

**CITY OF PORT ALBERNI - MEETING SCHEDULE  
MONDAY, JULY 28, 2014**

3:00 pm	Special Meeting of Council Review of 2015 Utility Rates <i>@ Council Chambers</i>	OPEN MEETING
6:15 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**

<b>Mon. Aug 11</b> 2:00 pm	Special Meeting of Council Huu-ay-aht/Steelhead <i>@ Council Chambers</i>	OPEN MEETING
4:00 pm	Audit Committee Meeting <i>@ Committee Room</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

# AGENDA

## REGULAR MEETING OF COUNCIL

**MONDAY, JULY 28, 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](http://www.portalberni.ca) or contact the City Clerk phone: (250 720-2810) or email: [davina\\_hartwell@portalberni.ca](mailto:davina_hartwell@portalberni.ca)*

### **PRESENT:**

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

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

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

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

#### **B. ADOPTION OF MINUTES - Page 12**

1. Special Meetings of Council held June 23; July 3 at 5 pm and 6 pm and Regular Council Meeting held July 14, 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. Don Jones, Duncan Sabine Collyer Partners - Page 30**

In attendance to present the Audited Financial Statements for the year 2013.

*That the Auditor's Report (in regard to the 2013 Audited Financial Statements), be received.*

### **2. Jim Sears, Chair, Alberni Valley Community Forest Corp.**

To present a cheque to the City.

### **3. Jen Fisher-Bradley, Women's Food and Water Initiative**

In attendance to propose formation of a Food Committee.

## **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 Valley Community Forest Corporation - Page 68**

E-mail dated July 17, 2014 from Penny Cote nominating Stan Kujala to represent the Sproat Lake Electoral Area on the AV Community Forest Board of Directors.

*That Council for the City of Port Alberni appoint Stan Kujala to replace Chris Law as a Director of the Alberni Valley Community Forest Corporation effective July 28<sup>th</sup>, 2014, representing the Sproat Lake Electoral Area as nominated by Penny Cote, ACRD Director, Area 'D'.*

**2. Alberni Valley Community Forest Legacy Committee - Page 70**

Minutes of the Alberni Valley Community Forest Legacy Committee meeting held July 16<sup>th</sup>, 2014 and a letter from the Committee Chair dated July 17, 2014 requesting an extension of the Terms of Reference to January, 2016 and that the format of the Committee be changed from a "Select" Committee of Council to a "Standing" Committee. (*Informational Report from the City Clerk attached*).

*That the Minutes of the Alberni Valley Community Forest Legacy Committee meeting held July 16<sup>th</sup>, 2014, be received.*

*That the letter dated July 17, 2014 from Chris Duncan, Chair, Alberni Valley Community Forest Legacy Committee requesting an extension of the Terms of Reference to January, 2016 and that the format of the Committee be changed from a "Select" Committee of Council to a "Standing" Committee, be received.*

Council direction required.

**3. Mike McDowall, Maritime Discovery Centre - Page 77**

Letter dated July 16, 2014 requesting that City Staff and other Harbour Road stakeholders work together to make the walkway between the Alberni Harbour Quay and the Harbour Quay Marina more safe and friendly for pedestrian traffic.

*That the letter dated July 16, 2014 from Mike McDowall, Summer Coordinator, Port Alberni Maritime Discovery Centre, regarding safety between Harbour Quay and the Harbour Quay Marina, be received.*

**4. Western Vancouver Island Industrial Heritage Society - Page 78**

Letter dated July 14, 2014 advising that the 8<sup>th</sup> Annual Antique Truck Show will take place at the Industrial Heritage Centre at 9<sup>th</sup> Avenue and Dunbar Street (Old Arena) on August 30<sup>th</sup> and 31<sup>st</sup> and requesting the closure of Dunbar Street from the corner of 7<sup>th</sup> Avenue, east to 9<sup>th</sup> Avenue from 8:00 am on Saturday, August 30<sup>th</sup> until 5 pm on August 31<sup>st</sup> and help with barricades and detour signage.

*That the letter dated July 14, 2014 from the Western Vancouver Island Industrial Heritage Society, be received and Council for the City of Port Alberni endorse the closure of Dunbar Street from the corner of 7<sup>th</sup> Avenue, east to 9<sup>th</sup> Avenue from 8:00 am on August 30<sup>th</sup> to 5 pm on August 31<sup>st</sup> for the Annual Antique Truck show at the Industrial Heritage Centre at 9<sup>th</sup> and Dunbar (Old Arena) and provide barricades and detour signage as requested.*



**5. Hans J. Hagen - Page 80**

E-mail dated July 3, 2014 regarding sockeye sports fishing and suggesting representation from the City on the Salmon Harvest Committee.

*That the e-mail dated July 3, 2014 from Hans J. Hagen regarding sockeye sports fishing, be received.*

**6. Sylvia Springer - Page 82**

E-mail dated July 19, 2014 on behalf of Strata Owners at Victoria Quay Condos, expressing concern about a number of issues affecting their property.

*That the e-mail dated July 19, 2014 from Sylvia Springer, on behalf of Strata Owners at Victoria Quay Condos, expressing concern about a number of issues affecting their property, be received and referred to the Bylaw Enforcement Officer for action.*

**7. Bill Brown - Page 83**

E-mail dated July 23, 2014 requesting Council's adoption of the "Active Transportation Plan" which provides implementation strategies for a phased in integration of walking and cycling into the transportation network.

*That the e-mail dated July 23, 2014 from Bill Brown requesting Council's adoption of the "Active Transportation Plan", be received with thanks.*

**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. City of Prince George - Page 84**

Letter dated June 26, 2014 providing their resolution to the UBCM regarding resources to support sexually exploited children and youth.

**2. Bill Woolam - Page 85**

E-mail dated July 12, 2014 providing information on "induced hydraulic fracturing" or "fracking" to extract liquid natural gas.

**3. Dr. James Lunney - Page 87**

Letter dated July 22, 2014 replying to the Mayor's letter dated May 21, 2014 (*attached*) and encouraging all municipalities to apply for funding through the appropriate channels.

**4. Pete Milliken - Page 89**

Letter received July 22, 2014 concerned about the demolition and asbestos removal from the old high school on Burde Street. (Note: letter forwarded to School District No. 70).

**5. Adam Currey - Page 90**

E-mail dated July 18, 2014 commending City crews on the quick, efficient response he received to diagnose and repair a waterline leak at his property.

*That Informational Correspondence items numbered 1 through 5 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.*

## **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 28, 2014 be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$\_\_\_\_\_, be approved.*

### **2. Presentation of the Annual Report - Page 91**

Report previously circulated to Council and has been available to the public. It is available on-line at [www.portalberni.ca](http://www.portalberni.ca) and from the City Clerk's Department

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

*That Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2013 as presented.*

### **3. Director of Finance - 2013 Comprehensive Annual Financial Report - Page 129**

*That the Comprehensive Annual Financial Report for the year ending December 31, 2013, be received.*

### **4. Director of Finance - Statement of Financial Information for the Year Ended December 31, 2013 - Page 216**

Report dated July 18, 2014 requesting Council's approval for the Statement of Financial Information for the year ended December 31, 2013.

*That the report dated July 18, 2014 from the Director of Finance be received, and Council for the City of Port Alberni approve all the statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act for the year 2013.*

**5. City Planner - Advisory Planning Commission - Page 225**

The summary report of the July 17, 2014 meeting of the Advisory Planning Commission is provided for Council's consideration of the following recommendations:

**Development Application: Development Variance Permit -  
4910 Ian Avenue**

(Lot 2, District Lot 13, Alberni District, Plan VIP59809)

Applicant: Piara Singh Basra

1. *That Council for the City of Port Alberni proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:
  - a) *Vary Section 5.11.2 Site Development Regulations for the Front Yard Setback by 7.5 metres to 3.66 metres, a variance of 3.84 metres;*
  - b) *Vary Section 5.11.2 Site Development Regulations for the Rear Yard Setback by 9 metres to 2.44 metres, a variance of 6.56 metres;*

*for the property located at 4910 Ian Avenue.**
2. *That City Council provide notice of intent to consider the issuance of a Development Variance Permit for 4910 Ian Avenue.*

**6. City Engineer - Active Transportation Plan - Page 234**

Report previously circulated to Council for review.

Report dated July 23, 2014 from the City Engineer providing background, discussion and a request for Council's approval.

*That the report dated July 23, 2014 from the City Engineer, be received and Council for the City of Port Alberni approve the City of Port Alberni "Active Transportation Plan".*

**7. Fire Chief - Wood-Burning Furnace - Request for Bylaw Amendment -  
Page 327**

Report dated July 21, 2014 regarding a request for an exemption or amendment to Bylaw #4802 "A Bylaw to Regulate Emissions from Solid-fuel Burning Appliances" (*letter + bylaw attached*) to permit installation of non-EPA listed wood Furnaces.

*That the report dated July 21, 2014 from the Fire Chief be received, and Council for the City of Port Alberni deny the request from Mr. Workman in his letter dated June 4, 2014, for an exception or amendment to Bylaw #4802 to accommodate installation of his wood furnace.*

**8. City Engineer - 10<sup>th</sup> Avenue Crossing - Page 337**

Report dated July 22, 2014 from the City Engineer providing an update to Council's resolution regarding the proposed referendum question for a bridge on 10<sup>th</sup> Avenue over Roger Creek.

*That the report dated July 22, 2014 from the City Engineer be received, and Council for the City of Port Alberni direct the Chief Election Officer to amend the non-binding public opinion question on the 2014 municipal election ballot as follows:*

*Do you support a 10<sup>th</sup> Avenue bridge crossing over Roger Creek with funding of \$14.6 million from borrowing resulting in tax increases to the average homeowner of approximately \$160 per year for 25 years.  Yes/ No*

**9. Shaw Cablesystems Limited - Facilities Attachment Licence Agreement -  
Page 342**

*That the Mayor and Clerk be authorized to enter into an agreement with Shaw Cablesystems Limited for provision of Shaw's Wi-Fi services in or on City Facilities for a five year term commencing August 1, 2014.*

**10. City Engineer - Street Sweeper Tender Award - Page 347**

Report dated July 23, 2014 from the City Engineer requesting Council's approval to award the tender for replacement of the Street Sweeper.

*That the report dated July 23, 2014 from the City Engineer, be received and Council for the City of Port Alberni award the Sweeper tender to the bid from WestVac Industrial for \$218,138.00 plus applicable taxes.*

**11. Current Status Report - Page 348**

*That the Current Status Report be received.*

**Managers' Monthly Reports**

*Providing information about current departmental operations.*

**12. RCMP Department - Page 352**

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

**13. Parks, Recreation and Heritage - Page 355**

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

**14. Mayor's Report**

*That the Mayor's report be received.*

**15. Regional District Report (Councillors Solda/McLeman)**

*That the Regional District report be received.*

**16. 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.*

### **1. Canal Beach**

*That staff be directed to provide a report regarding safety issues at Canal Beach outlining types of debris and costs for daily cleanup and further that water testing reports be provided for review.*

### **2. Community Forest Funds**

*That in regards to the monies presented to the City from the Alberni Valley Community Forest Corporation, Council for the City of Port Alberni acknowledge payment in full of the remaining \$150,000 provided by the City for establishment of the AV Community Forest Corporation and allocate funding as follows:*

- *\$25,000 to Parks and Recreation Operating Account to offset lost revenue from AV Bulldogs in 2014*
- *\$25,000 towards improvements to Lot C "Canal Beach"*
- *Redemption monies of \$100,000 and the dividend of \$350,000 to a Statutory Reserve Fund established for the purposes of accruing funds for a project of benefit to the Alberni Valley*

## **L. ADJOURNMENT**

*That the meeting adjourn at      pm.*

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
HELD MONDAY, JUNE 23, 2014 AT 5:45 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)**

*Solda/Kerr*

*That the agenda be approved as circulated.*

*Carried*

**B. UNFINISHED BUSINESS**

**1. Director of Corporate Services - Council Travel Expenditures - Policy Improvements**

At the request of Council, the Director of Corporate Services provided a presentation regarding potential policy improvements to Council's expense reimbursements.

*McLeman/Chopra*

*That Council endorse the recommendation from the Director of Corporate Services to include such expenses as local mileage, long distance phone calls and food and beverage costs as examples of incidental expenses and therefore not reimbursable under the Council Remuneration and Expenses Bylaw.*

*Carried*

*McLeman/Douglas*

*That Council endorse the recommendation from the Director of Corporate Services that hotel accommodation expenses be reimbursable for a standard room single occupancy rate.*

*Carried*

*McLeman/Cole*

*That Council for the City of Port Alberni direct staff to amend the Travel and Expense Policy to eliminate the \$19 overnight incidental expense and distribute that amount between the daily per diem meal allowances.*

*Carried*



*Solda/Chopra*

*That Council endorse the recommendation from the Director of Corporate Services to include in the Travel and Expense Policy a listing of approved annual conferences, with the addition of the British Columbia Community Forest Association and the British Columbia Mayors' Caucus.*

*Carried*

*McLeman/Cole*

*That Council endorse the recommendation from the Director of Corporate Services to include reimbursable expenses for members of Council while attending workshops, meetings and events within the municipality related to their respective portfolios in the Travel and Expense Policy.*

*Carried*

*Chopra/Washington*

*That Council endorse the recommendation from the Director of Corporate Services to include provisions in the Travel and Expense Policy for reimbursement of expenses related to Council's attendance at official functions of organizations that receive funding from the City of Port Alberni.*

*Carried*

*McLeman/Solda*

*That Council endorse the recommendation from the Director of Corporate Services to include provisions in the Travel and Expense Policy for Council members to be reimbursed for tickets to the Alberni Valley Chamber of Commerce Community Awards, receive gratis tickets for certain events and for the Mayor or Acting Mayor to attend official events of local not-for-profit organizations.*

*Carried*

*McLeman/Solda*

*That Council endorse the recommendation from the Director of Corporate Services to include provisions in the Travel and Expense Policy for the Mayor to be authorized to spend money to receive and entertain distinguished guests of the City.*

*Carried*

*McLeman/Kerr*

*That Council direct staff to include provisions in the Travel and Expense Policy providing authorization for the Mayor to travel within the mid-Island region when engaging in municipal business without pre-approval by Council.*

*Carried*

C. QUESTIONS FROM THE PUBLIC

There were none.

D. ADJOURNMENT

*Washington/Kerr*

*That the meeting adjourn at 6:47 pm.*

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor John Douglas

*Davina Hartwell*  
\_\_\_\_\_  
Davina Hartwell, City Clerk

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MINUTES OF THE SPECIAL MEETING OF COUNCIL  
HELD MONDAY, JULY 3, 2014 AT 5:00 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)**

*Solda/Washington*

*That the agenda be approved as circulated.*

*Carried*

**B. OTHER COMPETENT BUSINESS**

**1. Discussion regarding a funding application to the Island Coastal Economic Trust (ICET).**

Pat Deakin, Economic Development Manager provided a verbal report to Council regarding the available funding opportunities and potential projects raised by Council.

*McLeman/Solda*

*That staff be directed to investigate a joint application to the Island Coastal Economic Trust with the Alberni-Clayoquot Regional District for an expansion to the runway at the Alberni Valley Regional Airport.*

*Carried*

*Douglas/Kerr*

*That staff be directed to investigate potential projects at Canal Beach for an application to the Island Coastal Economic Trust.*

*Solda/Cole*

*That the motion be amended to also include Harbour Quay and the Waterfront North Study Area for staff to investigate potential projects for an application to the Island Coastal Economic Trust.*

*Carried*

*Douglas/Kerr*

*That staff be directed to investigate potential projects at Canal Beach, Harbour Quay and the Waterfront North Study Area for an application to the Island Coastal Economic Trust.*

*Carried*

*Solda/Cole*

*That staff be directed to investigate a joint application to the Island Coastal Economic Trust with the Alberni-Clayoquot Regional District for the development of recreational trails.*

*Carried*

*Kerr/Solda*

*That staff be directed to investigate the construction of a train platform with kiosk adjacent to the rail crossing at Johnston Road for an application to the Island Coastal Economic Trust.*

*Carried*

**C. QUESTIONS FROM THE PUBLIC**

None.

**D. ADJOURNMENT**

*Chopra/Kerr*

*That the meeting adjourn at 5:55pm.*

*Carried*

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor John Douglas

  
\_\_\_\_\_  
Davina Hartwell, City Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
HELD MONDAY, JULY 3, 2014 AT 6:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

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

**ABSENT:** Councillor Chopra

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

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

*Carried*

**B. DELEGATIONS**

**1. Captain Fred Denning, Coast Pilots Ltd.**

Captain Denning provided a presentation on the work of Coast Pilots Ltd. and their role with the safe movement of ships in local waters. Captain Denning also provide comment on some of the new shipping projects being proposed within the Alberni Harbour and Inlet and confirmed their primary interest in safety.

**C. QUESTIONS FROM THE PUBLIC**

Sheena Falconer asked Mr. Denning about the effects of increased shipping activities on marine habitat and species. Mr. Denning confirmed that such studies have been conducted by other authorities such as the United States Army Core of Engineers.

In response to a further question from Ms. Falconer, Captain Denning confirmed that collisions with marine mammals are very rare but that they can be mitigated by zoning and other planning.

Ellen Chambers asked Captain Denning what types of products are typically shipped in containers. He responded that there are many consumer products and also raw materials such as coal and potash.

Ms. Chambers asked what size of ships are planned for the proposed container port. Captain Denning was not aware of those specifics but felt they would likely be panamax sized ships which are common place and suitable given the local conditions.

**ENTERED**

D. ADJOURNMENT

*Solda/Kerr*  
*That the meeting adjourn at 6:45pm.*

*Carried*

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor John Douglas

*Davina Hartwell*  
\_\_\_\_\_  
Davina Hartwell, City Clerk

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**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD MONDAY, JULY 14, 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)**

*Solda/Kerr*

*That the agenda be approved as circulated with the addition of late item E.5, Alberni Valley Regatta Association and consideration of report I.2 during BC Transit Delegation C.2.*

*Carried*

**B. ADOPTION OF MINUTES**

*Solda/Kerr*

*That the minutes of the Regular Council Meeting held June 23, 2014, be approved.*

*Carried*

**PUBLIC INPUT PERIOD**

Denis Sauve, Clegg Crescent, brought up the issue of the Bylaw Enforcement Officer working flexible hours to reflect the seasonal hours of the City. He also talked about public safety issues at the beach suggesting signage advising of hazards.

Sarah Thomas, Strathern Street, requested Council contact Island Timberlands asking that they reconsider requests to hold off on logging McLaughlin Ridge in the China Creek Watershed.

Jacques Savard, N. Crescent, stated "morality must be the foundation of legislation".

Dan Cebuliak, 4<sup>th</sup> Avenue, suggested a town hall meeting be held to discuss issues in our community including watershed, food, housing, unemployment.

**C. DELEGATIONS**

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

Councillor Cole declared a perceived conflict of interest due to his participation on the Bid Committee and left the meeting at 7:14 pm.

Miranda Vallee and Aaron Vissia updated Council on their progress to co-host the 2016 Under 18 Female National Hockey Championship in Port Alberni.

*Chopra/Kerr*

*That the letter dated May 27, 2014 be received and Council for the City of Port Alberni provide a letter of support for the bid application as well as \$500 representing 50% of the bid application fee with monies from the 2014 Community Investment Program (CIP) or Contingency as necessary and that the Committee be required to submit a CIP application for additional funding requests.*

*Carried*

Councillor Cole returned to the meeting at 7:24 pm.

**2. BC Transit**

Myrna Moore, Senior Regional Transit Planner; Johann Van Schaik, Regional Transit Manager and Doug Strobl, Manager of Sales and Revenue were in attendance to present the Port Alberni Fare Structure Review and discuss transit survey results, revenue collection and holiday service proposals.

*Chopra/Solda*

*That Council for the City of Port Alberni approve the implementation of Sunday service on statutory holidays (excluding Christmas) commencing Labour Day (September 1<sup>st</sup>, 2014).*

*Carried*

*Solda/Kerr*

*That the cost of a Seniors monthly pass be \$25 effective October 1<sup>st</sup>, 2014.*

*Carried*



*McLeman/Solda*

*That the presentation provided by BC Transit July 14<sup>th</sup>, 2014, be received and Council for the City of Port Alberni request that BC Transit closely monitor growth in ridership and revenue and that fares be increased effective October 1<sup>st</sup>, 2014 as follows:*

*All cash fares - \$2.00*

*Regular Monthly Pass - \$48.00*

*Discount Monthly Pass - \$25.00*

*Tickets (10) - \$15.75*

*And further that other recommendations outlined in Option 2 of the presentation, be approved.*

*Carried*

**D. PROCLAMATIONS NIL**

**E. CORRESPONDENCE FOR ACTION**

**1. Alberni District Fall Fair Association**

*Kerr/Chopra*

*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 and that the request to close City streets along 10<sup>th</sup> 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.*

*Carried*

**2. Bill Woollam**

*Washington/Chopra*

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

*Carried*

**3. Crystal McMillan, Bear Smart BC**

*McLeman/Washington*

*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.*

*Carried*

**4. Alberni Valley Curling Club**

*Cole/Chopra*

*That the letter dated June 17, 2014 from the Alberni Valley Curling Club, be received and that they be encouraged to submit a CIP (Community Investment Program) application for consideration for 2015.*

*Carried*

**5. Alberni Valley Regatta Association**

*Solda/McLeman*

*That the e-mail dated July 11, 2014 from Wendy Maurice requesting the use of snow fencing, posts and parking barricades for the Regatta Revival Event at Sproat lake Provincial Park on July 10-20, 2014, be received and the request approved and that the Association be encouraged to attend the Fall Community Investment Program (CIP) Workshop should they be considering such a request for 2015.*

*Carried*

**F. INFORMATIONAL CORRESPONDENCE**

**1. Selina Robinson, MLA**

**Official Opposition Critic for Local Government**

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**

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**  
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**  
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**  
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**  
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**  
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**  
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**  
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**  
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**  
Letter dated June 11, 2014 providing a copy of their 2013 Annual Report.
12. **Minister of Community, Sport and Cultural Development and Minister of Agriculture**  
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**

Letter dated June 30, 2014 responding to the Mayor's letter 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**

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**

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.

*Chopra/Solda*

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

*Carried*

**G. UNFINISHED BUSINESS           NIL**

**H. BYLAWS**

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

*Solda/Chopra*

*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.*

*Carried*

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

*Solda/Cole*

*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.*

*Carried*

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

*Chopra/Solda*

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

*Carried*

**I. REPORTS**

**1. Accounts**

*Chopra/Washington*

*That the certification of the Director of Finance dated July 14, 2014 be received and the cheques numbered 127668 to 127901 inclusive, in payment of accounts totalling \$772,472.85, be approved.*

*Carried*

**2. Director of Finance - Fare Review (item considered part of C.2).**

**3. City Manager - Annual Report**

*Kerr/Chopra*

*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.*

*Carried*

**4. City Engineer - Active Transportation Plan**

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

**5. Alberni Valley Curling Club - Lease Agreement**

*Washington/Chopra*

*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.*

*Carried*

**6. City Manager - Community Forest Legacy Committee Establishment**

*McLeman/Kerr*

*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.*

*Carried*

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

*Chopra/Solda*

*That Council for the City of Port Alberni officially name Lot C at the former plywood site as "Canal Beach"; and direct staff to prepare appropriate commemorative signage for the sign name.*

*Carried*

**8. City Planner - Secondary Suites**

*Kerr/Solda*

*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.*

*Carried*

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

*Washington/Chopra*

*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.*

*Carried*

**10. City Planner - Keeping of Pot Bellied Pigs**

*Cole/Washington*

*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.*

*Carried*

**11. Current Status Report**

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

*Carried*

**Managers' Monthly Reports**

**12. Fire Department**

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

*Carried*

**13. Planning Department**

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

*Carried*

**14. Engineering Department**

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

*Carried*

**15. Alberni Valley Heritage Commission**

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

*Carried*

**16. Mayor's Report**

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

*Carried*

**17. Regional District Report (Councillors Solda/McLeman)**

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

*Carried*

**18. Councillors' Reports**

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

*Carried*

**J. QUESTION PERIOD NIL**

**K. OTHER COMPETENT BUSINESS**

**1. Community Meeting**

*Solda/McLeman  
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.*

*Carried*

**2. Garbage Bins for Johnston Road**

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

*Carried*

**3. Boulevard Mowing**

*Solda/Kerr  
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.*

*Carried*

**4. Bylaw Enforcement Files**

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

*Carried*



**5. Repairs and Upgrades at Harbour Quay**

*Solda/Cole*

*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 five years for the purpose of repairs and upgrades at Harbour Quay.*

*Carried*

*Solda/Cole*

*That per provisions of the City's Procedures Bylaw, the meeting continue beyond 10:00 pm.*

*Carried*

**6. Vision and Strategic Plan Input Session**

*Douglas/Cole*

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

*Carried*

**NOTICES OF MOTION**

Councillor McLeman provided a Notice of Motion regarding allocation of Community Forest Funds.

Councillor Kerr provided a Notice of Motion to request the AVICC (Association of Vancouver Island Coastal Communities) to provide an information session on hydraulic fracking.

**L. ADJOURNMENT**

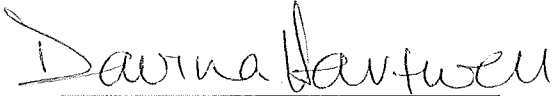
*Chopra/Kerr*

*That the meeting adjourn at 10:07 pm.*

*Carried*

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor John Douglas

  
\_\_\_\_\_  
Davina Hartwell, City Clerk

July 28, 2014

Mr. Mayor and Councillors, I am pleased to present to you this evening the audited financial statements of the City of Port Alberni for its December 31, 2013 year.

Again this year the City has received an unqualified audit opinion. I now wish to comment on certain sections of the Independent Auditor's Report.

Part of any audit involves a review of the accounting system and its internal accounting controls. Testing is conducted in the following areas:

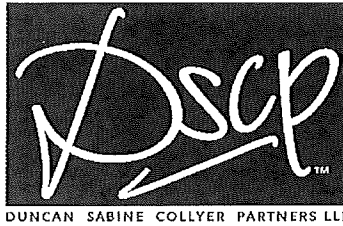
- ♦ revenue, receivables and receipts
- ♦ purchases, payables and payments
- ♦ payroll
- ♦ inventory and
- ♦ accounting records.

This review allows the auditor to report to management any procedural errors or circumvention of controls as well as suggestions to strengthen the accounting controls currently in existence.

Our report has been given to your Director of Finance in which our firm outlined our discoveries and concerns. We are pleased to report that the City of Port Alberni's accounting system has adequate internal controls which ensure a relatively high degree of accuracy.

Now I wish to review the City of Port Alberni's Consolidated Statements of Operations and Financial Position for the December 31, 2013 year.

  
Donald H. Jones, BCom, CPA CGA, CAFM  
DUNCAN SABINE COLLYER PARTNERS LLP



CERTIFIED GENERAL ACCOUNTANTS  
MANAGEMENT CONSULTANTS

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## INDEPENDENT AUDITOR'S REPORT

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To the Mayor and Councillors of City of Port Alberni

We have audited the accompanying financial statements of City of Port Alberni, which comprise the statement of financial position as at December 31, 2013 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Consolidated Financial Statements

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

*(continues)*

Independent Auditor's Report to the Mayor and Councillors of City of Port Alberni *(continued)*

Auditor's Responsibility

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

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of City of Port Alberni as at December 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included in Schedules 1 through 11 is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Port Alberni, B.C.  
July 18, 2014

*Duncan Sabine Collyer BSc CPA*

CERTIFIED GENERAL ACCOUNTANTS

*DSCP*

CITY OF PORT ALBERNI

CONSOLIDATED STATEMENT OF OPERATIONS  
Year ended December 31, 2013

Your 2013 year has resulted in an increase of accumulated surplus of \$4,588,480 compared to a 2013 budgeted increase of \$2,526,864 and a 2012 actual increase of \$1,011,598. This increase has resulted from revenues exceeding expenses, revenues increasing 12.58% over 2012 revenue and only a 1.39% increase in expenses. The main increases in revenue were from grants and taxes while transportation services and environmental development caused the increase in expenses.

The following table highlights the dollar changes and indicates the percentage each item is of total revenue.

	2013 Change \$	% of Revenue	
		2013 %	2012 %
<b>Revenue:</b>			
Taxes	1,072,483	58.49	62.48
Sale of services	622,576	23.17	24.13
Grants	1,941,555	10.75	6.00
Gain on disposal of equipment	172,490	1.14	0.75
Other and investment income	195,209	6.45	6.64
	<u>4,004,313</u>	<u>100.00</u>	<u>100.00</u>
<b>Expenditure:</b>			
General government	88,363	9.70	10.64
Protective services	(223,471)	25.33	29.21
Transportation services	217,669	15.94	17.26
Environmental health services	22,399	3.07	3.39
Environmental development	240,969	2.92	2.53
Recreation and cultural services	149,075	20.84	23.00
Interest and debt reserve	17,730	.72	.75
Water utility	(26,148)	4.84	5.53
Sewer utility	(31,992)	3.82	4.41
Cost of sales and service	(27,163)	.02	.10
	<u>427,431</u>	<u>87.20</u>	<u>96.82</u>
Annual Surplus:		<u>12.80</u>	<u>3.18</u>
Change in annual surplus	3,576,882		
Annual Surplus			
December 31, 2011	<u>1,011,598</u>		
December 31, 2012	<u>4,588,480</u>		

CITY OF PORT ALBERNI

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

December 31, 2013

This statement is a snapshot of assets owned and liabilities owed on December 31, 2013. Its format summarizes net financial assets, being the difference between financial assets and financial liabilities, and non-financial assets, which include inventory of supply, prepaid expenses, and tangible capital and intangible assets. The total of your net and non-financial assets is the City of Port Alberni's accumulated surplus.

The dollar increase or decrease in net financial assets, which in 2013 was a \$2,629,227 decrease, consists of a \$4,588,480 annual surplus less a \$7,217,707 change in the components of non-financial assets.

The following table indicates for 2013 the composition of these assets and liabilities and shows for each their 2013 and 2012 percentage of accumulated surplus.

	2013		2012
	\$	%	%
<b>Financial Assets</b>			
Cash	4,508,873	4.01	3.35
Municipal Finance Authority investment funds	20,440,214	18.18	19.43
Accounts receivable	3,685,577	3.27	3.06
Inventory for resale	21,172	.02	.02
Long term investment in AVCFC	1,596,300	1.42	.74
	<u>30,252,136</u>	<u>26.90</u>	<u>26.60</u>
<b>Financial Liabilities</b>			
Interim capital financing	5,139,685	4.57	.13
Accounts payable and accrued liabilities	3,829,686	3.41	3.19
Accrued employee benefits	1,700,655	1.51	1.71
Deferred revenue	2,263,614	2.01	2.82
Refundable deposits	331,151	.29	.33
Debenture debt	3,123,974	2.78	3.13
	<u>16,388,765</u>	<u>14.57</u>	<u>11.31</u>
<b>Net Financial Assets</b>	<u>13,863,371</u>	<u>12.33</u>	<u>15.29</u>
<b>Non-Financial Assets</b>			
Inventory of supplies	390,718	.34	.35
Prepaid expenses	1,393,568	1.24	.09
Tangible capital assets	96,657,943	85.95	84.27
Intangible assets	155,000	.14	-
	<u>98,597,229</u>	<u>87.67</u>	<u>84.71</u>
<b>Accumulated Surplus</b>	<u>112,460,600</u>	<u>100.00</u>	<u>100.00</u>

**CITY OF PORT ALBERNI  
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DECEMBER 31, 2013**

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**CONSOLIDATED FINANCIAL STATEMENTS**

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**CITY OF PORT ALBERNI**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION (STATEMENT A)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
(with comparative figures for 2012)

	<u>2013</u>	<u>2012</u>
	<u>Actual</u>	<u>Actual</u>
<b>FINANCIAL ASSETS:</b>		
Cash (Note 2)	\$ 24,949,087	\$ 24,572,184
Accounts receivable (Note 4)	3,685,577	3,298,222
Inventory for resale (Note 2)	21,172	22,744
Long Term Investments (Note 9)	<u>1,596,300</u>	<u>796,706</u>
	<u>30,252,136</u>	<u>28,689,856</u>
<b>LIABILITIES:</b>		
Interim capital financing	5,139,685	139,685
Accounts payable and accrued liabilities (Note 6)	5,530,341	5,283,448
Deferred revenue (Note 7)	2,263,614	3,044,773
Refundable deposits	331,151	353,036
Debenture debt (Note 8, Schedule 3)	<u>3,123,974</u>	<u>3,376,316</u>
	<u>16,388,765</u>	<u>12,197,258</u>
<b>NET FINANCIAL ASSETS</b>	<u>13,863,371</u>	<u>16,492,598</u>
<b>NON-FINANCIAL ASSETS:</b>		
Inventory of supplies (Note 2)	390,718	377,847
Prepaid expenses	1,393,568	93,741
Tangible Capital Assets (Notes 2 and 13, Schedule 1)	96,657,943	90,907,934
Intangible assets (Note 2)	<u>155,000</u>	<u>-</u>
	<u>98,597,229</u>	<u>91,379,522</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</u>

  
\_\_\_\_\_  
Cathy Rothwell  
Director of Finance

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

**CITY OF PORT ALBERNI**  
**CONSOLIDATED STATEMENT OF OPERATIONS (STATEMENT B)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
(with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>REVENUES:</b>			
Taxes (Schedule 4)	\$ 20,909,896	\$ 20,962,530	\$ 19,890,047
Sale of services (Schedule 9)	8,255,452	8,305,262	7,682,686
Other revenue from own sources (Schedule 10)	616,200	1,720,956	1,220,251
Investment income	145,000	266,622	254,999
Grants (Note 11)	1,126,664	3,851,394	1,909,839
Developer contributions	-	112,058	640,777
Sale of property and equipment	-	211,600	-
Gain (loss) on disposal of assets	-	409,979	237,489
	<u>31,053,212</u>	<u>35,840,401</u>	<u>31,836,088</u>
<b>EXPENSES:</b>			
General government (Schedule 5)	3,022,688	3,474,988	3,386,625
Protective services (Schedule 6)	9,621,082	9,077,118	9,300,589
Transportation services (Schedule 7)	4,040,311	5,711,745	5,494,076
Environmental health services	1,074,161	1,101,465	1,079,066
Environmental development	949,393	1,046,250	805,281
Recreation and cultural services (Schedule 8)	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 (Schedule 11)	1,513,650	1,736,030	1,762,178
Sewer utility (Schedule 11)	1,089,240	1,371,351	1,403,343
Cost of sales and service	-	6,233	33,400
	<u>28,526,348</u>	<u>31,251,921</u>	<u>30,824,490</u>
<b>ANNUAL SURPLUS</b>	2,526,864	4,588,480	1,011,598
Accumulated surplus - beginning of year	<u>107,872,120</u>	<u>107,872,120</u>	<u>106,860,522</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	<u>\$110,398,984</u>	<u>\$112,460,600</u>	<u>\$107,872,120</u>

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

**Financial Statements**

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**CITY OF PORT ALBERNI  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (STATEMENT C)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

---

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
ANNUAL SURPLUS	\$ (175,500)	\$ 4,588,480	\$ 1,011,598
Acquisition of tangible capital assets	-	(15,044,051)	(4,681,582)
Amortization	-	4,040,821	3,775,049
(Gain) loss on disposal of assets	-	(409,979)	(237,489)
Proceeds from sale of assets	-	663,200	407,886
Proceeds from temporary borrowing	-	5,000,000	-
Acquisition of intangible asset	-	(155,000)	-
	<u>(175,500)</u>	<u>(1,316,529)</u>	<u>275,462</u>
Acquisition of supply inventory		(390,718)	(377,847)
Acquisition of prepaid expenses		(1,393,568)	(93,742)
Consumption of inventory of supplies		377,847	394,046
Use of prepaid expenses		<u>93,742</u>	<u>145,596</u>
		<u>(1,312,697)</u>	<u>68,053</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS		(2,629,226)	343,515
NET FINANCIAL ASSETS - BEGINNING OF YEAR		<u>16,492,597</u>	<u>16,149,083</u>
NET FINANCIAL ASSETS - END OF YEAR		<u>\$ 13,863,371</u>	<u>\$ 16,492,598</u>

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

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**CITY OF PORT ALBERNI**  
**CONSOLIDATED STATEMENT OF CASH FLOWS (STATEMENT D)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
(with comparative figures for 2012)

	<u>2013</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>
<b>OPERATING ACTIVITIES:</b>		
Annual surplus for the year	\$ 4,588,480	\$ 1,011,598
Non-cash items		
Add: amortization of tangible capital assets	4,040,821	3,775,049
Deduct: gain on disposal of tangible capital assets	(409,979)	(237,489)
Decrease inventory of supplies	(12,870)	16,199
(Increase) prepaid expenses	(1,299,827)	51,855
Deduct: developer contributions	(112,058)	-
Changes in working capital balances		
Accounts receivable	(387,355)	245,428
Inventory for resale	1,572	(10,645)
Accounts payable and accrued liabilities	246,893	347,158
Deferred revenue	(781,158)	308,421
Refundable deposits	(21,887)	(199,750)
	<u>5,852,632</u>	<u>5,307,824</u>
<b>FINANCING ACTIVITIES:</b>		
Repayment interim capital financing	-	(139,683)
Proceeds from temporary borrowing	5,000,000	-
Debenture debt repayment	(252,342)	(242,488)
	<u>4,747,658</u>	<u>(382,171)</u>
<b>INVESTING ACTIVITIES:</b>		
Acquisition of tangible capital assets	(10,442,494)	(3,649,531)
Acquisition of investment	(799,594)	(298,661)
(Increase) decrease in work-in-progress	355,501	(1,030,248)
Proceeds from sale of assets	663,200	406,080
	<u>(10,223,387)</u>	<u>(4,572,360)</u>
<b>INCREASE IN CASH FLOW</b>	<b>376,903</b>	<b>353,293</b>
Cash and short term investments - beginning of year	<u>24,572,184</u>	<u>24,218,891</u>
<b>CASH AND SHORT TERM INVESTMENTS - END OF YEAR</b>	<b>\$ <u>24,949,087</u></b>	<b>\$ <u>24,572,184</u></b>

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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**1. General**

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

In December, 2009 the City of Port Alberni incorporated a company known as Alberni Valley Community Forest Corporation. During 2011 the City purchased an additional 1,250 common shares for \$125,000 and retains full ownership of the company. Alberni Valley Community Forest Corporation general operations include forestry and business activities associated with forestry including harvesting and selling timber and non-timber forest products.

**2. Summary of Significant Accounting Policies**

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

**Basis of Presentation**

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

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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

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

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

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

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

Estimated useful lives of tangible capital assets are as follows:

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

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**Revenue and Expense Recognition**

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

**Cash and Short Term Investments** – cash consists of funds situate in till floats, ATMs, and bank accounts. Short term investments are considered cash equivalents when there is a maturity date of less than 90 days. All short term investments held by the City consist of money market funds, and are readily available. Short term investments are recorded at cost. Cash and short term investments as at December 31, 2013 were comprised as follows:

	<u>2013</u>	<u>2012</u>
Cash	\$ 4,508,873	\$ 3,608,891
Municipal Finance Authority, Money Market Funds	<u>20,440,214</u>	<u>20,963,293</u>
	<u>\$ 24,949,087</u>	<u>\$ 24,572,184</u>

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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

**Intangible Assets** - Intangible assets consist of the fair value of a permanent lease acquired for access to properties on which sewage infrastructure is situated. Amortization will be recorded over the remaining term of the lease plus one renewal term. No amortization has been recorded in 2013 as the infrastructure was not in use as of the date of these financial statements.

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

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

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

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

**3. Trust Funds**

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

	2012				2013
	Balance	Interest	Receipts	Expenditures	Balance
Cemetery Trust	\$ <u>161,059</u>	\$ <u>2,250</u>	\$ <u>2,635</u>	\$ <u>-</u>	\$ <u>165,944</u>



**CITY OF PORT ALBERNI**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

**4. Accounts Receivable**

	<u>2013</u>	<u>2012</u>
Property taxes	\$ 994,833	\$ 894,778
Provincial government	14,425	-
Federal government	(1,727)	28,369
General	<u>2,678,046</u>	<u>2,375,075</u>
	<u>\$ 3,685,577</u>	<u>\$ 3,298,222</u>

**5. Municipal Finance Authority Debt Reserve Fund**

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

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The proceeds from these discharges will be credited to income in the year they are received. As at Tuesday, December 31, 2013 the total investment of the Debt Reserve Fund was comprised of:

	<u>2013</u>	<u>2012</u>
General Revenue	\$ 136,927	\$ 134,725
Sewer Revenue	<u>94,139</u>	<u>93,189</u>
	<u>\$ 231,066</u>	<u>\$ 227,914</u>

**6. Accounts Payable and Accrued Liabilities**

	<u>2013</u>	<u>2012</u>
Due to senior governments	\$ (1,028)	\$ -
Other local governments	5,038	8,025
Trade accounts	3,301,051	2,643,439
Salaries and wages	477,647	738,222
Accrued debenture interest	46,978	46,978
Accrued employee benefits	<u>1,700,655</u>	<u>1,846,784</u>
	<u>\$ 5,530,341</u>	<u>\$ 5,283,448</u>

Employee future benefits:

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

employees.

a) Retirement benefit payments

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

	<u>2013</u>	<u>2012</u>
Benefit liability - beginning of year	\$ 532,853	\$ 525,953
Add: current service costs	38,500	37,000
interest on accrued benefit obligation	25,300	25,300
amortization of actuarial loss	11,200	11,200
Less Benefits paid	<u>(60,100)</u>	<u>(66,600)</u>
Benefit liability - end of year	547,753	532,853
Add ERIP reserve	93,000	93,000
Unamortized actuarial loss (gain)	<u>79,647</u>	<u>90,847</u>
Accrued benefit obligation - end of year	<u>\$ 720,400</u>	<u>\$ 716,700</u>

The retirement liability requires no contribution from the employees.

	<u>2013</u>	<u>2012</u>
b) Accrued vacation liability as at Tuesday, December 31, 2013	<u>\$ 850,255</u>	<u>\$ 1,000,084</u>

c) Accumulated sick leave liability

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by the appropriate collective agreement. Sick leave for management employees does not accumulate. At Tuesday, December 31, 2013 this liability is estimated at \$130,000 (2012 - \$130,000)

d) Employee benefit obligations:

	<u>2013</u>	<u>2012</u>
Retirement benefits payments	\$ 720,400	\$ 716,700
Accrued vacation pay	850,255	1,000,084
Accumulated sick leave	<u>130,000</u>	<u>130,000</u>
	<u>\$ 1,700,655</u>	<u>\$ 1,846,784</u>

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

The Employee Benefit Obligations liability was determined by actuarial valuation, with the exception of accrued vacation pay, which is recorded at actual. The actuarial valuation was performed by AON Hewitt in accordance with sections PS3250 and PS3255 of the Canadian Institute of Chartered Accountants Public Sector Accounting handbook. Actuarial valuations for accounting purposes are performed triennially using the projected accrued benefit cost method. The most recent valuation was completed December 31, 2011. The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation are as follows:

Discount rates	4.00% per annum
Expected future inflation rates	2.25% per annum
Expected wage and salary increases	2.50% per annum

**7. Deferred Revenue**

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

	<u>2013</u>	<u>2012</u>
Prepaid property taxes	\$ 814,157	\$ 748,211
Capital grants	60,530	7,947
Other	497,738	644,480
Federal Gas Tax Agreement	<u>891,189</u>	<u>1,644,135</u>
	<u>\$ 2,263,614</u>	<u>\$ 3,044,773</u>

**8. Debenture Debt**

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

The annual principal and interest requirements for the next five years as of Tuesday, December 31, 2013 are as follows:

	Principal	Interest	Total
2014	\$ 191,392	\$ 224,856	\$ 416,248
2015	191,392	206,710	398,102
2016	117,537	167,487	285,024
2017	81,042	157,278	238,320
2018	81,042	157,278	238,320

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**9. Long Term Investments**

The City of Port Alberni owns 100% of the issued and outstanding shares of Alberni Valley Community Forest Corporation. The original investment is recorded at cost, and accumulated earnings to date are recorded on the equity basis. On October 28, 2013, 500 shares were redeemed at \$100 each, for a total of \$50,000.

	<u>2013</u>	<u>2012</u>
Alberni Valley Community Forest Corporation		
Original investment	\$ 150,000	\$ 200,000
Accumulated earnings to date	<u>1,446,300</u>	<u>596,706</u>
	<u>\$ 1,596,300</u>	<u>\$ 796,706</u>

**10. Expenses by Object**

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Salaries Wages and Benefits	\$ 14,196,562	\$ 13,996,077	\$ 14,011,368	\$ 12,433,090	\$ 13,518,963
Debt Servicing	266,266	248,810	248,658	247,738	249,433
RCMP Contract	4,342,728	4,483,615	3,978,661	3,597,767	3,836,207
Grants	89,137	141,376	97,956	93,982	123,125
Other Contracts	1,303,941	1,362,344	1,413,647	1,171,707	1,124,190
Goods and Services	7,012,244	6,817,219	6,880,855	7,132,888	7,096,231
Amortization	<u>4,040,821</u>	<u>3,775,049</u>	<u>3,694,491</u>	<u>3,655,293</u>	<u>3,496,152</u>
	<u>\$ 31,251,699</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,636</u>	<u>\$ 28,332,465</u>	<u>\$ 29,444,301</u>

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**11. Grants and Transfers**

	<u>2013</u>	<u>2012</u>
<b>Operating Grants</b>		
Federal		
Invest Canada Community Initiative	\$ 20,000	\$ -
Provincial		
Strategic Community & Revenue Sharing	\$ 489,164	\$ 649,894
Community Gaming	445,000	445,000
BC Arts Council - Museum	57,500	59,640
Brownfield Renewal Program	-	19,535
Age Friendly Community Projects & Planning	14,000	-
City Centennial	<u>17,233</u>	<u>57,767</u>
	<u>1,042,897</u>	<u>1,231,836</u>
Local - Alberni-Clayoquot Regional District		
Community Wildfire Protection	-	(15,000)
Economic Development	<u>27,000</u>	<u>27,000</u>
	<u>27,000</u>	<u>12,000</u>
Local - Port Alberni Port Authority		
Waterfront North Study	<u>25,000</u>	<u>-</u>
<b>Capital</b>		
Federal		
Federal Gas Tax Revenue	1,525,144	597,284
Dept. of Canadian Heritage	36,820	-
Federal/Provincial		
Municipal Rural Infrastructure Fund - China Creek Water Main	1,166,666	-
Provincial		
Fraser Basin Council - Community Charging Infrastructure Fund	<u>16,000</u>	<u>-</u>
	2,744,630	597,284
<b>Total Government Grants and Transfers</b>	3,839,527	1,841,120
Other Grants - Non-Government	<u>11,867</u>	<u>68,719</u>
<b>Total Grants and Transfers</b>	<u>3,851,394</u>	<u>1,909,839</u>

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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**12. Contingent Liabilities**

**Regional District Debt**

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

**Claim for Damages**

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

**Pension Liability**

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 177 contributors from the City of Port Alberni.

The latest valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City of Port Alberni paid \$1,023,507 (\$990,183 for 2012) for employer contributions to the Plan in fiscal 2013, while employees contributed \$847,097 (\$818,850 for 2012) to the Plan in fiscal 2013.

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**13. Tangible Capital Assets**

Tangible Capital Assets are stated at net book value.

	<b>2013</b>	<b>2012</b>
Land	\$ 3,463,226	\$ 2,981,494
Land Improvements	4,452,888	4,028,042
Buildings	21,049,643	20,046,874
Machinery and Equipment	5,575,564	5,399,736
Engineering Structures	1,524,569	1,546,001
Storm Drains	12,897,046	12,798,049
Transportation	10,267,769	10,055,234
Water	17,038,277	17,102,670
Sewer	<u>18,858,551</u>	<u>15,063,923</u>
	95,127,533	89,022,023
Work-in-progress - assets under construction not being amortized	<u>1,530,410</u>	<u>1,885,911</u>
	<u>\$ 96,657,943</u>	<u>\$ 90,907,934</u>

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

There were no writedowns of tangible capital assets in 2013 (2012 - \$ nil). Contributed assets recognized in 2013 were \$112,058 (2012 - \$640,777) recorded at fair market value at the end of the warranty period. These include land, transportation, storm, sewer and water infrastructure. Interest capitalized in 2013 was \$14,763 (2012 - \$ nil). No amortization has been recorded in 2013 as the infrastructure was not in use as of the date of these financial statements.

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CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013

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**14. Subsequent Event**

In early 2014, federal and provincial grant funding from Building Canada Fund - Communities Component Flood Protection Program was approved, in the amount of \$1,824,332 for the Dry Creek Improvements project. A condition of this grant funding is that the City of Port Alberni meet one-third of the cost of the project as the grant covers two-thirds. The City's portion of the project (\$912,000) is to be financed through the Municipal Finance Authority in July of 2014.

