side of the street. In most cases the streets in the City of Port Alberni do follow these standards, however there are still opportunities to improve and expand the pedestrian network.



Figure 6
Sidewalks Deficiencies (Arterial and Collector Roads Only)



Many local roads (45%) in Port Alberni do not have sidewalks on either side of the street, 26% have sidewalks on one side and 29% have a sidewalk on both sides of the street. The percentage distribution based on road classification can be seen in **Figure 7**.

Figure 7
Percentage of Sidewalk in Port Alberni

Sidewalks	Arterial	Collector	Local
0 Sidewalks	11%	17%	45%
1 Sidewalk	33%	25%	26%
2 Sidewalks	56%	57%	29%

The City of Port Alberni has approximately 230 crosswalks located mainly on the City's arterial and collector roads. The locations of the 13 traffic signal controlled crossings and their pedestrian features are provided in **Appendix D**.



Pedestrian Safety. A total of 6 collisions involving motor vehicles and pedestrians were reported to ICBC from 2008 to 2012, excluding collisions in parking lots as shown in **Figure 8**. All of the collisions resulted in a pedestrian injury, with no reported fatalities.

Figure 8
Pedestrian Collision Locations

Location	Number of pedestrian collisions
Redford Street & 10 th Avenue	3
Rogers Street & Stamp Avenue	2
Highway 4 & Gertrude Street	1

Traffic Calming. Port Alberni has traffic calming measures in place in a few key areas of the City. Curb extensions are located at select intersections along 3rd Avenue and Argyle Street. In addition, there are a number of 30 km/hr zones found mostly on roads adjacent to schools and parks. These features serve to reduce speeds, discourage high volumes of traffic, and minimize conflicts between different road users.

Accessibility in City of Port Alberni, like in other Vancouver Island communities, is a concern as we see aging populations it is anticipated that there will be an increase in residents with mobility issues. Providing a safe and accessible pedestrian network is imperative to increasing the number of walking trips by individuals with mobility issues. Pedestrian features such as curb let downs and wide sidewalks clear of obstructions can aid in facilitating walking trips for individuals with mobility issues. The City of Port Alberni does have a significant number of curb let downs,

however, many are older designs that could be improved upon, and there are still intersections without let downs.

Scooters. As heard through public consultation, the use of scooters in Port Alberni is a common occurrence. Some of the concerns and suggestions regarding scooters include, scooter education, concerns with visibility on the road and in parking lots, scooter lanes, and sharing the sidewalk with other pedestrians.

Trail Network. The trail network in the City of Port Alberni and the Regional District consists of pathways and trails for both pedestrians and cyclists. Providing better integration of the trail network with existing pedestrian infrastructure would help create a more connected network. Also, providing information at trail heads about the distance of the trail, the elevation gain, level of cell phone service would help improve the already popular trail network.

Barriers. There are several geographical features which act as barriers for pedestrians, including:

- **Development Patterns.** The evidence of the amalgamation of the two towns is still apparent today when looking at land use and development patterns in Port Alberni. The amalgamation of two towns resulted in a number of key commercial areas found throughout the City instead of in one downtown core. This allows for a number of different key destinations being located throughout the City, but has also resulted in a very spread out land use pattern.
- **Ravines,** particularly Dry Creek and Rogers Creek ravines have limited number of crossings, which can make for a much longer travel distance than as the crow flies. The limited number of crossings also, as mentioned creates bottlenecks at key locations.
 - **Bridges**
 - Victoria Quay/Roger Creek
 - Gertrude Street/Roger Creek
 - Gertrude Street/Kitsuksis creek
 - 3rd Avenue/Dry Creek
 - 4th Avenue/Dry Creek
 - **Pedestrian Bridges**
 - Dry Creek – Log Train Trail
 - Kitsuksis Dyke near Stirling Field
 - Kitsuksis Dyke near Spencer Park
 - Helen Street
 - Roger Creek Park

3.1.2 Key Issues and Opportunities

Key issues and opportunities have been identified from input received through the public consultation process. Many residents stated that they enjoy walking along the trails throughout the City, the scenery, and the relatively quiet streets. Respondents were also asked to identify key walking issues, more detailed information on the public consultation process and findings can be found in Appendix A. Some of the key themes identified are summarized below:

- **Bottlenecks and limited direct routes** are a result of the geography of the City. There are a limited number of north south running streets that run through the City. This creates heavy volumes of travel for all modes at certain locations. Some of these locations include 10th Avenue, Stamp Avenue, River Road, and Gertrude Street, and on the bridges;
- **Topography** can act as a significant barrier for walking. Steep hills can create safety concerns and result in a more strenuous commute. There are a number of areas throughout the City that have slopes greater than 8%;
- **Lack of sidewalks and pedestrian infrastructure** make for a fragmented walking network and an unpleasant walking experience. Places identified where walking infrastructure was lacking, inaccessible, very narrow, or unsafe included Beaver Creek Road, Dry Creek, River Road, Johnson Road, 3rd Avenue and Johnston Commercial Area;
- **More Pedestrian amenities** including access to public washrooms, benches and trash bins;
- **Trails** were identified as a positive aspect of the pedestrian network, however, connections to the City's pedestrian network, wayfinding, signage, and trail safety were identified as barriers to trail use. Creating links and easy access from the town was identified as a key opportunity; and
- **Busy crossings** at Rogers Street and Stamp Avenue, Beaver Creek Road, River Road, and Gertrude Street act as a barrier and can be a concern for pedestrians in Port Alberni.



Based on feedback from the community survey and public consultation, residents indicated that walking and the pedestrian environment in Port Alberni could be improved by providing the following:

- **Wayfinding and signage** for pedestrians and cyclists would provide better direction to navigate through the City and access trails and pedestrian routes.
- **More sidewalks**, wider sidewalks and more shoulder facilities to allow for safer separation between cars, cyclists and pedestrians and provide better pedestrian connections throughout the network.
- **Accessibility and safety considerations**, such as curb let-downs, curb extensions, paved routes, pedestrian refuge islands and separate facilities for scooters.

- **Additional pedestrian routes** over the bottlenecked crossings would provide more options for pedestrians and cyclists to navigate the City and avoid high traffic volume and speed locations.
- **Pedestrian amenities** such as garbage bins and dog bags. Other amenities such as benches and water fountains are particularly important in areas of steep topography because they provide places to rest, provide breaks in the trip and offer places to stop and enjoy the views associated with hilly topography.

3.2 Cycling

Cycling in Port Alberni is growing in popularity for both residents and visitors. Developing a safe and strategic bicycle network along with support from education, communication and promotional programs is an important way to support healthy lifestyles. Both this Plan and the City recognize the positive environmental impact of cycling and support it as a viable and attractive mode of transportation. With appropriate facilities, cycling can be time-competitive with both automobiles and transit, particularly over short-to-moderate distances during peak travel periods.

3.2.1 Existing Bicycle Facilities

Existing Bicycle Network. The City's existing on-street bicycle network is currently limited to shared use lanes. The route runs mainly along arterial and collector roads in Port Alberni. The City has installed some signage to indicate to drivers to share the road with cyclists however, the extent of the cycling infrastructure, including bike parking, in Port Alberni is limited. However, the City's off-street bicycle network provides numerous regional trails and pathways that are utilized by cyclists of all abilities.

Regional Integration. As noted through the public consultation process, there are frequent cycling trips that extend beyond Port Alberni's borders. As a result, it is critical to ensure seamless connections to destinations throughout the region. In most cases the routes cyclists use include the trail network or the Pacific Rim/Alberni Highway (Highway 4) which is maintained by the Province of British Columbia Ministry of Transportation. Some of the concerns with cycling on these routes include, debris on the highway shoulder, the rumble strip makes it difficult for cyclists to cross, and safety concerns with sharing the road with fast moving vehicles. Some key roads of concern identified include: Johnson Road when entering and exiting the City, River Road, and Beaver Creek Road.

Difficult and a Limited Number of Crossings. As noted in the previous section, travelling north/south through the City can be very challenging and can act as a barrier for cyclists. The crossings over Rogers Creek have been identified as a particularly dangerous, difficult, and inaccessible route for cyclists. The bridge crossings are narrow, there is potential conflict with heavy traffic volumes, and the limited number of crossings requires cyclists to bike down a hill only to have to climb it again once on the other side.

Signage and Wayfinding. Currently there is limited signage designating bicycle paths. Signage would benefit both cyclists and motorists by clearly identifying shared routes and reiterating that cyclists are valued road users. It would identify the location of bike routes of all road users and make it easier for new or inexperienced cyclists to efficiently find their way through the City and to key destinations. Providing direct links through the City and to some of the major trail heads would help make cycling in Port Alberni more accessible for residents and visitors.

Bicycle-Transit Integration. All buses in Port Alberni are equipped with bicycle racks on the front of busses, with a limit of two bicycles per bus.

Bicycle Parking and End of Trip Facilities. The City of Port Alberni currently has a limited number of parking and end-of-trip facilities. There are a few located at a specific destinations but they are not well known or clearly marked. The City is currently updating its Zoning Bylaw it has the opportunity to add bicycle parking as a requirement of new developments.

Cyclist Safety. There has been some concern in recent years of the safety of cyclists in Port Alberni. Some of the concerns could be addressed by providing better driver and cyclist education.

3.2.2 Key Issues and Opportunities

Through discussion with City of Port Alberni residents a number of cycling issues and opportunities were identified. In regards to cycling, many respondents stated that there were a variety of aspects they enjoyed about cycling in Port Alberni, including the regional trails, the wide streets, and the proximity to a variety of destinations. Respondents were also asked to identify key cycling issues in the community, and the key themes are summarized below (more detailed survey results are found in **Appendix A**):



- **More bicycle lanes and routes** to improve the ease of moving around the community by bicycle with marked lanes and signage;
- **Additional crossings and bottlenecks** were recognized as an issue for cyclists. The existing crossings are narrow and have high traffic volumes. Often cyclists have to ride on sidewalks to cross the bridges safely. The lack of crossings force cyclists to navigate more hills;
- **Conflict** between cyclists and other users, including pedestrians and motorists. Motorists yelling at cyclists, conflict on roads and on sidewalks;
- **End of the trip facilities** are lacking within the City, there are a very limited number of bicycle parking facilities, bike lockers, restrooms etc.;
- **Lack of connections and linkages** within the City and to the trails found throughout the Region. Focusing on providing cyclists and pedestrians access the trails heads easily and without an automobile is an important component of this plan; and,
- **Debris on shoulders** was also identified as an issue for cyclists, particularly along the major routes into and out of the City.

Based on feedback from the survey and public consultation activities, residents indicated that cycling in Port Alberni could be improved by providing the following:

- **Bicycle lanes**, including separated and marked bike lanes;
- **Bicycle parking** at key community destinations, currently the City has a very limited number of parking facilities;
- **Education** programs and information for both cyclists and drivers;
- **Alternative routes** and crossings, identifying some possible alternate crossings to avoid bottlenecked areas; and,
- **Better integration with the trail network** would make access easier to the trails found throughout the City and Region.

4.0 Vision and Goals

The City recognizes the need for a balanced approach to transportation, and that a multi-modal and sustainable transportation system is important to providing better mobility options for residents and visitors alike. The Active Transportation Plan is intended to be an effective tool to support this vision for sustainable transportation and in turn healthier residents. The Active Transportation Plan provides a framework for making walking and cycling safe, convenient, comfortable, and accessible modes of transportation in Port Alberni.



As Port Alberni is a small city with relatively easy access to key destinations, the focus of this plan is on promoting and encouraging walking and cycling as a form of transportation for short distance trips. However, it is also important that the plan focuses on providing access to the off-street network of trails as they are popular for residents and visitors alike. The Active Transportation Plan delivers strategies that provide a comprehensive package of solutions to promote walking and cycling, including

network plans, funding options, programming, and education initiatives. The approach of the Plan was inspired and directed by feedback, comments, and input received from City staff, the community stakeholders, and Port Alberni residents.

This section outlines a visioning direction for the Active Transportation Plan, which has been developed based on feedback received from the community and which builds on the direction from other City documents, including the City's Official Community Plan. The proposed vision and goals will help shape the overall direction for the Active Transportation Plan and serve as the basis from which improvement strategies and actions were identified.

Vision

Port Alberni is a City that is vibrant, rich in history, with unprecedented access to nature and beautiful scenery. It is sustainable and prides itself on providing a comprehensive, safe, connected, and accessible walking and cycling network that encourages active transportation and provides access to the region's trail and recreation amenities.

Goals

In support of this vision, the Active Transportation Plan outlines four goals:

Goal 1: More walking and cycling trips

Goal 2: Better connected and efficient network

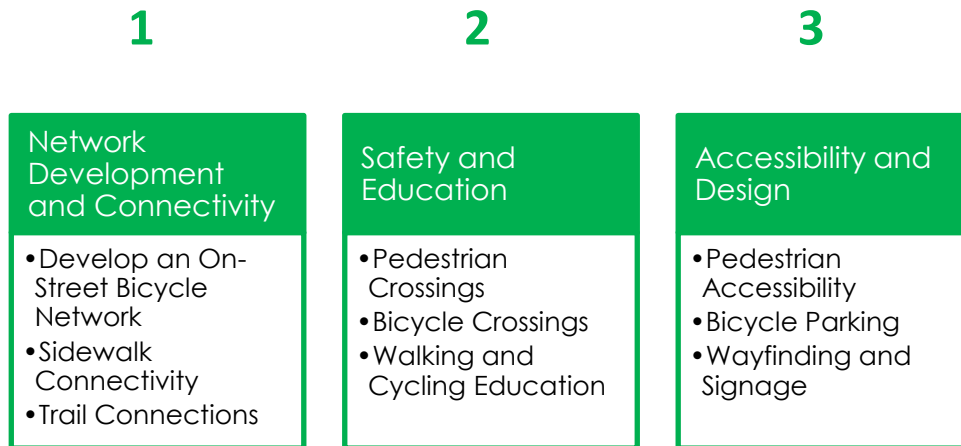
Goal 3: Provide better access to regional trails

Goal 4: Safer walking and cycling

5.0 Strategies and Actions

This section provides a range of more specific strategies to promote walking and cycling in Port Alberni. These are organized into the following three key action areas. There are a number of more specific strategies under each of these three action areas. The strategies of the Plan are intended to guide the City of Port Alberni's planning and capital investment decisions which support the greater use of walking and cycling.

The strategies in this section have been organized into three key action areas as shown below:



Some of the strategies listed are relevant only for cycling, while others apply only to pedestrians and some apply to both. Which group they apply to is outlined in the title of the strategy if it does not specify then it is both.

Action Area 1: Network Development and Connectivity

Expanding and enhancing the walking and cycling network is a fundamental part of making walking and cycling a convenient and attractive travel option in Port Alberni. The on-street network includes the sidewalks and some designated share the road routes around different areas of Port Alberni. The off street network for pedestrians and cyclists includes an extensive network of trails that are a popular attraction for residents and visitors alike. The existing walking network provides good coverage, and the existing infrastructure including, the dyke and regional trail systems and the scenic views create a very positive experience for most residents. Nonetheless, there are still notable gaps in the walking network including fragmented sidewalks, limited accessibility features, and pedestrian amenities that can sometimes make for difficult or inconvenient conditions. As mentioned the off street network of cycling facilities in Port Alberni is extensive. However, the on-street cycling network in Port Alberni is quite limited. By providing a more integrated and connected network of on-street facilities the City can significantly improve the ease of moving around the community by bicycle.

Strategy 1.1: Develop an On-Street Bicycle Network

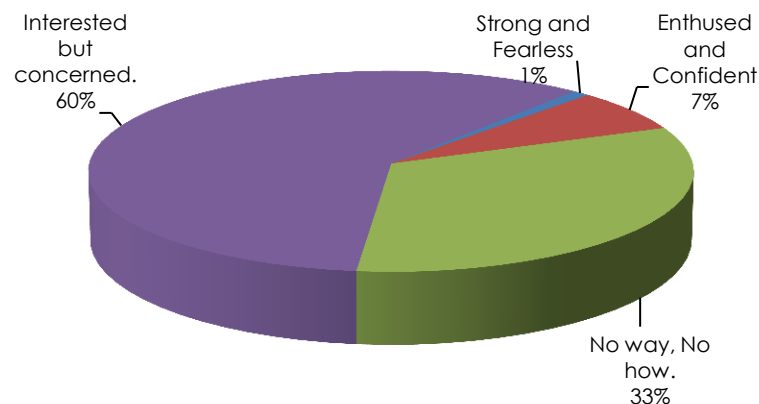
The City of Port Alberni should plan the bicycle network and target infrastructure where there is the greatest opportunity to provide facilities that will produce safe, direct, and comfortable routes and conditions for all cyclists not dependent on skill or ability level. This will provide the best opportunity to increase the number of cyclists and cycling trips within the City.

As a starting point in thinking about how to plan for bicycle networks, the City of Portland, Oregon conducted research to characterize cyclists and potential cyclists, and the typical distribution of these cyclist types in a community, as shown in **Figure 9**.

This research provides an applicable guide for any community designing and developing a bicycle network, with the following categories as a guide:

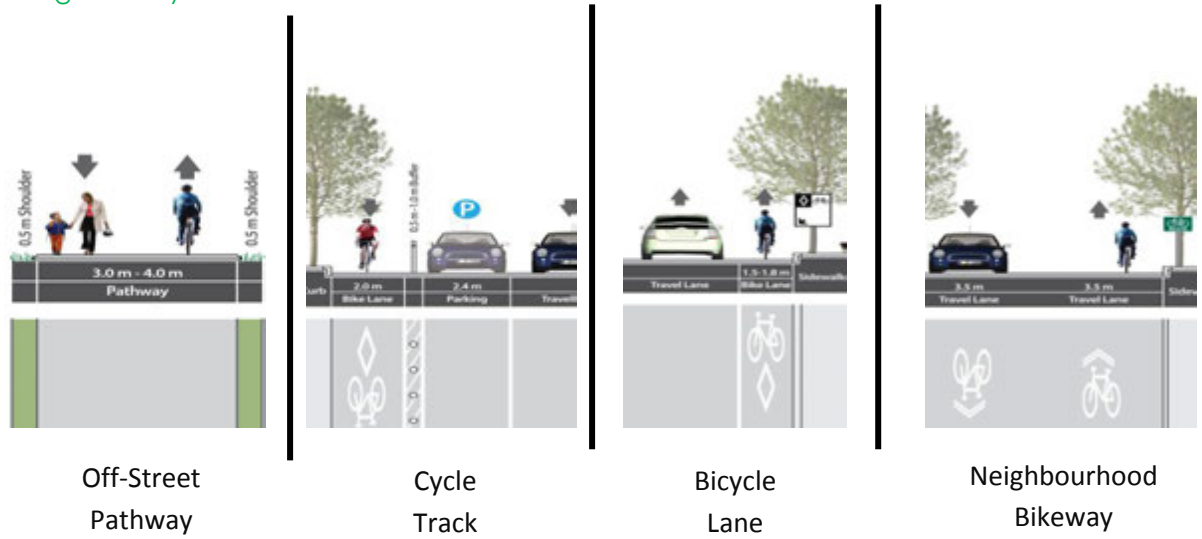
- Strong and the fearless. Those that are highly committed to cycling are already cycling regularly, and will likely cycle regardless of available infrastructure.
- Enthused and Confident. Those that have a high interest in cycling, are confident in their cycling abilities, and will make efforts to cycle as long as reasonable facilities are provided.
- No way, No how. A wide cross-section of individuals who are unlikely to cycle and are not interested in cycling for a variety of reasons including age, health, disability, or other circumstances.
- Interested but concerned. A wide cross-section of individuals who have an interest in cycling as part of their regular travel needs, but have significant concerns (typically related to safety or convenience) that limits their desire and commitment to cycling.

Figure 9
Target Market for Cycling (Portland, OR)



There are a range of different types of bicycle facilities that can be applied in various contexts. For the purposes of the City of Port Alberni's plan, four types of on-street and off-street bicycle facilities can be considered throughout the City, as summarized below and illustrated in **Figure 10**. These facilities are grouped into primary and secondary route facilities to reflect the Bicycle Network Plan included below and in **Appendix E**.

Figure 10
Range of Bicycle Facilities



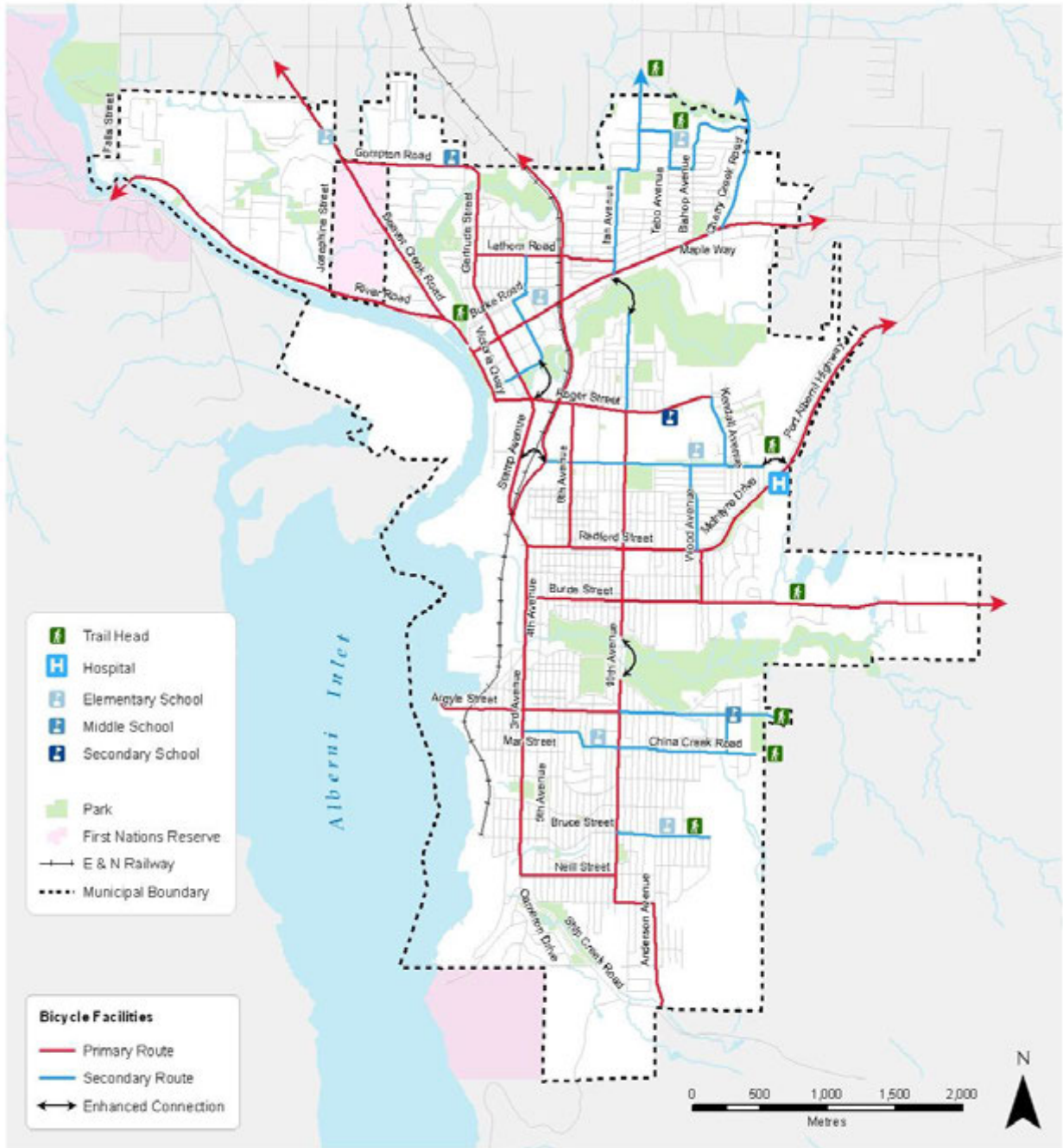
Primary Route Facilities

- **Off-Street Pathways** are physically separated from motor vehicles and provide sufficient width and supporting facilities to be used by cyclists, pedestrians, and other non-motorized users. Off-street pathways can have paved (i.e. asphalt) or unpaved surfaces, however, paved surfaces provide the greatest level of accessibility. They are also called multi-use paths, as they are used by cyclists, pedestrians and other non-motorized users.
- **Cycle Tracks** are physically separated from motor vehicle travel lanes but are located within the road right-of-way.
- **Bicycle Lanes** are separate lanes that are designated exclusively for bicycle travel and also include pavement markings. Protected or buffered bike lanes provide additional separation between cyclist and vehicle traffic through the use of a painted on-street buffer, using parked cars, or installing bollards or posts.

Secondary Route Facilities

- **Neighbourhood Bikeways** are routes on streets with low vehicle speeds and volumes, which include a range of treatments ranging from relatively basic facilities consisting of signage and pavement markings to bikeways with varying degrees of traffic calming implemented to improve safety for cyclists and other road users.

Figure 11
Proposed On-Street Bicycle Network (Primary and Secondary Routes)



Strategy 1.2: Increase Sidewalk Connectivity

Port Alberni already has a fairly extensive network of sidewalks throughout the City the majority of streets have sidewalks on one or more sides of the street. This includes the majority of arterial, collector and local roads. However, the City does have a number of areas where there are gaps in the network or where block to block the number of sidewalks varies. This can require unnecessary crossings and can create problems for people with mobility challenges. Also, areas that tend to create pedestrian trips such as, schools, recreational centres, and parks would ideally have sidewalks on both sides of the street, this is not the case of all locations in Port Alberni. The City does not currently have specific guidelines for sidewalk coverage. However, based on precedent from other cities, Port Alberni will work to ensure full sidewalk coverage based on the following criteria:

- Sidewalks on both sides of all urban collector and arterial roads; and
- Sidewalks on both sides of urban local roads that are on routes to schools, parks, commercial areas, regional trails, other community facilities, and bus stops.

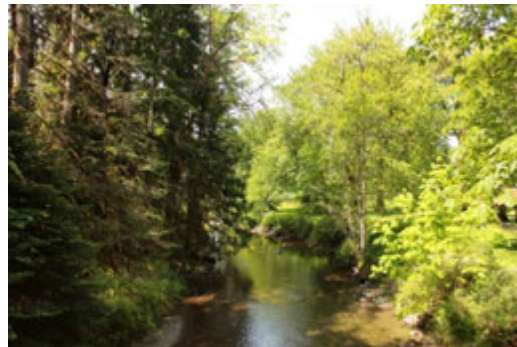


Strategy 1.3: Regional Trail Connections

The City of Port Alberni is surrounded by an abundance of natural resources and recreational opportunities. The trail network in and around the City and region include routes along dykes, creeks, ravines and provide access to many of the recreational amenities throughout the Regional District including lakes and Provincial Parks. These off street trails are used by pedestrians and cyclists alike. In order to truly utilize these facilities the trail systems needs to be better integrated with the City's pedestrian and cycling network. This can be done by providing clear, well established access points, signage, and direct pedestrian and cycling route through the City to the trail heads. By integrating the City's on street active transportation network with the off-street network of regional trails it will make the trails more accessible and promote using alternative methods of transportation to access the trails.

The City of Port Alberni will work to provide better connections to the trail network by:

- Providing sidewalk coverage and cycling facilities on routes that access trail heads.
- Look into creating better access and pedestrian and cycling facilities to the City's waterfront, particularly along River Road;



- Wayfinding and signage that identify routes to access points to major trails throughout the City.
- Information regarding the trail, distance, route at trail heads.

Action Area 2: Safety and Education

Safety, both real and perceived, is important in attracting more people to walk and cycle in Port Alberni. As vulnerable road users, pedestrians and bicyclists are subject to a higher level of risk, and a lack of perceived safety can effectively discourage walking and cycling. The prevalence of automobiles and automobile-oriented street design can feel threatening to more vulnerable road users, and the perceived walkability and bikeability of an area becomes inherently linked to safety. In fact, no matter the extent of the networks, if people do not feel safe using the community's sidewalks, trails, or bicycle facilities to get to their destination, then they will likely choose their car. This is why a safe walking and cycling environment is important, in addition to that of comfort and convenience. Safety was addressed by a number of residents in Port Alberni in reference to both cycling and walking.

The main factors Port Alberni residents attributed to making them feel uncomfortable and unsafe were crosswalks, traffic volumes, logging trucks, noise, and pollution. Bicyclists also feel vulnerable on roads with high traffic volumes and speeds. Cyclists in Port Alberni also expressed concerns over the lack of bicycle facilities, conflicts with other road users, unsafe crossings, and bottlenecks at bridge crossings. To overcome these concerns, there are a number of engineering and education strategies that can improve pedestrian and cyclist safety in Port Alberni.

Strategy 2.1 Pedestrian Crossings

The City of Port Alberni currently has 13 signalized intersections along Johnston Road, 3rd Avenue, Stamp Avenue, Redford Street, and Roger Street. The pedestrian crossing features at these intersections vary, but typically include a combination of pedestrian-activated pushbuttons, pedestrian countdown timers, and audible pedestrian signals. To improve pedestrian safety and accessibility at each of these intersections, all signalized intersections should have consistent treatments and be retrofitted to include pedestrian pushbuttons, pedestrian countdown timers, audible pedestrian signals, and other features.

In addition to the signalized intersections, there are a number of pedestrian facility improvements the city should consider:

- **More pedestrian crossings.** A majority of crosswalks are currently located in the Southport area of Port Alberni.
- **Ensuring all intersections between collector and arterial roads have marked pedestrian crosswalks at all legs of the intersection.** In particular, consider the crossings at Redford Street, Johnston Road, Argyle and Wallace Street.
- **Installing curb extensions.** Curb extensions have multiple benefits in reducing pedestrian crossing times, increasing pedestrian visibility and providing a traffic calming effect. All

which are particularly important in Port Alberni due to the large width of most streets. It is recommended that the City continue providing curb extensions on key corridors, such as those that are on routes to school. With curb extensions, additional consideration should be given to cyclists navigation and visibility on the roadway when curb extensions are in place.

- **Incorporate curb letdowns.** Curb letdowns at all intersection approaches ensure the intersection is fully accessible for a range of users.
- **Improve unsignalized pedestrian crossings with a pedestrian-activated signal.** This would be particularly useful along wide arterial streets that can be difficult to cross, such as Argyle Street, Johnston Road, and 3rd Avenue.

Strategy 2.2 Bicycle Street and Bridge Crossings

While cyclists tend to cross in many of the same intersections as pedestrians, there are fewer cyclist crossing features currently available. When designing on-road bicycle routes, intersections are key areas that need particular design attention. It is essential that all road users at an intersection recognize their space on the road through line painting and symbols, such as sharrows, or green paint at intersections and areas where there is the potential for conflict between cyclists and vehicles

Bottlenecking at 10th Avenue, 4th Avenue, and Gertrude Street were identified as major safety concerns for cyclists. The narrow culvert/bridge crossings leave cyclists torn between biking on the sidewalk or travel the narrow crossing on the road with the high traffic volumes. Both options present their own dangers and create an uncomfortable and unappealing environment for cyclists. The City will explore addressing safety concerns at these areas through future consideration of an alternative cyclist and pedestrian crossing over Rogers Creek. The City will be widening the bridge and adding a pedestrian crossing at Gertrude Street bridge over Kitsukis creek in the near future. Further research and consideration of an off street path that follows the E&N Railroad should be explored.



Strategy 2.3 Walking and Cycling Education

Providing walking and cycling infrastructure and facilities is a great step in promoting active transportation, however, it is often not enough. Programs, educational material, and reference information must also be in place to encourage people to walk and cycle in Port Alberni.

Education is considered a 'soft' measure for promoting walking and cycling, as it involves no engineered features or design mechanisms, but involves promoting awareness and informational material about walking and cycling. Providing documents that offer up to date information on local walking and cycling networks (such as trail maps that show recommended

routes and facilities), and programs that teach road safety and cycling skills. By spreading information and awareness about walking and cycling in the community, the City can use cost-effective education initiatives to enable people to feel more safe and comfortable using active modes to get around, while encouraging increased use of pedestrian and cycling facilities. There are a number of education and awareness programs and initiatives that the City can develop, including supporting cycling skills programs, safe routes to schools program, and events such as Bike to Work Week and Bike Month. To do so, the City should continue to identify opportunities to collaborate with appropriate agencies and organizations to promote education and awareness around walking and cycling.

Key areas to focus:

- Ensure that all residents including motorists, pedestrians, and cyclists have the skills, knowledge, confidence and support they need to use the road safely.
- Work with cycling groups and organizations in the City.
- Develop education and awareness programs and initiatives.
- Actively market and promote the active transportation facilities, policies and programs in the City.
- Develop a Bicycle User Map for the City that shows bicycle facilities, regional trail heads, key destinations, transit routes, bicycle parking, and bicycle shops.
- Develop a webpage that focuses on pedestrian and cycling facilities in Port Alberni.
- Develop mobility scooter education and awareness. This is a program that could be delivered through the local seniors' centre or other recreational facilities.

Action Area 3: Accessibility and Design

Neighbourhood design can play a key role in influencing walkability and bikeability of an area. The accessibility, design and function of a street can influence who and how people are able to access the space and can limit who uses the space. There are many ways in which the City can promote universal accessibility and designs that promote walking and cycling for people of all ages and abilities. This section describes some specific strategies that can be implemented to make communities universally accessible, particularly around key destinations and pedestrian and cycling generators. By ensuring that the community is designed to be accessible for seniors, scooters, children, parents with strollers, people with disabilities, cyclists and transit users, the overall experience and level of walkability and bikability will be improved for all residents and visitors.



Strategy 3.1 Pedestrian Accessibility

It is important that the pedestrian network and environment in Port Alberni be accessible and usable by a large cross section of people, including people with disabilities, individuals using scooters, seniors, and parents with children. The design of the walking environment should include accessibility features to accommodate the unique needs of these groups, and to provide better pedestrian circulation for everyone.

One of the clear areas of opportunity in Port Alberni is to ensure that all the signalized intersections have accessible crossing features. There are a number of features that can be added to the pedestrian environment and intersections in particular, that can increase accessibility and the overall appeal and walkability of the City. Some of the features that can make pedestrian crossings safer and accessible include: accessible pedestrian signals, traffic islands, let downs, curb ramps, tactile surfaces and warning strips, and directional guiding strips. This strategy also includes keeping sidewalks well maintained, free of cracks, tree roots, and standing puddles also create an environment more accessible and appealing to pedestrians and other users of the environment.

Providing an accessible pedestrian network is particularly important for scooter users in Port Alberni. Based on feedback scooters are often riding on the road with traffic rather than on sidewalks with pedestrians. Providing sidewalks that are wider, accessible and clear of obstructions would provide enough room for pedestrians and scooter users to share the pedestrian network and would keep scooter users safe and off of the road.

Strategy 3.2 Bicycle Parking

Every cycling trip requires that the bicycle be parked at the end of the trip. In many cases, this means locking the bicycle on the street where there is the potential it could be stolen. The fear of theft or vandalism is a significant deterrent to cycling. Therefore, providing safe and secure on-street parking at key locations throughout the City is a significant means of encouraging cycling in conjunction with developing a comprehensive network of bicycle facilities. The design of the bicycle parking can also be used as form of public art or civic branding, as can be seen in the images below.



Providing facilities for bicycle parking are relatively inexpensive and can be seen as a positive “quick win.” The development of the facilities can also be fun and innovative. This can be done by holding design completions, encouraging the use of creative materials, and personal touches. Additional and/or improved bicycle parking is recommended in key areas of Port Alberni, such as:

- **Key commercial areas**, including Pacific Rim Shopping Centre, locations within the Redford commercial area, and in the commercial areas in both Northport and Southport. It would also be beneficial to provide bicycle parking at the hotels throughout the City.
- **Key cultural and civic facilities** on Rogers Street including Bob Dailey Stadium and numerous sporting fields. At City Hall, and the Alberni Harbour Quay.
- **Schools**, including Maquinna Elementary, Eighth Avenue Elementary, Wood Elementary, Alberni Elementary, John Howitt Elementary, Gill Elementary, Eric J. Dunn Middle School, AW Neill Middle School, Alberni District Secondary and North Island College. Racks already exist at several schools, but would benefit from replacement to a new design type and or more capacity;
- **Parks**, including Paper Mill Dam Park, River Bend Park, Echo Park, Dry Creek Park, Gyro Recreation Park, Kaleidoscope Park, 11th Avenue Park, and Blair Park.
- **Trailheads.**

The bicycle parking locations described above includes locations within both the public and private realm. For locations within public space, the City should work to implement bicycle parking where possible within the road right-of-way. Furthermore the City should continue to provide facilities for their own employees for showering and getting changed in addition to increasing the amount of bicycle parking. In addition to providing facilities for its employees, this also demonstrates leadership on behalf of the City and will help encourage others in the community to follow suit.

For bicycle parking within the private realm there are other cities on Vancouver Island that have added bicycle parking requirements for new buildings, building additions, and expansions to the City's Zoning Bylaw. The City of Port Alberni currently does not have these requirements. However, further discussion is encouraged regarding implementing these requirements into the Zoning Bylaw.

Strategy 3.3 Wayfinding and Signage

One of the easiest and effective ways to support pedestrian and bicycle friendly design is by providing wayfinding information for



users of the sidewalk, trail, and bicycle network. Wayfinding should be simple, easy to read, intuitive, and provide pedestrians and cyclists with a level of confidence that they are travelling the most efficient and accessible route. The City of Port Alberni already has effective wayfinding for motor vehicles, and could benefit from providing signage that is on the smaller pedestrian and cyclist scale. Providing signage throughout the City will ensure that people are aware of key destinations, local and regional trailheads, paths, and bike lanes options. Enhanced wayfinding and signage can include several types of information, including:

- **Route** signs that indicate which streets are designated bicycle routes through the use of bicycle route signs and bicycle symbols on street name signs. Supplementary tabs can be installed below bicycle route signs to indicate major destinations.
- **Wayfinding** signs can indicate directions to key destinations, as well travel distance and estimated walking and cycling time.
- **Educational** signs provide information for cyclists and motorists regarding appropriate use of bicycle facilities, such as "Share the Road" signs and "Yield To..." signs.

Wayfinding can also be beneficial for indicating where bicycle parking facilities are located in both the public and private realm. This could include providing information about the location of bicycle parking racks on the City's website, and also by providing signage to bicycle parking facilities.

6.0 Implementation Strategy

The previous section provided an updated active transportation vision for the City of Port Alberni along with a comprehensive package of strategies and action items that will allow for the City to achieve this vision. The information provided in this section is an implementation and phasing strategy identifying the capital project priorities over the short term (0 to 5 years), medium term (5 to 10 years), and the long term (10 years and beyond). The details of this phasing plan are found in **Appendix F**.

The recommended capital improvements are grouped by Action Area and Strategy. The implementation will be funded through current budget allocations at the municipal level. By identifying projects, Port Alberni has the ability to integrate cycling and pedestrian facilities into road paving, line painting and other ongoing road maintenance operations. Wherever possible, the City should work with other agencies and levels of governments to establish cost sharing agreements or to seek grant opportunities in order to off-set total project costs. The identification of priority active transportation facilities allows the City of Port Alberni and its partners to apply for grants, including the Bike BC- Cycling Infrastructure Partnership Program and gas tax funds.

Action Area 1: Network Development and Connectivity

Strategy 1.1: Develop an On-Street Bicycle Network

An on-street bicycle network map has been developed based on destinations, direct routes, connecting key parts of the city and ease of travel. The proposed On-Street Bicycle Network is provided in **Appendix E**. It is made up of primary and secondary routes that will be developed and built over a 10 year period.

Primary routes are direct routes with higher levels and speeds of car traffic. Therefore, those routes are suitable for cycle lanes on both sides of the street or a separated multi-use pathway, where land exists. Effective signage is also important.

Secondary routes are on quieter streets where it is more comfortable for bikes and cars to share land space. They include connections from primary routes to school and other significant destination. Overtime, these routes will be developed using sharrows, traffic calming features and signage.

New bicycle facilities can typically cost between \$15,000 to \$300,000 per kilometre depending on the number of signs, torch-on symbols or road widening requirements. These costs can be minimized through integrating the projects into ongoing road maintenance and renewal.

Priorities were established based on creating a well connected network and developing key designated bicycle corridors within the City of Port Alberni. Short Term priorities, provided in **Figure 12**, are assigned to facilities that will provide direct routes to key destinations within the City and allow cyclists to travel through the City efficiently. Medium-term priorities were assigned

to proposed bicycle facilities that will expand on the short-term priorities and provide more linkages to key destinations within the City, including commercial areas, town centres and parks and schools. Longer-term priorities are assigned to bicycle routes that will provide access in and around residential areas of the City and provide more regional access.

Figure 12
Summary of Short-Term Bicycle Improvements

Roadway	From	To	Distance (km)
Johnston Rd	Victoria Quay	John St	2.60
Roger St	Victoria Quay	Kendall Ave	1.63
3rd Ave	Cameron St	Redford St	3.08
10th Ave	Scott St	Roger St	3.50
Argyle St	Harbour Quay	10th Ave	1.28

Strategy 1.2: Increase Sidewalk Connectivity

Port Alberni will work to ensure full sidewalk coverage based on the following criteria:

- Sidewalks on both sides of all urban collector and arterial roads;
- Sidewalks on both sides of urban local roads that are on routes to schools, parks, commercial areas, regional trails, other community facilities, and bus stops.

Based on recent construction pricing, a sidewalk is estimated to cost \$200.00 per metre (approximately 125m²). The goal of this plan is to provide sidewalk coverage on both sides of all urban collector and arterial roads and sidewalks on both sides of urban local roads that are on routes to schools, parks, commercial areas, regional trails, other community facilities and bus stops. To make these improvements a significant investment is required, and will need to be implemented over an extended period of time. Priorities have been established based primarily upon providing new facilities to areas of high demand, including those areas that have the potential or already experience high levels of pedestrian volumes. Another key consideration of the prioritization was created a connected pedestrian network that provided access to a number of destinations including the numerous recreational amenities found in the City of Port Alberni.

Priority roads to increase sidewalk connectivity identified include:

- 10th Avenue;
- Anderson Avenue; and,
- Beaver Creek Road.

The sidewalk improvements on these roads have been identified as short-term priorities and are summarized below in **Figure 13**.

Figure 13

Summary of Short-Term Sidewalk Improvements

Roadway	From	To	Distance (m)
Anderson Ave	Ship Creek Rd	Comox St	918
Anderson Ave	Comox St	Bruce St	679
10th Ave	Bruce St	Melrose St	194
Beaver Creek Rd	River Rd	Pierce Rd	3591

Strategy 1.3: Regional Trail Connections

As mentioned throughout the report, the people of Port Alberni highly valued the regional trails for both walking and cycling. To improve regional trail connections it is important for the City of Port Alberni to work internally between the Engineering and Parks and Recreation Departments, as well as externally with the Alberni-Clayoquot Regional District.

To enhance regional trail connections, the City should incorporate trails into the mapping of the on-street walking and cycling facilities and provide signs to direct people to trail heads. The City should work with the Parks Department and ACRD to provide uniformity in signage.

Action Area 2: Safety and Education

Strategy 2.1 Signalized Pedestrian Crossings

To improve pedestrian safety and accessibility at each of these intersections, all signalized intersections should have consistent treatments and be retrofitted to include pedestrian pushbuttons, pedestrian countdown timers, audible pedestrian signals, and other features described in **Figure 14**.

According to current estimates, Pedestrian Countdown Timers cost approximately \$500 each, while Audible Pedestrian Signals are approximately \$940 each. The unit cost of a Pedestrian Push Button system is \$5,000 each.

Figure 14

Pedestrian Crossing Improvements to Signalized Intersections

Intersection Location	Pedestrian Crossing Features		
	Pedestrian Push Button	Pedestrian Countdown Timers	Audible Pedestrian Signals
1. Argyle St & 3 rd Avenue	Existing	Recommended	Existing
2. Napier St & 3 rd Avenue	Existing	Recommended	Recommended
3. Stamp Avenue and Roger Street	Existing	Recommended	Existing
4. Redford St & Stamp Avenue	Existing	Recommended	Existing
5. 10 th Avenue and Redford Street	Existing	Existing (N-S Redford) E-W 10 th Avenue Recommended	Existing
6. 10 th Avenue and Wallace Street	Existing	Recommended	Existing
7. 10 th Avenue and Roger Street	Existing	Recommended	Existing
8. Johnston Road & River Road	Existing	Recommended	Recommended
9. Johnston Road & Gertrude Street	Existing	All directions	Recommended
10. Johnston Road & Helen Street	Existing (N-S Johnston Road) E-W Helen Street Recommended	Existing (N-S Johnston Road) E-W Helen Street Recommended	Recommended
11. Johnston Road & Tebo Avenue	Existing	Recommended	Recommended
12. Johnston Road & Cherry Creek Road	Existing	Recommended	Recommended
13. Johnston Road & Broughton Street	Existing	Recommended	Recommended

Strategy 2.2 Bicycle Street and Bridge Crossings

It is essential that the City pay particular attention to intersections and bridge crossings when implementing the bicycle network. An initial implementation step is providing special treatment for the section at the 10th Avenue dip. As the road is too narrow to provide a full bike lane, it is recommended that coloured pavement markings be implemented to indicate the potential conflict zone between bicycles and vehicles.

The City of Port Alberni recognizes the challenge of ensuring sufficient road space for all road users on the many bridges within the city. The City is working to identify unique solutions for each bridge, and in the long term should ensure that any bridge repair or replacements provides additional space for cyclists and pedestrians to cross safely and comfortably.

Strategy 2.3 Walking and Cycling Education

In addition to the implementation of hard infrastructure, there are many opportunities to educate and celebrate active transportation in the community.

Bike to Work Week. From the consultation, there was interest in the City hosting an event like Bike to Work Week, which is held province-wide in May and June of each year. This could be held in partnership with bicycle groups, the RCMP, schools and local businesses. During Bike to Work Week other cities host celebration stations, car vs. bike races, and commuter competitions between organizations. It is suggested that this event be held with the opening of a new bike facility in the City.

Bicycle User Map. The second education tool is the creation of a Bicycle User Map. This easy to read (and print) map would show bicycle facilities, regional trail heads, key destinations, transit routes, bicycle parking, and bicycle shops. It is recommended that this map be developed once key components of the bicycle network are implemented. In the future, specialized maps for heritage or cultural tours could also be created for both cycling and walking.

Scooter Education. Thirdly, an important education initiative would be scooter education. This could be held by the local seniors centre to provide important information about the legal requirements for scooter driving. There could be an opportunity for joint implementation with the outcomes of the Age Friendly Report.

Action Area 3: Accessibility and Design

Strategy 3.1 Pedestrian Accessibility

To improve pedestrian accessibility, there are three key implementation strategies that the City should implement.

Wider Sidewalks. First, street design standards in the City's servicing bylaw should be updated to provide wider sidewalks to accommodate scooters and ascribe other accessibility features, including lighting and benches.

Sidewalk Maintenance Policy. Secondly, the City should adopt a sidewalk maintenance policy. This policy would include standards for inspection, identifying defects and obstacles, and prioritizing repairs. Many other municipalities have implemented sidewalk maintenance policies. As well, the Municipal Insurance Association may be able assist with questions of liability related to sidewalk maintenance.

Strategy 3.2 Bicycle Parking

There are three implementation strategies to increase bicycle parking in Port Alberni: Bicycle parking at municipal and community facilities, updating the Zoning Bylaw, and partnering with businesses.

The first is to install bicycle parking at all municipal and community facilities. The Farmer's Market has been identified as a priority community facility for bicycle parking. The second strategy is to update the City's Zoning Bylaw to include requirements for bike parking in new developments, especially multi-family and commercial developments. The final strategy is to partner with local businesses to install bicycle parking. This usually involves a cost sharing approach where the municipality and business both contribute to the cost of a bicycle rack that is installed outside of a specific business.