A further \$2,000,000 has been requested from the Municipal Finance Authority in June of 2014, in accordance with approved capital project plans for the Bainbridge Water Treatment Plant.

Both of these borrowings will be under Temporary Borrowing Bylaws and converted to long term debt at a later date.

The initial drawdown of the 2013 Temporary Borrowing Bylaw No. 4807 in the amount of \$5,000,000 is to be converted to long term debt in the Municipal Finance Authority's Fall 2014 debenture issue. The second draw of Bylaw No. 4807, in the amount \$750,000, will be made in September of 2014 in accordance with the City's sewage lagoon infrastructure purchase agreement with Catalyst Paper.

**15. Segmented Information**

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

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

*General government services*

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

*Protective services - Police, Fire, and Building Inspection*

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



**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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*Transportation services*

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

*Environmental health services*

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

*Environmental and economic development*

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

*Recreation and cultural services*

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

*Water utility*

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

*Sewer utility*

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

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

**16. Comparative Figures**

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

**Financial Statements**

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**17. Accumulated Surplus**

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

	2013	2012
Operations		
General	\$ (4,887,281)	\$ (2,700,935)
Water	3,226,702	3,419,665
Sewer	<u>(474,992)</u>	<u>(486,898)</u>
	<u>(2,135,571)</u>	<u>231,832</u>
Capital		
General	4,797,269	1,613,592
Water	2,604,592	723,040
Sewer	<u>859,819</u>	<u>501,470</u>
	<u>8,261,680</u>	<u>2,838,102</u>
Equity in tangible capital assets		
General	59,466,177	60,003,462
Water	16,595,684	16,371,218
Sewer	<u>14,207,920</u>	<u>14,207,920</u>
	<u>90,269,781</u>	<u>90,582,600</u>
Reserves		
Reserve funds - statutory		
Parkland Acquisition	137,508	136,158
Capital Works	1,980,849	1,369,674
Equipment Replacement	4,388,324	4,451,592
Land Sale	2,481,687	2,356,761
Development Cost Charges	84,132	8,358
Carbon Fund	196,068	-
Reserve funds - unrestricted		
General Fund - projects and purchases	2,513,878	2,199,498
Loss on taxation	1,351,000	1,351,000
Museum purchases	55,141	39,020
RCMP - contract surplus	480,000	480,000
Parks and Recreation building	1,127,414	505,802
Water Fund - projects and purchases	1,208,709	1,215,509
Sewer Fund - projects and purchases	<u>60,000</u>	<u>106,214</u>
	<u>16,064,710</u>	<u>14,219,586</u>
	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</u>

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## SUPPORTING SCHEDULES

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CITY OF PORT ALBERNI  
 SCHEDULE OF TANGIBLE CAPITAL ASSETS (SCHEDULE 1)  
 AT DECEMBER 31, 2013

	ASSETS				ACCUMULATED AMORTIZATION				NET BOOK VALUE 2013	NET BOOK VALUE 2012
	Balance December 31, 2012	2013 Additions	2013 Disposals	Balance December 31, 2013	Balance December 31, 2012	2013 Additions	2013 Disposals	Balance December 31, 2013		
Land	\$ 2,981,495	\$ 532,002	\$ 50,271	\$ 3,463,226	\$ -	\$ -	\$ -	\$ -	\$ 3,463,226	\$ 3,441,502
Land Improvements	9,865,859	673,669	789,442	9,750,086	5,837,816	248,824	789,442	5,297,198	4,452,888	4,028,043
Buildings	32,697,610	1,959,487	252,472	34,404,625	12,650,738	900,942	196,698	13,354,982	21,049,643	20,046,872
Machinery & Equipment	12,311,755	991,049	723,303	12,579,501	6,912,017	667,451	575,531	7,003,937	5,575,564	5,399,738
Engineered Structures	2,765,491	-	-	2,765,491	1,219,490	21,432	-	1,240,922	1,524,569	1,085,994
Storm Drains	18,968,717	438,533	89,952	19,317,298	6,170,668	258,633	9,049	6,420,252	12,897,046	12,798,049
Transportation	39,746,787	1,177,906	579,812	40,344,881	29,691,557	944,437	558,882	30,077,112	10,267,769	10,055,230
Water	29,530,447	531,984	74,253	29,988,178	12,427,776	559,564	37,439	12,949,901	17,038,277	17,102,671
Sewer	22,490,589	4,409,072	198,673	26,700,988	7,426,665	439,538	23,766	7,842,437	18,858,551	15,063,924
Work in progress	1,885,911	1,530,410	1,885,911	1,530,410	-	-	-	-	1,530,410	1,885,911
	<u>\$ 173,244,661</u>	<u>\$ 12,244,112</u>	<u>\$ 4,644,089</u>	<u>\$ 180,844,684</u>	<u>\$ 82,336,727</u>	<u>\$ 4,040,821</u>	<u>\$ 2,190,807</u>	<u>\$ 84,186,741</u>	<u>\$ 96,657,943</u>	<u>\$ 90,907,934</u>

**Financial Statements****CITY OF PORT ALBERNI  
SEGMENTED INFORMATION (SCHEDULE 2)  
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<b>General Government</b>	<b>Protective Services</b>	<b>Transportation Services</b>	<b>Environmental Health Services</b>	<b>Environmental &amp; Economic Development</b>
<b>Revenue</b>					
Taxes	\$ 20,962,530	\$ -	\$ -	\$ -	\$ -
Sales of services	73,370	479,173	369,734	1,016,379	211,908
Other revenue from own sources	311,963	211,861	-	-	159,396
Investment income	182,548	-	-	-	-
Grants	973,164	1,494	-	-	47,000
Developer contributions	-	-	-	-	-
Gain/loss on disposal of assets	-	-	-	-	-
Other	-	-	-	-	-
<b>Total revenue</b>	<b>22,503,575</b>	<b>692,528</b>	<b>369,734</b>	<b>1,016,379</b>	<b>418,304</b>
<b>Expenses</b>					
Operating:					
Salaries, wages and benefits	2,231,407	3,697,700	2,466,324	405,082	409,364
Debt servicing	21,051	161,625	-	-	-
RCMP contract	-	4,328,960	-	-	-
Grants	18,904	-	-	-	84,000
Other contracts	163,965	122,186	982,855	-	179,162
Goods and services	1,065,934	607,063	675,877	692,864	182,499
	3,501,261	8,917,534	4,125,056	1,097,946	855,025
Amortization	158,391	321,209	1,586,689	3,520	60,857
<b>Total expenses</b>	<b>3,659,652</b>	<b>9,238,743</b>	<b>5,711,745</b>	<b>1,101,466</b>	<b>915,882</b>
<b>Excess (deficiency) in revenue over expenses</b>	<b>\$ 18,843,923</b>	<b>\$ (8,546,215)</b>	<b>\$ (5,342,011)</b>	<b>\$ (85,087)</b>	<b>\$ (497,578)</b>

**CITY OF PORT ALBERNI  
SEGMENTED INFORMATION (SCHEDULE 2)  
FOR THE YEAR ENDED DECEMBER 31, 2013**

Recreation and Cultural Services	Water Utility	Sewer Utility	Other Funds	Consolidated 2013	Budget 2013	Consolidated 2012
\$ -	\$ -	\$ -	\$ -	\$ 20,962,530	\$ 20,909,896	\$ 19,890,047
1,445,105	2,138,422	1,721,438	849,733	8,305,262	8,255,452	7,682,686
1,845	20,432	11,691	1,003,768	1,720,956	616,200	1,220,251
-	-	951	83,123	266,622	145,000	254,999
121,926	-	-	2,707,810	3,851,394	1,126,664	1,909,839
-	-	-	112,058	112,058	-	640,777
-	-	-	409,979	409,979	-	237,489
-	-	-	211,600	211,600	-	-
<u>1,568,876</u>	<u>2,158,854</u>	<u>1,734,080</u>	<u>5,378,071</u>	<u>35,840,401</u>	<u>31,053,212</u>	<u>31,836,088</u>
3,906,663	709,060	383,740	-	14,209,340	17,120,566	13,995,196
-	-	83,590	-	266,266	1,047,409	248,810
-	-	-	-	4,328,960	4,723,624	4,483,615
-	-	-	-	102,904	94,200	141,376
-	-	-	-	1,448,168	1,500,995	1,362,344
<u>2,616,345</u>	<u>467,270</u>	<u>547,610</u>	<u>-</u>	<u>6,855,462</u>	<u>4,230,613</u>	<u>6,818,100</u>
<u>6,523,008</u>	<u>1,176,330</u>	<u>1,014,940</u>	<u>-</u>	<u>27,211,100</u>	<u>28,717,407</u>	<u>27,049,441</u>
910,454	440,001	559,700	-	4,040,821	-	3,775,049
<u>7,433,462</u>	<u>1,616,331</u>	<u>1,574,640</u>	<u>-</u>	<u>31,251,921</u>	<u>28,717,407</u>	<u>30,824,490</u>
<u>\$ (5,864,586)</u>	<u>\$ 542,523</u>	<u>\$ 159,440</u>	<u>\$ 5,378,071</u>	<u>\$ 4,588,480</u>	<u>\$ 2,335,805</u>	<u>\$ 1,011,598</u>

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

**ALL FUNDS AT DECEMBER 31, 2013 - SHOWING REQUIREMENTS FOR PRINCIPAL AND INTEREST FOR 2014**

Security Issuing Bylaw	Purpose	Original Issue	Amount Outstanding Dec. 31, 2013	Term in Years	Annual Interest Rate	Maturity Date	2014 Requirements Interest	2014 Requirements Principal	Sinking Fund Addition	Debt Reserve Cash Balance
4280	L.I. General	98,120	21,441	20	4.43%	25-Sep-16	4,347	2,967	3,510	2,369
4575		3,375,064	2,734,972	25	4.65%	19-Apr-31	157,278	81,042	21,502	45,005
		<u>3,473,184</u>	<u>2,756,413</u>				<u>161,625</u>	<u>84,009</u>	<u>25,012</u>	<u>47,374</u>
4280	L.I. Sewer	147,180	32,162	20	4.43%	25-Sep-16	6,520	4,451	5,265	3,554
4559		797,642	185,482	10	4.55%	6-Apr-15	36,293	66,436	20,989	11,064
4601		438,170	149,917	10	4.65%	19-Apr-16	20,419	36,496	9,683	5,843
		<u>1,382,992</u>	<u>367,561</u>				<u>63,232</u>	<u>107,383</u>	<u>35,937</u>	<u>20,461</u>
		<u>4,856,176</u>	<u>3,123,974</u>				<u>224,857</u>	<u>191,392</u>	<u>60,949</u>	<u>67,835</u>

**CITY OF PORT ALBERNI**  
**TAX LEVIES and GRANTS IN LIEU OF TAXES (SCHEDULE 4)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
 (with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>MUNICIPAL PURPOSES:</b>			
Tax Levies:			
General purpose	\$ 19,908,087	\$19,916,817	\$ 18,853,589
Local improvement - sewer	-	32,003	32,003
Off-street parking	4,600	4,072	4,218
Utility	135,000	131,488	134,715
Parcel Tax	<u>170,000</u>	<u>160,022</u>	<u>162,098</u>
	20,217,687	20,244,402	19,186,623
Grants in lieu of taxes	<u>692,209</u>	<u>718,128</u>	<u>703,424</u>
Total Municipal Taxes	<u>20,909,896</u>	<u>20,962,530</u>	<u>19,890,047</u>
<b>COLLECTIONS FOR OTHER GOVERNMENTS:</b>			
Tax Levies:			
School	-	5,370,439	5,456,595
Alberni Clayoquot Regional Hospital District	-	759,170	783,222
Alberni Clayoquot Regional District	-	751,668	718,172
B.C. Assessment	-	176,849	176,325
Municipal Finance Authority	<u>-</u>	<u>451</u>	<u>455</u>
Total Collections For Other Governments	<u>-</u>	<u>7,058,577</u>	<u>7,134,769</u>
Total Taxes Collected	<u>\$ 20,909,896</u>	<u>\$ 28,021,107</u>	<u>\$ 27,024,816</u>



Financial Statements

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**CITY OF PORT ALBERNI**  
**GENERAL GOVERNMENT EXPENSES (SCHEDULE 5)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
**(with comparative figures for 2012)**

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	2013	2013	2012
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Legislative	\$ 155,415	\$ 151,511	\$ 152,299
City manager's office	201,842	228,690	306,217
Municipal clerk's office	399,959	335,345	247,698
Legal and bylaw prosecution services	40,000	21,267	27,865
Financial management	657,538	710,002	674,564
Administration vehicle	11,256	14,654	15,375
External audit	18,625	44,495	28,795
Purchasing	172,316	214,996	198,133
Buildings	105,196	132,045	132,667
Information services	574,529	714,811	673,263
Appraisals	25,000	-	-
Personnel	285,613	289,273	257,107
Election expenses	500	255	245
Training and development	190,117	171,096	172,857
Damage claims	40,000	13,461	28,780
Grants and grant funded programs	10,200	20,811	38,006
Office equipment supplies and printing	250,182	278,034	343,094
Public liability insurance	156,400	301,889	94,906
Other general services	-	104,358	262,702
Administration recoveries	<u>(272,000)</u>	<u>(272,005)</u>	<u>(267,948)</u>
	<u>\$ 3,022,688</u>	<u>\$ 3,474,988</u>	<u>\$ 3,386,625</u>

CITY OF PORT ALBERNI  
 PROTECTIVE SERVICES (SCHEDULE 6)  
 FOR THE YEAR ENDED DECEMBER 31, 2013  
 (with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
Police protection	\$ 6,233,627	\$ 6,025,874	\$ 6,167,280
Fire protection	3,147,730	2,821,624	2,904,773
Emergency measures	693	6,042	9,079
Building and plumbing inspections	106,130	98,277	101,882
Animal pound operations	<u>132,902</u>	<u>125,301</u>	<u>117,575</u>
	<u>\$ 9,621,082</u>	<u>\$ 9,077,118</u>	<u>\$ 9,300,589</u>

Financial Statements

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**CITY OF PORT ALBERNI  
TRANSPORTATION SERVICES (SCHEDULE 7)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

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	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>COMMON SERVICES:</b>			
Engineering administration	\$ 507,666	\$ 567,127	\$ 554,488
Engineering consulting services	161,920	194,305	124,275
Public works supervision	347,000	351,683	326,878
Equipment and supplies	41,180	120,586	106,527
Building and yard maintenance	183,000	209,769	182,787
Equipment maintenance	<u>797,650</u>	<u>1,163,164</u>	<u>1,115,171</u>
	<u>2,038,416</u>	<u>2,606,634</u>	<u>2,410,126</u>
<b>ROADS AND STREET MAINTENANCE:</b>			
Roadway surfaces maintenance	901,600	1,805,880	1,811,675
Snow and ice removal	213,600	106,084	172,904
Parking	6,400	16,177	16,693
Gravel	125,000	154,788	147,272
Ditch and dyke maintenance	148,500	114,544	166,960
Storm sewers	<u>265,300</u>	<u>431,473</u>	<u>410,505</u>
	<u>1,660,400</u>	<u>2,628,946</u>	<u>2,726,009</u>
<b>Bridges and retaining walls</b>	70,000	69,976	12,611
<b>Street lighting</b>	244,689	336,499	325,367
<b>Traffic control</b>	238,940	240,664	306,132
<b>Public transit</b>	1,072,866	982,855	989,351
<b>Other</b>	140,000	175,591	63,568
<b>Recoveries</b>	<u>(1,425,000)</u>	<u>(1,329,420)</u>	<u>(1,339,088)</u>
	<u>\$ 4,040,311</u>	<u>\$ 5,711,745</u>	<u>\$ 5,494,076</u>

**CITY OF PORT ALBERNI**  
**RECREATION AND CULTURAL SERVICES (SCHEDULE 8)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
 (with comparative figures for 2012)

	2013 Budget Revenue	2013 Actual Revenue	2013 Budget Expense	2013 Actual Expense	2013 Budget Operating Deficit	2013 Actual Operating Deficit	2012 Actual Operating Deficit
<b>RECREATION SERVICES:</b>							
Administration	\$ -	\$ -	\$ 479,486	\$ 464,273	\$ (479,486)	\$ (464,273)	\$ (464,618)
Leisure Centre	243,175	225,434	434,120	474,509	(190,945)	(249,075)	(224,864)
Swimming pool	312,000	284,106	481,457	529,919	(169,457)	(245,813)	(261,872)
Arena	650,300	586,256	930,441	1,441,894	(280,141)	(855,638)	(834,296)
Parks, playgrounds and other	32,000	28,354	1,342,463	1,554,466	(1,310,463)	(1,526,112)	(1,351,119)
Programs	<u>325,278</u>	<u>306,426</u>	<u>1,322,937</u>	<u>1,518,807</u>	<u>(997,659)</u>	<u>(1,212,381)</u>	<u>(1,142,757)</u>
	<u>1,562,753</u>	<u>1,430,576</u>	<u>4,990,904</u>	<u>5,983,868</u>	<u>(3,428,151)</u>	<u>(4,553,292)</u>	<u>(4,279,526)</u>
<b>CULTURAL SERVICES:</b>							
Museum services	22,000	14,395	523,841	600,882	(501,841)	(586,488)	(583,991)
McLean Mill	-	134	249,000	284,594	(249,000)	(284,461)	(318,978)
Regional library	-	-	600,728	600,728	(600,728)	(600,728)	(571,496)
	<u>22,000</u>	<u>14,529</u>	<u>1,373,569</u>	<u>1,486,204</u>	<u>(1,351,569)</u>	<u>(1,471,677)</u>	<u>(1,474,465)</u>
	<u>\$ 1,584,753</u>	<u>\$ 1,445,105</u>	<u>\$ 6,364,473</u>	<u>\$ 7,470,072</u>	<u>\$ (4,779,720)</u>	<u>\$ (6,024,969)</u>	<u>\$ (5,753,991)</u>

Financial Statements

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**CITY OF PORT ALBERNI**  
**SALE OF SERVICES (SCHEDULE 9)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
(with comparative figures for 2012)

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	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>GENERAL REVENUE:</b>			
General Services	\$ 2,346,538	\$ 1,983,267	\$ 1,971,121
Arena	650,300	586,256	600,942
Leisure Centre	243,175	225,434	233,543
Parks, playgrounds and other	32,000	28,354	161,520
Pool	312,000	284,106	289,061
Programs	325,278	306,426	221,409
Museum	22,000	14,395	50,109
McLean Mill	-	134	10,423
	<u>3,931,291</u>	<u>3,428,372</u>	<u>3,538,128</u>
<b>MISCELLANEOUS REVENUE:</b>			
Miscellaneous receipts/sales	-	849,733	624,766
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS:</b>			
Services provided to other governments	160,000	167,297	160,421
<b>SEWER REVENUE:</b>			
Connections and sundry charges	51,187	136,228	109,106
Sale of sewer service	<u>1,846,354</u>	<u>1,585,210</u>	<u>1,203,123</u>
	<u>1,897,541</u>	<u>1,721,438</u>	<u>1,312,229</u>
<b>WATER REVENUE:</b>			
Sale of water	2,225,654	2,093,159	2,012,123
Connections and sundry charges	<u>40,966</u>	<u>45,263</u>	<u>35,019</u>
	<u>2,266,620</u>	<u>2,138,422</u>	<u>2,047,142</u>
	<u>\$ 8,255,452</u>	<u>\$ 8,305,262</u>	<u>\$ 7,682,686</u>

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**CITY OF PORT ALBERNI  
OTHER REVENUE FROM OWN SOURCES (SCHEDULE 10)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
Licences and permits	\$ 241,300	\$ 203,611	\$ 218,365
Fines and costs	8,000	8,251	9,340
Land and building rentals	130,000	159,396	136,888
Penalties and interest	131,900	215,205	210,140
Miscellaneous revenue	105,000	130,725	208,325
Other revenue from own sources - capital fund	<u>-</u>	<u>1,003,768</u>	<u>437,193</u>
	<u>\$ 616,200</u>	<u>\$ 1,720,956</u>	<u>\$ 1,220,251</u>

**Financial Statements**

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**CITY OF PORT ALBERNI  
SEWER AND WATER UTILITIES (SCHEDULE 11)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

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	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>SEWER UTILITY:</b>			
Administration	\$ 312,500	\$ 266,391	\$ 306,127
Sewage treatment and disposal	195,000	411,319	299,119
Sewage collection system	329,240	461,009	485,842
Sewage pump stations	250,000	230,189	309,077
Other operating costs	<u>2,500</u>	<u>2,443</u>	<u>3,178</u>
	<u>\$ 1,089,240</u>	<u>\$ 1,371,351</u>	<u>\$ 1,403,343</u>
<b>WATER UTILITY:</b>			
Administration	\$ 484,800	\$ 288,176	\$ 344,307
Service of supply	178,800	254,933	248,544
Pumping	238,500	229,260	267,106
Transmission and distribution	604,050	963,460	896,721
Other operating costs	7,500	201	408
Water utility - capital fund	<u>-</u>	<u>-</u>	<u>5,092</u>
	<u>\$ 1,513,650</u>	<u>\$ 1,736,030</u>	<u>\$ 1,762,178</u>

## Davina Hartwell

---

**From:** Penny Cote <coteart@shaw.ca>  
**Sent:** Thursday, July 17, 2014 8:26 AM  
**To:** Davina Hartwell  
**Cc:** Carolyn Kujala  
**Subject:** AVCF

Hi Davina,  
To inform you that, I ask to have Stan Kujala appointed as a Director to the AVCF.

Stan is the President of the Sproat Lake Community Association and a life long resident of Sproat Lake. His interest in the ACRD community and values are what helped identify him as the right person.

Stan Kujala contact information;  
250-724-0784  
[skujala@telus.net](mailto:skujala@telus.net)

Thank you,  
Penny Cote

--  
This email was virus checked by the City of Port Alberni's Sophos UTM 9 email security.  
<http://www.portalberni.ca>

ENTERED



Chris Law RFT  
10693 Tilly Dr.  
Port Alberni, B.C.  
V9Y 8Z8  
Phone 250-720-2235

May 9, 2014

Jim Sears  
Chairperson  
Alberni Valley Community Forest  
7500 Airport Rd.  
Port Alberni, B.C.  
V9Y 8Y9

Dear Mr. Sears and Board of Directors:

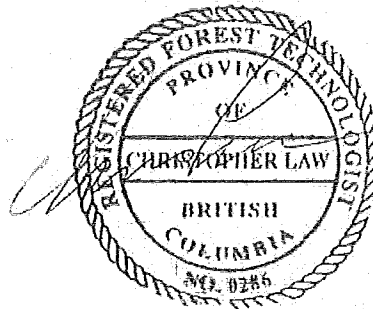
I am submitting my resignation as the Sproat Lake representative on the Board of Directors for The Alberni Valley Community Forest Corporation.

The past five years, participating as a board member, have been very rewarding and educational. I look forward to working with the board members in my new role as Manager for the community forest.

I have informed Penny Cote that she needs to appoint a new representative for Sproat Lake to sit on the board

Sincerely,

Chris Law RFT



**MINUTES OF THE ALBERNI VALLEY COMMUNITY FOREST LEGACY COMMITTEE  
HELD WEDNESDAY, JULY 16, 2014 AT 10:00 AM  
IN CITY HALL COMMITTEE ROOM**

**Present:** Councillors McLeman and Solda, Gary Swann, Penny Cote, Ken McRae, Chris Duncan, Jake Martens and Ken Watson.

**Regrets:** Lucas Banton, Councillor Cole.

**1. ADOPTION OF AGENDA**

*McRae/McLeman  
That the agenda be adopted as circulated.*

*Carried*

**2. INTRODUCTIONS**

Introductions were provided from each of the members of the Committee.

**3. CONTACT LIST**

Contact information was confirmed for the Committee.

**4. COMMITTEE PROCEDURES**

Ken Watson provided a summary of the City of Port Alberni Procedures Bylaw and the clauses specific to Committees of Council.

*Swann/McRae  
That Chris Duncan be selected as Chairperson of the Alberni Valley  
Community Forest Legacy Committee.*

*Carried*

**5. COMMITTEE TERMS OF REFERENCE (TOR)**

The Committee discussed the Terms of Reference and different approaches to identifying a project or projects to disperse funds to.

Gary Swann expressed his support for identifying a local project that can utilize the wood harvested from the Alberni Valley Community Forest.

Cindy Solda noted that the Alberni Valley could benefit from a new welcoming sign

along Highway #4.

Chris Duncan suggested that the Committee should put an ad in the newspapers inviting applications and ideas from the public for the Committee's consideration.

Penny Cote expressed that she would like to see some public education about the Alberni Valley Community Forest, its harvesting practices and overall financial performance.

Concern was expressed regarding the Committee's term outlined in the Terms of Reference and that it may not provide enough time for conclusion of the task.

*McLeman/McRae*

*That the Committee request funding from Alberni Valley Community Forest to provide advertising for public outreach and engagement activities.*

*Carried*

*Cote/McRae*

*That the Committee hold a public meeting in the fall to celebrate the accomplishments of the Alberni Valley Community Forest and gather input on the Legacy Committee's work.*

*Carried*

*Duncan/McLeman*

*That the Committee make arrangements to rent an exhibitor booth at the 2014 Alberni District Fall Fair.*

*Carried*

*Duncan/Cote*

*That the Committee write to City Council requesting that the term outlined in the Terms of Reference be revised to January 2016 and also requesting their consideration regarding changing the Committee to a Standing Committee of Council.*

*Carried*

## **6. MEETING SCHEDULE**

Concern was expressed regarding the difficulty of scheduling meetings during the summer and early fall. The Committee established their next meeting for August 13<sup>th</sup>, 2014 at 10:00am.

**7. ADJOURNMENT**

*Swann/McRae  
That the meeting be adjourned at 11:10 am.*

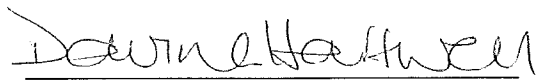
*Carried*

**5. Next Meeting**

**August 13, 2014 – 10:00am Committee Room City Hall**

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Chris Duncan, Chair

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Davina Hartwell, City Clerk

July 17, 2014

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

Dear Mayor and Council,

As Chair of the newly formed Alberni Valley Community Forest Legacy Committee I am writing to you to request your consideration of two important issues regarding the Terms of Reference (TOR) for our Committee.

At our first meeting on July 16<sup>th</sup>, 2014 we collectively discussed the task before us outlined in the TOR, including the term which stipulates a completion date of on or before the final Regular Meeting of 2014. We feel strongly that in order to complete our task properly, we must engage the community to gather ideas and receive feedback on potential legacy projects that would receive funds arising to the City from the Alberni Valley Community Forest. Therefore, we would like to request an extension of the term to January of 2016 so that we can thoroughly consult with the community and various stakeholders over an extended period of time.

Related to this matter, the Committee also discussed at length our founding as a Select Committee of Council as opposed to a Standing Committee. The purpose outlined in the TOR clearly identifies our task as being to identify a project, not projects, that funds would be reserved for and expended on. Our initial thought is that there are many small to medium-sized projects throughout our region being undertaken each year that could benefit from these funds. Distributing funds to such organizations on an ongoing basis would require a committee or advisory panel to receive and consider applications. We feel a shifting of our Committee to a Standing Committee could accomplish this.

On behalf of the Committee I would like to thank you for your consideration of these matters and for your confidence in our work to ensure funds from the Alberni Valley Community Forest are used to create a lasting legacy for the Alberni Valley.

Yours truly,



Chris Duncan, Chair  
Alberni Valley Community Forest Legacy Committee

---


**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

---

TO: Ken Watson, City Manager  
FROM: Davina Hartwell, City Clerk  
COPIES TO: Mayor and Council  
DATE: July 22, 2014

---

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



Ken Watson, City Manager

---

**SUBJECT: AV Community Forest Legacy Committee**

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**Issue:**

The Chair of the Alberni Valley Community Forest Legacy Committee is requesting Council consider a change to the Terms of Reference of the Committee to make it a Standing Committee of Council rather than a Select Committee.

**Background:**

Council had previously adopted motions that this be a Select Committee of Council formed to identify a project that would benefit all residents in the Alberni Valley. A Select Committee is dissolved automatically once its final report is presented to Council.

The Committee is instead requesting that this be a Standing Committee of Council. The following are excerpts from Council's Procedures Bylaw with regards to Standing Committees:

**37. General Duties of Standing Committees**

The general duties of all the standing committees of the Council shall be as follows:

- (1) To consider and report to Council from time to time, or whenever desired by the Council and as often as the interest of the City may require, on all matters referred to them by the Mayor or Council or coming within their purview, and to recommend such action by Council in relation thereto as they, the Committee, deem necessary or expedient.
- (2) To carry out the instructions of the Council expressed by resolution in regard to any matter referred by the Council to any Committee for immediate action thereupon, but in such cases the instructions of the Council shall be specific and the Committee shall report its action in detail at the next meeting of the Council thereafter.

**39. Schedule of Committee Meetings**

- (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Council for the City of Port Alberni and the AV Community Forest Legacy Committee should also be aware that all dividends arising from the Community Forest go to the sole shareholder, the City of Port Alberni, for use as approved by Council.

**Recommendation:**

Council direction is requested.

Respectfully submitted



---

Davina Hartwell, City Clerk

J:\Common\A\_Items\_for\_Agenda\Reports for Approval\Council\_AV Com Forest\_Standing Committee.doc



**CITY OF PORT ALBERNI**  
**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 McLeman,
- One Councillor appointed by resolution of Council – Councillor Cole
- Two members appointed by the Board of the Regional District of Alberni Clayoquot.
- Two members of 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.





MARITIME  
DISCOVERY  
CENTRE  
PORT ALBERNI

Port Alberni Maritime Heritage Society  
Box 336  
Stn. Main  
Port Alberni, BC  
V9Y 7M8

July 16<sup>th</sup>, 2014

To the Mayor & City Council of the City of Port Alberni,

I would like to request that City Staff and required City Departments work together with other Harbour Road stakeholders to find suitable solutions to make the walkway between the Harbour Quay and the Harbour Quay Marina more safe and friendly for pedestrian traffic.

With the city's recent decision to put in place a dedicated walkway down to the beach adjacent to the Harbour Quay Marina and expand waterfront local opportunities (which I fully support), and an expected increase of human traffic in the area, I feel it now necessary to express my concern for safety upgrades along Harbour Road.

Thousands of visitors a year from all parts of the globe visit our beloved waterfront, but countless numbers of tourists each summer relate to our staff about the sometimes *'treacherous & confusing'* walk over from the Harbour Quay. The high volume of industrial traffic combined with no safeguards (barriers) make it uninviting and difficult for pedestrians (especially those with young children) to make the small walk down Harbour Road and visit our Centre. This is also in combination with confusing pathways which lead pedestrians around the Harbour Quay to nothing but boat storage, an old semi-abandoned pier, and a parking lot.

I was encouraged to hear of Councillor Solda's idea at the last City Council Meeting (July 14<sup>th</sup>, 2014) to earmark money towards upgrades at Harbour Quay and hope that improved signage and a full length walking path to the Harbour Quay Marina might be included in those future upgrades. But safety concerns should not & cannot wait, and need to be address in the near future.

Thank you for your time and consideration to this matter,

Mike McDowall  
Summer Coordinator  
Port Alberni Maritime Discovery Centre

ENTERED



July 14, 2014

Ms. Davina Hartwell,  
City Clerk,  
Port Alberni, BC

Dear Davina,

Re. Antique Truck Show Aug. 30-31, 2014

After hosting seven vintage truck shows at the McLean Mill National Historic site, the Industrial Heritage Society will be holding its 8<sup>th</sup> Antique Truck Show in town this year. It is an opportunity to showcase the Industrial Heritage Centre, the vintage equipment in the "Industrial Collection" of the AV Museum and to allow more City residents to attend the event.

The W.V.I.I.H.S. would like to request, through you, the closure of Dunbar Street from the corner of 7<sup>th</sup> Avenue, East to 9<sup>th</sup> Avenue on the weekend of August 30-31. This is to facilitate the holding of our Antique Truck Show at the Industrial Heritage Centre, adjacent parking lots (including Curling Club lot) and the part of Dry Creek Park on the North side of Dunbar St. (See attached air photo).

We would like the closure from 8 a.m. on Saturday, August 30 until 5 p.m. on August 31<sup>st</sup>. The neighbours on 7<sup>th</sup> Avenue, 9<sup>th</sup> Avenue and along lower Dunbar St. will be contacted by door-to-door canvass, with pamphlets and invitations to attend the event.

We will ensure that barricades and detour signage are in place and would be grateful if the City could help provide some of those materials.

The Firehall has been informed and some discussion of Fire Department concerns has taken place.

Thank you.

Yours sincerely,

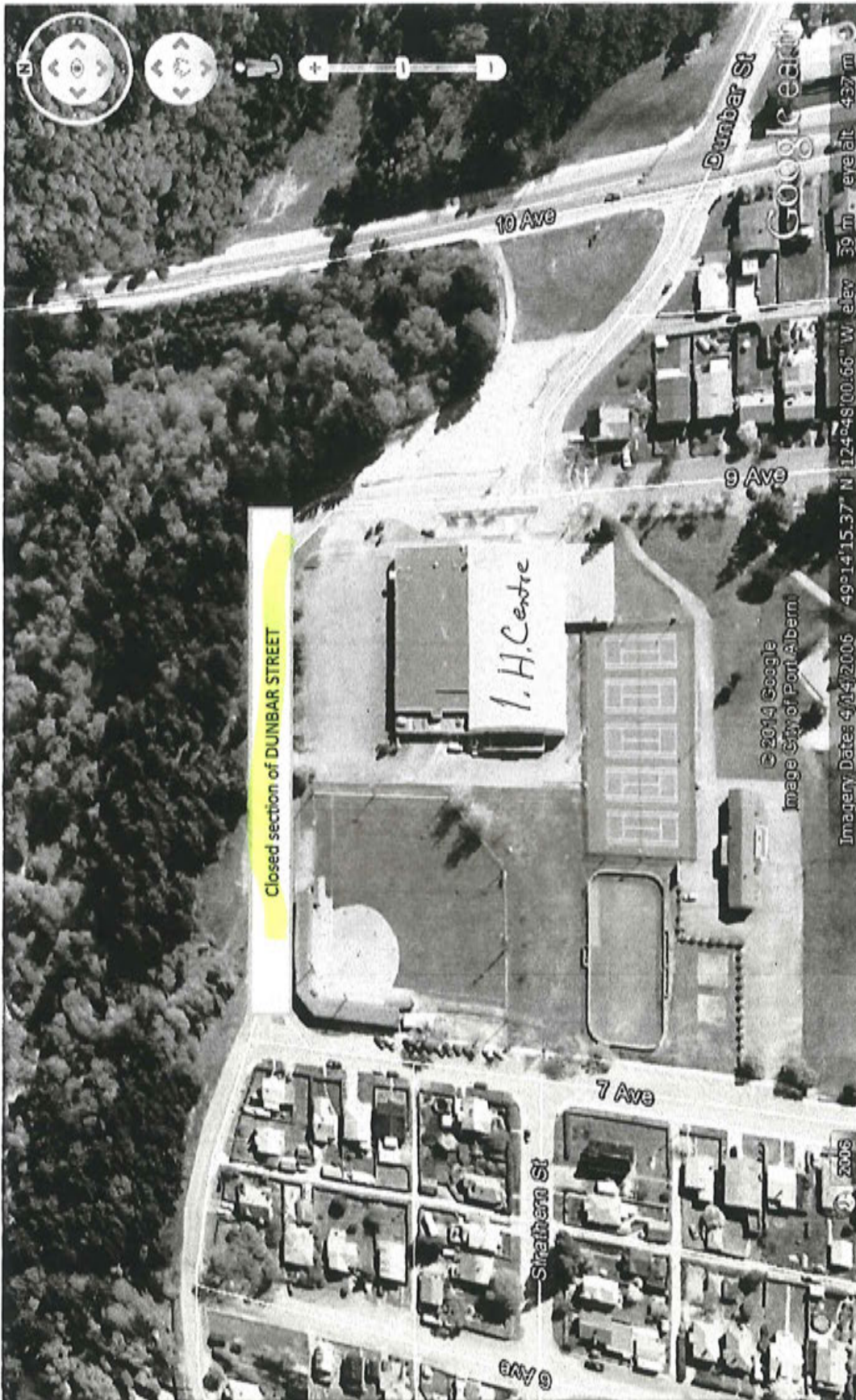
David Hooper,  
Vice-President, W.V.I.I.H.S.

Copy to: Scott Kenny  
Tim Pley, Fire Dept.  
Jamie Morton, AVM

*Encl. drawn*

ENTERED E.B.







**From:** [hjhagen@telus.net](mailto:hjhagen@telus.net)  
**Sent:** Thursday, July 3, 2014 7:28 PM  
**To:** John Douglas  
**Subject:** Sockeye fishing and tourism.

This letter is in regards to sockeye sports fishing, or the lack there of, the negative impact on tourism, the negative financial impact on the city of Port Alberni and citizens, the negative reputation created for Port Alberni that will be long lasting, and a couple of suggestions.

Please refer to the article in A V times, thursday, july 3, 2014, front page, *sockeye fishery dead*. Mel Coffill only barely touches on the financial losses for one group. There are hundreds, wouldnt want to guess how many, day trippers, campers, tourists, from all over and locals that spend thousands of dollars on the sockeye fishery, and the following salmon fishery. Need a system that can put some rough number together so a dollar figure can be put on the benefits or the losses when they occur, like this year and the past several years. There is nothing that speaks louder than actual dollar figure that people can see.

You may not be a person that fishes, but hopefully you are aware of what Bob Cole, salmon harvest comm., calls a *disaster*. Having spoken to several tourist I can tell you there are a lot of pissed off tourists out there. They have all kinds of suggestion of where to shove the signs, Salmon Capital of the World and Ultimate Fishing Town. Phrases like sue for False Advertizing, Misadvertizing, False Information are being thrown around. For each person that is upset, exaggerated stories are told to 10 others who are going to get a bad impression of Port. Nowadays that kind of information goes around the world. One point I'm try to make is that the fish resource is not a part of the cities madate or authority, but it must be in the future. There must be representation from the city on the salmon harvest comm. and direct communication with DOF. There should not have been a commercial opening the week before a mostly 4 day long weekend. However the commercial fleet is not totally responsible for the lack of fish.

Bob Cole states there is an *Amazing rate of return at the DOF fish counters*, and leaves it at that. What does that mean, why. Where is the rest of the story. What we get is half truths, half the story. The story could be one of mismanagement by several groups. The story could be about **water flow control in the Somass River**. A little know fact, and kept fairly quiet is that, in June, sometime, Elsie lake water is drained into Great Cental Lake, water level dropped 8 - 10 feet in one week. The dam at Great Central is opened, whatever they do, resulting in increase water flow in Somass River. This year, maybe the past several years, the Sprout Lake weir has been lowered, whatever they do, this again increases the water flow to Somass River.

Any knowledgable fisherman will tell you, cool water, sufficient water flow, the fish, **sockeye or chinook will run up the river**. Water control information is available on some water management website. Unfortunately there was only one user group that benefited from that as the catch numbers in the paper show.

ENTERED

In conclusion I feel it is critical that a representative from the City of Port Alberni sits on the Salmom Harvest Committee, has input, that benefits the community, and protects the cities interest. For advice, the officials at Campell River seem to be more involvled. It seems to me the more the sockeye run is managed the worse it gets. My personal view is that DOF has lost its way, has a totally industrial outlook on fishing, no room for sport fishermen.

Thankyou for your attention.

Looking forward to your response

Hans J. Hagen Resident of P.A for 60 years. Local fisherman for 45 years  
250 723 5870.

July 19, 2014

To: All City Council members  
Bylaw officer

From: All Strata Owners  
4505 Victoria Quay  
Port Alberni

Good afternoon all:

There are two issues we would like to address with you today.

**First:** The changing landscape of where we live. When I moved here there was a house with a beautiful magnolia and cherry tree that we looked out upon. Today there is a dirty, dusty quazy parking lot. When it rains it is full of water filled pot holes. When it is hot and dry it is an unkempt dust bowl surrounded by large weeds. When the dust billows it comes up onto our decks and into our homes. Recently the business we overlook moved all of their garbage bins (4) along our North wall. Monday mornings at 6:30 is first pick up, 7:00 second and so on. They are so close it sounds and feels like they are coming to our bedrooms, as the noise is amplified. As well, we feel that there is a safety issue with the bins so close to our building as someone could climb up onto the bins then up onto our lower roof deck. Thus allowing access to our lower condo units.

**Second:** On our East wall is Top Dog auto repair. Recently they erected a large shed to house a compressor, with assurances there would no noise. The owners on that side of the have been complaining about the noise from the compressor, especially when it is running late into the evening, 11:00 pm. Top Dog indicated that they would clear all of their blackberry bushes encroaching upon our property and damaging our fence. Our buildings are so close and we do not have access to that area to clean it. They have not done so, and this has been an ongoing issue.

Victoria Quay Place, residential/commercial, does not sit on a large property, however we do, for our size, pay a large portion of property taxes, as we have 34 units.

**What do we want:** To be recognized for our place in the landscape. We keep our building in good repair, and the property around us clean. We want our neighbors to do the same. We want our neighbors to be more considerate of the noise level, both garbage and compressor. As well, for the past several years we have requested for the City to replace the planters along the front of the building, we are willing to help look after them. We want our part of the landscape to be attractive.

I await your reply, thank you

Sylvia Springer,  
President Strata Council



**From:** [billtbrown@shaw.ca](mailto:billtbrown@shaw.ca) [<mailto:billtbrown@shaw.ca>]  
**Sent:** Wednesday, July 23, 2014 5:30 PM  
**To:** Davina Hartwell  
**Subject:** City of Port Alberni Active Transportation Plan Final Report

Dear Mayor and Council:

I am pleased to see that the Active Transportation Plan for Port Alberni has been presented to City Council for approval, and the Final Report posted to the city website for public review.

This is a very thorough document, and the directions suggested for diversifying our city's transportation routes are very much in line with the Official Community Plan, the Corporate Strategic Plan and other key documents going back to the 1983 Port Alberni Bicycle Route Proposal. Once adopted, this plan should serve the city well by providing implementation strategies for a phased-in integration of walking and cycling into our transportation network.

As a dedicated cyclist, I would love to see the implementation of this strategy begin immediately. As a realist and a taxpayer, I am aware that the budget is tight and the money is not there to achieve all of this quickly. However, adoption of this plan in no way obligates the city to start spending money immediately. The plan itself contains suggestions for implementation in gradual stages, targeting some of the wider routes with signage and road markings, integrating the projects into ongoing road maintenance, and taking advantage of available grants intended to improve traffic safety and environmental sustainability. Further, I urge council to view this plan as part of a larger strategy to improve the overall livability of our city, in a way that enhances our ability to attract visitors, new residents, and new business investment to a more modern, active and healthy community.

I would like to thank the City of Port Alberni for embarking on this important initiative, and City Councillors for taking the time to consider my request that you adopt this Final Report.

Yours Truly,

Bill Brown  
4396 Michigan Road  
Port Alberni, BC  
V9Y 5Z2

250-723-9781



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7609 | f: 250.561.0183 | www.princegeorge.ca  
Official Host City – 2015 Canada Winter Games

June 26, 2014

Dear Mayor and Council:

**Subject: Submission for the 2014 Union of British Columbia Municipalities Conference –  
Resources to Support Sexually Exploited Children & Youth**

At the City of Prince George Regular Council Meeting held on June 9, 2014, Council received a report from the Standing Committee on Intergovernmental Resolutions regarding 2014 Union of British Columbia (UBCM) Resolutions and unanimously resolved to send the following resolution to UBCM for inclusion with the 2014 UBCM Convention materials.

**RESOURCES TO SUPPORT  
SEXUALLY EXPLOITED CHILDREN & YOUTH**

**CITY OF PRINCE GEORGE**

WHEREAS the issue of sexual exploitation of children and youth is an increasing problem in communities throughout the province;

AND WHEREAS the provincial government has ceased funding toward services that support communities to develop prevention, education, enforcement and intervention strategies to address the sexual exploitation of children and youth;

THEREFORE BE IT RESOLVED that UBCM request the provincial government to identify the issue of sexual exploitation of children and youth as a priority and reinstate long term, dedicated funding for communities throughout the province to develop and maintain services for sexually exploited children and youth.

The Council of the City of Prince George encourages you to pass a similar resolution and support this resolution at the UBCM convention in Whistler this September.

Sincerely,



Mayor Shari Green  
City of Prince George



**From:** Bill Woollam [<mailto:templelife@hotmail.com>]  
**Sent:** Saturday, July 12, 2014 12:19 PM  
**To:** [actionalerts@care2.com](mailto:actionalerts@care2.com); [ruth.paulsen@northcowichan.ca](mailto:ruth.paulsen@northcowichan.ca)  
**Subject:** Council: Fracking Fact Sheet

Council Members:

Advocates of the Liquid Natural Gas industry seem to ignore the toxic process with which natural gas is being extracted. This process is known as 'induced hydraulic fracturing' or 'fracking'.

There is growing peer-reviewed scientific evidence of the harmful effects of contamination to aquifers by shale gas development and deep coalbed methane extraction. 'Pro-fracking' opinions focus on the big bucks and ignore the detrimental effects on our limited fresh water systems.

This is relevant to valley residents because according to geologist David Hughes our provincial government is on the hook for 65,000 fracking sites over the next 25 years, to meet its gas export licenses granted by the National Energy Board.

The latest news is an LNG plant proposed for Port Alberni and an accompanying pipeline to transport the gas from northern BC to Port Alberni. That means the necessary fracking and resulting water contamination is going to move full steam ahead in BC to feed that Liquid Natural Gas Plant and proposed export facility. Search on your computer for the topic: First Nations sign Port Alberni project agreement

A fracking well in a shale formation can use between 7.5 million to 19 million litres of water. That water becomes toxic by the addition of: fracturing fluids mixed with friction-reducing additives; biocides; oxygen scavengers and stabilizers to prevent corrosion of metal pipes; and acids to remove drilling mud. 80 % of this fracking fluid comes back to the surface and 20 % stays in the shale excavation. High cancer rates and damaging side-effects to human and animal life occur where waste-water tailing ponds and fracking fluid has escaped into underground and above-ground waterways.

This is the part which outweighs the financial benefits. Toxifying our limited water resources is insanity to say the least. No amount of remuneration can justify contaminating underground aquifers and surface-water for coming generations.

For those in the immediate area of fracking sites, home water testing must take place both prior to and after seismic testing involved in fracking operations. If a well-owner does not test and show healthy conditions were present prior to nearby 'fracking', then there is no possibility of claiming damages when contamination does eventually occur.

Be wary of industry-backed politicians who do not mention the contamination factor at all. Just do a Google search on the following topics:

-Some states confirm water pollution from drilling

- What is in Frack Water? Watershed Sentinel
- Duke study on shale gas and fracking reveals contamination
- the documentary titled: 'Fracking Hell - The Untold Story'
- Ailing Shale Gas Returns Force a 'Drilling Treadmill'

The green house gas emission footprint of the Liquid Natural Gas industry is much greater than the burning of Coal according to Bob Conibear, engineer and former LNG operations manager. One must take into account the leaking gases during extraction, the fuel spent to transport, the cooling of the gas into a liquid for export by tanker, and the burning at the country of destination.

Sincerely  
Bill Woollam  
960 Marchmont Rd  
Duncan, BC V9L 2M5  
250-746-0290



CANADA

## Dr. James Lunney

Member of Parliament - Nanaimo - Alberni

July 22, 2014

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

Dear Mayor Douglas:

### Re: AVICC Resolution for Federal Government Support – Vancouver Island

Thank you for your letter regarding the recent Association of Vancouver Island and Coastal Communities (AVICC) conference, and for copying me on the resolution requesting the New Building Canada Plan provide increased funding for new infrastructure, a transportation system and other economic development initiatives.

The New Building Canada Plan is the longest and largest in Canadian history and will see the Government of Canada invest over \$53 billion in new funding across the country over the next ten years. For British Columbia, this represents almost \$3.9B in dedicated federal funding, including almost \$1.1B under the New Building Canada Fund and an estimated \$2.76B under the Gas Tax Fund.

British Columbia also stands to benefit from \$4B available for projects of national significance, \$10-billion Provincial-Territorial Infrastructure Component (PTIC) for projects of national, regional and local significance, \$1B of which is earmarked for projects in small communities. Additional funding of \$1.25B is allocated for P3 projects and the GST rebate of \$10.4B provides municipalities with added resources to address infrastructure priorities. A further \$6 billion continues to flow across the country this year and beyond from previous infrastructure commitments.

As you know a new agreement was signed with the Union of British Columbia Municipalities to administer the fund in BC in cooperation with the Federal and BC governments. The Gas Tax Fund is indexed and will amount to \$2.76B over 10 years and \$1.31B for 2014 – 2019.