Strategy 3.3 Wayfinding and Signage

In the short term, wayfinding and signage for pedestrian is an important strategy to direct locals and tourists to recreation trails, commercial and service destinations, and tourist attractions. In the long term, wayfinding and signage should also be developed for cyclists as the bicycle network is built.

Summary

The City of Port Alberni has a great opportunity to encourage more cycling and walking in the city with some key improvements in infrastructure and programming. Through the current City budget, partnership with regional and community organizations, and grant funding, strong investments can be made in the short and long-term.

Appendix A- Public Consultation

Stakeholder Meeting

Date: June 5, 2013

Location: City of Port Alberni City Hall

Attendees:

Name	Title	Organization
Guy Cicon	Engineering	City of Port Alberni
Linda Scobbie	Engineering Technologist	City of Port Alberni
Scott Kenny	Director, Parks and Recreation	City of Port Alberni
Jake Martens	Executive Assistant	City of Port Alberni
Bill Brown		
Pat Dahlquist	School Trustee	School District #70 and Advisory Traffic Committee
Bill Collette	Executive Director	Chamber of Commerce
John Mayba		
Dave Gilbert		
Mike Ing	Manager of Planning and Development	Alberni-Clayoquot Regional District
Mike Coady	Staff Sgt.	RCMP
Penny Cote	Electoral Area Director- Area D	Alberni-Clayoquot Regional District
Scott Smith	City Planner	City of Port Alberni
Randy	Street Superintendent	City of Port Alberni

Context

- Growing cycling culture – more involvement
- 2 main advocacy groups similar interests but divided
- Wide roadways
- Character of the city- North and South Port

Specific Areas of Concern

- Johnson Road (corridor) Highway 4 commercial and residential
- Roger and Gertrude is unsafe for pedestrians (high speeds, right turns)
- Gertrude – Spencer Park Bridge is getting pontoons to add 4metre to each side
- Gertrude street bridge – adding independent bridges, widen bridge and sidewalk
- Beaver Creek – narrow and high traffic volumes – telephone poles line the street
- Beaver Creek and Crompton Road
- Crompton road is wider now
- Ministry owns Highway 4 and Johnson Road
- 3rd Avenue make it single lane with bike lanes
- 10th Avenue dip- narrow roadway, industrial traffic
- Marine and Beaver Creek and Highway to Tofino (River Road)
- 10th and Dunbar going north on 10th – cars don't see cyclists or underestimate how fast cyclists are travelling
- 3rd Avenue and Dunbar – Right turn only - Traffic island – positioning of the stop sign
- 3rd and Argyle- Runs into a 4-way stop overnight and Sundays- pedestrians don't know what to do
- Beaver Creek Road
- Highway along Sproat Lake
- Hector Road is a good connector – no hills, nice route to the lake, scenic and not hilly but it is not in great condition (pot holes)
- Ministry of Transportation not adding bike lanes and sidewalks – debris on shoulder/Hwy rumble strips mixed opinion
- Rogers and Stamp
- Beaver and River Road
- Kingsway and 3rd
- Stamp Ave
- Bridges in general
- Hospital to town- lack of shoulder
- Connection between Quay and Maritime- need sidewalk
- Opportunity Areas
 - Johnson Road
 - 3rd Avenue
 - 10th Street
 - River Road

Linkages and Connections

- Arterial vs. collector vs. local
- Show and identify key linkages make it easier to get around and take advantage of the network of trails. Making them more accessible and easy to access from different parts of the City. Make it easy to walk and cycle directly to the trails rather than having to drive to them. Make active transportation part of the entire journey.
- Connections to the west coast

Destinations

- There is a lot of potential
- Places to park bikes
- Connections and linkages between the two points
- Waterfront
- Farmers Market
- Schools
- Aquatic Centre
- People are interested in seeing industry (i.e. Squamish)

Bridges

- Gertude/Compton Rd
 - Upgrades next year (\$250,000)
 - Repave, pedestrian sidewalks on the outside
- 10th Ave (Future)
 - Suspension bridge
- 21st Ave (Future)
 - Stantec completed alignment study
- Gertrude
 - Road
 - Pedestrian footbridge
 - Trestle bridge (steam train)
- Stamp
 - Putting pontoons on outside of bridge
- Kitsecis
- Roger Creek- 10th Ave

End of the Route Facilities

- Bike parking lacking, there is a limited number
- Potential for City/business joint effort for bike parking
- Bike parking in the bylaw – not currently
- Program to sponsor bike racks – competition
- Victoria Quay
- Memorial Bike Racks
- Art welders/Wood workers
- Park and Ride (bikes)
- Washrooms

Trail Network

- Already an extensive network, groundwork is already there
- Log train trail/Alberni Inlet Trail
- Linkages out of the City– River Road
- Spruce Lake
- Show and identify linkages and connections

- Connections between trails and urban areas – easier for pedestrians to access some of the trails are quite steep and harder for cyclists to navigate
- Potential conflict for all users
- Safety concerns – better lighting
- Dyke is great for beginners, it is a comfortable place to cycle
- The trail network is a positive
- Walking trails on east side of the City
- Stakeholders noted that they would cycle the trails more if they could bike there easier – better connections
- Long train trail – better signage
- If people knew how to get there they would use it more
- Sprout Lake – OCP mentions a connecting trail
- Link the regional trails with the City
- International Trails day – ACRD wants to like link their trails better with the City
- Spine Trail

Rogers Creek Crossing

- Pedestrian and cycling bridge
- Some people want to make it a vehicle crossing
- Very steep ravines will make planning and design difficult – might be too steep for cyclists anyway
- 21st Avenue alignment – believe that the OCP shows a map with a road crossing Rogers Creek – OCP has a proposed bypass over Rogers creek – not the 21st Ave crossing though
- Rogers Creek is a bottle neck
- Bridge in front of the mill
- North/South connection
- Currently creates bottlenecks
- Bridge from Tebo to Ian? - Hanging suspension bridge
- Train Tracks Twin Trestle
- A path that takes you down and then back up – very steep, too steep for cyclists
- Pave beside the train tracks, use the walking bridge

Safety Concerns

- Signalized intersections/ bike not able to activate the signal – stuck waiting
- Option for bike push buttons
- Drivers in Port Alberni are not friendly for cyclists
- Drivers yelling at cyclists to use the sidewalk instead of the road
- Sharing the road with logging trucks
- Improve safety Anderson dip and narrowing across the hospital
- A line on the road makes a difference i.e.. Bike lane would go a long way

Pedestrians

- Better delineation of space benefits all users

- Scooter and seniors (age friendly workshop)
 - Linkages
 - Trail maps and signs
 - Maps and priority trails
 - Scooter lanes
 - Better access to malls – currently they are not very accessible
 - Senior population is average but is growing
- Scooters and e-bikes, where do they go? Road or Sidewalk?
- Increasing number of seniors
- Scooters on sidewalks vs. the road
- Very wide streets – there should be room for everyone
- Scooter education workshop
- Walking/peds and safe crossings – education campaign every fall, every year
- Wheelchairs and scooters – wheelchair access – new sidewalks have curb let downs – many don't (old ones) and those that do, they are not in good condition
- A lot of streets without sidewalks or sidewalks on only one side
- Bruce to Mainland
- Arterial – sidewalks are on both sides
- Collectors and locals – sidewalks on at least one side
- Redford/Johnston/etc (Have sidewalks?)
- Walking pedestrian lights – flashing lights - Like them
- Size of the community makes it hard to travel across the City
- Crossing the wide roads- need longer crossing time (for seniors, walking with kids)
- Pacific Rim Mall – think about how people can walk there, what if people decide to walk (it is difficult to get through the parking lot)
- Gaps in the sidewalk
- 5th Avenue sidewalk on only one side
- Walking access to the waterfront
- Dyke has been very useful, creates a healthy lifestyle
- Stamp Ave and River Road only have sidewalks on one side
- Leaving the Quay to get to the Marine Museum
- Access to get around – Scooters
- Map where seniors live
- Banners and flowers make walking more enjoyable

Transit

- The transit system is heavily relied on – bikes and pedestrians are becoming increasingly important
- Ranked the 4th highest in usage for all of British Columbia
- People are using alternative means of transportation already in Port Alberni

OCP & Planning Policies

- Currently working on updating their zoning bylaw
- Land use – increasing density (secondary suites and reducing residential lot sizes)
- Subdivision Bylaw – provide linkages through the subdivisions

- Incorporate the map of the planned bicycle network into the OCP
- Waterfront North Study underway- proposal for promenade along River Rd

Like/Dislike - Cyclists

- Feel safer riding on the road as opposed to the sidewalk
- Blurring the places for cyclists and pedestrians
- Bike lanes would go a long way and make a big difference
- Equal parts engineering and education
- Other cyclists can be worse than drivers – need more education
- Make sure that drivers have cyclists in mind – they are part of the community – not a deterrent
- Think about people who are not as willing
- Lanes – line respect
- Green lanes particularly at the tight spots

Other

- City cycling is still looked down upon, lower income or people that don't have a drivers license
- There are bottle necks throughout the City where there is no alternative for cyclists and pedestrians
- Pinch points – no other way to avoid them - Bridges
- Bridges have limited width of the sidewalk
- Waterfront North Study – Left side will be a promenade – pedestrian/bike walkway
- No truck route yet, proposed
- Maintenance/drops/dips in the road
- Education and mapping
- Argyle and 3rd turns into a flashing light on weekends and evenings
- Age-friendly study is underway and session was held on transportation

Implementation

- Cost effective
- Baby steps
- Staged approach
- Start with low cost measures
 - Mapping
 - Signage – share the road sign along *Stamp Avenue* already make a big difference
 - Painting- including coloured lanes at conflict zones
 - Clearly identifying linkages and connections
- Painted lanes can make a big difference, affordable increase confidence, creates an area that is designed for the cyclists, cars see it as a separate lane, they are not permitted in
- Focus on a few key areas incrementally – key main projects identified by Guy
 - Stamp Avenue

- 3rd
- 10th
- Anderson
- About making affordable, quick changes to get the momentum going
- Speak to funding in the report – being ready and prepared for the grant
- Planning for all ages and abilities
- Need for monitoring (especially during first implementation)
- Education campaign- drivers, cyclists- get ICBC and RCMP involved
- Bike to Work Weed- education, infrastructure unveiling, high profile event
- Grants
 - Provide list of possible grants- ICBC, health, economic development, outdoor recreation



Community Survey and Results

Community Survey

Thank you for your interest in the City of Port Alberni Active Transportation Plan! The Active Transportation Plan will guide the development of the City's pedestrian and cycling networks over the next 25 years and beyond. We would appreciate if you took the time to complete this short survey by **July 15, 2013**.

- Complete the survey online at: www.surveymonkey.com/s/PortAlberniwalkbike
- Drop off or mail completed surveys to:
Guy Cicon
City of Port Alberni
4850 Argyle Street Port Alberni, BC V9Y 1V8

Part 1: Walking

1. Are you a resident or a property owner within the City of Port Alberni?

- Yes
- No
- If yes, please enter your 6 digit postal code: _____

2. What do you like the most about walking in Port Alberni?

3. What do you like least about walking in Port Alberni?

4. How would you describe the level of accessibility when travelling through Port Alberni? Particularly, if you are travelling by scooter, wheelchair, or pushing a stroller. Ex. Number of curb ramps, uneven pavement and obstructions restricting movement.

- Very accessible
- Somewhat accessible
- Not accessible



5. What do you think is most important for improving the walking environment? Please rank these items from 1 through 5, with 1 being the most important to 5 being the least important.

	Most Important				Least Important
More sidewalks	1	2	3	4	5
Pedestrian-controlled intersections	1	2	3	4	5
Trails and pathways	1	2	3	4	5
Benches and places to sit	1	2	3	4	5
Promote safe routes to school	1	2	3	4	5
Other	1	2	3	4	5

Please specify other:

Part 2: Cycling

6. What do you like the most about cycling in Port Alberni?

7. What do you like the least about cycling in Port Alberni?

8. What do you think is the most important for improving the cycling environment? Please rank these items from 1 through 5, with 1 being the most important to 5 being the least important.

	Most Important				Least Important
Bicycle lanes	1	2	3	4	5
Separated bicycle lanes	1	2	3	4	5
Trails and pathways	1	2	3	4	5
More bicycle parking	1	2	3	4	5



Provide cycling education	1	2	3	4	5
Better bicycle-transit integration	1	2	3	4	5
Other	1	2	3	4	5

Please specify other:

Part 3: Tell us about yourself

9. What is the main purpose for most of your walking and cycling trips? (Please check all that apply)

	Walking	Cycling
Commute to work	<input type="checkbox"/>	<input type="checkbox"/>
Go to school	<input type="checkbox"/>	<input type="checkbox"/>
Shopping and errands	<input type="checkbox"/>	<input type="checkbox"/>
Recreation and leisure	<input type="checkbox"/>	<input type="checkbox"/>
Exercise	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Please specify other:

10. If you do not currently walk or cycle, what improvements would you like to see in the community that would encourage you to walk or cycle more?

11. How old are you?

- 14 or under
 25 – 34
 45 – 54
 65 or over
 15 – 24
 35 – 44
 55 – 64

12. What is your gender

- Male
 Female



13. Do you have any other comments about walking or cycling in Port Alberni?

Thank you for completing this survey

Survey Results Summary

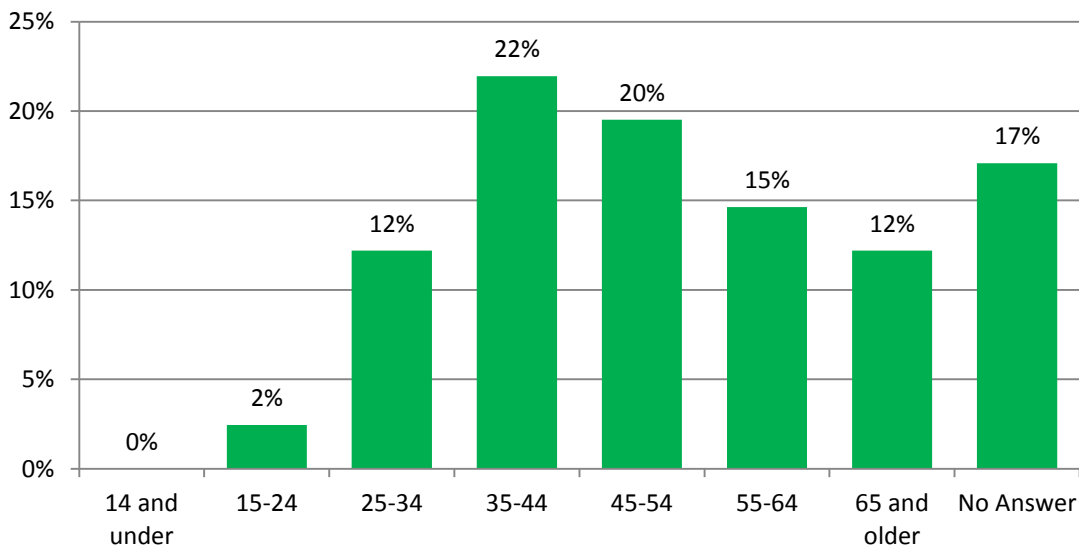
1. Survey Respondent Characteristics

This section summarizes characteristics of the survey respondents. In total, 42 survey responses were received. Out of all the respondents 37% were female, compared to approximately 46% male (the remaining 17% of survey respondents did not indicate gender).

1.1 Age of Respondents

As shown in **Figure 1**, the majority of survey respondents (22%) are between 35-44 years of age. This is followed by residents between the ages of 45-54 (20%). Respondents over the age of 65 years old made up 12% of the respondents. However, respondents 15-24 years of age make up only 2% of the respondents.

Figure 1: Survey Respondents by Age



2. Survey Respondent Issues and Opportunities

At the open house and through the online survey, respondents were asked to indicate which aspects of Port Alberni's cycling and pedestrian network they think should be considered the highest priority in the Active Transportation Plan. This section summarizes the opportunities with the pedestrian and cycling environments respondents.

3.1 Walking

3.1.1 Like the most about walking

Respondents were asked what aspects they liked the most walking in Port Alberni. Some of the overarching themes that emerged throughout the responses are summarized below:

- Good environment for pedestrians
 - Scenery and views of mountains and water
 - Great climate
 - Fresh air

- Low traffic volumes
 - There is not too much traffic
- Pedestrian facilities and network
 - Areas where there are new, wider sidewalks
- Location and proximity to destinations
 - Most destinations are conveniently located
 - Easily accessible
- Trails and off street facilities
 - Access natural areas and green spaces
 - Extensive walkways and trails
 - Off street facilities away from traffic

3.1.2 Like the least about walking

Respondents were asked what aspects they liked the least walking in Port Alberni. Some of the overarching themes that emerged throughout the responses are summarized below:

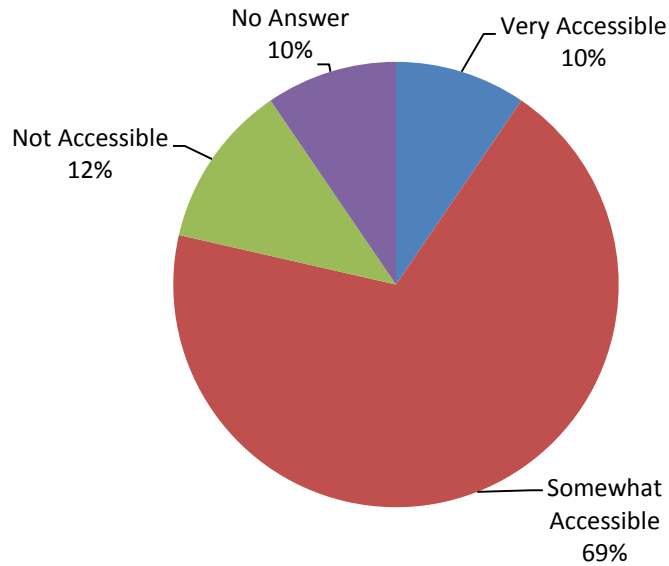
- Other vehicles
 - Dangerous intersections
 - Vehicle drivers not noticing pedestrians
 - Truck routes
- Poor pedestrian facilities
 - Maintenance
 - Lack of sidewalks
 - Uneven surfaces
 - Crosswalks and accessibility
- Connectivity
 - Access to the waterfront
 - Crossing at Rogers Creek
- Safety
 - Personal safety travelling through the City
 - Lighting
- Hills
 - Steep hills make walking in the City difficult

3.1.3 Accessibility

Survey respondents were also asked about the level of accessibility in their City. The question posed to survey respondents was 'how would you describe the level of accessibility when travelling through Port Alberni? Particularly, if you are travelling by scooter, wheelchair or pushing a stroller. As seen in

Figure 2 results show that the majority (69%) of survey respondents find the neighbourhood *somewhat accessible*, 12% indicated it was *not accessible*, 10% of the respondents said the City was *very accessible* and provided *no answer* respectively.

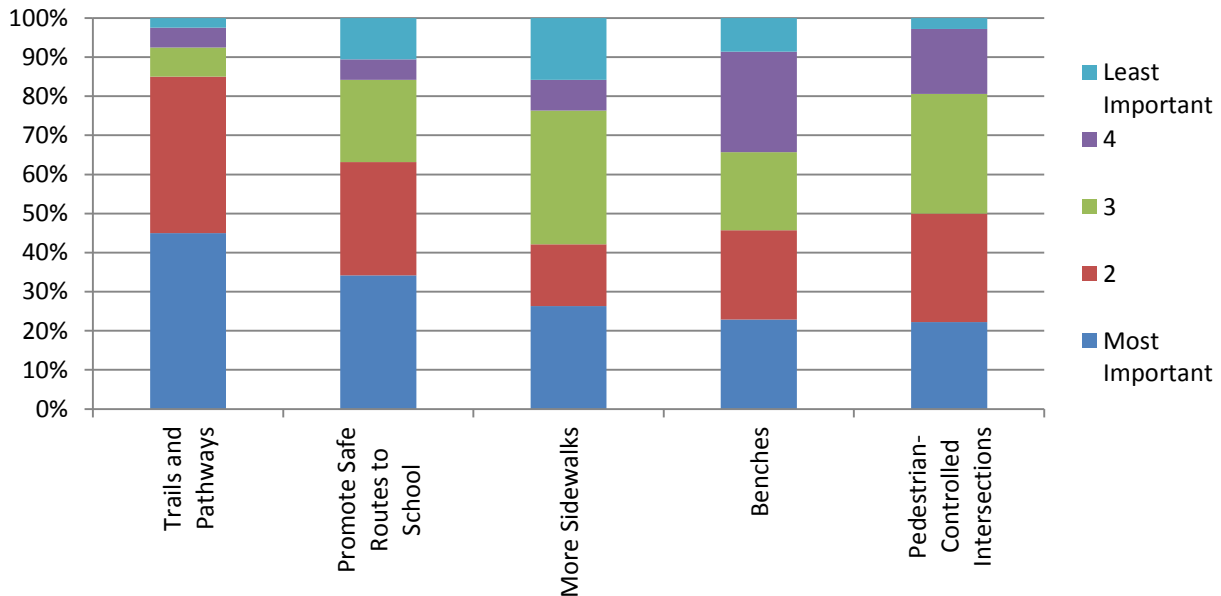
Figure 2: Community Accessibility



3.1.4 Most Important Improvement

Survey respondents were asked what they think is most important for improving the walking environment. Based on survey responses Trails and pathways and promoting safe routes to school were identified as the most important improvements to the walking environment. The least important were the implementation of benches and increasing the number of sidewalks.

Figure 3: Most Important Pedestrian Improvement



3.2 Cycling

3.2.1 Like the most about cycling

- Wide Roads
 - The wide streets make the commute feel safe
- Low Traffic Volumes
- Nice Cycling Environment
 - Good weather
 - Destinations are close
 - Scenery and views
- Off Street Facilities
 - Trails and paths away from traffic

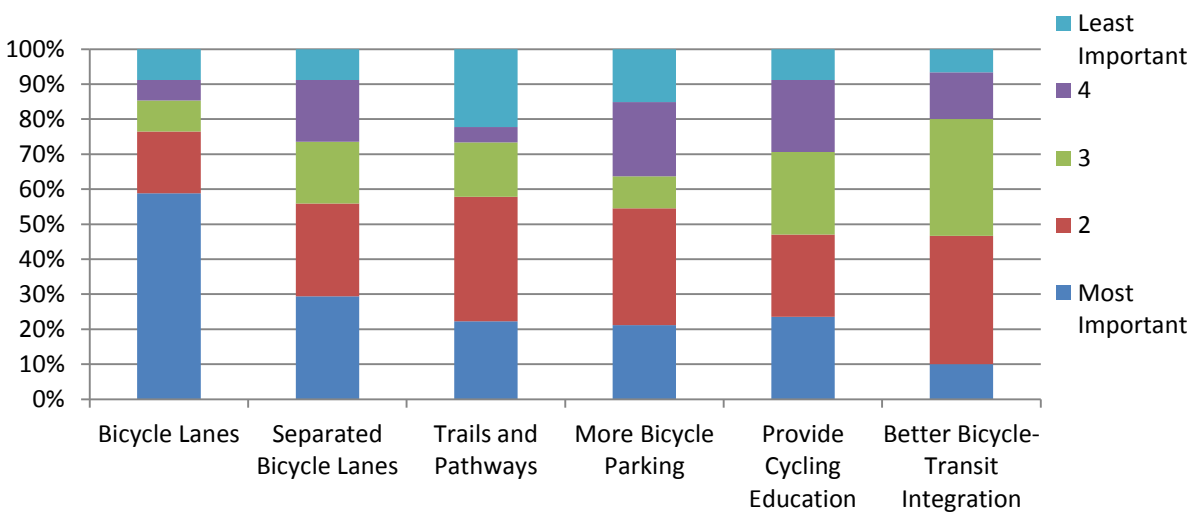
3.2.2 Like the least about cycling

- Traffic and other road users
 - Conflict and education between motorists and cyclists
 - Large trucks/truck routes
- Lack of cycling facilities
 - Bicycle lanes
 - Bicycle parking
- Hills

3.2.3 Most Important Improvement

Survey respondents were asked what is the most important for assisting in improving the cycling environment. Overwhelmingly bicycle lanes were seen as the most important improvement to survey respondents followed by separated bicycle lanes, and trails and pathways. However, all of the survey options were considered quite important by survey respondents.

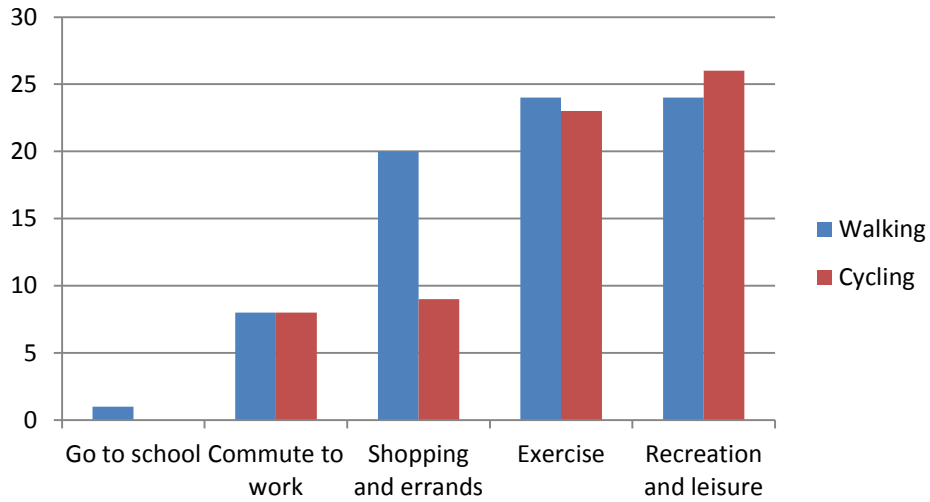
Figure 4: Most Important Cycling Improvement



4.0 Trip Purpose

The survey was used to gather information regarding trip purpose and mode choice. Survey respondents were asked what was the purpose of most their walking and cycling trips. Recreation, leisure, and exercise were the most common cycling and pedestrian trip purposes.

Figure 5: Trip Purpose by Travel Mode



Detailed Survey Results

The below summary is of the responses received from the online survey.

Walking

Survey respondents were asked about the current issues and opportunities within the walking network in Port Alberni. Survey respondents were asked what they liked the least and the most about walking in Port Alberni. Detailed responses are provided below. For the most part, comments are provided verbatim but have been grouped to identify themes.

1.1 Like the most about walking in Port Alberni

1.1.1 Nice Pedestrian Environment

- The sights
- Friendly people, scenery
- I like seeing residential gardens
- interesting neighbourhood
- Fresh air, social aspect of meeting other people out for a walk, seeing the sights
- Fresh air, nice scenery, gentle exercise
- Temperate climate, we get to enjoy the outdoor air and exercise
- Good exercise and fresh air
- I like the mostly friendly people that I see and that where I walk I feel safe
- Green surroundings, beautiful mountains, scenery.
- Proximity to the water and views of the mountain.
- Easy weather for walking year round.

1.1.2 Low Traffic volumes

- Not too much traffic
- You don't have to re-park or park your car
- Wide streets, quieter (relatively) traffic.
- The scenery
- Scenery

1.1.3 Pedestrian Facilities and Network

- Good sidewalks
- The sidewalks are good.
- Areas with wider new sidewalks
- Most of the sidewalks are clean and well maintained.
- Sidewalks are generally generous enough.

1.1.4 Location and Proximity to Destinations

- You can get most anywhere if you're on either side of north /south port
- Most things are close

- Close proximity to sights and services.
- Easy access to all parts of town, sidewalks and lights are pedestrian-friendly
- You can walk pretty much anywhere in the community
- Everything is close.
- Easy access

1.1.5 Trails and Off Street Facilities

- Lovely walkways and trails
- Connection to natural areas
- Greenspaces like the dyke.
- Lots of trails to get you to places without always having to walk on streets. Many of our streets are also lit by streetlamps which I like.
- Many great walking trails, varied terrain, many trees
- The well kept trails and easy access to nature.
- Excellent trails surrounding Port Alberni Township.
- There are some designated walking paths away from traffic.
- Well developed trails

1.1.6 Other

- I don't walk in town very much
- The hills are good exercise
- Limited in walking due to age/disability but get out with little dog at least once a day. Use the quay and the dike for ease with my walker since both are relatively smooth and level. Enjoy getting outside, so many people say "hello" or even stop and chat - especially other dog owners.
- I only walk a few blocks at a time. Due to chronic pain and fatigue, I cannot walk fast enough or long enough to get health benefits of walking. I ride my bike for exercise instead.

1.2 *Like the least about walking in Port Alberni*

1.2.1 Other Vehicles

- Peoples driving habits
- Harbour Quay vehicle traffic west of the railway tracks should be limited Thursday to Sunday evenings during the summer to enable pedestrians to enjoy the shops, restaurants and music.
- Stamp and Roger is dangerous as nobody stops turning right onto Stamp from Roger.
- Industrial traffic on all our roads
- Misinformed traffic
- In town, it is very dangerous. I have nearly been hit by vehicles many times.

1.2.2 Poor Pedestrian Facilities

- Need broken pavement on roadways and side walks

- It is near impossible to safely walk at Pacific Rim Center - a walk from WalMart to the Post Office is very difficult.
- Lack of sidewalks in certain neighbourhoods
- Too few seats for resting (I am 69), some traffic lights do not leave much time for pedestrian crossing
- Un-kept neighbourhoods
- The crappy sidewalks
- Rough ground areas, crossing streets
- Some sidewalks for the handicapped are in dire need of repair The doctor's offices and Clinic Pharmacy on 9yj Ave is dangerous! try walking with a walker in all the ruts and uneven sidewalk. Totally needs a complete redo before someone falls and breaks something they are recovering from. A lawsuit waiting to happen for sure. Pretty poor being by a doctor's office, pharmacy and a physiotherapist office.
- Crosswalks on busy streets (Johnston) that motorists don't stop for or don't wait for the pedestrians to clear the crosswalk.
- Worst thing is the terrible condition of many of our sidewalks and walkways. I am capable of walking right now but I fear for a future when I have to use our sidewalks with mobility aids etc. and have to negotiate all the uneven narrow cracked walkways and paths that are very difficult for people with disabilities.
- Dangerous positioning of crosswalks, lack of thru-ways between sides of town.
- Wide streets/traffic

1.2.3 Connectivity

- You need to go all away Round via highway or Johnson to get to south/north port
- No sidewalks next to river
- spread out nature of the city which has 3 or 4 'downtowns', lack of access to our waterfront
- No access to the beach or waterfront trails - all waterfront access is heavily built up
- Lack of waterfront walkways
- The town is to spread out to make walking a choice in many cases. Increase the density of the City to make walking easier.
- The lack of areas to walk around the various waterfronts.

1.2.4 Safety

- The downtown has too many sketchy looking people roaming around. It does not appear safe.
- The downtown neighborhoods are dirty, and there are too many sketchy people
- At night not many lights
- The short cut below the tracks by Roger creek has the "bums" there and it is scary.
- Some bad neighbourhoods, some areas are not suitable for walking
- Insidious characters

1.2.5 Hills

- Hills

- The hills
- Too many hills in uptown area makes it too difficult to walk very much.
- Well the hills are steep but you can't change the topography
- Lots of hills

1.2.6 Other

- There is nothing to walk to its just boring and there is nothing new to see
- All the rain in the winter.
- Nasty little dogs off-leash and lack of public washrooms
- Smoke from wood stoves
- Would prefer to walk/run on asphalt, not concrete. Easier on the body. Would prefer pathways through areas instead of having to walk on the sidewalk right beside the streets. Too much exhaust when you're trying to walk/run.
- Nothing (x2)
- Rain
- Big logging trucks
- Not much

2.0 Cycling

Survey participants were asked about the current issues and opportunities within the cycling network in Port Alberni. Survey respondents were asked what they liked the least and the most about cycling in Port Alberni. Detailed responses are provided below. For the most part, comments are provided verbatim but have been grouped to identify themes.

2.1 Like the most about cycling in Port Alberni

2.1.1 Wide Roads

- Wide roads, lots of routes to choose from
- wide roads
- The wide streets and most of the drivers are great!....and I commute by bike every work day, no matter what the weather for the last 9 years.
- Wide streets that feel reasonably safe.
- Wide streets
- Wide streets
- Roads are mostly wide enough to ride safely away from cars.
- We have wide streets
- The wide roads

2.1.2 Low Traffic Volumes

- Lack of traffic
- low volume of traffic

2.1.3 Nice Cycling Environment

- You can take back roads safely

- The variety of terrain in a relatively small area.
- Great views.
- Good exercise and good way to commute to work
- Weather makes cycling possible all year long, interesting hills and curved streets, connection to natural areas and trails
- Compact city, easy to get around, nice scenery
- Streets are generally quiet. wide streets, lots to see
- Fresh air and exercise
- Fantastic views and encounters with wild life in certain parts of the city
- Everything is close.

2.1.4 Off Street Facilities

- flat roads/trails
- There are a few areas where cyclists can be isolated from traffic.

2.1.5 None

- N/A
- N/a
- do not cycle
- Not much at all...there isn't really anywhere I feel safe to cycle but I guess the flat areas in Northport are the most inviting.
- I don't cycle in Port Alberni.
- I don't do it

2.1.6 Other

- Easy, environmentally-friendly means of commuting, fresh air and exercise, convenience of everything for running errands by bike
- The weather

2.2 Like least about cycling in Port Alberni

2.2.1 Traffic and Other Road Users

- Traffic
- Inattentive Drivers
- Traffic is dangerous. Cars do not respect cyclists. Especially the large truck traffic. Maersk trucks and logging trucks particularly.
- Sometimes the traffic is aggressive and won't share the road
- Attitudes of many drivers which feel cyclists should get out of their way
- Traffic is sometimes scary. Not paying attention.
- Bad drivers not paying attention or following the rules of the road, such as signaling before turning, make biking on the road not very safe. I have been nearly hit several times by bad drivers, so now I ride on sidewalks where ever the roads are not safe, such as Stamp Avenue.
- Motorists do not seem to understand or care about the right of cyclists to share a lane.

- Inconsiderate drivers squeezing you off the road, or yelling at you to get on the sidewalk
- Lack of awareness from drivers, lack of roads that run across town consistently.
- The crazy drivers who don't pay attention to cyclists/pedestrians.
- Traffic
- Logging trucks

2.2.2 Road Maintenance

- Pot holes

2.2.3 Lack of Cycling Facilities

- No bike lanes on Redford Street/ Johnston/ River Road to Sproat Lake
- The 4 dangerous spots in town--the bridge by the Barkley, the dip, Bedford connector (although you did a good job fixing it) and the turn at Roger and Stamp. You have also done a good job with the "share the road" signs but I feel that these areas could use them. Also some commercial drivers are pretty much the only drivers I have ever had a problem with in my 9 years of daily commuting. Very seldomly have I ever had a problem with the general public.
- lack of bike lanes on even our widest streets and no way to bike along the waterfront
- very few places to lock up a bike in key spots like uptown, athletic hall, bob daily stadium, some dangerous intersections, some key corridors have narrow lanes, bridges are narrow
- Lack of generally a long waterfront pathway to enjoy the sights. We would even transport bikes with a car carrier to a spot where we could get a nice 1/2 hour ride done.
- No safe, dedicated bike paths or lanes. No good bike paths along Alberni Inlet, harbour or River Road. Vancouver's sea wall is a world class biking and roller blading route that attracts tourists specifically for that purpose. Industry has hogged all the best water front land in Port Alberni, making the beautiful views off limits to citizens. We need some way to reclaim access to the entire water front for walkers, bikers, roller bladers, etc.
- Lack of bike racks throughout the city; many of the current bike racks are difficult to lock a bike to.
- Riding on streets and not feeling safe. Although we have wide streets a simple painted bike lane would increase my feeling of safety and security and would probably assist drivers with moving by bicycles and feeling safe while doing so. This town is also very spread out making distances sometimes challenging. Many people also see no value in investing in bike infrastructure but have no problem with the City spending money on public transportation. I see the two as being closely linked and think biking would be utilized more if people felt safe. Please invest a small amount of money to paint some bike lane lines.
- No bike paths. No bike lanes.
- One of the main roads across town has no provision for cycling (Stamp Ave) and you are forced to ride on the sidewalk for safety.
- dangerous, narrow roads when cycling in traffic, rules not enforced (i.e.: wearing helmets, cycling on the right side of the road, not cycling on sidewalks)
- There are some intersections where cycling access is problematic. There are times when it would be great to have "level" access between upper North and South Port.

- No bike routes.
- Some roads (Stamp Ave) have no bike paths

2.2.4 Hills

- I no longer cycle due to poor balance and the hilly terrain.
- Hills (x2)
- The hills are nasty!

2.2.5 Other Cyclists

- Not all bike riders obey traffic laws and/or ride irresponsibly
- Sometimes cyclists aren't paying attention. Both cyclists and motorists need education and awareness.

2.2.6 Other

- Do not cycle
- N/a
- Nothing

3.0 Walking and Cycling encouragement

Survey participants were asked about what could be done in Port Alberni to encourage and increase frequency of walking and cycling activity. Detailed responses are provided below. For the most part, comments are provided verbatim but have been grouped to identify themes.

3.0.1 More Facilities

- in the rural areas designated walk/cycle paths beside the main roads In the city the roads are wide enough and the traffic light enough that dedicated bike lanes are unnecessary, but maintenance of road ways and sidewalks is lacking, pot holes and cracked pavement can make both unpleasant, and icy sidewalks in winter will keep the less able bodied inside.
- More bike lanes and police enforcement of bike lanes to protect cyclists.
- Maybe with signs reminding drivers that cyclists have a right to be on the road too or at best, widen these areas.
- Bike lanes on all of our wide streets and a plan to address problem areas in the future
- Only reason I do not currently bike to work is there is no secure bike storage or facilities for changing/showering within the building. City could work with businesses/organizations to promote healthy commuting options.
- Bike lanes

3.0.2 Network Connectivity

- Link to south and north port

3.0.3 Accessibility

- Easier access for walkers and wheelchairs

3.0.5 Other

- I do so depending on physical capabilities
- It is fine the way it is
- NA

4.0 Additional Comments - Walking and cycling

Respondents were asked to provide any additional comments regarding walking and cycling in Port Alberni. Detailed responses are provided below. For the most part, comments are provided verbatim but have been grouped to identify themes.

4.0.1 Education

- I would like to see more driver education about people walking and cycling in town. Drivers are not always as aware as they should be.
- I think education for motorists is important about sharing the road with cyclists. Also need to educate pedestrians that wearing all black at night in the rain makes them invisible.
- Vehicles don't consider the safety of cyclists or pedestrians in this town. This needs to be dealt with asap via bike lanes & education before more deaths occur.

4.0.2 Enforcement

- Traffic laws need to be enforced... what happened to mandatory helmets?

4.0.3 Facilities

- Thanks for the survey...Bike lanes on Beaver Creek Road / River Road / Etc. would be a good idea. Publicizing the bike lanes could draw more people Uptown.
- This is a great city to cycle commute in as it has ridiculously wide streets, but there are some critical areas that I think stop people from doing it, although, it seems that more and more people are put there biking and walking and it is great to see!
- Please just paint some lines for bike lanes - I believe strongly it will assist with making cycling safer in this town and promote increased use by all ages.
- Make cycling access and safety priorities not just for residents but for visitors. If there was a safe bike path all along River Road that made connecting to other parts of the water front safe and easy there would be far more residents walking, strolling, biking, and roller blading in the city. It would also be a great tourist draw, encouraging visitors to spend more time in town by going on bike tours.
- Would like to see more places to park a bicycle securely and more places to sit down.
- The funneling of all pedestrian traffic through downtown Port Alberni seems to be a shame when there is beautiful waterways that could be strolled by if some sort of board walk could be developed that stretches from Harbour Quay to Victoria Quay.
- cycling lanes would be greatly appreciated for the safety of all cyclists, pedestrians and drivers

4.0.4 Support Programs

- it should be encouraged to support a healthy and active community, Port Alberni should catch up with what other Vancouver Island communities have done in relation to cycling
- Miss being able to do it more often. Glad to see encouragement.

4.0.5 Accessibility

- Handicapped accessible

4.0.6 Other

- Improvement of walking/cycling environments in the city should not be considered as a stand-alone problem; for example, spending money to create bike lanes won't make the city itself more accessible, because the most heavily trafficked and important areas of town are inherently dangerous for biking (ie. on steep hills, located along highways). Any effort put towards trying to improve the city's walking/cycling environment needs to be considered as part of a larger plan that includes improving recreation and tourism opportunities.
- It is easy to get around
- Cycling lanes are a waste of money, we have some of the widest roads around and maybe 20 commuters

Farmer's Market

The City and consultants hosted a booth at the Farmers Market at Harbour Quay on July 20, 2013. The booth was a successful public consultation event as over 60 people viewed the boards, asked questions and gave feedback on walking and cycling in Port Alberni.

The booth was made up of five display boards. These boards covered the topics of:

- Project overview;
- Profile of Port Alberni;
- Issues and opportunities for walking and cycling;
- Walking- sidewalk map and additional facilities; and
- Cycling- proposed network map and additional facilities.

Members of the public were encouraged to respond to the information by posting notes on the boards with their feedback on strategies, routes, intersections and facilities. After the event the boards were placed in City Hall to allow more people to view them and respond.

Overall, the feedback received at the booth was very positive. Many people noted how they appreciated that this study was being completed and that it was important step for the town. A number of questions were asked about implementation, including some skepticism that the study would produce results.

A summary of the issues raised include:

Strategies

Walking	Walking & Cycling	Cycling
<ul style="list-style-type: none"> • Washrooms • Walking tours <ul style="list-style-type: none"> ○ Map ○ History of Port Alberni • Skateboards • Scooters 	<ul style="list-style-type: none"> • Education of all road users • Printable, easy to read cycling and walking routes and trails • More bus service (x2) • Circle Routes 	<ul style="list-style-type: none"> • Bike education • Links to trails • Enjoy riding on the Dyke • Map of cycling routes

Walking- Routes and Facilities

- Access to trails
- Maintenance
- Accessibility for scooters
- Covered bus stops
- Education about correct use of road
- Speed too fast
- Benches on trails
- There needs to be a crosswalk near the Attic (next intersection from Buy-Low)
- Pacific Rim Shop – Centre Sidewalks – make it safe for pedestrians

- Bridge across Roger Creek to fairgrounds
- Scooter/bike lane
- Not an easy walk along the waterfront from Beaver Creek towards downtown Port Alberni
- A way to walk from Victoria Quay to Argyle Street
- Access to Papermill Dam Park
- River Road needs better facilities for pedestrians (promenade)
- Connect River Road and Stamp Avenue with path
- Walkway/sidewalk on both sides of Stamp Avenue
- Garbage Cans
- Pedestrian only around the Quay make people park further up Argyle
- Doggy bags on trails and walkways
- Signage and maps especially to trails

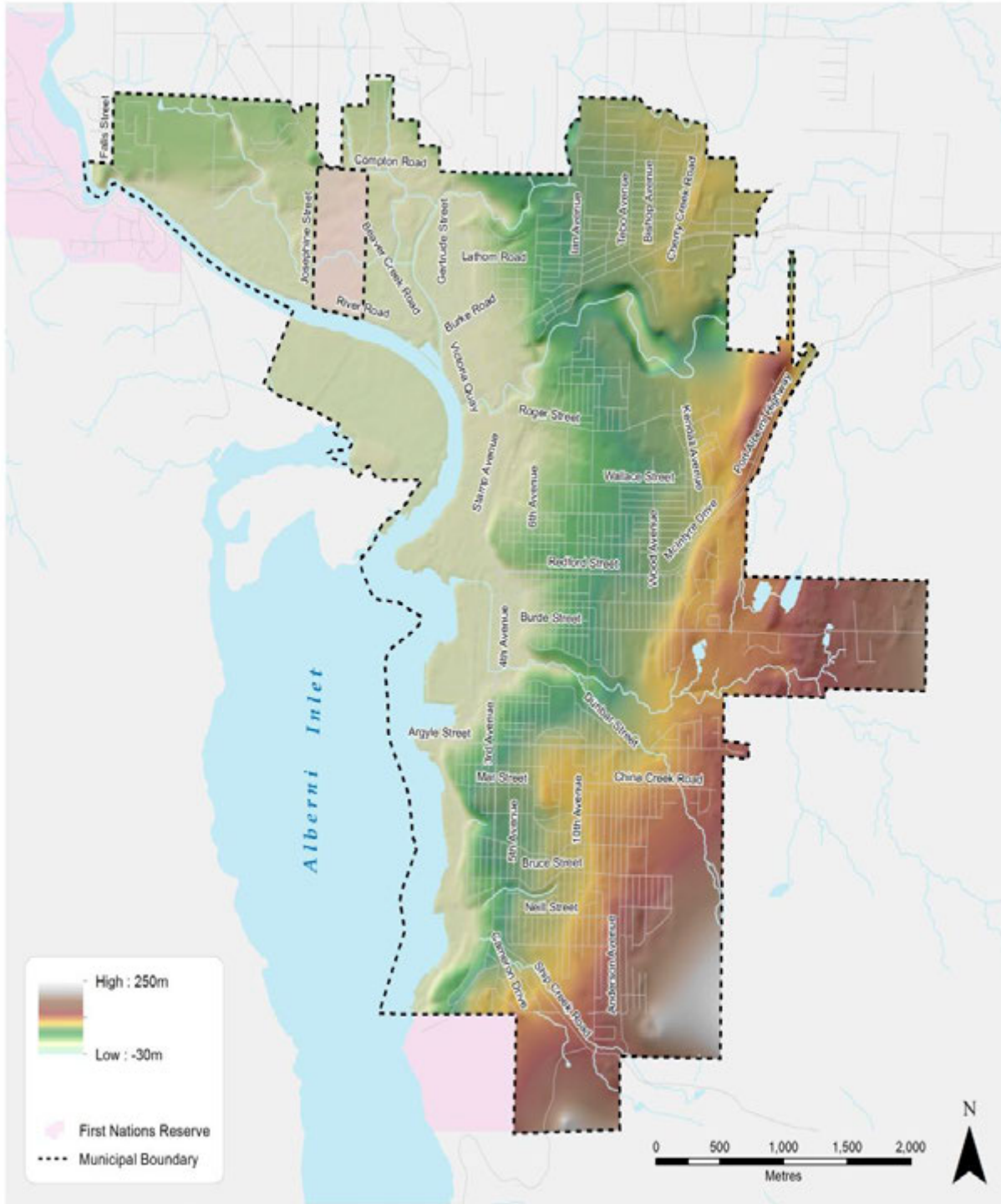
Cycling- Proposed Network and Facilities

- Access to Spout Lake – similar to Ucluelet
- Beaver Creek Road – Needs a bike lane (x2)
- Trucks on 3rd Avenue – noise, pollution and speed
- River Road bike path – tourist draw
- Washrooms at Bob Daly Stadium (x2)
- Enhanced pavement markings
- Bike racks (x4)
- 3rd Avenue parking – large cars parking far out into the road, forcing cyclists too far out into the street
- Stamp and Redford is dangerous
- Difficult to get people to go uphill to 6th Street – regarding our 6th Street crossing – more of a preference for a connection on Stamp Avenue
- Stamp Avenue – the flat connection, important but a challenge
- Dangerous: Stamp Avenue – 10th Avenue gully so I ride on sidewalks
- Industrial Traffic (3rd Avenue)
- Port Alberni Highway shoulder is narrow and feels unsafe
- 10th and Dunbar intersection – paint or caution signs
- Hills!
- Bike share
- Harbour Quay
 - Permanent special farm theme
 - Bike valet for farmers market
- Kevin's bicycle rack is great!
- Cyclists need to use a bell when passing pedestrians
- Signs on road to show where cyclists should be

Appendix B - Topography

Topography can have a significant impact on the pedestrian and cycling experience and has been found to impact cycling and walking frequency particularly when discussing travel for transportation purposes. The slope of a street can have a dramatic affect on the visual appearance of the street and the neighbourhood as a whole. Streets with small or no hills are considered, by most, to be easier to walk and cycle than steeper hills. Gentle hills and slight changes in topography can create pleasant views and a visually interesting streetscape. However, hills which are too steep that make cycling and walking difficult or uncomfortable for major population groups would be considered too steep and create a difficult active transportation environment. The topography of Port Alberni, as represented in **Figures 1 and 2**, is quite steep and can have a significant impact on both walking and cycling. In a number of locations is greater than 8% which can make walking and cycling difficult, or at least act as an added barrier or deterrent to walking. Some of the steepest areas in the City include the Southport Commercial Area and the 10th Avenue crossing of Dry Creek.