Eligible investment categories under the Fund include: drinking water; wastewater; solid waste; public transit; community energy systems; local roads and bridges; capacity building; disaster mitigation; broadband connectivity; highways; short-line rail; short-sea shipping; brownfield redevelopment; regional and local airports; and projects supporting culture, tourism, sport and recreation. As you are aware, municipalities can pool, bank and borrow against the Gas Tax Fund, providing significant financial flexibility.

All municipalities are encouraged to apply for funding through the appropriate channels; as always, I will be pleased to work with you to support projects that foster economic growth, job creation and long-term prosperity for our region.

Sincerely,

James Lunney, MP  
JL/aca

Nanaimo Office  
Suite 6, 6894 Island Hwy N.  
Nanaimo, BC V9V 1P6  
Tel: (250) 390-7550  
Fax: (250) 390-7551

Port Alberni Office  
A-5262 Argyle Street  
Port Alberni, BC V9Y1T9  
Tel: (250) 720-4457 Fax: (250) 720-4458

Ottawa Office  
Room 100, Justice Bldg.  
Ottawa, ON K1A 0A6  
Tel: (613) 992-5243  
Fax: (613) 992-9112

E-mail: ottawa@jameslunnem.ca

**REGULAR COUNCIL AGENDA - JULY 28, 2014**

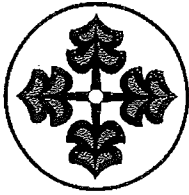
Toll Free: 1-866-390-7550

www.jameslunnem.ca

87

F. 5

ENTERED



Office of the Mayor

# CITY OF PORT ALBERNI

City Hall  
4850 Argyle Street,  
Port Alberni, B.C. V9Y 1V8  
Telephone: (250) 723-2146 Fax: (250) 723-1003

May 21, 2014

Dr. James Lunney, MP  
Nanaimo-Alberni  
Constituency Office  
6-6894 Island Highway North  
Nanaimo, BC V9V 1P6

Dear Dr. Lunney:

At the most recent Association of Vancouver Island and Coastal Communities conference in April, the mayors of our region met to discuss some of the mutual issues and opportunities we are facing as Island communities. I write to you now to request your support in working to address one of the primary issues identified during this discussion, that being federal government support for economic and other infrastructure projects.

I know from our many conversations that you are well aware of and engaged in the issue of the municipal infrastructure deficit. Through the Building Canada Plan and related investment initiatives, I appreciate the federal government's efforts to support municipalities, particularly given the many competing demands for resources. However my concern, and that of my fellow coastal community mayors, is that our region is not reaching our full economic capacity because of our inability to get in front of this issue. With increased senior government support for replacement of critical infrastructure and the advancement of large scale transportation and other economic projects, we can drive growth and activity within our region and far beyond.

It is for this reason that Vancouver Island and coastal community mayors are stepping up our efforts to advocate on behalf of our region and achieve this support we so clearly need. Your support, along with your fellow Members of Parliament from our region would greatly assist these efforts.

Thank you for your continued work on our behalf and I look forward to discussing this matter further as our efforts progress.

Yours truly,  
CITY OF PORT ALBERNI

John Douglas  
Mayor

J:\Clerks\\_Confidential\Administration\Mayor\Letters\2014\MP Lunney\_AVICC\_FederalGovernmentSupport\_May2014.doc



*Mayor + Council*

RECEIVED

JUL 22 2014

CITY OF PORT ALBERNI

To the editor

There have been two major demolitions in the city with the same contractor but with totally different results.

First the burned out building on 2<sup>nd</sup> and argyle that was completed recently with a vacuum truck to ensure the asbestos was removed properly and water poured on the site during demolition and truck loading. My hats off to the person overseeing this project.

Second one is the old high school that the school district was cautioned about dust control last February with repeated calls by neighbors since but all we are told is the asbestos has been removed ,where did the fine dust go, probably in the dirt that is still blowing throughout the neighborhood during demolition and trucking . Told by school board there was no water on site. Seems logical that water was still hooked up at the property line as was on 2<sup>nd</sup> avenue.

in other words the board and the appointed member to oversee this project did not care about the residents that breath this probably contaminated dust every windy day.

Copy sent to city council as I don't know how they could give a demolition permit without controls.

Pete Milliken

Port alberni

*MJ Pete Milliken  
3622 15th ave  
Port Alberni BC*

From: Adam Currey [<mailto:adam.a.currey@gmail.com>]  
Sent: Friday, July 18, 2014 10:24  
To: Brian Mousley  
Subject: Water line break.

Mr. Mousley

I'm sure that in your position you handle many complaints regarding services the city provides. I would like to offset this by complementing you on the service I recently received.

Earlier this week I discovered a waterline leak on the city side of my water valve at 4170 Clegg Crescent south. I literally flagged down a nearby city truck and told him about the issue. Within a few hours a crew had dug a hole, diagnosed the issue and repaired the problem.

All city employees, from the man in the truck to the workers that fixed the line, were good natured, courteous and patient with my many questions and concerns.

Thank you to all responsible for providing such a quick, efficient response.

Sincerely,

Adam Currey  
Cell: (250) 730-2069  
Home: (250) 724-1345

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 a portion of 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 focused 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 we're 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](mailto: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](http://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.

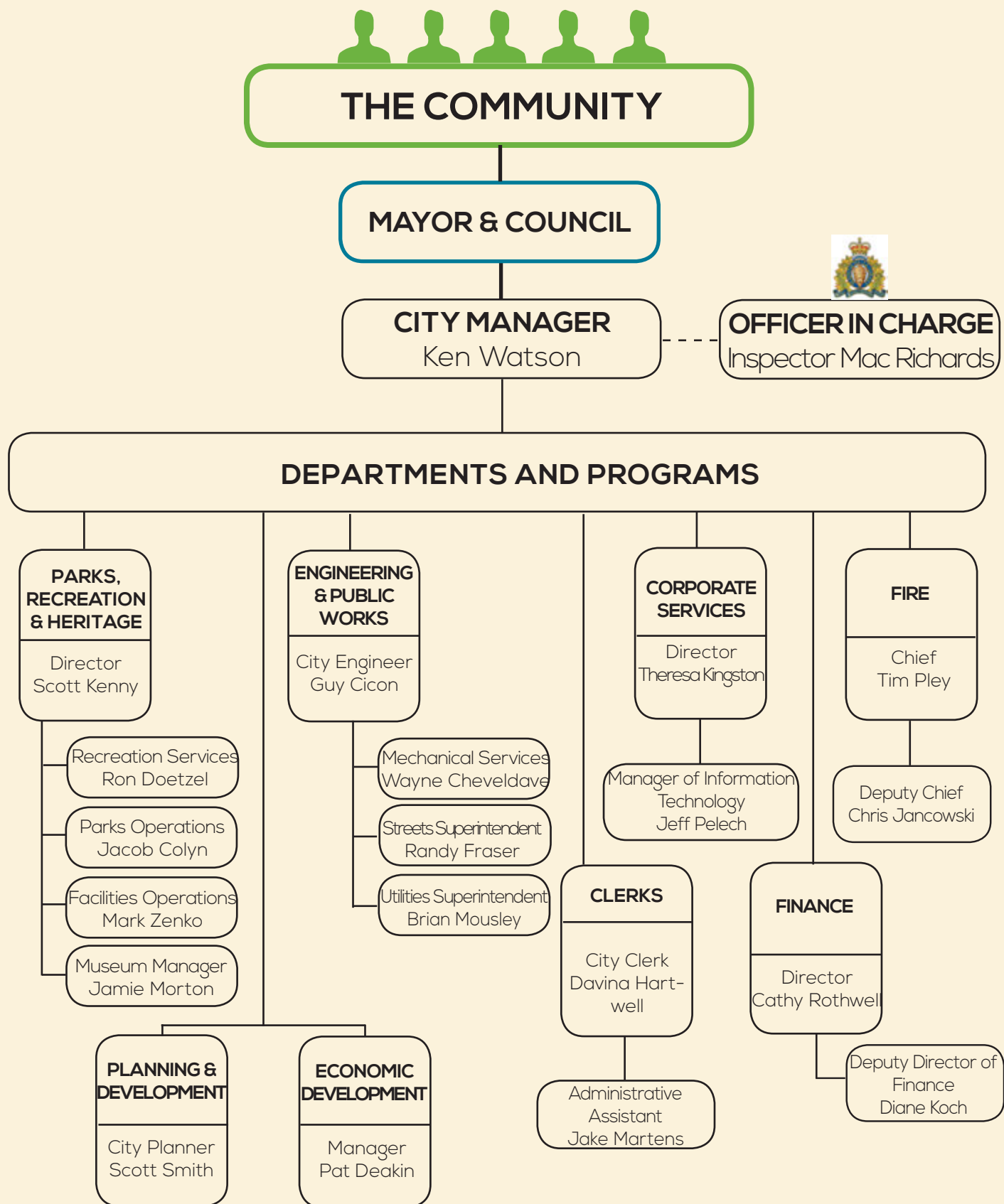


Ken Watson  
City Manager

Please feel free to contact me at 720-2824 or at [ken\\_watson@portalberni.ca](mailto: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.

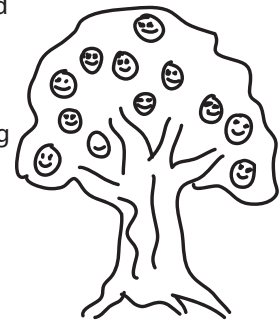
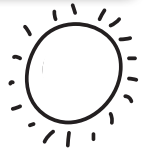
In partnership with the Alberni Valley Air Quality Council the City is working to help improve air quality by mandating that all woodstoves in the City meet CSA standards by 2017 and by offering free inspection for new woodstove installations. In addition the City installed electric vehicle charging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

### SUCCESSSES

- 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

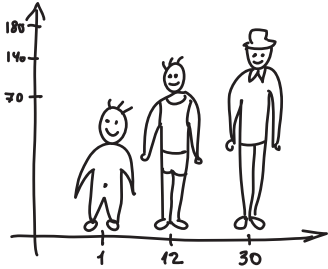
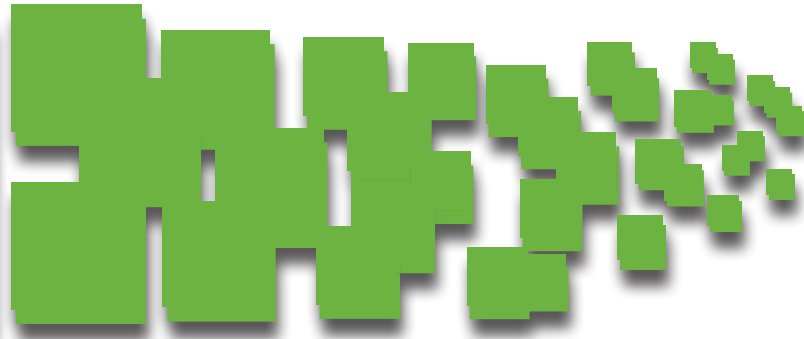
### LOOKING FORWARD - 2014

- 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.



## SUCCESSSES

- 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

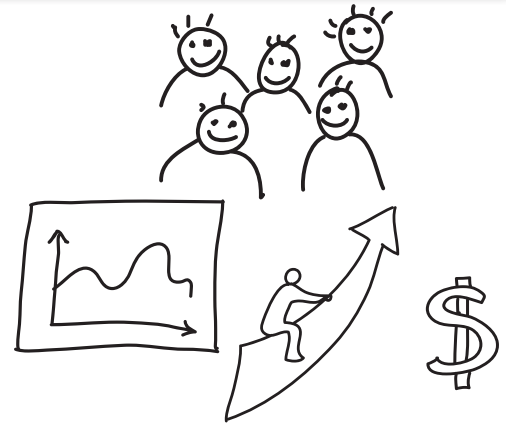
A vibrant, prosperous and economically sustainable community

### 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/ Trans-shipment 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.

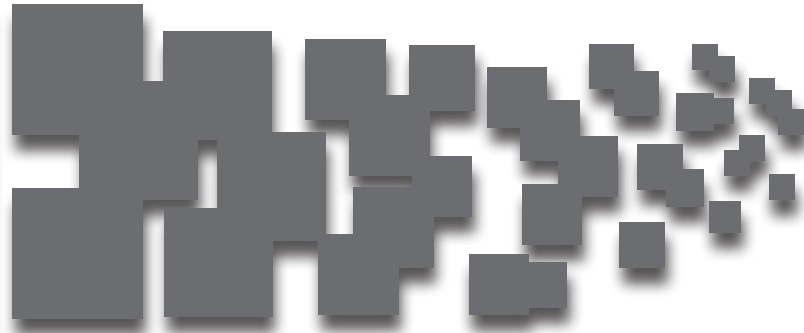
### LOOKING FORWARD - 2014

- 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.

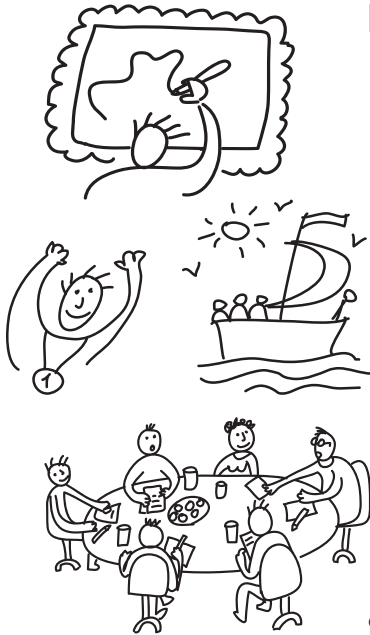
# STRATEGIC GOAL

# 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

# 5

## 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".

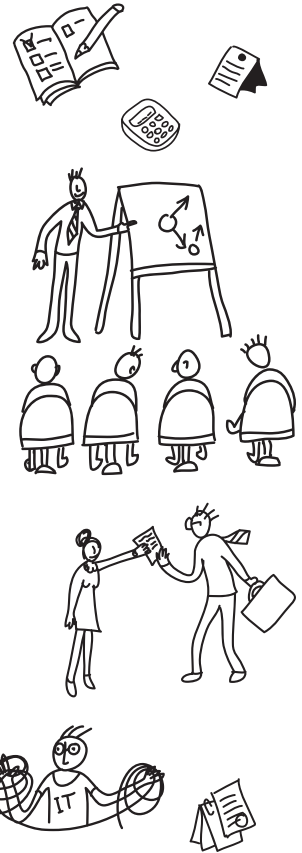
To gauge public satisfaction, the City undertook an in-house public satisfaction assessment in 2013 making use of open houses, a web based survey and social media. This process was a follow-up to the Ipsos Reid Satisfaction Survey undertaken in 2011. Results were consistent showing that most citizens (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.

Our staff demographic is recognized as an issue to providing ongoing service excellence with 11 retirements in 2013 and similar numbers expected going forward. As a result, we have made the completion of a succession plan a priority.

### SUCSESSES

- 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.



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

### LOOKING FORWARD - 2014

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

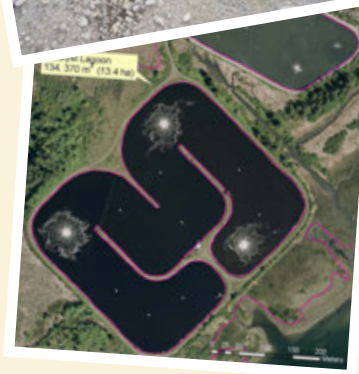




## Department Reports Engineering & Public Works

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 Beaver Creek Road, 10th Avenue, 7th Avenue and Gertrude Street 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 the 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.
- Local government election in November.
- Continue to provide excellence in customer service and support to Council.





## Department Reports

### Corporate Services

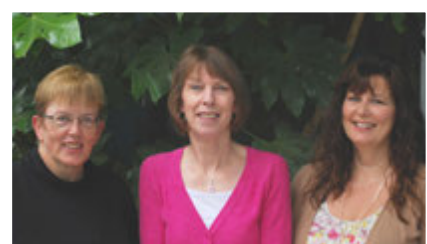
The Corporate Services Department exists to ensure a qualified, motivated workforce in a healthy, safe, work environment which is supported with an integrated, comprehensive information technology system in order to deliver high quality programs and services to the residents and taxpayers of Port Alberni.

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

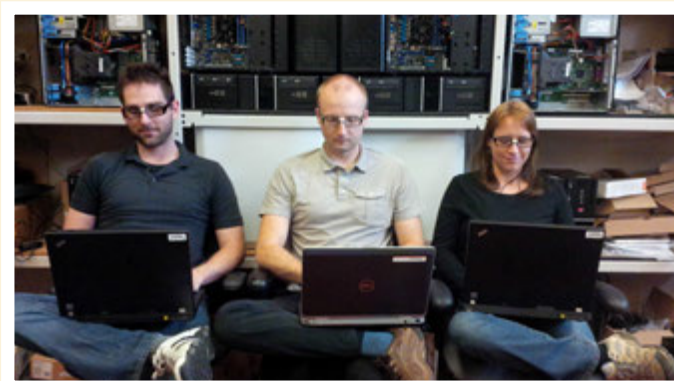
### FOCUS - 2014

- 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

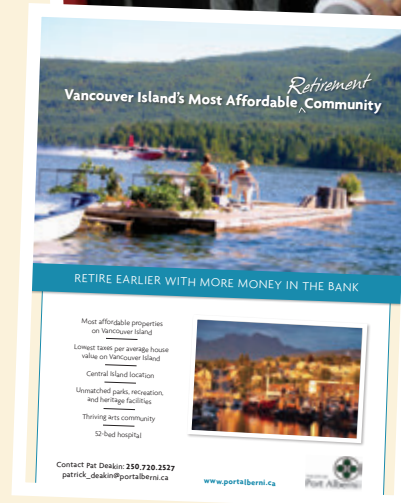
The primary goals of the Economic Development department are diversification of the economy, business retention & business attraction. Responsibilities of the Economic Development Manager include:

- 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

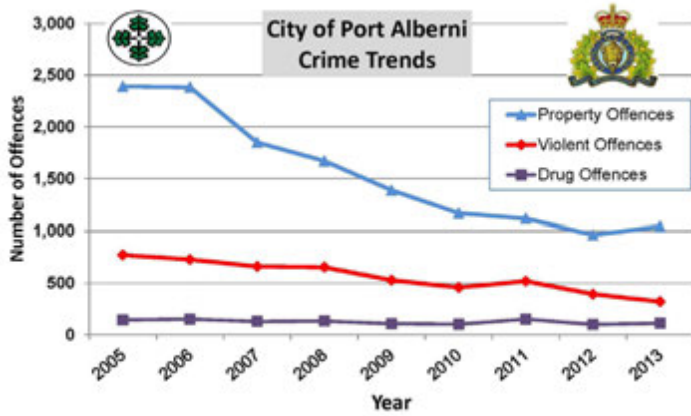
- Member, Audit Committee
- Liaison, Alberni Valley Heritage Commission
- Liaison, AV Community Forest Corp
- Member, West Island Woodlands Advisory Group

# PERMISSIVE TAX EXEMPTIONS

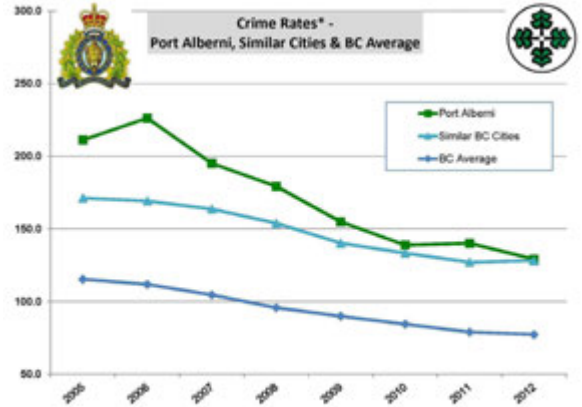
REGISTERED OWNER	EXEMPTION
Alberni Athletic Association	\$19,937.45
Alberni Clayoquot Continuing Care Society – Fir Park Village	\$25,282.06
Alberni Community & Women's Services Society	\$2,781.48
Alberni District Fall Fair Association	\$10,513.86
Alberni Valley Child Care Society	\$4,119.95
Alberni 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

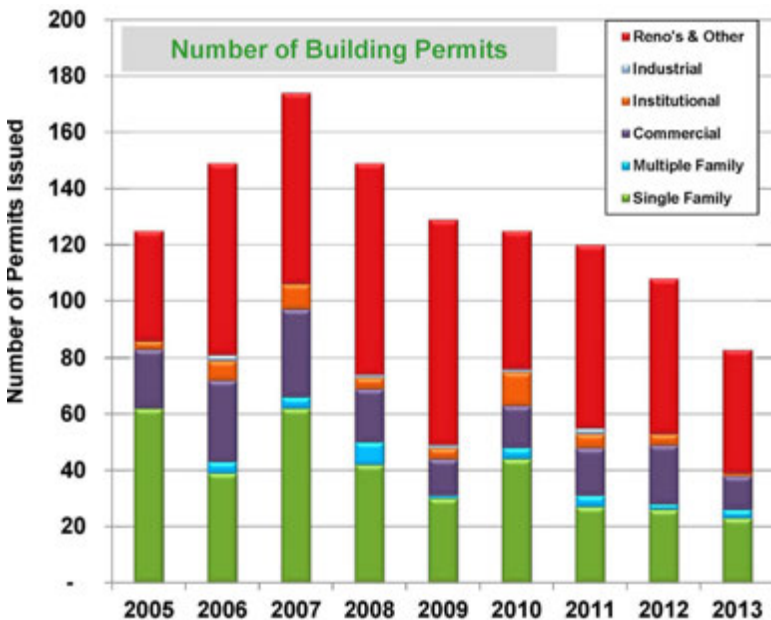
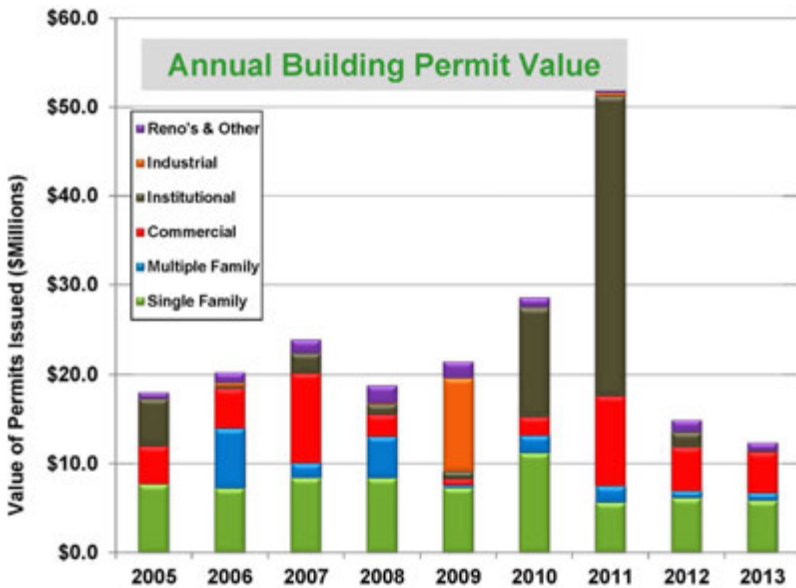
## PUBLIC SAFETY



Source: Police Services Division, Ministry of Justice & Port Alberni RCMP



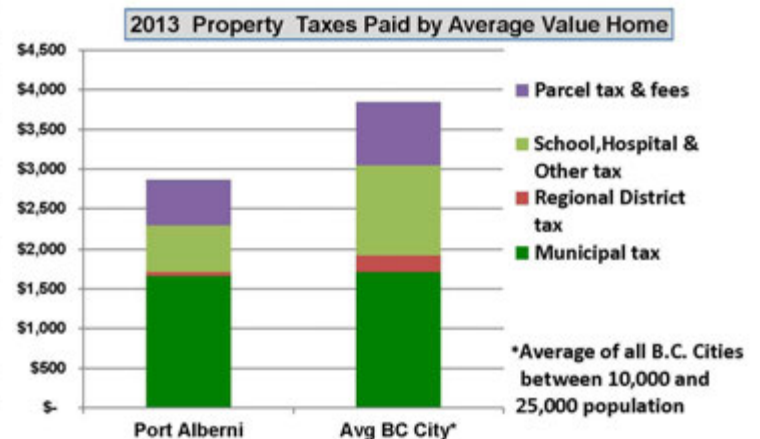
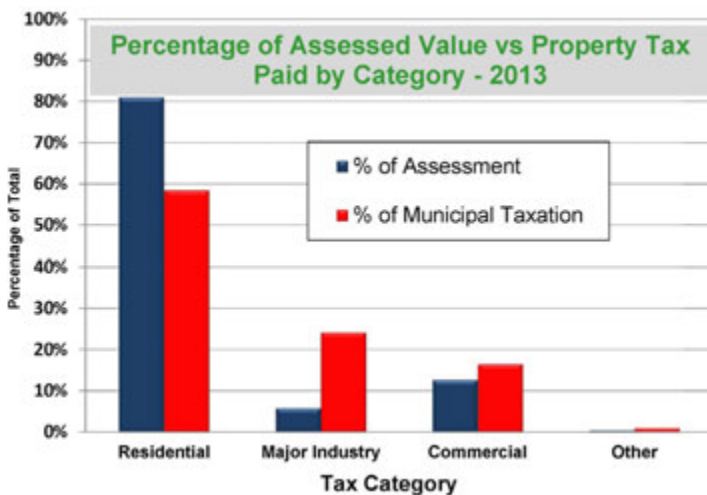
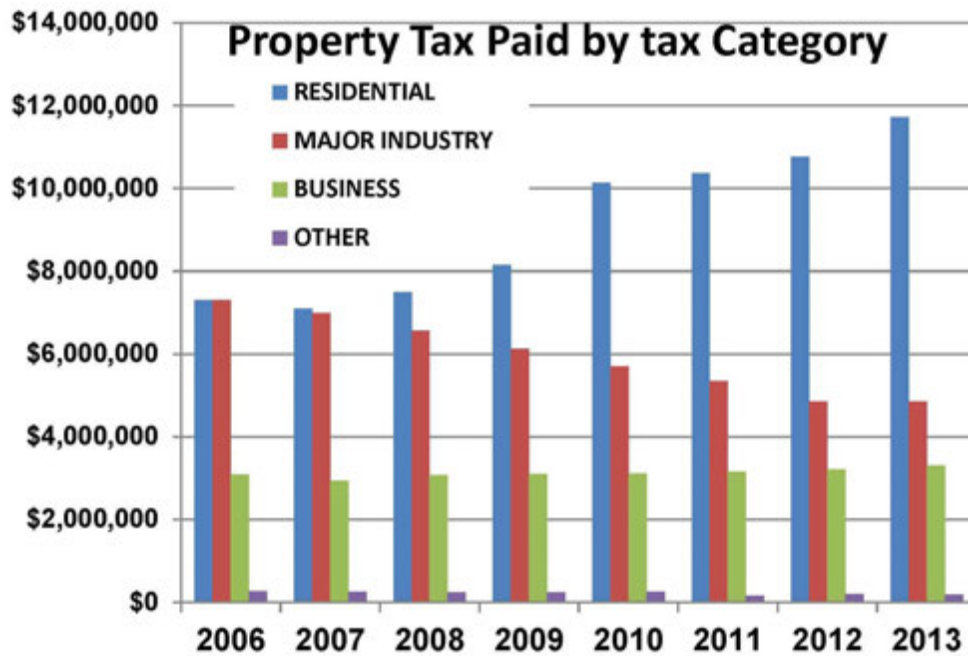
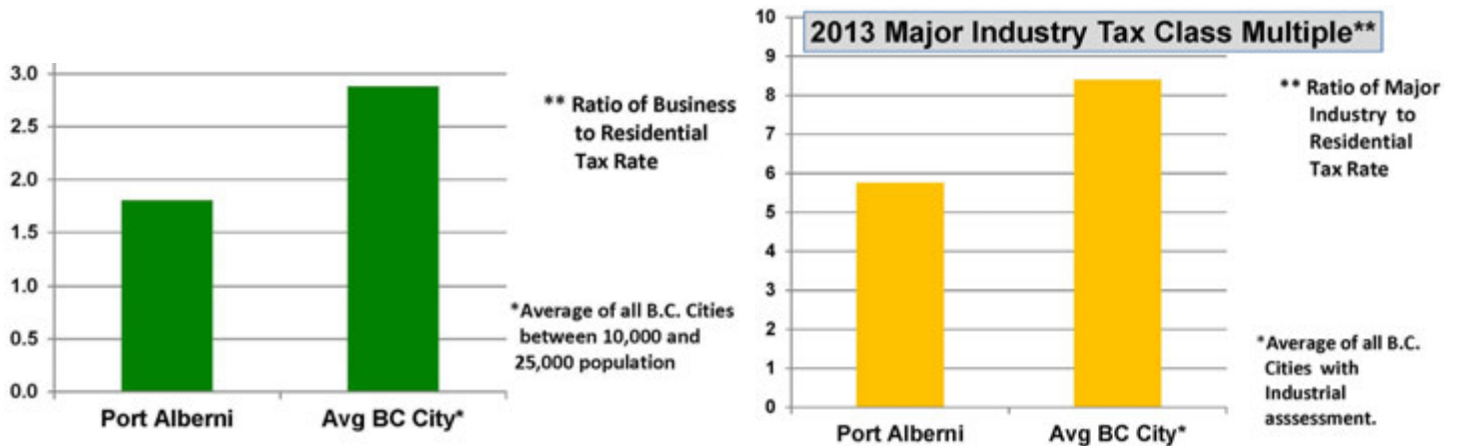
\* Crime Rate = Criminal Code Offences/ 1000 Population  
Source: Police Services Division, Ministry of Justice



## BUILDING VALUES

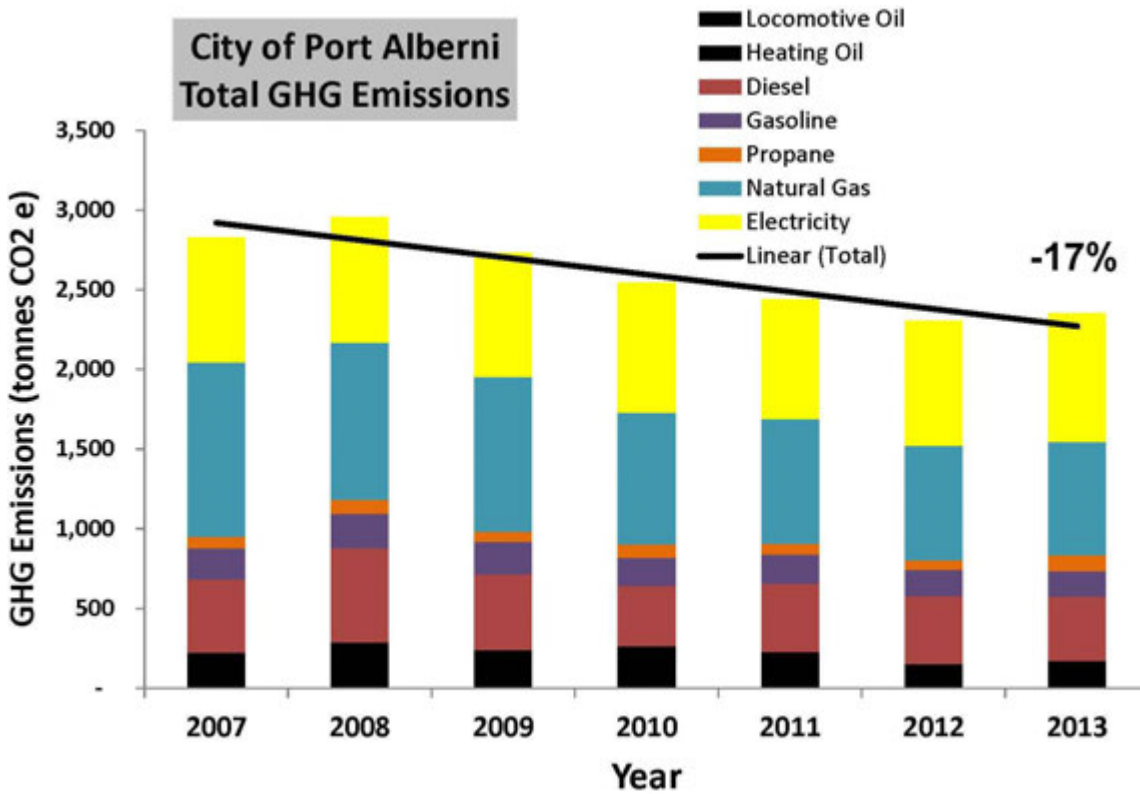
# PERFORMANCE GRAPHS & CHARTS

## TAXES

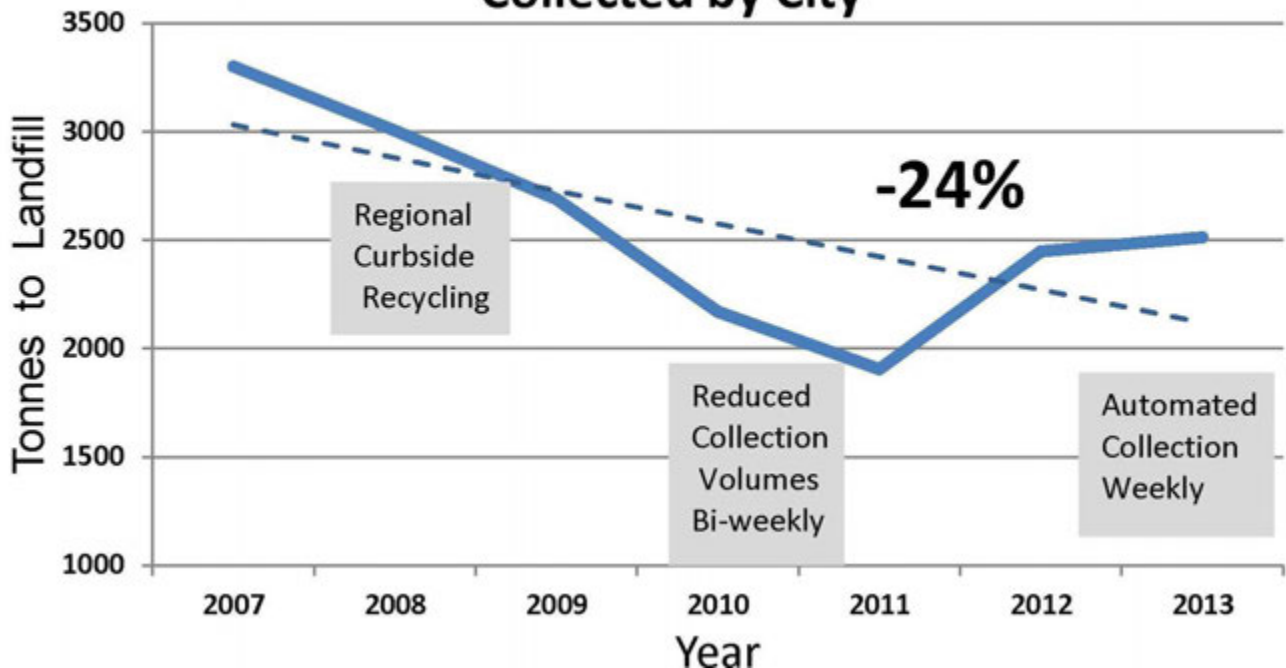


# PERFORMANCE GRAPHS & CHARTS

## SUSTAINABILITY



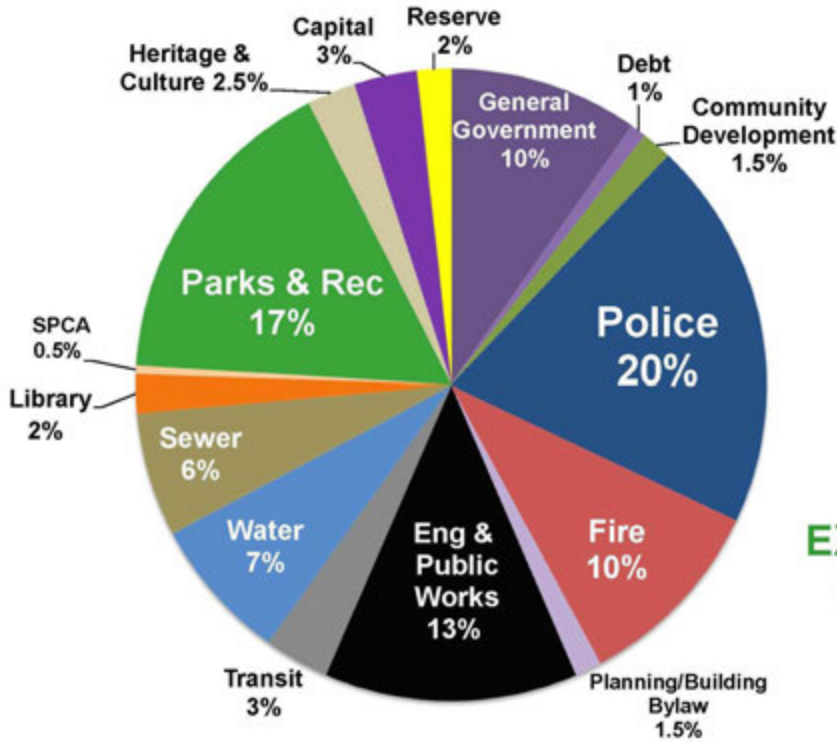
### Residential Solid Waste Tonnage Collected by City



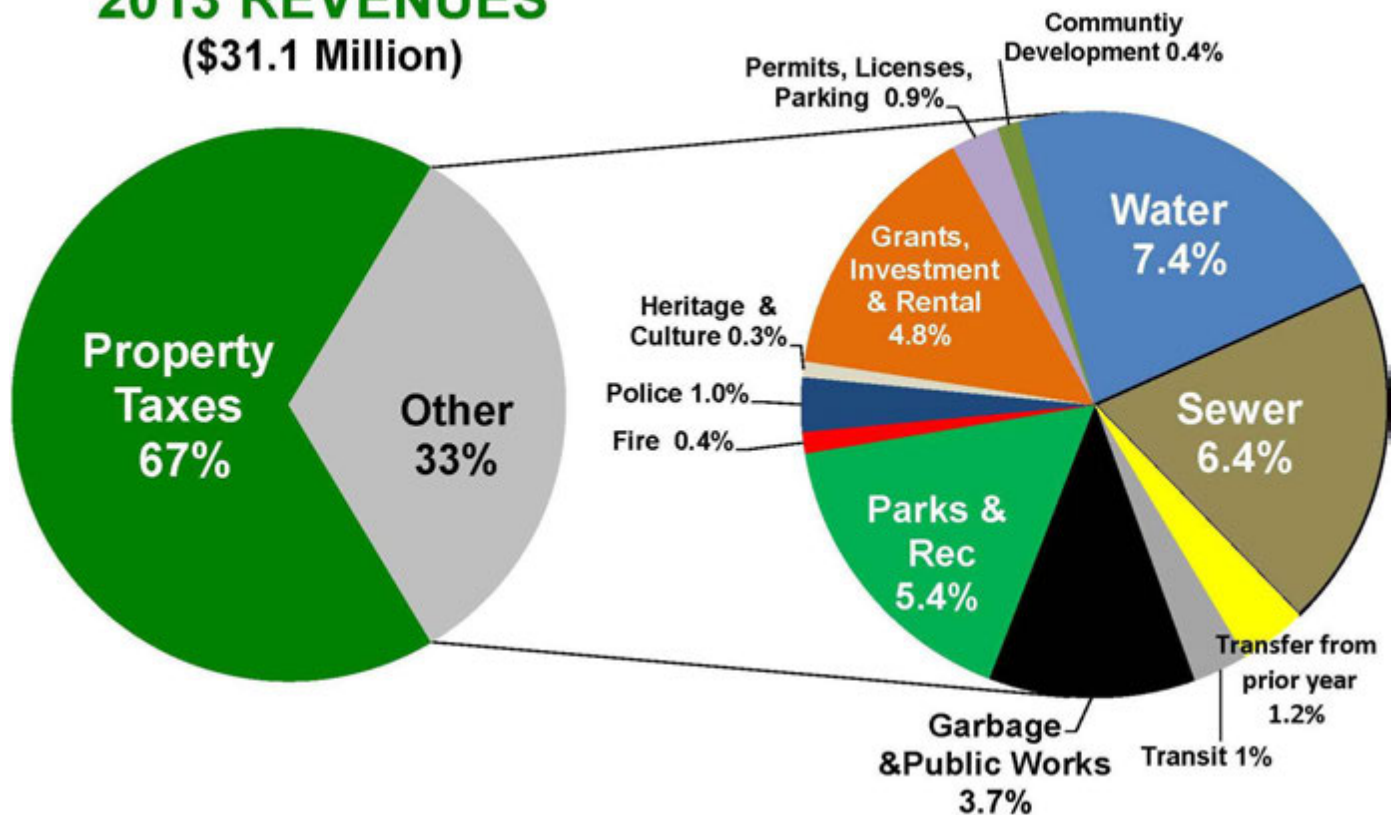


# PERFORMANCE GRAPHS & CHARTS

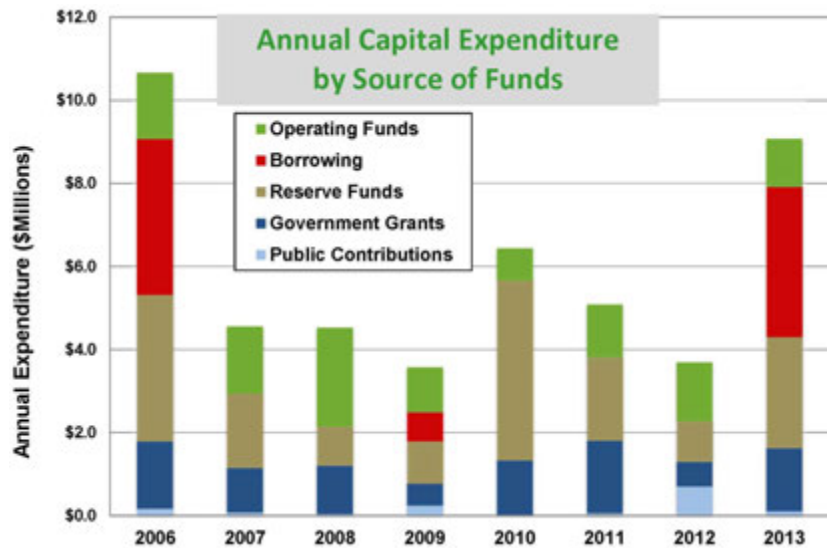
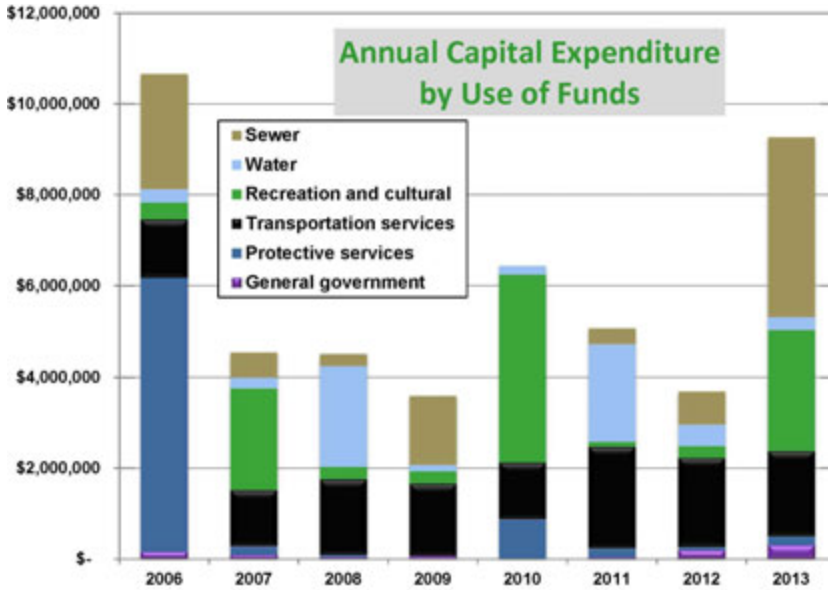
## REVENUE & EXPENDITURE



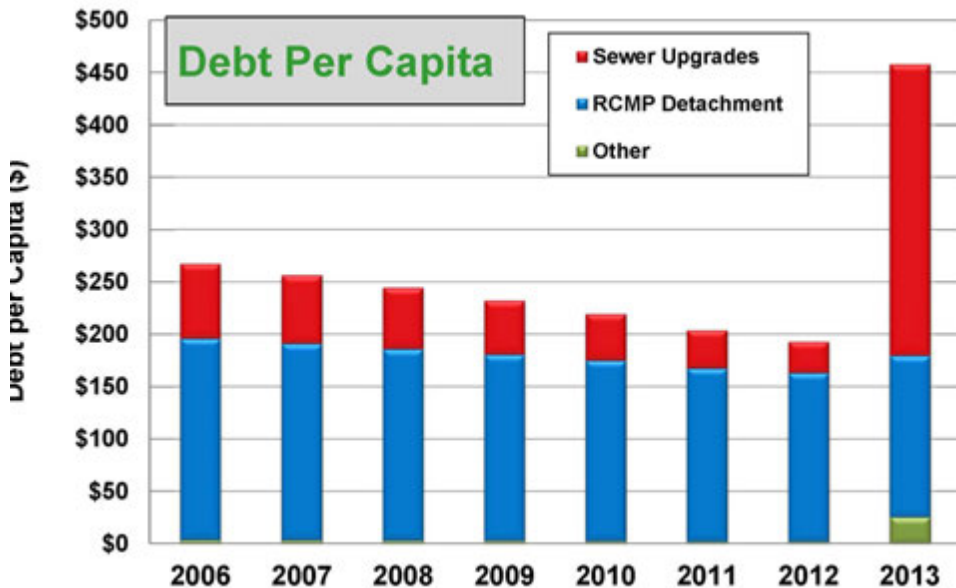
## 2013 REVENUES (\$31.1 Million)



# CAPITAL EXPENDITURES



## DEBT



# 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

	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

	2013 Budget	2013 Actual	2012 Actual
<b>REVENUES</b>			
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
<b>EXPENSES</b>			
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
<b>ANNUAL SURPLUS</b>	2,526,864	4,588,480	1,011,597
Accumulated surplus – beginning of year	107,872,120	107,872,120	106,860,523
<b>ACCUMULATED SURPLUS – END OF YEAR</b>	\$ 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



# CONTACT LIST

## MAYOR AND COUNCIL

Mayor John Douglas	250 735-7177
Councillor Hira Chopra	250 723-1153
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

## CITY HALL

Ken Watson, City Manager	250 720-2824
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



## CITY OF PORT ALBERNI

4850 Argyle Street

Port Alberni BC

V9Y 1V8

Ph. 250-723-2146

Fax. 250-723-10033

[www.portalberni.ca](http://www.portalberni.ca)



# City of Port Alberni British Columbia

## 2013 Comprehensive Annual Financial Report

For the year ended December 31, 2013



THE CITY  
OF PORT ALBERNI  
BRITISH COLUMBIA, CANADA

COMPREHENSIVE  
ANNUAL  
FINANCIAL REPORT  
2013

FISCAL YEAR ENDED DECEMBER 31, 2013

This Document  
Prepared by the Finance Department

*Cover photo credit: Erica Watson*

**CITY OF PORT ALBERNI  
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DECEMBER 31, 2013**

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## **INTRODUCTORY SECTION**

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July 28, 2013  
Mayor and Council  
City of Port Alberni

In accordance with section 167 of the Community Charter, I herewith submit the Financial Report for the City of Port Alberni for the year ended December 31, 2013 as audited by Duncan Sabine Collyer Partners LLP.

The purpose of this Comprehensive Annual Financial Report is to present to the users and readers a clear insight of the financial results for the fiscal year that ended December 31, 2013. We strive to ensure that this report presents fairly the financial position of the City. The report is divided into three sections as follows:

- Introductory Section - Provides the reader with an overview of the political, economic and administrative context within which the City operates.
- Financial Section - Presents the consolidated financial statements, supporting statements and schedules and the independent external auditors' report. These statements and schedules contain comparative amounts for the current and prior years and the current year approved budgets.
- Statistics Section - Presents a variety of statistical and financial information on a five year comparative basis.

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

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

The audit firm of Duncan Sabine Collyer Partners LLP is appointed by the Council of the City of Port Alberni, and is responsible to report directly to you with their audit opinion.

The City of Port Alberni completed the 2013 fiscal year with an increase in the consolidated accumulated surplus of \$4,588,480.

A summary of the 2013 overall accumulated surplus increases (decreases) are as follows:

Operating Fund	\$ (2,367,403)
Capital Fund	5,110,759
Reserve Accounts	946,025
Reserve Fund Operations	<u>899,099</u>
	<b>\$ 4,588,480</b>

Financial management policies and procedures are in place to assist in the management of the City’s financial affairs. The approved policies and procedures are designed to meet the requirements of legislated standards and generally accepted accounting principles. Significant financial management policies include:

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

Investment earnings increased from \$254,999 in 2012 to \$266,622 in 2013. Total investment income was \$254,999 in 2011, \$137,199 in 2010, and \$163,702 in 2009.