Figure B2
Topographic Elevations



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Appendix C- Greenhouse Gas Emissions

One of the key reasons to promote cycling and walking is because neither mode generates greenhouse gas (GHG) emissions. This is important because, similar to most communities in British Columbia and elsewhere, transportation is responsible for over half (58%) of the City's GHG emissions, as shown in **Figure 1**. As shown in **Figure 2**, this is lower than many other communities throughout central and south Island.

Figure C1
GHG Emissions by Sector (2010)

Source: 2013 Community Energy and Emissions Inventory

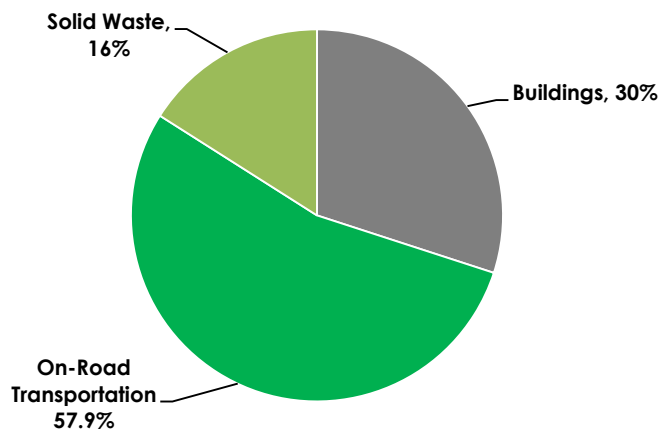
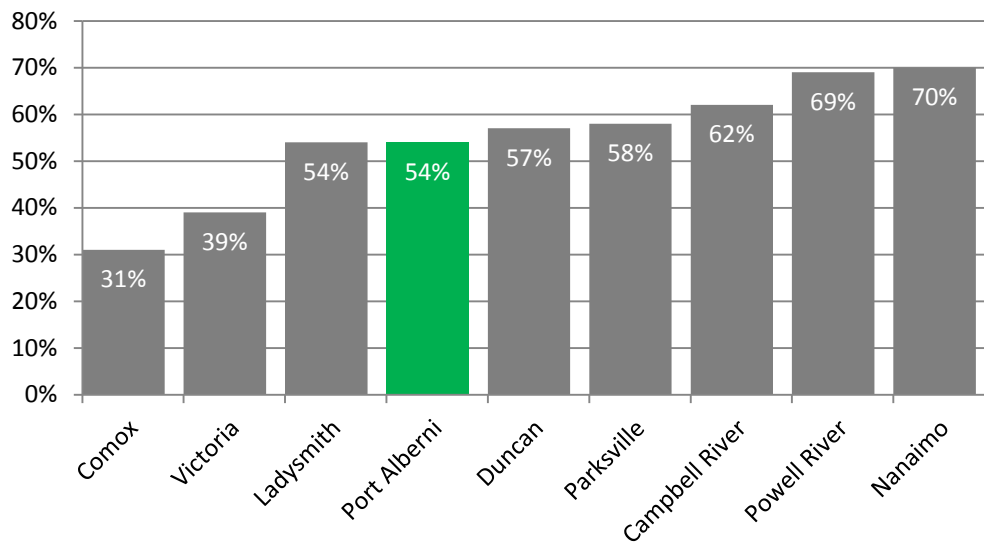


Figure C2
Proportion of On-Road Transportation GHG Emissions in Vancouver Island Communities (2010)

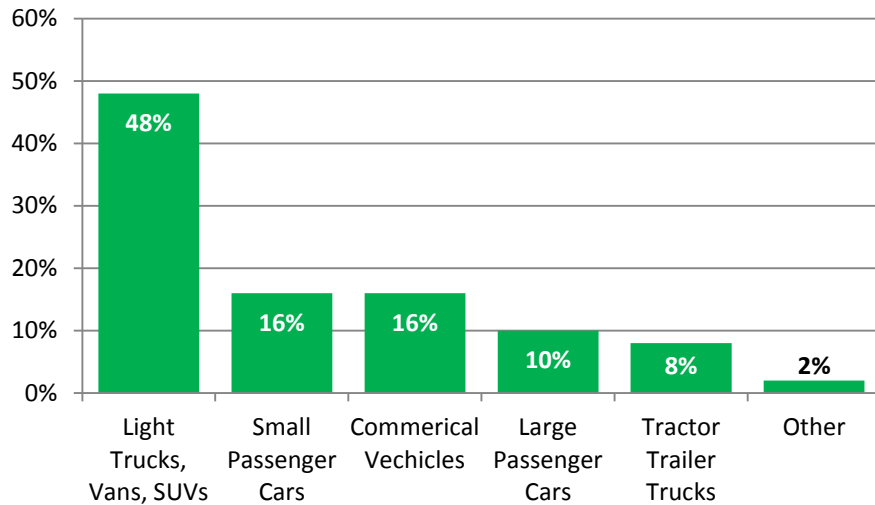
Source: 2013 Community Energy and Emissions Inventory



In addition, nearly three-quarters (74%) of transportation-related GHG emissions are emitted from passenger cars, light trucks, vans, and SUVs, as shown in **Figure 3**. As such, the Active Transportation Plan presents an important opportunity for the City of Port Alberni to encourage more people to walk and cycle as a means to reducing community-wide emissions.

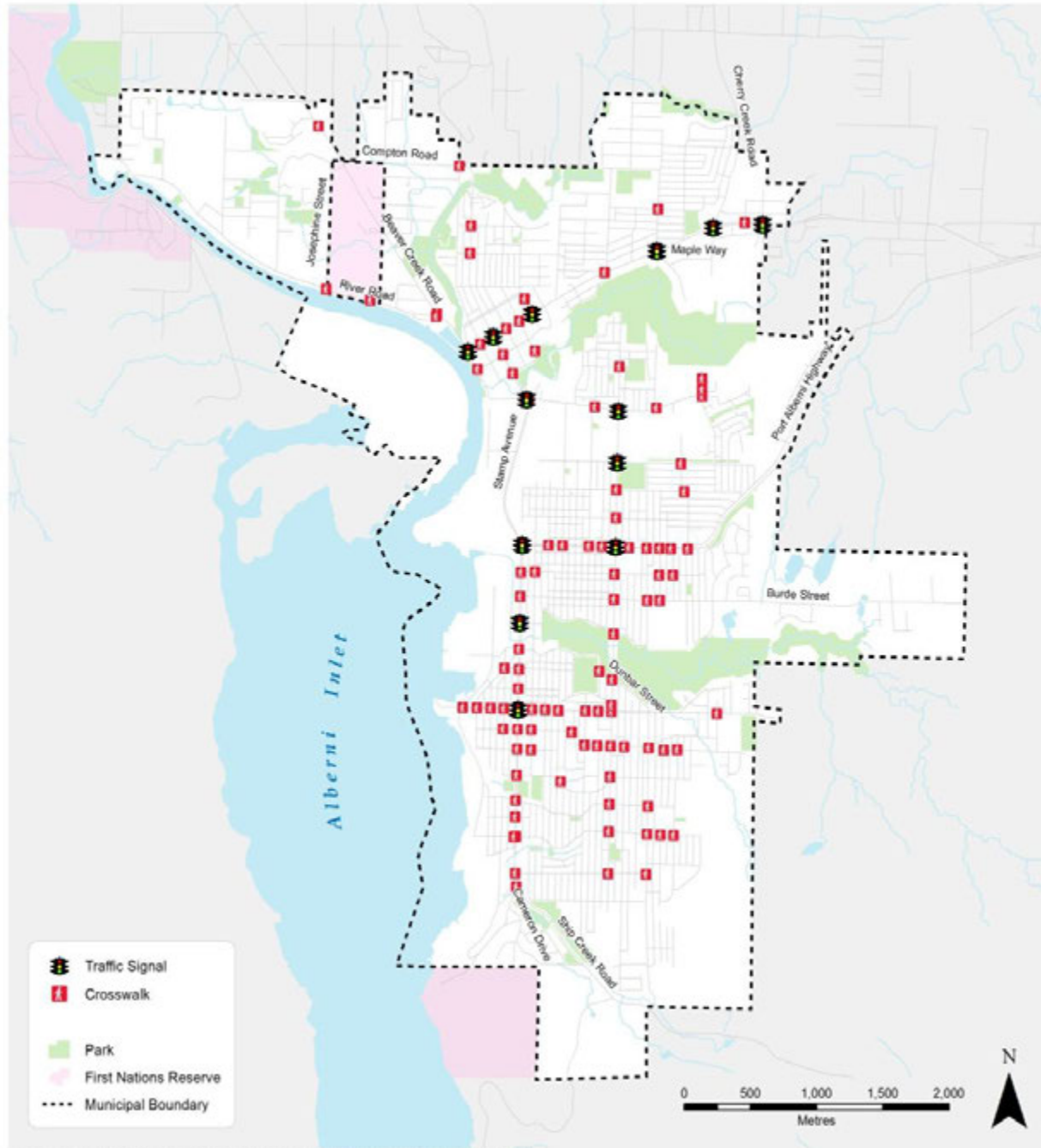
Figure C3
Transportation-Related GHG Emissions in Port Alberni (2010)

Source: 2012 Community Energy and Emissions Inventory



Appendix D- Pedestrian Crossings

Figure D1
Existing Pedestrian Infrastructure



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Figure D2

City of Port Alberni Pedestrian Crossing Features

Intersection Location	Pedestrian Crossing Features			
	Pedestrian Push Button	Pedestrian Countdown Timers	Audible Pedestrian Signals	Any Other Features
1. Argyle St & 3 rd Ave	All directions	N/A	All crosswalks	Curb Extensions
2. Napier St & 3 rd Ave	All directions	N/A	N/A	Curb Extension
3. Redford St & Stamp Ave	All directions	N/A	All directions	N/A
4. 10th Avenue and Redford Street	All directions	Across Redford	Across Redford	N/A
5. 10th Avenue and Wallace Street	All directions	N/A	All directions	N/A
6. 10th Avenue and Roger Street	All directions	N/A	All directions	N/A
7. Stamp Avenue and Roger Street	2 way crossing only	N/A	All directions	N/A
8. Alberni Highway & River Road	All directions	N/A	N/A	N/A
9. Alberni Highway & Gertrude St	All directions	All directions	N/A	N/A
10. Alberni Highway & Helen St	Only across Alberni Hwy	Only across Alberni Hwy	N/A	N/A
11. Alberni Highway & Tebo Avenue	3 way crossing only	N/A	N/A	N/A
12. Alberni Highway & Cherry Creek Road	All directions	N/A	N/A	N/A
13. Alberni Highway & Broughton Street	All directions	N/A	N/A	N/A

Appendix F- Detailed Phasing of Infrastructure Improvements



Figure F1
Detailed Bicycle Improvements

Roadway	From	To	Facility Type	Improvement Type	Distance (km)	Priority
River Rd	Falls St	Burke Rd	Primary	Bicycle Lane (widening req)	2.97	Long-Term
Beaver Ck	River Rd	Pierce Rd	Primary	Bicycle Lane	1.86	Long-Term
Compton Rd	Beaver Ck Rd	Gertrude St	Primary	Bicycle Lane	1.02	Medium-Term
Gertrude St	Roger St	Compton Rd	Primary	Bicycle Lane	1.72	Medium-Term
Johnston Rd	Victoria Quay	John St	Primary	Bicycle Lane	2.60	Short-Term
Lathom Rd	Gertrude St	Ian Ave	Primary	Bicycle Lane	1.05	Medium-Term
Adelaide St	Pemberton Rd	Johnston Rd	Primary	Bicycle Lane	0.25	Long-Term
Victoria Quay	Roger St	Burke Rd	Primary	Bicycle Lane (widening req)	0.55	Long-Term
Roger St	Victoria Quay	Kendall Ave	Primary	Bicycle Lane	1.63	Short-Term
Stamp Ave (west side)	R.R. X-ING	Roger St	Primary	Bicycle Lane (widening req)	1.09	Long-Term
Redford St	(W) E.O.P.	San Mateo Dr	Primary	Bicycle Lane	1.47	Medium-Term
Port Alberni Hwy	San Mateo Dr	Easterly	Primary	Bicycle Lane	1.90	Medium-Term
3rd Ave	Cameron St	Redford St	Primary	Bicycle Lane	3.08	Short-Term
Neill St	3rd Ave	10th Ave	Primary	Bicycle Lane	0.71	Medium-Term
Scott St	10th Ave	Anderson Ave	Primary	Bicycle Lane	0.23	Long-Term
Anderson Ave	Ship Creek Rd	Scott St (E)	Primary	Bicycle Lane	0.86	Long-Term
E&N Rail Trail	Stamp Ave	City Boarder	Primary	Multi- Use Path	2.75	Long-Term
10th Ave	Roger St	Northrly	Secondary	Local Bikeway	0.70	Medium-Term
10th Ave	Scott St	Roger St	Primary	Bicycle Lane	3.50	Short-Term
Bruce St	10th Ave	17th Ave	Secondary	Local Bikeway	0.69	Medium-Term
Angus St	3rd Ave	7th Ave	Secondary	Local Bikeway	0.42	Long-Term
7th Ave	China Creek Rd	Angus St	Secondary	Local Bikeway	0.10	Long-Term
Argyle St	(W) E.O.P.	10th Ave	Primary	Bicycle Lane	1.28	Short-Term
Argyle St	11th Ave	Easterly	Secondary	Local Bikeway	1.44	Medium-Term
China Creek Rd	7th Ave	(E) E.O.P.	Secondary	Local Bikeway	1.29	Long-Term
18th Ave	China Creek Rd	Argyle St	Secondary	Local Bikeway	0.27	Long-Term
Burde St	3rd Ave	21st Ave	Secondary	Local Bikeway	1.78	Long-Term
17th Ave	Burde St	Redford St	Secondary	Local Bikeway	0.38	Long-Term
Wood Ave	Redford St	Maitland St	Secondary	Local Bikeway	0.41	Long-Term
6th Ave	Redford St	Roger St	Secondary	Local Bikeway	1.02	Medium-Term
Kendall Ave	Maitland St	Huff Dr	Secondary	Local Bikeway	0.54	Long-Term
Wallace St	(W) E.O.P.	21st Ave	Secondary	Local Bikeway	1.64	Long-Term
Ian Ave	Johnston Rd	Compton Rd	Secondary	Local Bikeway	0.76	Long-Term



Roadway	From	To	Facility Type	Improvement Type	Distance (km)	Priority
Compton Rd	Ian Ave	Strathcona St	Secondary	Local Bikeway	0.15	Long-Term
Strathcona St	Compton Rd	Shaughnessy St	Secondary	Local Bikeway	0.28	Long-Term
Shaughnessy St	Strathcona St	Tebo Ave	Secondary	Local Bikeway	0.24	Long-Term
Tebo Ave	Cedar St	Shaughnessy St	Secondary	Local Bikeway	0.18	Long-Term
Morgan Cres (N)	Tebo Ave	Bishop Ave	Secondary	Local Bikeway	0.17	Long-Term
Bishop Ave	Morgan Cr (N)	Cherry Cr Rd	Secondary	Local Bikeway	0.59	Long-Term
Cherry Creek Rd	Johnston Rd	Bishop Cr	Secondary	Local Bikeway	0.77	Medium-Term
Southgate Rd	Victoria Quay	Merrifield St	Secondary	Local Bikeway	0.95	Medium-Term
Helen St	Burke Rd	Lathom Rd	Secondary	Local Bikeway	0.27	Medium-Term
Burke Rd	Helen St	Adelaide St	Secondary	Local Bikeway	0.12	Medium-Term
Adelaide St	Pemberton Rd	Arrowsmith Rd	Secondary	Local Bikeway	0.52	Medium-Term
Pemberton Rd	Adelaide St	Cul-de-sac	Secondary	Local Bikeway	0.15	Medium-Term
Total					46.33	



Figure F2
Detailed Sidewalk Improvements

Roadway	From	To	1 or 2 Sides Needed	Distance (m)	Priority
River Rd	Falls St	Burke Rd	1	2968	Long-Term
Beaver Creek Rd	River Rd	Heaslip Rd	1	135	Short-Term
Beaver Creek Rd	Heaslip Rd	Pierce Rd	2	3456	Short-Term
Johnston Rd	Leslie Ave	Tebo Ave	1	836	Medium-Term
Victoria Quay	Roger St	Burke Rd	1	547	Medium-Term
Roger St	Victoria Quay	Stamp Ave	1	276	Medium-Term
Roger St	Anderson Ave	Kendall Ave	1	441	Medium-Term
Stamp Ave (east & west side)	Redford St	R.R.X-ING	1	1094	Long-Term
Redford St	15th Ave	San Mateo Dr	1	263	Medium-Term
Port Alberni Hwy	San Mateo Dr	Easterly	1	1904	Medium-Term
3rd Ave	Ship Creek Rd	South St	1	480	Medium-Term
Anderson Ave	Ship Creek Rd	Comox St	2	918	Short-Term
Anderson Ave	Comox St	Bruce St	1	679	Short-Term
Ship Creek Rd	3rd Ave	Anderson Ave	2	2834	Long-Term
Cherry Creek Road	Michigan Rd	Bishop Cr	1	521	Long-Term
Compton Rd	Beaver Creek Rd	Gertrude St	2	2038	Medium-Term
Lathom Rd	Gertrude St	Ian Ave	1	1045	Long-Term
Argyle St	Anderson Ave	17th Ave	1	383	Medium-Term
Argyle St	17th Ave	Easterly	2	1214	Medium-Term
McIntyre Dr	Wood Ave	Morton Ave	2	630	Medium-Term
3rd Ave	Cameron Ave	Ship Creek Rd	1	118	Long-Term
Cameron Dr	3rd Ave	Mallory Dr	1	45	Long-Term
Cameron Dr	Hamilton Dr	Ship Creek Rd	2	308	Long-Term
Bruce St	4th Ave	9th Ave	1	565	Long-Term
5th Ave	Bruce St	Montrose St	1	449	Medium-Term
18th Ave	China Creek Rd	Argyle st	1	270	Medium-Term
10th Ave	Bruce St	Melrose St	1	194	Short-Term
10th Ave	Dogwood St	Rosewood St	1	216	Short-Term
Burde St	17th Ave	Bracken Ln	2	1236	Long-Term
Burde St	Bracken Ln	Ilkeston Rd	1	651	Long-Term
Wood Ave	Redford St	Exton St	1	520	Long-Term
Kendall Ave	King St	Huff Dr	1	332	Medium-Term
Wallace St	(W) E.O.P.	10TH AVE	1	598	Medium-Term
Wallace St	Anderson Ave	Kendall Ave	1	521	Medium-Term
Josephine St	River Rd	Beaver Creek Rd	2	1878	Long-Term



Roadway	From	To	1 or 2 Sides Needed	Distance (m)	Priority
Indian Ave	Beaver Creek Rd	Compton Rd	2	994	Long-Term
Leslie Ave	Johnston Rd	Lathom Rd	2	616	Long-Term
Compton Rd	Ian Ave	Tebo Ave	1	370	Medium-Term
Strathcona St	Compton Rd	Marpole St	1	191	Long-Term
Strathcona St	Marpole St	Shaughnessy St	2	184	Long-Term
Bishop Ave	Johnston Rd	Craig Rd	2	456	Medium-Term
Bishop Cres	Haslam Dr	Cherry Cr Rd	2	200	Medium-Term
Southgate Rd	Margaret St	Elizabeth St	1	221	Medium-Term
Southgate Rd	Elizabeth St	Helen St	2	452	Medium-Term
Adelaide St	Southgate Rd	Johnston Rd	1	151	Medium-Term
Kingsway Ave	Strathern St	3rd Ave	1	164	Medium-Term
Maple Way	Tebo Ave	Cherry Cr Rd	1	319	Long-Term
Tebo Ave	Maple Way	Johnston Rd	2	133	Long-Term
Arrowsmith Rd	HELEN ST	E & N RAILWAY	2	234	Medium-Term
Vimy	Roger St	(N) E.O.P.	2	256	Long-Term
Maitland St	10th Ave	Anderson Ave	1	227	Long-Term
7th Ave	Strathern St	Dunbar St	1	114	Long-Term
North Crescent	7th Ave	9th Ave	1	202	Long-Term
McNaughton Ave	Argyle St	Frank St	2	368	Long-Term
China Creek Rd	8th Ave	10th Ave	1	204	Long-Term
Bruce St	Anderson Ave	15th Ave	1	200	Long-Term
BRUCE ST	15th Ave	17TH AVE	2	400	Long-Term
15th Ave	Bruce St	Melrose St	1	200	Long-Term
			Total	37419	



Figure F3
Detailed Pedestrian Improvements

Intersection	Improvement
1. Argyle St & 3 rd Avenue	Pedestrian Countdown Timers (all)
2. Napier St & 3 rd Avenue	Pedestrian Countdown Timers (all)
	Audible Pedestrian Signals
3. Stamp Avenue and Roger Street	Pedestrian Countdown Timers (all)
4. Redford St & Stamp Avenue	Pedestrian Countdown Timers (all)
5. 10th Avenue and Redford Street	Pedestrian Countdown Timers (E/W 10th Avenue)
6. 10th Avenue and Wallace Street	Pedestrian Countdown Timers (all)
7. 10th Avenue and Roger Street	Pedestrian Countdown Timers (all)
8. Johnston Road & River Road	Pedestrian Countdown Timers (all)
	Audible Pedestrian Signals
9. Johnston Road & Gertrude Street	Audible Pedestrian Signals
10. Johnston Road & Helen Street	Pedestrian Countdown Timers (all)
	Audible Pedestrian Signals
	Pedestrian Pushbutton
11. Johnston Road & Tebo Avenue	Pedestrian Countdown Timers (all)
	Audible Pedestrian Signals
12. Johnston Road & Cherry Creek Road	Pedestrian Countdown Timers (all)
	Audible Pedestrian Signals
13. Johnston Road & Broughton Street	Pedestrian Countdown Timers (all)
	Audible Pedestrian Signals

THIS AGREEMENT MADE IN DUPLICATE THIS *26* DAY OF *June*, 2014

Made under the Land Transfer Form Act, Part 2.

BETWEEN:

CITY OF PORT ALBERNI,
4850 Argyle Street, Port Alberni, BC

(hereinafter called "the Lessor")

OF THE FIRST PART

AND:

ALBERNI VALLEY CURLING CLUB, a Society duly incorporated
Under the provisions of the "Society Act" in British Columbia,
of 3250 – 9th Avenue, Port Alberni BC

(hereinafter called "the Lessee")

OF THE SECOND PART

WHEREAS the Lessor is the owner of Lot 1, District Lot 1, Alberni District, Plan 14814 upon which is erected a building containing a skating rink and a six sheet curling ice surface.

AND WHEREAS the Lessee is desirous of leasing from the Lessor that portion of the said building in which is contained the six sheet curling ice surface together with a public viewing lobby, offices, meeting room, washrooms, upstairs lounge and kitchen and the basement area, all pertinent to the use and enjoyment of the said curling ice surface.