The following table compares temporary borrowing requirements incurred during the first half of the year, prior to receiving our taxation revenue.

YEAR	MAXIMUM BORROWING	COST
2013	\$0	\$0
2012	\$0	\$0
2011	\$0	\$0
2010	\$559,000	\$0
2009	\$0	\$0

The City’s 2013 long-term debt decreased from \$3,376,316 to \$3,123,974. The City's 2013 capital program of \$9,274,146 includes capital items funded \$1,158,950 from current operations revenue; \$1,541,144 from grants and donations; \$3,608,051 from borrowing; and \$2,966,001 from Reserves.

Consolidated revenues increased by \$4,004,313, from \$31,836,088 in 2012 to \$ 35,840,401 in 2013. This increase is attributed mostly to: increase in grant funding of approximately \$2 million; utilities increase of \$400,000; sale of property and equipment of \$210,000; and a gain on the sale of property of \$410,000. Consolidated expenses increased by \$427,431, from \$30,824,490 in 2012 to \$31,251,921 in 2013. This increase is attributed to Transportation Services, General Government, and Environmental Health Services.

The municipal statistics section of the report indicates that total current taxes collected as a percentage of current levy is 96.94% for 2013 (96.13% in 2012).

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

- Economic Condition and Outlook
- Significant Local Events 2013
- Municipal Infrastructure
- Summary of Services and Regional Relationships
- Budget Process and Timing
- Source and Use of Capital Funding

Respectfully submitted,



Cathy Rothwell  
Director of Finance

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the City of Port Alberni for our annual financial report for the fiscal year ended December 31, 2012. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

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

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

2012 marks the twentieth year the City has received the award.



Government Finance Officers Association

**Canadian Award  
for  
Financial Reporting**

Presented to

**City of Port Alberni  
British Columbia**

For its Annual  
Financial Report  
for the Year Ended

**December 31, 2012**

Executive Director/CEO

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## Directory of Officials

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### Port Alberni

#### Mayor and City Council 2011 – 2014



**Back row:** Councillors R. Cole, J. McLeman, H. Chopra, C. Solda  
**Front row:** Councillor W. Kerr, Mayor J. Douglas, Councillor D. Washington

**Declaration and Identification of Disqualified Council Members:**  
**In accordance with Section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under Section 111 of the Community Charter in 2011**

#### Appointed Officials

City Manager .....	K. Watson
City Clerk/Deputy City Manager .....	D. Hartwell
Director of Finance.....	C. Rothwell
City Engineer.....	G. Cicon
Director of Parks, Recreation and Heritage.....	S. Kenny
Director of Corporate Services.....	T. Kingston
Fire Chief.....	T. Pley
Building Inspector .....	D. Cappus
Manager of Information Technology.....	J. Pelech
City Planner .....	S. Smith
Licence Inspector/Bylaw Enforcement Officer.....	T. Hautzinger
Area Assessor - B.C. Assessment .....	B. MacGougan
Solicitor .....	Young Anderson
RCMP Officer In Charge .....	M. Richards
Emergency Planning Coordinator .....	L. L'Heureux
Chair - V.I. Health Authority .....	D. Hubbard
Auditors .....	Duncan Sabine Collyer Partners LLP
Bankers .....	BMO Bank of Montreal

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## Directory of Officials (continued)

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### 2013/14 Advisory Planning Commission

S. Chrest  
C. Colclough  
V. Barnett  
W. Hewitt  
S. Dhaliwal  
L. Kelsall  
B. Sayers  
C. Stern  
H. Chopra (Council Liaison)  
M. Coady (RMCP Liaison)  
R. Thoen (Fire Dept. Liaison)

### 2013/14 AV Heritage Commission

D. Tranfield  
M. McDowall  
S. Steven  
G. Stephen-Player  
L. George  
P. Craig  
N. Malbon  
P. Cote  
D. Coulson  
B. Simpson  
J. Carlson  
D. Washington  
L. Ransom  
M. Williamson  
G. Flostrand





## CITY OF PORT ALBERNI

### MUNICIPAL COUNCIL RESPONSIBILITIES FOR CITY SERVICES DECEMBER 31, 2012

Mayor John Douglas <ul style="list-style-type: none"><li>- Director, Alberni Clayoquot Regional District</li><li>- Board Member, Island Coastal Economic Trust</li><li>- Director, Upnit Power Corporation</li><li>- Chair, Personnel Committee</li><li>- Emergency Planning Program</li><li>- Liaison, Port Alberni International Twinning Society</li></ul>
Councillor Hira Chopra <ul style="list-style-type: none"><li>- Liaison, Advisory Planning Commission</li><li>- Liaison, Alberni Valley Chamber of Commerce</li><li>- Chair, Audit Committee</li><li>- Member, Personnel Committee</li><li>- Court of Revision</li></ul>
Councillor Rob Cole <ul style="list-style-type: none"><li>- Liaison, Advisory Traffic Committee</li><li>- Liaison, SD 70/North Island College</li><li>- Community Investment Program/Permissive Tax Exemption Committee</li></ul>
Councillor Wendy Kerr <ul style="list-style-type: none"><li>- Vancouver Island Regional Library Board</li><li>- Member, Personnel Committee</li><li>- Liaison, Continuing Care Societies</li><li>- Liaison, Community Stakeholders Initiative on Homelessness</li></ul>
Councillor Jack McLeman <ul style="list-style-type: none"><li>- Member of Audit Committee</li><li>- Liaison, AV Community Forest Corporation</li><li>- Liaison, Centennial Committee</li><li>- Member of West Island Woodlands Advisory Group</li></ul>
Councillor Cindy Solda <ul style="list-style-type: none"><li>- Director, Alberni Clayoquot Regional District</li><li>- Chair, Regional Hospital District</li><li>- Director, AVICC</li><li>- Member, RCMP Contract Management Committee (UBCM)</li><li>- Court of Revision</li></ul>
Councillor Dan Washington <ul style="list-style-type: none"><li>- Member, Audit Committee</li><li>- Liaison, Alberni Valley Heritage Commission</li></ul>

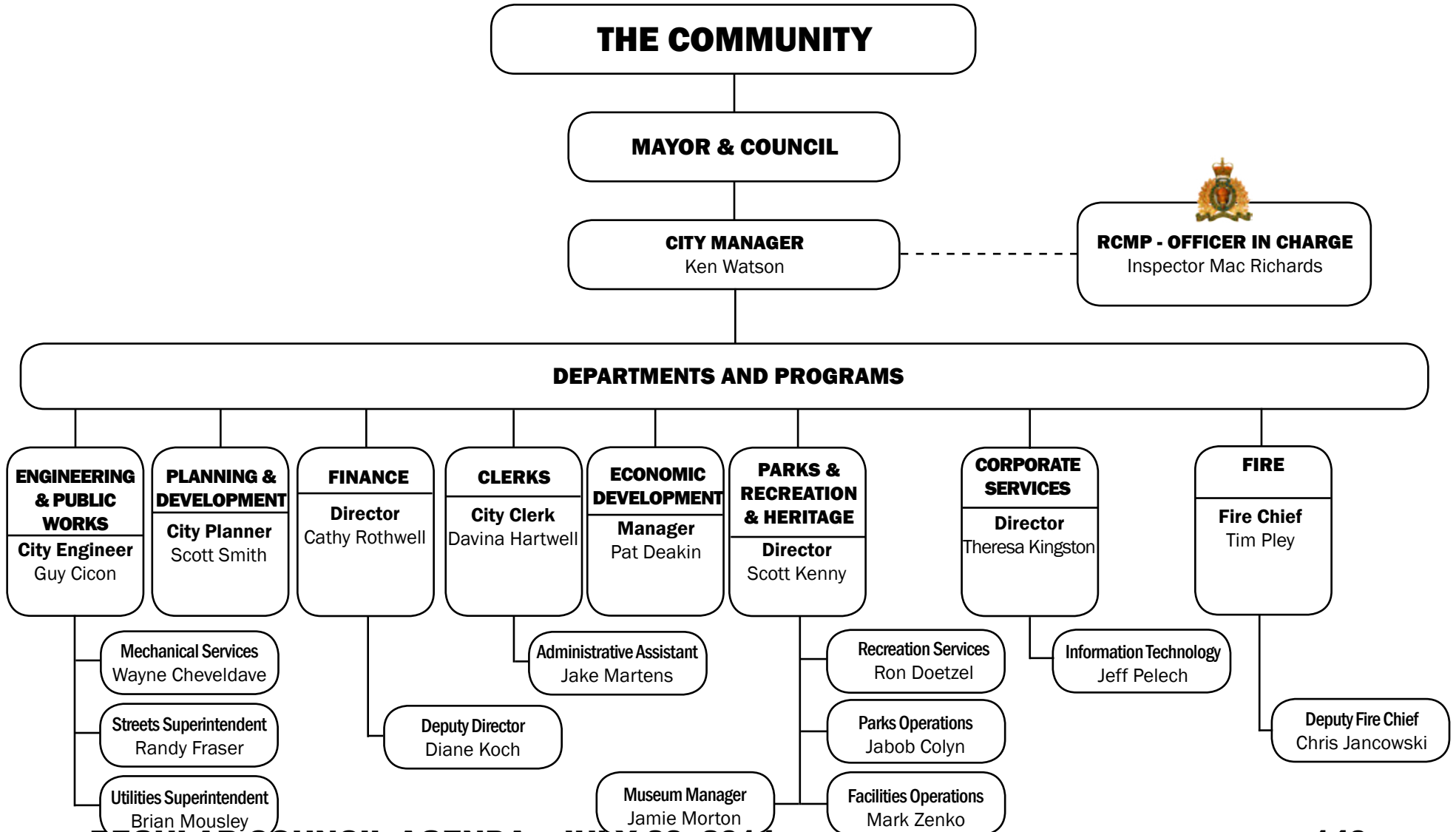


# ORGANIZATIONAL CHART

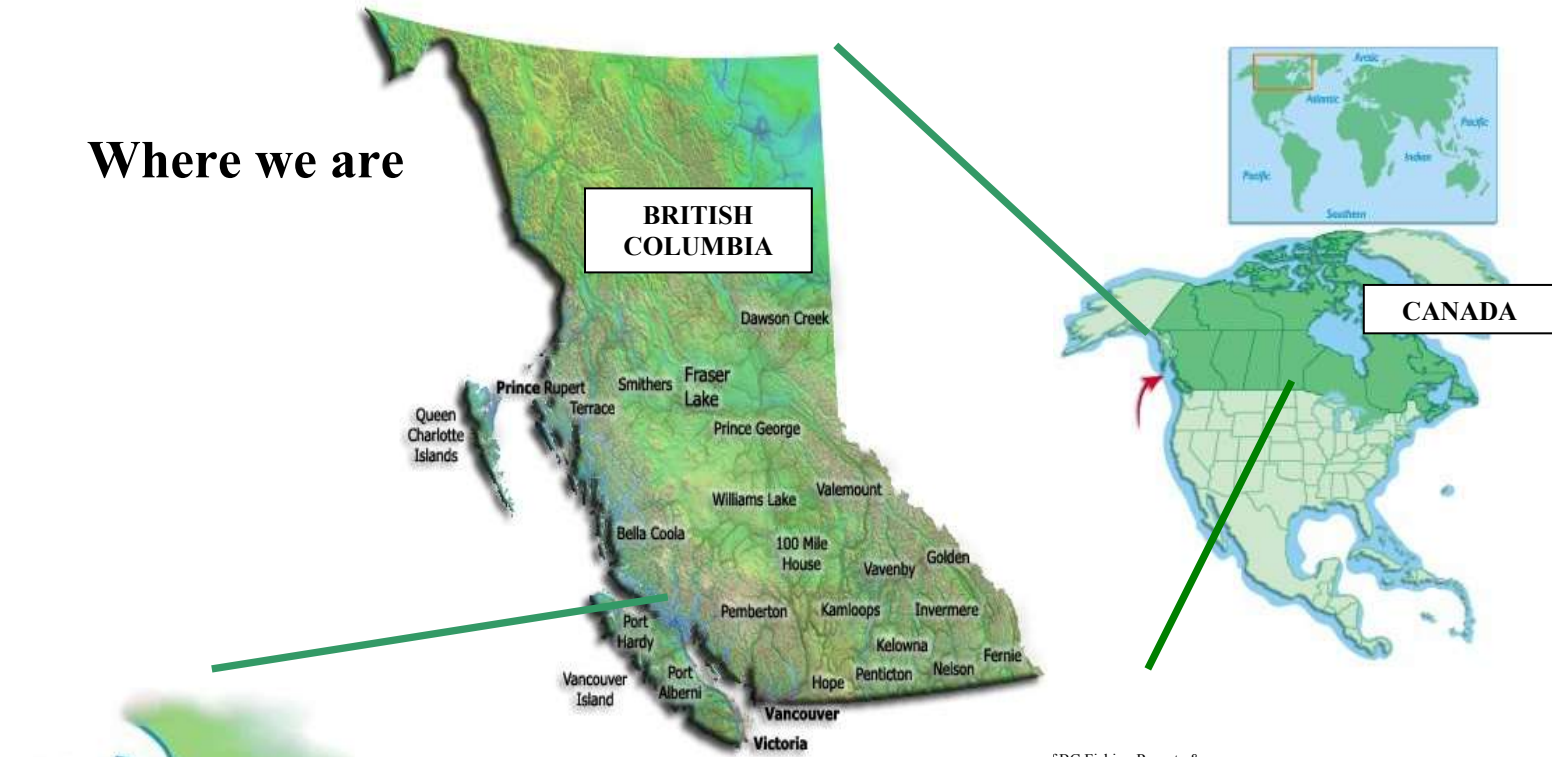
City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8 Phone: 250.723.2146 Website: www.portalberni.ca

Updated: July 2014

## CITY OF PORT ALBERNI



# Where we are



map courtesy of BC Fishing Resorts & Outfitters Association  
[www.bcfroa.bc.ca](http://www.bcfroa.bc.ca)



## VISION

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## MISSION

\*\*\*

## VALUES

### Vision

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

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

### Mission

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

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

### Values

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

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



## Economic Condition and Outlook

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

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

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

In spite of considerable downsizing in the forest and fishing industries over the last few decades, the population in Port Alberni has remained relatively constant, at approximately 17,500. A significant increase in commercial and residential development in the City has been fueled by the fact that our community has exceptional quality of life and some of the lowest property costs in British Columbia. This is attracting retirees looking to maximize their savings and others who see the opportunity to get into their own housing.

In Port Alberni the lumber and paper industries remain the major

employers and the primary individual taxpayers. These industries have a tremendously positive local impact.

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

Port Alberni, like many Canadian local governments, faces significant financial challenges in funding necessary upgrades to aging infrastructure. In 2013, capital works projects totaling \$9.2 million were completed. Significant projects included the road upgrades on Beaver Creek Road, 7<sup>th</sup> Avenue, 10<sup>th</sup> Avenue, Gertrude Street; storm drain construction on 10<sup>th</sup> and 11<sup>th</sup> Avenues; sewer construction on 10<sup>th</sup> Avenue and the purchase of the sewage lagoon from Catalyst Paper; and water construction on 6<sup>th</sup> Avenue and North Crescent, and 10<sup>th</sup> Avenue. Work continues on the next phases of water supply upgrades. Funding for the completed projects included \$340,000 in government grants; \$3.6 million in borrowing, and \$584,000 in contributions from City reserves.

Capital construction plans over the next five years include necessary major projects for roads and water supply, aquatic facilities, and sewer treatment upgrades. Funding estimates require that \$29.7 million be raised from borrowing.

Long term debenture debt per capita in 2013 has reduced to \$176, a decrease of 7% from 2012.

## Significant Local Events 2013

### Planning

The Planning Department processed 91 building permits with an aggregate value of \$12 million in 2013. Construction continued on a major renovation of the Alberni Mall on Johnston Road, and a new warehouse building on Gertrude Street was completed, as well as a Tim Horton's on 10<sup>th</sup> Avenue. Construction began on a new Ford dealership on Beaver Creek Road, and a 6 bay car wash at Southgate and Gertrude Streets. Work continued on a complete review and rewrite of the City's zoning by-laws; and the Waterfront North Study is near completion, in cooperation with Hupacasath First Nation, Tseshaht First Nation, and the Port Authority.

### Fire Department

During 2013, Port Alberni Fire Department responded to 1,137 calls for service (1,162 in 2012). The department conducted 1,136 fire inspections in 2012 (1,033 in 2012) throughout the year, and monitored a number of third party inspections during the same time period. In 2013, Port Alberni continued to improve over 2012 levels of fire protection service and is rated by Fire Underwriters as a "1" on the Dwelling Protection Grade scale and a "4" on the Public Fire Protection Classification scale. The scale ratings are maintained in part by continuing to provide fire suppression minimum on duty staffing of 4, maintaining the City's fleet of rated fire apparatus, and continuing

to commit one full time employee to fire prevention.

In 2012, the Fire Department completed Council's strategic initiative of developing a regional approach to the delivery of fire protection services. An Automatic Mutual Aid Agreement with Sproat Lake and Beaver Creek Fire Departments was in operation in 2013, resulting in a high level of coordinated service on 2013 calls. Other highlights include replacement of equipment, and continued upgrades of the Tsunami Warning System.

### Parks, Recreation & Heritage

Project highlights for 2013 include: Energy and roofing upgrades at City Hall and Echo Centre; resurfacing of the track at Bob Dailey Stadium; a waterfront park and beach were established on the former Plywoods land; the Walkway to Success pathway linking the new high school and North Island College; and significant energy upgrades at the Multiplex.

The aging pool at Echo Aquatic Centre underwent a major overhaul of its heat exchanger equipment.

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

### Alberni Valley Museum

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

Attendance in 2013: 16,607; and 1,784 children participated in the museum's educational programs. McLean Mill attendance reached 11,053 in 2013.

Highlights for the year include a very positive article appeared in *Pacific Yachting* magazine "Destination Port Alberni" that featured the author's visit to the AV Heritage Network. Exhibits and community events in 2013 were very successful and well received by visitors. The BC Arts Council awarded \$57,500 for funding of operations.

Improvements continue on the new gift shop.

Heritage Fair, a major museum educational initiative for grades 4 to 9, was supported financially by the Lions Club, Quality Foods, the Alberni Valley Times, the Alberni Valley Community Foundation, and the 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.



## 2013 Works Program

Each year a number of capital projects are undertaken to maintain and improve the City's infrastructure. In 2013 major street projects included Beaver Creek Road, 7<sup>th</sup> Avenue, 10<sup>th</sup> Avenue, and Gertrude Street.

Construction of storm/sanitary sewers throughout the City included 7<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> Avenues, and Johnston Road. Replacement of mains and decreasing the number of dead end mains is ongoing.

Electric vehicle charging stations were installed at Victoria Quay and Harbour Quay, with funding from the Fraser Basin Council. Work is continuing on the Kitsuksis Creek dam at the McLean Mill site. Substantial demolition work was undertaken on the old pier at the new beach.

An excavator was replaced with a smaller, more versatile machine, funded half from the trade-in value and half from the Equipment Replacement Reserve Fund (ERRF). A genset was replaced, funded from ERRF and operating reserves.

Acquisition of an industrial road right of way across Catalyst Paper property, adjacent lands, and a sewage lagoon were included in a major deal struck with Catalyst in 2013.

## Policing

The City of Port Alberni and adjoining rural areas are policed by the RCMP under contract from the Province of British Columbia and the Federal Government. The Port Alberni Detachment area encom-

passes some 1,528 square miles of west-central Vancouver Island. The Detachment area includes the traditional territories of the Hupacasath, Tseshah and Uchucklesaht First Nations, as well as Sproat Lake and Great Central Lake. The total area population served by Port Alberni Detachment is approximately 30,000 full-time residents, plus increases due to summer tourism. Port Alberni Detachment provides policing services along three business lines or contracts – Municipal, Provincial and Aboriginal Policing. The municipal policing service includes disciplines such as General Duty Investigations, Drug Enforcement, Major or Serious Crimes, Police Dog Service, Forensic Identification, Traffic Enforcement, Community Policing, School Resource Officer and Police based Victim Services. Our Community Policing Program engages volunteers who have donated more than 10,000 hours in support of policing initiatives.

In 2013, the detachment continued to focus on its Crime Reduction Strategy, which began in late 2006. The strategy has resulted in a reduction in crimes against persons of 18%, however there was an increase in property crimes of 8%. Overall calls for service continue to decrease and have declined 19% from 2008. The efforts of the RCMP have been complemented through the integration of external partner agencies and organizations such as Corrections, Court Services, Citizens on Patrol, Block Watch, IHA and First Nations.

Some of the highlights for 2013 include: Emergency Preparedness Day; Police Dog display during the Cops for Cancer Tour de Rock;

several media campaigns; increased community engagement; and the assignment of a full time officer to address violence in relationship occurrences.

The RCMP managed public safety at our three popular annual events, the Salmon Festival, Thunder in the Valley, and the Fall Fair. Continuing in 2014, the detachment committed to higher visibility through periodic foot and bike patrols in the downtown core and on site at community special events.

There were 3,507 reports to the RCMP in 2013. The number of prisoners incarcerated in detachment cells in 2013 was 1,487, down 11% from 2012.

Looking forward to 2014, the RCMP is committed to: reducing 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 and media; and decrease youth involvement in the Criminal Justice System both as offenders and victims.

## Municipal Infrastructure

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

## **Roads & Transportation**

The City's road network consists of approximately 175 km of paved roadways. From a service capacity perspective almost all roads are adequate to handle current traffic volumes. The majority of roads in Port Alberni are in excess of forty years old and in many areas reconstruction of original road surfaces is required. Road rehabilitation has been identified as a priority for Capital spending within the next five years.

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

There are a total of 9 bridges, in the City of varying age and type. Five are vehicular traffic bridges and four are pedestrian bridges. Most of the vehicular traffic bridges date from the 1950's. All bridges were structurally evaluated in 1986 and found to be generally in good condition. One bridge was re-decked in 1991 and another bridge was repainted in 1994. In 2011, anchor bolts were replaced on the Victoria Quay bridge over Roger Creek.

## **Waterworks**

The City of Port Alberni obtains water from China Creek and Bainbridge Lake and has an intake on the Somass River for use during peak demands. In addition, the City has a storage dam located on

Lizard Lake, which feeds a tributary to China Creek.

The state of the waterworks infrastructure is good, and considerable investment has been made in the last 10 years to upgrade facilities. A major upgrade to the supply main trestles from the China Creek supply began in 2006. Phase 1 of this project was completed in 2008. Phase 2 began in 2009 and was completed in 2011. Future capital projects include water treatment for Bainbridge, and Sproat Lake sources. Meters were installed in 2002. A reservoir and pump station were constructed in Northport in 1986 and all other reservoirs were lined and covered in the 1980's.

The condition of the City's 170 km of water mains is generally good, with some deterioration due to age. The condition of asbestos cement mains is being monitored for structural problems. Compliance with Island Health Authority regulations requires that the City upgrade treatment methods. Growth of the City is limited by an inadequate volume in our China Creek and Bainbridge sources. The City and Regional District are jointly investigating development of new regional sources.

## **Sewerage and Drainage**

The City's sanitary sewer utility provides service to approximately 98% of the residences and developments within the City. The collection system in the south portion of the City is mostly combined resulting in combined sewer overflows during rainfall events. The collection system in the northern part of the City is separate. Sew-

age from the whole City is pumped via 5 pump stations to an aeration lagoon located on the south side of the Somass River. The treatment facility produces effluent well within current permit parameters. Biosolids removal from the lagoon was undertaken in 2004. A major upgrade to the Argyle Street Pump station was completed in 2009.

Much of the collection system dates from before the 1950's and television inspection indicates that the general condition is fair. Some particular areas have serious pipe deterioration and root intrusion and infiltration problems which will be focused on in upcoming capital spending programs.

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

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

## **Solid Waste**

The City operates a commercial dumpster type collection service as well as residential collection. Solid waste is taken to the Alberni Valley Landfill operated by the Alberni-Clayoquot Regional District.

The City's recycling program is provided by the Alberni-Clayoquot Regional District. Curbside collection is provided throughout the city to residential properties. A central depot is located at 4th and Napier.

### **Cemetery**

The City operates and maintains the Greenwood Cemetery. This is the largest of three cemeteries located in the Alberni Valley.

### **City Hall**

The Port Alberni City Hall located at 4850 Argyle was constructed in 1958. Renovations to the roof, heating and lighting systems were completed in 2013.

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

### **Fire Hall**

Port Alberni has one fire hall constructed in 1967 located at 3699 10th Avenue. This building houses the City's Fire Department consisting of 23 fire fighters, four fire trucks and an emergency rescue vehicle. Seismic upgrading of the fire hall concluded in 2000.

### **Public Safety Building**

The Public Safety Building located at 4444 Morton Street was completed in the fall of 2006. This new facility provides a safe, efficient and modern building which will adequately house our RCMP detachment for many years to come.

This \$6 million project was financed through City reserve funds and borrowing.

### **Works Yard Complex**

The Works Yard Complex is located at 4150 - 6th Avenue and was constructed in 1966.

This complex houses the public works, parks operations, stores, purchasing and related offices. Approximately 54 employees are dispatched from the various shops including water, sewer, streets, parks, facilities, and mechanical. A fleet of about 100 vehicles and pieces of equipment is maintained in the works yard mechanical shop.

### **Echo ' 67 Centre**

Opened in 1967 as a Canada Centennial project and a celebration of the amalgamation of the Cities of Alberni and Port Alberni, Echo '67 Centre is the hub of community activity in the Alberni Valley. A most versatile facility, Echo Centre contains six meeting and activity rooms ranging in capacity from 33 to 133 persons. Three of these areas can combine into a large banquet, social, or conference setting capable of hosting groups as large as 332 persons. Two well-equipped kitchens are adjacent.

The Centre also contains 2 craft studios, a branch of the Vancouver Island Regional Library, the Alberni Valley Museum and Echo Aquatic Centre. The Aquatic Centre itself is a major hub of activity, providing a 25 metre pool, a shallow pool, a tot's pool, a whirlpool, 2 saunas and a fitness studio. Besides public swimming and swim lesson programs, the Aquatic Centre is home to the Tsunami Swim Club. Renovations to the roof,

heating and lighting system were completed in 2013.

### **Community Arena**

The Alberni Valley Multiplex facility was approved in a referendum held in November 1999. It was a \$6.5 million dollar project which saw Alberni Valley residents commit to pay \$5 Million through taxation, while the Arena Society covered the remaining \$1.5 Million through fund raising. As the project developed, the value of the facility increased to more than \$7.4 million due mainly to improvements supported by additional fund raising initiatives by the Arena Society. One of the most significant improvements was the purchase and installation of 1,500 stadium style seats in the Weyerhaeuser Arena. To date, the Arena Society has generated more than \$2.4 million in direct and in-kind contributions from 140 corporations, local businesses and community organizations.

The main features of the Alberni Valley Multiplex include:

- Two regulation size ice surfaces;
- Seating for 1,500 on the main ice arena – stadium style seats;
- Four dressing rooms for each ice surface plus one for females, and a Junior A hockey team room for the Alberni Valley Bulldogs;
- Fully accessible facility – including all change rooms, upper and lower lounge areas and main arena viewing. An elevator gives access to upper level viewing for wheelchair spectators;
- Heated viewing and food services lounge that overlooks both ice surfaces;
- A sizeable sun deck in the upper lounge which gives a spectacular

view of the Alberni Valley and some of the adjacent playfields.

The facility is equipped with a good sound system with acoustic panels in the ceiling of both ice rinks and over ice flooring panels. Energy Audit Upgrades, funded through Gas Tax grants, began in 2013 and are expected to complete in 2014.

### **Glenwood Sports Centre**

This is a major multi-purpose facility adjacent to both the Fall Fair Grounds and Bob Dailey Stadium field and athletic track. With its very large floor space, Glenwood Centre accommodates regular public roller blade sessions, a batting practice cage, indoor tennis practice courts, and a multitude of dances, socials, and annual community special events. Those events range from exhibitions and dog shows, to Fall Fair exhibits. Energy Audit Upgrades, funded through Gas Tax grants, began in 2013 and are expected to complete in 2014.

### **Gyro Youth Centre**

The Centre houses a large activity area for teens, seniors, and other groups as well as rooms for pool tables and a carpentry workshop. A Teen Health Clinic operates in the lower level of the Centre.

### **Bob Dailey Stadium**

Opened for the City of Port Alberni's hosting of the 1992 B.C. Summer Games, this stadium is the "jewel" of our outdoor recreation facilities. This 400 metre synthetic surface track is complemented by

an infield suitably sized for sports such as soccer, football, field hockey, etc. Areas for high jump, javelin, shot put, and pole vault events are part of this stadium facility. To top it all off, a magnificently designed wooden grandstand with a seating capacity of 650 overlooks the track and the field, with Mount Arrowsmith providing a grandiose backdrop to the setting. The track was resurfaced in 2013 with funding from Land Sale Reserve.

### **Echo Park and Fieldhouse**

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

### **Klitsa Park Baseball Fields**

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

### **Alberni Harbour Quay**

The "Quay" is Port Alberni's park-marketplace by the sea. This facility is now managed by the Parks, Recreation & Heritage Department. The area includes shops, charter services, seasonal booths and retail marketplace, which together gener-

ate revenues, strategically set in a park made up of a picnic area, lawn, Shipwreck Playground, spray pool and the Clock Tower. The centrepiece of the site is the Babe Gunn "Life Cycle of the Pacific Salmon" stone sculpture in a central fountain.

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

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

### **Municipal Computer System**

The municipality operates with various municipal software for finance, planning, utilities, elections, Parks and Recreation program registration, and data management. Implementation of new financial software was nearing completion at the end of 2013.

## CITY OF PORT ALBERNI

### SUMMARY OF SERVICES AND REGIONAL RELATIONSHIPS

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

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

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

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

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

Alberni-Clayoquot Regional District

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

Vancouver Island Health Authority

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

Vancouver Island Regional Library

A regionalized library collection and distribution system that provides all of the operational aspects of a library system. The members provide the local facilities.

City of Port Alberni obtains services from the following organizations:

Municipal Finance Authority

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

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

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

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

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

Alberni Valley Chamber of Commerce

Contract to provide tourism information to the general public.

Alberni Valley Tourism

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

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

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

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

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

Alberni-Clayoquot Regional District  
Alberni-Clayoquot Regional Hospital District



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## **CITY OF PORT ALBERNI**

### **BUDGET PROCESS**

#### **BUDGET PROCESS FOR THE YEAR 2013**

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

The year 2013 budget activities began with a public consultation process on the 5 year plan in the form of a public discussion held at the Capitol Theatre in early 2013. In the months following the discussion City Council reviewed the input received both during the discussion and subsequent submissions. In February and March 2013 Council received presentations from City staff on departmental budgets and reports on reserves and debt levels. Council then provided direction for the 2013-2017 five year plan. The five year plan 2013-2017 Bylaw #4812 was adopted April 8, 2013.

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

USES OF FUNDING

FIRE PROTECTION:

Self-Contained Breathing Apparatus		\$ 179,942
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PUBLIC WORKS:

Transportation:

Hitachi 145 Excavator	177,922	
Generator	<u>77,789</u>	255,711

Paving and road reconstruction:

Beaver Creek – River Rd to Compton	205,917	
Corner of 6 <sup>th</sup> & North Cr	61,054	
7 <sup>th</sup> Ave – Burde St to North Park Dr	240,475	
10 <sup>th</sup> Ave – Argyle St to China Creek Rd	156,232	
Gertrude St – Johnston Rd to Compton	<u>247,526</u>	911,204

Traffic upgrades:

10 <sup>th</sup> Ave & Wallace Traffic Controller upgrade		5,055
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Other

Total Station Survey equipment	36,783	
Truck hoist	38,715	
Pier demolition	99,782	
Electric vehicle charging stations	<u>28,864</u>	204,144

Storm Drain Construction:

10 <sup>th</sup> Ave – Argyle St to China Creek	102,354	
8 <sup>th</sup> Ave clay pipe replacement	38,118	
Small capital storm main replacements	59,394	
South side Johnston Rd – Margaret St to Victoria Quay	79,986	
11 <sup>th</sup> Ave – Dunbar St to Argyle to 10 <sup>th</sup>	<u>214,464</u>	494,316

PARKS AND RECREATION:

McLean Mill capital projects	10,000	
City Hall roof replacement & HVAC	497,373	
City Hall lights/boiler retrofit	76,000	
Echo Centre HVAC upgrades	980,681	

Echo Centre light retrofit	102,000	
Bob Dailey Track resurfacing	636,940	
Aquatic Centre roof	181,028	
Echo Park Walkway to Success	36,729	
Russell Park Fieldhouse roof	14,980	
2 pickup trucks replaced	52,292	
Bridge sections	37,450	
Pool, Museum & Library HVAC controls	<u>50,000</u>	2,675,473
ADMINISTRATION:		
Server equipment and hardware	60,000	
Municipal Application Software System	<u>254,594</u>	314,594
WATER SYSTEM:		
Treatment, storage, pumping and metering	6,762	
Distribution system	<u>277,997</u>	284,759
SEWER SYSTEM:		
Video equipment	29,790	
Renewals and relines	296,945	
Treatment and pumping – lagoon purchase	<u>3,608,051</u>	<u>3,934,786</u>
		<u>\$ 9,259,984</u>

#### SOURCES OF FUNDING

Revenue Funds	\$ 1,691,292
Equipment Replacement Reserve Fund	610,405
Land Sale Reserve Fund	1,533,254
Capital Reserves	200,000
Borrowing	3,608,051
Government Grants (Gas Tax)	1,526,982
Contributed by Others	<u>90,000</u>
	<u>\$ 9,259,984</u>

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**FINANCIAL SECTION**

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**CITY OF PORT ALBERNI  
INDEX TO FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

**AUDITORS' REPORT**

**Statements**

**Consolidated Statements**

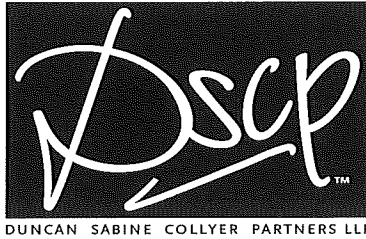
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CERTIFIED GENERAL ACCOUNTANTS  
MANAGEMENT CONSULTANTS

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## INDEPENDENT AUDITOR'S REPORT

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To the Mayor and Councillors of City of Port Alberni

We have audited the accompanying financial statements of City of Port Alberni, which comprise the statement of financial position as at December 31, 2013 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Consolidated Financial Statements

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

Independent Auditor's Report to the Mayor and Councillors of City of Port Alberni *(continued)*

Auditor's Responsibility

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

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of City of Port Alberni as at December 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included in Schedules 1 through 11 is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

*Duncan Sabine Colyer Business S.S.P.*

Port Alberni, B.C.  
July 18, 2014

CERTIFIED GENERAL ACCOUNTANTS

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# **CONSOLIDATED FINANCIAL STATEMENTS**

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**CITY OF PORT ALBERNI  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION (STATEMENT A)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

	<u>2013</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>
<b>FINANCIAL ASSETS:</b>		
Cash (Note 2)	\$ 24,949,087	\$ 24,572,184
Accounts receivable (Note 4)	3,685,577	3,298,222
Inventory for resale (Note 2)	21,172	22,744
Long Term Investments (Note 9)	<u>1,596,300</u>	<u>796,706</u>
	<u>30,252,136</u>	<u>28,689,856</u>
<b>LIABILITIES:</b>		
Interim capital financing	5,139,685	139,685
Accounts payable and accrued liabilities (Note 6)	5,530,341	5,283,448
Deferred revenue (Note 7)	2,263,614	3,044,773
Refundable deposits	331,151	353,036
Debenture debt (Note 8, Schedule 3)	<u>3,123,974</u>	<u>3,376,316</u>
	<u>16,388,765</u>	<u>12,197,258</u>
<b>NET FINANCIAL ASSETS</b>	<u>13,863,371</u>	<u>16,492,598</u>
<b>NON-FINANCIAL ASSETS:</b>		
Inventory of supplies (Note 2)	390,718	377,847
Prepaid expenses	1,393,568	93,741
Tangible Capital Assets (Notes 2 and 13, Schedule 1)	96,657,943	90,907,934
Intangible assets (Note 2)	<u>155,000</u>	<u>-</u>
	<u>98,597,229</u>	<u>91,379,522</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</u>

\_\_\_\_\_  
Cathy Rothwell  
Director of Finance

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

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**CITY OF PORT ALBERNI**  
**CONSOLIDATED STATEMENT OF OPERATIONS (STATEMENT B)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
**(with comparative figures for 2012)**

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>REVENUES:</b>			
Taxes (Schedule 4)	\$ 20,909,896	\$ 20,962,530	\$ 19,890,047
Sale of services (Schedule 9)	8,255,452	8,305,262	7,682,686
Other revenue from own sources (Schedule 10)	616,200	1,720,956	1,220,251
Investment income	145,000	266,622	254,999
Grants (Note 11)	1,126,664	3,851,394	1,909,839
Developer contributions	-	112,058	640,777
Sale of property and equipment	-	211,600	-
Gain (loss) on disposal of assets	-	409,979	237,489
	<u>31,053,212</u>	<u>35,840,401</u>	<u>31,836,088</u>
<b>EXPENSES:</b>			
General government (Schedule 5)	3,022,688	3,474,988	3,386,625
Protective services (Schedule 6)	9,621,082	9,077,118	9,300,589
Transportation services (Schedule 7)	4,040,311	5,711,745	5,494,076
Environmental health services	1,074,161	1,101,465	1,079,066
Environmental development	949,393	1,046,250	805,281
Recreation and cultural services (Schedule 8)	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 (Schedule 11)	1,513,650	1,736,030	1,762,178
Sewer utility (Schedule 11)	1,089,240	1,371,351	1,403,343
Cost of sales and service	-	6,233	33,400
	<u>28,526,348</u>	<u>31,251,921</u>	<u>30,824,490</u>
<b>ANNUAL SURPLUS</b>	2,526,864	4,588,480	1,011,598
Accumulated surplus - beginning of year	<u>107,872,120</u>	<u>107,872,120</u>	<u>106,860,522</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	<u>\$110,398,984</u>	<u>\$112,460,600</u>	<u>\$107,872,120</u>

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

**Financial Statements**

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**CITY OF PORT ALBERNI  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (STATEMENT C)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

---

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
ANNUAL SURPLUS	\$ (175,500)	\$ 4,588,480	\$ 1,011,598
Acquisition of tangible capital assets	-	(15,044,051)	(4,681,582)
Amortization	-	4,040,821	3,775,049
(Gain) loss on disposal of assets	-	(409,979)	(237,489)
Proceeds from sale of assets	-	663,200	407,886
Proceeds from temporary borrowing	-	5,000,000	-
Acquisition of intangible asset	-	(155,000)	-
	<u>(175,500)</u>	<u>(1,316,529)</u>	<u>275,462</u>
Acquisition of supply inventory		(390,718)	(377,847)
Acquisition of prepaid expenses		(1,393,568)	(93,742)
Consumption of inventory of supplies		377,847	394,046
Use of prepaid expenses		<u>93,742</u>	<u>145,596</u>
		<u>(1,312,697)</u>	<u>68,053</u>
<b>(DECREASE) INCREASE IN NET FINANCIAL ASSETS</b>		<b>(2,629,226)</b>	<b>343,515</b>
<b>NET FINANCIAL ASSETS - BEGINNING OF YEAR</b>		<b><u>16,492,597</u></b>	<b><u>16,149,083</u></b>
<b>NET FINANCIAL ASSETS - END OF YEAR</b>		<b><u>\$ 13,863,371</u></b>	<b><u>\$ 16,492,598</u></b>

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

**CITY OF PORT ALBERNI**  
**CONSOLIDATED STATEMENT OF CASH FLOWS (STATEMENT D)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
**(with comparative figures for 2012)**

	<u>2013</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>
<b>OPERATING ACTIVITIES:</b>		
Annual surplus for the year	\$ 4,588,480	\$ 1,011,598
Non-cash items		
Add: amortization of tangible capital assets	4,040,821	3,775,049
Deduct: gain on disposal of tangible capital assets	(409,979)	(237,489)
Decrease inventory of supplies	(12,870)	16,199
(Increase) prepaid expenses	(1,299,827)	51,855
Deduct: developer contributions	(112,058)	-
Changes in working capital balances		
Accounts receivable	(387,355)	245,428
Inventory for resale	1,572	(10,645)
Accounts payable and accrued liabilities	246,893	347,158
Deferred revenue	(781,158)	308,421
Refundable deposits	(21,887)	(199,750)
	<u>5,852,632</u>	<u>5,307,824</u>
<b>FINANCING ACTIVITIES:</b>		
Repayment interim capital financing	-	(139,683)
Proceeds from temporary borrowing	5,000,000	-
Debenture debt repayment	(252,342)	(242,488)
	<u>4,747,658</u>	<u>(382,171)</u>
<b>INVESTING ACTIVITIES:</b>		
Acquisition of tangible capital assets	(10,442,494)	(3,649,531)
Acquisition of investment	(799,594)	(298,661)
(Increase) decrease in work-in-progress	355,501	(1,030,248)
Proceeds from sale of assets	663,200	406,080
	<u>(10,223,387)</u>	<u>(4,572,360)</u>
<b>INCREASE IN CASH FLOW</b>	<b>376,903</b>	<b>353,293</b>
Cash and short term investments - beginning of year	<u>24,572,184</u>	<u>24,218,891</u>
<b>CASH AND SHORT TERM INVESTMENTS - END OF YEAR</b>	<b>\$ <u>24,949,087</u></b>	<b>\$ <u>24,572,184</u></b>

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



**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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**1. General**

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

In December, 2009 the City of Port Alberni incorporated a company known as Alberni Valley Community Forest Corporation. During 2011 the City purchased an additional 1,250 common shares for \$125,000 and retains full ownership of the company. Alberni Valley Community Forest Corporation general operations include forestry and business activities associated with forestry including harvesting and selling timber and non-timber forest products.

**2. Summary of Significant Accounting Policies**

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

**Basis of Presentation**

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

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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

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

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

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

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

Estimated useful lives of tangible capital assets are as follows:

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

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**Revenue and Expense Recognition**

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

**Cash and Short Term Investments** – cash consists of funds situate in till floats, ATMs, and bank accounts. Short term investments are considered cash equivalents when there is a maturity date of less than 90 days. All short term investments held by the City consist of money market funds, and are readily available. Short term investments are recorded at cost. Cash and short term investments as at December 31, 2013 were comprised as follows:

	<u>2013</u>	<u>2012</u>
Cash	\$ 4,508,873	\$ 3,608,891
Municipal Finance Authority, Money Market Funds	<u>20,440,214</u>	<u>20,963,293</u>
	<u>\$ 24,949,087</u>	<u>\$ 24,572,184</u>

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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

**Intangible Assets** - Intangible assets consist of the fair value of a permanent lease acquired for access to properties on which sewage infrastructure is situated. Amortization will be recorded over the remaining term of the lease plus one renewal term. No amortization has been recorded in 2013 as the infrastructure was not in use as of the date of these financial statements.

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

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

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

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

**3. Trust Funds**

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

	2012				2013
	Balance	Interest	Receipts	Expenditures	Balance
Cemetery Trust	\$ <u>161,059</u>	\$ <u>2,250</u>	\$ <u>2,635</u>	\$ <u>-</u>	\$ <u>165,944</u>

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**4. Accounts Receivable**

	<u>2013</u>	<u>2012</u>
Property taxes	\$ 994,833	\$ 894,778
Provincial government	14,425	-
Federal government	(1,727)	28,369
General	<u>2,678,046</u>	<u>2,375,075</u>
	<u>\$ 3,685,577</u>	<u>\$ 3,298,222</u>

**5. Municipal Finance Authority Debt Reserve Fund**

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

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The proceeds from these discharges will be credited to income in the year they are received. As at Tuesday, December 31, 2013 the total investment of the Debt Reserve Fund was comprised of:

	<u>2013</u>	<u>2012</u>
General Revenue	\$ 136,927	\$ 134,725
Sewer Revenue	<u>94,139</u>	<u>93,189</u>
	<u>\$ 231,066</u>	<u>\$ 227,914</u>

**6. Accounts Payable and Accrued Liabilities**

	<u>2013</u>	<u>2012</u>
Due to senior governments	\$ (1,028)	\$ -
Other local governments	5,038	8,025
Trade accounts	3,301,051	2,643,439
Salaries and wages	477,647	738,222
Accrued debenture interest	46,978	46,978
Accrued employee benefits	<u>1,700,655</u>	<u>1,846,784</u>
	<u>\$ 5,530,341</u>	<u>\$ 5,283,448</u>

Employee future benefits:

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

employees.

a) Retirement benefit payments

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

	<u>2013</u>	<u>2012</u>
Benefit liability - beginning of year	\$ 532,853	\$ 525,953
Add: current service costs	38,500	37,000
interest on accrued benefit obligation	25,300	25,300
amortization of actuarial loss	11,200	11,200
Less Benefits paid	<u>(60,100)</u>	<u>(66,600)</u>
Benefit liability - end of year	547,753	532,853
Add ERIP reserve	93,000	93,000
Unamortized actuarial loss (gain)	<u>79,647</u>	<u>90,847</u>
Accrued benefit obligation - end of year	\$ <u>720,400</u>	\$ <u>716,700</u>

The retirement liability requires no contribution from the employees.

	<u>2013</u>	<u>2012</u>
b) Accrued vacation liability as at Tuesday, December 31, 2013	\$ <u>850,255</u>	\$ <u>1,000,084</u>

c) Accumulated sick leave liability

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by the appropriate collective agreement. Sick leave for management employees does not accumulate. At Tuesday, December 31, 2013 this liability is estimated at \$130,000 (2012 - \$130,000)

d) Employee benefit obligations:

	<u>2013</u>	<u>2012</u>
Retirement benefits payments	\$ 720,400	\$ 716,700
Accrued vacation pay	850,255	1,000,084
Accumulated sick leave	<u>130,000</u>	<u>130,000</u>
	<u>\$ 1,700,655</u>	<u>\$ 1,846,784</u>

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

The Employee Benefit Obligations liability was determined by actuarial valuation, with the exception of accrued vacation pay, which is recorded at actual. The actuarial valuation was performed by AON Hewitt in accordance with sections PS3250 and PS3255 of the Canadian Institute of Chartered Accountants Public Sector Accounting handbook. Actuarial valuations for accounting purposes are performed triennially using the projected accrued benefit cost method. The most recent valuation was completed December 31, 2011. The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation are as follows:

Discount rates	4.00% per annum
Expected future inflation rates	2.25% per annum
Expected wage and salary increases	2.50% per annum

**7. Deferred Revenue**

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

	<u>2013</u>	<u>2012</u>
Prepaid property taxes	\$ 814,157	\$ 748,211
Capital grants	60,530	7,947
Other	497,738	644,480
Federal Gas Tax Agreement	<u>891,189</u>	<u>1,644,135</u>
	<u>\$ 2,263,614</u>	<u>\$ 3,044,773</u>

**8. Debenture Debt**

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

The annual principal and interest requirements for the next five years as of Tuesday, December 31, 2013 are as follows:

	Principal	Interest	Total
2014	\$ 191,392	\$ 224,856	\$ 416,248
2015	191,392	206,710	398,102
2016	117,537	167,487	285,024
2017	81,042	157,278	238,320
2018	81,042	157,278	238,320



**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**9. Long Term Investments**

The City of Port Alberni owns 100% of the issued and outstanding shares of Alberni Valley Community Forest Corporation. The original investment is recorded at cost, and accumulated earnings to date are recorded on the equity basis. On October 28, 2013, 500 shares were redeemed at \$100 each, for a total of \$50,000.