AND WHEREAS the Lessee can identify and pay only for its own operating costs and those services which it actually uses.

AND WHEREAS the Lessor has agreed to lease the aforesaid premises to the Lessee upon the terms and conditions hereinafter contained.

ENTERED

NOW THEREFORE THIS INDENTURE WITNESSETH:

1. LEASED PREMISES

1.1 That the Lessor doth demise unto the Lessee all that portion of the building erected on Lot 1, District Lot 1, Alberni District, Plan 14814 containing a six sheet curling ice surface together with a public viewing lobby, offices, meeting room, washrooms, upstairs lounge, kitchen area and basement area all pertinent to the use and enjoyment of the said curling ice surface and with all ways, paths, passages, privileges, advantages and appurtenances to the said demised premises belonging or otherwise appertaining.

2. TERM

2.1 TO HAVE AND TO HOLD the same unto the Lessee, its successors and assigns, for the term of five (5) years commencing on the 1st day of July, 2014 and terminating on the 30th day of June, 2019, with an option to renew on the same terms and conditions, save for the option to renew, for a further five (5) year term expiring June 30, 2024, provided the Lessee provides to the Lessor, at least 6 months prior to the expiration of the current term, written notice of its intention to renew.

3. RENT

3.1 Yielding during the said term the sum of \$5.00 payable in advance as prepaid rent of \$1.00 per year on or before the 31st day of July 2014, receipt of which is hereby acknowledged.

4. USE AND POSSESSION

4.1 The Lessor agrees with the Lessee, that it shall have the exclusive right to use and occupy the demised premises throughout the term hereby demised.

5. LESSEE'S COVENANTS

5.1 **THE LESSEE COVENANTS AND AGREES WITH THE LESSOR THAT:**

(a) The Lessee has, under the terms of a previous lease provided, at its own expense:

1. Separate electrical and water meters, to the demised premises;
2. A separate ice making plant and necessary related equipment to serve the demised premises including a structure to house same, and
3. A means of heating the public viewing lobby, offices, meeting room, washrooms, upstairs lounge and kitchen and basement area

5.2 Furnishing and Equipping of Premises

- (a) The Lessee shall furnish the said demised premises with all furniture, fixtures, machinery, equipment and effects necessary for its own purposes and all costs for same shall be borne by the Lessee.
- (b) All fixtures, machinery and equipment so provided shall, at the Lessor's option, become the property of the Lessor, at no cost to the Lessor, upon expiration of the term hereof, or any renewal thereof, or upon the Lessee vacating the premises because of damage to the premises by fire or tempest or for any other reason whatsoever.
- (c) For the purpose of this lease the term "fixtures, machinery and equipment" shall mean "Any chattel which is attached to the permanent structure by means of glue, cement, plaster, nails, bolts or screws and shall specifically include such ice making machinery, heating equipment and electrical or other equipment provided by the Lessee".
- (d) the Lessee shall be entitled to remove such redundant fixtures, machinery or equipment; provided always that in such removal, the Lessee shall not damage the demised premises or shall make good any damage caused by such removal.
- (e) The Lessee shall remove from the demised premises, within one month following the expiration of this lease, any fixture or fixtures which the Lessor instructs the Lessee in writing to so remove, but in such removal the Lessee shall not damage the demised premises or shall make good any damage caused by such removal.

5.3 Maintenance of Premises

- (a) The Lessee shall, at its own expense, maintain the demised premises and all ice making and other equipment therein contained, including but not limited to header pipes, brine circulation pipes, emergency lighting equipment, de-humidifier equipment and necessary ducting, and all other property of the Lessor therein contained, in a good state of repair at all times; and to replace, at its own expense, any equipment or accessories thereto which may prove faulty during the term thereof; and to paint the premises when required to good maintenance standards and to the satisfaction of the Lessor, and unless otherwise agreed by the Lessor once in the year this lease expires, and if this lease is renewed again in the year the renewal term expires, and that the Lessor may enter the demised premises and view the state of repair of the demised premises and the aforesaid ice making and other equipment, at any time, and the

Lessee shall forthwith repair the same and/or paint the demised premises according to notice.

- (b) In the event the Lessee fails to repair or paint according to notice, the Lessor may enter upon the demised premises and make such repairs or effect such painting as may be described in the said notice at the expense of the Lessee.

5.4 Indemnification and Insurance

(a) Indemnity

The Lessee shall at all times indemnify and save harmless the Lessor of and from all loss and damage and all actions, claims costs, demands, expenses, fines, orders, penalties, liabilities and suits of any nature whatsoever by whomsoever brought for which the Lessor shall or may become liable, incur or suffer by reason of, connected to or arising from, whether directly or indirectly;

1. the use of the said demised premises by the Lessee, its officers, employees, agents, contractors, licencees or invitees;
2. a breach, violation or non-performance by the Lessee of any covenant, term or provision of this Lease;
3. any builders or other liens for any work done or materials provided or services rendered for alterations, improvements, or repairs made by or on behalf of the Lessee to the said demised premises;
4. any injury (including death) or loss to or suffered by any person or damage to property occasioned by a wrongful act or omission, default or negligence on the part of the Lessee, its officers, employees, agents, contractors, licencees or invitees in or about the said demised premises and without limiting the generality of the foregoing.
5. any enactment, regulation or order made by any authority having jurisdiction compelling or imposing on the Lessor in whole or in part any duty or obligation to clean up, prevent, contain or ameliorate any contamination or waste of whatsoever nature deposited, discharged, stored, emitted or spilled on, in, from, about or around the said demised premises by the Lessee, its officers, employees, agents contractors, licencees and invitees or any enactment, regulation or order requiring the Lessor to pay in whole or in part for the same, including all costs and expenses of storage, transportation and disposal of such contamination or waste and the

remediation of the said demised premises and other lands and waters in or about the said demised premises.

The Lessee's indemnity shall survive the expiry or termination of this Lease so that the Lessor shall be and remain fully indemnified and saved harmless in respect of any matter, whenever, discovered, to which this indemnity applies that arose or occurred during the term of the Lease.

(b) Lessee's Insurance

The Lessee shall, during the whole of the Term and during such other time as the Lessee occupies the said demised premises or part thereof, take out and maintain the following insurance at the Lessee's sole expense, in such form and with such companies as the Lessor approves:

1. comprehensive general liability insurance against claims for bodily injury, including death and property damage or loss arising out of the use and/or occupation of the said demised premises or the Lessee's activities on or about the said demised premises. Such insurance shall be in the joint names of the Lessee and the Lessor and shall contain "a cross-liability" or "severability of interest" clause so that the Lessor and the Lessee may be insured in the same manner and to the same extent as if individual policies had been issued to each and shall be for the amount of not less than \$2,000,000 combined single limit or such other amount as may be required by the Lessor from time to time;
2. Evidence satisfactory to the Lessor of all such policies of insurance shall be provided to the Lessor upon request;
3. The policies of insurance required of the Lessee by this lease shall contain the following:
 - (i) provisions that the Lessor is protected notwithstanding any act, neglect or misrepresentation of the Lessee which might otherwise result in the avoidance of a claim under such policies, and such that the policies shall not be affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insured's;
 - (ii) provisions that such policies and the coverage evidenced thereby shall be primary and non-contributing with respect to any policies carried by the Lessor and that any coverage carried by the Lessor shall be excess coverage;

- (iii) provisions that such policies of insurance shall not be cancelled without the insurer providing to the Lessor thirty (30) days prior written notice stating when such cancellation shall be effective.

(c) Compliance With Laws

The Lessee shall use and occupy the said demised premises in such manner as to comply with any and all statutes, bylaws, rules, regulations and orders of any Federal, Provincial or Municipal authority for the time being then in force and shall not do anything upon the said demised premises in contravention thereof.

(d) Nuisance

The Lessee shall not do, omit or permit to be done or omitted, anything which constitutes a nuisance or tort in respect of adjacent lands and the owners and occupiers thereof.

(e) Subletting

In the event the Lessee wishes to permit another person and/or organization to use said demised premises, the Lessee shall, prior to such permission being granted, and subject to Article 6.1(e), require the said person and/or organization to provide indemnification and proof of liability insurance as set out in Paragraph 5.4(a) and 5.4(b) of this Agreement.

6. ADDITIONAL LESSEE'S COVENANTS

6.1 The Lessee further covenants with the Lessor:

- (a) to pay rent;
- (b) to pay rates for water, electricity, gas and telephone;
- (c) to heat at its own expense the demised premises
- (d) to use the demised premises exclusively as a curling rink and social centre for members of the Alberni Valley Curling Club and their guests;
- (e) not to assign or sublet without leave;
- (f) to leave the premises in good repair;
- (g) not to make any structural additions or alterations to the demised premises without having first received approval, in writing, from the Lessor of the plans therefore; the Lessor reserves unto itself the right to place conditions on any approvals pursuant to this lease; and the Lessee

acknowledges that any such approval of the Lessor may contain stipulations which must be fulfilled by the Lessee as a condition of such approval;

- (h) to comply promptly, at its expense, with all laws, ordinances, regulations, requirements and recommendations which may be applicable to the Lessee, or to the manner of use of the demised premises, of any and all federal, provincial, municipal and other authorities or associations of insurance underwriters or agents, and all notices in pursuance of same; whether served upon the Lessor or the Lessee;
- (i) that subject to Section 5.2(e), and to the expiration or sooner termination of this lease, to peaceably surrender and yield up unto the Lessor the demised premises and appurtenances together with all fixtures, machinery and equipment, or erections, which at any time during the said Term, or any renewal thereof, may be made therein or thereon, (other than the Lessee's furniture and effects) in good and substantial repair and condition, and to deliver to the Lessor all keys to the demised premises which the Lessee has in its possession; and
- (j) to encourage public participation in the game of curling within the demised premises.

7. LESSOR'S COVENANTS

7.1 The Lessor covenants and agrees with the Lessee:

- (a) for quiet enjoyment;
- (b) to pay all rates for fire insurance levied against the demised premises with the exception of insurance coverage for furniture, curling equipment, and other effects of the Lessee;
- (c) to permit the Lessee to provide and operate a concession stand or coffee shop to serve the demised premises;
- (d) to permit the members and guests of the Lessee to share with the general public the use of the off-street parking facilities adjacent to the demised premises;
- (e) to maintain the aforesaid parking lot;
- (f) to defray any property taxes levied against the demised premises.

8. MUTUAL COVENANTS

8.1 Breach of Agreement

It is agreed that if there shall be breach of any of the covenants or stipulations on the part of the Lessee to be observed or performed, or if the Alberni Valley Curling Club shall cease to exist, the Lessor may re-enter on the demised premises and thereupon the terms hereby created shall forthwith determine without prejudice to the Lessor's rights and remedies in respect of any breach.

8.2 Attachment or Assignment of Terms

It is agreed if the terms hereby granted shall at any time be seized or taken in execution of attachment by any creditor of the Lessee or its assigns, or if the said Lessee or its assigns shall make any assignment for the benefit of any act that may be in force for bankrupt or insolvent debtors, then the annual rental or proportionate part thereof shall immediately become due and payable and the said term shall immediately become forfeited and void.

8.3 Damage or Destruction of Premises

It is agreed that if the demised premises or any part thereof are damaged or destroyed by any cause whatsoever so as, in the opinion of the Lessor, to render the same unfit for the purposes of the Lessee, the Lessor, at its option, shall either:

- (a) repair or make fit the said premises for the purposes of the Lessee in which case the rent, or a proportionate part thereof, according to the nature and extent of the damage sustained, shall be suspended and abated until the said demised premises shall have been repaired or made fit for the purposes of the Lessee, or
- (b) terminate this lease by giving the Lessee, within thirty (30) days of such damage or destruction, notice of termination and thereupon the rent, and any other payments for which the Lessee is liable under this lease shall be apportioned and paid to the date of such damage or destruction, and the Lessee shall immediately deliver up possession of the demised premises to the Lessor, PROVIDED that, notwithstanding the termination of this lease as in this paragraph set forth, the Lessee shall remain liable for any outstanding obligations to the Lessor under this lease as at the time of such termination.

8.4 Amendment of Lease

It is agreed that this lease may be amended by the mutual agreement of the parties hereto.

8.5 Arbitration

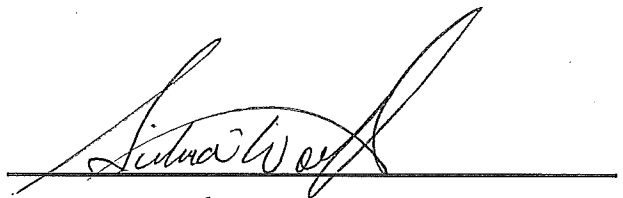
It is agreed that should any dispute arise over the interpretation of any of the covenants, agreements or stipulations herein contained, or over any matter or thing connected with this lease or any of its provisions the same shall be referred to arbitration pursuant to the provisions of the Commercial Arbitration Act, Chapter 55 RCBC 1996 and amendments thereto.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS AND SEALS THE DAY AND YEAR FIRST ABOVE WRITTEN.

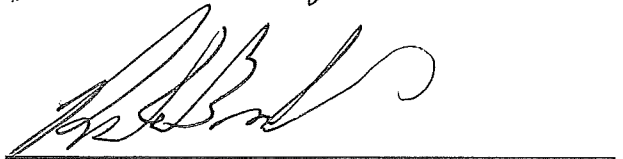
THE CORPORATE SEAL OF THE CITY OF PORT ALBERNI WAS HEREUNTO AFFIXED IN THE PRESENT OF:

SIGNED ON BEHALF OF THE ALBERNI VALLEY CURLING CLUB:

Mayor



City Clerk



J:\Clerks\Agreements & Leases\Agreements\AV\CurlingClub2014_sk.docx

CITY MANAGER'S REPORT

TO: City Council FILE

FROM: City Manager – Ken Watson

COPIES TO: City Clerk – Davina Hartwell
Director of Corporate Services/Deputy City Manager – Theresa Kingston

DATE: June 26, 2014

SUBJECT: Community Forest Legacy Committee Establishment.

Issue:

This is an informational report to advise that a select committee; the “Community Forest Legacy Committee”, has been formed as directed by Council to make recommendations regarding use of funds arising from the Alberni Valley Community Forest Corporation.

Background:

The Alberni Valley Community Forest Corporation (AVCF) was established in 2009 and is the holder of a Community Forest Agreement issued by the Ministry of Forests granting rights to harvest an AAC of approximately 18,000 m³ of timber on 6400 Ha of crown lands located in the Sproat Lake watershed. The AVCF is entirely owned by the City of Port Alberni. Its Board of Directors includes representatives from the City, Sproat Lake Electoral Area, Tseshaht and Hupacasath First Nations.

In 2010 the City provided the AVCF with operational start-up funds of \$250,000 through an additional share purchase arrangement. Since then the AVCF has successfully undertaken annual harvesting operations that were environmentally sustainable and profitable. By 2013 the AVCF Board had purchased back \$100,000 of the addition shares in partial repayment of start-up funding.

At their May 29th, 2014 AGM the Board of the Alberni Valley Community Forest Corporation advised that they wished to buy back all of the remaining shares (\$150,000) plus paying a dividend to the City of \$350,000 in 2014.

Strategic Plan Implications:

AVCF operations support our Strategic Plan regarding environmental sustainability by practicing innovative and sustainable forest harvesting. Economical sustainability is supported by the AVCF dividends creating non-property tax based revenue for the City to invest in an initiative benefitting the Alberni Valley.

Discussion:

In anticipation of a significant dividend accruing in 2014 Council has directed formation of a select committee to recommend a specific use for these funds.

At the time of creation of the Community Forest it was envisaged that a reserve would be established to hold the profits arising from the Corporation in trust for use on a project benefiting the whole Alberni Valley. At the time this project was tentatively identified as a new Aquatic Centre although no commitments were made to that initiative.

A copy of Council's February 11, 2014 motions directing formation of this committee is attached. Under our Procedures Bylaw, Select Committees:

“must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee... A select committee shall, on completion of its assignment or on submitting its report to the Council, be automatically dissolved”

At the May 12th regular meeting Council received a the report including draft Terms of Reference for the Committee and directed that the Committee be established based on those terms of reference (copy attached).

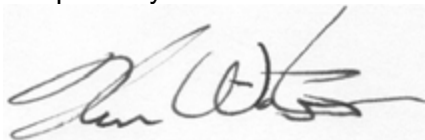
Based on the above staff have corresponded with the AVCF Board and Alberni Clayoquot Regional District and received replies indicating their selections for Committee membership. In addition, staff placed an advertisement for the Community at Large representative and an individual has been selected by Mayor Douglas.

Membership of the Committee is as follows:

- Councillor Jack McLeman
- Councillor Rob Cole
- Lucas Banton, ACRD Director, Electoral Area “F” (Cherry Creek)
- Penny Cote, ACRD Director, Electoral Area “D” (Sproat Lake)
- Gary Swann, AVCF Board
- Chris Duncan, AVCF Board
- Ken McRae, Community Member at Large

The Committee is scheduling to have their first meeting in July at City Hall. The Committee's final report is to be presented to the Council on or before the final Regular Meeting of 2014.

Respectfully submitted



City Manager

Excerpt from Minutes of February 11, 2014 Regular Council Meeting

K. OTHER COMPETENT BUSINESS

1. Alberni Valley Community Forest (AVCF)

McLeman/Chopra

Whereas the Alberni Valley Community Forest was formed to provide benefit to all of the Alberni Valley and has been in operation for just over three years and has made a profit in each of those years, therefore be it resolved that Council for the City of Port Alberni form a select committee to recommend a project for the profits to be directed to.

Carried

McLeman/Chopra

That such a committee be comprised of two Council members; two members appointed by the AVCF Board, two members appointed by the Alberni-Clayoquot Regional District and one selected at large from the community.

Carried

Excerpt from Minutes of February 11, 2014 Regular Council Meeting

2. City Manager - Select Committee Regarding Alberni Valley Community Forest Legacy

Kerr/McLeman

That Council for the City of Port Alberni establish a Select Committee known as the Community Forest Legacy Committee with the purpose of recommending to Council a project of benefit to Alberni Valley residents that funds arising to the City from the Alberni Valley Community Forest Corporation (AVCF) will be reserved for; that the Terms of Reference for the Committee be endorsed as presented; and that Councillor McLeman (as liaison to AVCF) and Councillor Cole be appointed to the Committee.

Carried

* * * *

City of Port Alberni

Community Forest Legacy Committee

Terms of Reference

Purpose:

The Community Forest Legacy Committee is a select Committee of Council appointed for the purpose of recommending to Council a project of benefit to Alberni Valley residents that funds arising to the City from the Alberni Valley Community Forest Corporation (AVCF) will be reserved for and expended on.

Membership:

The Committee shall be comprised of seven members as follows:

- The City Councillor appointed as liaison to AVCF – Councillor Washington,
- One other Councillor appointed by resolution of Council.
- Two members appointed by the Board of the Regional District of Alberni Clayoquot.
- Two members appointed by the Board of the AVCF Corporation.
- One member of the community at large appointed by the Mayor

Procedures:

- The Committee shall adopt a meeting schedule but will structure its activities to complete the required tasks within the reporting deadline.
- Meeting minutes will be forwarded to Council for information and action as required.
- The City Clerk or designated staff member will attend meetings to take minutes.
- The City's Procedures Bylaw applies to the conduct of the Committee's business

Term:

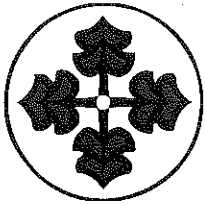
The Committee will serve until the completion of a final report to be presented to the Council for the City of Port Alberni, on or before the final Regular Meeting of 2014.

The Committee may:

- Network with the community at large, community stakeholder groups or other community agencies in reviewing potential projects for recommendation.
- Invite proposals from the community regarding projects to be considered.
- Request reports from City Staff regarding technical or financial matters in connection with any proposed project. Such requests for reports shall be made through the City Manager's Office.

Contents of the Report

- Final report shall contain a recommendation for a project to be funded by AVCF funds that benefits the citizens of the Alberni Valley.
- Rationale or the selected project being chosen should be provided
- A list of projects considered should be provided.



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

May 29, 2014

Jim Sears, Chair
Alberni Valley Community Forest Corporation

Dear Jim:

Re: Community Forest Legacy Committee

Council for the City of Port Alberni has established a Select Committee for the purpose of recommending to Council a project of benefit to Alberni Valley residents that funds arising from the Alberni Valley Community Forest Corporation (AVCFC) will be reserved for.

The Terms of Reference for the Committee are attached. At this time, we would like to invite the appointment of two members of the Board of the AVCFC to sit on the Committee which will serve until completion of a final report to be presented to Council, on or before the final Regular meeting of 2014.

We would appreciate confirmation of the AVCFC appointments by Monday, June 30th, 2014.

Yours truly,
CITY OF PORT ALBERNI

Davina Hartwell
City Clerk

J:\Clerks\Committees\Community Forest Legacy Committee\L-AVCFC inviting appointments_May29.docx

Jake Martens

From: Davina Hartwell
Sent: Wednesday, June 18, 2014 7:44 AM
To: Jake Martens
Subject: FW: Legacy Fund representatives

Community Forest appointees to Legacy Committee

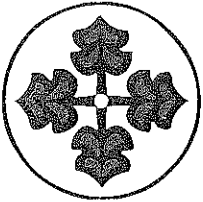
From: SEARS SOLUTIONS [mailto:searssolutions@shaw.ca]
Sent: Wednesday, June 18, 2014 7:00 AM
To: Davina Hartwell
Cc: Ken Watson
Subject: Legacy Fund representatives

Gary Swann and Chris Duncan will represent us on the committee

Jim Sears

Sent from my BlackBerry 10 smartphone on the TELUS network.

--
This email was virus checked by the City of Port Alberni's Sophos UTM 9 email security.
<http://www.portalberni.ca>



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

May 29, 2014

Russell Dyson, CAO
Alberni-Clayoquot Regional District
3008 - 5th Avenue
Port Alberni BC V9Y 2E3

Dear Russell:

Re: Community Forest Legacy Committee

Council for the City of Port Alberni has established a Select Committee for the purpose of recommending to Council a project of benefit to Alberni Valley residents that funds arising from the Alberni Valley Community Forest Corporation (AVCFC) will be reserved for.

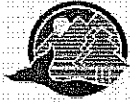
The Terms of Reference for the Committee are attached. At this time, we would like to invite the appointment of two representatives from the Alberni-Clayoquot Regional District Board to sit on the Committee which will serve until completion of a final report to be presented to Council, on or before the final Regular meeting of 2014.

We would appreciate confirmation of the Regional District's appointments by Monday, June 30th, 2014.

Yours truly,
CITY OF PORT ALBERNI

Davina Hartwell
City Clerk

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June 16, 2014

Ms. Davina Hartwell,
City Clerk
City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Dear Davina,

Re: Community Forest Legacy Committee

The Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on June 11, 2014, considered your correspondence dated May 29, 2014 requesting appointments to the Community Forest Legacy Committee.

Please be advised that the ACRD Board passed a resolution appointing the following Directors to the City of Port Alberni 2014 Community Forest Legacy Committee:

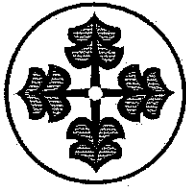
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
lbanton@shaw.ca

Penny Cote, Director, Electoral Area "D" (Sproat Lake)
coteart@shaw.ca

Yours truly,

Wendy Thomson,
Manager of Administrative Services

p:\wendy's files\board correspondence\2014\community forest legacy committee 2014.docx



**City of Port Alberni
Appointments to
Community Forest Legacy Committee**

Council for the City of Port Alberni is inviting applications for one community member to sit on a Select Committee of Council appointed for the purpose of recommending to Council a project of benefit to Alberni Valley residents that funds arising from the Alberni Valley Community Forest Corporation (AVCFC) will be reserved for.

The Committee will serve until the completion of a final report to be presented to Council, on or before the final Regular Meeting of 2014.

The Terms of Reference for the Committee are available from the City Clerk.