	<u>2013</u>	<u>2012</u>
Alberni Valley Community Forest Corporation		
Original investment	\$ 150,000	\$ 200,000
Accumulated earnings to date	<u>1,446,300</u>	<u>596,706</u>
	<u>\$ 1,596,300</u>	<u>\$ 796,706</u>

**10. Expenses by Object**

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Salaries Wages and Benefits	\$ 14,196,562	\$ 13,996,077	\$ 14,011,368	\$ 12,433,090	\$ 13,518,963
Debt Servicing	266,266	248,810	248,658	247,738	249,433
RCMP Contract	4,342,728	4,483,615	3,978,661	3,597,767	3,836,207
Grants	89,137	141,376	97,956	93,982	123,125
Other Contracts	1,303,941	1,362,344	1,413,647	1,171,707	1,124,190
Goods and Services	7,012,244	6,817,219	6,880,855	7,132,888	7,096,231
Amortization	<u>4,040,821</u>	<u>3,775,049</u>	<u>3,694,491</u>	<u>3,655,293</u>	<u>3,496,152</u>
	<u>\$ 31,251,699</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,636</u>	<u>\$ 28,332,465</u>	<u>\$ 29,444,301</u>

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**11. Grants and Transfers**

	<u>2013</u>	<u>2012</u>
<b>Operating Grants</b>		
Federal		
Invest Canada Community Initiative	\$ 20,000	\$ -
Provincial		
Strategic Community & Revenue Sharing	\$ 489,164	\$ 649,894
Community Gaming	445,000	445,000
BC Arts Council - Museum	57,500	59,640
Brownfield Renewal Program	-	19,535
Age Friendly Community Projects & Planning	14,000	-
City Centennial	<u>17,233</u>	<u>57,767</u>
	<u>1,042,897</u>	<u>1,231,836</u>
Local - Alberni-Clayoquot Regional District		
Community Wildfire Protection	-	(15,000)
Economic Development	<u>27,000</u>	<u>27,000</u>
	<u>27,000</u>	<u>12,000</u>
Local - Port Alberni Port Authority		
Waterfront North Study	<u>25,000</u>	<u>-</u>
<b>Capital</b>		
Federal		
Federal Gas Tax Revenue	1,525,144	597,284
Dept. of Canadian Heritage	36,820	-
Federal/Provincial		
Municipal Rural Infrastructure Fund - China Creek Water Main	1,166,666	-
Provincial		
Fraser Basin Council - Community Charging Infrastructure Fund	<u>16,000</u>	<u>-</u>
	<u>2,744,630</u>	<u>597,284</u>
<b>Total Government Grants and Transfers</b>	3,839,527	1,841,120
Other Grants - Non-Government	<u>11,867</u>	<u>68,719</u>
<b>Total Grants and Transfers</b>	<u>3,851,394</u>	<u>1,909,839</u>

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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**12. Contingent Liabilities**

**Regional District Debt**

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

**Claim for Damages**

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

**Pension Liability**

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 177 contributors from the City of Port Alberni.

The latest valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City of Port Alberni paid \$1,023,507 (\$990,183 for 2012) for employer contributions to the Plan in fiscal 2013, while employees contributed \$847,097 (\$818,850 for 2012) to the Plan in fiscal 2013.

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**13. Tangible Capital Assets**

Tangible Capital Assets are stated at net book value.

	<b>2013</b>	<b>2012</b>
Land	\$ 3,463,226	\$ 2,981,494
Land Improvements	4,452,888	4,028,042
Buildings	21,049,643	20,046,874
Machinery and Equipment	5,575,564	5,399,736
Engineering Structures	1,524,569	1,546,001
Storm Drains	12,897,046	12,798,049
Transportation	10,267,769	10,055,234
Water	17,038,277	17,102,670
Sewer	<u>18,858,551</u>	<u>15,063,923</u>
	95,127,533	89,022,023
Work-in-progress - assets under construction not being amortized	<u>1,530,410</u>	<u>1,885,911</u>
	<u>\$ 96,657,943</u>	<u>\$ 90,907,934</u>

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

There were no writedowns of tangible capital assets in 2013 (2012 - \$ nil). Contributed assets recognized in 2013 were \$112,058 (2012 - \$640,777) recorded at fair market value at the end of the warranty period. These include land, transportation, storm, sewer and water infrastructure. Interest capitalized in 2013 was \$14,763 (2012 - \$ nil). No amortization has been recorded in 2013 as the infrastructure was not in use as of the date of these financial statements.

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**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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**14. Subsequent Event**

In early 2014, federal and provincial grant funding from Building Canada Fund - Communities Component Flood Protection Program was approved, in the amount of \$1,824,332 for the Dry Creek Improvements project. A condition of this grant funding is that the City of Port Alberni meet one-third of the cost of the project as the grant covers two-thirds. The City's portion of the project (\$912,000) is to be financed through the Municipal Finance Authority in July of 2014.

A further \$2,000,000 has been requested from the Municipal Finance Authority in June of 2014, in accordance with approved capital project plans for the Bainbridge Water Treatment Plant.

Both of these borrowings will be under Temporary Borrowing Bylaws and converted to long term debt at a later date.

The initial drawdown of the 2013 Temporary Borrowing Bylaw No. 4807 in the amount of \$5,000,000 is to be converted to long term debt in the Municipal Finance Authority's Fall 2014 debenture issue. The second draw of Bylaw No. 4807, in the amount \$750,000, will be made in September of 2014 in accordance with the City's sewage lagoon infrastructure purchase agreement with Catalyst Paper.

**15. Segmented Information**

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

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

*General government services*

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

*Protective services - Police, Fire, and Building Inspection*

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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*Transportation services*

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

*Environmental health services*

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

*Environmental and economic development*

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

*Recreation and cultural services*

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

*Water utility*

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

*Sewer utility*

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

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

**16. Comparative Figures**

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

**CITY OF PORT ALBERNI  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**17. Accumulated Surplus**

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

	<b>2013</b>	<b>2012</b>
Operations		
General	\$ (4,887,281)	\$ (2,700,935)
Water	3,226,702	3,419,665
Sewer	<u>(474,992)</u>	<u>(486,898)</u>
	<u>(2,135,571)</u>	<u>231,832</u>
Capital		
General	4,797,269	1,613,592
Water	2,604,592	723,040
Sewer	<u>859,819</u>	<u>501,470</u>
	<u>8,261,680</u>	<u>2,838,102</u>
Equity in tangible capital assets		
General	59,466,177	60,003,462
Water	16,595,684	16,371,218
Sewer	<u>14,207,920</u>	<u>14,207,920</u>
	<u>90,269,781</u>	<u>90,582,600</u>
Reserves		
Reserve funds - statutory		
Parkland Acquisition	137,508	136,158
Capital Works	1,980,849	1,369,674
Equipment Replacement	4,388,324	4,451,592
Land Sale	2,481,687	2,356,761
Development Cost Charges	84,132	8,358
Carbon Fund	196,068	-
Reserve funds - unrestricted		
General Fund - projects and purchases	2,513,878	2,199,498
Loss on taxation	1,351,000	1,351,000
Museum purchases	55,141	39,020
RCMP - contract surplus	480,000	480,000
Parks and Recreation building	1,127,414	505,802
Water Fund - projects and purchases	1,208,709	1,215,509
Sewer Fund - projects and purchases	<u>60,000</u>	<u>106,214</u>
	<u>16,064,710</u>	<u>14,219,586</u>
	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</u>



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## **SUPPORTING SCHEDULES**

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**CITY OF PORT ALBERNI**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS (SCHEDULE 1)**  
**AT DECEMBER 31, 2013**

	ASSETS				ACCUMULATED AMORTIZATION				NET BOOK VALUE 2013	NET BOOK VALUE 2012
	Balance December 31, 2012	2013 Additions	2013 Disposals	Balance December 31, 2013	Balance December 31, 2012	2013 Additions	2013 Disposals	Balance December 31, 2013		
Land	\$ 2,981,495	\$ 532,002	\$ 50,271	\$ 3,463,226	\$ -	\$ -	\$ -	\$ -	\$ 3,463,226	\$ 3,441,502
Land Improvements	9,865,859	673,669	789,442	9,750,086	5,837,816	248,824	789,442	5,297,198	4,452,888	4,028,043
Buildings	32,697,610	1,959,487	252,472	34,404,625	12,650,738	900,942	196,698	13,354,982	21,049,643	20,046,872
Machinery & Equipment	12,311,755	991,049	723,303	12,579,501	6,912,017	667,451	575,531	7,003,937	5,575,564	5,399,738
Engineered Structures	2,765,491	-	-	2,765,491	1,219,490	21,432	-	1,240,922	1,524,569	1,085,994
Storm Drains	18,968,717	438,533	89,952	19,317,298	6,170,668	258,633	9,049	6,420,252	12,897,046	12,798,049
Transportation	39,746,787	1,177,906	579,812	40,344,881	29,691,557	944,437	558,882	30,077,112	10,267,769	10,055,230
Water	29,530,447	531,984	74,253	29,988,178	12,427,776	559,564	37,439	12,949,901	17,038,277	17,102,671
Sewer	22,490,589	4,409,072	198,673	26,700,988	7,426,665	439,538	23,766	7,842,437	18,858,551	15,063,924
Work in progress	1,885,911	1,530,410	1,885,911	1,530,410	-	-	-	-	1,530,410	1,885,911
	<b><u>\$ 173,244,661</u></b>	<b><u>\$ 12,244,112</u></b>	<b><u>\$ 4,644,089</u></b>	<b><u>\$ 180,844,684</u></b>	<b><u>\$ 82,336,727</u></b>	<b><u>\$ 4,040,821</u></b>	<b><u>\$ 2,190,807</u></b>	<b><u>\$ 84,186,741</u></b>	<b><u>\$ 96,657,943</u></b>	<b><u>\$ 90,907,934</u></b>

**Financial Statements****CITY OF PORT ALBERNI  
SEGMENTED INFORMATION (SCHEDULE 2)  
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<b>General Government</b>	<b>Protective Services</b>	<b>Transportation Services</b>	<b>Environmental Health Services</b>	<b>Environmental &amp; Economic Development</b>
<b>Revenue</b>					
Taxes	\$ 20,962,530	\$ -	\$ -	\$ -	\$ -
Sales of services	73,370	479,173	369,734	1,016,379	211,908
Other revenue from own sources	311,963	211,861	-	-	159,396
Investment income	182,548	-	-	-	-
Grants	973,164	1,494	-	-	47,000
Developer contributions	-	-	-	-	-
Gain/loss on disposal of assets	-	-	-	-	-
Other	-	-	-	-	-
<b>Total revenue</b>	<b>22,503,575</b>	<b>692,528</b>	<b>369,734</b>	<b>1,016,379</b>	<b>418,304</b>
<b>Expenses</b>					
Operating:					
Salaries, wages and benefits	2,231,407	3,697,700	2,466,324	405,082	409,364
Debt servicing	21,051	161,625	-	-	-
RCMP contract	-	4,328,960	-	-	-
Grants	18,904	-	-	-	84,000
Other contracts	163,965	122,186	982,855	-	179,162
Goods and services	1,065,934	607,063	675,877	692,864	182,499
	<b>3,501,261</b>	<b>8,917,534</b>	<b>4,125,056</b>	<b>1,097,946</b>	<b>855,025</b>
Amortization	158,391	321,209	1,586,689	3,520	60,857
<b>Total expenses</b>	<b>3,659,652</b>	<b>9,238,743</b>	<b>5,711,745</b>	<b>1,101,466</b>	<b>915,882</b>
<b>Excess (deficiency) in revenue over expenses</b>	<b>\$ 18,843,923</b>	<b>\$ (8,546,215)</b>	<b>\$ (5,342,011)</b>	<b>\$ (85,087)</b>	<b>\$ (497,578)</b>

**CITY OF PORT ALBERNI  
SEGMENTED INFORMATION (SCHEDULE 2)  
FOR THE YEAR ENDED DECEMBER 31, 2013**

Recreation and Cultural Services	Water Utility	Sewer Utility	Other Funds	Consolidated 2013	Budget 2013	Consolidated 2012
\$ -	\$ -	\$ -	\$ -	\$ 20,962,530	\$ 20,909,896	\$ 19,890,047
1,445,105	2,138,422	1,721,438	849,733	8,305,262	8,255,452	7,682,686
1,845	20,432	11,691	1,003,768	1,720,956	616,200	1,220,251
-	-	951	83,123	266,622	145,000	254,999
121,926	-	-	2,707,810	3,851,394	1,126,664	1,909,839
-	-	-	112,058	112,058	-	640,777
-	-	-	409,979	409,979	-	237,489
-	-	-	211,600	211,600	-	-
<u>1,568,876</u>	<u>2,158,854</u>	<u>1,734,080</u>	<u>5,378,071</u>	<u>35,840,401</u>	<u>31,053,212</u>	<u>31,836,088</u>
3,906,663	709,060	383,740	-	14,209,340	17,120,566	13,995,196
-	-	83,590	-	266,266	1,047,409	248,810
-	-	-	-	4,328,960	4,723,624	4,483,615
-	-	-	-	102,904	94,200	141,376
-	-	-	-	1,448,168	1,500,995	1,362,344
<u>2,616,345</u>	<u>467,270</u>	<u>547,610</u>	<u>-</u>	<u>6,855,462</u>	<u>4,230,613</u>	<u>6,818,100</u>
<u>6,523,008</u>	<u>1,176,330</u>	<u>1,014,940</u>	<u>-</u>	<u>27,211,100</u>	<u>28,717,407</u>	<u>27,049,441</u>
910,454	440,001	559,700	-	4,040,821	-	3,775,049
<u>7,433,462</u>	<u>1,616,331</u>	<u>1,574,640</u>	<u>-</u>	<u>31,251,921</u>	<u>28,717,407</u>	<u>30,824,490</u>
<u>\$ (5,864,586)</u>	<u>\$ 542,523</u>	<u>\$ 159,440</u>	<u>\$ 5,378,071</u>	<u>\$ 4,588,480</u>	<u>\$ 2,335,805</u>	<u>\$ 1,011,598</u>

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

**ALL FUNDS AT DECEMBER 31, 2013 - SHOWING REQUIREMENTS FOR PRINCIPAL AND INTEREST FOR 2014**

Security Issuing Bylaw	Purpose	Original Issue	Amount Outstanding Dec. 31, 2013	Term in Years	Annual Interest Rate	Maturity Date	2014 Requirements Interest	2014 Requirements Principal	Sinking Fund Addition	Debt Reserve Cash Balance
4280	L.I. General	98,120	21,441	20	4.43%	25-Sep-16	4,347	2,967	3,510	2,369
4575		3,375,064	2,734,972	25	4.65%	19-Apr-31	157,278	81,042	21,502	45,005
		<u>3,473,184</u>	<u>2,756,413</u>				<u>161,625</u>	<u>84,009</u>	<u>25,012</u>	<u>47,374</u>
4280	L.I. Sewer	147,180	32,162	20	4.43%	25-Sep-16	6,520	4,451	5,265	3,554
4559		797,642	185,482	10	4.55%	6-Apr-15	36,293	66,436	20,989	11,064
4601		438,170	149,917	10	4.65%	19-Apr-16	20,419	36,496	9,683	5,843
		<u>1,382,992</u>	<u>367,561</u>				<u>63,232</u>	<u>107,383</u>	<u>35,937</u>	<u>20,461</u>
		<u>4,856,176</u>	<u>3,123,974</u>				<u>224,857</u>	<u>191,392</u>	<u>60,949</u>	<u>67,835</u>



**CITY OF PORT ALBERNI  
TAX LEVIES and GRANTS IN LIEU OF TAXES (SCHEDULE 4)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

	2013 <u>Budget</u>	<b>2013 <u>Actual</u></b>	2012 <u>Actual</u>
<b>MUNICIPAL PURPOSES:</b>			
Tax Levies:			
General purpose	\$ 19,908,087	<b>\$19,916,817</b>	\$ 18,853,589
Local improvement - sewer	-	<b>32,003</b>	32,003
Off-street parking	4,600	<b>4,072</b>	4,218
Utility	135,000	<b>131,488</b>	134,715
Parcel Tax	<u>170,000</u>	<u><b>160,022</b></u>	<u>162,098</u>
	20,217,687	<b>20,244,402</b>	19,186,623
 Grants in lieu of taxes	 <u>692,209</u>	 <u><b>718,128</b></u>	 <u>703,424</u>
Total Municipal Taxes	<u>20,909,896</u>	<u><b>20,962,530</b></u>	<u>19,890,047</u>
 <b>COLLECTIONS FOR OTHER GOVERNMENTS:</b>			
Tax Levies:			
School	-	<b>5,370,439</b>	5,456,595
Alberni Clayoquot Regional Hospital District	-	<b>759,170</b>	783,222
Alberni Clayoquot Regional District	-	<b>751,668</b>	718,172
B.C. Assessment	-	<b>176,849</b>	176,325
Municipal Finance Authority	<u>-</u>	<u><b>451</b></u>	<u>455</u>
Total Collections For Other Governments	<u>-</u>	<u><b>7,058,577</b></u>	<u>7,134,769</u>
Total Taxes Collected	<u>\$ 20,909,896</u>	<u><b>\$ 28,021,107</b></u>	<u>\$ 27,024,816</u>

**Financial Statements**

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**CITY OF PORT ALBERNI  
GENERAL GOVERNMENT EXPENSES (SCHEDULE 5)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

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	2013	2013	2012
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Legislative	\$ 155,415	\$ 151,511	\$ 152,299
City manager's office	201,842	228,690	306,217
Municipal clerk's office	399,959	335,345	247,698
Legal and bylaw prosecution services	40,000	21,267	27,865
Financial management	657,538	710,002	674,564
Administration vehicle	11,256	14,654	15,375
External audit	18,625	44,495	28,795
Purchasing	172,316	214,996	198,133
Buildings	105,196	132,045	132,667
Information services	574,529	714,811	673,263
Appraisals	25,000	-	-
Personnel	285,613	289,273	257,107
Election expenses	500	255	245
Training and development	190,117	171,096	172,857
Damage claims	40,000	13,461	28,780
Grants and grant funded programs	10,200	20,811	38,006
Office equipment supplies and printing	250,182	278,034	343,094
Public liability insurance	156,400	301,889	94,906
Other general services	-	104,358	262,702
Administration recoveries	<u>(272,000)</u>	<u>(272,005)</u>	<u>(267,948)</u>
	<u>\$ 3,022,688</u>	<u>\$ 3,474,988</u>	<u>\$ 3,386,625</u>

**CITY OF PORT ALBERNI  
 PROTECTIVE SERVICES (SCHEDULE 6)  
 FOR THE YEAR ENDED DECEMBER 31, 2013  
 (with comparative figures for 2012)**

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	2013 <u>Budget</u>	<b>2013 <u>Actual</u></b>	2012 <u>Actual</u>
Police protection	\$ 6,233,627	<b>\$ 6,025,874</b>	\$ 6,167,280
Fire protection	3,147,730	<b>2,821,624</b>	2,904,773
Emergency measures	693	<b>6,042</b>	9,079
Building and plumbing inspections	106,130	<b>98,277</b>	101,882
Animal pound operations	<u>132,902</u>	<b><u>125,301</u></b>	<u>117,575</u>
	<b><u>\$ 9,621,082</u></b>	<b><u>\$ 9,077,118</u></b>	<b><u>\$ 9,300,589</u></b>

**Financial Statements**

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**CITY OF PORT ALBERNI  
TRANSPORTATION SERVICES (SCHEDULE 7)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

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	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>COMMON SERVICES:</b>			
Engineering administration	\$ 507,666	\$ 567,127	\$ 554,488
Engineering consulting services	161,920	194,305	124,275
Public works supervision	347,000	351,683	326,878
Equipment and supplies	41,180	120,586	106,527
Building and yard maintenance	183,000	209,769	182,787
Equipment maintenance	<u>797,650</u>	<u>1,163,164</u>	<u>1,115,171</u>
	<u>2,038,416</u>	<u>2,606,634</u>	<u>2,410,126</u>
<b>ROADS AND STREET MAINTENANCE:</b>			
Roadway surfaces maintenance	901,600	1,805,880	1,811,675
Snow and ice removal	213,600	106,084	172,904
Parking	6,400	16,177	16,693
Gravel	125,000	154,788	147,272
Ditch and dyke maintenance	148,500	114,544	166,960
Storm sewers	<u>265,300</u>	<u>431,473</u>	<u>410,505</u>
	<u>1,660,400</u>	<u>2,628,946</u>	<u>2,726,009</u>
<b>Bridges and retaining walls</b>	70,000	69,976	12,611
<b>Street lighting</b>	244,689	336,499	325,367
<b>Traffic control</b>	238,940	240,664	306,132
<b>Public transit</b>	1,072,866	982,855	989,351
<b>Other</b>	140,000	175,591	63,568
<b>Recoveries</b>	<u>(1,425,000)</u>	<u>(1,329,420)</u>	<u>(1,339,088)</u>
	<u>\$ 4,040,311</u>	<u>\$ 5,711,745</u>	<u>\$ 5,494,076</u>

**CITY OF PORT ALBERNI**  
**RECREATION AND CULTURAL SERVICES (SCHEDULE 8)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
**(with comparative figures for 2012)**

	2013 Budget Revenue	2013 Actual Revenue	2013 Budget Expense	2013 Actual Expense	2013 Budget Operating Deficit	2013 Actual Operating Deficit	2012 Actual Operating Deficit
<b>RECREATION SERVICES:</b>							
Administration	\$ -	\$ -	\$ 479,486	\$ 464,273	\$ (479,486)	\$ (464,273)	\$ (464,618)
Leisure Centre	243,175	225,434	434,120	474,509	(190,945)	(249,075)	(224,864)
Swimming pool	312,000	284,106	481,457	529,919	(169,457)	(245,813)	(261,872)
Arena	650,300	586,256	930,441	1,441,894	(280,141)	(855,638)	(834,296)
Parks, playgrounds and other	32,000	28,354	1,342,463	1,554,466	(1,310,463)	(1,526,112)	(1,351,119)
Programs	<u>325,278</u>	<u>306,426</u>	<u>1,322,937</u>	<u>1,518,807</u>	<u>(997,659)</u>	<u>(1,212,381)</u>	<u>(1,142,757)</u>
	<u>1,562,753</u>	<u>1,430,576</u>	<u>4,990,904</u>	<u>5,983,868</u>	<u>(3,428,151)</u>	<u>(4,553,292)</u>	<u>(4,279,526)</u>
<b>CULTURAL SERVICES:</b>							
Museum services	22,000	14,395	523,841	600,882	(501,841)	(586,488)	(583,991)
McLean Mill	-	134	249,000	284,594	(249,000)	(284,461)	(318,978)
Regional library	-	-	600,728	600,728	(600,728)	(600,728)	(571,496)
	<u>22,000</u>	<u>14,529</u>	<u>1,373,569</u>	<u>1,486,204</u>	<u>(1,351,569)</u>	<u>(1,471,677)</u>	<u>(1,474,465)</u>
	<u>\$ 1,584,753</u>	<u>\$ 1,445,105</u>	<u>\$ 6,364,473</u>	<u>\$ 7,470,072</u>	<u>\$ (4,779,720)</u>	<u>\$ (6,024,969)</u>	<u>\$ (5,753,991)</u>

**CITY OF PORT ALBERNI  
SALE OF SERVICES (SCHEDULE 9)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

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	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>GENERAL REVENUE:</b>			
General Services	\$ 2,346,538	\$ 1,983,267	\$ 1,971,121
Arena	650,300	586,256	600,942
Leisure Centre	243,175	225,434	233,543
Parks, playgrounds and other	32,000	28,354	161,520
Pool	312,000	284,106	289,061
Programs	325,278	306,426	221,409
Museum	22,000	14,395	50,109
McLean Mill	-	134	10,423
	<u>3,931,291</u>	<u>3,428,372</u>	<u>3,538,128</u>
<b>MISCELLANEOUS REVENUE:</b>			
Miscellaneous receipts/sales	-	849,733	624,766
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS:</b>			
Services provided to other governments	160,000	167,297	160,421
<b>SEWER REVENUE:</b>			
Connections and sundry charges	51,187	136,228	109,106
Sale of sewer service	<u>1,846,354</u>	<u>1,585,210</u>	<u>1,203,123</u>
	<u>1,897,541</u>	<u>1,721,438</u>	<u>1,312,229</u>
<b>WATER REVENUE:</b>			
Sale of water	2,225,654	2,093,159	2,012,123
Connections and sundry charges	<u>40,966</u>	<u>45,263</u>	<u>35,019</u>
	<u>2,266,620</u>	<u>2,138,422</u>	<u>2,047,142</u>
	<u>\$ 8,255,452</u>	<u>\$ 8,305,262</u>	<u>\$ 7,682,686</u>

**CITY OF PORT ALBERNI**  
**OTHER REVENUE FROM OWN SOURCES (SCHEDULE 10)**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**  
**(with comparative figures for 2012)**

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	2013 <u>Budget</u>	<b>2013 <u>Actual</u></b>	2012 <u>Actual</u>
Licences and permits	\$ 241,300	\$ <b>203,611</b>	\$ 218,365
Fines and costs	8,000	<b>8,251</b>	9,340
Land and building rentals	130,000	<b>159,396</b>	136,888
Penalties and interest	131,900	<b>215,205</b>	210,140
Miscellaneous revenue	105,000	<b>130,725</b>	208,325
Other revenue from own sources - capital fund	<u>-</u>	<b><u>1,003,768</u></b>	<u>437,193</u>
	<b><u>\$ 616,200</u></b>	<b><u>\$ 1,720,956</u></b>	<b><u>\$ 1,220,251</u></b>



**Financial Statements**

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**CITY OF PORT ALBERNI  
SEWER AND WATER UTILITIES (SCHEDULE 11)  
FOR THE YEAR ENDED DECEMBER 31, 2013  
(with comparative figures for 2012)**

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	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
<b>SEWER UTILITY:</b>			
Administration	\$ 312,500	\$ 266,391	\$ 306,127
Sewage treatment and disposal	195,000	411,319	299,119
Sewage collection system	329,240	461,009	485,842
Sewage pump stations	250,000	230,189	309,077
Other operating costs	<u>2,500</u>	<u>2,443</u>	<u>3,178</u>
	<u>\$ 1,089,240</u>	<u>\$ 1,371,351</u>	<u>\$ 1,403,343</u>
<b>WATER UTILITY:</b>			
Administration	\$ 484,800	\$ 288,176	\$ 344,307
Service of supply	178,800	254,933	248,544
Pumping	238,500	229,260	267,106
Transmission and distribution	604,050	963,460	896,721
Other operating costs	7,500	201	408
Water utility - capital fund	<u>-</u>	<u>-</u>	<u>5,092</u>
	<u>\$ 1,513,650</u>	<u>\$ 1,736,030</u>	<u>\$ 1,762,178</u>

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## **STATISTICS SECTION**

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**Statistics**

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**CITY OF PORT ALBERNI  
MISCELLANEOUS STATISTICS**

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Date of Incorporation	1912
Form of Government	City/Council/Manager
Number of employees (excluding police and fire)	
Bargaining Unit (Full Time)	95
Exempt	20
Area in Hectares	2,151
City of Port Alberni Facilities and Services:	
Kilometers of streets	175
Number of street lights	672
Culture and Recreation:	
Community centers	6
Parks	46
Park in hectares	271
Swimming pools	1
Tennis courts	5
Fire Protection:	
Number of stations	1
Number of fire personnel and officers	23
Number of calls received - Fire/Rescue/First Responder	1,137
Number of inspections conducted	1,136
Police Protection:	
Number of stations	1
Number of police personnel and officers	33
Number of law violations:	
Incarcerations	1,487
Total offences reported	3,507
Sewerage System:	
Kilometers of sanitary sewers and storm sewer	258
Number of treatment plants	1
Number of service connections	6,632
Daily average treatment of cubic meters	18,800
Water System:	
Kilometers of water mains	163
Number of service connections	6,856
Number of fire hydrants	729
Daily average consumption in cubic meters	8,086
Maximum daily capacity of plant in cubic meters	48,000
Facilities and services not included in the reporting entity:	
Education:	
Number of elementary schools	6
Number of middle schools	2
Number of secondary schools	1
Number of community colleges	2
Hospitals:	
Number of hospitals	1
Number of patient beds	53

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**CITY OF PORT ALBERNI  
ASSESSMENT/TAXATION COMPARATIVE STATISTICS  
AT DECEMBER 31, 2013**

	2013	2012	2011	2010	2009
Population (based on last census) <sup>(1)</sup>	17,743	17,743	17,743	17,548	17,548
<b>Assessed valuations for General Purposes<sup>(2)</sup></b>					
<b>Land</b>					
Residential	\$ 473,029,400	\$ 517,212,200	\$ 533,863,900	\$ 480,657,900	\$ 520,949,600
Commercial	\$ 72,295,032	\$ 71,236,667	\$ 69,831,231	\$ 69,928,611	\$ 63,215,257
Industrial	\$ 10,196,500	\$ 10,367,200	\$ 10,614,800	\$ 10,606,700	\$ 8,761,100
Other	\$ 2,043,802	\$ 2,281,287	\$ 2,037,087	\$ 2,198,827	\$ 3,392,567
	\$ 557,564,734	\$ 601,097,354	\$ 616,347,018	\$ 563,392,038	\$ 596,318,524
<b>Improvements</b>					
Residential	\$ 859,408,301	\$ 851,604,700	\$ 862,491,700	\$ 849,283,500	\$ 849,583,900
Commercial	\$ 136,721,642	\$ 128,740,419	\$ 125,348,361	\$ 124,069,131	\$ 117,084,143
Industrial	\$ 88,702,400	\$ 90,300,800	\$ 92,260,300	\$ 97,986,500	\$ 98,575,800
Other	\$ 2,161,300	\$ 2,277,600	\$ 3,247,500	\$ 2,935,700	\$ 6,346,200
	\$ 1,086,993,643	\$ 1,072,923,519	\$ 1,083,347,861	\$ 1,074,274,831	\$ 1,071,590,043
<b>Total</b>	\$ 1,644,558,377	\$ 1,674,020,873	\$ 1,699,694,879	\$ 1,637,666,869	\$ 1,667,908,567
<b>General &amp; Debt Tax Rates</b>					
Residential	\$ 8.7996	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440
Utilities	\$ 38.8888	\$ 39.5794	\$ 40.3643	\$ 40.0860	\$ 43.0587
Major Industrial	\$ 50.6778	\$ 49.8032	\$ 53.1288	\$ 55.0405	\$ 57.1291
Light Industrial	\$ 36.5106	\$ 35.5130	\$ 33.7527	\$ 33.3172	\$ 33.5555
Business & Other	\$ 15.8269	\$ 16.0400	\$ 16.1459	\$ 16.0346	\$ 17.2235
Seasonal Recreational	\$ 8.7996	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440
Farm	\$ 8.7996	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440
<b>School Tax Rates</b>					
Residential	\$ 2.6425	\$ 2.5672	\$ 2.4926	\$ 2.5671	\$ 2.5078
Utilities	\$ 14.0000	\$ 14.2000	\$ 14.1000	\$ 14.4000	\$ 14.5000
Major Industrial	\$ 6.2000	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000
Light Industrial	\$ 10.8000	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000
Business & Other	\$ 6.2000	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000
Seasonal Recreational	\$ 3.4000	\$ 3.4000	\$ 3.4000	\$ 3.5000	\$ 3.7000
Farm	\$ 6.9000	\$ 6.9000	\$ 6.6000	\$ 6.8000	\$ 6.9000
<b>Tax Rates for Residential Class</b>					
General	\$ 8.6919	\$ 7.7623	\$ 7.3269	\$ 7.5211	\$ 5.8613
Debt	\$ 0.1077	\$ 0.1015	\$ 0.0958	\$ 0.0974	\$ 0.0827
School District-Residential	\$ 2.6425	\$ 2.5672	\$ 2.4926	\$ 2.5671	\$ 2.5078
Regional Hospital District	\$ 0.3400	\$ 0.3479	\$ 0.3865	\$ 0.3678	\$ 0.4063
Municipal Finance Authority	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002
Regional District	\$ 0.2650	\$ 0.2470	\$ 0.2408	\$ 0.2621	\$ 0.3137
B.C. Assessment	\$ 0.0610	\$ 0.0599	\$ 0.0621	\$ 0.0664	\$ 0.0641
<b>Total Residential Rate</b>	\$ 12.1083	\$ 11.0860	\$ 10.6049	\$ 10.8821	\$ 9.2361

Statistics

**CITY OF PORT ALBERNI  
GENERAL COMPARATIVE STATISTICS  
AT DECEMBER 31, 2013**

	2013	2012	2011	2010	2009
<b>Current Tax Levy</b>					
General	\$ 19,671,143	\$ 18,770,602	\$ 18,781,245	\$ 18,955,730	\$ 17,379,109
Debt	\$ 245,674	\$ 245,477	\$ 245,488	\$ 245,448	\$ 245,273
School District-Residential	\$ 3,143,905	\$ 3,110,259	\$ 3,074,561	\$ 3,415,457	\$ 2,446,295
School District-Non-Residential	\$ 2,324,319	\$ 2,346,336	\$ 2,379,409	\$ 2,449,940	\$ 3,042,924
Other Levies-Special Assessments	\$ 314,170	\$ 451,924	\$ 466,054	\$ 752,989	\$ 1,124,781
Regional Hospital District	\$ 759,170	\$ 783,222	\$ 879,720	\$ 818,594	\$ 911,531
Municipal Finance Authority	\$ 451	\$ 455	\$ 459	\$ 449	\$ 453
Regional District	\$ 751,668	\$ 718,172	\$ 709,622	\$ 583,443	\$ 703,834
Assessment Authority	\$ 176,849	\$ 176,325	\$ 182,763	\$ 187,269	\$ 185,357
<b>Total Levy</b>	<b>\$ 27,387,349</b>	<b>\$ 26,602,772</b>	<b>\$ 26,719,321</b>	<b>\$ 27,409,319</b>	<b>\$ 26,039,557</b>
Per Capita Levy	\$ 1,543.56	\$ 1,499.34	\$ 1,505.91	\$ 1,561.96	\$ 1,483.90
<b>Tax Collection</b>					
Current Taxes Payments	\$ 21,907,832	\$ 20,932,925	\$ 21,302,153	\$ 22,417,886	\$ 17,460,865
Provincial Home Owner Grants	\$ 4,640,835	\$ 4,640,757	\$ 4,632,235	\$ 3,558,659	\$ 3,547,141
<b>Total Current Taxes Collected</b>	<b>\$ 26,548,667</b>	<b>\$ 25,573,682</b>	<b>\$ 25,934,388</b>	<b>\$ 25,976,545</b>	<b>\$ 21,008,006</b>
Percentage of Current Levy	96.94%	96.13%	97.06%	94.77%	80.68%
Arrears and Delinquent Collected	\$ 1,045,556	\$ 992,503	\$ 1,008,092	\$ 4,765,142	\$ 718,572
Percentage of Current Levy	3.82%	3.73%	3.77%	17.39%	2.76%
<b>Total Taxes Collected</b>	<b>\$ 27,594,223</b>	<b>\$ 26,566,185</b>	<b>\$ 26,942,480</b>	<b>\$ 30,741,687</b>	<b>\$ 21,726,578</b>
Percentage of Current Levy	100.76%	99.86%	100.84%	112.16%	83.44%
<b>Unpaid Taxes</b>					
Current	\$ 707,706	\$ 611,354	\$ 602,282	\$ 639,389	\$ 4,278,431
Arrears	\$ 287,127	\$ 280,632	\$ 258,774	\$ 232,383	\$ 218,860
<b>Total Unpaid Taxes</b>	<b>\$ 994,833</b>	<b>\$ 891,986</b>	<b>\$ 861,056</b>	<b>\$ 871,772</b>	<b>\$ 4,497,291</b>
Per Capita	\$ 56.07	\$ 50.27	\$ 48.53	\$ 49.68	\$ 256.29
<b>Summary of Surplus and Reserves</b>					
Funded Reserves	\$ 16,064,710	\$ 14,219,588	\$ 10,913,767	\$ 10,701,790	\$ 15,042,046
Capital Fund	\$ 8,261,680	\$ 2,838,102	\$ -	\$ -	\$ -
Equity in Capital Assets	\$ 90,269,781	\$ 90,582,600	\$ 87,308,272	\$ 80,412,612	\$ 80,412,611
Operating Surplus (Deficit)	\$ (2,135,571)	\$ 231,832	\$ 5,364,165	\$ 8,419,293	\$ 5,663,283



**CITY OF PORT ALBERNI  
GENERAL COMPARATIVE STATISTICS  
AT DECEMBER 31, 2013**

	2013	2012	2011	2010	2009
<b>Debenture Debt</b>					
Water	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	\$ 367,561	\$ 510,882	\$ 648,601	\$ 780,939	\$ 908,105
General	\$ 2,756,413	\$ 2,865,434	\$ 2,970,203	\$ 3,070,885	\$ 3,167,642
Gross Debenture Debt	\$ 3,123,974	\$ 3,376,316	\$ 3,618,804	\$ 3,851,824	\$ 4,075,747
Per Capita	\$ 176.07	\$ 190.29	\$ 203.96	\$ 219.50	\$ 232.26
Less: Sewer and Water Utilities Debt	\$ 367,561	\$ 510,882	\$ 648,601	\$ 780,939	\$ 908,105
Net Debt Excluding Utilities	\$ 2,756,413	\$ 2,865,434	\$ 2,970,203	\$ 3,070,885	\$ 3,167,642
Per Capita	\$ 155.35	\$ 161.50	\$ 167.40	\$ 175.00	\$ 180.51
<b>Liability Servicing Limit</b>					
Liability Servicing Limit	\$ 7,257,798	\$ 7,158,364	\$ 6,926,394	\$ 7,065,220	\$ 6,609,054
Less Actual Debt Servicing Cost	\$ 568,113	\$ 579,733	\$ 568,078	\$ 600,610	\$ 416,248
Less Estimated Cost - Unissued Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Liability Servicing Capacity Available	\$ 6,689,685	\$ 6,578,631	\$ 6,358,316	\$ 6,464,610	\$ 6,192,806
<b>Debt Payment as a percentage of non-capital expenditures</b>					
Debt payments - gross	1.1%	1.1%	1.1%	1.3%	1.2%
<b>General Revenue Fund Statistics</b>					
Budget	\$ 34,349,157	\$ 33,454,891	\$ 33,604,329	\$ 34,073,052	\$ 32,047,370
Actual Revenues	\$ 35,840,401	\$ 31,836,088	\$ 30,756,807	\$ 33,643,880	\$ 33,034,309
Actual Expenditures	\$ 31,251,921	\$ 30,824,491	\$ 30,325,637	\$ 28,332,467	\$ 35,116,363
Surplus	\$ 4,588,480	\$ 1,011,597	\$ 431,170	\$ 5,311,413	\$ (2,082,054)
Expenditure per Capita	\$ 1,761.37	\$ 1,737.28	\$ 1,709.16	\$ 1,614.57	\$ 2,001.16
<b>Capital Expenditures</b>					
Financed from General Revenue	\$ 656,887	\$ 794,796	\$ 779,186	\$ 579,129	\$ 1,094,779
<b>Other Sources of Revenue</b>					
Provincial Unconditional Grants	\$ 1,042,897	\$ 1,094,894	\$ 1,015,578	\$ 1,090,399	\$ 1,090,398
B.C. Hydro Grant	\$ 600,056	\$ 584,535	\$ 442,982	\$ 412,505	\$ 397,579
<b>Building Permits</b>					
Number Issued	91	114	125	125	130
Construction Values	\$ 12,404,980	\$ 14,945,710	\$ 53,041,064	\$ 28,584,551	\$ 21,298,710

**SOURCES:**

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

<sup>2</sup> BC Assessment Authority

**CITY OF PORT ALBERNI  
DEMOGRAPHIC STATISTICS<sup>1</sup>**

**Population Composition**

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

**Legal Married Status**

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

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

**CITY OF PORT ALBERNI  
DEMOGRAPHIC STATISTICS<sup>1</sup>**

**Top Occupations and Industries for the Employed Labour Force**

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

**Labour Force Indicators**

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

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

## CITY OF PORT ALBERNI

### MAJOR PROPERTY TAXPAYERS IN PORT ALBERNI

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#### 2013 TAXATION YEAR

	<b>Registered Owner</b>	<b>Primary Property</b>	<b>Taxes Levied</b>
1	Catalyst Paper Corporation	Paper Mill	\$ 4,193,316
2	Western Forest Products Inc.	Sawmills	\$ 1,270,702
3	Wal-Mart Canada Corp.	Building	\$ 506,965
4	SRF3 Pacific Rim Shopping Centre	Pacific Rim Shopping Centre	\$ 376,286
5	Port Alberni Retail Development	Alberni Mall	\$ 272,638
6	Loblaw Properties West Inc.	No Frills	\$ 243,854
7	BC Hydro & Power Authority	Building	\$ 200,493
8	Canada Safeway Limited	Building	\$ 148,762
9	Marlow-Yeoman Limited	10th Avenue Plaza	\$ 147,436
10	Telus	Poles, Lines, Building	\$ 124,101
11	Kelland Foods Ltd.	Building	\$ 118,004
12	Terasen Gas (Vancouver Island) Inc.	Gas Utility	\$ 113,124
13	Alberni Valley Gaming Association	Chances Rim Rock	\$ 91,521
14	GDP Investments Ltd.	Building	\$ 83,970
15	Marco Investments Ltd.	Building	\$ 80,316
16	PCBG Land Corporation	Automobile Dealership	\$ 69,106
17	Northport Plaza Limited	Johnston Road Plaza	\$ 65,529
18	PA Hospitality Inns Ltd.	Hospitality Inn	\$ 52,360
19	CLCSC Holdings Inc.	Building	\$ 49,969
20	522521 BC Ltd.	Creek's Edge Development	\$ 42,467

**CITY OF PORT ALBERNI  
FIVE YEAR PLAN  
2013-2017**

<b>REVENUES</b>	2013	2014	2015	2016
Taxes				
Property Taxes	\$ 20,077,901	\$ 21,577,596	\$ 23,042,825	\$ 23,959,878
Parcel Taxes	170,000	170,000	170,000	170,000
Other Taxes	173,751	173,751	173,751	173,751
Grants in Lieu of Taxes	692,209	692,209	692,209	692,209
Fees and Charges				
Sales of Service	4,033,297	4,064,985	4,126,395	4,196,948
Sales of Service/Utilities	4,164,161	4,573,211	5,022,994	5,517,682
Service to other Government	160,000	160,000	160,000	160,000
User Fees/Fines	249,300	249,300	249,300	249,300
Other Revenue				
Rentals	130,000	130,000	130,000	130,000
Interest/Penalties	377,900	377,900	377,900	377,900
Grants/Other Governments	12,094,164	6,301,868	4,465,000	445,000
Other	5,106,000	50,000	-	-
	<u>\$ 47,428,683</u>	<u>\$ 38,520,820</u>	<u>\$ 38,610,374</u>	<u>\$ 36,072,668</u>

**EXPENSES**

Debt Interest	558,957	666,029	773,329	852,499
Capital Expenses	33,432,094	14,345,400	11,009,900	7,014,000
Other Municipal Purposes				
General Municipal	3,108,888	3,199,805	3,186,367	3,286,848
Police Services	6,233,627	6,379,573	6,786,261	6,856,124
Fire Services	3,147,730	3,261,767	3,295,218	3,370,448
Other Protective Services	239,725	242,588	245,457	248,431
Transportation Services	4,009,717	4,104,025	4,274,417	4,453,633
Environmental Health and Development	1,937,354	1,935,034	1,957,159	1,989,953
Parks and Recreation	4,990,904	4,938,191	5,046,435	5,157,580
Cultural	1,373,569	1,423,887	1,495,142	1,558,197
Water	1,513,650	1,389,987	1,415,455	1,447,376
Sewer	1,089,240	1,066,670	1,088,603	1,115,606
Contingency	200,000	700,000	200,000	200,000
	<u>\$ 61,835,455</u>	<u>\$ 43,652,956</u>	<u>\$ 40,773,743</u>	<u>\$ 37,550,695</u>

**OTHER**

Borrowing Proceeds	10,000,000	3,916,667	3,700,000	2,730,000
Debt Principal	(448,453)	(684,030)	(808,283)	(899,961)
Transfer to Other Governments - Repayment	(170,000)	(170,000)	(170,000)	(170,000)
Transfer from Equipment Replacement Reserve	639,650	827,400	431,900	841,000
Transfer from other reserves	3,241,950	242,099	(990,248)	(1,023,012)
Transfer from Land Sale Reserve	1,095,625	500,000	-	-
Transfer from (to) Surplus	48,000	500,000	-	-
	<u>\$ 14,406,772</u>	<u>\$ 5,132,136</u>	<u>\$ 2,163,369</u>	<u>\$ 1,478,027</u>

**BALANCED BUDGET**

<b>\$ - \$ - \$ - \$ -</b>
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Statistics

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

	2013	2012	2011	2010	2009
Taxes					
Property Taxes	\$ 19,916,817	\$ 18,853,588	\$ 18,864,937	\$ 19,038,712	\$ 17,392,102
Parcel Taxes	160,022	162,098	161,522	154,538	231,534
Other Taxes	167,563	170,936	179,732	178,388	172,332
Grants in Lieu of Taxes	718,128	703,425	567,782	537,859	520,251
Fees and Charges					
Sales of Service	3,428,372	3,538,128	3,747,513	3,884,834	4,122,554
Sales of Service/Utilities	3,859,860	3,359,371	3,293,608	3,374,958	3,270,025
Service to other Government	167,297	160,421	169,646	166,825	190,750
User Fees/Fines	211,862	227,705	308,517	274,172	231,627
Other Revenue					
Rentals	159,396	136,888	116,519	116,516	66,779
Investment Earnings	266,622	254,999	243,196	137,799	163,667
Grants/Other Governments	3,851,394	1,909,839	1,724,127	4,005,560	2,906,331
Developer Contributions	112,058	640,777	33,628	152,405	933,863
Gain/loss on Disposal of Assets	409,979	237,489	3,602	686,901	1,563,441
Parkland dedication deposits	-	-	22,450	12,093	21,550
Sale of property and equipment	211,600	-	-	-	207,500
Other	2,199,431	1,480,424	1,320,028	922,320	1,054,680
	<u>\$ 35,840,401</u>	<u>31,836,088</u>	<u>30,756,807</u>	<u>\$ 33,643,880</u>	<u>\$ 33,048,986</u>

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

	2013	2012	2011	2010	2009
<b><u>Analysis by function</u></b>					
General government	\$ 3,474,988	\$ 3,386,625	\$ 3,460,247	\$ 3,459,571	\$ 3,921,697
Protective services	9,077,118	9,300,588	8,920,744	7,811,747	8,014,147
Transportation services	5,711,745	5,494,076	5,411,991	5,000,243	5,191,429
Environmental health services	1,101,465	1,079,067	1,138,853	1,099,001	1,273,897
Environmental development	1,046,250	805,281	708,188	653,542	560,092
Recreation and cultural services	7,472,072	7,320,997	7,232,444	6,812,494	7,187,559
Interest	253,516	237,038	239,007	235,091	230,689
Debt reserve	3,153	1,897	2,070	1,910	1,629
Water utility	1,736,030	1,762,178	1,825,531	1,747,477	1,742,082
Sewer utility	1,371,351	1,403,343	1,383,249	1,301,910	1,371,953
Cost of sales and services	6,233	33,400	3,313	209,480	(50,873)
	<u>\$ 31,253,921</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,637</u>	<u>\$ 28,332,466</u>	<u>\$ 29,444,301</u>

**Analysis by object**

Salaries and benefits	\$	\$ 13,995,197	\$ 14,011,369	\$ 12,389,259	\$ 13,518,963
Debt Servicing		248,810	248,658	237,003	249,433
RCMP contract		4,483,615	3,978,661	3,597,767	3,836,207
Grants		141,376	97,956	93,982	123,125
Other contracts		1,362,343	1,413,647	1,056,025	1,124,190
Goods and services		6,818,100	6,880,855	7,303,137	7,096,231
Amortization		3,775,049	3,694,491	3,655,293	3,496,152
	\$	<u>-</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,637</u>	<u>\$ 28,332,466</u>
					<u>\$ 29,444,301</u>

Statistics

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

<b>CAPITAL ACQUISITIONS</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
General government	\$ 314,594	\$ 198,757	\$ 49,308	\$ -	\$ 72,593
Protective services	179,942	68,506	187,533	875,683	-
Transportation services	1,870,430	1,967,095	2,243,477	1,254,682	1,595,159
Recreation and cultural	2,675,473	263,711	109,387	4,116,693	274,296
Water	284,759	728,132	2,149,989	192,102	136,544
Sewer	3,934,786	471,133	348,376	-	1,524,482
	<u>\$ 9,259,984</u>	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>	<u>\$ 6,439,160</u>	<u>\$ 3,603,074</u>

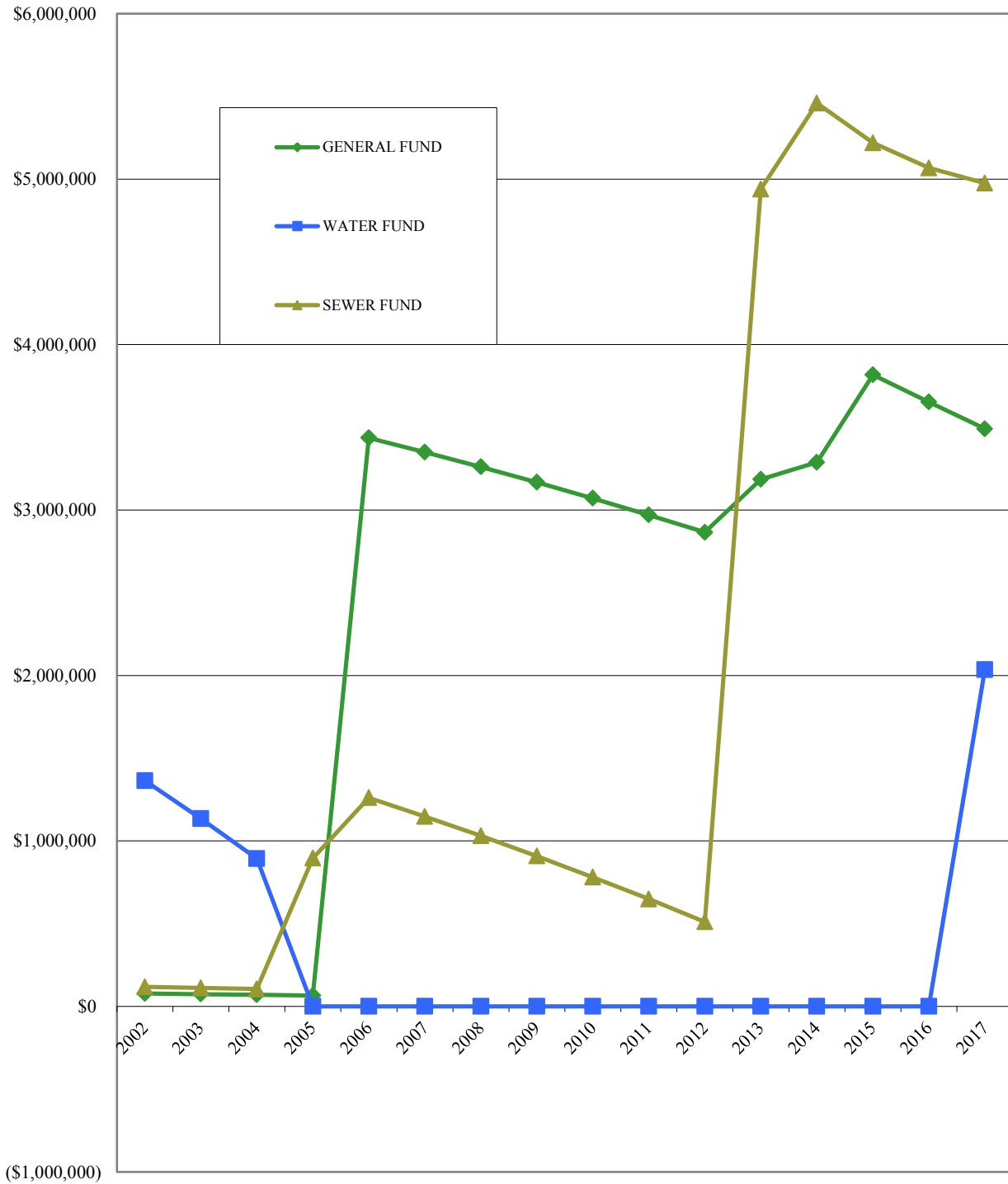
<b>SOURCE OF FINANCING</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Revenue Funds	\$ 1,691,292	\$ 1,413,429	\$ 1,265,384	\$ 771,231	\$ 1,072,918
Reserve Funds	2,343,659	981,804	2,009,938	4,335,539	1,019,739
Short Term Borrowing	3,608,051	-	-	-	698,417
Long Term Borrowing	-	-	-	-	-
Grants	1,526,982	607,284	1,750,000	1,302,113	530,000
Other	90,000	694,817	62,748	30,277	282,000
	<u>\$ 9,259,984</u>	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>	<u>\$ 6,439,160</u>	<u>\$ 3,603,074</u>



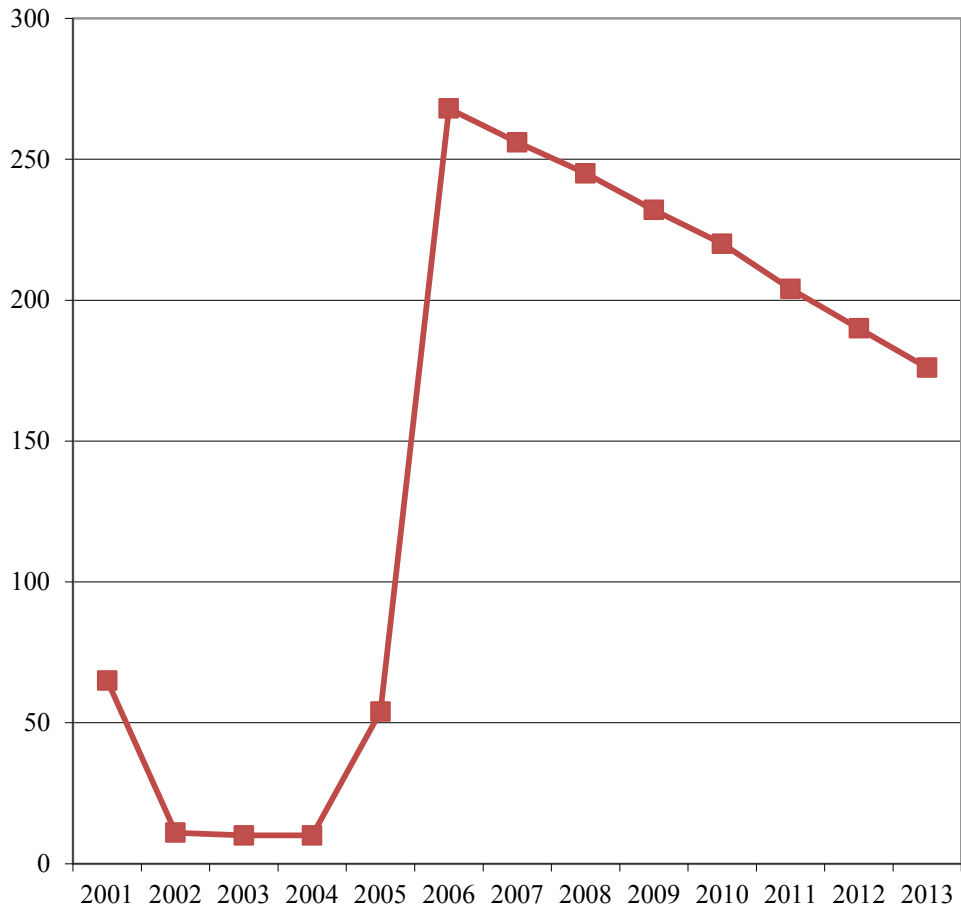
**CITY OF PORT ALBERNI  
SURPLUS AND NET FINANCIAL ASSETS  
LAST FIVE YEARS COMPARISON**

<b>SURPLUS</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Annual surplus	\$ 4,588,480	\$ 1,011,598	\$ 431,170	\$ 5,311,413	\$ 3,604,685
Accumulated surplus, beginning of year	<u>107,872,120</u>	<u>106,860,522</u>	<u>106,429,352</u>	<u>101,117,939</u>	<u>97,513,254</u>
Accumulated surplus, end of year	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</u>	<u>\$ 106,860,522</u>	<u>\$ 106,429,352</u>	<u>\$ 101,117,939</u>
<b>NET FINANCIAL ASSETS</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Increase (decrease) in financial assets	\$ (2,629,226)	\$ 343,515	\$ (243,605)	\$ 3,741,480	\$ 74,237
Net financial assets, beginning of year	<u>16,492,597</u>	<u>16,149,082</u>	<u>16,392,687</u>	<u>12,651,207</u>	<u>12,576,970</u>
Net financial assets, end of year	<u>\$ 13,863,371</u>	<u>\$ 16,492,597</u>	<u>\$ 16,149,082</u>	<u>\$ 16,392,687</u>	<u>\$ 12,651,207</u>

## CITY OF PORT ALBERNI-DEBT RETIREMENT



### CITY OF PORT ALBERNI - DEBT PER CAPITA



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

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



**[www.portalberni.ca](http://www.portalberni.ca)**



## CITY OF PORT ALBERNI

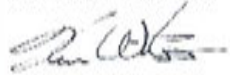
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### FINANCE DEPARTMENT REPORT

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TO: Ken Watson, City Manager  
FROM: Cathy Rothwell, Director of Finance  
COPIES TO: Mayor and Council  
Davina Hartwell, City Clerk  
DATE: July 18, 2014

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

  
Ken Watson, City Manager

---

**SUBJECT: Statement of Financial Information for the year ended December 31, 2013**

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**Issue:**

The Statement of Financial Information for the year ended December 31, 2013 is provided. The City Council must receive and approve the Statement prior to submission of the report to the Ministry of Community, Sport & Cultural Development.

**Discussion:**

Pursuant to Section 2 of the *Financial Information Act*, the Local Government must prepare a Statement of Financial Information. The format is prescribed by regulation pursuant to Section 3 of the Financial Information Regulation. The requirement that Council must approve the statement is prescribed by Section 9(2) of the Financial Information Regulation.

Attached is a copy of the Statement of Financial Information including all statements and schedules that are required for submission. The Annual Comprehensive Financial Report contains many of the statements and schedules included in the Statement and is included in the agenda packages as a separate document.

**Recommendation:**

The following resolution is proposed:

*That the report from the Director of Finance dated July 18, 2014 be received, and Council for the City of Port Alberni approve all the statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act for the year 2013.*

Respectfully submitted

  
Cathy Rothwell  
Director of Finance

**CITY OF PORT ALBERNI  
STATEMENT OF FINANCIAL INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2013**



**SCHEDULES:**

**COUNCIL MEMBERS' REMUNERATION**

**EMPLOYEES' WAGES OVER \$75,000 AND RELATED EXPENSES  
(including consolidated totals for all others)**

**LISTING OF SEVERANCE AGREEMENTS COMMENCED DURING THE YEAR**

**AMOUNTS PAID TO SUPPLIERS IN EXCESS OF \$25,000  
(including consolidated totals for all other amounts paid)**

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Base Salary Remuneration	Taxable Benefits and Other	Expenses
CHOPRA, HIRA	Elected Official	\$ 13,153.78	\$ 122.70	\$ 2,050.56
COLE, ROBERT	Elected Official	\$ 13,153.78	\$ 920.70	\$ 5,210.75
DOUGLAS, JOHN	Elected Official	\$ 32,932.01	\$ 602.70	\$ 13,180.47
KERR, WENDY	Elected Official	\$ 13,153.78	\$ 122.70	\$ 5,144.79
MCLEMAN, JACK	Elected Official	\$ 13,153.78	\$ 62.60	\$ 8,088.99
SOLDA, CINDY	Elected Official	\$ 13,153.78	\$ 920.70	\$ 5,490.68
WASHINGTON, DAN	Elected Official	\$ 13,153.78	\$ 122.70	\$ 2,541.08
<b>Total: elected officials, employees appointed by Cabinet and members of the Board of Directors (A)</b>		<b>\$ 111,854.69</b>	<b>\$ 2,874.80</b>	<b>\$ 41,707.32</b>

2. Other employees (excluding those listed in Part 1 above)

Name	Position	Base Salary Remuneration	Taxable Benefits and Other	Expenses
ASPINALL, PETER	Fire Captain	\$ 93,936.47	\$ 16,468.55	\$ -
BURROWS, SCOTT	Firefighter	\$ 76,995.18	\$ 12,736.31	\$ -
CAPPUS, DAVID	Building Inspector	\$ 74,086.59	\$ 2,136.80	\$ 3,447.02
CHEVELDAVE, WAYNE	Mechanical Superintendent	\$ 85,344.02	\$ 8,513.63	\$ 60.00
CICON, GUY	City Engineer	\$ 106,101.58	\$ 3,068.68	\$ 1,344.10
COLYN, JACOB	Horticulture & Parks Supervisor	\$ 77,106.62	\$ 8,086.98	\$ 972.66
CROSS, TRAVIS	Firefighter	\$ 75,487.41	\$ 8,596.91	\$ -
DEAKIN, PATRICK	Manager of Economic Development	\$ 86,563.24	\$ 7,385.14	\$ 4,983.62
DOETZEL, RONALD	Manager of Recreation Services	\$ 79,404.20	\$ 2,548.27	\$ 227.55
FINES, DERRIN	Firefighter	\$ 83,925.47	\$ 6,048.64	\$ 822.05
FRANCOEUR, EDGAR	Fire Captain	\$ 93,936.37	\$ 11,255.84	\$ -
FRASER, RANDALL	Streets Superintendent	\$ 85,344.02	\$ 7,860.22	\$ -
GUERIN, ANDRE	Firefighter	\$ 76,995.18	\$ 7,042.46	\$ -
HALEY, JOHN	Firefighter	\$ 76,995.18	\$ 12,248.14	\$ -
HALYCHUK, BENJAMIN	Firefighter	\$ 76,995.18	\$ 10,827.97	\$ -
HARTWELL, DAVINA	City Clerk	\$ 106,101.58	\$ 1,472.68	\$ 1,863.41
JANCOWSKI, CHRIS	Deputy Fire Chief	\$ 102,842.36	\$ 8,828.61	\$ 5,338.95
KENNY, R. SCOTT	Director of Parks & Recreation	\$ 106,101.58	\$ 9,051.05	\$ 208.00
KINGSTON, THERESA	Director of Corporate Services	\$ 106,101.58	\$ 8,403.05	\$ 2,423.70
KOCH, DIANE	Deputy Director of Finance	\$ 82,889.96	\$ 4,753.70	\$ -
MIGUEZ, JOHN	Firefighter	\$ 77,373.19	\$ 6,608.95	\$ -
MOUSLEY, BRIAN	Utilities Superintendent	\$ 85,344.02	\$ 13,485.01	\$ 2,983.74
NADIG, HERBERT	Fire Captain	\$ 93,936.37	\$ 12,061.57	\$ 822.05
NEWBERRY, RICHARD	Firefighter	\$ 76,995.18	\$ 13,084.79	\$ 822.05
NORDEN, LESLIE	Fire Captain	\$ 93,936.37	\$ 9,483.18	\$ -
PELECH, JEFF	Manager of Information Technology	\$ 93,878.36	\$ 8,324.09	\$ 5,107.72
PLEY, TIMOTHY	Fire Chief	\$ 110,188.28	\$ 1,983.44	\$ 2,266.44
RITCHIE, IAN	Firefighter	\$ 76,995.18	\$ 14,417.98	\$ 320.00
ROGERS, BRADLEY	Firefighter	\$ 75,487.41	\$ 5,587.73	\$ -
ROSE, BRENT	Firefighter	\$ 71,488.43	\$ 6,317.30	\$ 502.05
ROTHWELL, CATHY	Director of Finance	\$ 106,101.58	\$ 9,797.42	\$ -
SMITH, SCOTT	City Planner	\$ 98,770.84	\$ 8,674.94	\$ 1,814.99
THOEN, RANDOLPH	Chief Fire Prevention Officer	\$ 93,936.37	\$ 4,243.30	\$ 2,945.60
TURNER, RYAN	Firefighter	\$ 75,487.41	\$ 7,589.95	\$ -
WATSON, KENNETH	City Manager	\$ 156,683.44	\$ 3,512.09	\$ 5,637.19
WIATR, ROMAN	Waterworks Operator	\$ 68,170.01	\$ 6,906.47	\$ 708.73
ZAPLOTINSKY, BLADON	Firefighter	\$ 75,487.41	\$ 4,249.37	\$ -
ZENKO, MARK	Facilities Superintendent	\$ 77,106.62	\$ 8,262.43	\$ 714.90
<b>Consolidated total of other employees with remuneration and expenses of \$75,000 or less</b>		<b>\$ 8,022,861.05</b>	<b>\$ 183,439.52</b>	<b>\$ 54,083.75</b>
<b>Total: Other Employees (B)</b>		<b>\$ 11,383,481.29</b>	<b>\$ 485,363.16</b>	<b>\$ 100,420.27</b>

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

**3. Reconciliation**

Total remuneration - elected officials, employees appointed by cabinet and members of the Board of Directors ( A )	\$	114,729.49
Total remuneration - other employees ( B )	\$	11,868,844.45
<b>Subtotal</b>	<b>\$</b>	<b>11,983,573.94</b>
Reconciling Items		
<b>Total per Statement of Revenue and Expenditure</b>	<b>\$</b>	<b>14,209,340.00</b>
<b>Variance</b> Note 1	<b>\$</b>	<b>(2,225,766.06)</b>

**NOTE 1**

A formal reconciliation of the figures cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- the payroll is based on a 26 pay period reporting whereas the financial statement is based on an accrual method of reporting;
- the financial statement reports benefits as a percentage of salaries and wages whereas remuneration is the amount paid directly to the employee as defined in the Financial Information Regulation, Schedule 1, subsection 6(1).



**CITY OF PORT ALBERNI**

**STATEMENT OF SEVERANCE AGREEMENTS**

There were no severance agreements under which payment commenced between the City of Port Alberni and its non-unionized employees during fiscal year 2013.

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate Amount Paid To Supplier
0946982 BC LTD	142,940.13
ACCENT REFRIGERATION SYSTEMS	333,614.22
ACKLANDS - GRAINGER INC	222,447.36
ADDY POWER LTD	54,576.93
AINES & TYLER ELECTRIC CO LTD	109,950.59
ALBERNI CLAYOQUOT REGIONAL HOSPITAL DIST.	762,649.26
ALBERNI COMMUNICATIONS & ELECTRONICS	84,500.89
ALBERNI PAVING & CONTRACTING LTD	87,622.70
ALBERNI TOYOTA	54,922.42
ALBERNI VALLEY CHAMBER OF COMMERCE	13,770.21
ANDREW SHERET LIMITED	96,096.31
ARCHIE JOHNSTONE PLUMBING & HEATING LTD.	141,440.69
ASPLUNDH CANADA INC	45,892.00
ASSOCIATED ENGINEERING (BC) LTD	276,015.21
AURORA ROOFING LTD	193,184.04
B C ASSESSMENT AUTHORITY	177,454.96
B C HYDRO & POWER AUTHORITY	948,517.35
B C TRANSIT	830,485.36
B PLETTI CONTRACTING, INC.	42,019.18
BAILEY ELECTRIC CO LTD	216,579.24
BANK OF CANADA - CSB	161,031.00
BANK OF MONTREAL in trust for Catalyst Paper	5,019,654.00
BERK'S INTERTRUCK LTD	32,592.06
BOWERMAN EXCAVATING LTD.	34,046.09
BOWMARK CONCRETE LTD.	49,742.62
BRANDT TRACTOR LTD.	103,977.78
BRENNTAG CANADA INC.	43,705.97
BRILLIANT TECHNOLOGIES INC	45,028.69
CANADIAN CORPS OF COMMISSIONAIRES	29,764.32
CANADIAN UNION OF PUBLIC EMPLOYEES	147,707.33
CANSEL	42,358.68
CCR CONSULTING INC	26,476.07
CITY OF PORT ALBERNI	87,013.93
CO-OPERATORS, THE	234,460.74
CORIX WATER PRODUCTS LP	70,658.69
DANN HIGGINS GAS SERVICES	31,865.14
DB PERKS & ASSOCIATES LTD.	40,981.02
DESIGNED AIR SYSTEMS LTD	26,439.00
DIGITAL POSTAGE ON CALL	31,500.00
DOLANS CONCRETE LTD	103,078.06
DUNCAN SABINE COLLYER PARTNERS LLP	42,423.50
EMCO LIMITED	54,194.37
ENEX FUELS LTD.	242,022.01
ESC AUTOMATION INC	136,372.44
FLYNN CANADA LTD	141,717.46
FORTIS BC - NATURAL GAS	240,363.89
GAN, TIAN SENG	99,997.26
GOLDER ASSOCIATES LTD	57,779.79
GRAND & TOY	44,869.99
GUILLEVIN INTERNATIONAL CO	27,017.07
HAYLOCK BROS PAVING LTD	43,338.92
HOFMANN CANADA, DIV. OF SNAP-ON EQUIPMENT	40,524.51
I C B C	77,190.00
IMAGE INSPECTION SERVICES LTD	30,944.93

Prepared

under the Financial Information Regulation, Sechedule 1, subsection 6(7)

IMPERIAL OIL	103,309.11
INLAND KENWORTH/PARKER PACIFIC	187,049.71
I-OPEN TECHNOLOGIES	48,204.60
IPS ISLAND PLANNING SERVICES	66,452.62
JACK'S TIRE SALES & SERVICES LTD	50,108.64
JARDINE LLOYD THOMPSON CANADA INC	342,343.00
K & G INSTALLATIONS	34,888.90
KOERS & ASSOCIATES ENGINEERING LTD	133,602.61
L B WOODCHOPPERS LTD	32,041.53
LAFARGE ASPHALT TECHNOLOGIES	29,119.93
LOMBARD PRE-CAST LIMITED PARTNERSHIP	30,337.48
M B LABORATORIES LTD	37,351.98
MARATHON SURFACES INC	497,398.29
MAR-TECH UNDERGROUND SERVICES LTD	81,795.00
MASTERCARD - DIR OF FINANCE	98,652.72
MEDICAL SERVICE PLAN OF BC	156,095.00
MICROSOFT LICENSING, GP	60,886.83
MINISTER OF FINANCE	42,870.57
MINISTRY OF PROV REVENUE	801,634.40
MUNICIPAL FINANCE AUTHORITY OF BC	166,613.93
NELSON ROOFING AND SHEET METAL LTD	271,685.63
NORTH DOUGLAS FOOD SERVICE DIST.	36,007.86
NORTHWEST HYDRAULIC CONSULTANTS LTD	73,465.31
PACIFIC BLUE CROSS	361,329.73
PENSION CORPORATION	1,863,298.81
PHILLIPS, JOHN M.	27,344.80
PORT ALBERNI FIRE FIGHTERS ASSOC	41,485.00
PORT ALBERNI TIMES GROUP INC.	37,820.04
QUALITY FOODS	27,267.91
RAYNER BRACHT CONSTRUCTION	1,450,076.37
RECEIVER GENERAL FOR CANADA - COMMISSIONER RCMP	4,328,960.30
RECEIVER GENERAL FOR CANADA - REVENUE CANADA &	3,235,951.81
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT	1,489,977.68
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT - LANDFILL	143,617.65
RICOH CANADA INC	39,172.24
RIVERBANK ESTATES LTD	30,259.00
S P C A	124,710.92
SHAPE PROPERTIES MANAGEMENT	37,507.91
SOUTHSIDE AUTO SUPPLY LTD	31,669.70
SPACESAVER	48,002.10
SPIFFY IN A JIFFY JANITORIAL INC	30,744.00
STANTEC CONSULTING LTD. (SCL)	55,066.71
TELUS	132,436.46
TELUS MOBILITY CELLULAR INC	36,950.29
TOTAL DELIVERY SYSTEMS	29,000.67
V.W. ENTERPRISES LTD	39,200.00
VANCOUVER ISLAND REGIONAL LIBRARY	600,728.00
WATSONS PAINT CENTRE (1996) LTD	95,635.25
WEST VAN ISLE CONTRACTING CO. LTD.	34,350.75
WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY	11,231.08
WINDSOR PLYWOOD	34,890.81
WL SOLUTIONS LTD	26,216.20
WORKSAFE BC	251,936.14
YOUNG, ANDERSON	41,957.33
Total aggregate amount paid to suppliers	( A ) \$30,596,227.69

Prepared

under the Financial Information Regulation, Schedule 1, subsection 6(7)

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

( B )	\$2,686,793.09
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3. Total of payments to suppliers for grants and contributions exceeding \$25,000

ALBERNI VALLEY CHAMBER OF COMMERCE	\$	84,000.00
WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY	\$	259,000.00
Consolidated total of grants exceeding \$25,000.00		\$343,000.00
Consolidated total of contributions exceeding \$25,000.00	\$	-
Consolidated total of all grants and contributions exceeding \$25,000 ( C )	\$	343,000.00

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers ( A )	\$30,596,227.69
Consolidated total of payments of \$25,000 or less paid to suppliers ( B )	\$2,686,793.09
Consolidated total of all grants and contributions exceeding \$25,000 ( C )	\$ 343,000.00
Reconciling items	
Total per Statement of Revenue and Expenditure	\$ 17,042,581.00
Variance Note 2	\$ 16,583,439.78

**NOTE 2**

A formal reconciliation cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- collections for others;
- payments made to suppliers for payroll purposes eg. Receiver General, Pension Corporation etc.;
- GST and HST are included in the payments to suppliers but is not included in the financial statement total.
- acquisition of capital assets
- amortization expense

CITY OF PORT ALBERNI

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

*Cathy Rothwell*

\_\_\_\_\_  
Cathy Rothwell  
Director of Finance  
July 28, 2014

\_\_\_\_\_  
Council Member on behalf of Council  
July 28, 2014



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on July 17, 2014  
in the Committee Room at City Hall at 12:00 p.m.)**

**Advisory Planning Commission**

Chris Colclough (Chair)  
Linda Kelsall (Vice-Chair)  
Jim Tatoosh (Hupacasath First Nation)  
Vern Barnett  
Seva Dhaliwal  
Randy Thoen (P.A.F.D. Liaison)  
Councillor Cindy Solda - (Council Liaison)  
S. Sgt. Dave Paddock - (R.C.M.P. Liaison)

**Staff**

Scott Smith, City Planner  
Cara Foden, Planning Technician

**Regrets**

Shelley Chrest  
Larry Ransom (S.D.70)  
Wes Hewitt  
Janice Johnson (Tseshah First Nation)

**Alternates (not in attendance)**

John Bennie (Alternate S.D.70)  
Councillor Hira Chopra (Alternate – Council)

**Guests**

Tej Basra



**1. Adoption of April 17, 2014 Minutes**

- The minutes of the April 17, 2014 meeting of the Advisory Planning Commission were adopted.

**( Barnett / Kelsall ) CARRIED**

**2. Development Application – Development Variance**

**4910 Ian Avenue**

Lot 2, District Lot 13, Alberni Land District Plan VIP59809 (PID: 018-947-867)

**Applicant:** P. Singh Basra

- The City Planner summarized his report to the APC dated July 10, 2014.
- The APC discussed the application with respect to the following:
  - Neighbourhood impact of setbacks
  - Public Notice requirements

**MOTIONS:**

1. *That the City of Port Alberni Advisory Planning Commission recommend to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*

- a) Vary Section 5.11.2 Site Development Regulations for the Front Yard Setback by 7.5 metres to 3.66 metres, a variance of 3.84 metres;
- b) Vary Section 5.11.2 Site Development Regulations for the Rear Yard Setback by 9 metres to 2.44 metres, a variance of 6.56 metres;

for the property located at 4910 Ian Avenue.

2. That City Council provide notice of intent to consider the issuance of a Development Variance Permit for 4910 Ian Avenue.

( Kelsall / Barnett ) CARRIED

### 3. Status Update – Current Projects - City Planner

- Rezoning application for 3960 Johnston Rd. (C. Jaworski) was withdrawn by the applicant and rescinded by Council (July 14).
- Secondary Suite authorization process will be implemented.

### 4. Other Business

The Commission expressed concern that the Liaison and Alternate appointed by School District 70 have been unable to attend meetings on a regular basis for quite some time.

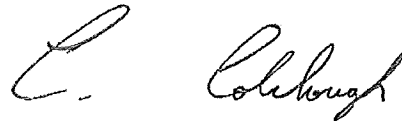
#### MOTIONS:

1. That the City of Port Alberni Advisory Planning Commission discuss the APC Bylaw as an agenda item at the next meeting.
2. That the City of Port Alberni Advisory Planning Commission send a letter to School District 70 expressing their appreciation for the representation of the school board with respect to land use in the community and requesting that the appointed Liaison or Alternate be requested to attend meetings on a more regular basis.

( Colclough / Barnett ) CARRIED

5. Adjournment – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting will be **August 21, 2014** at 12:00 pm in the Committee Room at City Hall.

( Kelsall / Barnett ) CARRIED



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City Clerk

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Chair



## CITY OF PORT ALBERNI

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### PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

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TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: July 10, 2014

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**SUBJECT: DEVELOPMENT APPLICATION - Development Variance**  
**4910 Ian Avenue - Lot 2, District Lot 13, Alberni Land District Plan VIP59809**  
**(PID: 018-947-867)**  
**Applicant: Piara Singh Basra**

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#### ISSUE

At issue is the consideration of an application for a Development Variance Permit (DVP). The applicant is applying to vary zoning regulations to permit a reduction in the setbacks for a single family dwelling.

#### BACKGROUND

The property at 4910 Ian Avenue is designated Residential in the OCP and zoned R1 Single Family Residential in the Zoning Bylaw. Prior to subdivision in 1994 it was a large corner lot located on the north side of Ballson Road with legal frontage on Ian Avenue.

The property is 27.132 metres (89 ft) wide along Ballson Road, with a depth of 27.405 metres (90 ft) along Ian Avenue. When a property is located on a corner lot, the Zoning Bylaw considers the shortest lot line to be the front lot line. Although this property is essentially a square lot, Ballson Avenue is legally considered the front lot line for setback purposes. The applicant would like to orient the proposed single family house towards Ian Avenue.

Because the lot is located at the intersection of two streets the Side Yard Setback requirement along Ian Avenue is increased from 1.5 m to 3.5 m as shown in the table below.



<u>Zoning Requirement</u>		<u>Required</u>		<u>Proposed</u>	<u>Variance</u>
Front Yard (south/Ballson)	from	7.5 m	to	3.66 m	3.84 m
Side Yard (east/Ian)	from	3.5 m	to	5.8 m	n/a
Side Yard (west)	from	1.5 m	to	7.6 m	n/a
Rear Yard (north)	from	9 m	to	2.44 m	6.56 m

### DISCUSSION

The immediate area is predominately single family residential, with a small multi-family development down the block at Ballson Road and Gordon Avenue. Ian Avenue has a sidewalk and an existing driveway letdown to the property and Ballson Road is centrestrip asphalt with no sidewalk.

The combination of Ballson Road being the legal frontage and the applicant wanting to orient the house towards Ian Avenue results in the front and rear yard setbacks needing significant variances. However, the two side yard setbacks are far greater than what is required. The proposed side yard setbacks are close to what would be required for a front and rear yard if Ian Avenue where the legal frontage.

The proposed front yard variance along Ballson Road from 7.5 metres to 3.65 metres is significant, but would meet the side setback if Ian Avenue was the front. Ballson Road has a fairly wide boulevard and the variance will only have a minor impact on the neighbouring houses across the street.

The proposed rear yard variance from 9 metres to 2.44 metres is also significant, but would be greater than the side yard setback if Ian Avenue was the front. The house at 4924 Ian Avenue which is directly adjacent to this setback does not have any windows on that side of the house. This may potentially lessen the impact of the proposed variance on the neighbouring house.

### CONCLUSIONS

The property at 4910 Ian Avenue is essentially a square property. The Zoning Bylaw however, considers Ballson Road to be the legal front for setback purposes. With the preferred house layout and the Ballson frontage the larger variance become necessary. Even though the proposed variances are significant the overall layout of the house is not widely out of character with the neighbourhood. The Planning Department supports the issuing of a Development Variance Permit for 4910 Ian Avenue.

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**RECOMMENDATIONS**

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
  - a) *Vary Section 5.11.2 Site Development Regulations for the Front Yard Setback by 7.5 metres to 3.66 metres, a variance of 3.84 metres;*
  - b) *Vary Section 5.11.2 Site Development Regulations for the Rear Yard Setback by 9 metres to 2.44 metres, a variance of 6.56 metres;*

*for the property located at 4910 Ian Avenue.*
2. That City Council provide notice of intent to consider the issuance of a Development Variance Permit for 4910 Ian Avenue.

Respectfully submitted



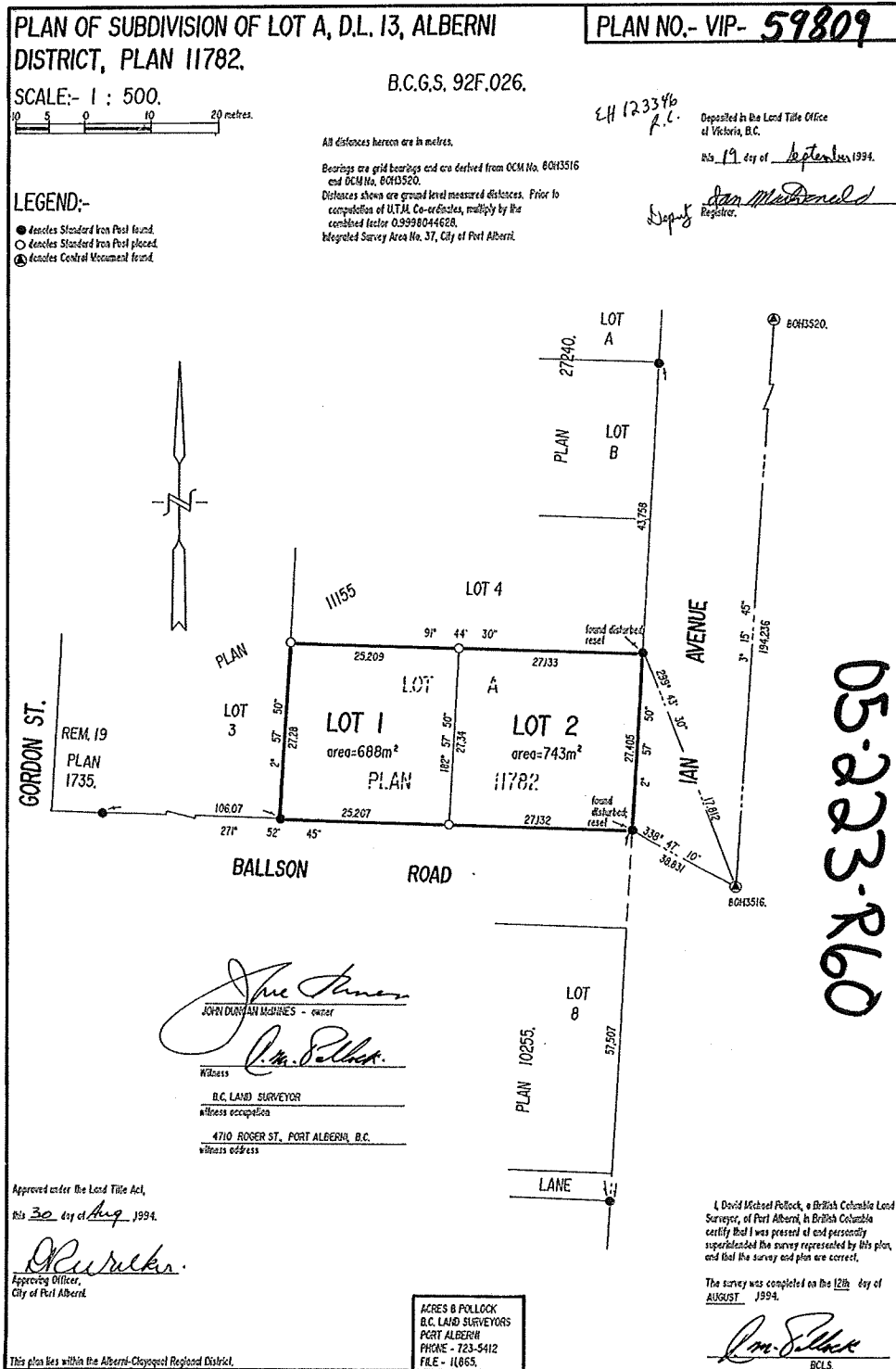
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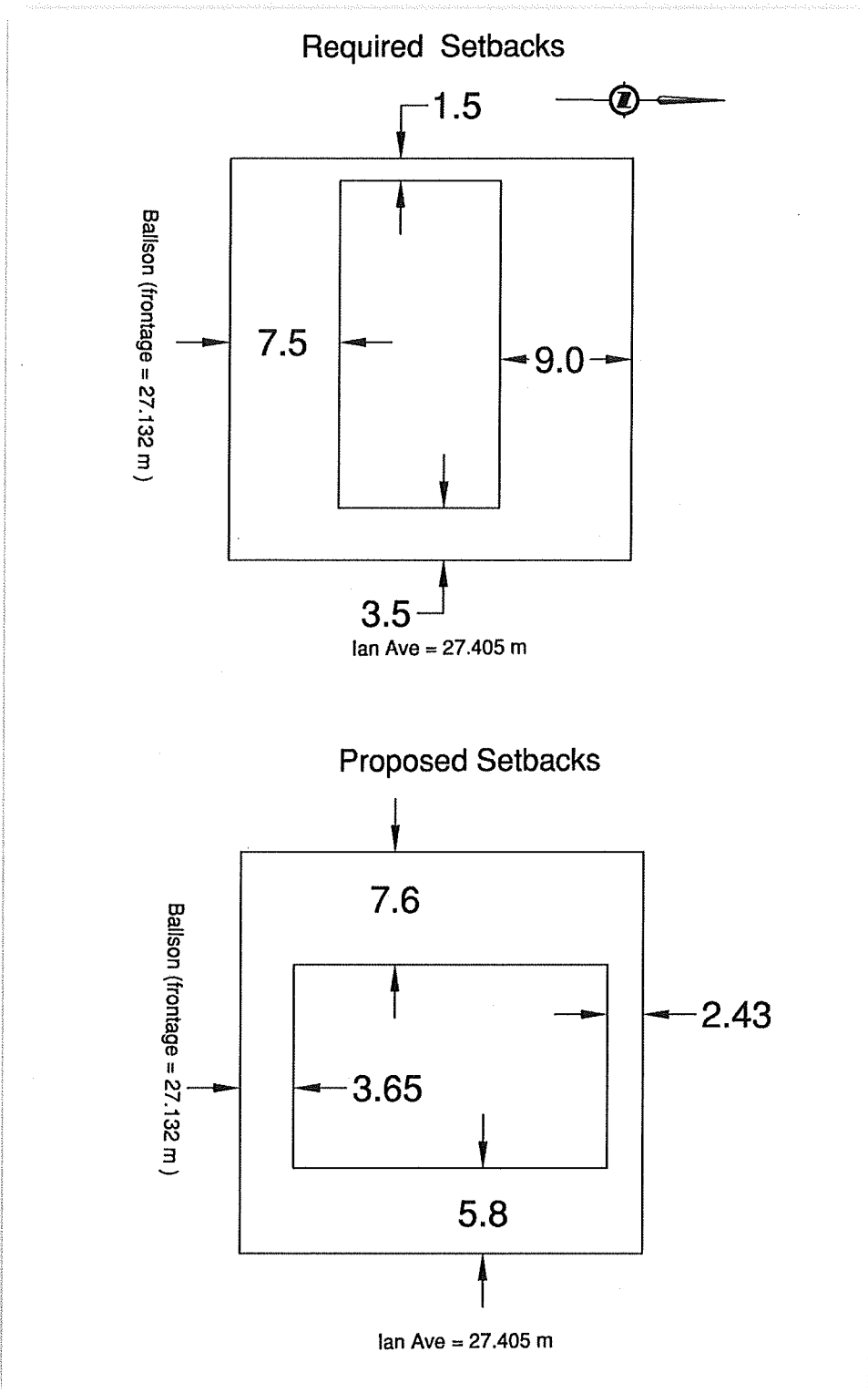
Scott Smith, MCIP  
City Planner



SUBJECT PROPERTY - 4910 Ian Avenue











## CITY OF PORT ALBERNI

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### Engineering Department Report

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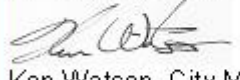
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Date: July 23, 2014  
To: Ken Watson, City Manager  
From: Guy Cicon, City Engineer  
Copies to: Wilf Taekema, Streets Superintendent

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

  
Ken Watson, City Manager

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RE: **Active Transportation Plan Final Report**

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#### Issue:

The Active Transportation Plan report is submitted to City Council for approval.

#### Background:

Transportation consultant, Urban Systems was hired in 2013 at a cost of \$20,000 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.

Public and stakeholder input included: a stakeholder meeting on June 4, 2013 with cycling enthusiasts, RCMP, CPA, and ACRD; a public event on July 20, 2013 at the Harbour Quay Farmers Market; and an online survey during June and July 2013.

#### Discussion:

The City has a wide network of sidewalks, wide roads, trails, parks, ravines and amenities that provide an opportunity for residents and visitors to walk and cycle for transportation and recreation. There are benefits associated with a pedestrian and cycling network and supporting an Active Transportation Plan. Economic benefits are derived from the development of a diverse economy where residents and visitors can walk and ride more easily through the community. Quality of life is enhanced with a more livable community where streets are safer and social interactions are improved. Health is also improved from the increased physical activity from active transportation.

The three strategies of the plan to approach improvements to the infrastructure are:

1. Network Development and Connectivity,
2. Safety and Education,
3. Accessibility and Design.

Implementation strategies in these three areas are outlined in the report and will provide direction for the improvements in the City. The Active Transportation Plan does not commit the City to any timeline or funding requirements. Any significant work done to support the walking and cycling network would be budgeted.

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, Strategic Plan, Sustainability Plan, Age Friendly Report, Uptown and Waterfront Redevelopment, and the Alberni Valley Trails Planning Study.

Approved planning documents, such as this are also essential in making applications to grant programs.

**Recommendation:**

The City Engineer's report dated July 23, 2014 be received and Council for the City of Port Alberni approve the City of Port Alberni Active Transportation Plan.

Respectfully Submitted

A handwritten signature in black ink that reads "G. Cicon". The signature is written in a cursive style with a large, stylized initial "G".

Guy Cicon, City Engineer



# City of Port Alberni Active Transportation Plan Final Report



ENTERED

✓  
i.a.

**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 4<sup>th</sup> 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 km<sup>2</sup>. Port Alberni is home to nearly 60% of all residents in the region. The City of Port Alberni covers approximately 20 km<sup>2</sup> 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

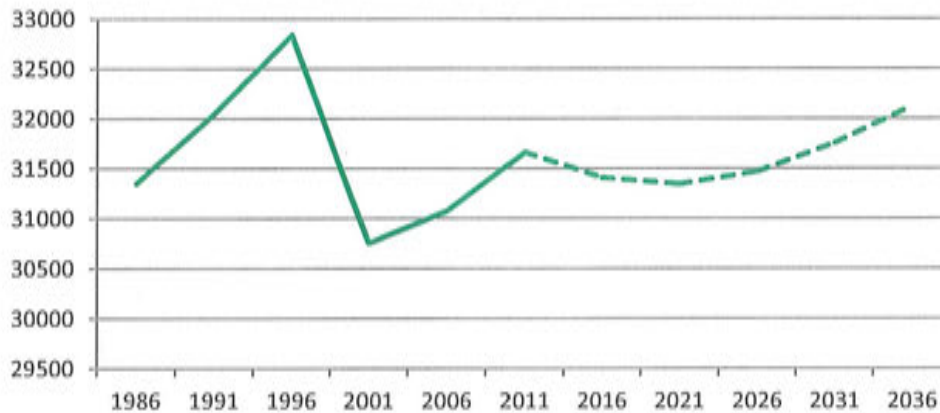
Demographics play a significant role in influencing transportation choices and travel patterns. This section summarizes key demographic characteristics of Port Alberni residents.

- **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

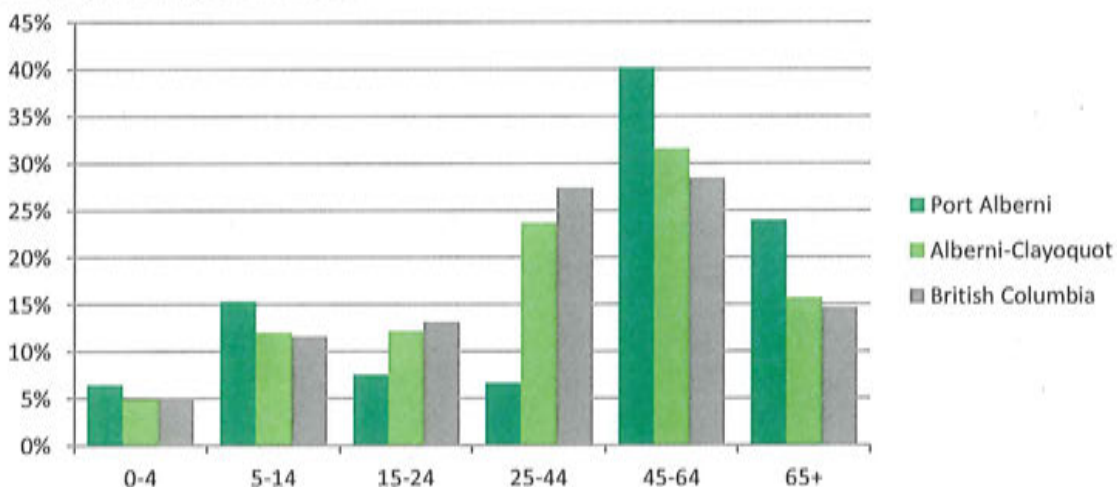


- **An aging population.** Approximately 24% of the City's residents are currently aged 65 and older, with an additional 40% of Port Alberni's residents in their pre-retirement years (45-64 years old). The majority of the residents in Port Alberni are over the age of 45. These percentages are considerably 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 20km<sup>2</sup>. 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)



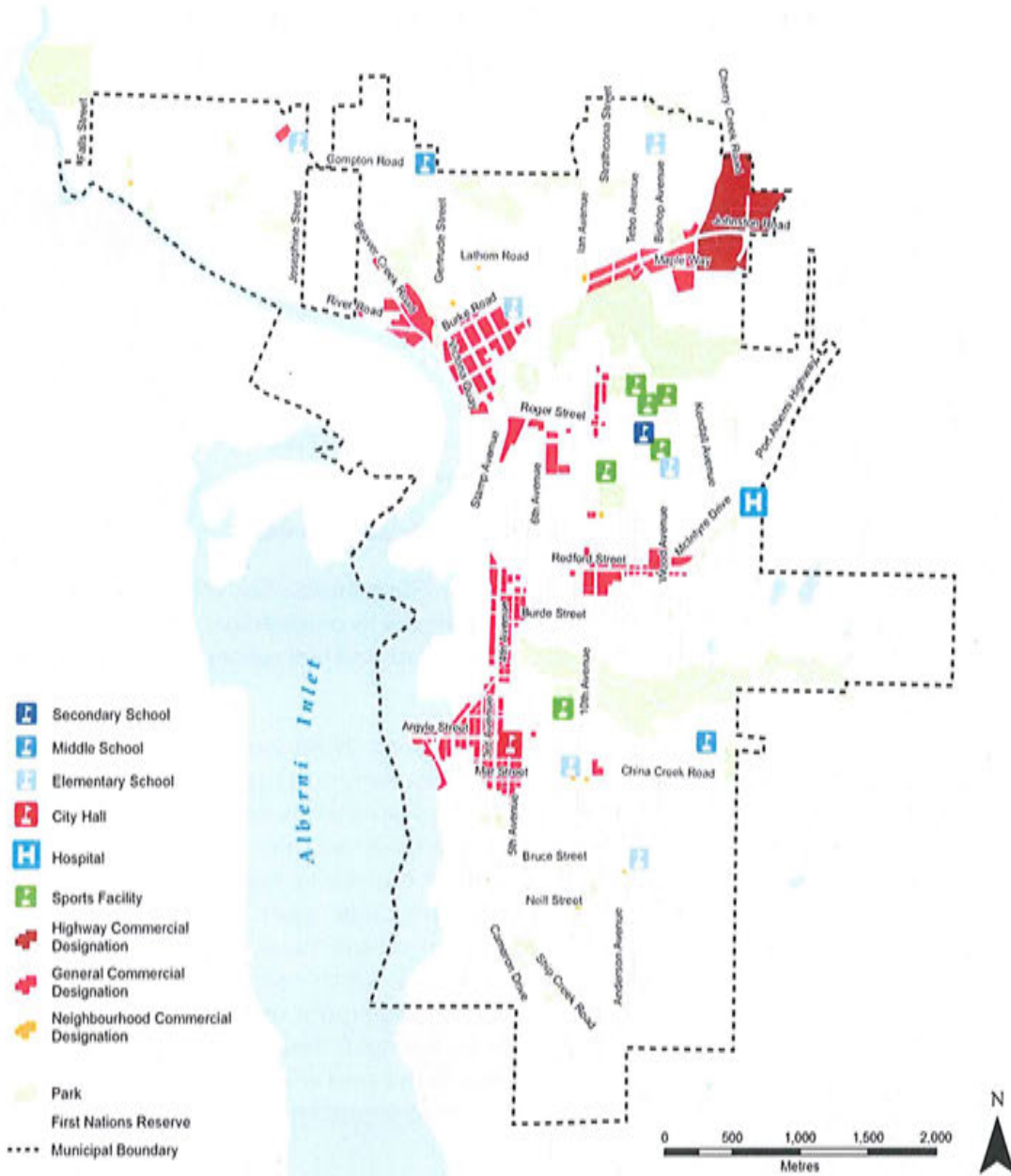
and Port Alberni (Southport) make up two of the City's commercial areas. There is large scale commercial activity along Highway 4/Johnston Road (Johnston Commercial Area) which includes the Pacific Rim Shopping Centre. A concentration of commercial activity is also located along Redford Street (Redford 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 10<sup>th</sup> 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, 11<sup>th</sup> 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.