Anyone interested in volunteering their time to sit on the Community Forest Legacy Committee is invited to submit a letter of application to the attention of:

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

In order to be considered, submissions must be received by the Clerk's Department no later than 4:00 pm, Wednesday, June 25, 2014.

J:\Clerks\Committees\Community Forest Legacy Committee\Ad-member at large_May29.doc

City of Port Alberni
Appointment to
Community Forest Legacy Committee

Attention:

Davina Hartwell, City Clerk

I am interested in volunteering my time to sit on the Community Forest Legacy Committee. On behalf of my past City Council, Ken Watson and I negotiated the Port Alberni Community Forest in 1994 with the B.C. Forest Minister Mike DeJong. I am currently a member of the B.C. and Canadian Timber export advisory committee. I continue to serve as the Alberni Clayquot Regional District appointee to the Island Corridor Foundation. I also represent the City of Port Alberni on the Port Authority.

Yours sincerely,

Ken McRae, Freeman of the City of Port Alberni.


RECEIVED
JUN 17 2014

CITY OF PORT ALBERNI

PARKS, RECREATION & HERITAGE DEPARTMENT

TO: Ken Watson, City Manager
FROM: Scott Kenny, Director of Parks and Recreation
COPIES TO: City Clerk – Davina Hartwell
Director of Finance, Cathy Rothwell
DATE: May 21, 2014

I concur, forward to next
Regular Council Meeting
for Consideration:



Ken Watson, City Manager

SUBJECT: Name that Beach Contest Results

ISSUE:

This report outlines the results of the “Name that Beach” contest.

BACKGROUND:

At the regular meeting of Council held on September 23rd 2013, Jiskje and Bill Randels proposed a name that beach contest and offered a \$250 prize to promote the idea. After review of the proposal, the following motion was passed:

McLeman/Solda

That the letter dated September 18, 2013 proposing a “Name that Beach Contest” for the new beach being developed at the former Plywood Mill site, be received and referred to the Director of Parks, Recreation and Heritage.

Carried

DISCUSSION:

Proponents Bill and Jiskje Randles provided two drop off boxes for placement at City Hall and Echo Centre and distributed the posters but declined to be on the review committee. In addition we also advertised the contest in both local papers and on the City web site. The contest closed Monday June 16 and there were 188 names submitted which were reviewed by the panel consisting of myself plus:

- Councilor Dan Washington, Parks, Recreation and Heritage Representative
- Councilor Hira Chopra, Project Fundraising Committee
- Jonathon Cross, Alberni Valley Tourism
- Bill Collette, Chamber of Commerce
- Sandra Gentleman, Canal Beach Watersports Society

Entry names

Abashiri
Alberni Lotus Beach
Alberni Own Beach
All Nations Beach
Boom Boat Beach
Bulldogs Beach
Cameron Beach
Canal
Canal Beach (52)
Catching Waves Beach
Chemical Beach
Coco Beach
Coconut Cove
Come Back Beach
Cyress Beach
Don Pedro
Douglas Bay Beach
Douglas Beach (2)
Driftwood Beach (3)
Echo Beach (6)
Entrance Beach
First Beach
Funshine Beach
Fish Beach
Gateway Beach (2)
Good Luck Beach
Grande Beach
Harbour
Harbour View Beach
Heart Beach
Heartfelt Beach
Heritage Beach (2)
Imprints
Industrial Beach
Inlet Beach (2)
Inlet Water
Inspiration Beach
Karma Beach
King Salmon Beach
La Playa Alberni

Legacy Beach
Log Boom Beach (2)
Look Out Beach
Lumber Jack Beach
M&B Beach
Mahoy Beach
Maritime Beach
Mayor's Beach
Memorial Beach
Mill
Muscle Cove
Nessberni
New Port Beach
Ocean Breeze
Off Key Beach / Off Quay
Opochtli Beach
Orca Beach
Our Beach (Whole Town)
Pacific Beach
Pacific Beauty
Pacific Paradise
Paddle Haven Beach
Paradise Beach
Pebble Beach (2)
Petal Beach
Piper's Point
Pleasantview Beach
Ply Beach
Plysands
Plywood Beach
Plywood Shores
Polly's Beach
Port Beach
Port Harbour Beach
Port Paddleboard Beach
Prawnhead Point
Pt. Alberni Dip
Quay Side Beach
Quayside Mini Beach
Ravens Peek Beach

Reclamation Beach
Recovery Beach
Resurrecton Beach
Ripple Beach
Saltwater
Serendipity Beach
Serenity Beach
Shell Beach (as in bulk oil plant)
Shewish Beach
South (Winds) Point
South Bay Beach
South Beach (2)
South Beach
South Douglas Beach
South Winds Beach
Southside Beach
Spirit Beach (2)
Spirit Beach
Starfoam Beach
State of Mind Beach
Sun of a Beach
Sun Set Beach
Sunny Side Beach
Sunset Beach (5)
Sunset Cove
Sunshine Bay
Sunshine Beach (2)
Surf City Beach
Tall Ship View Point
The Beach
The Lotus Coast
The Ultimate Beach
Tillikums
Traigh Mhor
Tranquility Bay
Tsunami Beach (2)
Unknown Beach
Victory Beach
Windriver Beach

The Committee was pleased with both the number and quality of names submitted and recognized that there were several themes including:

- the heritage of the site;
- the working waterfront; and
- the natural beauty and features of the site.

At the conclusion of the discussion it was agreed that the name should be the current and popular “Canal Beach”. Our reasoning for this is as follows:

- Canal is the Spanish name for waterway as referenced by Capitan Pedro de Alberni. In 1931 there was a recommendation that the name be changed from canal to inlet so that foreign shippers would not mistake it for a canal. The name change was officially approved in 1945. As described by the B.C. Geographical Names Information System it was first labeled “Canal de Alberni” on Spanish charts. In 1931 H.D.Parizeau, Hydrographic Service recommended that the ambiguous term 'canal' be changed to 'inlet' stating:
 - "...it is most important for the foreign trade existing between Port Alberni and the outside world, that this word canal, which is greatly mistaken, should be changed for the proper word of inlet. It is needless to tell you that a great difficulty of this word canal comes in with the foreign shipping in general, who figure themselves the extra expense and the danger attached to sending their ships through a canal; for they figure that Alberni Canal is something similar to Manchester Canal, Panama Canal and Suez Canal, where extra fees for pilotage, canal dues, extra insurance and so forth come into the question."
- Canal Beach has been marketed for tourism for several years and can be easily found on the internet. Canal Beach Watersports Society did submit a letter recommending the name not change for this reason. They also indicated that they will donate the \$250 to sponsoring a plaque to be displayed at the beach that will offer some history to the public about the name.
- Given that the name Canal Beach has become so well known, changing the name would be comparable to change the name of the “Orange Bridge” which has not been orange from many years yet the name remains.

Proponents Bill and Jiskje Randles have been informed of this recommendation. They were the sponsors of the \$250 prize money and since there were 52 entries for Canal Beach, they have agreed to direct the funds for use in the placement of interpretive signage as noted above by the Canal Beach Watersports Society.

RECOMMENDATION:

The following resolution is proposed:

That Council for the City of Port Alberni;

- 1. Officially name Lot C at the former plywood site as "Canal Beach"; and*
- 2. Direct staff to prepare appropriate commemorative signage for the site name.*

Respectfully submitted,

A handwritten signature in cursive script that reads "Scott Kenny".

Scott Kenny
Director of Parks, Recreation & Heritage

J:\Echo Activity Centre\Scott Kenny\Parks\Plywood Site\Name the Beach Contest Final Report July, 2014.doc




CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Ken Watson, City Manager
FROM: Scott Smith, City Planner
DATE: July 8, 2014

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: Secondary Suites

Issue

To consider a process for allowing existing secondary suites to be recognized in the City of Port Alberni.

Background

With the adoption of the new Zoning Bylaw secondary suites became a permitted use in single family houses within certain residential zones provided they meet the regulations City Council approved. These provisions will work well for new house construction and where unfinished basements are able to be renovated to meet the zoning regulation and the BC Building Code for secondary suites.

During the Zoning Bylaw Review process it was noted that the City of Port Alberni may wish to consider a policy to recognize existing illegal secondary suites. This report will cover a potential method to allow existing secondary suites to be authorized in the City of Port Alberni.

Discussion

Where an existing secondary suite exists and the property owner would like it to be recognized by the City, they currently have one option. They need to apply for a building permit and dismantle the suite down to the wall studs to allow the building and electrical inspectors to be able to inspect all aspects of the unit to ensure that it meets all the requirements of the BC Building Code. This would be onerous in many cases and property owners are likely to be reluctant to undertake this level of work. This would result in most of the existing illegal suites remaining illegal and the City continuing to enforce the bylaw upon public concern.

An alternative is to consider a process to “Authorize” existing illegal secondary suites.

Authorized Suites

An illegal secondary suite could be “Authorized” if the property owner applies for a permit and allows the City Inspectors to perform the inspections necessary to confirm that visible work meets the Building Code standards for secondary suites and that life-safety issues have been addressed, including fire safety factors. As the secondary suite would have existing construction in place that prevents the inspectors from observing whether or not underlying work conforms to the building

code, a notice would need to be placed on the Title of the property. A notice on Title (Section 57 of the Community Charter) would serve to advise anyone with interest in the land and house that all required inspections were not performed for the secondary suite. This would provide disclosure to future owners and protect taxpayers from potential claims with regard to the contravention. Based on a recommendation from the Building Inspector, City Council would consider a resolution to place a notice on title for the authorized secondary suite.

If approved by City Council an "Authorized" secondary suite would require the following conditions to be met:

1. The property must meet the secondary suites regulations in the Zoning Bylaw;
2. The property owner must apply for a permit;
3. The inspectors have performed the necessary inspections and have confirmed that visible work meets the Building Code standards and that life-safety issues have been addressed.
4. The City of Port Alberni would place a notice on the title to advise that the secondary suite was constructed without full inspections.

Authorized secondary suites would allow the property owner to have the secondary suite recognized by the City of Port Alberni and the City would be able to ensure that life safety issues are completed.

Recommendation

That the City Planner report be received and Council for the City of Port Alberni direct staff to implement recognition of existing secondary suites through an "Authorization" process.

Respectfully submitted,



Scott Smith, MCIP
City Planner



CITY OF PORT ALBERNI
Engineering Department Report

Date: June 27, 2014
To: Ken Watson, City Manager
From: Guy Cicon, City Engineer
cc: Brian Mousley, Utilities Superintendent
Cathy Rothwell, Director of Finance
Davina Sparrow, City Clerk

I concur, forward to next
Regular Council Meeting
for Consideration:

Ken Watson, City Manager

RE: Contract Award – Bainbridge Water Treatment Plant UV Upgrade

Issue:

City Council's approval is requested to award the tender for the construction of the Bainbridge Water Treatment Plant UV Upgrade that has been planned for construction in 2014.

Background:

The Vancouver Island Health Authority (VIHA) Drinking Water Policy requires municipalities to comply with more stringent water quality requirements to assure safer drinking water. The surface water treatment regulations came into effect in 2008 with the 4-3-2-1 Drinking Water Treatment for Surface Water Policy.

Implementation plan outlining how Port Alberni will comply with regulations was provided to VIHA in March, 2012. VIHA continues to monitor our progress and requires reports on present water quality and watershed protection.

Koers and Associates Engineering started the detail design work on the Water Treatment Plant in March of 2013 with tendering for construction scheduled for June of 2014. The funds are approved in the 2014 Capital Budget - \$2 million from Water Revenue Reserves plus \$2 million from borrowing.

At the January 13, 2014 Regular meeting of Council, the Ultra Violet Disinfection Equipment was approved due to the long delivery times. This was also a special order for the Water Treatment Plant.

Washington/Kerr

That the report dated January 7, 2014 from the City Engineer be received, and Council for the City of Port Alberni award the tender for the Ultraviolet Disinfection Equipment to the low bidder, Xylem Water Solutions Canada for \$340,154 plus taxes with funds provided from the Water Reserve Account.

ENTERED

At the June 9, 2014 Regular meeting of Council, the Energy Recovery Equipment Supply contract was approved due to the special nature of the design and manufacture.

McLeman/Washington

That the report dated June 3, 2014 from the City Engineer, be received and Council for the City of Port Alberni award the tender for the Energy Recovery Equipment to the low bidder, Thomson and Howe Energy Systems for \$64,332 plus taxes with funds provided from the Water Reserve Account.

Discussion:

Koers and Associates Engineering provides an evaluation of the seven bids received for the water treatment plant construction. The technical evaluation of the construction bids is attached.

Table 1 Summary of Construction Bids

Bid Package	Pricing
Windley Contracting (2010) Ltd	\$3,458,700.00
Ridgeline Mechanical Ltd.	\$3,468,963.75
Palladian Development Inc.	\$3,534,339.18
Knappett Industries (2006) Ltd	\$3,540,971.70
Bowerman Excavating Ltd.	\$3,661,548.95
Knappett Projects Inc.	\$3,796,816.80
Westpro Infrastructure Ltd.	\$3,990,308.95

The Engineering Department concurs with the recommendation of Koers and Associates Engineering to award the Bainbridge Water Treatment Construction contract to the low bidder Windley Contracting (2010) Ltd. For \$3,458,700.00.

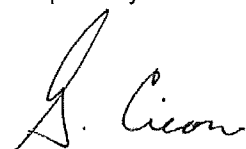
Strategic Plan Implications:

The construction of the Water Treatment Plant is critical to achievement Strategic Plan Initiative 1.2.2: Implement Treatment Upgrades to meet drinking water quality standards.

Recommendation:

The City Engineer's report dated June 27, 2014 be received and Council for the City of Port Alberni award the tender for the Bainbridge Water Treatment Plant Construction to the low bidder Windley Contracting (2010) Ltd. for \$3,458,700.00 inclusive of G.S.T. with \$2 million funds provided from borrowing and the remainder from the Water Reserve Account.

Respectfully submitted,



Guy Cicon P.Eng – City Engineer



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

E-MAILED

P.O. BOX 790
194 MEMORIAL AVENUE
PARKSVILLE, B.C. V9P 2G8
Phone: (250) 248-3151
Fax: (250) 248-5362
kael@koers-eng.com
www.koers-eng.com

RECEIVED

JUN 27 2014

CITY OF PORT ALBERNI

June 20, 2014
File: 1218-009

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

Attention: Mr. Guy Clon, P.Eng.
City Engineer/Director of Public Works

Re: Bainbridge Water Treatment Plant
Review of Tenders and Recommendation of Award

Tenders for the Bainbridge Water Treatment Plant were received and opened in public at the City's office on Thursday, June 19th at 3:00 p.m.

The work involves the construction of a new UV treatment facility including onsite hypochlorite generation for secondary water treatment. The treatment plant building will be a masonry block building with a wood roof structure and green roof treatment. The work also includes all required clearing, grubbing, site grading and excavation, off site drainage improvements, site piping and tie-ins, and all required electrical work. The tender also includes the installation of the owner supplied energy recovery equipment and associated piping, should the City decide to proceed with this aspect of the project.

A total of seven tenders were received, and all tenders were accompanied by the required Bid Bond and signed Addenda, with the exception of the Palladian and Knappett Industries tenders which did not include the signed addenda. The tenders have been checked for completeness and accuracy. Minor mathematical errors in the Palladian tender have been corrected. All Tenders are considered accurate and valid. The original tender submission for Windley Contracting has been retained for inclusion in the Contract Documents for execution, the remaining tenders as submitted are enclosed for your records.

TENDERER	TENDER PRICE	COMPLETION
Windley Contracting (2010) Ltd	\$3,458,700.00	143
Ridgleine Mechanical Ltd	\$3,468,963.75	320
Palladian Development Inc	\$3,534,339.18	240
Knappett Industries (2006) Ltd	\$3,540,971.70	330
Bowerman Excavating Ltd	\$3,661,548.95	210
Knappett Projects Inc	\$3,796,816.80	240
Westpro Infrastructure Ltd	\$3,990,308.95	180

The Tender prices include a contingency allowance of \$ 300,000.00 and 5% GST.

The lowest Tender is from Windley Contracting., who is based in Nanaimo. The stated completion period of 143 calendar days is considered optimistic for the scope of work involved in the Contract.

.../2



June 20, 2014
File: 1218-009

City of Port Albemi
Mr. Guy Cicon, P.Eng.

Based on our review of the tenders we recommend that subject to funds being available, the City accept the Tender for the Bainbridge Treatment Plant as submitted by the lowest Tenderer, Windley Contracting (2010) Ltd. of \$3,294,000 plus \$164,700 GST for a total of \$3,458,700. We enclose a draft Notice of Award, which should be retyped on City letterhead and issued to the Contractor following award. Please send us a copy of the notice for our records.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



JUL 20 2014

Chris Downey, P. Eng.
Project Manager

KOERS & ASSOCIATES ENGINEERING LTD.

DRAFT

Date:

Windley Contracting (2010) Ltd.
3711 Shenton Road
Nanaimo, B.C., V9T 2H1

Attention: Mr. Jeff Windley

**Re: Bainbridge Water Treatment Plant
Notice of Award**

We are pleased to advise you that the Tender for the subject project in the amount of \$3,458,700 including GST, has been awarded to your company. We would appreciate if you would proceed with the arranging for bonding, insurance, and WorkSafeBC Notice of Project.

Contract Documents will be forwarded to you by our engineers for execution. Please note that a formal Notice to Proceed cannot be issued until after you have submitted the signed and sealed contract documents, required bond documents, proof of insurance, a copy of the WorkSafe BC Notice of Project and Safety Covenant. In accordance with the Contract, you are expected to complete this documentation within ten (10) days from the date of this notice. Project completion is then required within one hundred and forty three (143) days from the date of the Notice to Proceed.

If you have any questions, please call Koers & Associates at (250) 248-3151. We look forward to a successful contract.

Yours truly,

CITY OF PORT ALBERNI

(Appropriate Signing Official)

cc. Koers & Associates Engineering Ltd.




CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Ken Watson, City Manager
FROM: Scott Smith, City Planner
DATE: July 9, 2014

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: The keeping of Potbellied Pigs as pets

Issue

To consider if the City of Port Alberni would like to research the possibility of keeping certain types of pigs as pets.

Background

The City Planner received the attached letter from Nancy Hines requesting that staff undertake some research and for City Council to consider a bylaw to allow the keeping of potbellied or micro pigs as pets in the City of Port Alberni.

Swine (pigs) are considered "Livestock" under the Zoning Bylaw and are currently only permitted in the A1 – Agriculture, FD – Future Development and RR1 – Rural Residential zones. Even within these zones there are regulations around the keeping of livestock and intensive agriculture is prohibited.

Discussion

Prior to undertaking any action on this request, staff would like to have some direction from City Council on if they wish to consider the keeping of potbellied pigs as pets in the City of Port Alberni.

Option 1

Direct staff to undertake research and prepare a report to City Council regarding the keeping of potbellied pigs as pets.

Option 2

Direct staff to write a letter to Nancy Hines indicated that the City of Port Alberni does not wish to consider the keeping of potbellied pigs as pets in the City at this time.

Respectfully submitted,



Scott Smith, MCIP, City Planner

May 23rd 2014
Scott Smith
City Planner
City of Port Alberni

RECEIVED
MAY 26 2014

CITY OF PORT ALBERNI

Dear Mr. Smith:

I am contacting you in regards to the issue of pets within city limits. I am interested in purchasing a micro pig as a pet. They are a small version of pot bellied pigs. They are becoming popular as pets and are allowed in some cities already. They do not shed and do not cause allergies.

I have worked with pigs in both a family farm and commercial settings. For 20 years growing up my siblings and I frolicked with pigs from newborns to 400 pound sows. On commercial farms as large as 300 sows farrow to finish, I worked for 9 years. I daily interacted with pigs, including 1000lb boars with large tusks. I never once felt threatened, which is more than I can say about many of my friend's dogs. Pigs are intelligent, clean and friendly. Like dogs they do not sweat, but pant. (sweat like a pig?) Therefore they wallow in mud to keep cool when it is hot, hence the reputation for being dirty. Even a newborn piglet will "go" as far away as possible from its bed.

Pigs have an unwarranted and undeserved reputation. I request that you do some research to substantiate my facts, and ask city council to consider a bylaw allowing potbellied pigs as pets. They do not bark and disturb the neighbours. They can be indoor or outdoor pets just like dogs.

Thank you for your consideration.

Yours sincerely:

Nancy Hines

Nancy Hines
250-723-1955
250-918-8668

**STATUS REPORT
ACTIONS DIRECTED BY COUNCIL
For July 14th, 2014 Regular Meeting of Council**

	Meeting and Date	Item	Strategic Plan Priorities of Council	Strategic Plan Other	Not identified as Strategic Plan Priority	Status of Progress
1.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal 5: Service Excellence Objective 5.5			Early 2015
2.	Regular May 14/12	Tseshaht Protocol Agreement endorsed – City Manager to meet with Tseshaht staff to operationalize	Goal 5: Service Excellence Objective 5.1.3			Awaiting Tseshaht response
3.	Special Mar 5/13	Staff to provide report and associated bylaw required to amend the OCP to delete the proposed bypass in the major road network map.			✓	Report from City Planner
4.	Regular Nov12/13	Fire Chief report on options to further restrict outdoor burning.	Goal 1: Environmental Sustainability Objective 1.3:2			Defer to decision re yard waste pickup program
5.	Regular Nov 25/13	Report re lifetime dog licencing for spayed/neutered dogs.			✓	
6.	Regular Nov 25/13	Direction to proceed with updated Fire Dept. Empowering/Fire Control Bylaws	Goal 5: Service Excellence			In progress
7.	Regular Feb 11/14	Form Select Committee to recommend project for Community Forest profits to be allocated to. Terms of Ref + appointments			✓	Terms of Reference endorsed. Committee members invited from ACRD and Community Forest. Ad placed for community member – closing June 25 th
8.	Regular Feb 24/14	Work with commercial business areas re agreement on a program of streetscape improvements funded by commercial tax increase	Goal 3: Economic Sustainability Objective 3.2:1			City Manager to draft Terms of Reference and committee structure for Council's review

STATUS REPORT
ACTIONS DIRECTED BY COUNCIL
For July 14th, 2014 Regular Meeting of Council

	Meeting and Date	Item	Strategic Plan Priorities of Council	Strategic Plan Other	Not identified as Strategic Plan Priority	Status of Progress
9.	Regular Mar 10/14	Review existing policies regarding application of expense portion of Council stipend and development of new Council Travel Policy			✓	Report June 9/14 requesting feedback from Council. Council direction to hold special meeting to discuss.
10.	Regular Mar 10/14	Invite Coast Pilots Ltd. to address Council and other stakeholders re risks and recommendations with regards to safety of tankers/coal carriers in our waters.			✓	Special meeting of Council July 3/14 – stakeholders invited
11.	Regular May 12/14	Request for Proposals to review City to determine potential sponsorships revenues (consideration to doing in-house)				
12.	Regular May 26/14	Prepare bylaw to address graffiti issues as well as public education campaign. Purchase kits and reimburse Uptown Merchants				
13.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system				
14.	Regular May 26/14	Report and recommendations re development of tax revitalization program for all commercial areas				
15.	Regular May 26/14	Consult with business community regarding Sign Bylaw				In progress

**STATUS REPORT
ACTIONS DIRECTED BY COUNCIL
For July 14th, 2014 Regular Meeting of Council**

	Meeting and Date	Item	Strategic Plan Priorities of Council	Strategic Plan Other	Not identified as Strategic Plan Priority	Status of Progress
16.	Regular June 9/14	Report outlining costs to complete projects at Harbour Quay, Esso Site and Argyle Street – identify potential funding opportunities (I-CET?)				Meeting with ICET held on June 16 th
17.	Regular June 9/14	Report re implications of new liquor rules				June 23 rd agenda
18.	Regular June 9/14	Report re upgrading stairs and clearing brush at River Bend Park to create parking stalls.				
19.	Special July 3/14	Report re investigation into potential projects - runway expansion, Harbour Quay, Canal Beach, Waterfront North Study Area, trail network, train platform for application to ICET.				ICET Application Deadline September 19, 2014

**STATUS REPORT
BUDGET ACTIONS DIRECTED BY COUNCIL**

	Meeting and Date	Item	Strategic Plan Priorities of Council	Strategic Plan Other	Not identified as Strategic Plan Priority	Status of Progress
1.	Regular Mar 10/14	Business Case Report re addition of ½ time person to assist Economic Development Manager				Director of Corporate Services/Economic Development Manager to prepare business case
2.	Regular Mar 10/14	Report re feasibility of contracting out components of IT Dept Capital (eg. servers)				2015 budget process
3.	Special Mar 17/14	½ time RCMP position deferred pending Auditor General Report and Business Case				Director of Corporate Services/OIC to prepare business case (2015)

Respectfully Submitted



Ken Watson - City Manager

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PORT ALBERNI FIRE DEPARTMENT
MONTHLY REPORT for June 2014

Training:

Training during the month of June included two water safety topics. Firefighters had the opportunity to experience falling into water at Echo Pool while wearing full turn out gear. Parks and Recreation staff supported this training with life guarding and coaching in rescue techniques.