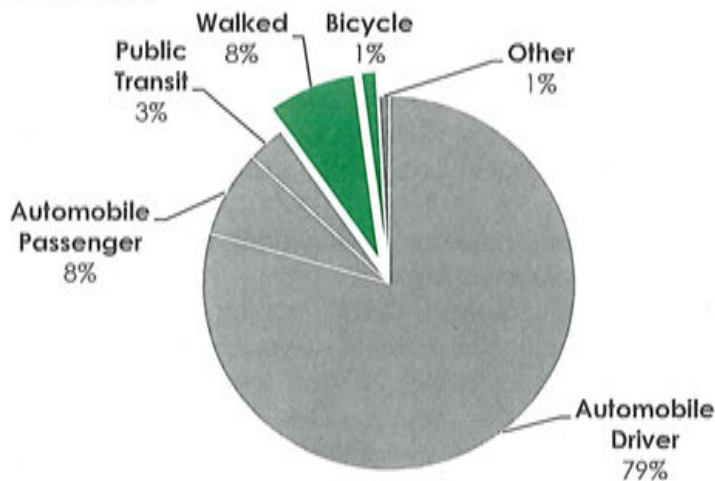


- **City and Regional Trail Network.** The City has exceptional access to the region through an extensive trail network. The trail network in and around the City and Region include routes along dykes, creeks, ravines and provides access to many of the recreational amenities throughout the Regional District. 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 10<sup>th</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> Avenue retail district;
- Improve land use and social conditions of 3<sup>rd</sup> 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





### 3.1.1 Existing Pedestrian Facilities

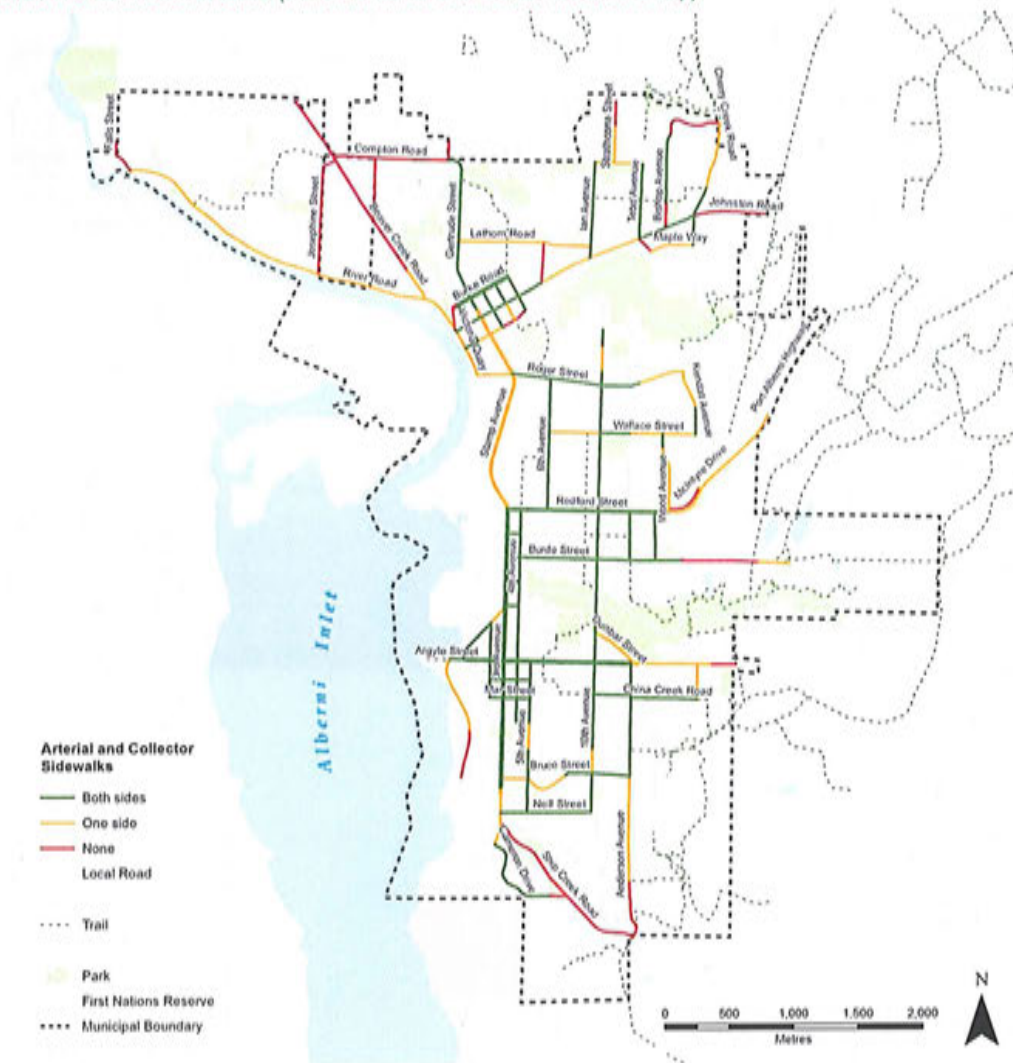
**Sidewalks and Crossings.** Figure 6 identifies the number of sidewalks on the arterial and collector roads in Port Alberni. The map identifies that the majority of collector and arterial roads in Port Alberni have sidewalks on both sides of the road. The commercial core and the major pedestrian routes 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, 5<sup>th</sup> Avenue, Bruce Street, 10<sup>th</sup> 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 <sup>th</sup> 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 3<sup>rd</sup> 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
    - 3<sup>rd</sup> Avenue/Dry Creek
    - 4<sup>th</sup> 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 10<sup>th</sup> 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, 3<sup>rd</sup> 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

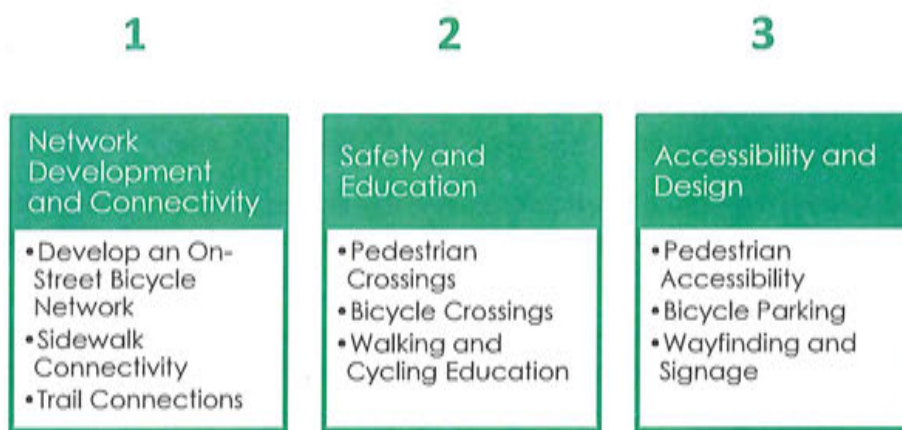
**Goal 3:** Provide better access to regional trails

**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

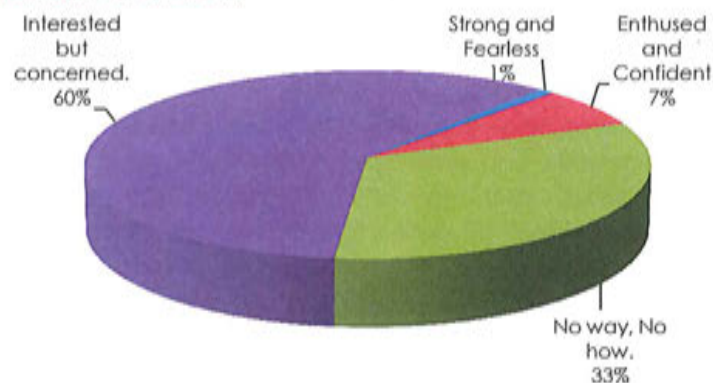
The City of Port Alberni should plan the bicycle network and target infrastructure where there is the greatest opportunity to provide facilities that will produce safe, direct, and comfortable routes and conditions for all cyclists not dependent on skill or ability level. This will provide the best opportunity 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:

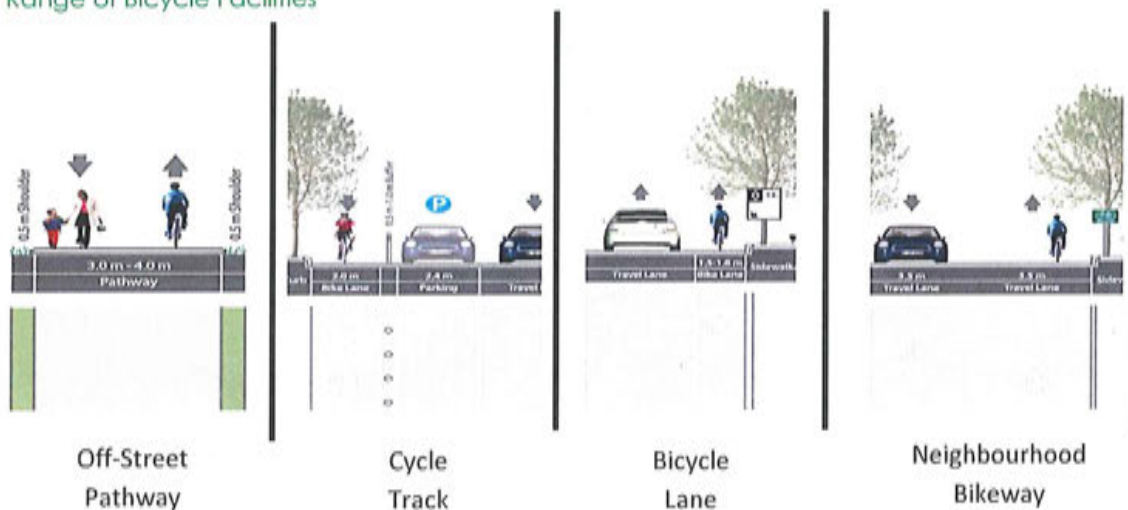
- Strong and the fearless. Those that are highly committed to cycling are already cycling regularly, and will likely cycle regardless of available infrastructure.
- Enthused and Confident. Those that have a high interest in cycling, are confident in their cycling abilities, and will make efforts to cycle 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.





### 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, 3<sup>rd</sup> 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 3<sup>rd</sup> 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 10<sup>th</sup> Avenue, 4<sup>th</sup> 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 competitions, 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, 11<sup>th</sup> 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 125m<sup>2</sup>). 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:

- 10<sup>th</sup> 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 <sup>rd</sup> Avenue	Existing	Recommended	Existing
2. Napier St & 3 <sup>rd</sup> Avenue	Existing	Recommended	Recommended
3. Stamp Avenue and Roger Street	Existing	Recommended	Existing
4. Redford St & Stamp Avenue	Existing	Recommended	Existing
5. 10 <sup>th</sup> Avenue and Redford Street	Existing	Existing (N-S Redford) E-W 10 <sup>th</sup> Avenue Recommended	Existing
6. 10 <sup>th</sup> Avenue and Wallace Street	Existing	Recommended	Existing
7. 10 <sup>th</sup> 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 10<sup>th</sup> 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
- 3<sup>rd</sup> Avenue make it single lane with bike lanes
- 10<sup>th</sup> Avenue dip- narrow roadway, industrial traffic
- Marine and Beaver Creek and Highway to Tofino (River Road)
- 10<sup>th</sup> and Dunbar going north on 10<sup>th</sup> – cars don't see cyclists or underestimate how fast cyclists are travelling
- 3<sup>rd</sup> Avenue and Dunbar – Right turn only - Traffic island – positioning of the stop sign
- 3<sup>rd</sup> 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 3<sup>rd</sup>
- Stamp Ave
- Bridges in general
- Hospital to town- lack of shoulder
- Connection between Quay and Maritime- need sidewalk
- Opportunity Areas
  - Johnson Road
  - 3<sup>rd</sup> Avenue
  - 10<sup>th</sup> 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**

- Gertrude/Compton Rd
  - Upgrades next year (\$250,000)
  - Repave, pedestrian sidewalks on the outside
- 10<sup>th</sup> Ave (Future)
  - Suspension bridge
- 21<sup>st</sup> Ave (Future)
  - Stantec completed alignment study
- Gertrude
  - Road
  - Pedestrian footbridge
  - Trestle bridge (steam train)
- Stamp
  - Putting pontoons on outside of bridge
- Kitsecis
- Roger Creek- 10<sup>th</sup> 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
- 21<sup>st</sup> 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 21<sup>st</sup> 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
- 5<sup>th</sup> 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 4<sup>th</sup> 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



- o Incorporate the map of the planned bicycle network into the OCP
- o 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 3<sup>rd</sup> 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
  - o Mapping
  - o Signage – share the road sign along Stamp Avenue already make a big difference
  - o Painting- including coloured lanes at conflict zones
  - o 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
  - o Stamp Avenue

- 3<sup>rd</sup>
- 10<sup>th</sup>
- 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](http://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?

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3. What do you like least about walking in Port Alberni?

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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:

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## Part 2: Cycling

6. What do you like the most about cycling in Port Alberni?

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7. What do you like the least about cycling in Port Alberni?

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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:

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**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:

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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?

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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?

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*Thank you for completing this survey*



# Survey Results Summary

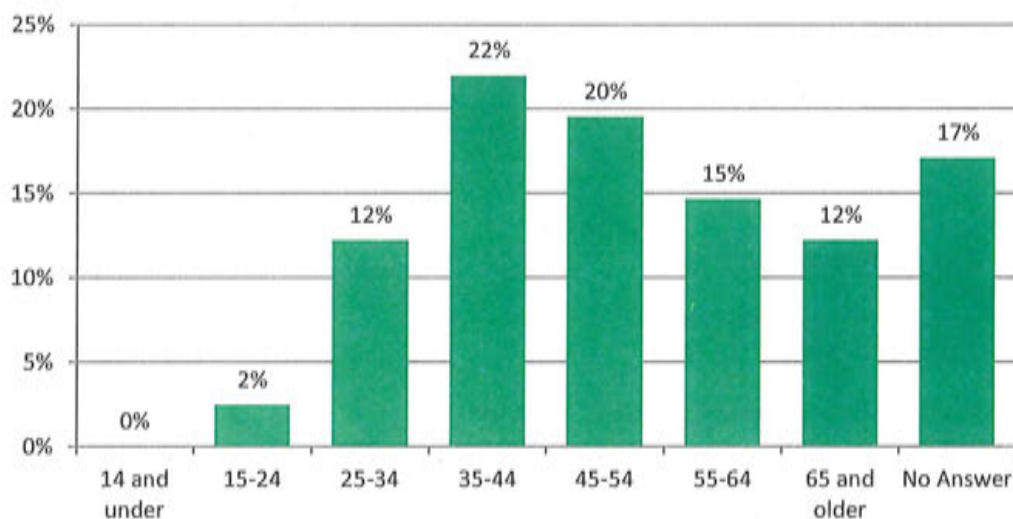
## 1. Survey Respondent Characteristics

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:

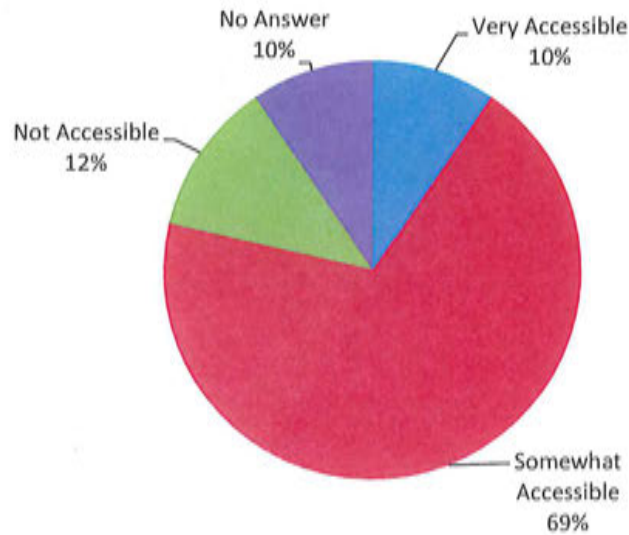
- Other vehicles
  - Dangerous intersections
  - Vehicle drivers not noticing pedestrians
  - Truck routes
- Poor pedestrian facilities
  - Maintenance
  - Lack of sidewalks
  - Uneven surfaces
  - Crosswalks and accessibility
- Connectivity
  - Access to the waterfront
  - Crossing at Rogers Creek
- 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.

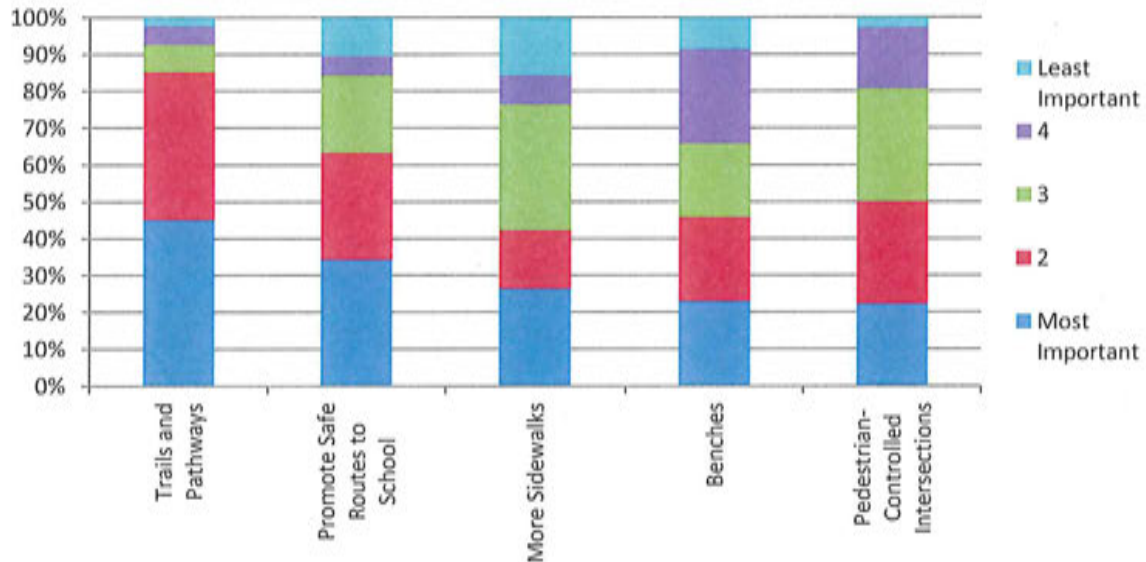
Figure 2: Community Accessibility



### 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

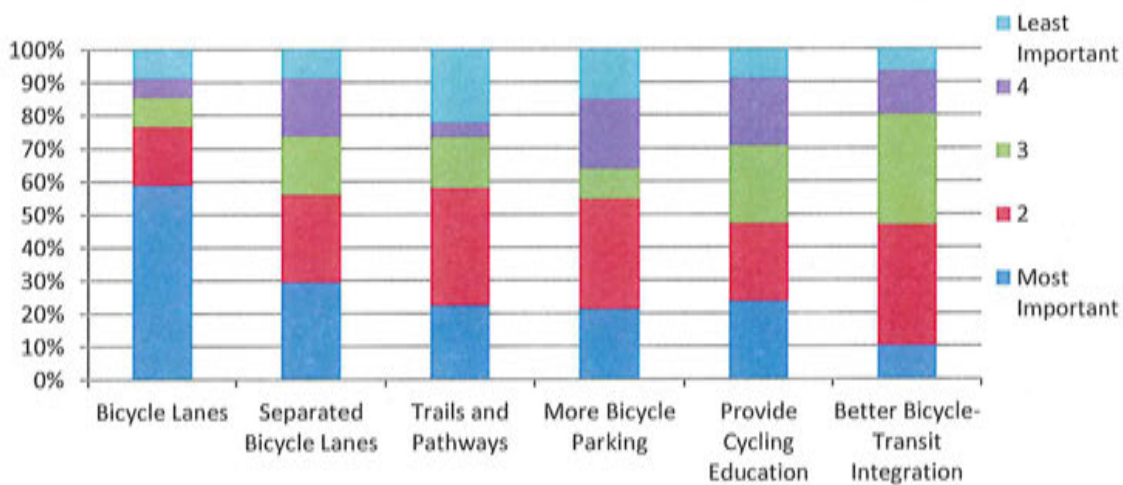
#### 3.2.2 Like the least about cycling

- 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

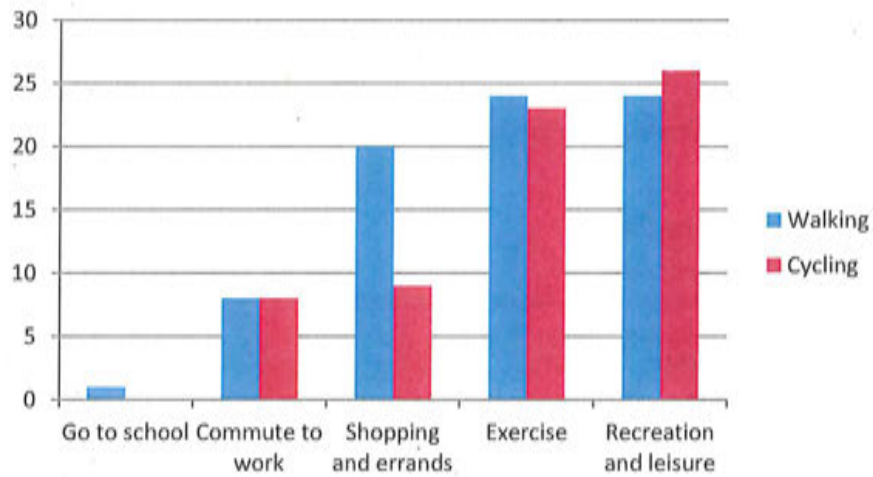




#### 4.0 Trip Purpose

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"> <li>• Washrooms</li> <li>• Walking tours                             <ul style="list-style-type: none"> <li>◦ Map</li> <li>◦ History of Port Alberni</li> </ul> </li> <li>• Skateboards</li> <li>• Scooters</li> </ul>	<ul style="list-style-type: none"> <li>• Education of all road users</li> <li>• Printable, easy to read cycling and walking routes and trails</li> <li>• More bus service (x2)</li> <li>• Circle Routes</li> </ul>	<ul style="list-style-type: none"> <li>• Bike education</li> <li>• Links to trails</li> <li>• Enjoy riding on the Dyke</li> <li>• Map of cycling routes</li> </ul>

### 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 Atlic (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

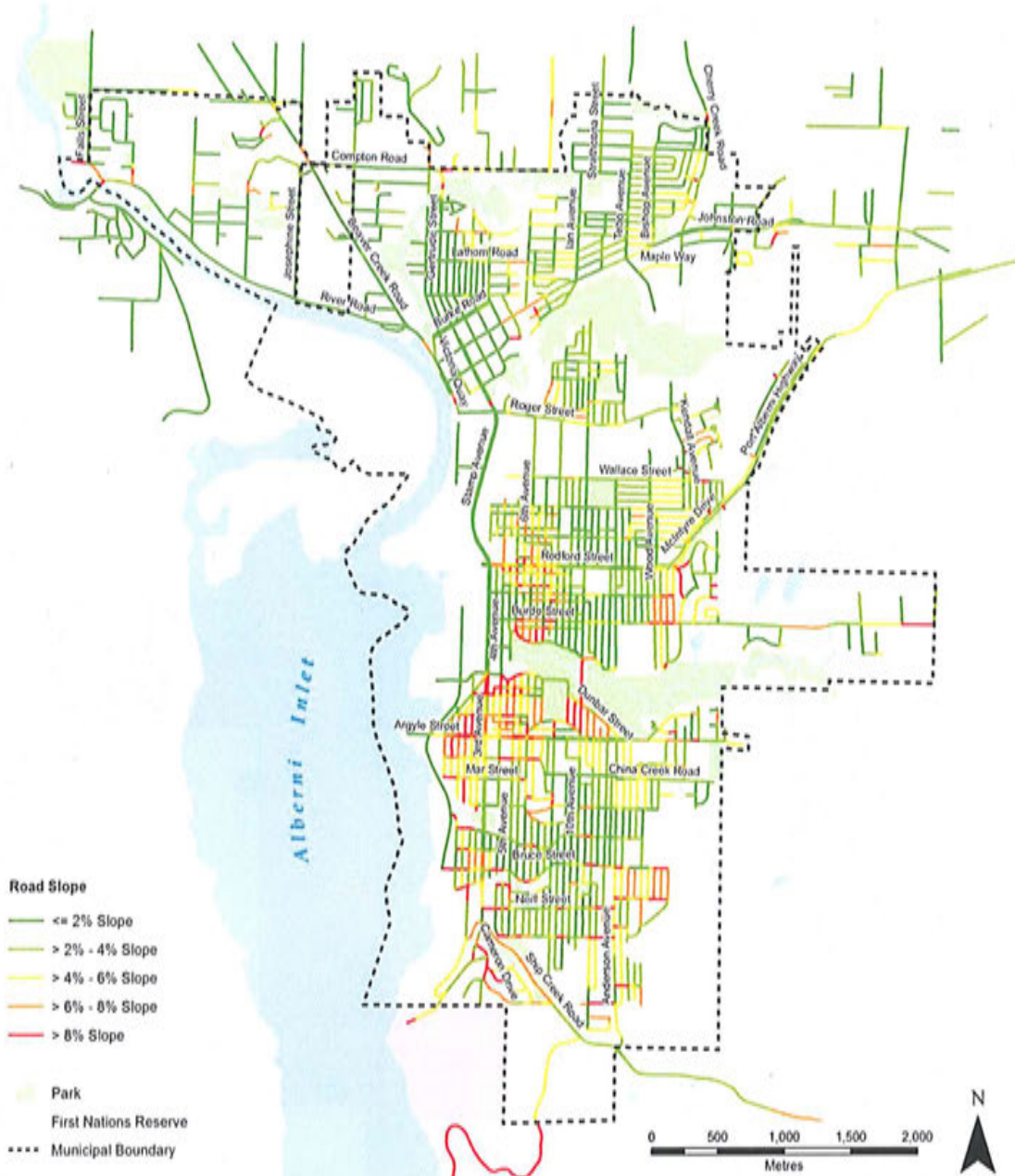
- Access to Spout Lake – similar to Ucluelet
- Beaver Creek Road – Needs a bike lane (x2)
- Trucks on 3<sup>rd</sup> Avenue – noise, pollution and speed
- River Road bike path – tourist draw
- Washrooms at Bob Daly Stadium (x2)
- Enhanced pavement markings
- Bike racks (x4)
- 3<sup>rd</sup> Avenue parking – 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 6<sup>th</sup> Street – regarding our 6<sup>th</sup> Street crossing – more of a preference for a connection on Stamp Avenue
- Stamp Avenue – the flat connection, important but a challenge
- Dangerous: Stamp Avenue – 10<sup>th</sup> Avenue gully so I ride on sidewalks
- Industrial Traffic (3<sup>rd</sup> Avenue)
- Port Alberni Highway shoulder is narrow and feels unsafe
- 10<sup>th</sup> 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

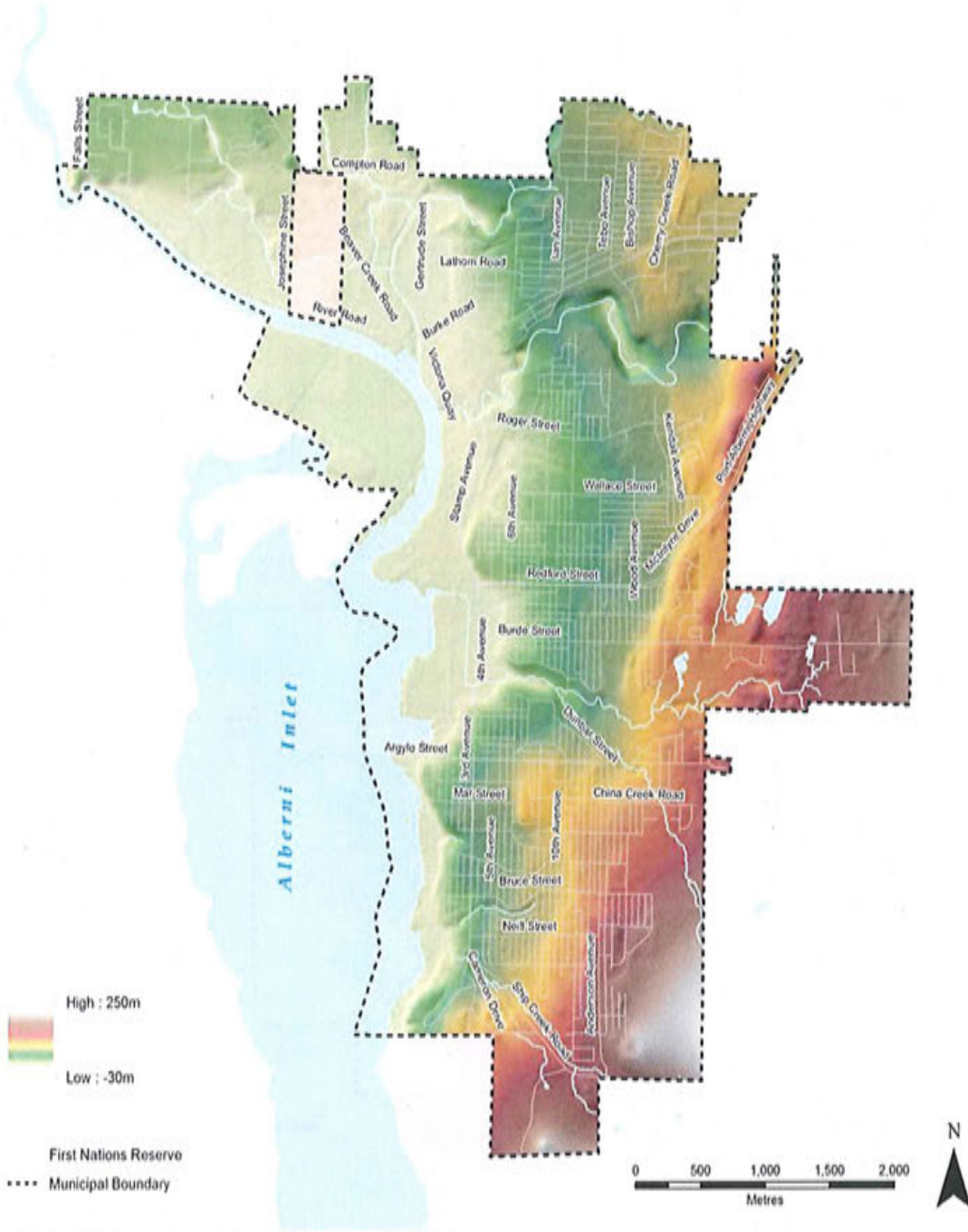
Topography can have a significant impact on the pedestrian and cycling experience and has been found to impact cycling and walking frequency particularly when discussing travel for transportation purposes. The slope of a street can have a dramatic affect on the visual appearance of the street and the 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 10<sup>th</sup> Avenue crossing of Dry Creek.



**Figure B1**  
Percent of Slope by Street Segment



**Figure B2**  
Topographic Elevations



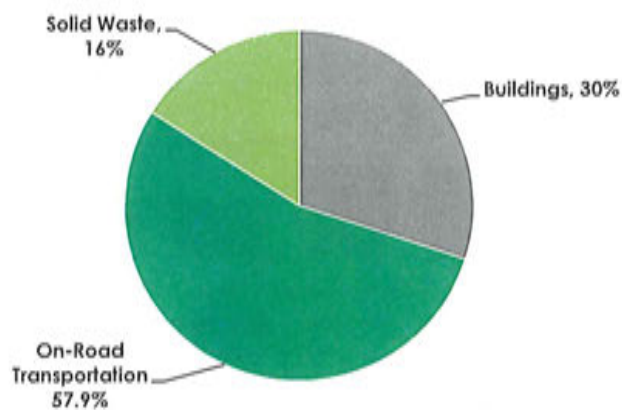
## Appendix C- Greenhouse Gas Emissions

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)

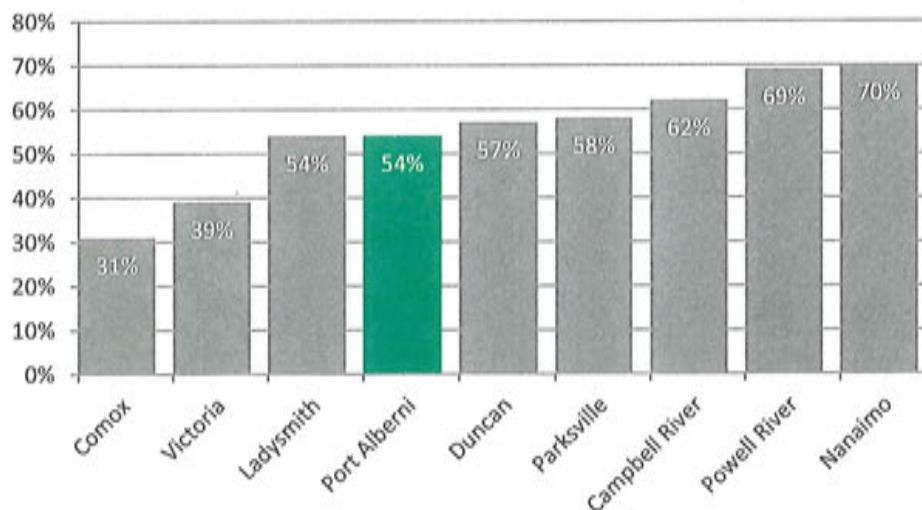
Source: 2013 Community Energy and Emissions Inventory



**Figure C2**

Proportion of On-Road Transportation GHG Emissions in Vancouver Island Communities (2010)

Source: 2013 Community Energy and Emissions Inventory

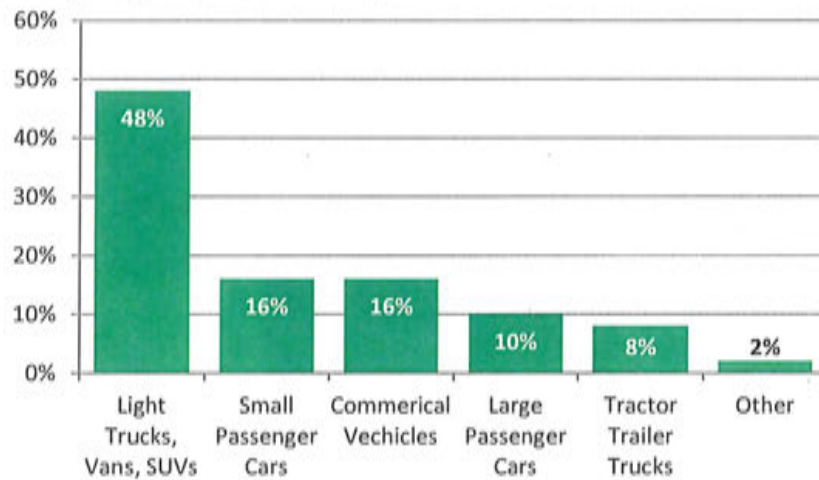


In addition, nearly three-quarters (74%) of transportation-related GHG emissions are emitted from passenger cars, light trucks, vans, and SUVs, as shown in **Figure 3**. As such, the Active Transportation Plan presents an important opportunity for the City of Port Alberni to encourage more people to walk and cycle as a means to reducing community-wide emissions.

**Figure C3**

Transportation-Related GHG Emissions in Port Alberni (2010)

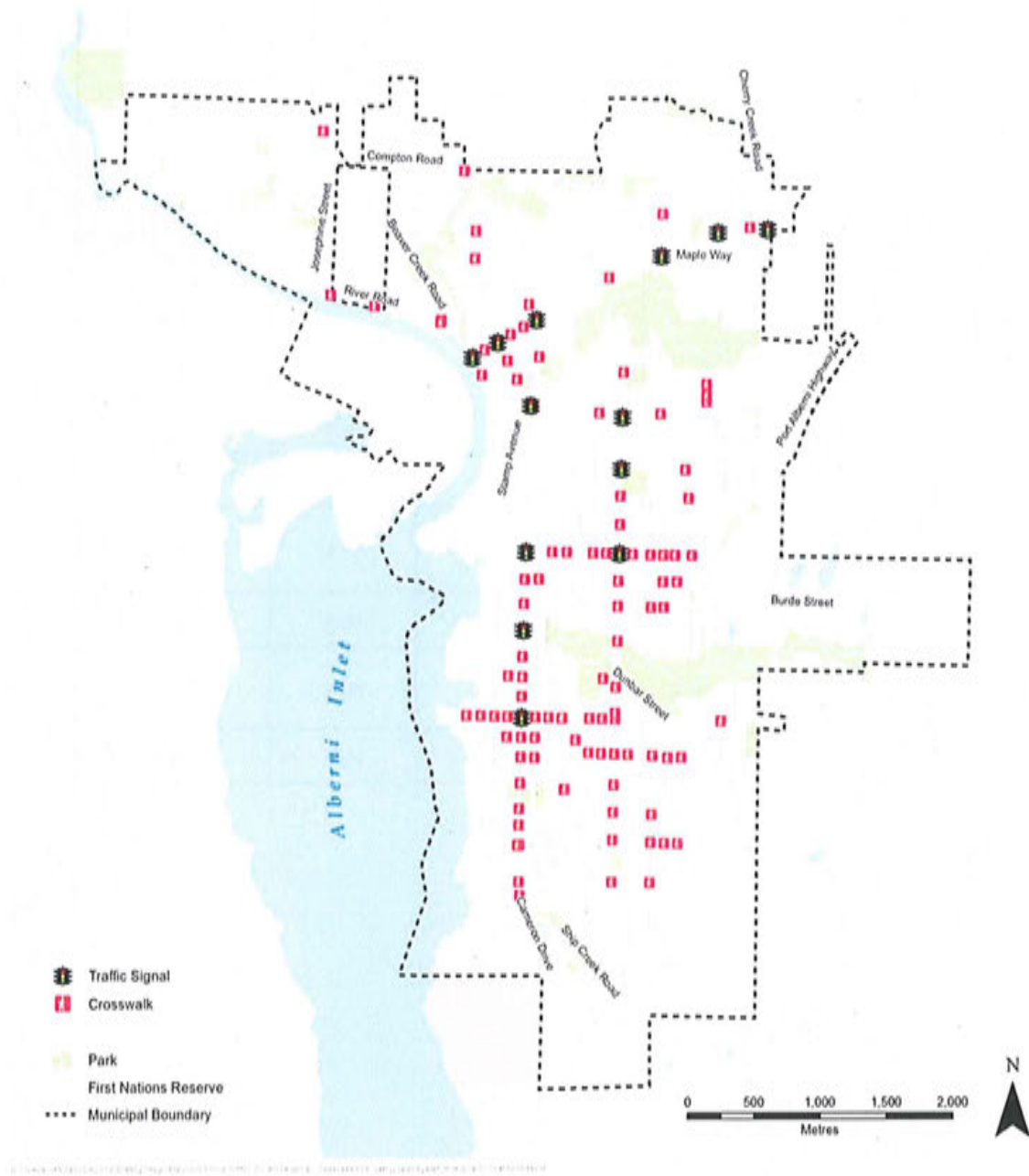
Source: 2012 Community Energy and Emissions Inventory





# Appendix D- Pedestrian Crossings

**Figure D1**  
Existing Pedestrian Infrastructure



**Figure D2**

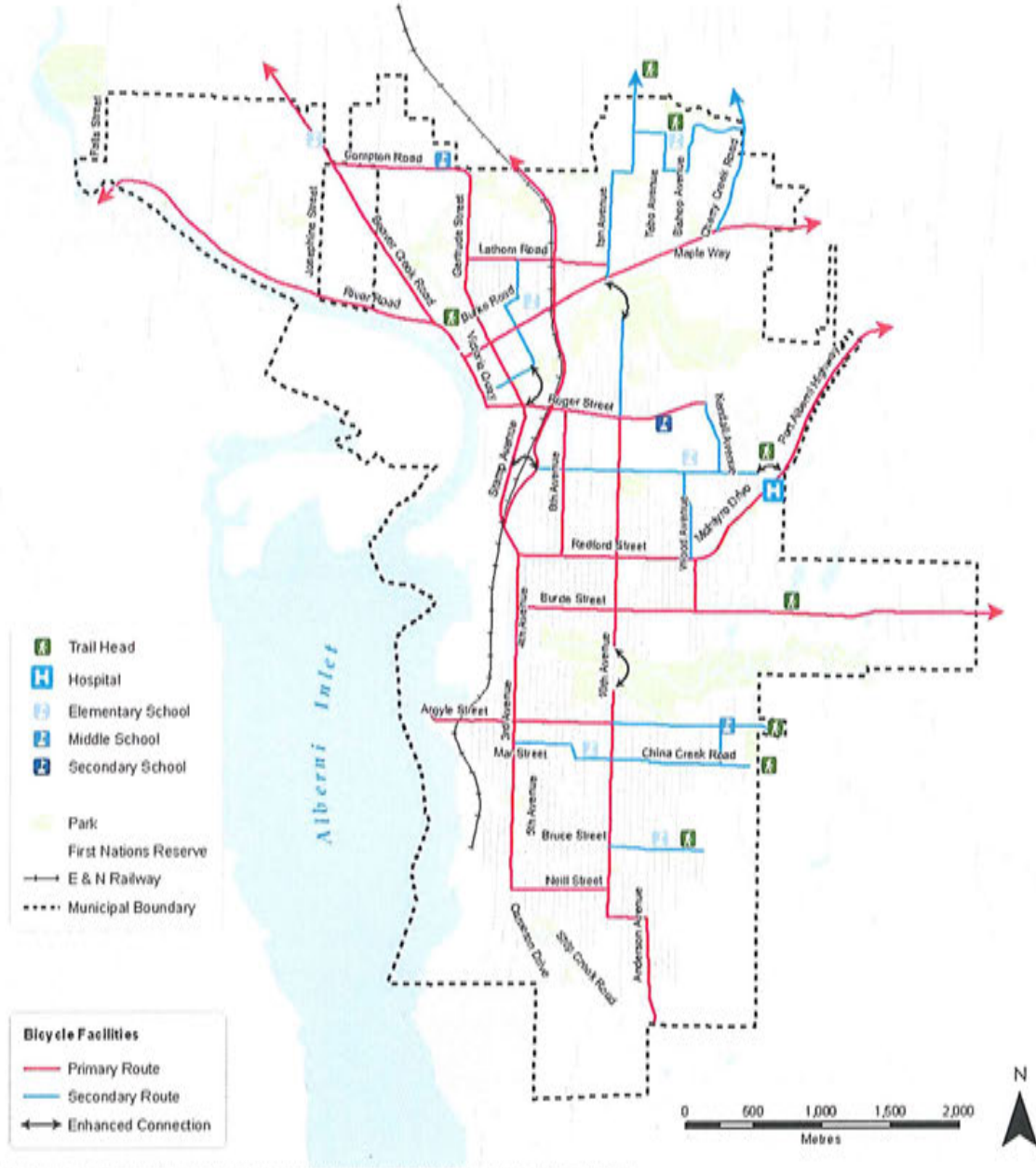
City of Port Alberni Pedestrian Crossing Features

Intersection Location	Pedestrian Crossing Features			
	Pedestrian Push Button	Pedestrian Countdown Timers	Audible Pedestrian Signals	Any Other Features
1. Argyle St & 3 <sup>rd</sup> Ave	All directions	N/A	All crosswalks	Curb Extensions
2. Napier St & 3 <sup>rd</sup> 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 E- On-Street Bicycle Network

**Figure E1**  
Proposed On-Street Bicycle Network (Primary and Secondary Routes)



## 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	Northly	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
<b>Total</b>					<b>46.33</b>	



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
<b>Total</b>				<b>37419</b>	





**Figure F3**  
Detailed Pedestrian Improvements

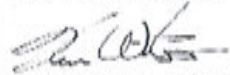
Intersection	Improvement
1. Argyle St & 3 <sup>rd</sup> Avenue	Pedestrian Countdown Timers (all)
2. Napier St & 3 <sup>rd</sup> Avenue	Pedestrian Countdown Timers (all)
	Audible Pedestrian Signals
3. Stamp Avenue and Roger Street	Pedestrian Countdown Timers (all)
4. Redford St & Stamp Avenue	Pedestrian 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



## FIRE DEPARTMENT REPORT

**TO:** Ken Watson, City Manager  
**FROM:** Timothy Pley, Fire Chief  
**DATE:** July 21, 2014  
**COPY:** Randy Thoen, Chief Fire Prevention Officer

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

  
Ken Watson, City Manager

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**SUBJECT:** Wood-Burning Furnace – Request for Variance

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### ISSUE:

Council has received a letter from Mr. Workman requesting either an exception from the provisions of Bylaw # 4802 A *Bylaw to Regulate Emissions From Solid-Fuel Burning Appliances*, or that the bylaw be amended to permit installation of non-EPA listed wood furnaces.

### BACKGROUND:

The City has the authority under the *Community Charter* to enact bylaws regulating emissions for the purposes of managing air quality. The City exercised that right years ago, and has updated its bylaw from time to time, most recently in 2012.

The City's current bylaw prohibits, as did the previous bylaw #4651 (2006), the installation of wood burning devices that do not meet at least one of the following emissions standards;

- Canadian Standard Association (CSA) B-415.1, *Performance Testing of Solid-Fuel-Burning Heating Appliances*
- Environmental Protection Agency (EPA) *New Source Performance Standards*, Title 40, Part 60, Sub-part AAA of the *Code of Federal Regulations* (USA) (7-1-02 Edition)

The wood burning furnace owned by Mr. Workman meets CSA Standard B-366.1 which is a fire safety standard, not an emissions standard. CFPO Thoen has researched the specific make and model owned by Mr. Workman, and has communicated with the manufacturer of that unit. CFPO Thoen has learned that the specific make and model does not meet either of the emissions standards set out in the City's bylaw and noted above, and has not been certified as meeting any emissions standard.

**Wood-burning Furnace – Request for Variance**

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**OPTIONS:**

Bylaw #4802 does not contain any authority for Council to provide an exception to the Bylaw.

**Option One: Amend the City's bylaw removing the emissions standard requirement**

Amending the City's bylaw removing the emissions standards requirement would be a significant step backward in the City's ongoing efforts to manage air quality. Doing so might also lead to negative input from the hundreds of people who have incurred costs in recent years by removing older woodstoves and/or upgrading to cleaner burning units to meet the standards set out in the City's bylaw since 2006.

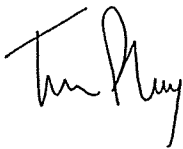
**Option Two: Deny the Request**

Denying the request would uphold the City's commitment to balancing the conflicting interests of improving air quality while at the same time respecting the rights of those who choose to use wood-burning devices to heat their homes.

In this case the petitioner, Mr. Workman, would not be permitted to install the wood-burning furnace that he purchased in 2007 which, even at that time would not have been in compliance with the bylaw in effect at the time.

**RECOMMENDATION:**

*That the report from the Fire Chief dated July 21, 2014 be received, and Council for the City of Port Alberni deny the request from Mr. Workman in his letter dated June 4, 2014, for an exception or amendment to Bylaw #4802 to accommodate installation of his wood furnace.*



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Timothy Pley  
Fire Chief

RICHARD C. WORKMAN  
5024 SOUTH STREET  
PORT ALBERNI BC V9Y1G4

June 4<sup>th</sup> 2014

City of Port Alberni

My name is Richard Workman and I am writing to you to request an amendment to bylaw # 4802 **A BYLAW TO REGULATE EMISSIONS FROM SOLID-FUEL BURNING APPLIANCES** or an exception to the stove we purchased.

We were advised by Chief Fire Prevention Officer Randy Thoen and by City Clerk Miss Davina Hartwell to send in this information for you to consider our request.

In late 2007 I purchased a comfort valley model 120 wood furnace that I planned to install before winter that year. Unfortunately due to a layoff that same year and no real chance of finding employment in PA, I finally found employment in northern BC and various other cities until last year when I was able to return home for good.

So just after Christmas I did just that and contacted Mr Thoen about inspecting my new chimney so I could finally install my VC 120. Apart from a couple of minor items I had to correct, the inspection was technically passed until it came time to investigate the wood furnace. Mr Thoen then informed me that there were new bylaws that required the furnace to be CSA 415 rating and ours was 366.1 and would therefore need more investigating. I was under the impression that the rating on it was sufficient and he explained it would have been if it was installed in 2007. He offered to help look into it for me to see if there was anything I could do so we didn't lose our money on a furnace that we could not use.