On another water safety issue, PAFD staff recognized the unique challenge that at the Centennial Pier if a person falls into the water on the weather side of the wharf. Staff designed a retrieval technique, constructed necessary equipment and have now successfully tested and implemented the rescue system.



Fleet Maintenance:

The City maintains a fleet of vehicles that includes 3 fire engines, 1 ladder truck, 1 tender (tanker) unit, 1 light rescue unit, 3 pick-up trucks and 1 fire boat. Maintenance of this fleet is an ongoing challenge, made more difficult because,

- Fire apparatus are often custom built. Parts and repair expertise are sometimes not readily available.
- Port Alberni intentionally operates fire apparatus longer than other municipalities in order to maximize service life and minimize apparatus replacement costs.



Ladder Truck #2 is temporarily out of service due to a failure of an electronic relay board. Ladder Truck #2 is 17 years old, due for replacement in 2017. Electronic parts for this unit are no longer being made, and there are no used units available, so our part has been shipped to an electronic repair service in the U.S. for repair.

Ladder Truck #2 is the only aerial firefighting device in the Alberni Valley. Both Qualicum Beach and Parksville fire departments have been put on notice that we may be requesting that they support us with a ladder truck response if needed.

The **Harbour Chieftain** is owned by the Port Alberni Port Authority, who use it as a patrol vessel, and jointly operated by the fire department as a fire boat.

The Harbour Chieftain is scheduled to be removed from the water for regular maintenance and to repair an intake valve on the fire pump system. The City is responsible for all costs associated with repair, maintenance and replacement of the firefighting components.



Fire Prevention Office June, 2014 Monthly Report

<u>Occupancy Type</u>	<u>June 2014</u>	<u>Year To Date</u>	<u>2014 Average</u>	<u>2013 Average</u>
Assembly	6	16	2.67	3.08
Institutional	0	4	0.67	2.08
Residential	16	36	6.00	3.00
Mercantile	5	17	2.83	2.42
Business	0	25	4.17	4.67
Industrial	12	20	3.33	2.58
Special Properties	3	16	2.67	4.83
Commercial Kitchens	4	14	2.33	2.67
Investigations/Public Concerns	1	8	1.33	3.00
B-365 (Solid-Fuel)	4	36	6.00	9.42
B-139 (Oil-Fuel)	0	0	0.00	0.92
Permits Issued	4	18	3.00	6.67
TOTAL CFPO INSPECTIONS	55	210	35.00	45.33

Fire Company Inspections	32	160	26.67	32.00
Third Party Inspections	7	127	21.17	17.33

Other Activities

- Fire reporting to Office of the Fire Commissioner, company inspection issue, company inspection data input, CFPO inspection data input, 3rd Party inspection data input, FDM property file management and land titles data input.
- conduct 6 business license inspections
- conduct incipient fire fighting training at an industrial occupancy
- review and approve 2 special occasion licensed floor plans.
- participate in suppression training; Fireboat Operations
- fire safety plan review for an mercantile occupancy, ongoing fire safety plan review for an industrial occupancy
- site reviews of two major industrial occupancies
- site review for a proposed commercial kitchen to be installed at a multi-use building.
- site review of Prom and Grad ceremonies setup at two assembly occupancies.
- site reviews of 5 Port Alberni Port Authority marinas.
- public concern investigation of parking at a multi-unit residential occupancy.
- special property site review of a proposed seating plan change to an assembly occupancy
- attend RCMP Memorial Service for Moncton, NB officers
- attend a bylaw issue with Bylaw Enforcement at a residential property
- meet with Building Inspector regarding two properties, proposed change of use and a proposed renovation to existing.
- site review of assembly building regarding occupant load and fire alarm upgrade
- meet with F/C regarding a solid-fuel installation, assist with review of draft report
- work two dayshifts assigned to suppression division
- work on Fire Department landing page for City's new website.

CITY OF PORT ALBERNI PLANNING AND BUILDING DEPARTMENT

MONTHLY REPORT FOR JUNE, 2014

For the month of June 2014 the Planning Department reports the following significant items:

- The public consultation has started regarding the Sign Bylaw. An online survey is on the City website and a letter has been sent to the Chamber of Commerce requesting their member provide input. The survey will remain open until July 31, 2014. Staff will prepare a report for Council's consideration on the input received.
- Bylaw enforcement calls for service:
 - 2013 to date – total calls for service = 287
 - 2014 to date – total calls for service = 336
- Business licencing:
 - 2013 new applications = 33
 - 2014 new applications = 56

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Total - 2013	Year to Date - 2014
Subdivision	1	2
OCP and/or Rezoning	6	1
Development Variance	2	2
Development Permit	4	0
Temporary Use Permit	1	0
Sign Bylaw	0	1
Totals	14	6

RESIDENTIAL BUILDING COMPARISON		
Type	Year to Date - 2013	Year to Date - 2014
Single Family	6 units	9 units
Duplex	0	0
Multiple	0	0
Totals	6 units	9 units





ENGINEERING DEPARTMENT HIGHLIGHTS OF DEPARTMENTAL ACTIVITIES JUNE 2014

North Crescent Water Main:

We completed the Water Capital project to replace 330m of 150mm cast iron water main on North Crescent from 7th Avenue to 10th Avenue. Paving is complete along with the services connections and new hydrant installation.



Water Service to Centennial Pier:

A 150 mm dia water main was extended 50 m from the center of the Harbour Quay at the fountain to the new Centennial Pier. This will provide potable water and fire protection to the pier.



Second Avenue – Stirling St. to Melrose St.:

Our 2014 Capital Works on 2nd Ave., project started with the installation of 140 m of 150 mm dia watermain, 120 m of 200 mm dia storm sewer, and 60 m of 150 mm dia sanitary sewer. The work will be substantially complete in July with restoration in August.



16th Avenue – Redford St. to Bute St.:

We completed the installation of 180m of 250mm storm drain and watermain in May. The final asphalt resurfacing and concrete sidewalk repairs were done in June.





**Alberni Valley Museum and Heritage Commission
Meeting of Wednesday May 7, 2014
6:30 pm at the Roundhouse and Industrial Heritage Centre**

Minutes

Attending:

Mike McDowall, Chair
Pam Craig
Gareth Flostrand
Bert Simpson
David Taberner
Marta Williamson [for facility tours]
Neil Malbon
Gayle Stephen Player
Judy Carlson
Denis Bill
Penny Cote
Dan Washington
Jamie Morton, Manager of Museum, Heritage & Culture

1. Heritage Commission Priorities – part 3 of the review of collections held by the various Heritage Network partners.
 - At 6:30 the Commission was given a tour of the Roundhouse by HC members and WVIHS Directors Bert Simpson and David Taberner. This included an overview of the scope and nature of the APR railway collection, jointly owned by the City and the WVIHS, the facilities for storage and maintenance, and the nature of the work performed by the volunteers. Operational and collection management issues were reviewed.
 - At 7:00, the Commission reconvened to tour the Industrial Heritage Centre [Old Arena] another of the facilities operated by the Western Vancouver Island Industrial Heritage Society. Again, the status of the City and IHS Industrial Collections, the facilities, and operational and collection management issues were presented by Bert Simpson and David Taberner.
 - The regular meeting was called to order in the IHC at 7:30.

Museum and Heritage Commission City of Port Alberni

4255 Wallace Street Port Alberni BC Canada V9Y3Y6

TEL (250) 723 2181 FAX (250) 723 1035

2. Moved by Judy Carlson, seconded by David Taberner, that the minutes of the April 2, 2014 meeting be approved.

3. Updates.
 - Centennial (Harrison) Legacy Fund – cheques will be prepared for the approved applications from the ADHS for \$300, for the purchase and installation of a microform reader-printer, and from the IHS for \$300, for the restoration of the McLean Mill steam donkey.
 - Paper Mill Stones Monument – letter to City Council is still in preparation – the issue seems to have faded away again.
 - Community Heritage Register – the submissions have been prepared and submitted for the new nominations – the response from the Provincial Register has been less than helpful – simply suggesting that the committee “consult the format” in order to make the submissions conform more closely to the required style.

4. *Komagata Maru* Commemorative Event:
 - HC Chair Mike McDowall has been in discussion with members of the Port Alberni Sikh Temple concerning an event to commemorate the centenary of the *Komagata Maru* incident, when South Asian immigrants were prevented from landing in Vancouver. There was a Port Alberni connection, with the discussion of this city becoming an alternate port of entry.
 - The event is to be held on Sunday, May 18 at 11:00 AM – Jamie Morton will forward the invitation to the Heritage Commission members.

5. Reports:
 - 5.1 Neil Malbon reported for McLean Mill
 - Preparations are under way for the opening of the summer season.
 - Several school classes visited last week as part of the “Gently Down the Creek” program, augmenting salmonid study in the classroom.
 - The Heritage Fair participant train/visit to McLean Mill went well – good weather for the event.
 - A wedding is booked for Saturday May 10, and Mother’s Day is May 11 – train runs planned for both events – also a cruise ship visit on Friday May 16.
 - Work is proceeding on the Kitsuksis Creek Fishway project, and on the preparation of the logging demonstration area – the gin pole is to be raised on May 14, with the ADSS forestry class attending, and the spar tree is to be raised on May 24.

 - 5.2.1 David Taberner reported for the IHS
 - The #11 MB switching engine was used for the Heritage Fair run, due to #7 being down for repairs – successful, but a heavy load for it. The RS3 will be used for the wedding and regular runs until the #7 is repaired and operating again.
 - The tank car rebuild is complete – still intending to add a pump to it.

 - 5.2.2 Bert Simpson reported for the IHS
 - Mandatory Rules and Tests have been completed for railway crews
 - Work proceeding on the spar tree/logging demonstration site at McLean Mill.
 - Repairs have been made to the vandalized rail line past McLean Mill – thanks to Ken Fyfe, who contributed one of his excavators, and a local quad group that helped.
 - Work proceeding at the IHC on the McLean Mill steam donkey, and on the Hayes chain drive truck.

- The model room at the Train Station has been completed, now including a model of the Cameron Lake trestle.
- Work is proceeding at the Roundhouse to repair the superheater tubes of #7, and to make the Macdonald's caboose operational.
- Neil Malbon offered a reminder about the celebration of the 80th anniversary of the Franklin River camps – to be held July 26-27 at McLean Mill.

5.3 Mike McDowall reported for the PA Maritime Heritage Society

- The last PAMHS board meeting – April 29 – was very long - questions of governance and plans for the future.
- One summer student position was approved – 2 requested – but there is a possibility of a student through the Nuuchahnulth summer hiring program.
- The tsunami exhibit is down in the Hutcheson Gallery, and work is proceeding on the Tseshaht whaling exhibit – text is being reviewed, images are selected, and reproductions of whaling gear have been commissioned – the tentative soft opening date is June 9.
- June 14 is planned as a documentary film night/event – details TBA.
- The presentation about the sinking of the *Valencia* at Trinity Church on April 24 was very successful – good attendance, some memberships sold, and an interesting presentation.
- Mike McDowall hosted an unexpected visit from a Vancouver school who were stranded in the area when their bus broke down – more school groups are anticipated.
- The PAMHS will be hosting its AGM on May 27, at the Echo Field House.

5.4 Judy Carlson reported for the Alberni District Historical Society

- The next meeting is the AGM – to be held on May 15 at the AV Museum.
- The typewriter and quill pen used as props in the Archives for Heritage Fair were very well received by the students – much interest.
- Maxine Munsil is developing expertise in the operation of the new microform reader/printer.

5.5 Jamie Morton reported for the AV Museum

- Heritage Fair – May 2-3 – again a great success – thanks to AV Museum staff - Shelley, Kirsten, Cathy, Sandra – to Pam Craig and the other HC members that worked on it – and to all the groups and individuals that contributed – with presentations and demonstrations, as judges and organizers – all went very smoothly, with nearly 120 students and great projects. The students seemed to enjoy it – nice to see the PA students explaining things to the out of town students.
- The improvements to the Museum gift shop – buying some new stock, and improving the display systems – are starting to pay off, with increasing sales.
- School tours and birthday parties continuing at the AV Museum.
- Work proceeding on the Kitsuksis Creek/Fishway project at McLean Mill – things are moving along, with some weather delays – but the new channel is being dug, the donated bridge has been moved on site, and work has started on it – work nearly complete on preparing the logging demonstration site in preparation for raising the spar tree – good cooperation between contractor Brad Berry, WVIHS volunteers, DFO and environmental representatives, as well as between the funding partners – West Coast Aquatic and City of Port Alberni.
- Work continues on coordinating the summer exhibits – Nelson Joseph at the AV Museum, tsunami exhibit to be installed in the Train Station, Tseshaht whaling exhibit to be installed in the MDC.

- Received approval for a grant from Young Canada Works/Canadian Museums Association for one summer student – to be associated primarily with the tsunami exhibit at the Train Station – but the hiring process has been slowed down by the need to meet City requirements – applications closing May 30.

5.6 Dennis Bill reported for the Tseshaht First Nation

- Work on the development of the Tseshaht whaling exhibit continuing – progress is good, and the community is excited about the project.
- Mike McDowall mentioned that the BC Maritime Museum had expressed interest in the exhibit.
- Pam Craig suggested promoting the exhibit through the Chamber of Commerce.

5.7 Gareth Flostrand reported [for Marta Williamson] for the Community Arts Council

- The book sale fundraiser is to be held at Echo Centre this Saturday, May 10, from 9:00 – 3:00. The plant and garden sale at the Rollin Centre, hosted by the Mt. Klitsa Garden Club, is taking place from 10:00 – 12:00 the same day.
- The Tea on the Terrace program will be taking place on Thursdays at the Rollin Centre in July and August.
- Work is proceeding on the gardens at the Rollin Centre.

5.8 Neil Malbon reported for the Chamber of Commerce

- Jenny's Fine Foods, Gifts & Eclectica is opening its new location at the Chamber's Visitor Centre on May 17.
- The Community Excellence Awards were held on April 25 – sold out event.
- Gayle Stephen Player recognized HC member Gareth Flostrand, who won the Volunteer of the Year award at the event – congratulations Gareth!
- The successful Business after Business series will be hosted at Steampunk Café on May 15 at 5:30.
- There are discussions underway about including the APR train runs in the Ambassador program this summer.

5.9.1 Gayle Stephen Player reported for the community at large

- The Uptown Merchants' Association participated in a district cleanup last Tuesday.
- The Business Women's Group is working on the Canada Day Parade.
- Bill Collette and the Chamber of Commerce are working on a bubble map of the city – which is linked to the MyAlberni app, developed by Derek Appleton.
- The 2014 Official Visitors' Guide has been released – looks good.

5.9.2 Gareth Flostrand reported for the community at large

- Very impressed by the entries at this year's Heritage Fair – quality is up overall.
- There will be a presentation on alternate power at Char's Landing on May 21.

5.10 Pam Craig reported for the School Board

- 14 parade entries have been received to date – hoping for 100.
- There were 56 judges, monitors, and workshop presenters who participated in this year's Heritage Fair – the volunteers make it possible, and link to the community.
- Next Tuesday – May 13 – the first Board meeting since the resignation of superintendent Cam Pinkerton – the meetings may run through the summer.
- The ADSS awards event is to be held on June 11.
- Choirfest is taking place this Thursday night.

5.11 Penny Cote reported for the Regional District

- The Sproat Lake Regatta revival is ready to go, including a show & shine, races, and a poker run – on the weekend of July 18-20.
- Island Timberlands is putting in a road and a boat launch as part of the program.
- Are there historic outboard motors available for the show & shine?

5.12 Dan Washington reported for the City of Port Alberni

- Things are going smoothly at City Hall.
- An open house was held to discuss Canal Beach, with some good ideas brought forward.
- April 14 Council meeting was held at ADSS – a positive experience for all.
- Attended the ADSS wrestling awards, and was very impressed by the calibre of the student athletes.
- With Mayor Douglas in Ontario, Dan Washington will be Acting Mayor for the May 26 Council meeting.

6. New Business:

- Penny Cote raised the idea of a Heritage Commission presentation to the Vancouver Island Real Estate Board – to incorporate heritage more into the promotion of living in the community. A committee meeting was organized for May 21, with Mike McDowall, Pam Craig, and Jamie Morton participating.

7. Next Meeting

- 6:30 PM, Wednesday, June 4, 2014, at McLean Mill NHS.

9. Adjournment

- Moved at 8:22 by Pam Craig to adjourn the meeting.



Mike McDowall, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni



REPORT TO COUNCIL

TO: Councillors
FROM: Mayor Douglas
COPIES TO: Ken Watson, City Manager

DATE: June 27, 2014

SUBJECT: **Urban Development Workshop**

ISSUE:

At the April 14, 2014 Regular Meeting, Council passed a resolution for the City to hold a workshop with invited stakeholders to explore options for increasing urban development and business diversity. The workshop was held June 18th at the Echo Park Fieldhouse; a summary of the meeting has been prepared by the Administrative Assistant and is attached for Council's information.

BACKGROUND:

The goal of the workshop was to explore options for increasing urban development, residential density, and business diversity. Further, the stated intention also included consideration of creating of an ongoing working group to move growth initiatives forward.

The workshop entailed focused discussion on three broad categories: livability, distinctiveness and vibrant economy.

Workshop participants included a broad range of stakeholders including commercial real estate brokers, local developers, business owners, and relevant associations and organizations.

RECOMMENDATION(S):

The following resolution is proposed:

That the report from Mayor John Douglas dated June 27, 2014, be received.

**Urban Development Workshop
June 18, 2014 10:00am – 12:00pm
Echo Park Fieldhouse**

MEETING SUMMARY

Attendees:

Mayor John Douglas, Jake Martens, Pat Deakin, Chris Colclough, Dave McCormick, Lori Camrie, Scott Smith, Craig Bowerman, Andrea Wiwchar, Teresa Bird, Albert See, Denis See, Aaron Vissia, Ken Watson, Janette Cormier, Colin Minions, Greg Baynton, Sharie Minions, Bill Collette, Dave Jerrit, Dave Kozegi.

1. Welcome & Introductions

Mayor Douglas provided some introductory remarks and led an introduction of all the attendees. He described the inspiration for the workshop and his intention to gather ideas and engage in a conversation about urban development in Port Alberni.

2. Presentation on City Initiatives & Concepts - Pat Deakin, Economic Development Manager

Pat Deakin provided a brief presentation on some of the initiatives the City has completed in recent years to encourage urban growth and development. He also presented a concept proposal for a large-scale development on Argyle Street to encourage tourism and redevelopment.

3. Group Discussion

Mayor Douglas divided the participants into four groups and facilitated discussion on three key themes: livability, distinctiveness and a vibrant economy. The following are the notes from the groups:

Group #1

North Port – Strengths

- Need teaser/bait to drivers along Somass River (waterfront beach banner encouraging people to turn left)
- natural feature or stopping area
- Nature within an urban center
- Somass River promenade
- 6 blocks to water

Initiatives to Consider:

- Angled parking along Johnson Road– replace trees/welcoming area
- Change look and encourage stopping
- Public parking lot is an alternative
- North Port/Johnson Slowdown/parking

Small Businesses Attraction/Retention

- Remote businesses – manufacturing/sales
- Incentives for start-ups (taxes/loans)

- Contacting schools, reaching out to individuals
- Moving here because of opportunity – not cheap – it’s great here and it’s affordable
- Co-create – prepared to work with people/businesses – “Land of Opportunity”
- Proactive in attracting –visioning
- Align ideas/address money sense issues – ex. Collector cars
- Not hiding negatives, facing them, come co-create our community
- First Nations involvement – invite and encourage their participation
- Taxes: need to focus on attracting – selling/marketing
- What is the mechanism for moving forward
- Communication user friendly – community bulletin
- Business planning as a basis for moving forward

Other industries/initiatives:

- Seniors care - direct approach to developers
- Tax incentives – across community - reward density
- Zoning Changes – carriage houses
- Beautification – roundabouts

Group #2

Livability

- Canal Beach – attracting diverse group of people, playground, picnic area, expanding down canal, accessibility of water
- Trails – connector system/signage
- Waterparks operating
- Consistent hours at Harbour Quay shopping
- Seniors care
- High-tech real estate space
- Lack of jobs, quality of jobs
- Change the stigma – perception of Port Alberni
- Large employers (high-tech)
- Low cost real estate

Distinctiveness

- Don’t hide being an industrial town - embrace both
- Paddle boarding/watching ships being built
- Industrial art, benches, statues
- Can’t try to be Parksville/Tofino
- Industrial art
- Pool/wave pool – high end RV park for tourists
- Pool – marketing
- Incentives for developers
- Gertrude/3rd – sign – ocean access/paddleboard and kite surfing

Vibrant Economy – Big picture jobs – Growing Tax base

- Create community people want to live in
- Virtual tour online of community
- Targeting journalists that have a voice in different industries
- City program to attract large/medium sized employers – provide tax incentives
- Bedroom community to Alberta
- Expanding airport for companies like KD Air and float plane service

Group #3

One More Day – promotion to tourists driving through town

- Build on existing events for tourists
- The “Warm up” marketing campaign
- Work with chamber of commerce
- Accommodation affordability
- Rewards to provide vitality

Livability

- Support large scale development for Argyle Street. Imagine festivals – food/wine – terraces - wedding and photography - tie in with existing amenities/assets

Lily Pad Idea for Uptown Area

- Fill windows with businesses using a small portion of the square footage

Distinctiveness

- Trails - treasure hunt
 - Geo caching/scavenger hunts
 - Promote
 - #1 request from tourists

Della Falls

- Worthy of “committee work”
- First Nations partnership
- Unique accommodations at base
- “Glamping” (glamorous camping)
- Traditional First Nations Food
- Falls Tours
- Small boat in harbor – beach – beach tours

Business Thoughts

- Micro brewery
- After 5:00 – Be Open!

- Be open during the day at the Quay - Can Food trucks fill the gap?

Tax incentive Expansion

- Zoning
- Density Incentives

Beautification

- Use McLean Mill built benches/tables
- Landscaping/signage rules for billboards

Marketing – radar - we aren't on it!

- One more day
- Need to go out of town to get clients
- Added economies

Group #4

Projects/Initiatives

- City Feature
- Vision and brand – what is it? Is it embraced by community and resonating outside the community
- Why do I care? Distinguish Port Alberni from other communities
- First Nations involvement
- “Bear tracks & Lumberjacks” isn't working
- Commercial and industrial tax levels reasonable.
- Residential tax category has emerging challenges with high value homes being built in regional district due to reduced taxation levels.

4. Wrap-Up and Next Steps

Mayor Douglas discussed the possibility of having another session in the fall of 2014. He then provided closing comments and thanked everyone for attending.

5. Adjournment

The meeting concluded at 12:10pm.

A G E N D A

SPECIAL MEETING OF COUNCIL FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING

**MONDAY, JULY 14, 2014 AT 6:00PM
IN THE CITY HALL COMMITTEE ROOM**

That Council conduct a Special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows.

Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements

Section 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;