Mr Thoen contacted Valley Comfort for us and unfortunately there was nothing that could be done. He contacted us and explained that he would discuss it with someone at City Hall, approximately a week later he emailed

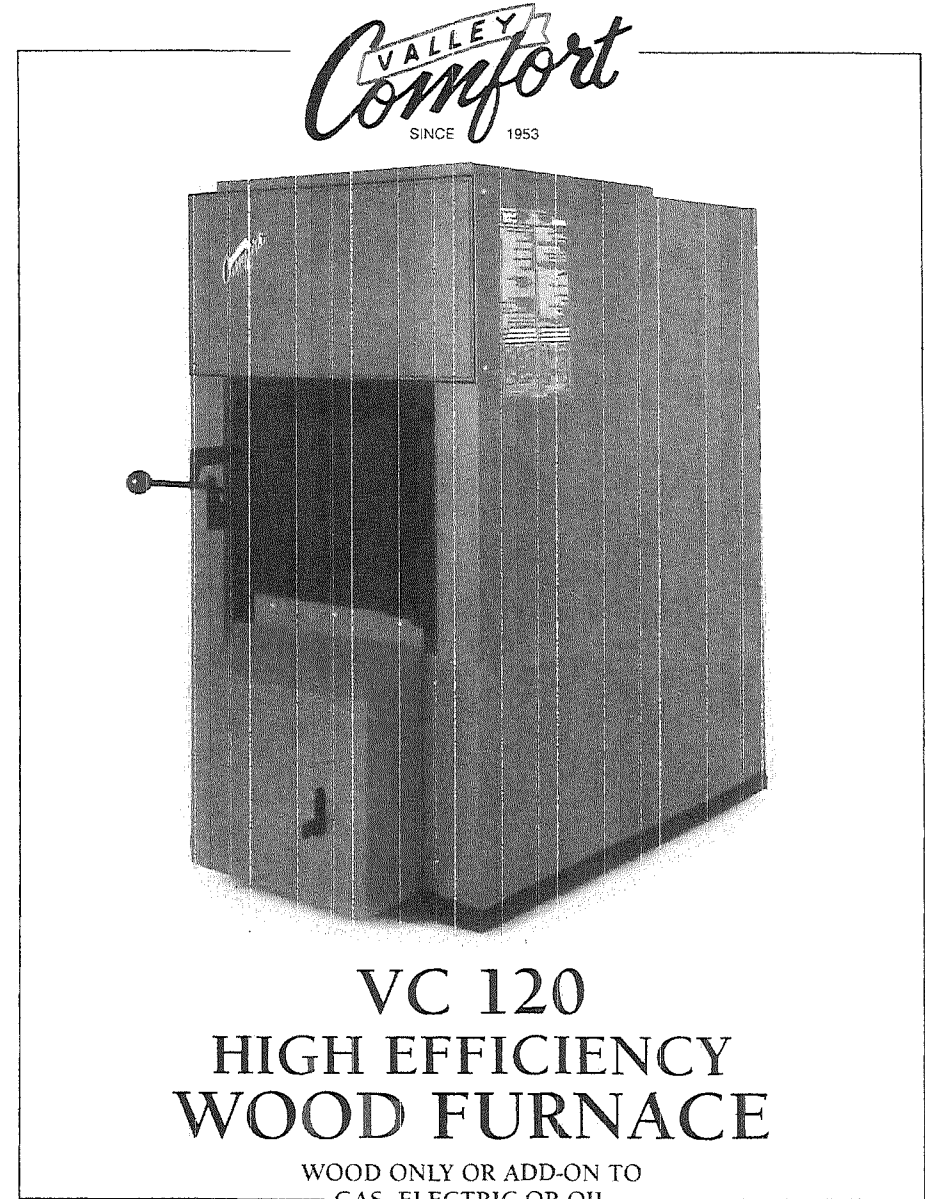
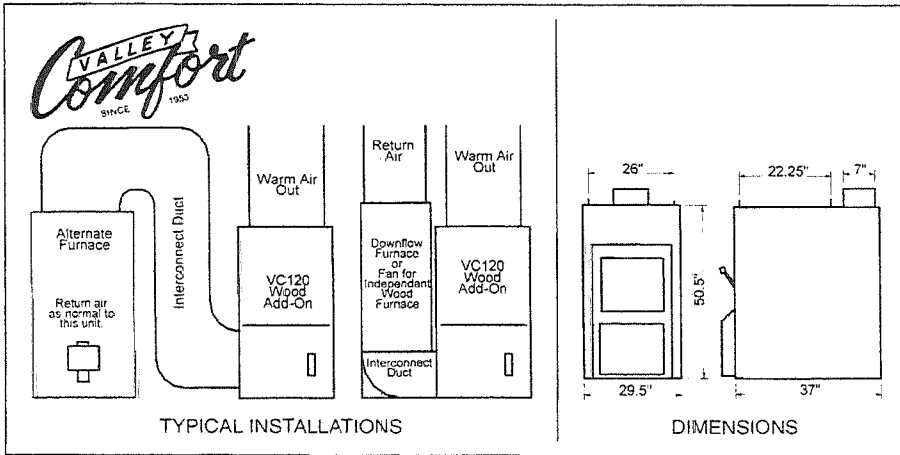
me and explained that I should contact Miss Hartwell to discuss what our next move should be.

Miss Hartwell advised us to write a letter explaining my situation and hoping that there is something that could help me with this predicament I am in.

I have also enclosed some reading material in regards to the VC 120 and how efficient this model is.

Thank you for your time and consideration.

**RICHARD WORKMAN**



# VC 120 HIGH EFFICIENCY WOOD FURNACE

WOOD ONLY OR ADD-ON TO  
GAS, ELECTRIC OR OIL

**SPECIFICATIONS & DIMENSIONS**  
**MODEL VC 120**  
 Approvals WH - CSA B366.1M87  
 Report # 6024  
 For use with the following installations:  
 Minimum fan capacity all types 900 cfm  
 1. Independent wood furnace  
 2. Add-on to electric 15 kw. to 30 kw.  
 3. Add-on to gas 80,000 to 140,000 btu.  
 4. Add-on to oil 81 to 1.25 USGPH

Rating	120,000 BTU nominal
Height	50.5"
Width	29.5"
Length	37"
Flue Collar	7" diameter
Weight	800 lbs (shipping)
Flue pipe centre to rear	5.5"
Hot air plenum opening	22.25"Lx26"W
Fire door opening	15"x13"
Firebox:	
Length	27"
Width	17"
Height	32"
Capacity	8.5 cu. ft
Fuel length	25"
Recommended draft	.04 water column
Controls:	All included, CSA approved

**Clearance to combustibles:**

Plenum	2"
First 6' of duct	2"
One side	8"
Opposite side	18"
Front	48"
Flue	18"

**Construction:**  
 3/16" Firebox  
 Cast Iron Side Plates  
 3/16" Heat Exchanger  
 20 Gauge Cabinet  
 Brick Baffles & Firebox Liners

**Firebox design:**

1. Distributed primary preheated air.
2. Post burn secondary preheated air.
3. Brick baffle system.

**Limited Warranty:**  
 5 years on combustion chamber  
 1 year on electrical parts

**AUTHORIZED DEALER:**

Canada: VALLEY COMFORT SYSTEMS INC., 1290 Commercial Way, Port Huron, BC V2A 3H5  
 E-mail: vcsales@vcp.net Website: www.valleycomfort.com  
 US: BLAZE KING INC., 146A Street, Walla Walla, WA 99362 • E-mail: bki@bmi.net Website: www.blazeking.com



# VALLEY Comfort VC 120

## HIGH EFFICIENCY

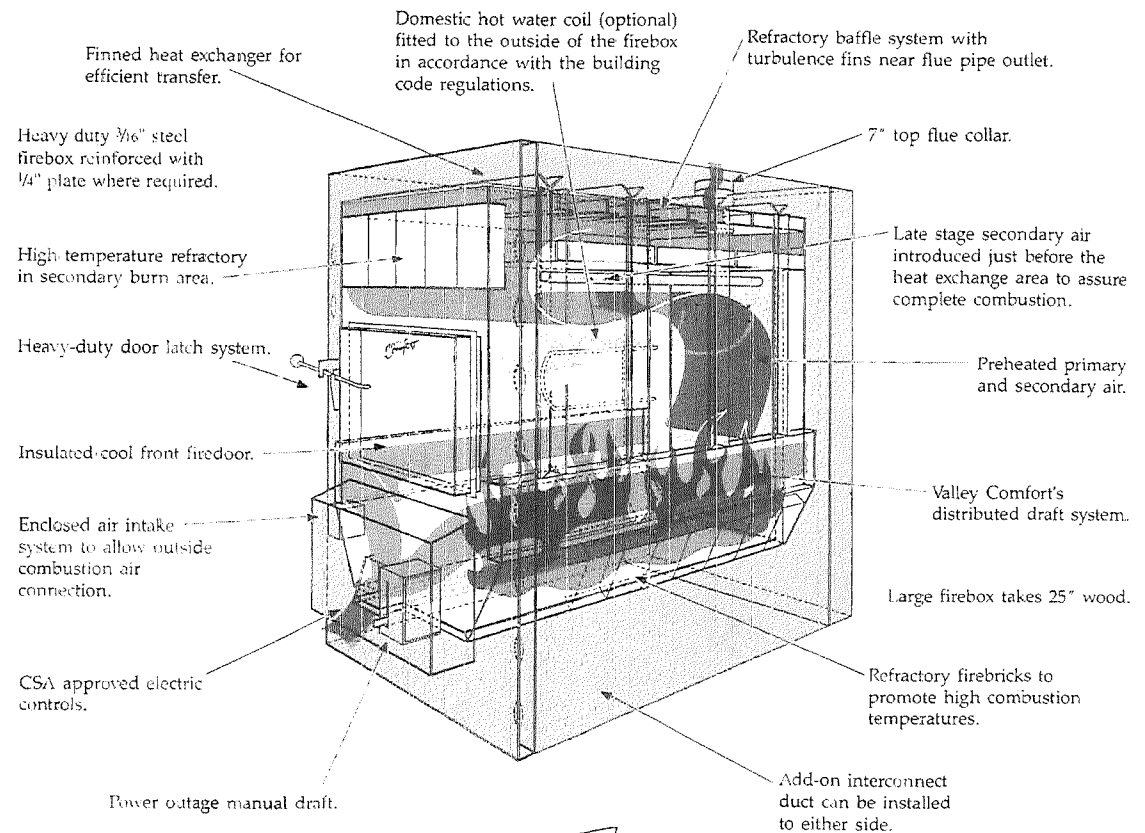
As a leader in the wood-burning furnace industry in Canada we are proud to present our VC 120. The VC 120 brings the latest available technology right into your home. Wood heat has always been a comfortable, reliable source of home heat. Our main objective in developing the VC 120 was to advance the state of the art, keeping in step with new technology.


Environmental concerns are now shared by most people on a global scale. You can address those concerns on a personal level by assuring maximum efficiency in your wood-burning system and methods. Energy efficiency goes hand in hand with environmental protection. To that end, the VC 120 was developed to answer these modern day concerns while providing old-fashioned comfort, reliability and economy.

The VC 120 is a high output wood furnace designed for large homes and small commercial installations. Your Valley Comfort dealer will assist you in choosing the correct size furnace for your needs. This furnace has been approved to the latest code requirements and can be used as an add-on to electric, gas or oil furnaces; or as an independent wood furnace with a suitable blower system. When used in combination with an alternate fuel furnace, you get the security and convenience of a back-up system. A unique "power out" capability has been built into the VC 120. This means you have a source of heat even if the house power should fail. Under power-out conditions, the furnace output is limited because there is no distribution fan, but using gravity flow, you will be assured of emergency warmth all the time.


Economical installation costs have also been considered. The 7" top vent flue size reduces overall costs, as does the close clearance approvals for the plenum and duct system. At Valley Comfort, we feel that economy is a long-term consideration. We refuse to cut corners that would compromise our overall product quality. Long-term economy is assured by this commitment to quality. Valley Comfort has been built on this commitment and that is one reason we have been leaders in the industry since 1953.

## HIGH OUTPUT




**COMBUSTION** 

Converting wood from a stored energy source (your wood pile) to a useful, controllable heat source is a complex series of events called combustion. In today's world of environmental and energy conservation concerns, proper control of this process becomes vital. In designing the VC120, we have gone to great detail to assure maximum efficiency in the combustion chamber. We have carefully brought together the proper mix of preheated primary air and secondary air in a turbulent high temperature firebox to assure a clean-burning, high-output furnace.

**PRIMARY AIR** 

This is the fresh air supplied to the main combustion area. The VC 120 primary air is preheated and fed to the firebox through six size-graduated ports. To assure proper turbulence, the air is introduced above the firebricks down into the main burn area.

**SECONDARY AIR** 

During the normal wood-burning cycle, combustible gases are emitted (boiled off) from the wood. Careful engineering design is needed to ensure combustion of these gases. Preheated secondary air in a carefully controlled ratio is added late in the combustion flow to ensure maximum secondary burn. This process is enhanced by high temperatures present in the baffle area. Brick baffles used in the VC 120 contribute to this temperature stabilization.

**CITY OF PORT ALBERNI**

**BYLAW NO. 4802**

**A BYLAW TO REGULATE EMISSIONS FROM  
SOLID-FUEL BURNING APPLIANCES**

**WHEREAS** the *Community Charter* gives Council the authority under section 8 (3) (h) [*spheres of authority -- nuisances disturbances and other objectionable situations*] and this authority may be exercised in section 64 (c) for the emission of smoke, dust, gas, sparks, ash, soot, cinders, fumes or other effluvia that is liable to foul or contaminate the atmosphere;

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

**1. TITLE**

This Bylaw may be cited as "**City of Port Alberni Solid-Fuel Burning Appliance Emissions Bylaw 2012, Bylaw No. 4802**".

**2. PROHIBITION**

No person shall install, or allow to be installed, either indoors or outdoors, a solid-fuel burning appliance, furnace or boiler which is used for the space heating of a building, the heating of water or other such purpose unless it meets the emissions standards of CAN/CSA-B415.1 standard "Performance Testing of Solid-Fuel-Burning Heating Appliances" published by the Canadian Standards Association as amended from time to time or the emissions standards of the "New Source Performance Standards, Title 40, Part 60, Sub-part AAA of the Code of Federal Regulations (USA) (7-1-02 Edition), published by the United States Environmental Protection Agency" as amended from time to time.

**3. EXISTING NON-COMPLIANT DEVICES**

Existing solid-fuel burning devices not in compliance with Section 2 above will be permitted to remain in service until May 31, 2017, providing that the appliance, its installation and use otherwise meet required safety standards. Thereafter, any such appliance must be permanently disconnected and removed from the structure.

Effective May 31<sup>st</sup>, 2013, prior to the completion or consummation of a sale or transfer of any real property containing an existing solid-fuel burning device not in compliance with Section 2 above, said device will be permanently disconnected and removed from the structure.

#### 4. FUEL

Only wood pellets or untreated, non-contaminated, and seasoned wood with a moisture content of 20% or less shall be burned in a wood burning appliance or fireplace.

#### 5. INSPECTION

An inspector may order the extinguishment of any fire that is in violation of this bylaw.

An inspector as specified in Section 6.3 below may enter and inspect any land or premises in which burning is being conducted, for the purpose of determining compliance with this bylaw.

#### 6. OFFENSES AND PENALTIES

- 1) Any person who violates any provision of this Bylaw is guilty of an offence against this Bylaw and is subject to a minimum fine of \$200.00. Each day that a violation continues to exist is deemed to be a separate offence against the Bylaw.
- 2) This Bylaw is designated pursuant to section 264 of the *Community Charter*, S.B.C. 2003, c.26 as a bylaw that may be enforced by means of a ticket in the form prescribed.
- 3) The Fire Chief, Deputy Fire Chief, Chief Fire Prevention Officer, Building Inspectors and Bylaw Enforcement Officers are designated to enforce this Bylaw by means of a ticket pursuant to section 264 of the *Community Charter*.
- 4) The words or expressions listed in Schedule "A" of this Bylaw in the "Description of Offence" column are authorized to be used on a ticket pursuant to section 264(1)(c) of the *Community Charter* to designate an offence against the respective section of this Bylaw appearing opposite in the "Section" column. The amounts appearing in the "Fine" column are the fines set pursuant to section 265 of the *Community Charter* for contravention of the respective section of this Bylaw appearing opposite in the "Section" column.

**7. SEVERABILITY**

If any section or lesser portion of this Bylaw is held to be invalid by a Court, such invalidity shall not affect the remaining portions of the Bylaw.

**8. REPEAL**

“City of Port Alberni Solid-Fuel Burning Appliance Emissions Bylaw No. 4651, 2006”, is hereby repealed.

**READ A FIRST TIME THIS 28<sup>TH</sup> DAY OF MAY, 2012.**

**READ A SECOND TIME THIS 28<sup>TH</sup> DAY OF MAY, 2012.**

**READ A THIRD TIME THIS 28<sup>TH</sup> DAY OF MAY, 2012.**

**FINALLY ADOPTED THIS 11<sup>TH</sup> DAY OF JUNE, 2012.**

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**Mayor**

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**Clerk**

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SCHEDULE "A"  
FINE SCHEDULE

<b>Description of Offence</b>	<b>Section #</b>	<b>Amount of Fine</b>
Installation of uncertified device	2	\$200.00
Connected non-compliant device	3	\$200.00
Use of non-compliant fuel	4	\$200.00
Obstruction of inspector	5	\$200.00

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## CITY OF PORT ALBERNI

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### Engineering Department Report

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Date: July 22, 2014  
To: Ken Watson, City Manager  
From: Guy Cicon, City Engineer  
Copies to: Wilf Taekema, Streets Superintendent  
Davina Hartwell, City Clerk  
Cathy Rothwell, Director of Finance

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

Ken Watson, City Manager

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RE: **10<sup>th</sup> Ave Bridge over Roger Cr. Cost Estimate 2014**

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#### Issue:

To update City Council's resolution regarding the proposed referendum question regarding a bridge on 10<sup>th</sup> Ave over Roger Creek.

#### Background:

At the February 11, 2014 Regular meeting of Council, the following motion was passed:

*Chopra/Kerr*

*That Council for the City of Port Alberni direct the Chief Election Officer to include a non-binding public opinion question on the 2014 municipal election ballot as follows:*

*Do you support a 10<sup>th</sup> Avenue bridge crossing over Roger Creek with funding of \$12 million from borrowing resulting in tax increases to the average homeowner of approximately \$130 per year for 25 years.  Yes/No*

At recent meetings held with the Ministry of Transportation regarding the new Redford Street bridge over Roger Creek and other Transportation issues, a request was made to the Ministry to provide the City with a cost estimate of a level crossing bridge over Rogers Creek at 10<sup>th</sup> Ave. The Ministry was provided information from the N.D. Lea Transportation Consultants report from 1980 to estimate the cost of construction using recent bridge projects on Vancouver Island.

Allan Galambos P.Eng from RF Binnie and Associates is the Project Engineer for the Ministry of Transportation on the Redford Street Bridge project and he provided the attached cost estimate for \$14 million.



**Discussion:**

The construction cost estimate for the bridge, engineering and project management is \$14 million. The other essential parts of the project would include the road approaches to the bridge and the signalized intersection at Highway 4 and I estimate this work to cost approximately \$600,000.

Council should also be aware of two unsolicited proposals received for a lower level bridge crossing of Roger Creek. A map of the two options is attached.

- Alignment A: Jim Rhodes, a retired logging road Engineer has proposed a 1.25 km route that connects Cherry Creek Road on the northside to 10<sup>th</sup> Ave. with 8 % maximum grade.
- Alignment B: Mike Newton, RF Binnie Road Construction Engineer has proposed an 0.8 km route that connects Tebo Ave on the northside to 10<sup>th</sup> Ave suggesting 7 % maximum grades.

Both gentlemen have put a significant effort into these conceptual designs and believe the project would be much less expensive than a level crossing from 10<sup>th</sup> Ave. If City Council was interested in a lower level crossing further engineering and geotechnical engineering would have to be done.

The crossing of Rogers Creek at 10<sup>th</sup> Ave has always been envisioned as a level crossing connecting to Highway 4. There are several configurations and alignments to crossing Roger Creek that are possible, however, at this time the level crossing from 10<sup>th</sup> Ave, directly north to Hwy 4 was the crossing directed by Council to be considered as the basis for the referendum question.

**Recommendation:**

That the Council for the City of Port Alberni receive the Engineer's report and edit the referendum question from the February 11, 2014 motion to read:

*That Council for the City of Port Alberni direct the Chief Election Officer to include a non-binding public opinion question on the 2014 municipal election ballot as follows:*

*Do you support a 10<sup>th</sup> Avenue bridge crossing over Roger Creek with funding of \$14.6 million from borrowing resulting in tax increases to the average homeowner of approximately \$160 per year for 25 years.  Yes/No*

Respectfully Submitted



Guy Cicon, City Engineer

**Allan Galambos P.Eng.**  
*Senior Project Manager*  
Direct: +1 (778) 945-6079 **NEW!**

**RF Binnie & Associates**  
*Leading in Quality: OQM Certified March 2013.*  
205-4946 Canada Way  
Burnaby, BC V5G 4H7  
Office: +1 (604) 420-1721 x6079 Fax: +1 (604) 420-4743

**From:** Allan Galambos  
**Sent:** Wednesday, July 16, 2014 1:09 PM  
**To:** guy\_cicon@portalberni.ca  
**Cc:** 'Graham Scott MacDonald'; Erwin, Janelle A TRAN:EX  
**Subject:** RE: Construction Cost Estimate - 10th Avenue Bridge - Port Alberni

Guy,

I have calculated the approximate price for the proposed 10<sup>th</sup> Avenue Bridge in Port Alberni using current unit rates for Ministry bridges plus the general arrangement drawing you supplied.

The Rogers Creek bridge works out to about \$7000/sq.m. with a significant amount of excavation and earthworks. I would suggest using \$6500/sq.m. for the 10<sup>th</sup> Ave. crossing. Using the deck area from the bridge drawing which you supplied, the construction cost of the 10<sup>th</sup> Ave. bridge is approximately \$12m. To this cost (bridge only) you would have to add costs for project management, project supervision, engineering, City management costs, (say 20% of the project cost), the total project cost comes to approximately \$14m. Hopefully this is adequate for your needs at this time.

Please let me know if you need more.

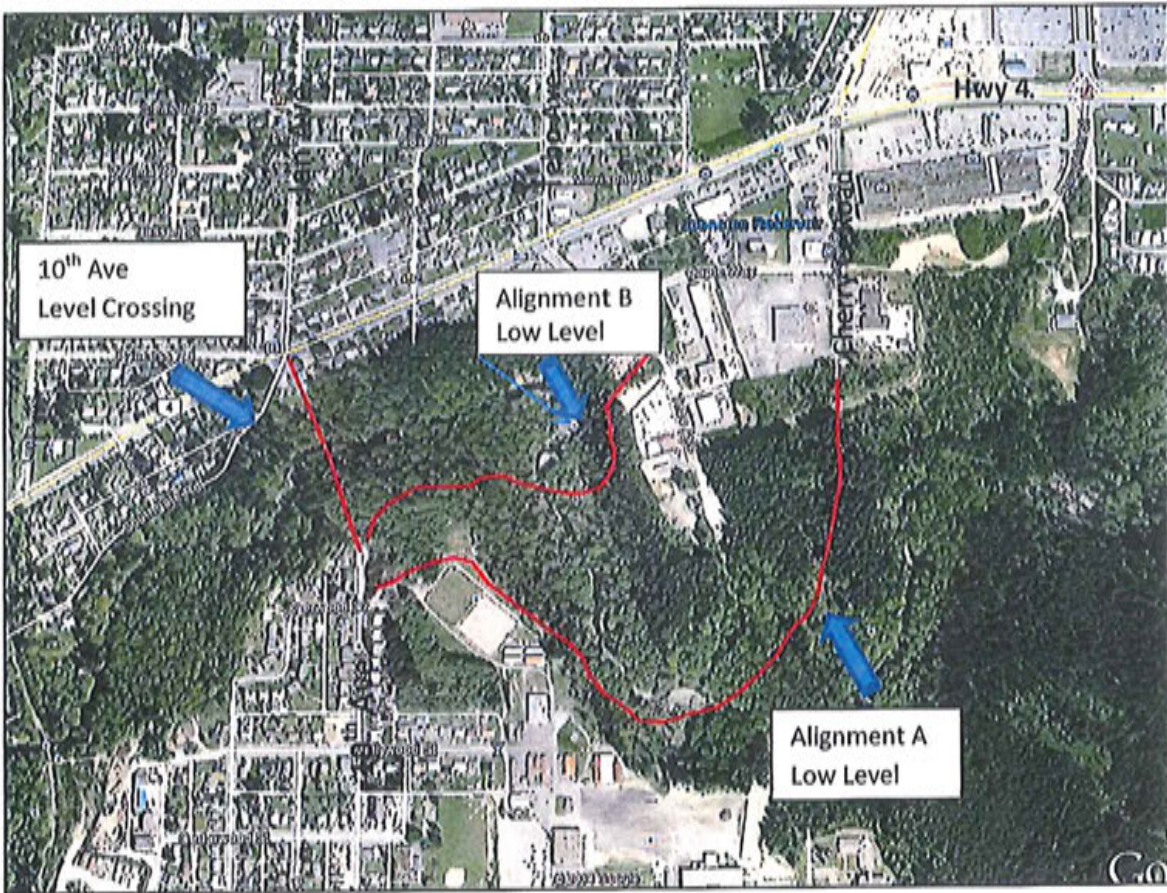
**10th Avenue Bridge Deck Dimensions - N.D. Lea Fig. 7-8 General Arrangement**

Length of bridge = 498 ft 152 m  
 Width of bridge = 39 ft 12 m  
 Deck Area = 1804 sq.m.

**Unit Rate for Rogers Creek Bridge**

Length of bridge = 44 m  
 Width of bridge = 11 m  
 Deck Area = 484 sq.m.  
 Construction Contract Cost = \$3,161,532  
 Unit rate Construction Cost = \$6,532 per sq.m. use \$6,500 per sq.m.

Estimated Construction Cost for 10th Avenue Bridge = \$11,728,644  
 Additional costs including project management, engineering, etc., at 20% \$2,345,729  
**Total project Cost \$14,074,372 use \$14,000,000**



**Alignment Options – July 22, 2014 Report**



THIS AGREEMENT dated this 17<sup>th</sup> day of July 2014.

**BETWEEN:** CITY OF PORT ALBERNI  
4850 Argyle Street  
Port Alberni BC V9Y 1V8

**AND:** SHAW CABLESYSTEMS LIMITED  
861 Cloverdale Avenue  
Victoria BC V8X 4S7

This Facilities Attachment License Agreement (this "**Agreement**") between City of Port Alberni (the "**City**") and Shaw Cablesystems Limited ("**Shaw**") outlines the terms agreed to by the parties regarding the granting of access to and use by Shaw of certain City facilities for the purpose of the provision of Shaw's Wi-Fi services.

In consideration of the mutual agreements and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, Shaw and the City agree as follows:

**Grant:** The City hereby consents and grants Shaw a non-exclusive right and license to access and attach in, on or to the City's facilities, including, but not limited to, attaching to, on or within traffic lights, cross walk poles, aerial structures, vehicle and/or public transportation corridors, lands and/or civic buildings owned by or under the direction, control and management of the City (collectively, "**Facilities**") located at one or more of the addresses shown in Schedule "A" hereto or such other locations as the parties may agree to from time to time, to install, operate and maintain certain telecommunication devices, cable and related equipment (the "**Work**") used for the purpose of transmission, emission or reception of signs, signals, writings, images, sounds or intelligence of any nature related to Shaw's Wi-Fi services (the "**Purpose**"). For greater certainty, this Agreement does not grant consent to Shaw to breach the surface of any City highways, including roads or sidewalks unless applied through existing City Permitting process.

**Term:** The term of this Agreement shall commence on August 1, 2014 and shall continue for a period of five (5) years and shall auto renew for successive five (5) year periods (collectively, the "**Term**") unless a party to this Agreement notifies the other party one (1) year prior to the expiry of such renewal term. Either party may terminate this Agreement if the other party breaches any of its material obligations hereunder and fails to remedy or commence actions to remedy such breach within thirty (30) days of receipt of notice from the non-breaching party.

**License Requirements:** Shaw and City shall establish a permit application process for both indoor and outdoor installations of its Work on and/or in Facilities. Shaw will pay the necessary license permit fee established by the parties and prior to installation of any Work, Shaw shall provide the City with detailed plans, satisfactory to the City, acting reasonable, and as-built drawings showing the location of each device installed after the completion of the Work.

**Work on the Facilities:** Shaw agrees that all Work shall: (a) be carried out in a good, workmanlike and timely manner; (b) not unduly interfere with the Facilities; (c) comply with all applicable construction and safety codes; and (d) be responsible for all of its costs for its Work. Upon completion of the Work Shaw shall restore and repair any damage caused by the Work to the Facilities to the condition in which it existed prior to the Work. If an approved Facility is a streetlight pole which does not have a continuous power source, Shaw is responsible to install a battery solution to provide the power it requires for its operation of the Works.

**No Interference:** The City shall not, nor shall it grant any other person a right to, alter, remove or physically block access to any of the Work if such action would hinder, obstruct or impede Shaw's ability to maintain and operate the Work for the Purpose unless required by the City in an emergency situation. Shaw shall not alter, remove or physically block access to any City property or third party property located at or on the Facilities without the City's prior written approval. The parties agree that upon receipt of notice by the other party of any interference described above the parties shall, as soon as reasonably practicable, make inquiries to determine the cause of the interference and make or cause to be made such reasonable adjustments to eliminate the interference. For the purpose of clarity, neither party is responsible for any interference caused by radio waves or other technologies used by any person at the Facilities where the Work is located.

Shaw further acknowledges and agrees that the City shall not be responsible in the event that a third party's presence as set out herein at an approved Facility impairs or interferes with the Work and/or the provision of Shaw's WiFi services or any other matters related to this Agreement unless the City granted such third party a right to impair or physically interfere with the Work.

**Indemnity:** Each party (an "Indemnifying Party") shall indemnify and save harmless the other party (the "Indemnified Party") from and against all actions, causes of action, proceedings, claims and demands brought against the Indemnified Party, for all losses, costs, or expenses incurred by the Indemnified Party, for damage to property, including property of the Indemnified Party or any third party, and for injury to persons incurred by the Indemnified Party, including its employees, servants, agents, and licensees or any third party, caused by, or attributable to, the negligence or willful act or omission of the Indemnifying Party or any of its employees, servants or agents as a result of this Agreement. Neither the City nor Shaw shall be liable for indirect or consequential losses or damages, or for damages for pure economic loss, howsoever caused or contributed to, in connection with this Agreement or with any of Shaw's Work.



**Insurance:** Shaw shall maintain general liability insurance to protect from claims for damages, personal injury, including death, and for claims from property damages which may arise from the Work. Such insurance limits shall not be less than five million dollars (\$5,000,000.00) for each occurrence and shall add the City as an additional insured.

**Abandonment:** Shaw may abandon its use of part or all of the Facilities at any time during the Term. Shaw may remove any Work it abandons that is installed on Facilities and shall restore such Facility to the same or similar condition which it was in prior to installation of such Work, reasonable wear and tear excepted.

**Relocation:** If at any time during the Term, the City is required to relocate a particular Facility that has Work attached to it, the City shall provide Shaw with no less than ninety (90) calendar days notice. Shaw shall at its cost remove the Work from the affected Facility immediately upon the expiry of the notice period and shall restore the affected Facility to the same or similar conditions as it was at prior to the installation of such Work, reasonable wear and tear excepted. If Shaw fails to remove such Work, the City may remove the Work and the reasonable costs incurred by the City shall be payable by Shaw. If the affected Facility is moved to a new location Shaw shall be permitted to relocate its Work to the Facility at the new location; or in the alternative if such relocation is not feasible or if the new location is not in the immediate area of the original site, the City will reasonably assist Shaw in finding a suitable alternative location for such Work.

In consideration of the grant herein by the City to Shaw, Shaw hereby agrees to:

- a) offer the general public complimentary guest access to use the Shaw Go WiFi services. Such general public use will be subject to Shaw's Guest Access terms and policies and will be limited to use at each Facility where Shaw has installed and is operating attachment points; and
- b) 1 unique SSID that maps to a secure, private network for the City's staff use at the Facilities where Shaw has installed Work.

**Signage:** No additional Shaw signage in or on the approved Facilities is permitted. Any Shaw signage existing prior to the commencement date of this Agreement is permitted.

**Ownership:** The City acknowledges that notwithstanding any rule of law or equity to the contrary, all Work installed by Shaw will remain the property of Shaw even though it is attached to the Facilities.

**Governing Law:** This Agreement will be governed by and construed under the laws of the Province of British Columbia. The parties agree to submit any dispute regarding this Agreement to the exclusive jurisdiction of a competent court located within the Province of British Columbia.

**Binding Agreement:** The parties agree that this Agreement and the agreements and understandings set out herein will be binding upon and enforceable against the parties.

This Agreement is hereby acknowledged, agreed and accepted by the parties this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

The CORPORATE SEAL of the  
**CITY OF PORT ALBERNI**

Affixed in the presence of:

\_\_\_\_\_  
Mayor

Dawn Hartwell  
Clerk

**SHAW CABLE SYSTEMS LIMITED**

Affixed in the presence of:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

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<b>SCHEDULE "A"</b>	
<b>Locations below will be considered for Shaw Go WiFi</b>	
<b>Location</b>	<b>Address</b>
<b>Commercial Streets:</b>	
3rd Avenue	Argyle St south to Mar St
Argyle Street	3rd Ave to 5th Ave
<b>Facilities:</b>	
City Hall	4850 Argyle Street
Echo Centre: Aquatic, Fitness & Community Centre, Museum & Library	4255 Wallace Street
Glenwood Sports Centre	4480 Vimy Street
Alberni Valley Multiplex	3737 Roger Street
Gyro Youth Centre, Fields & Waterpark	3245 7th Avenue
Kinsmen Community Centre	4102 Hollywood St
North Island College Athletic Hall	3699 Roger Street (West of main building)
Alberni Valley Curling Club	3250 9th Ave
Harbour Quay Park	5440 Argyle St (S of Creek)
Harbour View (Waterfront)	5440 Argyle St (N of Creek)
<b>Additional Locations Suggested by City:</b>	
Johnston Rd Corridor	All of the Johnston road corridor; that being from Coombs Country Candy all the way down to the junction at River Road
River Road	River Road all the way out to the junction at Falls Street
Gertrude Street	from Johnston Road to Mar Street
3rd Ave	from Johnston Road to Mar Street
Redford Street	Redford Street from Stamp/3rd to West Coast Hospital
Argyle Street	Argyle Street from Harbour Quay to 6th Avenue
Multiplex Area	Entire area of Multiplex, Glenwood Centre, Athletic Hall, North Island College, Bob Daly Stadium, Echo Centre, and parks between all buildings
ADSS High School	Old ADSS high school area located off Burde Street, and between Anderson Avenue and 16th Avenue
Gyro Rec	Entire Gyro recreation park area, and likely most parks
River Road	Clutesi Haven Marina
City Works Yard/Parks Yard	4150 6th Avenue
Fire Hall	3699 10th Street
<b>Senior Housing: more locations to follow</b>	
Echo Village	4200 10th Avenue
Heritage Place	4200 10th Avenue
Fir Park Village	4411 Wallace Street
Westhaven	3949 Port Alberni Hwy
Rainbow Gardens	6151 Russell Place
Blair Park	Pineo Road

**Note: All locations are subject to technical and financial feasibility review.**



# CITY OF PORT ALBERNI

## Engineering Department Report

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

Ken Watson, City Manager

Date: July 23, 2014  
To: Ken Watson, City Manager  
From: Guy Cicon, City Engineer  
cc: Wayne Cheveldave, Mechanical Services Superintendent  
Cathy Rothwell, Director of Finance

### RE: Equipment Award – Works Yard Street Sweeper

**Issue:**

Council approval is required to award the tender for replacement of our Street Sweeper.

**Discussion:**

As part of our 2014 Financial Planning process Council approved replacement of our Street Sweeper at cost of \$267,500 to be funded from the Equipment Replacement Reserve Fund.

This piece of equipment works in a very harsh environment picking up sand and gravel and leaves off our roads. Our current unit (Vehicle # 410 - 2005 Tymo Sweeper) is in poor condition with the main engine in need of a rebuild, the hopper assembly worn out, and the hydraulic system due for a major overhaul. We have spent considerable of money in the past three years patching the hopper and repairing the hydraulic system to keep it going. Several Councillors viewed the condition of this unit as part of a tour at the public works facilitated as part of budget deliberations.

This tender was advertised on B.C Bid, CivicInfo, the City website and three suppliers were contacted directly by our Mechanical Superintendent to ensure they were aware of the tender.

We received only one bid from WestVac Industrial. Our review of the bid indicates that the unit tendered meets our specifications at a cost of \$218,138.00 plus applicable taxes. This amount includes provision of the optional stainless steel hopper as well as a \$22,000 trade in allowance for the old sweeper. We have \$267,500 approved in the 2014 Capital Budget so this bid is below the budgeted amount.

**Strategic Plan Implications:**

Replacement of the Street Sweeper supports our Strategic Plan Objective 1.2, to “Provide and sustain needed municipal infrastructure for now and future generations.”

**Recommendation:**

*That the City Engineer’s report dated July 23, 2014 be received and Council for the City of Port Alberni award the Sweeper tender to the bid from WestVac Industrial for \$218,138.00 plus applicable taxes.*

Respectfully Submitted,

Guy Cicon, City Engineer

**STATUS REPORT**  
**ACTIONS DIRECTED BY COUNCIL**  
**For July 28<sup>th</sup>, 2014 Regular Meeting of Council**

	<b>Meeting and Date</b>	<b>Item</b>	<b>Strategic Plan Priorities of Council</b>	<b>Strategic Plan Other</b>	<b>Not identified as Strategic Plan Priority</b>	<b>Status of Progress</b>
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	Tseshahht Protocol Agreement endorsed – City Manager to meet with Tseshahht staff to operationalize	Goal 5: Service Excellence Objective 5.1.3			Awaiting Tseshahht 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 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
8.	Regular Mar 10/14	Review existing policies regarding application of expense portion of Council stipend and development of new Council Travel Policy			✓	Special meeting held June 23 <sup>rd</sup> . Direction from Council provided for preparation of Policy/Bylaw.

**STATUS REPORT  
ACTIONS DIRECTED BY COUNCIL  
For July 28<sup>th</sup>, 2014 Regular Meeting of Council**

	<b>Meeting and Date</b>	<b>Item</b>	<b>Strategic Plan Priorities of Council</b>	<b>Strategic Plan Other</b>	<b>Not identified as Strategic Plan Priority</b>	<b>Status of Progress</b>
9.	Regular May 12/14	Request for Proposals to review City to determine potential sponsorships revenues (consideration to doing in-house)				
10.	Regular May 26/14	Prepare bylaw to address graffiti issues as well as public education campaign. Purchase kits and reimburse Uptown Merchants				
11.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system				Order in Council effective July 14, 2014. Bylaws and policies being prepared.
12.	Regular May 26/14	Report and recommendations re development of tax revitalization program for all commercial areas				
13.	Regular May 26/14	Consult with business community regarding Sign Bylaw				In progress. Consultation closes end July.
14.	Regular June 9/14	Report re upgrading stairs and clearing brush at River Bend Park to create parking stalls.				August 11
15.	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 Report identifying potential projects August 11 meeting
16.	Regular July 14/14	Meeting to be arranged with Chamber and Bear Smart reps to discuss welcoming sign				In progress.



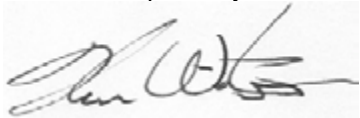
**STATUS REPORT  
ACTIONS DIRECTED BY COUNCIL  
For July 28<sup>th</sup>, 2014 Regular Meeting of Council**

	<b>Meeting and Date</b>	<b>Item</b>	<b>Strategic Plan Priorities of Council</b>	<b>Strategic Plan Other</b>	<b>Not identified as Strategic Plan Priority</b>	<b>Status of Progress</b>
17.	Regular July 14/14	Meeting to be arranged with community – uptown merchants; RCMP; bank managers; Council – to discuss safety concerns in uptown				
18.	Regular July 14/14	Report outlining options for garbage bins for Lower Johnston				
19.	Regular July 14/14	Ads/notices encouraging public to mow boulevards				
20.	Regular 14/14	Report regarding status of bylaw enforcement files for current/past 3 years				September 8
21.	Regular 14/14	Council to meet to plan/organize public input exercise to gather feedback on City's Vision and Strategic Plan (early Fall)				Council workshop planned for September 8

**STATUS REPORT  
BUDGET ACTIONS DIRECTED BY COUNCIL**

	<b>Meeting and Date</b>	<b>Item</b>	<b>Strategic Plan Priorities of Council</b>	<b>Strategic Plan Other</b>	<b>Not identified as Strategic Plan Priority</b>	<b>Status of Progress</b>
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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## CITY OF PORT ALBERNI

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### Royal Canadian Mounted Police (RCMP) REPORT

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TO: Ken Watson – City Manager FILE

FROM: Inspector Richards – Department Head (RCMP)

COPIES TO: City Clerk – Davina Hartwell

DATE: July 14, 2014

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**SUBJECT: City of Port Alberni Departmental Report**

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**ISSUE:** June 2014 RCMP report to Mayor and Council

#### DISCUSSION:

This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during June 2014. I have included an update on policing activities thus far in 2014 and a comparator to previous years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month:

- 830 calls for service were received and attended to by Detachment members.
- The General Investigation Section executed a search warrant which resulted in the seizure of cocaine and methamphetamines.
- A shooting of a male was investigated. The investigation resulted in charges being laid and a guilty plea entered.
- Officers responded to a complaint of a male with an explosive device. This was investigated and charges have been laid.
- RCMP visibility initiatives include boat patrols on local waterways, bicycle patrols, foot patrols and licensed premises checks are continuing throughout the community.
- Victim Services had a busy month assisting 31 new clients, 17 related to violence in relationships

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June marks the end of the first quarter to the 2014/15 the Port Alberni RCMP's Annual Performance Plan. Please find an update on the progress made thus far:

- a. **Crime Reduction:** Reduce the incidents of criminal activity by focussing on offenders.
  - Conduct 1200 curfew checks. 271 conducted
  - Reduce thefts by 5% to 1000. Presently 227
- b. **Substance abuse** (alcohol and drugs): Reduce the impact of substance abuse in the community.
  - Complete 300 licenced premises checks. 91 completed
  - Reduce alcohol/drug involvement in files by 5% to 2500. Presently 505
- c. **Youth:** Reduce youth involvement as offenders and victims.
  - Increase diversion files by 10% to 140. Presently 31
- d. **Visibility/engagement:** The RCMP will be active within the community.
  - Complete 30 patrols. 9 completed
  - Attend 15 community events. 9 completed
- e. **Traffic:** Detection and removal of impaired drivers
  - Removal of 100 impaired drivers. Presently 30

The following resolution is proposed:

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

Respectfully submitted:  
Insp. Mac Richards  
OIC Port Alberni RCMP Detachment

## Detailed Crime - 2014 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	38	43	58	47	35	46							267
Relationship Violence	8	7	12	14	13	6							60
Thefts	72	57	62	61	56	59							367
Break and enter	23	25	24	15	15	10							112
Mischief	29	31	34	87	49	47							277
Drugs	23	17	25	26	15	16							122
Provincial Traffic	45	59	63	55	69	61							352
Criminal Code Traffic	14	15	9	13	15	20							86
Motor Vehicle Incidents	15	24	18	17	26	15							115
Calls for Service	759	710	809	797	792	830							4697

## 6 Year Comparison

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	676	621	528	539	547	451			3362
Relationship Violence	193	149	127	87	118	78			752
Thefts	1258	1101	963	896	936	814			5968
Break and enter	374	263	246	308	198	245			1634
Mischief	631	581	456	480	500	480			3128
Drugs	390	282	219	326	298	275			1790
Provincial Traffic	858	832	851	814	697	759			4811
Criminal Code Traffic	278	272	290	288	248	223			1599
Motor Vehicle Incidents	360	326	254	253	253	231			1677
Calls for Service	12018	10666	9961	10455	9830	9712			62642

### 2008 – 2013 Averages

Assault	560
Relationship Violence	125
Thefts	994
Break and Enter	272
Mischief	521
Drugs	298
Provincial Traffic	801
Criminal Code Traffic	266
Motor Veh. Incidents	280
Calls for Service	10440



**Parks, Recreation and Heritage  
Director's Report to City Council  
Date: July 23, 2014**

The following information is provided for members of City Council as a means of keeping you up to date on current activities, events and projects.

**PARKS**

- The resurfacing of the Gyro Recreation Park tennis courts is now complete.
- Staff continue to work on brick repair around the trees on lower Johnston Road.



- Trail brush clearing is underway along Kitsuksis Walkway and Maquinna trails.
- Parks carpenters completed the wood stairs to the beach at the former Shoreline Petroleum Esso bulk fuel site.



- One of the wooden light poles located on the west side of Russell Field was blown down during wind gusts. We advised AV Soccer and have now removed all lights and wire from the poles and will be taking down all poles in the near future. The poles are approximately 30 years old. The poles on the east side of the park have been previously replaced.





**LEISURE**

We are now half way through summer and have had two extremely successful Our Town events, with the support of our long time sponsor, the Kiwanis Club of Port Alberni. Our next two include kicks off the summer season with our first event on Tuesday, July 8<sup>th</sup> at Blair Park!

**HERITAGE**

AV Museum & Heritage Network – June 19 – July 22, 2014

- AVM – June 30 – put up first of series of front pages of historic newspaper front pages relating to the outbreak of WWI – this will be an ongoing project to commemorate the centennial of that war.



- AVM – working with the Port Alberni Maritime Heritage Society and the Tseshaht First Nation:
  - Facilitated the preparation/construction of a case, prepared condition reports on the objects, and supervised the installation of historic objects borrowed from the Canadian Museum of History relating to the “Hishok” exhibit at the Hutcheson Gallery, located beside the Lighthouse.
- AVM – July 2-4 – installed the 1964 Port Alberni tsunami exhibit, previously mounted in the Hutcheson Gallery, in the baggage room of the historic Train Station
- AVM – June 23 – The AV Museum’s summer Museum Assistant, Jacqueline Savoie, started work – funded by a Young Canada Works Jobs in Heritage Organizations grant. After training and orientation, Jacqueline has assumed her summer duties with the tsunami exhibit at the Train Station [4 days/week] and the Museum [Saturdays]. This position has let the Museum open Monday afternoons for the summer, and keeps the Station open seven days a week. The 50<sup>th</sup> anniversary Port Alberni Tsunami exhibit, and the train station, are now available Monday-Wednesday, as well as on the “regular” train days, Thursday-Friday. The numbers of visitors has been steadily rising over the last couple of weeks.
- AVM – ongoing:
  - July 22 - meeting with Dr. Andrea Walsh and Survivors’ Group toward developing the fall exhibit on the children’s art from the Alberni Indian Residential School.
    - Decisions made on several aspects of the exhibit – physical layout etc.
    - Opening dates set: October 9, 2014 – soft opening; October 16, 2014 – official opening.
  - Participated in several sessions with Shaw TV:
    - Kirsten Smith & Rod Sayers – Nelson Joseph exhibit
    - Jamie Morton & Darrell Ross – Hishok, Tseshaht Whaling exhibit
    - Shelley Harding & Jamie Morton – historic walking tour
    - Jamie Morton & Jacqueline Savoie – train station news
  - Father’s Day book sale & book launch resulted in \$1,200 of book sales in a two week period – new retail strategies in the AVM Gift Shop are showing some results.
  - Participating in marketing strategies for McLean Mill & Alberni Pacific Railway – reviewing promotional photos – one of which will be used as a billboard to be installed on the Wynan’s Furniture building on Highway 4.
  - Participating on the WVIHS organizing committee for the 80<sup>th</sup> Anniversary of Franklin River Camp event, to be held on July 26 at McLean Mill.
- PAMHS – in cooperation with the Tseshaht First Nation [Darrell Ross taking the lead], installed the Tseshaht exhibit “HISHOK, TSESHAHT WHALING, one with the whale spirit” – successful official opening on June 21, 2014 – running through Labour Day, and likely to be renewed for Summer 2015.
  - Summer operations in full swing – public opening and family/children’s programs.

- WVIHS
  - Train Station – as above, now open seven days a week (10-5 daily) with the AV Museum tsunami exhibit & summer museum assistant – increased visitation & public service as a result.
  - IHC – 1951 Hayes Chain Drive restoration nearly complete – minimal cost and dramatic results under Vic Laughlin's direction.
  - Participated in the July 1 parade, carrying City Councilors and displaying a variety of City and HIS-owned trucks & machines.
  - Participated in the July 18-19 Truck Show at the Duncan Forest Discovery Centre – displaying CPA vehicles.
  
- McLean Mill & APR – marketing initiative continuing to improve profitability of the operations – resulting in a program of season's passes, discounted tickets for local residents, and promotion via radio and print ads.
  
- McLean Mill – work proceeding on the Kitsuksis Creek fishway & mill pond dam project:
  - Steam logging demonstration again operational, and performing on its regular summer schedule.
  - Bridge complete and fully operational.
  - Fish fence concrete foundation formed and poured.
  - Final work on lower section of channel completed – developing ponds, placing spawning gravel, riprap & other materials.
  - Work starting on upper portion of channel, and for construction of the pond berm.



First load over the completed bridge – July 15, 2014.





Fish Fence foundation, July 2014.



Historic objects from CMH, Ottawa, installed in an AV Museum case in "Hishok; One With the Whale Spirit," the Tseshaht whaling exhibit in the Hutcheson Gallery of the MDC – July 2014.

# **A G E N D A**

## **SPECIAL MEETING OF COUNCIL FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING**

**MONDAY, JULY 28, 2014 AT 6:15PM  
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)(i))** receipt of advice that is subject to solicitor-client privilege